



Town of Yorktown

Office of the Supervisor

Local Emergency Order No. 4

WHEREAS, on March 13, 2020, a Local State of Emergency was proclaimed in the Town of Yorktown.

NOW, THEREFORE, I, Matthew J. Slater, Supervisor of the Town of Yorktown, by virtue of the authority vested in me by the laws of the State of New York, hereby find, pursuant to Section 24 of Article 2-B of the N.Y. Executive Law, hereby issue the following Local Emergency Order:

- All owners and managers of residential buildings within the Town of Yorktown that have more than six (6) dwelling units, all homeowners associations within the Town of Yorktown, and all condominium and cooperative boards within the Town of Yorktown, shall provide the Town of Yorktown with reliable emergency contact information that will allow the Town to communicate effectively with the owners, managers, associations and boards. Such information shall be sent to the Town via email to jbelcastro@yorktownny.org on or before 5:00 p.m. on March 23, 2020 in the following format: building address, full name, telephone number, and email address of a primary and secondary emergency contact person.
- All permits and licenses issued by the Town to engage in the business of house-to-house “peddler” or “solicitor” as defined in § 219-2 of the Town Code are hereby suspended.
- All entities that provide home health aide services within the Town of Yorktown shall ensure that their home health aides are screened for warning signs of COVID-19 (*i.e.*, fever, cough, shortness of breath) and cleared before beginning any new assignment of home health care within the Town of

Yorktown for senior citizens or individuals with respiratory ailments or compromised immunities.

- Individual public access to all Town-owned buildings (other than the Yorktown Police Department Headquarters and the Yorktown Justice Court) will only be permitted, in the Town's discretion, upon the following conditions: (1) upon advance appointment, arranged with the relevant department; (2) upon completion and submission of the Town's COVID-19 risk assessment questionnaire. Notwithstanding the foregoing, child care services may be conducted in Town-owned buildings upon conditions that are approved by the Supervisor.
- No more than two individuals at a time may occupy the lobby of the Yorktown Police Department Headquarters. No more than one individual at a time may occupy the lobby of the Yorktown Justice Court.
- The Town's Building Maintenance Director shall forthwith purchase and install a secure drop box outside of Town Hall for the public to utilize. The drop box shall be emptied once every business day at 9:00 a.m. In the Town's discretion, documents received by the Town via the drop box by 9:00 a.m. may be deemed received by the Town on the previous business day.
- Town employees that have been identified by Town Department Heads and approved by the Supervisor may work remotely.
- All child care facilities in Town shall establish staggered pickup and drop-off times in a fashion designed to reduce crowding in entrances and hallways by at least 50%.
- All Town-owned active recreation areas (*e.g.*, playgrounds, ball fields, swimming pools) are closed to the public. All Town-owned passive recreation areas (*e.g.*, trails) remain open to the public.
- All supermarkets, grocery stores, convenience stores and warehouse clubs (*e.g.*, BJ's Wholesale Club) shall forthwith establish meaningful daily shopping times (*i.e.*, no less than thirty (30) minutes) that are reserved for senior citizens, individuals with respiratory ailments and compromised immunities ("Special Shopping Times"). Notice of the Special Shopping Times must be conspicuously and consistently posted by the foregoing entities on their premises.

- Under Section 24(5) of Article 2-B of the N.Y. Executive Law, any person who knowingly violates this Local Emergency Order is guilty of a class B misdemeanor.

Dated: Yorktown, NY
March 19, 2020



Matthew J. Slater
Supervisor