



## *Town of New Lisbon*

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June 9, 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, in consideration of cautions urged by epidemiology experts, and in compliance with Executive Order 202, until July 31, 2020:

1. the Town Hall will re-open for town business when our region moves into phase 3 of the re-opening, which is expected to occur on June 12, 2020;
2. the Town Court has begun a phased re-opening. Questions regarding the conduct of court business can be directed to Justice William Burdick at (607) 965-8627 or [wburdick@nycourts.gov](mailto:wburdick@nycourts.gov);
3. the July Town Board meeting will take place as scheduled on July 14 at 7:30pm. The meeting will be in the community room at the Town Hall (with distancing and face covering required) unless the suspension of the Open Meetings Law is extended beyond that date, in which case the meeting will take place by webconference;
4. the Town Hall will remain closed to clubs, community events, family events, and other social gatherings;
5. the Town Highway Department will continue normal operations. Town Highway Workers are required, while in town vehicles with more than one person or whenever social distancing is otherwise impractical, to wear face masks and are encouraged to frequently use the hand sanitizer that has been placed in each town vehicle and in the garage office;
6. the Town Assessor's office the Town Clerk/Collector's office will re-open when phase 3 begins. Residents are nevertheless encouraged to conduct business by mail, email, or telephone;
7. all persons who enter the Town Hall are required to wear face masks covering the nose and mouth;

8. the New Lisbon Housing Program will proceed. When on-site, contractors will wear face masks, respect social distancing, and follow all CDC and NYS guidelines with respect to avoiding spread of the COVID-19 virus;
9. all town employees and contractors are required to follow all CDC and NYS guidelines with respect to avoiding spread of the COVID-19 virus, e.g., employees and contractors are required to:
  - (a) avoid unnecessary personal contact - no handshaking or embracing
  - (b) practice social distancing - minimum six feet - whenever possible
  - (c) wear face masks covering the nose and mouth when social distancing is not practical
  - (d) notify the Town Supervisor or the Highway Superintendent and stay home if sick
  - (e) practice good hand hygiene - wash hands with soap thoroughly and use hand sanitizer frequently
  - (f) use proper cough and sneeze etiquette - cough or sneeze into inside of elbow or tissue that is disposed after use
  - (g) 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 July 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 COVID-19 pandemic.