



Town of New Lisbon

908 County Highway 16
Garrattsville NY 13342
(607) 965-2112

Town Supervisor
Edward T. Lentz

TelNo: (607) 263-5425
Email:
newlisbonsupervi-
sor@icloud.com

March 16, 2020

MEMO TO: Town of New Lisbon Elected Officials, Employees, and Residents

RE: Novel Coronavirus (COVID-19) Pandemic

In light of the Novel Coronavirus pandemic and in consideration of cautions urged by epidemiology experts, at least until the Town Board meeting on April 14, 2020:

1. the Town Hall will be closed except for the conduct of essential government business;
2. by order of the NYS Office of Court Administration, the Town Court will be closed;
3. the Town Board meeting will take place as scheduled on April 14 at 7:30pm. The manner of meeting, i.e., in person or teleconference or videoconference, will be announced closer to the date of the meeting;
4. the Town Highway Department will continue its work as usual, unless otherwise directed by the Town Highway Superintendent.
5. the Town Assessor's office will be closed. All business with the Assessor will be conducted by mail, email, or telephone. Exceptions can be made by the Assessor by appointment at the request of a town resident if the requestor's matter is urgent and cannot be handled by mail, email, or telephone;
6. the Town Clerk/Collector's office will be closed. All business with the Clerk/Collector will be conducted by mail, email, or telephone. Exceptions can be made by the Clerk/Collector by appointment at the request of a town resident if the requestor's matter is urgent and cannot be handled by mail, email, or telephone;
7. all reservations by town residents, groups, clubs, etc., for use of the community hall are canceled;
8. all town employees are expected to take reasonable precautions. Specifically, e.g., employees are expected to:
 - (a) avoid unnecessary personal contact - no handshaking or embracing
 - (b) practice social distancing - minimum three feet - whenever possible

- (c) notify the Town Supervisor or the Highway Superintendent and stay home if sick
- (d) practice good hand hygiene - wash hands with soap thoroughly and frequently; use hand sanitizer
- (e) use proper cough and sneeze etiquette - cough or sneeze into inside of elbow or tissue that is disposed after use
- (f) notify the Town Supervisor or the Highway Superintendent if they have been in contact with a person known to be infected with the COVID-19 virus or with a person who has symptoms of respiratory illness, including flu-like symptoms.

At the April 14 Town Board meeting, this matter will be discussed by the Town Board and an announcement will be made the next day regarding the town's future actions to confront the Novel Coronavirus pandemic. In the meanwhile, updates will be announced as they occur.