

2020 Mar 15 – In response to the pandemic outbreak of CoVID-19 commonly referred to as Coronavirus, a viral pathogen that is highly contagious and spread through airborne exposure as well as through bodily fluids, the City of Port Jervis is taking the following measures to help protect our employees, city volunteer firefighters as well as the general public.

I am issuing a Limited State of Emergency beginning 12:01a.m. on Monday, March 16, 2020 to expire at 11:59p.m. on Sunday, March 29, 2020. This Limited State of Emergency may be extended after evaluation prior to its expiration.

The Limited State of Emergency includes the CLOSURE of all City Buildings to the General Public unless escorted by an employee of the city, Community Development Agency, Department of Motor Vehicles, Port Jervis City Court, New York State Court Officers, Orange County Sheriff's Office or New York State Police. All committee meetings as well as meetings held in our city buildings by outside organizations are cancelled. However, business-essential boards that function according to timetables mandated by New York State will hold their meetings and limit those meetings to just board members, recording secretaries and essential department heads only. These essential boards include City Council, Community Development Agency and Port Jervis Housing Authority. All other business will be held over until those boards or committees can meet again. Meetings will be held with no public presence according to Executive Order 202.1 but will be recorded for future access. The City Council meeting will continue to be broadcast live on Access 23 and Facebook. These meeting will only be limited in action to approval of bills, resolutions, contracts, appointments and personnel. No local laws will be presented or moved on.

I have attached a sign that will be posted at the entrance to all city buildings that lists the phone numbers of departments that may need to be contacted. Further all departments can be contacted by email using info@portjervisny.gov. This is the safest form of contact during this time.

Those that have bills and/or taxes due, can pay them by mailing them in or there will be a drop box provided at the front entrance to City Hall.

Lastly and most important is the hope to keep all of you safe by limiting exposure and taking precautionary measures to protect yourself and your loved ones. Here is information to help you:

I. Definitions.

- A. CoVID-19: Commonly known as Coronavirus, a viral pathogen that is highly contagious and spread through airborne exposure as well as through bodily fluids.
- B. Universal Precautions: Assumption that all potential bodily fluids and patients are potentially infectious and should be treated accordingly by use of proper Personal Protective Equipment (PPE) and proper decontamination procedures.
- C. Exposure: When an eye, mouth, mucous membrane, or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease, including CoVID-19 that can be passed through the air by talking, sneezing, or coughing (i.e., tuberculosis), or the individual is in an area that was occupied by such a person. An

event in which a department member is in the immediate presence of a subject showing symptoms of CoVID-19.

II. General Information and Symptoms

- A. The symptoms may appear in as few as 2 days or as many as 14 days after exposure.
- B. Symptoms can include fever, cough, difficulty breathing, and shortness of breath.
- C. It is spread mainly from person to person via respiratory droplets among close contact. These droplets are produced when an infected person coughs or sneezes and can land in the mouth or nose, or possibly be inhaled into the lungs of people who are nearby.
- D. It can live up to 9 days on external surfaces (i.e. desks, counters, doorknobs).

III. To protect yourself from exposure:

- A. Practice Social Distancing: If possible, maintain a distance of at least 6 feet - “The 6 Foot Rule”.
- B. Practice proper hand hygiene – Wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available use alcohol-based hand sanitizer with at least 60% alcohol.
- C. Do not touch your face with unwashed hands.
- D. Ensure that only emergency personnel that are wearing PPE have contact with individuals who have or may have the coronavirus, show symptoms or suspected to have a fever with cough, shortness of breath or flu like symptoms.
- E. The Centers for Disease Control and Prevention (CDC) recommends that when law enforcement personnel make contact with individuals confirmed or suspected to have coronavirus, they should utilize personal protective equipment. At a minimum they should have:
 - 1. Rubber Gloves
 - 2. Gowns
 - 3. N-95 Particulate Respirator
 - 4. Eye Protection

IV. Personal Hygiene

- A. Any staff members who feel ill or have potential exposure to the virus should not report to work.
- B. Supervisors should be monitoring their personnel appropriately, and sending individuals home if necessary.
- C. In order to minimize potential exposure to communicable diseases, personnel must consider that all persons are potential carriers of a communicable disease and that all body fluids shall be considered potentially infectious material. Proper use of PPE, and proper decontamination after contact, should be followed at all times to minimize the risk of exposure.
- D. **STAY HOME WHEN SICK**, keep your distance from others to protect them from getting sick.
 - 1) Avoid handshakes and increase your awareness when touching surface materials.
 - 2) Carry alcohol-based hand sanitizer

- 3) Avoid close contact with people who are sick and adhere to the 6-foot rule when interacting with others.
- 4) Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.
- 5) Washing your hands often will help protect you from germs.
- 6) Avoid touching your eyes, nose or mouth.
- 7) Practice other good health habits. Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

Here is a list of City Department phone numbers for public contact:

General City Number (All offices can be reached)	845-858-4000
Mayor's Office:	845-858-4017
Police Department:	845-856-5101
City Clerk's Office:	845-858-4014
Building Department:	845-858-4080
Assessor's Office:	845-858-4094
Civil Service:	845-858-4052
City Court:	845-476-3700
Department of Public Works:	845-858-4001
Recreation:	845-858-4045
Department of Motor Vehicles:	845-858-1480
Fire Department:	845-856-5101
Fire Inspector:	845-858-4020
Again, departments can be contacted by email using:	info@portjervisny.gov