



DISTRICT OF PARRY SOUND

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OFFICE OF THE CLERK-ADMINISTRATOR

Guide to Municipal Office Use During COVID-19

The Municipal Office will be open to the Public effective August 19, 2020 with processes and procedures in place.

- One client will be permitted in the office at a time. This allows for proper physical distancing within the office.
- Face coverings are mandatory for entry as outlined by the North Bay Parry Sound District Health Unit.
- Clients will be required to sign in upon arrival for contact tracing purposes. The register will be kept for 30 days.
- The locked mailbox outside the municipal office doors remains in place and is encouraged to be used.

We ask that visitors follow all provincial regulations regarding social distancing when a line up occurs outside the municipal office doors.