



TOWN OF QUEENSBURY

742 Bay Road, Queensbury, New York 12804

COVID-19 PANDEMIC RESPONSE PLAN (Plan)

Adopted by Town Board: Monday, March 16, 2020

Revised and Approved Wednesday, March 18, 2020

Revised and Approved Monday, March 23, 2020

Revised and Approved Monday, April 6, 2020

Revised and Approved Monday, April 20, 2020

Revised and Approved Monday, May 4, 2020

Revised and Approved, Monday, May 18, 2020

Revised and Approved, Monday, June 1, 2020

In effect: Monday, March 16 to Monday, June 15, 2020

DEPARTMENT MANAGERS, PUBLIC SAFETY OFFICER and CSEA REPRESENTATIVE

Accounting: Barbara Tierney

Assessment: Teri Ross

Building & Codes: Dave Hatin

Building & Grounds: Chuck Rice

Cemetery: Connie Goedert

Court: Mike Muller and Eric Schwenker

CSEA: Susan Sheehan

Highway: Dave Duell

Historian: Joan Aldous

Legal: Pam Hunsinger

Parks & Recreation: Steve Lovering

Planning/Zoning: Craig Brown

Public Safety Officer/Fire Marshall: Mike Palmer

Town Clerk: Caroline Barber

Supervisor Executive Assistant: Victoria LaMarque

Transfer Stations/Solid Waste: Rich Paris

Water/Wastewater: Chris Harrington

TOWN BOARD

Supervisor: John Strough

Ward 1: Anthony Metivier

Ward 2: Harrison Freer

Ward 3: George Ferone

Ward 4: Vacant

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INTENT & PURPOSE

In an effort to keep our workers, visitors and residents healthy, and mitigate the migration of COVID-19, Town Board and Town Managers have developed policy and protocol in regards to restricting building use and on-campus social gatherings.

LEGISLATIVE ENACTIONS

- May 18, 2020, Town Board resolution ratifying adoption of May 18, 2020 revised Plan.
- May 4, 2020, Town Board resolution ratifying adoption of May 4, 2020 revised Plan.
- April 20, 2020, Town Board resolution ratifying adoption of April 20, 2020 revised Plan.
- April 6, 2020, Town Board resolution ratifying adoption of April 6, 2020 revised Plan.
- March 23, 2020, Town Board resolution ratifying adoption of March 23, 2020 revised Plan.
- March 18, 2020, 11:15 AM the Town Supervisor issued a Declaration of a State of Emergency, in accord with New York State Executive law Section 24; in order to take whatever steps are necessary to protect life and property, public infrastructure and provide such emergency assistance deemed necessary in the Town of Queensbury related to the Coronavirus 2019 (COVID-19) Pandemic and the threat of travel-related cases and community contact transmission of COVID-19.
- March 16, 2020. Town Board Resolution recognizing the pandemic and need to adopt plan – COVID-19 Pandemic Response Plan to help deal with this emergency situation. Authorizes Town Supervisor to make modifications to the Plan as he determines that in his discretion are necessary as the situation changes and further information becomes known.

COVID-19 PLAN PLANNING MEETINGS

- March 16, 2020. Emergency Town Board/Department Managers meeting.
- March 17, 2020. Emergency Town Board/Department Managers meeting
 - Attendees: Town Board members, Department Managers, CSEA Representative, Safety Officer, Activities Center Management, Town Supervisor Executive Assistant, Town Court Judges.
- May 13, 2020. Department Manager/Town Board Meeting
 - Attendees: Town Board members, Department Managers, CSEA Representative (not in attendance but invited), Safety Officer, Town Supervisor Executive Assistant, Town Court Judge.

BUILDING ACCESSS LIMITATIONS

ACTIVITIES CENTER/QUEENSBURY SENIORS

- All Queensbury Senior Citizens activities and programs are suspended.

TOWN OFFICE AND HIGHWAY DEPARTMENT BUILDINGS:

- As of March 17, 2020, closed to the general public, HVAC workers excepted.
- Residents are encouraged to do town business via phone, email or website.
- All others must make appointments with the department they seek to have business. See website for contact information.

WATER BUILDING

- Water Department is closed to all outside visitors unless by appointment. Doors will be locked after 8:30AM.
- Public Water Samples will be dropped off in the Vestibule. Private Water Sample will not be accepted.

DEPARTMENT CONTACT INFORMATION – TOWN & PUBLIC

- ACCOUNTING – JoAnne Watkins: 518-761-8239 joanne@queensbury.net
- ASSESSOR – Tammie Landers: 518-761-8244 tammiel@queensbury.net
- BUILDING & CODES --Kate Deck: 518-761-8256 kated@queensbury.net
- CLERK – Caroline Barber: 518-761-8234 carolineb@queensbury.net
- COUNSEL – Pam Hunsinger: 518-761-8251 pamelah@queensbury.net
- PARKS & REC – Main #: 518-761-8216
- PLANNING/ZONING – Maria Gagliardi: 518-761-8219 mariag@queensbury.net
- SUPERVISOR – Victoria: 518-761-8229 victorial@queensbury.net

PROTOCOLS:

TOWN FACILITIES, EMPLOYEES AND TOWN-RELATED ACTIVITIES

From this day forward, until otherwise permitted, the following protocols will be followed:

- Every effort will be made to maintain the recommended six foot social distancing.
- Employee gatherings that violate recommended social distancing are prohibited.
- In accord with the Centers for Disease Control and Prevention (CDC), employees who have symptoms of acute respiratory illness are recommended to stay home and not come into work until they are free of fever (100.4 F or greater using an oral thermometer), sign of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

- Committee meetings or more than six attendees in the Supervisor's Conference Room will be prohibited. Of course, remote meetings/conferences are permitted and encouraged. (Live streaming of meetings is being investigated)
- Town Board (including workshops) meetings will be held in the Activities Center:
 - One person at a time only will be permitted to use the public microphone. Sanitized wipes will be located adjacent to the microphone and the most recent user will be asked to wipe the microphone and take the wipe with them when finished.
 - An additional table will be added to accommodate additional distance between Town Board members.
 - Public will be encouraged to view the Town Board meeting's resolutions on line, town website.
- Other meetings of town employees/visitors/etc. are allowed but limited to six, if a distance of about 6 foot separation can be maintained.
 - Any town functions that could violate the social distancing standard are prohibited, that includes cookouts, department meetings, etc.
- Department Managers will work with the Town's Building & Grounds Department to assure that all door knobs and handles that are used by employees/visitors/etc. are periodically sterilized.
- All counters and desk tops accessible and used by the public:
 - Must be wiped sterilized periodically.
 - Must post signage that informs visitors that social distancing standard of six foot is to be followed; whether in line or at the counter.
- Avoid sharing pens and pencils.
- When cash money or documents transfer occur, sterilize hands immediately after and before next transaction.
- COVID-19 related information posters will be placed in prominent places on all public access doors and employee work areas.
- Employees who have fever, cough, difficulty breathing or shortness of breath or bluish lips or face should stay home and avoid public places.
- Employees who are at risk because of pre-existing illness, family illnesses that need attending to, and those employees who may have been in contact with an infected person will be asked to remain home and will not be on call in list.
- Employees will avoid touching others, sharing dishes, glasses, cups, eating utensils, towels and pets.
- Employees will regularly wash hands with use soap and water and hand sanitizer: Especially before and after eating; after sneezing, coughing or nose blowing; after using the restroom; before handling food; after touching or cleaning surfaces that may be contaminated; after using shared equipment and supplies.
- Employees will be accommodated if:
 - In accord with the Governor's
 - COVID-19 related school closings require home care of their young children and/or they or other family members need care because of their COVID-19 sickness or accommodation.

- We now have available for employee and visitor use a digital no-touch thermometer. If you would wish to have an employee temperature check, please stop by the Town Office building atrium where you will notice a table, on that table is the thermometer, and some sanitizing wipes; aside the table is a trash basket. Please sanitize the thermometer before and after using and dispose of the wipes. The average human temperature is 98.6 +/- degrees Fahrenheit. If your temperature is 101 degrees Fahrenheit or higher, you have a fever. Please be safe!
- EFFECTIVE FRIDAY, APRIL 17, 2020, EMPLOYEES MUST WEAR FACIAL COVERINGS WHEN SOCIAL DISTANCE IS NOT LIKELY TO BE MAINTAINED
 - Governor's Executive Order No. 202.16: Continuing Temporary Suspension and Modification of Laws Relating to the Disaster Emergency.
For all essential businesses or entities, any employees who are present in the workplace shall be provided and shall wear face coverings when in direct contact with customers or members of the public. Businesses must provide, at their expense, such face coverings for their employees. This provision may be enforced by local governments or local law enforcement as if it were an order pursuant to section 12 or 12-b of the Public Health Law. This requirement shall be effective Wednesday, April 15 at 8 p.m.
 - "Direct interaction with the public shall be determined by the employer, but, at a minimum, shall include any employee who is routinely within close contact (i.e. six feet or less) with members of the public, including but not limited to customers or clients."

