



# Rock Island County

## ATTENTION :

In preparation for opening up to the public on June 1, 2020 I would like to make everyone aware of the following changes. All social distancing procedures will be for the health and safety of everyone. We will be recognizing the 6 feet distance requirements already in place. We will be regularly cleaning work stations, cabinets, counters, doorknobs etc. I have added an extra recording station immediately to the right of the lobby as you enter the office. Sharon will be able to help with recording, research and other office functions as needed. We will have to keep track of the number of customers in the office at any given time. I currently have 6 public work stations, 2 of those computers have been moved into the back research room to accommodate the 6 foot requirement. I am allowing 2 of those computers to be open for the general public for their use as needed. The other 4 will be on a scheduled basis for 2 hours at a time. I am allowing ½ hour in between the scheduled times to allow for cleaning. I realize this is not ideal but I am doing this for a while to see how it works. Please contact Karen Wilson @ [kwilson@co.rock-island.il.us](mailto:kwilson@co.rock-island.il.us) or Sharon Hendrickx @ [shendrickx@co.rock-island.il.us](mailto:shendrickx@co.rock-island.il.us) to be put on the schedule for searching. Searching hours will begin at 8:00am. All previous procedures such as the use of the drop box and e-recording are still in place. Face masks must be worn upon entry of the County building and the Recorders office. Thank you all so much for your patience during this uncertain time. Please feel free to call with any questions. See you soon !!!

KELLY FISHER

COUNTY RECORDER

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