

**PROCLAMATION OF LOCAL STATE OF EMERGENCY**  
**AND**  
**LOCAL EMERGENCY ORDER**

**PLEASE TAKE NOTICE** that pursuant to New York Executive Law Article 2-B and Section 24 thereof, and by reason of a disaster, catastrophe or similar public emergency within the territorial limits of **City of Plattsburgh** which imperils public safety, personal and public property, namely a highly contagious communicable infection known as COVID-19 which can be transmitted through human-to-human interaction, a **LOCAL STATE OF EMERGENCY** had been hereby proclaimed, declared, and extended to exist in the **City of Plattsburgh** effective as of 8:00 am, Monday, March 16, 2020. This state of emergency shall continue for a period of thirty (30) days from March 16<sup>th</sup>, 2020, unless it is either sooner terminated by a declaration that the state of emergency no longer exists or the state of emergency is extended.

**IT IS HEREBY ORDERED** that during the period of the state of emergency and in order to protect life and property and to bring the emergency situation under control:

The Mayor of the City of Plattsburgh has ordered that:

Consistent with the best advice from the Centers for Disease Control regarding the COVID-19 Coronavirus pandemic, no groups larger than ten people shall assemble together in any City office building or City-owned indoor public space unless adequate Centers for Disease Control-recommended social-distancing spacing of three meters (10') between participants can be maintained. The City of Plattsburgh and its customers shall use technologies such as email, the postal service, telephone, fillable pdf document exchange, online bill-pay, drop-boxes, YouTube, Zoom, and Skype meetings, and other technologies to allow the minimization of the rate of Coronavirus infection.

The City of Plattsburgh Public Library Board has closed the library. The City of Plattsburgh has closed the Crete Center, Recreation Center (aka City Gym), City Hall, and any other City-owned building and asks all customers to either conduct their business online, through the mail, by telephone, or in windows of appointment times set by departments.

Meetings of our Common Council, and various committees and boards shall continue the City of Plattsburgh's standard practice to Internet-broadcast all public meetings whenever practicable. Face-to-face meetings shall remain open, albeit with a directive to maintain expanded social distancing, but shall in no event include assembly of more than that recommended under Centers for Disease Control guidelines or this Emergency Order. Every effort and encouragement will be made to use videoconferencing facilities to accommodate staff, members, or participants, and through video transmission for observers who cannot attend meetings. Any members of the public who wish to comment to these boards or committees are encouraged to submit their comments by noon of the day of the public meeting to the email address [cityinfo@plattsburghcitygov.com](mailto:cityinfo@plattsburghcitygov.com). Participants who cannot observe a meeting by electronic means can observe meetings from adjacent viewing locations, if available. If consistent with board policy, those witnessing a meeting in an adjacent room may be invited sequentially to join the live meeting to respond to board questions

or make oral submissions or public comments as appropriate, to the extent that safe social distancing can be maintained.

Department Heads and staff shall develop and observe protocols to minimize face-to-face interactions with the public and staff and to preserve social distancing. The City is making every possible effort to adopt a work-from-home policy. The City of Plattsburgh will endeavor to meet any special needs for face-to-face interactions between staff and the public. If essential services cannot be delivered by any means other than through distance delivered methods, appointments will be necessary and waiting rooms or hallways will be used to ensure those members of the public waiting to meet with staff can maintain the minimum advised three meter of social spacing to ensure that only a minimum designated number of members of the public access offices and confined spaces at a given time.

Direct cleaning/disinfectant protocol for all public facilities will be employed at least daily, and all staff are instructed to wash their hands frequently for at least twenty seconds using soap and water or approved liquid, and shall avoid touching their face.

Emergency first responders shall develop and observe protocols and standard operating procedures to protect themselves and the public, and shall work with the hospital to ensure consistent procedures.

All non-essential interaction with nursing homes, extended care homes, group homes, houses of worship, and other areas of concentrated public attendance shall be avoided.

Any other public event using City of Plattsburgh facilities that can be suspended and rescheduled shall do so. Those events that are not suspended shall maintain minimum social separation.

The City of Plattsburgh recommends that all organizations and enterprises within the City of Plattsburgh boundaries provide accommodations of adequate social distancing for its residents, participants, clients, and customers. The City of Plattsburgh further recommends to all entities within our boundaries that all human contact be conducted as described herein for city personnel and participants.

The City of Plattsburgh shall suspend any discretionary services the city provides, such as leaf pickup or large item disposal, unless the mayor determines the request can be accommodated without impinging on mandatory services.

The Mayor may modify job duties and the managerial chain of certain city staffers consistent with their abilities, to assist other units or replace work made redundant by policy or priority changes so that we may ensure essential services are maintained.

The Mayor shall require City departments to create a time-share system so services can be done by one staff person at a time to ensure that two staffers do not have to violate new social separation protocols.

As soon as practicable, the City of Plattsburgh shall employ drive-up or glass-separating facilities, or other acceptable means, to meet with the public if some other distance delivered method is impossible in the delivery of essential services.

All City staff who must meet with the public are directed to employ masks and gloves, or practice

protocols established by the Clinton County Health Department.

The Mayor requests private employers to adopt similar practices, and especially encourages residents to anticipate shopping and make fewer trips, shop for neighbors and shut-ins, and use less popular hours to reduce congestion, all while maintaining social distancing.

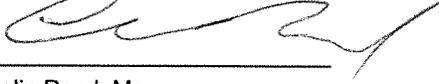
The Mayor recommends that essential food services outlets, grocery stores, and other essential services comply with state guidance/orders regarding staffing levels but also strive to provide a wider set of hours so their customers can maintain social distancing across the 24 hour clock.

The Mayor solicits the cooperation of the public to allow the city to deliver its essential services in ways that minimize face-to-face contact and permits our staff, Common Council, and boards to work from home. The Mayor also solicits the public's ideas on how to more safely deliver city services while it maintains the goal of minimum social interaction.

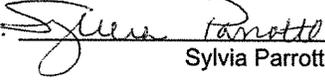
Please expect further enhancements in social distancing as best practices are announced by the State or Federal Government. The City stands by to meet the goals of the State and Federal government in social distancing while it maintains its essential services. The City shall adjust these orders accordingly as the state and nation may move toward even more enhanced social distancing and self-isolation.

This Order shall take effect immediately (March 20, 2020, 12:00 p.m.) and shall remain in effect for five (5) days unless rescinded earlier by the Mayor. This Order may be renewed in five (5) day increments. Failure to obey this order is a criminal offense, punishable by law under New York State Executive Law paragraph 24(5).

This proclamation and order signed this 20<sup>th</sup> day of March, 2020



Colin Read, Mayor  
City of Plattsburgh

Witnessed by:  \_\_\_\_\_  
Sylvia Parrotte, City Clerk

- Cc: Office of the City Clerk  
Office of the County Clerk  
Office of the Secretary of State  
Clinton County Office of Emergency Services  
Press