



For Immediate Release

June 18, 2020

## Municipal Offices Reopening to the Public

Over the past few weeks, the Township has been preparing for the eventual reopening of its administrative offices to the public. Last week the Ontario Government announced it would move to Stage 2 of its gradual approach to reopening the Province.

As a result of this announcement, the Township of Central Frontenac will reopen its offices to coincide with the reopening of other places of business. **Effective Monday June 22<sup>nd</sup>, 2020 at 8:30 am, the Township will reopen its office doors in Sharbot Lake to the public.**

“It has been a long 12 weeks since we declared our state of emergency and our staff, inside and outside as well as the volunteer fire fighters have continued to serve our citizens during that time as an essential service, in a very stressful and ever changing time,” stated Mayor Smith. “I congratulate each and every person for their dedication and genuine caring for each other and our residents. These have been and will continue to be stressful times for all and I thank everyone sincerely for all your hard work.”

The following steps are being taken to ensure we all remain safe and that our staff and facilities are prepared for the public’s return:

- The Township will continue to accept inquiries through its website or by telephone or email in order to minimize risk to customers and employees. The Township encourages the use of these channels as much as possible.
- When accessing the Township office, customers will be expected to adhere to the following guidelines:
  - Do not enter if you feel ill or exhibit any symptoms related to the novel coronavirus, COVID-19.
  - Must use hand sanitizer or wear gloves before entering the building.
  - We encourage customers to wear mask upon entering the building.
  - Must respect social distancing and stay 2 metres (6 feet) from other members of the public and staff where possible.
  - Only **one (1)** customer at a time in the office;

- To ensure the 2 metre (6 feet) distancing requirement is adhered to customers will be required to take a ticket which is outside the building at the end of the walkway. It is attached to the sign board; and staff will let you know when it is your turn to come into the building.
- Payment by way of Debit or cheques is the preferred form of payment during this time. Online banking is another option.
- The drop-box at the front door continues to be available to drop off applications and payments.
- The office is open to the public for general inquiries such as submitting applications, processing payments, purchasing of garbage bags and answering standard questions. **Customers wishing to see an employee must call in advance and book an appointment.** This ensures staff availability and preparedness, and prevents longer lineups.
- Where close contact between staff and the public may occur, Township staff may wear additional Personal Protective Equipment (PPE) to ensure the safety of all individuals present.
- Enhanced cleaning and disinfecting of Township offices has been underway for many weeks and will continue into the future.

During this time, all other Township indoor facilities such as community halls will remain closed to the public until further notice. The Township continues to follow all provincial emergency orders and guidelines in the reopening and operation of its facilities.

As businesses and workplaces reopen and Ontario residents come out of isolation, we must work together to maintain the excellent results this region has achieved in combatting the spread of COVID-19. The Township thanks all residents in advance for following these important guidelines when visiting our office.

The Township is committed to balancing community needs with the safety of its residents and employees in its approach to the COVID-19 pandemic. For more information regarding the Townships response to COVID-19 please visit [www.centralfrontenac.com](http://www.centralfrontenac.com)

For more information please contact:

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