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FOR IMMEDIATE RELEASE

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Warrensville Heights Buildings Closed to the Public

Warrensville Heights, OH – With the rapid increase of coronavirus (COVID-19) cases in Ohio, the City of Warrensville Heights will be taking precautions and limiting public access to **all** of its buildings. The following changes have been implemented for the protection and safety of employees, residents and businesses. All personnel will be available via email and telephone to address business matters as detailed below:

City Hall – 216.587.6500; info@cityofwarrensville.com

Warrensville Heights City Hall is closed to the public but will remain open Monday through Friday from 9:00 a.m. – 5:00 p.m. to receive emails and phone calls. For specific contact information, visit www.cityofwarrensville.com and click on ‘contact us’ under the ‘about us’ tab on the homepage.

- **Upcoming Events**

- State of the City, April 16, 2020 – postponed
- Senior Luncheon, May 4, 2020 – postponed
- Memorial Day Parade May 25, 2020 – canceled

Please check the website for updated information.

- **Community and Economic Development Department – 216.587.6500**

All in-person services are being suspended at this time.

- **The following programs have been suspended until further notice:**

- Exterior Maintenance Program
- Monthly Mobile Food Pantry
- Shred Day (June 27)

Department of Public Safety – 216.581.1234

The Warrensville Heights Police and Fire Departments have implemented some new protocols based on the current situation involving COVID – 19 outbreak. These protocols are temporary and are for the protection of the Warrensville Heights first responders and the public. Effective immediately, the Warrensville Heights Police Department will be taking police reports over the phone. Please contact Police Dispatch at 216.581.1234 and advise the dispatcher of your complaint. The dispatcher will assign an officer to contact you via phone.

The public is encouraged to avoid coming to the station. We will follow the same procedure for non-emergency situations. Additionally, all jail visitation has been suspended during this time. The Fire Department office will also be closed to the public until further notice.

When calling the Warrensville Heights dispatch center for a medical emergency, the dispatcher will be required to conduct a prescreening for coronavirus which will be a series of questions regarding any symptoms the patient may be experiencing.

- **Police** – police@cityofwarrensville.com
 - If you have an emergency please call 911.
 - Avoid coming to the police department.
 - Jail visitation has been suspended.
 - Effective immediately, police reports will be taken via phone. Please contact 216.581.1234 and advise the dispatcher of your issue. An officer will contact you via phone for additional details.

- **Fire** – fire@cityofwarrensville.com
 - The Fire Department office will be closed to the public until further notice.
 - If transportation via ambulance is warranted, only the patient will be transported unless they are a minor in which they can be accompanied by a legal guardian.

Building Department – 216.587.1230; building@cityofwarrensville.com

The Building Department is closed to the public but will remain open Monday through Friday from 8:00 a.m. – 5:00 p.m. to receive emails and phone calls.

The public will not be able to enter the main Building Department past the front foyer area.

- Applications, permits and plans can be picked up and dropped off in the bins located in the foyer area. At this time, only certified check, personal check, or money order will be accepted. Payments must be placed in the lockbox on the wall. You **MUST** write the project address on the memo line.
- Point of sale, occupancy and exterior property maintenance inspections will be postponed to a later date, however, you are still required to submit your applications for the point of sale and occupancy inspections for processing.

Service Department – 216.587.6570; service@cityofwarrensville.com

The Service Department is closed to the public but will remain open Monday through Friday from 7:00 a.m. – 3:30 p.m. to receive emails and phone calls.

If you need plastic bags for mattresses and furniture please submit a request via email to service@cityofwarrensville.com with the number of plastic bags needed and the property address. All requests will be fulfilled within 24 hours.

Civic & Senior Center – 216.587.1250; civic@cityofwarrensville.com

The Civic Center is closed to the public but will remain open Monday through Friday from 9:00 a.m. – 5:00 p.m. to receive emails and phone calls. All programs and classes are suspended until further notice.

- **Transportation Services**
 - Available for seniors 60+ with **limited seating** from 9:00 a.m. – 12:30 p.m.
 - Medical Appointments: Monday, Tuesday and Thursday – by appointment only.
 - Grocery Shopping: Wednesday – by appointment only.

- **Department of Taxation – 216.587.1025; finance@cityofwarrensville.com**
 - In-person tax preparation by AARP is suspended at this time.
 - City tax preparation is suspended at this time.

City Council Meetings

Meetings are open to the public and will be held on the first and third Tuesdays of the month unless otherwise stated. Caucus is at 6:00 p.m.; meeting begins at 7:00 p.m. Seating will be limited to promote a safe social distance among attendees. Beginning in June, council will only meet on the third Tuesday of the month through August due to summer recess.

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