

# **CITY HALL COVID-19 POLICY:**

## **Beginning June 1, 2020**

- **Public will ENTER through the front (south) entrance and EXIT using the rear (north) door.**
- **If you present any COVID-19 symptoms, you will not be permitted into the building.**
- **The Building and Community Development Departments will operate by “Appointment Only”**
- **Please wait for the person ahead of you to leave before proceeding forward in line.**
- **Social distancing will be followed while in the building, 6’ markings will be posted.**
- **Sanitize your hands when entering offices**

**Please consider paying your utility bill online or placing your check in the drop box outside of city hall.**

**To Schedule Appointments for Building or Planning/Community Development:**

**219-762-4204 or 219-762-5425**

**Business Hours: M-F 8:30a-4:30p**

**[www.portagein.gov](http://www.portagein.gov)**