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**Sent:** Wednesday, May 13, 2020 12:40 PM

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**Subject:** Reopening of Tax Collector Offices

All,

Tax Collector Service Centers will reopen to the public on June 1. Prior to opening, we are modifying a few of our procedures to ensure the safety of employees and customers as we endeavor to help stop the spread of COVID-19. Accordingly, I would appreciate your help in spreading the word to your customers and staff about the following:

1. Office hours will be 8:30AM until 3:30PM. Number of customers entering a service center will be limited and only the person transacting business will be permitted to enter.
2. The temperature of every customer will be taken before entering the building. Individuals with temperature in excess of 100 degrees will not be permitted to enter.
3. Customers will be required to wear a facial covering to enter the service center and while in the office.
4. Customers will be encouraged to continue to use online, dropbox, and mail for vehicle registration and property tax transactions.
5. Services will be limited which means concealed weapon original applications and driving skill tests are still suspended.

Thanks for your assistance. We have been working behind the scenes during the time the offices have been closed to the public, so we know there is great demand to reopen. If you have any questions, please call me at 606-4710 (direct line).

Doris Maloy



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