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Employees and the Public, City of Rensselaer;

Effective immediately, and until further notice, we are instituting several preventive measures within City Hall, the Police Station, Fire Stations, Library, DPW Building, Water Pump Station and other City properties to safe guard our visitors and staff to the best of our ability in regards to COVID-19 (coronavirus). Such protocols will also include any facility, business, and or residential service calls.

Beginning today, March 16, 2020, access to all City facilities and meetings with City Officials and employees shall be by prior appointment only. Telephone numbers for all City Offices and Officials are listed on the City Website. Also, no visitors shall be allowed into City facilities unless on City related matters.

Upon entrance into City facilities or encounters with all City staff, visitors will be subject to answer the three (3) CDC recommended screening questions. City employees also will be subject to such screening questions at the start of each shift. There will also be mandatory use of hand sanitizer (located at the entry points). In addition, all employees are required to wear their ID badges in a visible location during all interactions with the public.

Again, these simple and prudent measures are applicable to all staff and visitors until further notice.

For your information the CDC screening questions are as follows:

1. Have you traveled to a country for which the CDC has issued a Level 2 or 3 travel designation within the last 14 days?
2. Have you had contact with any person(s) under investigation for COVID-19 within the last 14 days, OR anyone with known COVID-19(Coronavirus) symptoms?
3. Do you have any symptoms of a respiratory infection (e.g. cough, sore throat, fever, or shortness of breath)?

Should an employee or visitor answer 'YES' to any of the screening questions, they will be asked to return home immediately and to contact their medical provider.

Additionally, we are asking all staff members who feel sick or who are sick to remain home until the illness passes. Employees should review this with their immediate supervisor. All absences should be reviewed and catalogued with Department Heads and myself. We cannot afford to have our fellow coworkers exposed to symptoms of the common cold, flu, or other illnesses.

Furthermore, we ask everyone to abide by the six (6) foot distancing protocol and the Governor's Executive Order 202.1 as to Public Meetings and gatherings. The Public is asked to watch the City Meetings on Facebook Live at the City's Facebook Page instead of coming in person.

We appreciate your patience and assistance in keeping our work environments as safe and clean as possible during this time of heightened awareness. We remain flexible and willing to work with everyone as we navigate through these times. Should you have any concerns or questions, please do not hesitate to contact me.

Respectfully,



Michael E. Stammel

Mayor, City of Rensselaer