



OFFICE OF THE MAYOR

Richard Lee, III
MAYOR

Coronavirus Return to Work Update

Citizens of the City of Port Allen,

As of May 15, 2020, Gov. John Bel Edwards has lifted the stay at home order and allow businesses to open with strict social distancing, mask requirements and sanitation enhancements under the Phase 1 guidelines.

For those citizens that are at high risk of severe illness from COVID-19 they should still stay at home unless for medical reasons, food or to pick up medicine.

We will continue serving customers at City Hall's drive thru as currently scheduled. Entry into City Hall's building will remain closed until Tuesday, May 26, 2020. The general public will be allowed to enter the building after adhering to the following procedures. As per Governor Edwards, we will be operating under the **Phase I** guidelines. All businesses within the City limits can find additional information at [OpenSafely.la.gov](https://www.portallen.gov/opensafely).

Re-opening to the Public Procedures:

- All customers will enter City Hall from the west entrance door of the lobby. All other doors will remain locked.
- A screening station will be available upon entrance to the building.
- Upon entering, a **mask** is required and your body temperature will be checked with a no-touch thermometer. If the reading is **99 degrees Fahrenheit or less**, you will be allowed to enter. Hand Sanitizer will be provided.
- A certain number of customers will be allowed to enter at one time to maintain social distancing.

Any customer who has not met the criteria mentioned above or refuses to adhere to the above screening process will not be allowed access to the building.

All procedures will be in effect until **Phase 2** is announced by the Governor. Let us continue to follow the guidelines that are set by our local officials, so as to prevent the virus from spreading.

Mayor Richard N. Lee, III