TOWN BOARD MEETINGS

Town Board (including workshops) meetings will be held in the Activities Center, 742 Bay Road, Queensbury, New York 12804:

One person at a time only will be permitted to use the public microphone. Sanitized wipes will be located adjacent to the microphone and the most recent user will be asked to wipe the microphone and take the wipe with them when finished.

An additional table will be added to accommodate additional distance between Town Board members.

Public will be encouraged to view the Town Board meeting's resolutions on line, town website. The public will be allowed to attend and be allowed to make comments to the Town Board during Privilege of the Floor portions of the meeting; however, on-site attendees must abide by the Town's posted COVID-19 rules.

The Town is also accommodating those who wish to view and participate remotely:

- To view live please visit: Town of Queensbury YouTube Live or Zoom (see website posted instructions)
- To make comments during Privilege of the Floor call 518-761-8225. NOTE: To assure the integrity and validity of the public comments, the only calls that will be recognized will be those that show a caller identification.

The Town wishes to remind its residents that public comments can be shared with Town Board members by phone, mail and email.

ALSO: LOOK MEDIA video tapes and airs the Town of Queensbury Town Board meeting three times a week: Tuesdays at 8:00 PM; Wednesdays at 2:30 PM; Sundays at 10:00 AM.

See APPENDIX H

EMPLOYEE HEALTH

- Employees are being instructed to not report to work if they are sick. If ill, stay home and report such to your Department Manager.
- Employees who are at risk because of pre-existing illness, family illnesses that need attending to, and those employees who may have been in contact with an infected person will be asked to remain home and will not be on call in list.
- Town Managers will make their department's employees informed as to the following:
 - Town employees are encouraged to take advantage of virtual doctor visits, available through their health plan if they require medical services for common health conditions.
 - The New York State Department of Financial Services (DFS) issued a directive requiring private health insurers in New York to make COVID-19 testing free for patients by waiving any out-of-pocket costs. This includes any fees associated with testing for novel coronavirus including emergency room, urgent care and office visits to an in-network health care provider for the purpose of being tested for COVID-19. On March 11, 2020 the IRS issued Notice 2020-15 advising that High Deductible Health Plans (HDHP's) can pay for COVID-19 testing and treatment before plan deductibles have been met.
- All copays related to COVID-19 testing and treatment will be reimbursed, if not waived by the provider.
- We now have available for employee and visitor use a digital no-touch thermometer. If you would wish to have an employee temperature check, please stop by the Town Office building atrium where you will notice a table, on that table is the thermometer, and some sanitizing wipes; aside the table is a trash basket. Please sanitize the thermometer before and after using and dispose of the wipes. The average human temperature is 98.6 +/- degrees Fahrenheit. If your temperature is 101 degrees Fahrenheit or higher, you have a fever. Please be safe!

What if a Town employee suspects they have COVID-19? How would that impact their fellow workers? If possible, the employee should try and obtain confirmation of COVID-19.

Employees who suspect they may have COVID-19 should begin by contacting their doctor or going to www.livehealthonline.com and complete the registration. Once registered, the employee will be able to video visit a doctor online all within the privacy and safety of your home. Please call toll free at 1-888-LiveHealth (548-3432) or email help@livehealthonline.com if you have any problems registering.

Note: Employees and Management should abide by Centers for Disease Control's, "Steps to help prevent the spread of COVID-19 if you are sick" (see APPENDIX A) and NYS Department of

Health's, "Guidance on the Contacts of a Close or Proximate Contact of a Confirmed or Suspected Case of COVID-19" (see APPENDIX B).

COVID-19 DEPARTMENT DISCUSSIONS AND PLANS

TO REDUCE EMPLOYEE EXPOSURE TO THE COVID-19 VIRUS

DEPARTMENT MANAGERS PLANS TO EFFECT GOVERNOR'S EXECUTIVE ORDER # 202.4: "Any local government or local subdivision shall, effective March 17, 2020, allow non-essential personnel as determined by the local government, to be able to work from home or take leave without charging accruals, except for those personnel essential to the locality's response to the COVID-19 emergency. Such non-essential personnel shall total no less than fifty-percent (50%) of the total number of employees across the entire workforce of such local government or political subdivision.

ACCOUNTING: Barbara Tierney, Department Manager

Staff schedules and regular hours will be reduced; to accommodate needs, some staff will rotate schedules. Staff will be working remotely whenever possible. Staff will be in the office to process payroll and vouchers as necessary.

The following rules have been adopted:

- Please use the mail box to drop off items for Accounting
- Retirees have been notified to mail health insurance payments and to make an appointment if they need to conduct other business with Accounting as staffing may be intermittent
- VOUCHERS: Please process in multiple batches and leave in mail box. They will be processed for the next warrant date unless there is an issue.
- PAYROLL: Please finalize by 9am on Mondays, if at all possible. If payroll is locked prior to you finalizing your Department's payroll, hours will be paid in the next check. If you know you are missing hours for an employee, please advise Maura and/or Denise first thing on Monday.
- Use the phone, email and scanning systems to communicate as much as possible

ASSESSMENT: Teri Ross, Department Manager

The appraiser will finish the essential work needed for May 1st Tentative Assessment Roll in the office in the next few days. The assessor will continue to work from office 10-2 starting next week to correspond with the Town Clerk's office hours. The assessor may also work from home when not necessary to use resources in the office.....the office phone will go directly to the assessors' cell phone when she works from home.

Setting up for on-site active and remote May 26th Grievance Day (9 AM-12 PM & 5 PM-8 PM). Will be held in the Activities Center and COVID-19 rules will apply. Working with supervisor's

office, StoredTech and Peter Pepe. Will need use of PA system, phone conference system and recording of the meeting. Will need to make remote meeting/live streamed.

NEWSPAPER NOTICE

NOTICE OF COMPLETION OF TENTATIVE ASSESSMENT ROLL (Pursuant to Section 506 and 1526 of the Real Property Tax Law)

HEARING OF COMPLAINTS

Notice is hereby given that as of May 1, 2020, the Assessor of the Town of Queensbury, County of Warren, has completed the Tentative Assessment Roll for the current year, it may be found on the Town's website @ www.queensbury.net and can be examined by any interested person until Grievance Day.

The assessor will be in attendance with the Tentative Assessment Roll at the Town Center, 742 Bay Rd, Queensbury NY available by PHONE appointment ONLY on the following days:

May 7th – 9am to 1pm

May 14 – 10am to 2pm

May 16 – 9am to 1pm

May 21 – 4pm to 8pm

The Board of Assessment Review will meet on Tuesday, May 26, 2020 at the Senior Center 742 Bay Rd Queensbury NY from 9am to Noon and 5pm to 8pm by appointment only, to hear and examine all complaints in relation to assessments of any persons believing to be aggrieved.

Due to the Covid-19 restrictions the Board of Assessment Review hearings will be held either in person (with restrictions applying) or by phone. The Hearings will be "Live Streamed" on the Town of Queensbury's You Tube site. The Board will determine all written Grievance applications submitted as usual.

Applications for filing a complaint and instructional booklets are available from your assessor.

Please call 518-761-8245 or 518-761-8243 to schedule appointments or for any assistance needed.

BUILDING & CODES: Dave Hatin, Department Manager

- Staff will be asked to work from home or other remote locations.
- WEBSITE NOTICE: IMPORTANT NOTICE: To help 'flatten the curve' of COVID-19, the Building and Code Enforcement department will only accept building permit submissions via mail (USPS, FedEx, UPS, etc.) or by calling the office to make arrangements. Invoices will be emailed after building permits have been approved and are ready for issuance. Once payment is received, the permit will be issued and mailed, with the receipt, to you. Reviews will take 3-4 weeks and inspections must be scheduled 24-48 hours in advance due to staff alternating days in the office. If you need to come to the office you must schedule an appointment at least 24-hours in advance and appointments are only available between 9:00am and 3:00pm. Thank you for your understanding and help.
- ALSO: Governor Cuomo Executive Order No. 202.11, issued March 27, 2020. *During the period when an Executive Order limiting operation of a type of facility or limiting the number of persons who may occupy any space is in effect, any operation of such a facility or occupancy of any such space by more than the number of persons allowed by said Executive Order shall be deemed to be a violation of law and in particular, but not by way of limitation, shall be deemed to be a violation of the Uniform Code or other local*

building code in effect in the jurisdiction in which the facility or space is located. In the event of any such violation, any state, county, or local police officer authorized to enforce laws within the jurisdiction in which the space or facility is located is authorized to remove persons from such space or facility. In addition, in the event of such violation, any state, county, or local code enforcement official or fire marshal authorized to enforce the Uniform Code or other local building code within the jurisdiction in which the facility or space is located is authorized to issue an appearance ticket, a Notice of Violation, an Order to Remedy such violation, which shall require immediate compliance, and/or a Do Not Occupy Order to any owner, operator, or occupant of any such facility or space. Nothing in this provision shall limit the authority of any governmental unit or agency to take such other and/or additional enforcement actions to the extent necessary to ensure compliance with such occupancy-related directives or facility operation-related directives.

