



# Iredell County

## Building Standards Division

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**From:** [Robby Wilkinson](#)

**Sent:** Monday, March 23, 2020 9:44 AM

Good Morning,

I'm sure most of you are already aware but we now have 6 presumptive positive cases of COVID-19 in Iredell County. We need to make sure we are doing our part in trying to mitigate the spread as much as possible. With that in mind we are initiating the next step in this process, which is limiting our contact with the public.

- Limited access to the public. Effective at 12:00 noon today we will limit access to the public. Public interactions will be by appointment only. If there are items that must be collected from the public we recommend drop boxes and pick up boxes to limit traffic and interactions with the public. Please post telephone numbers on your main entrances that all visitors must be appointment only with the appropriate number to call. Once they call if there is a way to address their need remotely without having face-to-face interactions that is definitely preferred. All of you communicated the various opportunities available to offer services remotely through the website, email, telephone, etc. Now is the time to institute those practices and procedures. PLEASE MAKE SURE YOUR WEBSITES ARE CURRENT WITH ALL THE APPROPRIATE METHODS TO CONTINUE TO RECEIVE SERVICES INSTEAD OF PEOPLE COMING IN PERSON. If you have any questions please let me know.

In addition, please remember the following:

- No meetings with more than 10 people. You can participate by conference call or video conference call but please do not have gatherings of more than 10 people at a time.
- Social Distancing. All employees should be at least 6 feet apart in their work stations. Most employees are in separate offices but those that are not should be separated as much as possible. We have already contacted Department Directors that we knew had staff working closer together and you have worked with us to get work stations moved further apart, which we greatly appreciate.
- Tele-working for employees with compromised immune systems. We have had a few employees already approved for this. There are specific guidelines that must be followed and an agreement that must be in place to allow this to occur. Please do not approve people for this option, they must go through the proper procedures and we must keep track of them.

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