

City of Munroe Falls



James Armstrong, Mayor

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TO: Council, Staff, and Residents of the City of Munroe Falls
FROM: Mayor James Armstrong *JWA*
RE: Opening of City Hall
DATE: May 28, 2020

After reviewing the situation, with paramount concern for the health and safety of the general public and the staff of the City of Munroe Falls, City Hall will be open effective June 3, 2020 by appointment only. Those with appointments will be required to wear a mask upon entering the City Hall complex and the staff will be wearing a mask. Unless otherwise necessary, general appointments will be scheduled on Wednesday, Thursday or Friday on an as needed basis for matters that cannot be easily addressed in any other manner.

In addition to opening City Hall on an appointment basis, Mayor's Court will begin Thursday, June 4, 2020. To adhere to the separation requirements, Mayor's Court will be utilizing the Police lobby and office, since it already has the needed separation and thus limits the possible contamination of areas required to be sanitized. The plan is to allow only one case into the lobby at a time based on a first come list established on the day in question. All people having matters before the Mayor's Court will be required to stay in their vehicle until their case is called and to wear a mask in the building. The staff of the Mayor's Court shall also wear a mask.

We will continue to monitor the health and safety issues associated with Covid-19, reviewing the situation in determining the least restrictive methods of providing the services to our residents while also protecting the staff and the general public during this pandemic. Hopefully we will be able to gradually remove the above restrictions as more information is learned about the coronavirus and corresponding recommendations are provided by federal, state and local health officials.