



**Steven M. Neuhaus**  
**County Executive**

**ORANGE COUNTY**  
**DEPARTMENT OF PUBLIC WORKS**

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**Erik Denega, P.E., P.M.P.**  
**Commissioner**

**P.O. Box 509, 2455-2459 Route 17M**  
**Goshen, New York 10924-0509**

*www.orangecountygov.com*

**TEL (845) 291-2750**

**FAX (845) 291-2778**

November 13, 2020

**New COVID-19**

**Delivery Protocol for all County Owned and Occupied Facilities**

In an effort to protect our staff as well as our vendors during this difficult time, please be advised that effective immediately all vendors entering County owned or occupied buildings must adhere to the following:

- All vendors must confirm their delivery personnel are not symptomatic at the beginning of their shift and instruct their staff to halt deliveries if they become symptomatic during their shift. If delivery will be delayed, please advise the County contact for the delivery and reschedule as soon as possible.
- All delivery personnel are to wear masks upon entering County owned or occupied facilities and maintain social distancing during their delivery.
- All delivery personnel must complete a brief health screening questionnaire at the entry of the building. In addition, temperature taking is required as part of this screening.

We thank you for your cooperation as we all do our part in stopping the spread of this dangerous virus. We wish you and your families health and happiness.