

SANFORD TOWN HALL REOPENING INFORMATION

Town Clerk's Office

- Scheduled to reopen for in-person business on Monday, 6/22/2020 with limited hours of operation.
 - **Hours: Monday, Wednesday, Friday 9 A.M. – 1 P.M. until further notice**

Assessor's Office

- Scheduled to resume regular, in-person business hours on Wednesday, 6/24/2020.

Code Enforcement Office

- Scheduled to resume regular, in-person business hours on Saturday, 6/27/2020.

HEALTH AND SAFETY PROTOCOL FOR TRANSACTING BUSINESS AT TOWN HALL

- Members of the public must wear face coverings at all times while inside Town Hall
- While waiting in line, observe markings on the floor indicating proper 6-foot social distancing
- Be prepared to provide contact information and answer NYS-mandated health screening questions:
 - Have you displayed any symptoms of COVID-19 within the past 14 days?
 - Have you tested positive for COVID-19 within the past 14 days?
 - Have you been in close contact with any person with a confirmed or suspected case of COVID-19 within the past 14 days?
- Restrooms will remain closed to the public until further notice

HEALTH AND SAFETY PROTOCOL FOR ATTENDING PUBLIC MEETINGS AT TOWN HALL

- Capacity of the meeting room is limited to Board members, essential Town staff and the socially-distanced seating provided for members of the public.
 - The current capacity of the meeting room with proper, socially-distanced seating can accommodate approximately 20 members of the public.
- All members of the public in attendance must be seated. Standing around the perimeter of the meeting room or in the Town Hall lobby is prohibited.
- All Town officers/staff and attendees must wear face coverings until they are seated.
- Public comment will be limited to 3 minutes per speaker. Comments must be made from the speaker's seat.
- Members of the public with common interests are encouraged to send a spokesperson to speak on their behalf due to the limited seating capacity.
- In order to ensure proper social distancing, members of the public are further encouraged to attend meetings via ZOOM virtual meeting software. All Town Board meetings will be simultaneously held in person and via ZOOM until further notice. The Planning Board and Zoning Board of Appeals may provide a simultaneous ZOOM option at the respective Chairman's discretion.
 - Note: Public comment will be allowed for ZOOM attendees to the extent technologically feasible. The same rules for public comment will apply for all speakers, regardless of their in-person attendance or participation via ZOOM.

PLEASE NOTE THE ABOVE INFORMATION IS SUBJECT TO CHANGE SHOULD NEW GUIDANCE FROM NEW YORK STATE AND/OR BROOME COUNTY GOVERNMENT SO DICTATE.