

As the Village of Ballston Spa takes action in response to the Coronavirus (COVID-19) outbreak, with the health of the public and Village employees as its highest priority, Mayor Woolbright and the Board of Trustees would like to advise the public of the following information and steps that the Village will take immediately and in the coming days.

1. The Village Hall Office and Building Department at 66 Front Street and the Ballston Spa Public Library at 21 Milton Avenue will be closed to the public until further notice. Employees in these locations will be deployed working at home when they can or working in shifts in Village Hall or the Library according to Village functions/needs.
2. Essential services – the Ballston Spa Police Department, Ballston Spa Department of Public Works, Eagle Matt Lee and Union Fire Companies – will function as usual, although employees and volunteers who do not need to be at work will be encouraged to stay home and any employee who is sick will be required to stay home.
3. All Village board and committee meetings will be held electronically through an interactive website function, which will allow the public to both listen to the boards' discussions and to provide comment. Details for accessing meetings electronically will follow soon on the Village website ([www.villageofballstonspa.org](http://www.villageofballstonspa.org)) and social media.
4. All employees who are currently working and being paid will continue to be paid and will be maintained in their current employee benefit status.
5. Individuals/Organizations may call the Village Hall Office at 518.885.5711 – Village Hall employees will pick up voicemails and route them to the appropriate personnel.
6. U.S. Mail and other written communications may be left in the drop box in front of Village Hall.
7. The Mayor and Board of Trustees will revisit the situation weekly and advise both employees and the public through social media and on the Village website of any changes.

For up-to-date information regarding this quickly evolving public health situation, please consult the Saratoga County Office of Public Health website at <https://www.saratogacountyny.gov/departments/publichealth/> and the State of New York Department of Health website at <https://health.ny.gov/diseases/communicable/coronavirus/>, which include numerous resources that are updated constantly.

This is a very difficult and stressful time for all of us. We thank all Village residents and employees for their patience, calm and cooperation as we move forward, and we wish you and your families continued good health.