

CORONAVIRUS HEALTH

NOTICE

We are open for business,
but our door will be locked.

If you are **dropping off documents** between 8:00 a.m. and 5:00 p.m.,
please leave them in the black mailbox to the left of the door and
then ring the doorbell or call 419-738-9274 to let us know you have
left documents or if you need to speak to a staff member.

If you have an **appointment**, please
ring the doorbell or call 419-738-9274.

When you enter the building, you must maintain the 6 ft. social
distancing recommendations.

Thank you for your understanding and assistance in protecting the
health of our staff and our community.