

# New Normal for our Town Hall

The Springwater Town Hall building will reopen to the public on Monday, June 8, 2020. Some departments and services will be subject to continued limitations as described below.

In an effort to comply with CDC guidelines and provide a safe environment for everyone, we have developed a reopening plan for our buildings, employees and visitors. As we reopen for the public there will be many changes to the way we operate.

- 1. NO MASK – NO SERVICE – NO EXCEPTIONS**
2. No Public Restrooms
3. Several departments will now have Plexiglass to serve as a barrier between employees and the public.
4. Hand hygiene stations will be located throughout the building.
5. 6' social distancing measures will be strictly enforced.
6. Signage has been posted in common areas to remind visitors and employees to adhere to proper hygiene, social distancing rules, appropriate use of face coverings, and cleaning and disinfecting protocols.
7. We still encourage online business for all departments. Teleconferences can be set up to accommodate you. In person appointments can and should be scheduled ahead of time with each department.
8. Documents for each department can be found on our website – [www.Springwaterny.org](http://www.Springwaterny.org) and left in our drop-box for processing.
9. All private reservations of the Town Hall are cancelled through 2020.
10. Physical workspaces and common areas will be cleaned and disinfected regularly
11. All Park Large Pavilion reservations will now have a \$30.00 Sanitation Fee AND will be limited to gatherings of no more than 10 persons (at this time).
12. Town Playground remains closed - Summer Recreation Program CANCELLED for 2020.

## **TOWN CLERK OFFICE**

One (1) person at a time will be allowed into the Town Clerks window to transact business. You will need to be permitted entry to the Town Clerks area. All others shall wait outside until called. **669-2545**

## **CODE ENFORCEMENT OFFICE**

All interaction shall be **by Appointment only**. Code office. **447-0249**  
Code Enforcement office has moved its location within the Town hall to allow for social distancing.

## **COURT CLERK**

All interaction shall be **by Appointment only**. Courts are under jurisdiction of State Courts.  
Call for more info

## **ASSESSORS OFFICE**

All interaction shall be **by Appointment only**. Assessor is available **MONDAYS ONLY** from **1-3 pm**.

**WATER/SEWER BILLING OFFICE**

All interaction shall be **by Appointment only.**

Drop box available to accept payments

Office has MOVED to the opposite side of building. Use Sheriff/Main Entrance .

One (1) person at a time will be allowed at the Billing Office Window.

**TOWN SUPERVISOR**

All interaction shall be **by Appointment only.**