

POLICIES FOR SAFE REOPENING OF LAKE COUNTY TITLE BUREAU

The following are the policies for the safe reopening of the Lake County Title Bureaus:

1. Masks are to be worn at all times by all who are medically able to do so
2. No more than 4 groups at the counter, with groups defined as the number of people needed to complete a given transaction
 - a. There is to be a minimum of 1 station between each active counter where possible
3. No more than 4 additional groups waiting inside the building
 - a. To be held at 6 feet of distance between groups at denoted by X's marked on the floor in orange tape
4. Plexiglass screens between the employees and the customers
 - a. Including at stations not currently in use
5. Clean and dirty pen holders at each station
 - a. Dirty pens to be cleaned nightly or as needed
6. Hand sanitizer easily accessible in public spaces
 - a. Dispensed via motion sensors
7. Dealers cannot wait inside for more than 5 titles to be processed
 - a. Any dealer who waits inside the building must wait in the Dealer Lounge
8. Staff continues to monitor their own health and temperature at a regular business.
9. Sanitizing wipes to be used at the public counter upon completion of every transaction.
 - a. Cleaning service to continue twice weekly thorough cleaning of the public spaces