- Construction sites are being monitored. Non-essential construction will receive Stop Work Orders (SWO). Only one contractor allowed on site. Finish up what's necessary to preserve the integrity of the building ONLY.
 - OTHER LOCAL CONSTRUCTION
 - New York State Economic State Development Agency (ESD/Michael Yevoli) has made a determination that the new Route 9 plaza (Subway), Route 9 Starbucks, Route 149 restaurant and Target at Aviation Mall construction projects are allowed to continue as essential construction and therefore inspections can be scheduled when contractors call for these project inspections. Since they involve restaurants/food it has been determined that these projects can continue as essential construction.

BUILDING & GROUNDS: Chuck Rice, Department Manager

Because cleaning and housekeeping measures that are required to best respond to the COVID-19 mitigation efforts. Beginning the week of May 18th, Building & Grounds will return to full staffing.

COVID-19 SANITATION PLAN

The following precautions and proactive actions have and will be implemented regarding the cleaning and sanitation processes during the period of this outbreak for as long as it is deemed practical and effective.

Common areas: All common area surfaces as well as wall switches will be sanitized as part of daily cleaning routine. All exterior door handles and touch points will be sanitized as part of the daily cleaning routine. Carpet cleaning will take place monthly or as dictated by the types and amounts of soils encountered.

Office spaces: Daily: Currently each department has been issued either an aerosol can of disinfectant, box of latex gloves or both to immediately respond to what they feel are possible contamination issues and proactive area upkeep.

Supplies will be replenished as long as supplies are available so an emphasis on prudent usage has been stressed.

Normal cleaning practices will continue with final disinfecting taking place as a last task before exiting the space.

Weekly: Unless heavily soiled or contaminated with food, trashcan liners will be replaced every Friday during the cleaning process.

Monthly: High traffic carpets areas will be shampooed in all office areas.

Restrooms: Restrooms will be deep cleaned twice per day OR as needs dictate

Cleaning routines will be as follows: Third shift full cleaning, Noontime full cleaning.

As this situation unfolds it may be necessary to modify this action plan to better improve on this process.

CEMETERY: Connie Goedert, Department Manager

Superintendent will remain present full time and all other employees will return to on-site activities (spring cleaning, burials, etc.). To better accommodate non-local incoming cremations, Crematory will pick up second shift; currently working with local funeral homes but NYS will supply a refrigeration vehicle soon. Chris Sennett will work the day shift, Julian Gamache will work 3 to 11, and Ray Wood will be working Saturdays. Florence is working more hours to accommodate the additional paperwork.

COURT: Mike Muller and Eric Schwenker

- At least two staff members will remain home and placed “on call,” or will otherwise “work from home.”
- In light of the State of Emergency declared by Governor Cuomo regarding the COVID-19 virus and pursuant to the recommendations and Order of Chief Administrative Judge Marks dated Sunday March 15, 2020, and related orders thereafter the Queensbury Town Court is postponing all non-essential court functions through at least April 13, 2020 and adopting the following procedure: Effective immediately, and continuing through April 13, 2020, with the exception of the events listed below, all in-person court events for civil and criminal dockets are adjourned and will be rescheduled EXCEPT: Arraignments or matters involving Order of Protection, Hearings, or other proceedings granted on motion in consultation with the Administrative Judge. If you are scheduled for any matters including Arraignment, contact the court at the number posted below for information on how to proceed. The above matters may be heard in a “Specialty Part” of the Warren County Courts at 1340 State Route 9.
All other matters, call the number listed below for instructions on how to proceed. (Also, if you are a party in a case and have an attorney, call your attorney immediately and report your situation). Please be patient with our expected call volume.
Notices of Adjournment, Appearance, or re-scheduled Court dates will be sent to attorneys of record or via US mail and, where possible, in accordance with form UCS-517. If your mailing address needs to be updated with the court, please call the number: 518-745-5571
- The Town Judges continue working with the NYS Court System/Office of Court Administration (OCA) and the Governor’s Office in an effort to address the abatement of the migration of COVID-19.

CSEA: Susan Sheehan, President

FIRE MARSHALL: Mike Palmer, Public Safety Officer

HIGHWAY: Dave Duell, Department Manager

- All non-essential employees as of March 18, 2020 will be told not to report to work until April 1, 2020 (about 30 employees).
- Amended by Supervisor Order – Highway Department employees will be called to action as of Monday, April 13, 2020. See APPENDIX F.
- All employees must be available for call in emergencies.
- Breakroom meeting and other potential group gatherings/occasions must meet the directives of this Plan.
- Recommended one person per vehicle. However, if more than one in a vehicle, all must wear masks.
- Administration and all other Highway Department Buildings are closed to the public.
- The Town is participating in the Warren County's mutual highway aid program.
- NOTICE POSTED ON TOWN WEBSITE: The Highway Department's Leaf & Brush Pickup has been activated by Town Supervisor Order. See APPENDIX F

HISTORIAN: Joan Aldous, Department Manager

Hours are Wednesdays and Thursdays from 9:00am – 5:00pm. Appointments may be made for other hours by calling 518-761-8252

LEGAL: Pam Hunsinger, Department Manager

Staff will work flex time, reduced hours, on non-essential days and full time on essential days.

PARKS & RECREATION: Steve Lovering, Department Manager

- Reduce Town Office building staff from five to two – some staff will work remotely with laptops and communicate electronically. 90% of staff is working from home. Office hours are by appointment only. 175 employees involved with the Town's parks & Recreation activities will be asked to stay at home.
- The department is suspending all scheduled recreational programming and activities indefinitely. This cancellation includes the remainder of all current programs and any upcoming programs that may have been slated to begin over the next few weeks to a month.
- Office hours are by appointment only.
- All playgrounds are closed, barricaded, and swings are immobilized. Updated protocols have been established for both employees, athletic fields, trails and park users; social distancing reminders, organized, group games prohibited. See APPENDIXs C and D.
- Gurney Lane pool: As of right now, we do not have permission from New York State Department of Health to open. We are a permitted facility and are awaiting the go ahead in order to open. Although it is expected that such NY State permission will be granted.

Once open, we anticipate that we will only be able to operate at 50% capacity or lower for the purposes of public safety.

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PLANNING/ZONING: Craig Brown, Department Manager

- All Planning/Zoning employees have the option to work from home and one day in the office each week if necessary.

PLANNING BOARD & ZONING BOARD OF APPEALS MEETINGS

- Meeting dates: May 20 for the ZBA and May 27 for the PB.
- Planning and Zoning Board of Appeals Meeting Rules and Guidelines:

SECURITY

- The public intending to use the Town Office building will be restricted to using the northern front entry, the entry monitored by security.
- Town Security will account for the visiting public; in that each person attending will be documented, this includes the following: name, destination, and time entering and leaving. All visitors as of March 19, 2020 will be expected to make appointments prior to their visit to the announced limited access buildings.
- All departments who have appointments will share those with security; please supply security with the following information: who, what time, etc.
- Will visually observe persons entering the building; Fever, cough, difficulty breathing or shortness of breath or bluish lips or face may be symptoms of COVID-19. At a distance of 6 feet, security will interview the suspect. If, through observation and interview, it is determined that the visitor may be ill, they will be asked to leave the premises.
- Screening questions:
 - Do you have a fever and/or respiratory symptoms, like a cough or difficulty breathing?
 - Did you travel outside the US in the last 14 days?
 - Did you have contact with someone with possible COVID-19 in the past 14 days?

TOWN CLERK: Caroline Barber, Department Manager

- US Post Office Postmaster contacted. Daily carrier needs to contact the Town Clerk's Office upon arrival and be met by a Town Clerk employee to exchange out-going mail and our in-coming bins. It is the Town Clerk's position that maintaining the flow of mail is an "essential" process.
- FedEx, UPS, DHL, and USPS* will be asked to call the Town Clerk's Office prior to deliveries and an employee will meet them at the front door.
- No new peddlers' licenses will be issued until the social distancing directive has been lifted.
- The staff will be rotating for the upcoming two weeks. For the week of May 4th, the Town Clerk, 1st Deputy Town Clerk and 1st Deputy Tax Receiver will be working and all other staff will be home. For the week of May 11th, the 2ND and 3rd Deputy Town Clerks, 2nd Deputy Tax Receiver and Records Clerk will be working. The Town Clerk and 1st Deputy Town Clerk will work remotely as needed and the 1st Deputy Tax Receiver will be home and utilized on as-needed-basis. The staff will work 4 hours each day and the

hours will be from 10 a.m. to 2 p.m. with appointments from 10:30 a.m. to 1:30 p.m.
FOR ESSENTIAL TRANSACTIONS ONLY.

TOWN SUPERVISOR'S OFFICE

Two non-essential employees (school crossing guards) will be asked to stay home.

TRANSFER STATIONS/SOLID WASTE: Rich Paris, Department Manager

One employee, who due to health issues is an at-risk" employee, will be asked to stay home. Full time and part time workers will go to full/normal schedules. Except one part time employee, who due to health issues is an at-risk" employee, will be asked to stay home.

