

The City of Fairfax

Office of the City Manager



LIMITED ACCESS ACTION PLAN – CITY HALL

Starting Monday, March 23, 2020, City Hall access and staff availability will be limited from 0800 – 1700 daily Monday - Friday, with a limit of up to, and not exceeding, two (2) visitors per each departmental counter for 30 minute intervals. All visitors are required to have a pre-arranged meeting appointments with the respective department(s).

****UNSCHEDULED VISITORS WILL NOT BE PERMITTED ENTRY TO OFFICES UNLESS AUTHORIZED BY THE DEPARTMENT. ****

Recommended Action Plan

- All potential visitors will contact departments directly to schedule an appointment time. This may be accomplished through email or telephone ahead of time or at atrium reception desk.
 - Departments will provide appointment information to central check-in staff in the atrium via electronic scheduling. All visitors must bring a meeting confirmation email or present a valid id for entry. Elections Registrar to have remote desk to escort people.
 - Visitors will arrive and enter through one designated entrance to limit entry points. Entry through all other access points will be prohibited, but all egress points for exiting the building will remain unchanged, and it will be clear that they are to be used for emergency exiting.
 - Visitors will disinfect at a station.
 - Visitors will check-in at a designated staffed location in the atrium. Only those visitors that are specifically on a schedule will gain admittance into the building.
 - Visitors will then proceed or escorted if needed, during their time slot to the designated counters to conduct business.
- At no point should there be more than two (2) visitors at any counter.
- There will be clear signage directing visitors. Floors may be marked or display of clear signage with designated waiting and standing areas to promote appropriate distancing.
 - Visitors will promptly exit the building upon completing official business.
 - Visitors should only visit City Hall and counters to conduct official business that cannot take place electronically (by phone, email, web forms, mail, or video conferencing). This would include dropping off items, providing documentation, submitting official forms (applications or payments), or receiving authorizations. They should not be present for general inquiries or other purposes.

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- Each department will determine the best methods for transmission of documents, whether or not that is person-to-person or through drop off boxes. Collection areas would be coordinated through the Fire Marshal for compliance with applicable codes to ensure safety.
- Please see Special Consideration section below.
- All other inquiries, comments, meetings, and questions should take place through electronic methods.

In the event a visitor is late by more than 5 minutes, their appointment may be automatically cancelled and they will not gain admittance into the building. The respective department may, at its sole discretion, grant an exception, clearly communicated to the reception desk. Otherwise, the visitor must reschedule with the appropriate department.

Special Considerations:

Commissioner of Revenue

- Visitors requiring drop off of income tax or business property returns to the Commissioner of Revenue will notify the reception desk upon arrival.
- The reception desk will notify the Commissioner's office by phone and ask the visitor to wait in a designated area.
- A staff member of the Commissioner's office will meet the visitor in the Lower Atrium to pick up the return.

****Under no circumstance, shall any City of Fairfax employee, with the exception of the Commissioner's staff, receive any drop off item that is intended for the Commissioner's office.**

Treasurer

- Visitors requiring drop off of payments to the Treasurer can put payments in the drop boxes located by the flag pole out front of City Hall (Armstrong Street) and on the Atrium side entrance of City Hall (George Mason Boulevard).

Elections

- Exempted from all portions of the Plan – reception desk shall provide directions to the elevator and floor number to the office.

General District Court

- Exempted from all portions of the Plan – reception desk shall direct the visitor to proceed directly to the General District Court Office.

Human Resources

- Visitors with appointments with Human Resources will not be identified by name on the daily appointment log. The Registrar shall call Human resources for further instructions.

Sincerely,

A handwritten signature in black ink, appearing to read "R Stalzer". The signature is stylized and somewhat cursive.

Robert Stalzer
City Manager
City of Fairfax