March 17, 2020  3pm

Memorandum

FROM: Supervisor Wood

MEMO TO: Town of Oneonta Officials, Employees, and Residents

RE: Coronavirus (COVID-19) Pandemic

In light of the COVID-19 pandemic and in consideration of cautions urged by epidemiology experts, the following will be in place:

1. The Town Hall will remain open for the conduct of essential government business.

2. By order of the NYS Office of Administration, the Town Court will be closed.

3. The Town Board meeting will take place as scheduled on April 8 at 7:00 pm. 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 Highway Superintendent.

5. The Town Assessor’s office will open during regular hours. Whenever possible business, with the Assessor will be conducted by mail, email, or telephone. We recommend making an appointment if you need to see the Assessor 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. Other staff will assist when possible. Dog license and handicap renewals may be processed. Tax payments can be accepted by other staff. Death certificates and other vital records can be obtained by contacting the clerk’s office and an appointment setup.

7. The Code office will remain open at this time. We encourage all residents in need of code office assistance contact the office before coming in. Most forms are available on line and can be filled in prior to coming to the office. If other people are in the office you will be instructed to wait in the hall until the person in the office leaves. Contact the office to see if a needed inspection is a priority. Inspections will be limited.

Robert T. Wood, Town Supervisor

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All 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 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 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.

This situation remains fluid and you may expect changes this memo at any time. Your health and safety as well as the health and safety of the public are of great importance to us.