Because the shortened Transfer Station hours open times appeared to be causing automobile queuing and more on-site crowding, as of Tuesday, May 5, 2020, the town will be returning to normal operating hours:

Ridge Road Transfer Station

Tuesday - 7:45 AM to 3:30 AM

Thursday - 7:45 AM to 3:30 AM

Saturday - 7:45 AM to 3:00 AM

Luzerne Road Transfer Station

Wednesday - 7:45 AM to 3:30 AM

Friday - 7:45 AM to 3:30 AM

Saturday - 7:45 AM to 3:30 AM

WATER/WASTEWATER: Chris Harrington, Department Manager

- As of May 4th the following will be returning to full time on-site activity: Susan Sheehan (Lab Operator), Alex Benway (Treatment Plant Operations), Andre Thibodeau (Accounting), Scott Jarvis (Mechanic) and Matt Bearor (Wastewater). Wastewater laborers will alternate each week. George Carpenter and Jordan Brown will also return to on-site active.
- Fire hydrant flushing delayed until May 11th.
- Department to start phasing employees back into the workplace. CDC/State/Local guidance will be followed.
- Samples, tap applications, sewer permits will be processed in the same manner since the state of emergency.
- Water Department is closed to all outside visitors unless by appointment. Doors will be locked after 8:30AM
- Public Water Samples will be dropped off in the Vestibule. Private Water Sample will not be accepted.
- Installing/changing out meters in private residences will be prohibited.
- The public will be allowed to drop samples off, filing for permits and apply for water service if the above practices are abided by.
- The water department must remain manned, therefore will have to adopt proper practices that will limit COVID-19 exposure and at the same time insure its role in Public Health.

- The Town's COVID-19 Response Plan was distributed Tuesday to all water and wastewater employees.
- All doors are locked except for one entry – to enable the reception of municipal water samples.
- Employees asked to abide by social distancing and Response Plan.
- New customers and seasonal install of meters will be allowed (other than meter emergencies)

OTHER

- PERMA review of Town for COVID-19 workplace compliance to assure a safe workplace environment. Date?
- May 21, 2020 Post on the Town's website:

NOTICE: TOWN OF QUEENSBURY BUSINESSES May 21, 2020

As we enter the first of four phases in the reopening process due to the COVID 19 pandemic, it is our goal to support Town of Queensbury businesses in opening swiftly and safely. The following information has been compiled to help prepare your business in this endeavor. All reopening must be done in accordance with New York State guidelines. Utilizing this information will help to ensure your business is in compliance once you are cleared to reopen by the state.

New York Forward Business Reopening Lookup Tool
<https://www.businessexpress.ny.gov/app/nyforward>

Industries Reopening by Phase
<https://forward.ny.gov/industries-reopening-phase>

New York Forward Business Affirmation
<https://forms.ny.gov/s3/ny-forward-affirmation>

New York Forward Business Re-Opening Safety Plan Template
https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf

Each business should post a completed copy of your accommodations that demonstrates how your business is meeting or exceeding re-opening accommodations that are in accord with all federal and state requirements and as such, provide for the safety and welfare of your employees and visitors.

POSTERS/SIGNS

- POSTER #1
 - To be placed on Town's website, Facebook and all doors used by the public:
 - NOTICE TO VISITING PUBLIC (valid to April 17, 2020)
 - To better abate the spread of COVID-19, please avoid direct visits to town facilities.
 - Please consider using phone, mail and email, website or depository box:

- Town phone: (518) 761-8200
 - Town address: 742 Bay Road, Queensbury, NY 12804
 - Town website: www.queensbury.net
 - Town depository box is located adjacent to south entry Town Office building.
- Public use of Town facilities will be strictly limited – if you must physically visit a town facility, please make an appointment.
- POSTER #2 (To be placed in the Activity Center Library on the entry doors)
 - NOTICE to activities/meetings being held in Activities Center.
 - No more than 20 audience attendees at any one time.
 - 6 Foot social distancing must be maintained at all times.
 - Activities Center Library area must also abide by these rules.
- POSTER #3
 - Informative/symptoms, etc.
- POSTER #4
 - STOP, BUILDING CLOSED TO PUBLIC, PLEASE CALL TO MAKE APPOINTMENT
- TOWN CLERK NOTICE: If you are here to make a PAYMENT IN CASH for taxes, water/sewer bills, or dog licenses, please call (518) 761-8234. We will make immediate arrangements
- POSTER on proper use of MASK/FACIAL Covering
- POSTER: DEPARTMENT CONTACTS:
 - ASSESSOR – Tammie Landers: 518-761-8244 tammiel@queensbury.net
 - BUILDING & CODES --Kate Deck: 518-761-8256 kated@queensbury.net
 - PLANNING/ZONING – Maria Gagliardi: 518-761-8219 mariag@queensbury.net
 - CLERK – Caroline Barber: 518-761-8234 carolineb@queensbury.net
 - COUNSEL – Pam Hunsinger: 518-761-8251 pamelah@queensbury.net
 - ACCOUNTING – JoAnne Watkins: 518-761-8239 joannew@queensbury.net
 - PARKS & REC – Main #: 518-761-8216
 - SUPERVISOR – Victoria: 518-761-8229 victorial@queensbury.net
 - POSTER: APPENDIX G - Ten Steps All Workplaces can take to Reduce Risk of Exposure to Coronavirus

MUNICIPAL CONSTRUCTION

- Town Board Authorization of Town Highway Garage Capital Construction Project as Essential; for approval and reasons see Town Board Resolution 146.2020, dated April 6, 2020.
- Town Board Authorization Declaration of Town Utility Infrastructure/HVAC Improvements Capital Project as Essential; for approval and reasons see Town Board Resolution 145.2020, dated April 6, 2020.

- All contractors involved in the above had to provide to the town their plans to be compliant with COVID-19 pandemic response requirements: Federal/State/local.

MASK DISTRIBUTIONS – TOWN OF QUEENSBURY

The town received 9,000 masks from the county; thank you to County Administrator Ryan Moore and Office of Emergency Management's Brian LaFlure and Amy Hirsch for directing this supply of mask for Town of Queensbury distribution. They were manufactured by HHANESbrandsINC. The town announced their availability and distribution method Friday and Saturday morning (April 24 and 25). The announcement was made through the local newspaper Post-Star, Channel 13, the Town website and Facebook. Saturday morning Councilpersons Tony Metivier and Harrison Free began distributing the mask at our two Transfer Stations. Councilman George Ferone, Town Clerk Caroline Barber and Town Supervisor John Strough began Town Office distribution about 12:00 PM. The Town's five fire companies and three EMS squads had masks set aside for their pickups. Senior centers and big box stores picked up set asides too. By about 2:23 that afternoon we had distributed most of the 9,000 masks. Thanks to Planning & Zoning Director Craig brown, Building & Grounds Superintendent Chuck Rice, and Executive Assistant Victoria LaMarque for their organizing help. Special thanks to Warren County Sheriff's Department for their traffic management help. We are very proud of this successful effort – about 9,000 more folks have access to make their world, and those around them, much safer and healthier. Many said, "God Bless you," to our mask organizers and distributors.

FIRE AND EMS

Monday, April 27, 2020. Memo sent to three town EMS squads By Budget Officer Barbara Tierney. EMR has notified us that your agencies are eligible for stimulus aid due to the COVID-19 pandemic. The program is still being established, but it has been made clear that each agency needs to file for stimulus aid through an online portal. The Town is not able to administer this program for the 3 squads. EMR is offering to assist and they will be in touch with more info as it becomes available. In order to streamline communication between EMR, your agency and the Town, please designate on individual in your agency that can be made the point of contact for this program to be able to coordinate the processing of any application necessary with EMR and the Federal Government. Please see preliminary guidance regarding the program below. More info should become available in the next few days. The Town appreciates your cooperation in this process.

May 1, 2020. Sent to three squads: CARES Act provider Relief Fund: Action Required.

TELEMEDICINE/LIVE HEALTH ON LINE

- Employees are encouraged to set up an account for telemedicine, prior to any symptoms.
- Using telehealth offered through your health plan may lower your risk of getting sick or exposing others to illness. We strongly urge you to not wait and register until you are feeling ill. The first step is going directly to www.livehealthonline.com where you can complete the registration process. Once you register, you will be able to video visit a doctor online all within the privacy and safety of your home. Please call toll free at 1-888-LiveHealth (548-3432) or email help@livehealthonline.com if you have any problems registering.

EMPLOYEE WORK-FROM-HOME POLICY

POLICY SCOPE & PURPOSE

In this time of severe emergency in a common effort to prevent the further migration of the COVID-19 virus, and to better ensure or employees' health, welfare and safety, the Town will allow employees to work from home, if approved by their Department Managers and the Town Supervisor.

If possible, town employees are expected to conduct their town jobs from home as much as possible through telecommunication and/or other means.

