



MEMORANDUM

Date: March 23, 2020

To: The Honorable Chairman and Members
Pima County Board of Supervisors
Presiding Judge, Superior Court
Elected Officials
Appointing Authorities

From: C.H. Huckelberry
County Administrator

Re: **Public Access Limitations for Service Counters and Lobbies in Pima County Buildings**

In accordance with federal, state and local guidelines for social distancing due to the COVID-19 pandemic, it is appropriate to implement public access limitations in Pima County buildings.

All customers should be encouraged to make appointments for on premises services or use of email, telephone, online services or other electronic means. Some public service counters have been closed such as the Treasurer, due to seasonal high volume usage. In this case, public services are provided by appointment where such service cannot be provided online.

Public access to service counters and lobbies in Pima County buildings should be restricted to keep the count of people at any given time to 10 or less people, including counter staff, and to keep six (6) feet of social distance between individuals. For service counters and lobbies where required separation distances are not achievable for up to 10 individuals, the number of customers should be reduced until the recommended distancing is accomplished. Staff performing services from behind an enclosure such as glass are not included in the count.

Departments should place a sign-in sheet at entrances to allow customers above the number that can be safely accommodated to enter their name and wait outside the lobby, in accordance with social distancing standards until other customers depart.

These requirements will be implemented beginning March 23, 2020 and continue until further notice. Facilities and programs that have already been closed such as Libraries are not subject to these requirements.

- c: Jan Leshar, Chief Deputy County Administrator
Carmine DeBonis, Jr., Deputy County Administrator for Public Works
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer,
Health and Community Services
Dr. Bob England, Director, Health Department
Mary Jacobs, Town Manager, Town of Oro Valley
Jamsheed Mehta, Town Manager, Town of Marana
Michael Ortega, Manager, City of Tucson
Kelly Udall, Town Manager, Town of Sahuarita
John Vidaurri, City Manager, City of South Tucson