

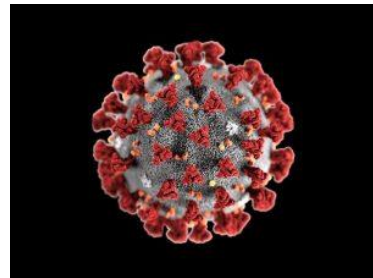
# Town of Victor Operational Procedures

The Town of Victor is working diligently to respond to the COVID-19 virus by taking proactive measures to help reduce the spread of this outbreak. We are working closely with Federal, State and County officials to comply with directives to ensure the health and safety of our residents and employees.

## **For all visitors to Town Offices and Departments:**

Please do not enter any Town buildings or facilities if you are experiencing COVID-19 symptoms, or have had recent exposure to anyone diagnosed with COVID-19. Per the Center for Disease Control, the symptoms of COVID-19 include:

- **Cough**
- **Shortness of breath or difficulty breathing**
- **Fever**
- **Chills/repeated shaking from chills**
- **Muscle pain**
- **Sore throat**
- **New loss of taste or smell**
- **Headache**



- All visitors will be required to complete a COVID-19 Screening upon arrival to the Town buildings. Any visitor that has COVID-19 symptoms will be asked to leave the building. This information will be kept confidential.
- All visitors will be required to wear a mask. If you do not have one, a mask will be provided to you upon entering the department you are visiting. Visitors who refuse to wear masks will be asked if there is a medical reason for their refusal. If so, the Town can assess whether alternative arrangements can be made that will allow you equal access to the Town's services without posing a threat to others.
- Nitrile and latex gloves are present at all office counters. These are available to both our employees and visitors to use when conducting business.
- Hand sanitizer is present in all Town offices, as well as at the entrances to Town Hall.
- Sneeze Guards have been installed in Town offices. Please respect and conduct business through these barriers for the protection of both our visitors and employees.
- Social Distancing markers have been placed on the floors of each office to mark 6' distancing. Please do not move forward from the tape line/markers until instructed to do so from a Town employee.
- Town offices will limit the amount of visitors allowed to enter/congregate to the person(s) necessary for each individual transaction. Chairs have been placed in the hallways by each office for visitors to wait their turn to enter an office.
- Town Hall public bathrooms are disinfected daily. We ask residents to adhere to safe hygiene practices while using these facilities, which include hand washing and spraying disinfectant on all touched surfaces before and after use. Disinfectant spray is provided in each public bathroom.
- Public use of Town Hall conference rooms are being evaluated on a case-by-case basis.

**The following additional special protocols are now in place for visitors to these Town Departments:**

**Highway Facility/Highway Superintendents Office/Highway Mechanic/Deliveries**

- All Visitors must check in at the Transfer Station Office (Building B).
- All visitors will be required to wear a mask. If you do not have one, a mask will be provided to you upon entering the department you are visiting. Visitors who refuse to wear masks will be asked if there is a medical reason for their refusal. If so, the Town can assess whether alternative arrangements can be made that will allow you equal access to the Town's services without posing a threat to others.

**Historian's Office**

- All visitors will be by appointment only.

**Park Facilities**

- The **Recreation Offices will remain closed until further notice.**
- Maintain social distancing throughout **park** and **trail** systems.
- Playgrounds will be maintained in accordance with the Center for Disease Control (CDC) and Consumer Product Safety Commission (CPSC) standards.
- **Lodge** and **picnic shelter** rentals:
  - Reservations for Lodge & Picnic Shelters are done through the Town Clerk's office. Please call 585-742-5080 or email: [townclerk@town-victor-ny.us](mailto:townclerk@town-victor-ny.us)
  - The amount of tables and chairs have been adjusted in compliance with social distancing and permitted gathering requirements.
  - All tables, chairs, countertops, light switches, water fountains, sinks, bathroom facilities, appliances, or high touch areas are **disinfected** daily.
  - Reduce seating capacity/markings added at picnic tables and chairs to promote social distancing compliance.
- **Athletic Field & Box Rink** rentals:
  - Reservations for Athletic Fields and the Dryer Road Park Box Rink are done through the Director of Parks & Recreation, Brian Emelson, at 585-742-0141 or by email: [bemelson@town-victor-ny.us](mailto:bemelson@town-victor-ny.us)
- High visibility footprints have been painted on the **fishing docks** to depict where users can stand or sit while fishing to promote social distancing.
- **Public Bathrooms**
  - Hand washing materials and devices are in all public bathrooms.
  - Signage has been added to all bathrooms to remind users of the importance of hand washing.