All town employees are urged to take preventative measures to avoid exposing themselves and their families to the COVID-19 virus; preventive measures that might include, among other behaviors: Remain home, maintain social distance of one another (about 6 feet apart), wash hands, use sanitizer on hands and place and articles that are shared, avoid contact with people who are sick, throw used tissues in the trash, wear a facemask if you are sick, and avoid touching your eyes, nose and mouth. In light of this COVID-19 pandemic, please think about what you're doing – is it good judgement? Is it expanding my exposure? If it is expanding your exposure, and it is not essential, then don't do it. Please don't do behaviors that will put your family, fellow workers and others at risk.

Depending on Department Manager and Town Supervisor approvals, home/work arrangements may vary; work from home (or other remote location) may be full-time/everyday, full-time on certain days, or on certain days, dividing their schedule between being present at the town and home (or other remote location).

Work from home arrangements are expected to be temporary in duration.

In combination with the town's effort to be compliant with the Governor's Order 202.4 (the town should make every effort to reduce non-essential personnel by no less than fifty-percent (50%) of the total number of employees across the entire workforce of such local government or political subdivision), we advise both employees and Department Managers to consider these elements before asking/approving work from home: Is the employee eligible by nature of their job?; Are there any cybersecurity and data privacy concerns?; Will collaboration with the employee's team become difficult?; Do employees have the necessary equipment or software installed at home?; What are the conditions of employees' home or alternative place of work (noise, internet connection etc.)?

COMPENSATION & BENEFITS

Work from home or other remote location will not affect regular employees' employment terms. Employees are being instructed to not report to work if they are sick. If ill, stay home and report such to your Department Manager.

If symptoms consistent with COVID-19 diagnosis persist, employees are expected to self-quarantine until symptoms disappear or until cleared by a physician.

Any employee who is sick for non-COVID -19 related illnesses will use sick time for their absences.

WISP

Policy will remain in effect.

IT/PHONES

The Town is working to develop:

- Live streaming capabilities of its Town Board meetings.
 - To enable public viewing and participation.
- Greater telecommunication/teleconferencing capabilities to enable, to maximum extent possible, any telecommuting/teleconferencing from home.
- Develop ZOOM, or similar, conferencing capabilities.
- By remotely calling 518-761-8300, any employee with a desk phone can call to check their voicemail messages. You have to enter your extension, and your password when prompted, then the codes are the same for checking, deleting, etc. your messages.

OTHER

- The town's website will provide the following:
 1. Information about the COVID Virus.
 2. Information about federal, state and county plans and activities.
 3. The Town's current COVID-19 policies and protocol.
- Warren County Health Services poster for visitors. (See APPENDIX E)
- PUBLIC ANNOUNCEMENT QBY/GFL MEMORIAL DAY PARADE CANCELLATION (April 28, 2020): It is with the deepest regret that the City of Glens Falls, the Town of Queensbury and the 2020 Memorial Day Parade Committee announces that we have to cancel this year's Memorial Day Parade and Remembrance Ceremony, scheduled for this May 25th. Our theme this year was, "Our Flag Waves for Those Who Never Wavered." All involved hoped this event would present a meaningful way to mark the end of our community isolation and pay our deepest respect for those who gave their lives to defend our nation and freedoms. We have thought about it from many directions and can't structure this event in a manner that would be safe for our community and veterans.

For the past 20 years our two communities have had the honor of presenting a parade and service that pays homage to those who most deserve it; a very well attended event that all looked forward to. As such, the Memorial Day Parade and Remembrance Ceremony are always crowd events by definition and therefore could pose unsafe exposures to all those who attend. Again, we very much regret cancelling this event because its meaning is so deep and important. John Strough, Town of Queensbury Supervisor; Dan Hall, City of Glens Falls Mayor; 2020 Memorial Day Parade Committee: Joan Aldous, Tim Benner, Amy Collins, Carl Fosco, and John Strough.

- Tuesday, April 28, 2020. PERMA was asked to provide the Town with a COVID-19 workplace compliance review to assure the Town's employees are provided a safe work environment?
- Discussed with Building & Grounds Superintendent the future placement of pexiglass guards at all town places where the public interfaces with town employees: Security, Park & Rec., Assessment and Building & Codes/Planning & Zoning.
- APPENDIX H - Town Supervisor Declaration – Town Board Meetings

HELPFUL WEBSITES

- Centers for Disease Control and Prevention (CDC):
 - www.cdc.gov/
- President's Coronavirus Guidelines
 - www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20_coronavirus-guidance_8.5x11_315PM.pdf
- New York State Governor's website Coronavirus
 - www.governor.ny.gov
- New York State Department of Health COVID19 Webpage:
 - www.health.ny.gov/diseases/communicable/coronaviruss
- Glens Falls Hospital:
 - www.glensfallshospital.org
- Websites for talking with Children about COVID19
 - www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/talking-with-children.html
 - https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/02292020_NASP_NASN_COVID-19_parent_handout.pdf
- Department of Homeland Security
 - www.dhs.gov

POST COVID-19 PANDEMIC

DEPARTMENT DISCUSSIONS AND PLANS

(UNDER CONSTRUCTION)

Note: The below plan is being drafted almost daily.

Plan Goal: Reduce our employees' and our public's risk of exposure to the virus that causes COVID-19.

GENERAL

- Social distancing will still be the expected standard.
- In situations where social distancing is not likely to be maintained, masks will be required.
- Gloves required for all situations in which material/money/documents have to be regularly exchanged.
- Plexiglass barriers will be in place where the public interacts with our employees, like Parks & Recreation desk, Assessment Office desk, Security desk, and Planning/Zoning/Codes desks.
- PPE supply inventory will be well maintained and made available for employee use.
- Water, Wastewater, Cemetery, Building & Grounds, Highway already back into active and on-site.
- Consideration should be given to using mailboxes rather than direct human contact when transferring documents, etc..
- All others will be back to on-site active after May 15th.
- All other departments will be back to regular hours after May 15th.
- Visitor attendance will be guided to north entry doors – to insure traffic management and security review. Security will maintain a list of non-employees attendance and time in the building.
- Any employees who feels, or appears to, feel they are not feeling well will be asked to remain home and if their health and technology permit, be expected to do work at home.
- Communication between Supervisor's Office and all Departments will remain open – active discussions of this plan will be overseen and updated as needed and agreed upon.
- All meetings, Town Board, Planning Board, and ZBA Board will be held as scheduled, but in accord with new disease control standards – like social distancing, masks if social distancing cannot be maintained, apparatus cleaning standards.
- Building & Grounds adopted cleaning/disinfecting standards will be maintained.
- Each Department should have plans for their activities that involve public interactions that meet or exceed Federal, State, and local Post-Pandemic standards.
- Traditional gatherings, like in cafeterias at lunch, will be prohibited.
- Conference room meetings of more than six will be prohibited.
- Public use of playgrounds and picnic areas will remain restricted.
- The Activity Center parking area will remain Wi-Fi accessible for the public.
- Encourage those who have business with the town to make appointments or do so through mail, email and remotely when possible.
- As of May 18th, Town buildings will be open to the public but restricted to Town post-pandemic standards, like maintaining social distancing and wearing masks (and gloves in some cases) if social distancing cannot be maintained.

ACCOUNTING: Barbara Tierney

- Continue to monitor and document costs related to COVID-19 accommodations.

ASSESSMENT: Teri Ross

BUILDING & CODES: Dave Hatin

- Starting May 20: The Code Enforcement Officers will return to 8 hours per day in the office and field. A result of Phase 1 construction has begun, permit submissions and inspections have been increasing steadily.
- We will also bring back clerical staff to 2 every other day to handle phone calls and scheduling activities as the phone calls have increased over the last week and we anticipate as permits are issued.
- Staff will be required to wear masks and social distance while in the office building and in the field. Cleaning of work stations and common areas will occur daily or as needed.
- We anticipate to be at full clerical staff in the office within the next couple of weeks unless the Capital Region takes steps backwards which we all hope does not happen.
- Fire Marshals will return on Tuesday, May 26, to 8 hours per day in the office and field.
- We are attaching this form to every building permit that is issued and we have posted this form on our Building and Codes page (https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf)

BUILDING & GROUNDS: Chuck Rice

CEMETERY: Connie Goedert

COURT: Eric Schwenker and Mike Muller

CSEA: Susan Sheehan

HIGHWAY: Dave Duell

- Breakroom meetings and other potential group gatherings/occasions must meet social distancing requirements or masks are required.
- Recommended one person per vehicle. However, if more than one in a vehicle, all must wear masks.
- Administration and all other Highway Department Buildings are closed to the public.
- The Town is participating in the Warren County's mutual highway aid program.

HISTORIAN: Joan Aldous

- Appointments required.
- Use of mail, email and phone calls recommended.

- Masks required when social distancing cannot be maintained.

HUMAN RESOURCES: Pinnacle/Marge Mulligan

Handout to Department managers: COVID-19 Return to Work Checklist – 4 pages: Planning and Communication; Policy Updates; Health and Safety; Employee Well-being and Morale; leaves of Absence and Accommodations; Posters; benefits; Best Practices and Other Considerations.

