



PLANNING AND BUILDING SERVICES AT 555 MAIN STREET WELCOMES BACK THE PUBLIC EFFECTIVE AUGUST 3, 2020

Plumas County Planning and Building Services, also known as the Permit Center, is made up of four departments, which include Planning, GIS, Building including Code Enforcement, and Engineering staff. The Plumas County Assessor's office is located on the second floor of the Planning and Building Services building. The Sierra Nevada Conservancy (SNC) also has an enclosed office in the building. Those in the building with minimal public interaction include GIS, Code Enforcement, and SNC. Public interaction could include, however, people who may or may not have traveled from outside of Plumas County, and could put staff at risk for COVID-19 exposure.

LIMITING EXPOSURE

The Department Safety Representative at the 555 Main Street building has implemented the following guidelines to help reduce staff and public exposure to COVID-19:

- Limiting staff in the public lobby area.
- Prohibiting public use of the building's restrooms.
- Suspending the use of the meeting room space by groups such as board and committee meetings.
- Requiring face coverings be worn by all who enter the building and while interacting with staff.
- Reducing the number of public entering the building by encouraging 'by appointments only' meetings and the use of emails, phone calls, and the drop box to correspond.
- Disinfecting common touch points/surfaces daily.
- Training staff on COVID-19 safety measures including regular informational updates.

PUBLIC SOCIAL DISTANCING

Effective August 3, 2020, the front door at 555 Main Street will be unlocked during business hours, although the **use of the doorbell is suggested**. All public needing the services of the Planning, Building, Code Enforcement, GIS, and/or Engineering departments will be encouraged to **schedule an appointment** with the staff member or department they are inquiring about. At the time of the appointment the public will remain outside until the said appointment time. If the public does not have all of the required information or the paperwork is not complete, the public will exit the building until they have the information needed to complete their request.

Until further notice, it is required that the **public wear face coverings** while in the building. If needed, staff will make available disposable face coverings for use by the public. The public will **maintain a 6-foot social distancing at all times**. The public lobby will have signs and marks on the floor showing social distancing requirements. Avoid handshakes and similar greetings that break physical distance. The **public is only allowed in the lobby area**, unless social distancing cannot be maintained; then, the meeting room space may be used. Social distancing will be required while in the meeting room space.

Restrooms and drinking fountains will not available to the public until further notice. To properly notice the public, signs will be posted in the public lobby in the vicinity of the restrooms and drinking fountains. All zoning books and recorded maps will be handled by staff members only.

PUBLIC SELF-SCREENING

A notice will be posted on the front door at 555 Main Street informing the public of the COVID-19 building safety precautions. Before entering the building, the **notice will ask the public to self-screen by answering the following questions:**

1. Have you traveled outside of Plumas County in the last 14 days?
2. Have you been diagnosed with COVID-19?
3. Have you been in contact with anyone who has experienced any of the above symptoms or has been diagnosed with COVID-19?
4. Do you currently have or have you experienced any of the following symptoms in the last 14 days:
 - Fever
 - Cough
 - Sore throat
 - Shortness of breath
 - Headache

The notice asks the public to not enter the building if they have answered "yes" to any of the above questions.

The notice also encourages the public to call or use the drop box located outside the entrance, to help limit COVID-19 exposure to staff and the public in the lobby.