



**LIBERTY COUNTY**  
**Engineering Department**  
624 Fannin Street, Liberty, Texas 77575  
Phone: (936) 336-4560  
David Douglas, Administrator

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## **COVID 19 OPERATIONAL PRECEDURE**

In an effort to ensure the health and safety of departmental employees and the citizens of Liberty County, the following procedures relating to personal appearance at the department's store front location (624 Fannin Street, Liberty, Texas 77575) are hereby adopted and placed in force as of June 3, 2020.

- (a) All employees will be monitored each morning upon their entry into the building. This monitoring shall consist of a temperature screening, general observation and possible inquiry into issues such as coughing. This screening will be conducted by the head permit clerk and data derived from this process shall be recorded and maintained in the head permit clerk's office.
- (b) The general public will be seen on an appointment only basis. All appointments will be limited to 1 person only. The head permit clerk shall monitor to ensure that only 1 person enters the building for each scheduled appointment. The permit department shall make every effort to process permit requests on a 15 minute interval. However, this will be dependent upon the complexity of the business being conducted.
- (c) The department's front door shall remain locked at all times and will only be opened so that prescheduled appointments may enter. It is preferred that customer's remain in their automobile until they are contacted by phone that they may enter the building.
- (d) The general public, upon entering the building, will be asked to do several things to help protect themselves and the staff from possible exposure to COVID 19. These actions are as follows:
  - (1) A temperature reading will be administered to each customer entering the building. Customers who have a reading of 100 degrees or greater and/or physical symptoms will be advised to consult a healthcare professional for evaluation. They will not be allowed to proceed into the building.
  - (2) Hand sanitizer will be provided by the department and customers will be required to use the product
  - (3) Masks will be provided by the department and customers will be required to wear same while in the building
  - (4) Departmental personnel will clean high contact areas such as door handles, chair handles and desk tops prior to opening, during the noon lunch closure and again at closing
  - (5) The department will have no public bathroom facilities