



STC FRAMEWORK FOR RECOVERY

OUR PATH FORWARD

ST. CATHARINES CITY HALL EMPLOYEE ACCESS GUIDE

The City continues to move forward in COVID-19 recovery efforts, continuing its focus on safety for both residents and staff as services are re-introduced.

On June 14, City Hall will once again open to the public, by appointment only. With guests once again entering the building some changes to accessing certain areas will be enacted as another safeguard of staff safety.

Specifically, areas visited by the public, and areas used by staff will be strictly separated, limiting instances of contact with the public.

Unless specifically required by their job, or in the instance of an emergency, staff must stay out of areas designated for the public. Please remember, masks are required to be worn at all times when inside City Hall.

Continue reading for more on designated public areas, and new staff entry protocols.

DESIGNATED PUBLIC-ONLY AREAS:

Signage is in place to clearly mark staff / public entrances, through ways and areas. Staff must not enter public-only areas unless directly required by their job. The following areas are designated as public access only:



- The James Street entrance is designated as public access only; staff are no longer permitted to use this entrance (see more on Page 3 for staff entry)
- The James Street entrance stairs and landings on all floors
- The James Street entrance foyer



- The area in front of the Planning and Building Services customer counter desk on the first floor
- The hallway in front of Information Technology on the second floor
- The area in front of the Parking and Citizens First customer-service counters on the second floor
- The second floor bathroom
- The hallway at the top of the James Street entrance stairs on the third floor in front of the Council Antechamber
- The area at the top of the Church Street stairs on the third floor in front of the Mayor's Office and Legal and Clerks Services' customer service counter

STAFF ENTRY AND EXIT

Staff must now use the Market Square entrance only to access City Hall. There are a few things to remember when entering or exiting the building:



Staff are to use the Market Square entrance only



Upon entry and exit ensure no members of the public enter with you



Ensure the door locks securely behind you when entering or leaving the building, especially if using the accessible entrance button



If you or any members of your household feel sick, or have travelled outside the country in the last 14 days, do not enter the building



Please sanitize/wash hands upon entry

CHANGES TO CITY HALL

Returning staff will notice several changes at City Hall to ensure their safety. Staff can expect:



Plexiglass barriers at customer-service counters



Hand sanitizer stations at all entrances



Signage on doors designating them as staff or public use only



Rearranged desks to allow for physical distancing



Signage and floor decals encouraging social distancing

THINGS TO REMEMBER

If returning to work, or just visiting City Hall, staff should remember to:



Stay out of public-only areas



Practice physical distancing



Stay home if sick



Keep an eye out for signage and follow its direction



Wash / sanitize hands frequently, including when entering the building



Wear a mask at all times when inside City Hall

CITY HALL FLOOR 1

Church Street



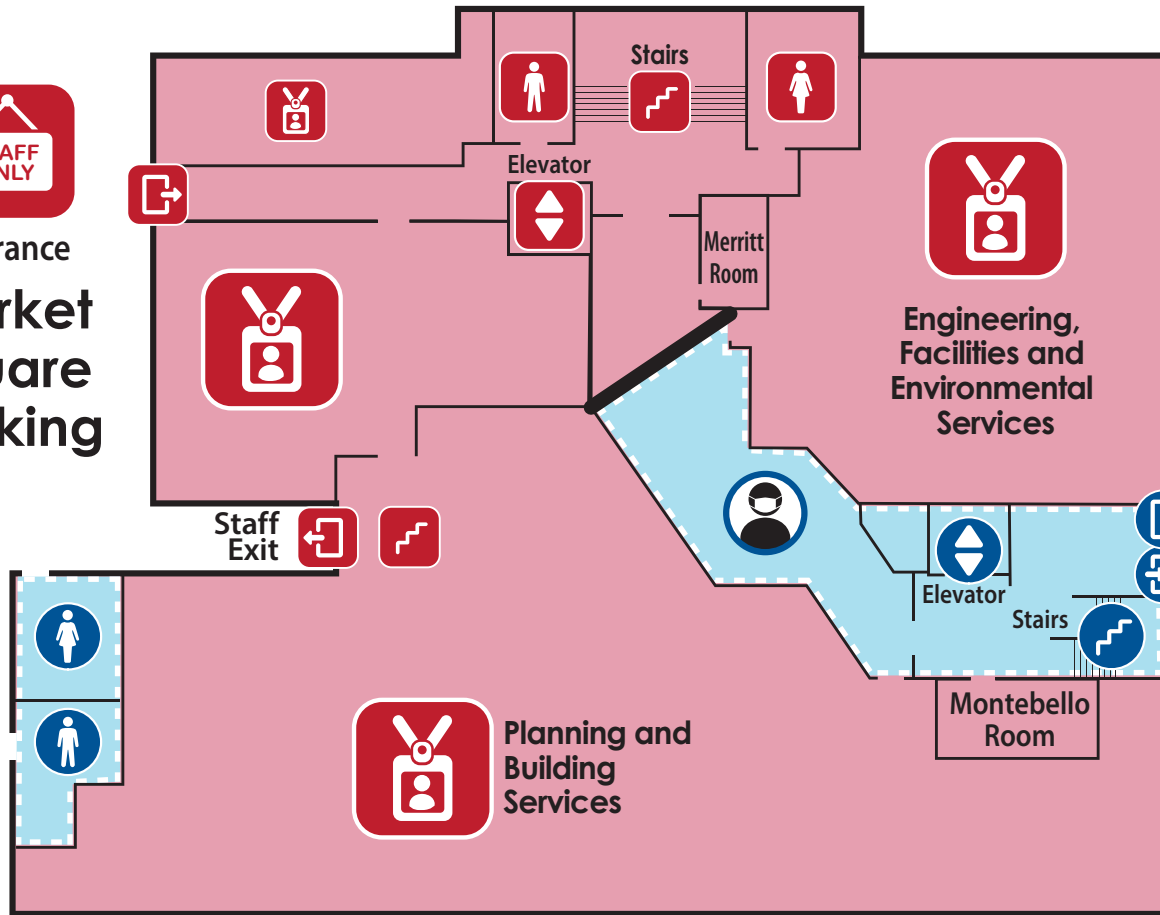
No Entry and No Exit

Entrance
Market Square Parking

James Street



Entrance and Exit



Market Square Parking



Staff Only Area



Staff Male Washroom



Staff Stairs



Staff Female Washroom



Staff Elevator



Staff Entry and Exit



Public Area



