**Important Information!**

**County of Craig Administrative Office Enhanced Operating Procedures:**

* Office hours Monday – Thursday 7:30AM to 5:30PM Administrative offices are open to the public.
* Enter the Administrative offices by the front door.
	+ Front Door is Locked
	+ Knock for entering
* Temperatures will be taken prior to entering Administrative Offices
* Face coverings and gloves in all offices are encouraged, but not mandatory.

**County of Craig Board of Supervisors Enhanced Operating Procedures:**

* BOS Meetings - Court benches, chairs and tables will be disinfected before and after all meetings.
* BOS Meetings - Courtrooms seating - maintain separations of 6 feet.
* Face coverings and gloves in all meetings are encouraged, but not mandatory.
* 50% of posted maximum occupancy – During Board of Supervisor meetings.

The above actions are established to ensure that we live safely with the coronavirus until a vaccine is discovered. We will continue to work hard to ensure safe spaces for all citizens to conduct County business going forward.