

# HOURS OF OPERATION FOR WYOMING COUNTY DEPARTMENTS DURING THE CORONAVIRUS 2019 DISEASE OUTBREAK

In an effort to limit employee / client exposure to COVID-19, county departments will recognize the following hours of operation in order to practice social distancing. Departments would like to conduct as much business as possible through appointments, phone conversations, email, and drop box/drop off business. The County is committed to maintaining services as much as possible. The general public will be encouraged to transact only essential or time sensitive business.

- **Board of Supervisors (585) 786-8800 ~**
  - The office will be staffed Monday through Friday 8:30AM – 5:00PM.
  - Face to face business has been suspended.
  - Please call (585) 786-8800 for additional information
- **Animal Control (585) 786-8938 ~**
  - The shelter will be staffed Monday through Friday.
  - Face to face business has been suspended.
  - Please call (585) 786-8938 for additional information
- **Board of Elections (585) 786-8931 ~**
  - The office will be staffed Monday through Friday 9:00AM – 5:00PM through 03/20/2020; changing to 8:00AM – 4:00PM beginning 03/23/2020.
  - Voter Registration Forms and Absentee Ballot applications are available in the Early Voting Room.
  - Questions regarding the applications will be handled by phone or email at [boewyoming@wyomingco.net](mailto:boewyoming@wyomingco.net)
  - Please call (585) 786-8931 for additional information.
- **County Clerk (585) 786-8810 ~**
  - EFFECTIVE IMMEDIATELY:
    - The County Clerk's office will continue to process court filings, daily mail and real estate transactions by appointment only.
    - Please call 585-786-8810 or email [county.clerk@wyomingco.net](mailto:county.clerk@wyomingco.net) to schedule your appointment.
    - If someone calls and they can just drop off their transaction, that will be encouraged.
    - We will continue to accept through U.S. Mail.
    - At this time we are still not allowing in-office real estate closings.
    - The DMV office will be closed effective 3/19/2020 at 5:00 until 3/27/2020.
    - Notices will be posted outside both doors.
    - We will continue to note on our notice for the County Clerk's office that if you have traveled outside the country in the last 14 days, have symptoms of the coronavirus or reside with someone that is experiencing symptoms to please avoid processing your transaction or contact us to see if you can have someone else process your transaction for you.

- Both deputies and myself will be working on a daily basis and on Tues we will have MaryKay Hotchkiss and on Thursdays we will have Mary Schafer coming in.
  - This plan will be evaluated on an ongoing basis.
- **District Attorney (585) 786-8822 ~**
  - Normal hours of operation. However, patrons are being asked to not present themselves if they display symptoms of COVID-19 such as fever, cough and shortness of breath. Please call your primary care physician for further guidance.
- **Health Department (585) 786-8890 ~**
  - The office will be staffed Monday through Friday 8:00AM – 4:30PM;
  - Please call ahead for further information (585) 786-8890 Public Health or (585) 786-8894 Environmental Health for additional information;
  - Face to face business is being discouraged;
  - Limited Men’s and Women’s Health Services – Please call (585) 786-8881 prior to visiting.
- **Highway (585) 786-8955 ~**
  - The office/shop will be staffed Monday through Friday 7:00AM – 4:00PM.
  - Please call (585) 786-8955 for additional information
- **Historian (585) 786-8818 ~**
  - The office has been closed. However, business is still being conducted via phone and e-mail.
- **WCCH (585) 786-2233 ~**
  - Effective March 18, 2020
    - Enhanced visitor restrictions will be put in place.
    - Visitors will not be allowed with the exception of extreme circumstances to the hospital.
    - OB Patients will be allowed one (1) care partner during the birthing process.
    - Visitors to the emergency room will not be allowed with the exception of a minor where one (1) guardian will be allowed or extreme circumstances.
    - Outpatient Clinics
    - Outpatient clinics will perform only necessary visits. Patients with non-urgent visits will be rescheduled until further notice.
    - All employees and medical staff are being screened upon entry in building.
- **Human Resource & Civil Service (585) 786-8830 ~**
  - The office will be staffed Monday through Friday 7:30AM – 5:00PM.
  - Clients of the HR Department internal to the County are asked to conduct all business via telephone and e-mail. In person meetings will be taken by appointment, but will be reduced to a size under six persons or fewer wherever possible, in order to maintain social distancing in available meeting space.
  - Members of the public seeking services will be dealt with on an as needed basis, keeping the need for reduced contact while maintaining essential services as the two top priorities.
  - Hiring processes will continue, with the changes and recommendations listed below:
    - General orientation sessions will be reduced to a size of six persons or fewer in order to maintain recommended social distancing in available

meeting space. This practice will be evaluated on an ongoing basis based on incoming demand for orientation.

