



Town of Southampton Reopening Plan and Guidelines

COVID 19 – 2020 – Phase 1

Town Board Work Session – June 4, 2020

Town of Southamptton Reopening Plan and Guidelines

Goals and Objective

- To ensure employee and public safety as the Town transitions to full operations.
- To develop transition phases toward full operations consistent with established safety guidelines and overarching State and Federal reopening plans.
- To rely on the best available health and safety information.
- To allow for flexibility within the reopening/transition plan to respond to changing circumstances and new information.
- To meet the needs of our employees and the public and to keep everyone informed of the status of Town operations and the services that are available throughout the reopening process.

Present Day (Pre-Opening)

Facility Actions

- Installation of “sneeze” barriers at each of Town facilities high traffic counters.
- Installation of floor social distancing markers and signage.
- Creation of color-coded department visitor passes for Town Hall and other locations as appropriate.
- Second security staff member for desk at TH.
- Create social distancing and safety signage for beaches and other outdoor spaces.

Staffing Actions

- Maintain departmental staffing limits in accordance with the NYS Executive Orders.
- Provide staff with supplies to be ready for Phase One opening.
- Additional safety supplies (masks, gloves, sanitizer) have been ordered for individual staff member use.
- Increase seasonal staffing levels to prepare for Summer activities.
- Worked with Dept. Heads to establish appointment protocols

Public Actions

- Public access to Town Hall currently limited to dropping off items in lobby; no interior access.
- Public must wear masks when social distancing cannot be accomplished in public spaces.

Phase One (June 8, 2020 – June 19, 2020*)

Facility Actions

- Enhanced facility cleaning. This includes use of hydroxyl ionizers for air cleaning/disinfecting.
- Create entry ONLY corridor for controlled public access at Town Hall and other locations as appropriate
- Create exit ONLY egress point.
- Continue mail drop-off options at Town Hall utilizing lobby box and oversized package bins.
- Increased social distancing and safety signage in place.
- Departmental capacity consistent with social distancing requirement.

Staffing Actions

- Staffing levels increase to accommodate reintroduction of public to Town facilities.
- Provide staff with safety protocols for returning to work.
- Temperature and oxygen saturation assessments conducted upon entry.
- Daily health attestations by staff.
- Access points to Town facilities for staff.
- Two person team at security desk.
- Increased access to Zoom-style technology in lieu of in-person encounters.

Public Actions

- Public access to Town Departments by appointment only and limited to established spatial maximums for each department and entire building (20).
- Town Hall hours of public access – 10 am to 3 pm.
- Visitors must have a pass to access each department in TH in addition to an appointment. Passes are department specific issued at security desk
- Increased access to Zoom-style technology in lieu of in-person encounters.

* Dates may be adjusted to comply with amended emergency orders and changing circumstance.

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SAMPLE SIGNAGE for the PUBLIC

WHEN VISITING TOWN HALL

- Town Hall is open to the Public from 10 a.m. to 3 p.m. beginning June 8.
- Visits to Town Hall are by appointment ONLY – CALL AHEAD.
- Please wait on queuing line before entering building.
- Face coverings required at all times inside Town Hall.
- Maintain social distance at all times while waiting to enter and inside Town Hall.
- Mail and document drop available inside the lobby. No appointment necessary.
- Tax payments are accepted in TH between the hours of 9 a.m. and 4 p.m. - Monday through Friday. No appointment necessary. Ask security desk for assistance.



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SAMPLE SIGNAGE for the PUBLIC



To VISIT	PLEASE CALL
BLDG. DEPT.	631 XXX-XXXX
CURRENT PLANNING	631 XXX-XXXX
LONG RANGE PLANNING	631 XXX-XXXX
ENVIRONMENTAL DEPT.	631 XXX-XXXX
CODE ENFORCEMENT	631 XXX-XXXX



Town of Southampton Reopening Plan and Guidelines – Next Steps.

Subsequent phases of the reopening process will be established as the Town progresses through Phase One. Changes to the Pause Order, to health related information and to local conditions will be evaluated and reflected in all planning.