LEGAL: Pam Hunsinger

- Wearing mask when social distancing can't be met.
- Town counsel team (MMHS) will work remotely as much as possible and practicable.

PARKS & RECREATION: Steve Lovering

- Being a good neighbor: Several signs have been erected at the Glen Lake Boat Launch to alert users about both the reason for lack of a portable bathroom AND that the Docksider is NOT an option for rest room service.



- Public use of playgrounds and picnic areas will remain restricted.
- Low risk outdoor activities regulated for public safety.
- Pexiglass protective panel added to Parks & Rec desk.
- **RETURN TO WORK SCHEDULE:**
 - **Week of June 1** – All full-time staff may return to work for regular office hours of 8:00 – 4:30. Employees have the option of a split schedule of working from home or office through June 5.
 - **Week of June 9** – All staff to return for normal business operations – Public will be accommodated by appointment only.
- **SUMMER OPERATIONS:**
 - The Recreation Commission approved a limited operations plan on May 14 for programs and facilities along with a corresponding safety plan for all operations. Pending Town Board approval next week (w/o June 1), the department will proceed with a reduced capacity summer operations

plan. This plan calls for opening certain facilities and operating programs beginning the week of July 6th. This plan is fluid and subject to change.

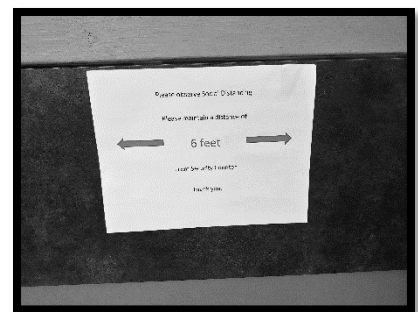
- Gurney Lane pool: As of right now, we do not have permission from New York State Department of Health to open. We are a permitted facility and are awaiting the go ahead in order to open. Although it is expected that such NY State permission will be granted.

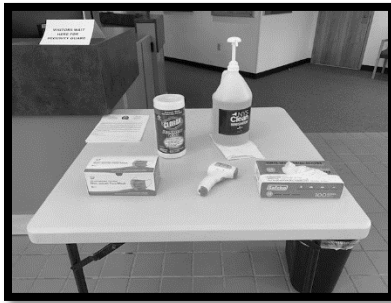
PLANNING/ZONING: Craig Brown

- Reactivate Planning and Zoning Board of Appeals meetings in accord with town's safe COVID-19 practices.

SECURITY

- The public intending to use the Town Office building will be restricted to using the northern front entry, the entry monitored by security.
- Town Security will account for the visiting public; in that each person attending will be documented, this includes the following: name, destination, and time entering and leaving. All visitors as of March 19, 2020 will be expected to make appointments prior to their visit to the announced limited access buildings.
- All departments who have appointments will share those with security; please supply security with the following information: who, what time, etc.
- Will visually observe persons entering the building; Fever, cough, difficulty breathing or shortness of breath or bluish lips or face may be symptoms of COVID-19. At a distance of 6 feet, security will interview the suspect. If, through observation and interview, it is determined that the visitor may be ill, they will be asked to leave the premises.
- Screening questions:
 - Do you have a fever and/or respiratory symptoms, like a cough or difficulty breathing?
 - Did you travel outside the US in the last 14 days?
 - Did you have contact with someone with possible COVID-19 in the past 14 days?
- Plexiglass screening has been added to the security desk.
- A table is present for the purposes of offering visitors safety checks and PPE materials.
 - Non-touch thermometer included.





TRANSFER STATIONS/SOLID WASTE: Rich Paris
All visitors and employees will use masks and gloves and replace at least daily.

TOWN CLERK: Caroline Barber

- Staff schedules will continue to rotate with regular hours reduced. Staff will be working remotely whenever possible. The staff will work 4 hours each day and the hours will be from 10 a.m. to 2 p.m. with appointments from 10:30 a.m. to 1:30 p.m. **FOR ESSENTIAL TRANSACTIONS ONLY.** For water payments that are now due, we ask that the residents use the depository box located outside of the town office building, or online payments or by mail with US Postage. We also encourage the use of the depository box for dog licensing and any communications.

TOWN SUPERVISOR: John Strough

- Develop draft Post COVID-19 Pandemic planning documents.
- Hold organizational departmental and Town Board meetings to discuss COVID-19 pandemic plans.
 - **TOWN BOARD/DEPARTMENT MANAGERS MEETING** Wednesday, May 13, 2020, 1:00 PM, Activities Center/Zoom. The purpose of this meeting is to discuss our municipal plan as we progress to post pandemic. **PRESENTATION:** Regional COVID-19 Metrics: Where Regions Currently Stand; Warren County Dashboard; Four Phases; New York Forward Program; Video: How COVID-19 Can Spread in a Community. **DISCUSSION:** Town Post Pandemic Plan: Share good ideas, Arrive at common agreements, create a safe working environment for you and our employees while helping to progress the Town towards safely serving our residents' needs. **HANDOUT:** See APPENDIX I - Discussion of Town Post Pandemic Plan.
 - **MEETING CONSENSUS/DETERMINATIONS:** the Town should proceed with caution. Buildings and current COVID-19 pandemic plans and programs to stay in place, at least for the next 2 weeks.
- Updated Town Board Meeting format and announcement. See APPENDIX J.

WATER/WASTEWATER: Chris Harrington

- PERMA will review the Town's post-pandemic standards and practices to assure compliance and a safe workplace environment.
- Water Department will continue to take water samples as it has been. Walk ins dropping samples off, will not be permitted.

- Tap Applications and Sewer Permits will continue to be processed through mail.
- Water would like to continue until early June to proceed as it has been with members of its Distribution Crew taking vehicle home and reporting directly to the site. This will be reevaluated in early June.
- Wastewater Collection Crew will be back to normal personnel levels on 5/18.
- Water Filtration Plant will be fully staffed as of May 4th.

OTHER

- May 20, 2020. Warren County allowed to enter phase one. Non-essential businesses may re-open under state-approved safety protocols in construction, manufacturing and retail.
- May 22, 2020. Church services and Memorial Day gatherings: service or commemoration, which allowed ten or fewer individuals to gather, provided that social distancing protocols and cleaning and disinfection protocols required by the Department of Health are adhered to is hereby modified to permit any non-essential gathering of ten or fewer individuals, for any lawful purpose or reason, provided that social distancing protocols and cleaning and disinfection protocols required by the Department of Health are adhered to.
- NYS Empire State Development (ESD) guidance on executive order 202.6. Updated may 25, 2020. Hotels, and other places of accommodation, including campgrounds. Campgrounds must take precautions to ensure campers maintain appropriate social distancing and adhere to proper cleaning and disinfecting protocols, including but not limited to maintaining six feet of distance between campers, unless wearing an acceptable face covering, excluding persons from the same household who are camping together.
- As of May 26, 2020 - the opening of state-owned campgrounds is under discussion.
- May 26, 2020. Received a summary of Six Flags Great Escape re-opening program.
- May 29, 2020.SHORT TERM RENTAL GUIDANCE FROM WARREN COUNTY – SEE APPENDIX K

APPENDIX A

Steps to help prevent the spread of COVID-19 if you are sick

- **Wash thoroughly after use:** After using these items, wash them thoroughly with soap and water or put in the dishwasher.

Clean all “high-touch” surfaces everyday

Clean high-touch surfaces in your isolation area (“sick room” and bathroom) every day; let a caregiver clean and disinfect high-touch surfaces in other areas of the home.



- **Clean and disinfect:** Routinely clean high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
 - If a caregiver or other person needs to clean and disinfect a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.
- High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.
- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Household cleaners and disinfectants:** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found [here](#).

Monitor your symptoms

- **Seek medical attention, but call first:** Seek medical care right away if your illness is worsening (for example, if you have difficulty breathing).
 - **Call your doctor before going in:** Before going to the doctor’s office or emergency room, call ahead and tell them your symptoms. They will tell you what to do.
- **Wear a facemask:** If possible, put on a facemask before you enter the building. If you can’t put on a facemask, try to keep a safe distance from other people (at least 6 feet away). This will help protect the people in the office or waiting room.
- **Follow care instructions from your healthcare provider and local health department:** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately**.

Emergency warning signs include*:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

Call 911 if you have a medical emergency: If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
 - **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)
 - AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
 - AND
 - at least 7 days have passed since your symptoms first appeared
 - **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use medicine that reduces fevers)
 - AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
 - AND
 - you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.



In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

More information is available [here](#).

Additional information for healthcare providers: [Interim Healthcare Infection Prevention and Control Recommendations for Persons Under Investigation for 2019 Novel Coronavirus](#).

