



## Warren County Municipal Center to reopen to walk-in visitors

**For immediate release, April 8, 2021**

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Warren County is lifting its restricted access policy at Warren County Municipal Center effective Monday, April 12.

Members of the public will be able to visit county agencies in-person during regular business hours, provided they adhere to COVID-related safety protocols that include mask/face covering use and a health screening.

**This change will not affect operations at the New York State Department of Motor Vehicles office in the Municipal Center**, which is required by New York State executive order to operate on an appointment-only basis through at least April 30.

The DMV appointment system has worked well, and appointments are typically available within two days as of April 8; to make an appointment for DMV services, go to [warrencountydmv.setmore.com](http://warrencountydmv.setmore.com).

**Visitor numbers and hours will be limited in certain offices, including the Warren County Clerk's Office**, by space constraints for social distancing. This may require some to wait outside or in vehicles until they can enter.

Please check the [Warren County website here for more details on the Clerk's Office's](#) updated policies regarding records filing and the Pistol Permit Bureau.

"We are pleased to be able to reopen our doors and we want to do so in a measured manner that continues to protect our customers and staff from COVID-19," noted **Warren County Clerk Pam Vogel**. "To that end, we ask members of the public to pay special attention to the protocols we have in place. Unlike pre-COVID days, we will still have limitations in place to ensure social distancing and public health. We want our customers to know what to expect before they arrive for their visit. We are eager to serve you and we ask for your continued patience while we gradually return to normal."

In addition, members of the public will again be able to attend Board of Supervisors meetings. Because we understand not everyone is ready to venture into public settings, Board of Supervisors meetings will continue to be livestreamed on [Warren County's YouTube page](#).

Access to Warren County Employment & Training/Career Center in Glens Falls will continue to be restricted, as Warren County rents space from New York State for this department, and NYS has not reopened the office.

Public access to Warren County Municipal Center has been limited since March 2020 in an effort to mitigate spread of COVID-19 in public buildings.

Most Warren County departments have been doing in-person business by appointment since employees returned to government buildings after last spring's shutdown.

"While we have had thousands of people come to Warren County buildings to conduct business by appointment only during a time when access has been restricted, we are excited to announce that now, after a long year, we are happy to welcome our residents and visitors back into the offices of Warren County," said **Rachel Seeber, Chairwoman of the Warren County Board of Supervisors**. "It's time that we safely reopen. We have fought hard to ensure that vaccines are now readily available to all who would like one but please keep in mind that we are still asking everyone to follow COVID-19 health and safety protocols."

If you have questions about a specific department's policies, please call ahead. A [phone directory for Warren County departments can be found here](#).

## **COVID-related guidelines in place in Warren County buildings**

- 1. MASKS.** Visitors must wear masks at all times as long as they are over two years of age and medically able to tolerate a mask. Staff who interact with visitors must also wear masks. County employees should still be wearing masks during the day while at work. This includes when they are on their breaks and in proximity to fellow employees.
- 2. SOCIAL DISTANCING.** Visitors must maintain social distance (six feet or more) between themselves and other parties. This includes in queuing areas, hallways and other points of congregation. These areas have signage encouraging social distancing.
- 3. DISINFECTION.** Staff will be mindful of areas that are more highly trafficked by visitors. We have identified surfaces and objects most likely to be touched by members of the public and will ensure that a designated employee disinfects these areas as often as required.

- 4. VISITOR LOG.** All departments already maintain a log of non-departmental visitors. They will add members of the public who visit their offices and will obtain contact information (phone or email) for each of these individuals to be utilized for contact tracing if there is a COVID exposure.
  
- 5. HEALTH SCREENING.** Visitors to all offices must be screened for COVID. Designated staff will ask the following four health screening questions verbally:
  1. Do you have a fever (over 100.4) today?
  2. Have you tested positive for COVID-19 in the past 14 days?
  3. Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?
  4. Have you experienced any symptoms of COVID-19 in the past 14 days?
  
- 6. PUBLIC HEALTH NOTIFICATION.** If a visitor fails a Health Screening or reports they are not feeling well, staff will call Public Health for guidance on how to handle the situation (518-761-6580).