

PRESS RELEASE – LASALLE COUNTY RECORDER

The LaSalle County Recorder's office will open to the public beginning Monday, June 1, 2020. We ask that if your business can be done over the phone or online that you consider those options before coming into the office. If you are not feeling well and/or have a temperature, please refrain from coming into the office at this time.

If business needs to be conducted within the Recorder's office, the following protocols must be adhered to or you will be asked to leave the office:

- Temperature taken and Facial coverings will be required when entering the county building and while in the Recorder's office.
- Only persons conducting business in the Recorder's office will be allowed in. Family and friends will not be allowed to accompany individuals.
- Only a limited number of individuals will be allowed in the office at the same time, with restricted access within the office. Overflow individuals will be asked to wait in the lobby outside the Recorder's Office until space is available within the office.
- Practice sensible social distancing, maintaining six feet between individuals.
- Facial coverings and gloves will be required within the vault.
- All persons will be required to take reasonable steps to comply with guidelines on sanitation within the office and the vault. Employees will sanitize high-traffic areas, such as doorknobs, counters, work stations, and area within the vault on a regular basis.
- Report any safety and health concerns to employees immediately.

If you have any questions or concerns about coming into the Recorder's Office, please call the office or send an email to:

LaSalle County Recorder - Karen L. Miller
707 E. Etna Rd
Ottawa, IL 61350
Phone: 815-434-8226
Email: recorder@lasallecounty.org