Public Male Washroom



Public Stairs



Public Female Washroom



Public Elevator



Public Accessible Washroom

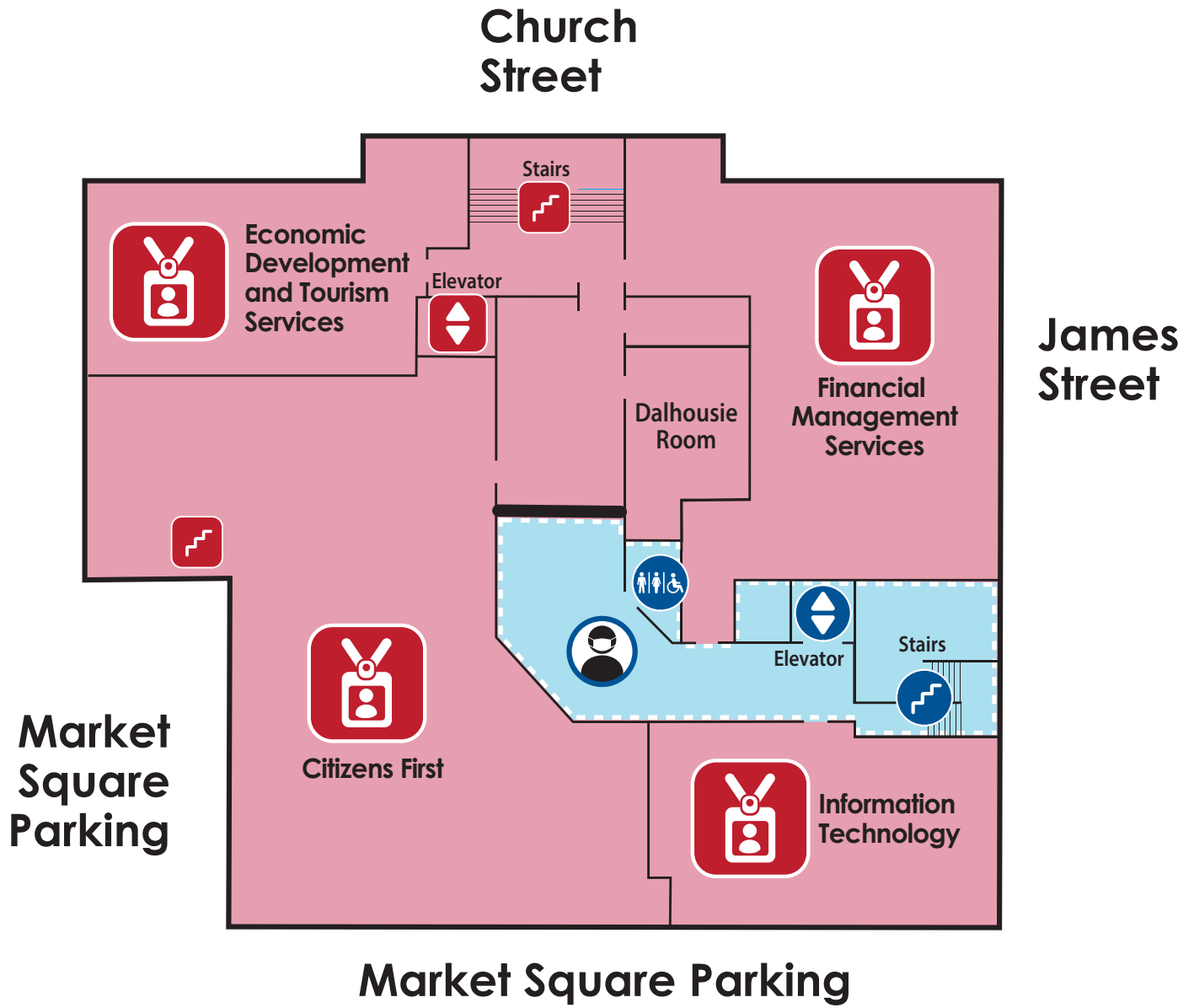


Public Entry and Exit



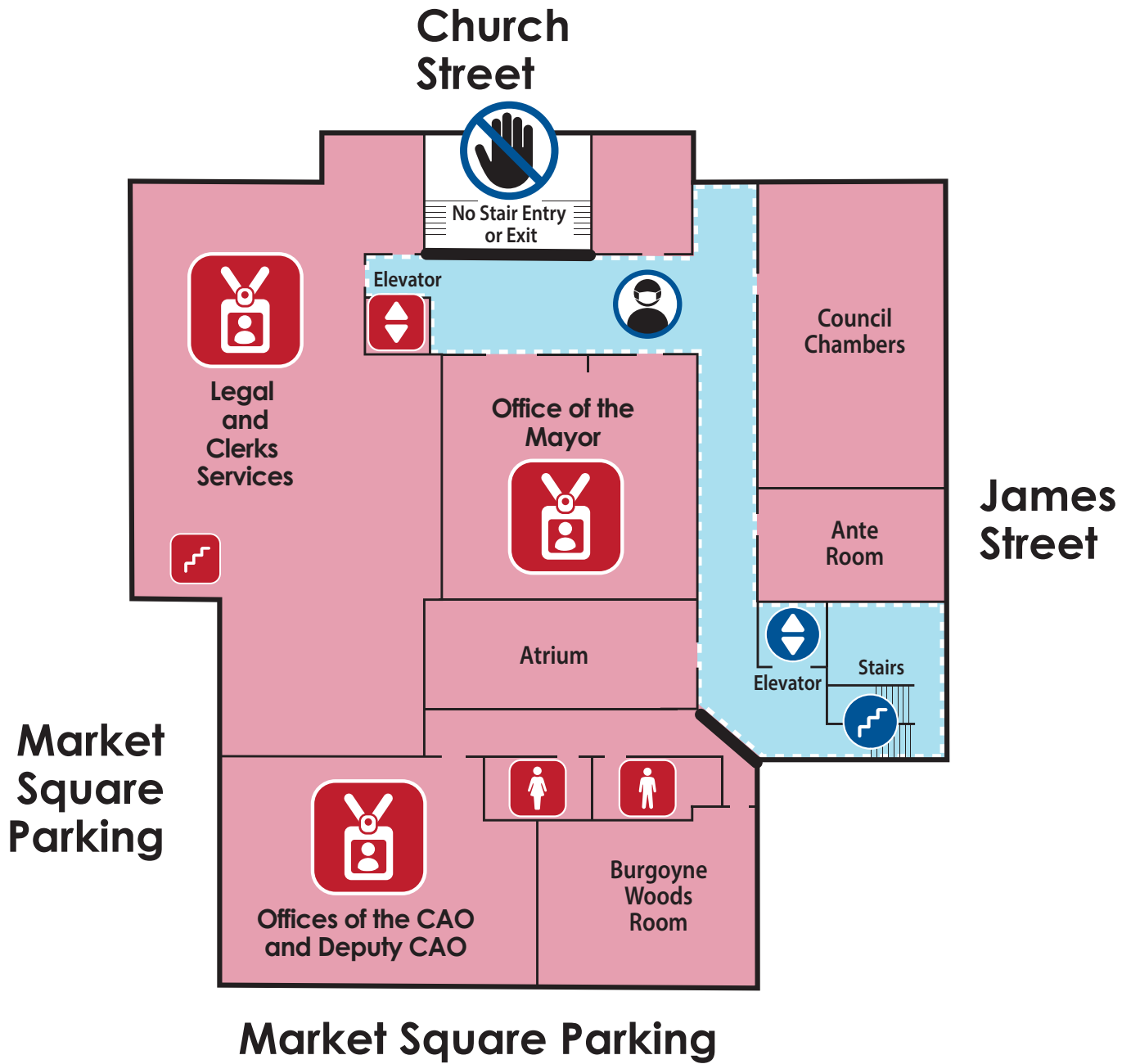
Accessible Access

CITY HALL FLOOR 2



| | | | | |
|--|----------------------|-----------------------|-----------------------|----------------------------|
| | Staff Only Area | Staff Male Washroom | Public Area | Public Male Washroom |
| | Staff Stairs | Staff Female Washroom | Public Stairs | Public Female Washroom |
| | Staff Elevator | | Public Elevator | Public Accessible Washroom |
| | Staff Entry and Exit | | Public Entry and Exit | Accessible Access |

CITY HALL FLOOR 3



| | | | | | | | | | |
|--|--|----------------------|--|----------------------------|--|--|-----------------------|--|------------------------|
| | | Staff Only Area | | Staff Male Washroom | | | Public Area | | Public Male Washroom |
| | | Staff Stairs | | Staff Female Washroom | | | Public Stairs | | Public Female Washroom |
| | | Staff Elevator | | Public Accessible Washroom | | | Public Elevator | | Accessible Access |
| | | Staff Entry and Exit | | Public Entry and Exit | | | Public Entry and Exit | | |