

## Community Development Commission of Mendocino County

### Frequently Asked Questions

#### Q: **When will the CDC be open to the public?**

A: At this time CDC is having a **“soft” opening on June 15<sup>th</sup>** where the public can make an appointment to meet with CDC Staff.

#### Q: **How do I make an appointment?**

A: **Please call (707) 463-5462 ext. 101 between the hours of 8:00 am and 4:00 pm to make an appointment.** At that time the Office Representative will schedule an appointment for you and notify the CDC Staff that an appointment has been scheduled. CDC staff will then call you and have a conversation to make sure all parties understand why a meeting has been scheduled, explain the protocols for the meeting and answer any questions that you may have.

#### Q: **What is the protocol when I arrive for my appointment?**

A: When you arrive at CDC we ask that you either call (707) 463-5462 ext. 101 or come to the front door and use our video/audio Doorbell to “check in” for your appointment. CDC front office staff will alert the CDC office personnel that you have scheduled your appointment with that you have arrived. CDC will inquire whether or not anyone attending the meeting is currently sick or exhibiting any symptoms of sickness. Meetings will be held in the back conference room. There will be signs directing you to the door to our conference room. We ask that you **enter through the door to our Conference Room located toward the back of the building on the South side of the building marked Conference Room.**

Both CDC Staff and anyone entering the CDC building are **required to wear face masks** during the meeting. At this time we ask that you limit the people attending to **adults only** and **if possible we ask that only one household member attend in person. If you need to have more than one person attend please let us know** when you make your appointment or as soon as possible prior to your appointment.

**We are working to open up for appointments while still maintaining physical distancing for everyone’s safety. We expect to have a full schedule for appointments. Because of this, if you are more than 15 minutes late your appointment will be cancelled and you will need to reschedule.**