

## **Health and Safety – Assessor’s Office**

- Employees will wash or sanitize hands frequently starting with the beginning of work day.
- Standard social distancing of 6 feet or more will be maintained with taxpayers and fellow employees when possible.
- Only one (1) taxpayer allowed in office at a time
- Staff will maintain social distancing of 6 feet or more whenever feasible in conducting business
- Staff will encourage email, regular mail, or telephone communication whenever possible to limit visits to the Assessor’s Office.
- Face masks will be worn at all times when a taxpayer is in the office
- No inspections of residential properties will occur until Phase 4 is completed as indicated by Erie County.
- No Taxpayers will be attended to if not wearing a mask.