



EVIE RAFALKO McNULTY
LACKAWANNA COUNTY RECORDER OF DEEDS
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RECORDER OF DEEDS OFFICE COVID PROTECTION POLICY

Effective June 10, 2020 the Recorder of Deeds office will again open for public filings and title searching. **The maximum amount of members of the public allowed at one given time is 5.** This will include individuals that are filing and those title searching. The policy that will be followed for public entry into the Government Center and this office must be adhered to. Highlights of the policy are as follows:

APPOINTMENTS REQUIRED

- **Appointments MUST be made the day prior** to coming into the office, regardless of filing or title searching.
- Without an appointment you will not be allowed to proceed up to this office. A receptionist will be in the lobby of the Government Center to check you in and to verify your appointment time.
 - The time frame for appointments will be as follows:
 - Document recording appointments will be scheduled for ½ hour increments
 - Title searchers will be allowed to search our records for a period of 2 hours per day. No more than 2 Title Searchers will be allowed in the office at one time. This will be enforced.
- Should you be late for your appointment you will not be allowed to go over your scheduled time slot.

PERSONAL PROTECTIVE EQUIPMENT

- Masks **MUST** be worn at all times while in our office.
 - If you require a mask one will be provided to you upon entry into the Government Center.
- Temperatures will be taken by a thermal body scanner prior to entering the lobby of the Government Center. A temperature of 100.4 will prevent you from entering the building.
- Several public terminals have been removed and protective shields will be placed between all workstations.
- Hand sanitizers will be at all workstations as well as in the hallways and near each elevator.

RECORDING OPTIONS

- Our lock box will remain in place in the foyer if you would like to continue using this option to record your documents. I assure your documents will continue be recorded in a timely manner.
- E-recording is always an option available to you for recording.

Thank you for your patience and understanding as we all grasp what will be “the new normal” over the next few months. Be safe.

Evie Rafalko McNulty