



Dennis Dickinson Supervisor
Vincent Crocitto Deputy Supervisor
Daniel Hurley Councilperson
Marisa Muratori Councilperson
Nancy Stannard Councilperson

Jenn Farrell Comptroller • **Lori Barber** Assessor • **Dan Barusch** Director of Planning & Zoning
Rob Lanfear Superintendent of Highway • **Patty Schuster** • Town Clerk **Jim Martino** • Buildings & Grounds

TOWN OF LAKE GEORGE COVID-19 EMERGENCY RESPONSE PLAN

MARCH 17, 2020

RESOLUTION #65 2020

The overall goal of this proposal is to pair down and stagger all staff and interaction with the public while maintaining daily operations. As per the Governor's declaration of March 16, 2020, to limit our local government workforce to only its essential employees for the next two weeks. Non-essential employees should not report to work, reducing our town workforce by, at least, fifty percent, until March 31, 2020.

Essential employees are those whose job function is essential to the effective operation of their agency or authority, or who must be physically present to perform their job, or who is involved in the emergency response to COVID-19. Non-essential employees are any persons who does not need to be physically present to perform their job functions, or are not currently required to meet the core functions of their agency or authority during this emergency response.

Non-essential employees will not be charged accruals during this time. Non-essential employees should be directed to do their work from home, to the extent practicable. While at home, these employees may be assigned work outside of their normal duties.

Town Buildings will continue their normal operating hours Monday through Thursday. The Town Buildings will be closed every Friday beginning March 20th until further notice. From this day forward, until otherwise permitted, the following protocols will be followed:

- Every effort will be made to maintain the recommended six foot social distancing.
- Employee gatherings that violate recommended social distancing are prohibited.
- In accord with the Centers for Disease Control and Prevention (CDC), employees who have symptoms of acute respiratory illness are recommended to stay home and not come into work until they are free of fever (100.4 F or greater using an oral thermometer), sign of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.



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For people that mandate to come in for an essential service:

- Town Security will account for the visiting public; in that each person attending will be documented, this includes the following: name, destination, and time entering and leaving.
- Will visually observe persons entering the building; Fever, cough, difficulty breathing or shortness of breath or bluish lips or face may be symptoms of COVID-19. At a distance of 6 feet, security will interview the suspect. If, through observation and interview, it is determined that the visitor may be ill, they will be asked to leave the premises.

Screening questions:

- Do you have a fever and/or respiratory symptoms, like a cough or difficulty breathing?
- Did you travel outside the US in the last 14 days?
- Did you have contact with someone with possible COVID-19 in the past 14 days?

CLERKS OFFICE

Staffing will be as follows: 2 days on for each staff. Locked drop box has been established outside of the main entrance to Town Hall.

- Will continue to collect taxes & process death certificates. One must call the clerk's office at 518.668.5722 ext 2 and make an appointment.
- Food pantry will remain open but the Town will provide pre packaged grocery bags to avoid the public coming into the building.
- All other non essential business will discontinue until further notice.

PLANNING & ZONING OFFICE

Staffing will be as follows: Planning & Zoning Director will work 2 days a week from the office and 1 day a week from home. Dan will stagger and reduce his staff to maintain full operation Mon-Thurs.

Will have an established drop box outside the entrance on the 2nd floor. Today's scheduled Planning & Zoning Board Meeting has been cancelled and going forward all planning & zoning public meetings will be postponed until May. Walk-ins will not be allowed into the Planning & Zoning office and any inquiries, plan/permit review will be done digitally or via phone.



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ASSESSOR OFFICE

All scheduled and future meetings/appointments will be conducted electronically or via the phone. Lori will reduce her work schedule to 50% and her schedule is to be determined based on needs/appointments.

COMPTROLLER OFFICE

Staffing will be as follows: 2 days on for each staff. All payroll and financial aspects of the Town will continue with no disruption.

COURT OFFICE

As per the 3/16/2020 notice from NYS Office of Court Administration, the court should be postponing all non-essential functions of town and village courts until further notice. Staffing will be as follows: 2 half days for each staff.

DPW/HIGHWAY/TRANSFER STATION

The Transfer Station will operate its normal hours of business on Thurs/Fri/Sat with two staff. Rob is going to reduce and rotate all of his staff in order to work equal hours while maintaining all highway and transfer station needs. All staff will be on an “on call, as needed” basis.

- Breakroom meeting and other potential group gatherings/occasions will be limited to less than 3 people at a time.
- Two persons per vehicle only.
- Highway Department Buildings are closed to the public.

YOUTH COMMISSION

All Youth Commission activities have been postponed until further notice.



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BUILDINGS/GROUNDS

Jim has agreed to pair down his staff which would require each employee to work 2 days a week. Jim will handle all scheduling to make sure all operations are being met as well as all staffing is equally distributed.

- Usher Park & Diamond Point Beach are closed until further notice
- Senior Center is closed until further notice
 - Senior Outreach program will be instituted and developed in next few days
- CourtHouse building hours will be limited

ADDITIONAL RESOURCES

Centers for Disease Control and Prevention (CDC):

- www.cdc.gov/

New York State Department of Health COVID19 Webpage:

- www.health.ny.gov/diseases/communicable/coronavirus

Glens Falls Hospital:

- www.glensfallshospital.org

Websites for talking with Children about COVID19

- www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/talking-with-children.html
- https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/02292020_NASP_NASN_COVID-19_parent_handout.pdf