

## COVID-19 Response and Actions

- Emergency Declaration declared by Village
  
- Public Meetings will continue to be held and open to the public, but capacity and the need to enforce social distancing guidelines will be taken into consideration
  
- Village Court has been closed at the instruction of Administrative Judge Doran until May 4, 2020. Payment of fines can continue to be made utilizing the drop box on the west side of the Village Hall building.
  
- Village elections scheduled for March 18<sup>th</sup> have been postponed to April 28<sup>th</sup> per directive from Governor Cuomo the evening of March 16<sup>th</sup>
  
- Village of Penn Yan is focused on actions to slow the spread of the virus through effective social distancing:
  - CDC materials explaining COVID-19, symptoms, and how to stop the spread have been posted in Village Hall and provided to all employees
  - No significant changes to operational support for essential services (Police, Fire, DPW), but meetings have been held with all departments and the need to practice effective social distancing has been reinforced
  - DPW is considering alternative/staggered work schedules at the Water Treatment Plant and Wastewater Treatment Plant
  - Utility Service and Meter Read personnel will not be performing in-house service or meter reads (meter reads will be estimated)
  - Planned utility disconnects for non-payment are being postponed
  - The Village Police Department will continue its normal activities
  - To protect employees and be able to provide for the continuation of essential services, in person visits to Village Hall (excluding the Police Department) will be discontinued effective March 19, 2020 until further notice
    - Front doors to Village Hall will be locked
    - Staff will continue to report to work and provide services
    - Utility bills can continue to be paid by US mail, at the drop box or drive-up window, and online
    - Other Village transactions (applications, permits, service requests, birth and death certificates, etc.) should be handled via drive up window or phone call to appropriate Village office