

DeWitt County Clerk Office Re-Opening Procedures

EFFECTIVE: May 18, 2020 until further notice –

- The DeWitt County Clerks' office will open to the public. The office will close at 4:45 p.m. each day to allow the staff time to disinfect the office.
- We will limit the number of customers in our office at any given time. We ask that only the necessary person(s) enter the office to conduct business. Due to this, you may be asked to wait outside and/or experience a wait time.
- Only one (1) customer will be allowed at each front counter at a time.
- There will be markers on the floor so that social distancing can be achieved between customers in the lobby area.
- Customers needing to perform research within the records will need to contact the office to schedule an appointment. Only three (3) customers will be allowed in the public computer room at a time.
- Customers **will not** be allowed near the employee's desk. All request **must** be presented at the front counter behind the protective sneeze guards.
- All necessary precautions will be taken to ensure the safety of the employees and customers as follows:
 - Protective Sneeze Guards have been placed on each of the front counters for the safety of the customer and the employee.
 - Individuals are encouraged to wear appropriate face coverings.
 - Hand sanitizer will be available at the front counter.
 - Clorox wipes and/or Paper Towels with Disinfecting Spray will be available for disinfecting the public station computer keyboards.
 - County Clerk's office staff will disinfect between customers and throughout the day.
 - **County Clerk's office ask that if you have any symptoms of or been exposed to COVID-19 or flu-like symptoms, or a fever, cough or sneezing, please DO NOT enter the office.**

We apologize for any inconveniences this may cause. We appreciate your understanding of the need to protect citizens, employees and their families during this time. Thank you for allowing us to serve you.

Thank you,
Natalie Carson
DeWitt County Clerk