APPENDIX B
Guidance on the Contacts of a close or Proximate Contact of a
Confirmed or Suspected Case of COVID-19



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

Examples of “Contact of a Contact” Scenarios:

- **Household Members:**
 - If an asymptomatic individual is contacted by a local health department to be notified that they are a contact of a confirmed case, they will be required to be under mandatory quarantine or precautionary quarantine in their home, depending on if contact was close or proximate respectively, following the guidelines provided by the state.
 - Any spouse, children or other household members, assuming both they and the individual under quarantine are asymptomatic, are considered a “contact of a contact” and therefore are not required to be in quarantine. They can go to school, work, and engaged other activities following recommendations for social distancing as appropriate.
- **Co-Workers:**
 - If an asymptomatic employee calls their supervisor and notifies them that they are required to stay home in quarantine because they were a contact of a confirmed case, the contacts they had at work are considered “contacts of a contact” and therefore not at risk. These “contacts of a contact” are not required to be in quarantine and should be permitted to continue to work, following recommendations for social distancing as appropriate.

APPENDIX C
Social Distancing while in Parks and on Trails



APPENDIX D
Parks & Recreation Maintenance Staff protocols

Queensbury Parks & Recreation
MAINTENANCE STAFF
DAILY SAFETY PROTOCOLS – COVID-19

The following, daily protocols are being put in place for the protection of the Parks and Recreation Maintenance Staff. This list should be displayed near the time clock in the office and must be followed indefinitely. If you have any questions or concerns, please contact Steve Lovering – 518-744-4602.

DAILY PROTOCOLS:

1. **SAFE DISTANCE**: Follow the CDC (Centers for Disease Control) recommendations for safe social distancing – Maintain a 6'-10' distance between yourself and your co-workers at all times.
2. **SAFE SPACE**: Whenever possible, choose large open air space in order to meet and discuss current and upcoming work. Do Not congregate as a group in the office – if it is necessary, do so for very short periods of time.
3. **SICK = STAY HOME!!**: If you are sick or not feeling well, Stay Home! This includes all symptoms such as sneezing, coughing, shortness of breath, sore throat, body aches, and upset stomach.
4. **CLEAN AND DISINFECT DAILY**: One of the most proactive practices that can be used is the daily sanitizing of all shared spaces.
 - a. Trucks – wipe down the inside of all surfaces daily + outside door handles
 - b. Office – desks, chair arms, time clock, card rack, etc.
 - c. Bathroom – all shared surfaces
 - d. Tools – any tools that are being shared or used – wipe off handles.
 - e. HANDS – wash with soap and water as many times per day as possible – **EVEN** before **and** after eating, snack, etc.
5. **LIMIT EXPOSURE**: limit your daily exposure to both your co-workers (#1 and #2 above) and also limit your exposure to the public. **First**, limit your visits to businesses for supplies and materials. **Second**, when visiting a business send only ONE person in to get the materials. After visiting the business immediately wipe your hands with sanitizing wipes.
 - a. **Use of Trucks – One person per truck whenever possible to provide “safe space”.**
 - b. **Cover sneezes and coughs with tissue or elbow** – dispose of tissue immediately and then wash or sanitize hands. Remember this virus can live on clothes for a prolonged time, so when cough and sneezing into your elbow, **YOUR CLOTHES MUST BE WASHED DAILY!!** **Do Not wear something to work that you were coughing or sneezing into yesterday!!**
 - c. **Hands away from face – Covid-19 enters your body by way of RESPIRATORY DROPLETS directly or indirectly into eyes, nose or mouth.**

ADD ADDITIONAL SAFEGUARDS AS YOU DEEM NECESSARY FOR THE SAFE DAILY OPERATION OF THE PARKS AND RECREATION MAINTENANCE STAFF. **Please initial the top of this sheet so that I know you have read and understand the protocols.** Remember, you are NOT required to be at work – if you are not comfortable working right now and wish to stay home to manage your exposure – Please Do So!

APPENDIX E
Warren County Health Services Poster to Visitors



Public Health
Prevent. Promote. Protect.

Warren County Health Services

Visiting from Out of Town?

In response to COVID-19, if you are visiting from outside the Capital Region and will be staying in Warren County, Warren County politely asks that you contact **Public Health**.

We want to make sure while you are in our area that you remain healthy and should any questions arise, you have the number to our local department!

518-761-6580

APPENDIX F

Supervisor Executive Order – Highway Department Services Deemed to be Essential

TOWN OF QUEENSBURY
SUPERVISOR EXECUTIVE ORDER
Friday, April 10, 2020

I have deemed these services to be essential for the following reasons: The roadside sand, brush and debris will likely impede the Town's stormwater system's ability to collect, convey and distribute stormwater; possibly resulting in flooding, erosion, and environmental and property damage. Situations that can be public safety issues: Ponding and flooding can be factors contributing to vehicular accidents. Employees must abide by the Town's COVID-19 Pandemic Response Plan and the below Town of Queensbury Highway Department COVID-19 Response Plan.

Signed  Date 4/10/20

John F. Strough, Town Supervisor

Town of Queensbury Highway Department COVID-19 Response Plan

The Town of Queensbury Highway Department will begin to resume the following services this Monday, April 13, 2020:

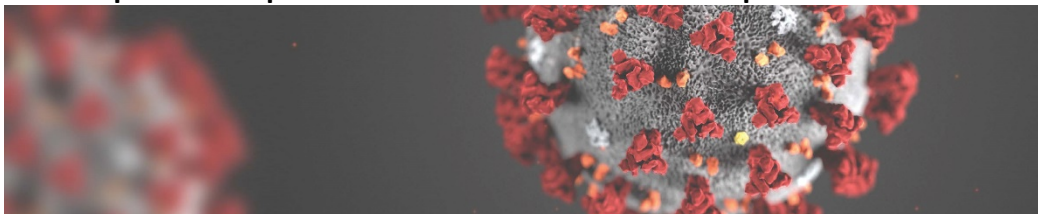
- Yard and brush pickup service – pick up residential yard.
- Street sweeping to remove sand, salt, litter and other debris.

Highway Department employees working on the above activities must abide by the following work risk prevention practices:

- Maintain social distancing – 6 foot minimum – at all times when practicable.
- In working conditions where required social distancing is impossible to achieve affected employees shall be supplied PPE (Personal Protection Equipment) including as appropriate a standard face mask, gloves, and eye protection. Employees will not share PPEs.
- Avoid face to face meetings.
- Avoid touching your face – especially eyes, nose and mouth.
- All employees shall drive to work site/parking area in a single occupant vehicle – they shall not ride together in the same vehicle. Exceptions:
 - Crew cabs can have two – one in front and one in back.
 - Utility/Paving van – up to four if spaced apart.
- When entering a machine or vehicle which you are not sure you were the last person to enter, make sure that you wipe down the interior and door handles with disinfectant prior to entry.
- A "No Congregation" policy is in effect, individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals.
- Wash hands frequently.
- Change gloves when appropriate, properly dispose of used tissues, used masks and gloves in waste container (garbage bags) provided. Disposal containers must be replaced daily.
- Do not share tools or other devices that have not been properly sanitized.
- Use disposable utensils, plates and cups, when practicable – do not share.
- Do not use a common water cooler or public water fountain. Use water bottles provided or bring your own.
- No communal food, i.e. Donuts, pizza, candy, etc.

APPENDIX G

Ten Steps All Workplaces can take to Reduce Risk of Exposure to Coronavirus



Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus

All workplaces can take the following infection prevention measures to protect workers:

- 1 Encourage workers to stay home if sick.
- 2 Encourage respiratory etiquette, including covering coughs and sneezes.
- 3 Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- 4 Limit worksite access to only essential workers, if possible.
- 5 Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
- 6 Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- 7 Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- 8 Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
- 9 Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- 10 Encourage workers to report any safety and health concerns.

For more information, visit www.osha.gov/coronavirus or call 1-800-321-OSHA (6742).



OSHA[®] Occupational
Safety and Health
Administration
www.osha.gov

1-800-321-OSHA (6742)
TTY 1-877-889-5627

OSHA-3994-04-2020

APPENDIX H

Town Supervisor Declaration – Town Board Meetings

SUPERVISOR DECLARATION QUEENSBURY TOWN BOARD MEETINGS

WHEREAS, Governor Cuomo's Executive Order 202.1 and subsequent orders have amended Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed"; and

WHEREAS, the Town of Queensbury Town Board has to conduct public business that is necessary and essential; and

WHEREAS, the Town of Queensbury Town Board is making every effort to be open and transparent, yet meet the intent of the Governor's Executive Order 202.1; and

WHEREAS, that order suspended, among other things, the requirements of New York's Open Meetings Law, contained in Article 7 of the Public Officers Law; and

WHEREAS, the intent of the Governor's Order is to limit the public's exposure to and mitigate the migration of COVID-19; and

WHEREAS, the Town Board wants to make reasonable efforts to allow for public participation and provide a means for public comment; and

WHEREAS, the Town of Queensbury Town Board meetings currently allows the public to attend Town Board meetings, as long as their attendance is in accord with the Town's COVID-19 rules; and

WHEREAS, the Town of Queensbury Town Board meetings do offer the public a chance to attend and participate (live); and

WHEREAS, the Town of Queensbury Town Board meetings also extend for the public's convenience, the ability to view remote and participate by conference call; and

WHEREAS, the Town of Queensbury Town Board meeting are remotely aired through YouTube, Zoom, or other conveyance media; and

WHEREAS, the public is offered a Privilege of the Floor portion of the meeting, where the public is allowed to share real-time thoughts with the Town Board, either in person or through a live call in (518-761-8225); and

WHEREAS, the Town Board wishes to insure the integrity and validity of the public comments, therefore, only calls that will be recognized will be those that show a caller identification; and

WHEREAS, the Town of Queensbury Town Board further supports openness and transparency by supporting and accommodating LOOK MEDIA, a firm that video tapes and airs the Town of Queensbury Town Board meeting four times a week: Tuesdays at 8:00 PM; Wednesdays at 2:30 PM; Sundays at 10:00 AM; and

WHEREAS, in addition to above, the Town Board wishes to remind its residents that Town Board members are available by phone and email.

