

**TOWN OF ANCRAM  
TOWN HALL REOPENING PLAN  
Procedures and Protocols for Reopening Town Hall  
June 18, 2020**

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**Effective Monday, July 6, all Town of Ancram Departments will be open to the public by appointment only. To set up an appointment at Town Hall, call 518-329-6512.**

Employees and visitors to Town Hall must comply with the following procedures and protocols, which are in compliance with guidelines issued from the Centers for Disease Control and Prevention (“CDC”) and the New York State Department of Health (“NYSDOH”). These procedures and protocols will take effect at the Town Hall and at the Town Garage immediately. These procedures and protocols are likely to be revised on a regular basis. Revisions will be circulated as available.

- 1. Physical Distancing - to ensure compliance with physical distancing requirements, the following must be followed.**
  - a. A distance of at least six (6) feet must be maintained between employees and all others. Any time staff are less than six (6) feet apart from one another, or from the public, acceptable face coverings must be worn.**
  - b. All individuals must carry and be prepared to put on a face covering if another person comes within six (6) feet from them.**
  - c. Tightly confined work spaces will be occupied by only one individual at a time (i.e. truck cabs, vehicles, kitchens, rest rooms etc.), unless all occupants are wearing face coverings.**
  - d. Social Distancing markers denoting six (6) feet of spacing in common areas will be provided for everyone’s convenience.**
  - e. Signage will be provided to direct any changes in office traffic flow, as well as entrances and exits.**
  - 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. Establish designated areas for pick-ups and deliveries (i.e. mail delivery, etc.) limiting contact to the extent possible.**
  - h. Shared workstations (“hot desks”) must be cleaned and disinfected between users.**
  - i. Staffs break rooms will continue to operate. Staff must practice social distancing and wear masks if less than 6 feet from another person. Small break rooms should limit the number of people to one (1) person in the**

break room at a time. No dirty dishes or cups should be left in the sinks or on the counter.

- j. Break room refrigerators will continue to operate, but must contain only items that will be consumed by an employee that day. Break room refrigerators should be emptied at the end of each business day.
2. **Personal Protective Equipment (“PPE”) – to ensure compliance with personal protective equipment requirements, the following must be followed.**
    - a. All employees will be provided with two (2) acceptable face covering masks at no-cost to the employee.
    - b. Employees requesting to wear alternative face coverings must ensure they are 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. Training information shall be posted on how to don, clean and dispose of face masks.
    - f. 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.
    - g. Prior to entering Town Hall, all Contractors, Visitors and Clients will be provided with a disposable face covering, if they do not have one.
    - h. PPE supplies will be available and replenished through the County Central Services Department.
    - i. Employees shall limit the sharing of objects, and to a reasonable extent, shall eliminate the sharing of objects (i.e. 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, the following must be followed.**
    - a. We will adhere to the hygiene and sanitation requirements as outlined from the CDC and the NYSDOH.
    - b. Regular cleaning and disinfection of shared surfaces, as well as high transit areas, will be completed.
    - c. All personnel must practice proper hand washing.
    - d. Hand sanitizer will be provided at all time clock locations, as well as cleaning products and sanitizers in common and community areas.
    - e. Photo copiers and other electronic machinery will have signage and cleaning products nearby for shared usage.
    - f. Employees must keep their desks clean, and free of personal items. Gloves and cleaning products will be available for staff to clean personal items.
    - g. 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 at Town Hall and the Town Garage reminding everyone to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.**
  - b. **Updates and revisions to NYSDOH and CDC guidelines will be posted on the Town website, as well as distributed to all employees.**
  - c. **All buildings must maintain a continuous log of all Visitors, Clients, etc. that come into the building or facility.**
  - d. **Each department may have assigned employees that will cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the an individual that tested positive from COVID-19 that was in Town Hall or the Town Garage. Confidentiality is required by all Federal and New York State laws and regulations.**
  - e. **If an employee believes they have been exposed to COVID-19, or tests positive to COVID-19, they must contact the Town Supervisor who will notify the County Health Department. Confidentiality is required by all Federal and New York State laws and regulations.**
  - f. **This memo will be shared with all employees and will be posted publicly at Town Hall and at the Town Garage.**
- 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 be subject to a mandatory Health Screening Assessment (temperature check and questionnaire) before starting their work shift.**
    - iii. **Prior to reporting to work, employees may take their own temperature. There is no form for the employee to complete.**
    - iv. **Upon entering the building, each employee will be asked a short series of questions regarding COVID-19 symptoms and potential exposure to COVID-19, as well as their temperature scanned, or the employee can self-affirm.**
    - v. **If an employee answers “Yes” to questions regarding COVID-19 symptoms, it may be recommended that the employee self-quarantine.**
    - vi. **If an employee answers “Yes” to questions regarding symptoms that are a result of a non-contagious, non-COVID related condition, they will be advised to contact the Town Supervisor.**
    - vii. **Staff registering a temperature of 100.4 degrees or above will be asked to sit in an assigned area for 5-10 minutes, as recommended by the NYSDOH and the CDC. If after the time period the employee still has a temperature of 100.4 degrees or above, the employee will be sent home for the day, with pay.**

- viii. In order to return to the work place, the employee must be able to register a temperature reading below 100.4 degrees, or provide the Town Supervisor with a physician's certificate stating the employee is able to return to work.
- b. Visitors
- i. All Visitors will be provided a disposable face mask if they do not have one.
  - ii. A distance of at least six (6) feet must be maintained between Visitors and all others. Any time Visitors are less than six (6) feet apart from one another, or from the public, acceptable face coverings must be worn.
  - iii. All Visitors will be subject to a mandatory Health Screening Assessment (questionnaire) before entering Town Hall.
  - iv. Upon entering the building, each Visitor will be asked a short series of questions regarding COVID-19 symptoms and potential exposure to COVID-19.
  - v. If a Visitor answers "Yes" to questions regarding COVID-19 symptoms, it may be recommended that the Visitor self-quarantine, and will not be seen in the building on that day.
  - vi. If a Visitor answers "Yes" to questions regarding symptoms that are a result of a non-contagious, non-COVID related condition, they will be advised to contact the Town Supervisor for a potential accommodation under the Americans with Disabilities Act.
  - vii. The Town Supervisor is responsible for contacting 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.
  - viii. In the event of a positive case at Town Hall or the Town Garage, a thorough cleaning & disinfection of the building will be done.

**We are all responsible for the health and safety of our Employees and our Visitors. Please do your part to follow these procedures and protocols to ensure a healthy tomorrow.**

**Thank you,**