



Town of East Fishkill

Dutchess County, New York

330 Route 376, Hopewell Junction, New York 12533

Telephone 845-221-4303

Nicholas D'Alessandro, Supervisor
Town of East Fishkill

July 9, 2020

Town Hall Reopening

Starting Monday, July 13, 2020, the Town Hall will open by appointment only everyday 8:00am – 4:00pm except for Tuesdays until September 1, 2020. Tuesdays will be for Court only appointments. Please make your appointments using the attached list.

The drop box will still be located at the front doors for your convenience.

It is still required to wear masks at all times and practice six foot distancing. Employees are required to wear a face covering whenever they are in public spaces (halls, meeting rooms, etc.) or will be within 6 feet of another person (either another employee or member of the public). If a member of the public does not have a mask, the department will supply one. A COVID-19 Active Screening Visitor Questionnaire (attached below) is required to be completed when entering the building for your appointment.

Thank you for your cooperation through this difficult time.

Thank you and as always, stay safe,

Nicholas D'Alessandro, Supervisor
Town of East Fishkill

Department	Phone #	Fax #	E-mail
Town Clerk	845-221-9191	845-226-2632	hurrayca@eastfishkillny.gov
Supervisor	845-221-4303	845-221-4303	grippog@eastfishkillny.gov
Assessor	845-226-6353	845-226-5648	martink@eastfishkillny.gov
Tax Receiver	845-221-2160	845-221-9654	heckertc@eastfishkillny.gov
Court	845-226-4229	845-227-5892	leej@eastfishkillny.gov
Finance	845-226-2735	845-226-2229	pozniakm@eastfishkillny.gov
Engineering	845-221-2428	845-226-1924	burkej@eastfishkillny.gov
Planning	845-221-2428	845-226-1924	keenanj@eastfishkillny.gov
Planning Applications			planningapplications@eastfishkillny.gov
Zoning	845-221-2428	845-226-1924	keenanj@eastfishkillny.gov
Zoning Applications			zoningapplications@eastfishkillny.gov
Building	845-221-2427	845-227-4018	porterb@eastfishkillny.gov
Building Applications			buildingapplications@eastfishkillny.gov



COVID-19 ACTIVE SCREENING VISITOR QUESTIONNAIRE

Your health and well-being are of the utmost importance and we are taking measures to keep the facility/office a safe environment for employees as well as the public. Therefore, anyone coming into the facility/office will be screened and part of our screening process will include taking their temperature or asking the following questions.

Visitor Name: _____

Visitor's Company/Organization: _____

Department Visited: _____

Visitor's Phone Number: _____

Purpose of Visit: _____

Name of Employee Granting Entry: _____

1. Within the last 14-days, have you experienced any symptoms of COVID-19?

YES

NO

2. Within the last 14-days, have you been tested for COVID-19?

YES

NO

3. If you ever have been tested for COVID-19, please select the appropriate response below:

a. I tested negative for COVID-19

b. I tested positive for COVID-19

c. I have not received the results of my test yet

4. Within the last 14 days, have you had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19?*

(Note: Close contact is defined as within 6 feet for more than 10 consecutive minutes)

YES

NO

5. Have you been in close contact with anyone waiting for COVID-19 test results?

YES

NO

6. Have you traveled to any of the following states in the past 14 days? YES NO

Alabama	Arkansas	Arizona	California	Delaware	Florida	Georgia	Iowa	Idaho	Kansas
Louisiana	Mississippi	Nevada	North Carolina	Oklahoma	South Carolina	Tennessee	Texas	Utah	

OR

1. Temperature taken with an Infrared Forehead Thermometer (circle one): PASS (<99.9°) FAIL(>99.9°)

Visitor Signature: _____ Date: _____

Town Employee Signature: _____ Date: _____

The information collected on this form will be used to determine access to the Town of East Fishkill building. Any "Yes" on the assessment will result in access being denied. Each Department will oversee the execution of this form and to ensure this form is completed and then grant the visitor entry to the building. All forms must be delivered to the Supervisor's Office by end of the day.