

## MEMORANDUM

**TO: All Town Employees, Contractors, Visitors, Etc.**  
**FROM: Jeanne E. Mettler, Supervisor**  
**DATE: June 13, 2020**  
**RE: Procedures and Protocols for Reopening Town Hall and Returning to Work after COVID-19**

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The Copake Town Hall will reopen on Monday, June 15, 2020. Upon reopening and until further notice, all staff and visitors shall adhere to the following procedures and protocols. These procedures were approved by a unanimous vote of the Copake Town Board at the June Town Board meeting on June 11, 2020.

1. **Physical Distancing** – to ensure compliance with physical distancing requirements, the following must be followed.
  - a. A distance of at least six (6) feet should be maintained between employees and all others whenever possible. Any time staff are less than six (6) feet apart from one another, or from the public, acceptable face coverings must be worn.
  - b. Staff do not have to wear a face covering when alone in their office. They must wear a face covering when in common areas of Town Hall and when anyone enters their office.
  - c. Only one visitor may enter an office at a time. The only exceptions are: 1) Because the Bookkeeper's office is too small to admit any visitors, individuals wishing to confer with the Bookkeeper will meet with her in the Courtroom or Conference Room, 2) The Clerk may admit two people when they are applying for a marriage license, and 3) When there is a visitor who because of age or other condition needs the assistance of another person, they may be allowed to come into a Town Hall office with another person.
  - d. Only one person will be allowed at a time in the Copier Room.
  - e. The row of chairs outside the Building Department will be removed. There will be two chairs outside of the Building Department (and Assessor's Office) and they will be spaced at least six feet apart. There will be other chairs in the hallway in the vicinity of the Clerk and Supervisor's office, also spaced at least six feet apart. There will only be one chair in the waiting area of the Clerk's office. There will be two chairs placed outside the Town Hall when it is open, to allow people to sit there when waiting for an appointment.
  - f. Meetings should be held using tele-conferencing or video-conferencing when possible. When necessary, in-person meetings and gatherings will be held in open, well-ventilated spaces with appropriate social distancing among participants.
  - g. Department heads and others picking up mail at the Town Hall will pick up their mail from the hallway mail box, so as to avoid coming into the Clerk's office.
  - h. The Record of Claims will be placed in the Conference Room so that Department Heads and Town Board members may sign without going into the Clerk's office.
  
2. **Personal Protective Equipment ("PPE")** – to ensure compliance with personal protective equipment requirements, staff must adhere to the following procedures:
  - a. The Town will provide a face covering to any employee who requests one.
  - b. Employees requesting to wear their own face coverings must be in compliance with the NYSDOH and/or the CDC safety guidelines.
  - c. Face coverings may not be shared.

- d. All face coverings must be cleaned or replaced when they are soiled or damaged.
- e. Any staff that is unable to wear a mask due to medical reasons must inform their department head of their inability to wear one. An accommodation will be discussed with the employee to maintain social distancing.
- f. Employees shall limit the sharing of objects, and to a reasonable extent, shall eliminate the sharing of objects (i.e. desks, pens, notebooks, phones, computer keyboards, tools, etc).

3. **Hygiene and Cleaning** – to ensure that working and common areas are in compliance with hygiene and cleaning guidelines, staff will adhere to the following procedures.

- a. The Town Custodian will follow the hygiene and sanitation requirements as outlined from the CDC and the NYSDOH.
- b. The Town Hall will be cleaned and disinfected prior to the commencement of the work day, Monday through Saturday. Daily cleaning will include disinfection of shared surfaces, as well as high transit areas. All surfaces such as light switches, door knobs, countertops, sinks and toilets will be disinfected.
- c. A log will be kept in each restroom to record the cleaning of the restrooms and in the Utility Room to record the cleaning of the entire building.
- d. All personnel must practice proper hand washing.
- e. Hand sanitizer will be available at each entrance to the building and in each office.
- f. There will be cleaning products and wipes or paper towels in the photo copy room with instructions for use.
- g. Employees must keep their desks clean, and free of personal items. Gloves and cleaning products will be available for staff to clean personal items (and keyboards and telephones.) Staff are cautioned regarding using wet cleaning agents on electronic equipment.
- h. Shared food and beverages are prohibited until further notice.

4. **Communication** – to ensure compliance with communication requirements, the following must be followed.

- a. Signage will be posted internally and externally reminding everyone to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- b. A sign on the front door will prohibit entry without a face covering.
- c. There will be a sign on each office door limiting the number of visitors to one.
- d. There will be a General Sign in log at the front entrance. The visitor will provide his or her name, address and a contact number.
- e. Screening Assessment sheets shall be placed near the General Sign in book and visitors will be instructed to fill out the Screening Assessment before going to the office where they have an appointment.
- f. If an employee believes they have been exposed to COVID-19, or tests positive to COVID-19, they must contact the Health Department in the County they reside in. Confidentiality is required by all Federal and New York State laws and regulations.
- g. This Memo must be posted publically in the Town Hall and on the Town Website.

5. **Screening** – to ensure compliance with health and safety screening requirements, the following must be followed.

**a. Employees**

- i. Employees who are sick should stay home or return to home, if they become ill at work.
- ii. All employees will complete a mandatory Screening Assessment before starting their work shift.
- iii. Prior to reporting to work, employees may take their own temperature. A thermometer shall also be available for employees to take their one temperature.
- iv. Upon entering the building, each employee shall deliver the Screening Assessment form to the Clerk.
- v. If an employee answers “yes” to any of the Questions on the Screening Assessment they will be advised that they should go home for the day. They should not return to work until they can answer yes to all questions, or they can provide the Town of Copake with a physician’s certificate stating the employee is able to return to work.

**b. Visitors**

- i. All Visitors must wear a face covering in order to enter the building. The face covering should be worn for the duration of their visit to the Town Hall.
- ii. A distance of at least six (6) feet should be maintained between Visitors and all others whenever possible.
- iii. All Visitors will be provided with a mandatory Screening Assessment upon entering Town Hall. They will fill out the Assessment prior to visiting the office at which they have an appointment.
- iv. Upon arriving at the Office the visitor will hand in the Assessment. If they answer yes to any of the questions, the Town will retain the Assessment and provide the visitor with the Contact Information for the Columbia County Department of Health. The staff will also offer to help the visitor via phone, email and or video-conference.
- v. The Supervisor, or in her absence, the Town Clerk will contact the Columbia County Department of Health should there be a confirmed case of COVID-19 in the building/facility. Confidentiality is required by all Federal and New York State laws and regulations.
- vi. The Supervisor or Clerk will contact the Custodian for cleaning, disinfection in the event of a positive case.

**6. Visitors to Town Hall**

- a. It is recommended that all business which can be, should be completed by telephone or email.
- b. When an in-person visit is required, the visitor should call ahead and make an appointment with the office he or she wishes to visit.
- c. All visitors will be told that they should 1) take their temperature before coming to Town Hall, 2. Bring a face covering because they will not be admitted without one.
- d. Upon arriving at Town Hall the visitor will sign in and provide requisite contact information.

- e. The visitor will fill out the Assessment Sheet provided and turn that in to the individual with whom they are meeting.
- f. Staff will maintain a log of all individuals seen at their office including name, address and contact information.

## **7. Meetings at Town Hall**

Until further notice, all public meetings of Boards, Committees and Commissions shall continue to be conducted via zoom or some other video-conference system.

No outside groups or individuals will be allowed to use Town Hall for meetings or gatherings until further notice.