



*CITY HALL  
AND ANNEX –*

*OPEN FOR  
BUSINESS*

City of Port Arthur

444 4<sup>th</sup> Street

Port Arthur, TX 77640



# *RE-OPENING CITY HALL AND ANNEX - COVID-19 SCREENING PROCEDURES*

Effective February 23, 2021, the City of Port Arthur City Hall/Annex will be open to the public for regular business operations. All visitors are encouraged to schedule an appointment prior to visiting.

Prior to entering the building, the following procedures will be in place to limit the spread of illness and to better secure city staff.

- A Security Guard will be posted in both lobbies to screen all visitors.
- All employees and visitors will have their temperature taken prior to entrance; body temperature must NOT be over 100.4-degrees Fahrenheit to be allowed access to any city building.
- Security Guards will assure everyone is wearing a mask; if needed, a mask will be provided.
- Security Guards shall keep a list of visitor names and the employee they are here to see. If a citizen needs customer service in Utility Billing & Collections, a sign-in sheet is not required.
- Once a City Employee is notified of a visitor(s), that Employee will be required to meet guest(s) in the lobby and walk them to the meeting location.
- All individuals using the elevators will be required to:
  - o Wash/disinfect hands before using the elevator buttons
  - o Have Only two individuals in the elevator at one time
  - o (Employees and Citizens) Only go to the designated floor of their appointment (Loitering is Prohibited).

**Anyone who experiences fever and/or respiratory symptoms while home should not enter the building, and instead, reschedule the meeting, or contact the office via phone.**

