

Upon re-opening of Town of Aurora offices to the public, the following safety procedures will be in place for the Building Department office:

- No more than 3 staff members in the office at one time.
- No more than 1 client in the office at one time.
- Residents and other members of the public are required to wear face coverings.
- Paperwork that is mailed or emailed will be accepted for review.
- Plexi-glass shield around reception counter top with opening for pass thru on north edge.
- Reception personnel masked and gloved while dealing with clients.
- All paper work received to be placed in a receivables file rack for at least 2 days.
- Public counter area shall be wiped down between clients.
- Staff shall practice safe distancing.

All questions, complaints or concerns can also be discussed over the phone at (716) 652-7591 or via email at building@townofaurora.com