## **Planning & Building Department**

- Requests for inspections must be made by 3:00 PM for the next day.
- If all available inspection slots are filled, you will be notified of the next available inspection block.
- Photographs and/or videos will not be acceptable alternatives for our required inspections.
- While inspecting, we ask that all workers are outside of the work areas in order to maintain social distancing.
- Before entering any residence, staff will ask if there are anyone with is COVID or flu symptoms; if symptoms are present, they will not enter.
  - Inspectors will wear masks when site conditions do not allow at least 6' between individuals AND when inside occupied residential homes.
  - Gloves will be worn inside of residential homes and will be discarded after every inspection.
- Please call us at 585-742-5035 to cancel appointments if COVID-19 symptoms are present.

## **Supervisor's Office**

- All visitors will be required to wear a mask. If you do not have one, a mask will be provided to you upon entering the department you are visiting. Visitors who refuse to wear masks will be asked if there is a medical reason for their refusal. If so, the Supervisor can assess whether alternative arrangements can be made that will allow you equal access to the Supervisor's Office without posing a threat to others.

## **Transfer Station Drive Thru Area**

- Residents are required to stay in their vehicles with windows up at all times.
- Disposal of large debris is by appointment only (30 minutes apart).

## **Transfer Station Office Area and Composting Bucket Station**

- A window area has been created inside the Transfer Station Office (Building B) for residents to complete transactions. ONLY 1 PERSON AT A TIME ALLOWED IN THIS AREA.
- Composting Buckets are cleaned, sanitized and left outside the office door.
- Residents are asked to keep a 6' social distance when picking up or dropping off buckets – only 1 person at the shed at a time.

## **Transfer Station Tree/Brush Area**

- Only 1 person allowed in the area to dump brush at a time.

## **Swap Shop**

- CLOSED UNTIL FURTHER NOTICE

## **Town Courts**

- No more than three associated groups (attorneys, witnesses, plaintiffs, etc.) will be allowed in the lobby at one time.
- Courtroom seating has been adjusted to maintain social distancing.
- A bannister will be installed in front of the Bench to socially distance those appearing (including attorneys) from bench.
- A new sound system has been installed to allow sound amplification inside & outside of the courtroom, and into the parking lot in the event that some parties may need to wait outside due to capacity restrictions.
- Pre-trial submission of paperwork is requested.
- Court dates/times have been modified to allow for social distancing of the courtroom.

## **COVID-19 Contact Tracing**

See next page

***Updated 10/23/2020***



# NEW YORK STATE CONTACT TRACING

You're a part of the solution...  
now answer the phone!



You've stayed home!



You're wearing masks!



Now, answer the phone!

As we battle coronavirus together, tracing exposures to COVID is important to stop the spread.

The NYS Contact Tracing Program works with confirmed positive COVID-19 people to determine who they have been in contact with. Trained specialists reach out to those contacts about possible exposure. If you have been identified as a contact you will get a call from **"NYS Contact Tracing"** (518-387-9993).

Because the disease can be transmitted without symptoms, notifying people about a possible exposure is critical to stop the spread.

So, if you get a call from **"NYS Contact Tracing"** (518-387-9993) please answer. It is confidential and private.

**Please Answer the Phone**  
so we can keep NY moving forward  
and stop the spread of COVID-19.

[health.ny.gov/coronavirus](https://health.ny.gov/coronavirus)