

# OFFICE OPEN

**November 20, 2020 :**

- The WLE Office Staff have all been tested and received negative test results as of today.
- Doors will be unlocked for regular business and people will be limited:
  - Only 2 people at a time in the office (one at counter the other by the door)
  - 6ft standing assignments outside the length of building (beyond the designated standing areas, people can wait in their vehicle or practice social distancing in the parking while they wait to approach the designated standing spaces in line)
  - Entrance to Office will be with the stairs and exit by the ramp (we cannot block the handicap ramp so that will be the exit)
- We will also continue to conduct business via phone, online, mail, e-mail, fax, outside pick-up and mail slot drop box such as vehicle stickers, guest passes etc.

**ANYONE ENTERING THE BUILDING MUST WEAR A FACE MASK,  
NO MASK NO ENTRANCE.**