



LOBBY REOPENING PLAN

Effective March 15, 2021

Lobby will be fully open to walk-in teller transactions from 9am to 4pm, Monday – Friday.

For the safety of our Employees and Members the following guidelines will continue to be required until further notice.

Health and Safety Guidelines:

- All Employees and Members are required to wear face masks.
- Only teller transactions will be permitted as walk-in, all other transactions will require an appointment.
- Members will be asked to temporarily lift their mask and face a camera to confirm identification.
- Members experiencing any COVID-19 symptoms or have tested positive are asked to use the drive-thru and digital banking services.
- To ensure proper distancing, we will limit the capacity of our lobby and when necessary ask members to use the drive-thru or wait in their vehicle until we notify them that they may enter.
- Signage/social distancing markers have been placed to direct Members on the safety guidelines.
- Hand sanitizer and masks will be provided to Employees and Members.
- Lobby touch surfaces will be properly sanitized throughout the day and thoroughly disinfected every evening.
- Employee common areas/surfaces will be sanitized after each use.
- Plexiglass barriers have been installed at the teller line.
- Member facing staff outside of the teller area will be required to utilize a face shield in addition to the mask when within 6 ft. of members for greater than 15 minutes.