NOW, THEREFORE, BE IT

RESOLVED, that during the period of time that Executive order 202.1 or any subsequent Executive Order extending the suspension of Article 7 of the Public officers law is in effect, the public is permitted to attend meetings of the Town of Queensbury Town Board in-person and may listen to, or view, a meeting pursuant to instructions made available in the Town's Activity Center, where its meetings are held, and on the Town's website; and

BE IT FURTHER RESOLVED, that as required by law, all meeting will be recorded and minutes of the meetings be made available to the public.

John Strough Town Supervisor
Town of Queensbury

APPENDIX I

Discussion of Town Post Pandemic Plan

Discussion of Town Post Pandemic Plan

Below are some thoughts on the matter; they are meant to encourage discussion of what appropriate actions we should consider developing and adopting to better protect our employees, customers, vendors, public and visitors' health and safety:

Should we step up our efforts to:

- Continue to conduct visitor health screening
- Evaluate employee health screening
- Offer employee training on how to reduce risk
- Provide signage guidance
- Examples: Masks a Must, Wash Hands, and Avoid Touching Face.
- Evaluate activities that place employees, visitors, residents at risk (office, field, travel, etc.)
- Implement Best Protection Practices that reduce risk
- Enable and promote the use remote meetings
- Assure compliance with state, federal and local prescriptions
- Use signage and media to better communicate that employees, customers, vendors, public and visitors use mail, email and phone –and, when possible, avoid direct visitations when possible
- Assure our needs inventory are met - sanitizer, sanitizer wipes, facemasks, gloves, other
- Continue and improve our building and object decontamination program

Other thoughts:

- What building use and restrictions should we implement
- Where should we give extra concern should be given to high-risk areas, like bathrooms and public interface areas, that have a lot of high touch surfaces (like door handles, stall doors, counter tops, shared surfaces and shared items like pens) are high risk transfer environments.
- Any environment that is enclosed, with poor circulation and high density of people, spells trouble. How do we avoid those environments?
- Place pexiglass barriers at locations where employees and visitors must Interface: Assessor, PARKS & Recreation, Building & Codes, Planning/Zoning and Security.
- As we move around our communities more freely and be in contact with more people in more places more regularly, the risks to ourselves, our family and fellow employees are significant

Other notes:

- One report stated that 44% of all infections – and the majority of community-acquired transmission – occur from people without any symptoms (asymptomatic or pre-symptomatic people).
- Coughing, sneezing and talking increase the risk of exposure. Adoption of behaviors, restrictions and PPE that would reduce exposure.
 - Handwashing, wear appropriate PPE, proper disposal of PPEs
 - PPE protocol and availability
 - Maintain social distancing
 - Facemasks mandatory when social distancing is not likely to be maintained

How can we best deal with potential budget impacts?

- We expect incoming revenues, sales tax and others, to be below last year's.
- As such, please be cognizant of your spending; seek cost reductions through postponement of the purchasing of non-essential items and hiring and the use of other efficiencies.

APPENDIX J

TOWN BOARD MEETING FORMAT & ANNOUNCEMENT

TOWN OF QUEENSBURY TOWN BOARD MEETING

Time: Monday, (month and day here), 2020, 7:00 PM

Town Board meetings are presented in multiple formats, physical and virtual, for those who wish to watch/participate.

1. Visit on site:
 - a. Where: Activities Center and Town of Queensbury, 742 Bay Road, Queensbury, NY
 - b. The public will be allowed to attend but must abide by the Town's posted COVID-19 in build rules.
 - c. Town Board members will be present at the Town's Activities Center building.
2. Watch on YouTube: Town of Queensbury – YouTube:
 - a. Call in number: (518) 761-8225.
 - b. See Privilege of the Floor below.
 - c. The public will be allowed to speak to the Town Board during announced Privilege of the Floor parts of the agenda either in person or by calling in (518 761- 8225). Caller ID must be observable/present.
3. Watch/participate: Zoom Webinar— see below.
 - a. Also see Privilege of the Floor below.

This meeting will be convened in accordance with the Governor's March 13, 2020 Executive Order 202.1, which suspends certain provisions of the Open meetings Law to allow a municipal Board to convene a meeting via videoconferencing. In accordance with the Executive order, the public has been provided with the ability to view Monday night's meeting and a transcript will be provide at a later date. This meeting will be duly noticed; given to the local newspapers (The Chronicle and Post-Star), posted on the Town's website and Facebook Page.

Board Meeting Privilege of the Floor Format:

Even though not require by law, the Town offers the public two opportunities for public input, called Privilege of the Floor:

1. After the meeting's resolutions are described the public is offered the opportunity for input.
 - a. This portion of the meeting is limited to discussion of the meeting's proposed resolutions.
2. At the end of meeting will be a Privilege of the Floor for any town-related topic.

ALSO: [LOOK MEDIA](#) video tapes and airs the Town of Queensbury Town Board meeting three times a week: Tuesdays at 8:00 PM; Wednesdays at 2:30 PM; Sundays at 10:00 AM.

Join Zoom Webinar Meeting

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://xxxxxxxx>

Password: xxxxxx

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 837 5262 5354

Password: 675675

International numbers available: <https://us02web.zoom.us/j/kd47wlo6F1>

Participating in a webinar (attendee) see:

<https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee->

You may access the Zoom meeting by computer, cell phone zoom app on smart phones or cell phone call in.

For a laptop or desktop computer, download Zoom here: <https://zoom.us/> Click the orange button in the top right corner that says "Sign up, its free"

If you are downloading zoom for a cell phone, go to your app store and search Zoom and download it

Access Zoom from a computer or cell phone app

- Open the Zoom application
- Click the "Join" button
- You will be given a Meeting ID & Password from the Town's website, see town website opening page or Facebook:
 - TOWN OF QUEENSBURY TOWN BOARD MEETING
Time: Monday, (month and day here), 2020, 7:00 PM
- You don't need video, but it's a plus. If your desktop or laptop has video and microphone you are all set.
- Most smart cell phones have cameras and microphones

APPENDIX K

Warren County Release New Short-term Rental Guidance

We ask that owners of properties rented for short-term periods, such as through Airbnb and VRBO, follow guidelines to help ensure the safety of their guests and the Warren County residents who live near them.

That guidance, spelled out through the rental organization and CDC web links below, includes an Airbnb request of allowing 24 hours between bookings for thorough room cleaning, use of approved cleaning products and ventilation of rooms.

Warren County Health Services also requests that:

- *Renters in a home should all come from the same household of residence until further notice.*
- *Renters should not host outside visitors in their rental (i.e. having friends over or hosting a gathering).*
- *Renters should keep track of when and where they travel in case someone becomes ill. It can help later on with contact tracing.*
- *Renters should follow established protocols for social distancing and wear a mask as required by the Governor's order when social distancing can't be maintained.*
- *Renters should continue to limit unnecessary travel and use curbside pick for food and other essential items.*

Owners of rental properties were asked to:

- *Have a plan in place to properly disinfect the rental after each visitor leaves, including allowing at least 24 hours between bookings.*
- *Have a plan in place to conduct a deep cleaning should a renter become ill while staying in the rental. In this circumstance, an owner MUST call Warren County Health Services at 518-761-6580 for professional guidance.*
- *Display a set of local protocols for visitors from outside of the region regarding mask usage, gatherings, social distancing etc. on the refrigerator*
- *Remind renters that should someone become ill while renting they will not be able to "evict" a sick renter since that person is contagious and must be handled in a manner deemed medically appropriate by Warren County Health Services.*
- *Post the phone numbers of local ems, fire, hospital, urgent care center, and public health office should someone become sick with signs and symptoms of COVID-19 so the renters can call ahead before going for medical care (obviously if it is an immediate life-threatening situation 911 should be called without delay).*

"We would like to thank those property owners who worked with us to help slow the spread of COVID-19 by halting rentals since March," said Board of Supervisors Chairman Frank Thomas. "We're not back to normal yet and we would appreciate your continued cooperation with our requested safety parameters as you rent your properties."

Warren County Health Services can be reached at 518-761-6580.

www.airbnb.com/resources/hosting-homes/a/cleaning-guidelines-to-help-prevent-the-spread-of-covid-19-163

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

