TOWN OF PITTSFORD

COVID-19 RESPONSE OUTLINE

as of

March 12, 2020

1) **All Town Facilities**

   Heightened cleaning protocols

   a) We have changed our cleaning solution to a hospital grade multi-use peroxide based cleaner that disinfects and kills germs on contact.

   b) This product will be used on hard surfaces. Tables, railings, door knobs, countertops, chairs, bathroom fixtures, etc. will be cleaned daily. Many will be treated multiple times each day.

   c) We have ordered and received a healthy supply of hand sanitizer, facial tissues, toilet paper, Lysol spray, paper towels and sanitary gloves.

   d) Staff will be assisting cleaners by regular additional cleaning throughout the day.

   e) If the Town suspects an infected person has been on site in any Town building, we will close that building for 24 hours, for cleaning and sterilization.

   General staff guidelines

   a) Regular handwashing

   b) Use of hand sanitizer

   c) Use of sanitary gloves

   d) Refrain from touching face, eyes and mouth

   e) Refrain from sharing work area and/or phones

   f) Practice good respiratory etiquette

2) **Senior Programs and Community Center**

   a) Beginning Monday, March 16 and continuing through the end of March, all programs and facility reservations involving more than 50 people are cancelled. The after school program will continue as scheduled, unless all Pittsford schools close; in that case the after school program will be cancelled.

   b) Monroe County Lunch Club 60 will continue as scheduled on Mondays, Wednesdays and Fridays.

c) Beginning Monday, March 16 and continuing through the end of March, Senior programs where we expect more than 15 people are canceled. These include:

- Tuesday Lunches
- Euchre Tournament
- Balance Class
- Senior Bus Trips

d) Anyone enrolled in a cancelled program will receive a refund. The same is true for cancelled lodge reservations.

e) If the Town suspects an infected person has been on site, we will close for 24 hours for cleaning and sterilization.

f) Heightened cleaning protocols and general staff guidelines as stated above

3) Library

a) This Sunday's (3/15/20) String Chickens concert is cancelled.

b) Library staff and board are currently reviewing programs and events scheduled through March 31, for potential cancellation. The Library will announce any additional cancellations on Monday March 16.

c) Heightened cleaning protocols and general staff guidelines as stated above

4) Town Hall

a) Meetings of the Town Board, Planning Board, Zoning Board, Design Review and Historic Preservation Board and Environmental Board remain on schedule and will not be cancelled at this time.

b) Building Inspectors, the Fire Marshall and code compliance officers who normally enter residential and commercial properties will phone the resident or business owner prior to inspection, to confirm that anyone present on site is free from flu-like or respiratory symptoms. If someone on site is ill, the inspection will be rescheduled.

c) Heightened cleaning protocols and general staff guidelines as stated above.

5) Town Court

    a) Town Court will remain open. At the security checkpoint, staff will look for visible signs of   COVID-19 symptoms in visitors to the Court.   If necessary and justified, court dates for those showing signs of illness will be rescheduled.

    b) Heightened cleaning protocols and general staff guidelines as stated above.

6) Department of Public Works

    a) Public Works staff have been advised to keeping vehicles and work areas clean and disinfected.

    b) Heightened cleaning protocols and general staff guidelines as stated above.

7) County facilities in Pittsford:

The County Clerk's office has cancelled Mobile DMV service through March 31. This means that Mobile DMV service in Pittsford on Fridays will not be provided through the end of the month.

The steps outlined above do not include all of the steps the Town is taking. As we receive additional information from the Monroe County Department of Health, the State and the CDC, we will revise and augment this plan accordingly.