- Interviews of prospective applicants should take place over the phone.

- **Sheriff (585) 786-8989 ~**

- Normal hours of operation

- **Jail (585) 786-8808 ~**

- Normal hours of operation. However, the Jail Division is locked down to the public for visitation, programs and civil fingerprinting.

- **Supreme, County, Surrogate and Family Court (585) 786-228-3200 ~**

- The office will be staffed Monday through Friday 9:00AM – 5:00PM.
  - Face to face business has been suspended except for essential matters.
  - Please call (585) 228-3199 for additional information.

- **Mental Health (585) 786-8871 ~**

- The office will be staffed Monday through Friday 8:00AM – 4:00PM.
  - Please call (585) 786-8871 for additional information

- **Office for the Aging (585) 786-8833 ~**

- The office will be staffed Monday through Friday 8:00AM – 4:00PM.
  - However, patrons are being asked to not present themselves if they display symptoms of COVID-19 such as fever, cough and shortness of breath. Please call your primary care physician for further guidance.

- **Probation (585) 786-8869 ~**

- The office will be staffed Monday through Friday 8:30AM – 5:00PM.
  - Face to face business has been suspended.
  - Please call (585) 786-8869 ext. 1010 for additional information

- **Public Defender (585) 786-8450 ~**

- The office will be staffed Monday through Friday 9:00AM – 5:00PM.
  - Eligibility forms will be provided in the front lobby.
  - Questions regarding the application and eligibility will be handled by phone
  - Please call (585) 786-8450 for additional information.

- **Real Property Tax Services (585) 786-8828 ~**

- The office will be staffed Monday through Friday 9:00AM – 5:00PM.
  - Face to face business has been suspended.
  - Please call (585) 786-8828 or email [realproperty@wyomingco.net](mailto:realproperty@wyomingco.net) for additional information.

- **Social Services (585) 786-8900 ~**

- Office is open 8:30AM to 4:30PM.
  - If you are in need of Temporary Assistance, SNAP, HEAP, Medicaid or Day Care, please call the office for further instructions at 786-8900.
  - Drop box for documents or payments is available in the front of the building.

- **Treasurer (585) 786-8812 ~**

- The office will be staffed, however closed to the public.
  - Available by mail at 143 North Main Street, Suite 210, Warsaw NY 14569
  - Real Property Tax payment information can be located at:

<http://ny.wyomingcounty.totalcollectionsolution.com/site/login>

**Username:** wyomingpublic

**Password:** public

Help sheets can be located on the county's homepage at

<http://www.wyomingco.net/>

- **Veteran Services (585) 786-8860 ~**
  - The office has been closed. However, business is still being conducted via phone, fax and e-mail.
- **Weights and Measures (585) 786-6003 ~**
  - Limited inspections being conducted. Call for information Monday – Friday 8:00am to 4:30pm
- **County Insurance Office (585) 786-8855 ~**
  - The office has been closed. However, business is still being conducted via phone and e-mail.
- **Youth (585) 786-8833 ~**
  - The office will be staffed Monday through Friday 8:00AM – 4:00PM.
  - However, patrons are being asked to not present themselves if they display symptoms of COVID-19 such as fever, cough and shortness of breath. Please call your primary care physician for further guidance.
- **Fire & Building Codes (585) 786-8820 ~**
  - The office will be staffed Monday through Friday 8:00AM – 4:00PM.
  - Building Permit applications are available on the county web site at <http://www.wyomingco.net/287/Forms>.
  - Questions regarding the application will be handled by phone and or e-mail
  - Please call (585) 786-8820 for additional information.
- **Planning & Development (585) 786-8820 ~**
  - The office will be staffed Monday through Friday 8:00AM – 4:00PM.
  - Building Permit applications are available on the county web site at <http://www.wyomingco.net/287/Forms>.
  - Questions regarding the application will be handled by phone and or e-mail
  - Please call (585) 786-8820 for additional information.
- **Zoning (585) 786-8820 ~**
  - The office will be staffed Monday through Friday 8:00AM – 4:00PM.
  - Building Permit applications are available on the county web site at <http://www.wyomingco.net/287/Forms>.
  - Questions regarding the application will be handled by phone and or e-mail
  - Please call (585) 786-8820 for additional information.

*“...Residents are urged not to respond to unreliable information. Consult the CDC and NYSDOH websites for federal and state updates and the Wyoming County website for daily local updates. Call the NYS COVID-19 hotline at 888-364-3065 with general questions. Finally, our lives have certainly been interrupted by all these changes – things definitely look different than they did just a couple weeks ago. Someone said recently, it will be impossible to know if we*

*over-reacted or did too much...but it will be quite apparent if we under-reacted or did too little.  
Thank you for doing your part..."*