



CITY OF RYE

Policies and Procedures for Reopening to Public

City hall will reopen to the public beginning, Monday, August 3, 2020. Please note that all visits are **by appointment only**. Please call the following numbers to make an appointment with a specific department:

Assessor: (914) 967-7565

Building Department: (914) 967-7372

City Clerk: (914) 967-7371

City Manager: (914) 967-7404

Finance Department: (914) 967-7303

Planning Department: (914) 967-7167

For the convenience of residents and the safety of both staff and residents, virtually all transactions can currently be conducted on-line, via phone or email or through the postal service. Please see the relevant department pages on our website for details. Appointments are for transactions or items that must be done in-person. If you call to schedule an appointment for something that does not require a visit to City Hall, you will be directed to the appropriate remote channel.

For visitor and staff safety, the following procedures will be in place:

1. Residents must enter City Hall through the front door on the Village Green. For anyone who needs a handicap accessible entrance, please call the appropriate department number which will be posted on the side entrance door.
2. You will be greeted at the door at the time of your appointment.
3. Visitors and staff must wear a mask indoors at all times.
4. All visitors must sign into the visitors' binder attesting to health concerns related to COVID-19. Please stay home if you are feeling sick or exhibiting any symptoms associated with COVID-19 or if you believe you have been exposed to the virus.
5. Visitors will have their temperature taken before entering. The thermometer must read 100.3 degrees or below in order to gain entry. You will then be escorted to the meeting room.