

## COUNTY CLERK ENTRY GUIDELINES

- **ONLY 2 SETS OF CUSTOMERS WILL BE ALLOWED AT ANY ONE TIME IN THE CUSTOMER SERVICE AREA OF THE OFFICE.**

(MARRIAGE LICENSES AND ASSUMED NAME CERTIFICATE APPLICATIONS WILL BE TREATED AS 1 SET = 1 CUSTOMER.)

- ONLY 3 CUSTOMERS WILL BE ALLOWED IN THE VAULT AREA OF THE OFFICE AT ANY TIME. (RESEARCHERS MAY HAVE TO SCHEDULE AN APPOINTMENT, AND TIME WILL BE LIMITED TO 2 HOURS AT A TIME, SHOULD MULTIPLE PERSONS NEED TO UTILIZE PHYSICAL HANDLING OF BOOKS.)
- CUSTOMERS SHOULD SANITIZE THEIR HANDS BEFORE ENTERING.
- MASKS ARE NOT MANDATORY.
- CUSTOMERS MUST STAY BEHIND THE CLEAR BARRIERS THAT SEPARATE THEM FROM STAFF MEMBERS. IF THE NECESSITY ARISES TO MEET FACE TO FACE, CUSTOMERS MAY ASK FOR STAFF MEMBERS TO USE A MASK.
- CUSTOMERS SHOULD MAINTAIN A 6' DISTANCE FROM OTHER CUSTOMERS AND/OR STAFF MEMBERS WHILE IN THE OFFICE.
- *PLEASE BE PATIENT WITH OUR STAFF MEMBERS AND REMEMBER WE WANT A SAFE ENVIRONMENT FOR EVERYONE INCLUDING YOU, OUR CUSTOMERS.*

**THANK YOU!**