

Courthouse reopening May 27, 2020

ALL CUSTOMERS ARE REQUIRED TO WEAR MASKS

\* Everyone is strongly encouraged to use email, regular mail, website, phone contact or door drop off to conduct business that does not require face to face contact

\*Everyone is strongly encouraged to make an appointment to conduct regular business

\* There will be one entry point into the courthouse. South end door by the paved parking lot, at the top of the handicap ramp

\* Everyone must go through screening questions and temperature check before entering. Access may be denied based upon screening

\* Those waiting in line will be required to use 6 foot social distancing. Only 1 customer per office will be allowed

\*At times, customers may be asked to wait outside or in their vehicle until admittance to the building is allowed

\* Only the person needing to conduct business will be allowed to enter. If you do not need to be in the building you will be denied access.

\* Once you are screened for entry you will be given instructions to proceed

\* When being served by staff you must stay behind the plexi-glass barrier

\* Anyone not adhering to the rules set forth by the County Commission will be asked to leave

Below is a link for contact information to each office:

<https://pencowv.com/wp-content/uploads/COURTHOUSE-CONTACTS.docx>

Gene McConnell, Commissioner, President

Carl Hevener, Commissioner

Carole Hartman, Commissioner

Karen Pitsenbarger, Administrator

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