

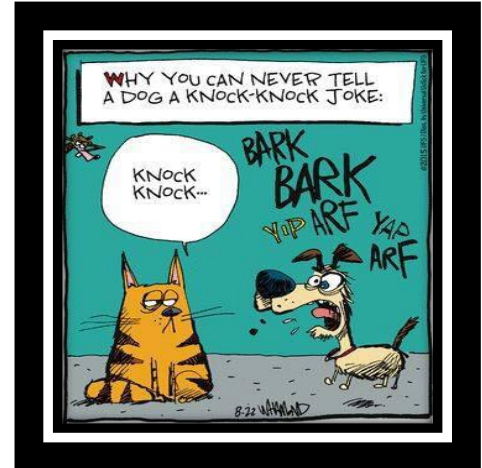
**CONTACT INFORMATION IS AVAILABLE ON THE TOWN WEBSITE  
UNDER “STAFF DIRECTORY”.**

## **Please Knock for Assistance...**

Concern over the spread of the COVID-19 virus (aka coronavirus) has led the Town to announce temporary workplace policies in an effort to limit potential exposure of the virus to both public and staff.

The Town of Friday Harbor will remain open during normal work hours, but asks your cooperation in “social distancing”.

Certain employees have been asked to work remotely from home. Please attempt to email or call before coming to Town Hall.



## **Town Hall has gone to a “Please Knock” policy. Until further notice...**

- **Finance Office:** Customers are encouraged to mail their utility payments. Online bill pay is available. Those customers who opt to deliver a payment to Town are urged to pay by check and use the “overnight drop-box” located at the entrance.

Customers are urged to call (360) 378 – 2810 or email the Finance Office with any questions that can be addressed without person to person contact. See Staff Directory.

- **Community Development & Planning:** Again, the public is urged to communicate by telephone or email. The most efficient method to contact staff is by emailing Carol Holman, Permit Technician, [carolh@fridayharbor.org](mailto:carolh@fridayharbor.org) or Mike Bertrand, Land Use Administrator, [mikeb@fridayharbor.org](mailto:mikeb@fridayharbor.org). See Staff Directory.

All permitting, inspection and general questions will be handled on a case-by-case basis.

A member of Town staff will be available to greet you at the door if you are picking up or dropping off items.

- **Public Works Department(s):** The Public Works Administrative Offices, Town Shop and other Water and Wastewater facilities are closed to the general public. All contact should be made by email or telephone. See Staff Directory.
- **Mayor & Town Council:** All contact should be made by email or telephone. Town staff is attempting to post Frequently Asked Questions and appropriate links to our website. See Staff Directory.

Our goal is to provide the public and our staff with safe space. We’re here to answer questions and help however we can. In the meantime, **Objective #1 is to continue to provide coordination and support to San Juan County Department of Health and Community Services—the local lead agency for overall response for COVID-19.**

***Be Safe & Take Care of Yourselves.***