

## **Public Notice**

### **Oxford Township Hall now open to the public!**

Until further notice, members of the public are asked to please observe the following policy when visiting the Oxford Township Hall. This policy is for your protection as well as ours. Your cooperation, patience and understanding will be greatly appreciated. Thank you.

**FACE MASKS OR COVERINGS REQUIRED** -- In order to enter the township hall, all members of the public are required to wear some type of face mask or face covering, be it a surgical mask, N95 mask, KN95 mask, cloth mask, scarf, bandana or handkerchief. The only exception to this requirement are members of the public who are unable to medically tolerate a face mask or covering.

**HAND SANITIZER AVAILABLE & REQUIRED** -- The township is making hand sanitizer available to all members of the public who enter the township hall. All visitors must immediately apply hand sanitizer upon entering the building.

**VISITOR SIGN-IN REQUIRED** -- All members of the public who visit the township hall will be required to fill out individual sign-in sheets. On each of these sheets, they must provide their full name, current address, telephone number, and the date and time of their visit. There will be one bucket containing sanitized pens for public use and a second bucket in which pens will be placed after they have been used by the public. These buckets will be clearly labeled. The public will be directed to use a sanitized pen to sign in, then place it in the used bucket when finished. These sign-in sheets will be collected, saved and stored by the township in case they are needed

**OBSERVE 6 FOOT DISTANCE IN THE MEETING AREA** -- In the public meeting space visitors will be required to practice social distancing, meaning they should stay at least six feet apart from others at all times. Township employees operating the virtual meeting computer will be at the head table behind a Plexiglass shield. The Zoom meeting will be displayed on a TV monitor so that meeting attendees can see the virtual participants.

**PLEASE TAKE ADVANTAGE OF ALTERNATIVE WAYS TO INTERACT WITH THE TOWNSHIP** -- The public is strongly encouraged to transact their business with the township government or ask questions via telephone, mail or the internet whenever possible and practical.

**NO OUTSIDE/PRIVATE GROUP MEETINGS AT THE TOWNSHIP HALL** -- Use of the township hall's meeting room by outside or private groups or organizations is temporarily prohibited until further notice. No exceptions will be made.