COVID guidelines for shredding event on 06/19/21

Below is a list of COVID safety precautions for shredding company employees, City staff and event attendees.

Shredding Company Employees
- Shredding company employees must wear a mask and gloves during the duration of the event.
- All City staff, contractors and volunteers working the event and coming in close contact with shredding company employees must wear a mask.
- Six (6) foot social distancing requirements shall be followed by all.

City Staff, Contractors and Volunteers
- All City staff, contractors and volunteers, must wear a mask and gloves during the duration of the event.
- Six (6) foot social distancing requirements shall be followed by all.
- The City will provide a sanitation station for event workers. This station will include hand sanitizer, disinfecting wipes, gloves, and facial tissue.
- If the bathroom in Building A is needed, all City staff, contractors and volunteers shall remove gloves used during the event prior to entering the building. All must wear a mask during the duration of being in the building and using the bathroom. All City staff, contractors and volunteers shall wash their hands after bathroom use according to CDC guidelines.

Attendees
- All attendees must place their paper in boxes or bags in the trunk of their vehicle, not inside the cab of the vehicle.
- All event attendees must wear a mask, stay in their vehicle and maintain at least six (6) foot distance from all event workers.
- Attendees shall not exit their vehicle and will release the trunk or hatch from inside their vehicle.
- For attendees whose vehicle does not have a trunk/hatch release option in the cab of their vehicle, the attendee will turn off their vehicle, exit the vehicle, use the key to open the trunk/hatch and re-enter their vehicle immediately. Attendees must wear a face mask when doing so. Event workers must stay six (6) away from the attendee when this occurs.
- City and vendor staff will unload the paper and dump it in bins for shredding.