



**INTER OFFICE MEMORANDUM
FROM THE MAYOR'S OFFICE**

To: Barbara Ransome, Port Jefferson Chamber of Commerce
Roger Rutherford, Business Improvement District

From: Mayor Garant

Date: June 4, 2020

Re: NY Forward Plan

Dear Business Partners,

The Long Island region remains OPEN under the guidelines created by the Governor's NY Forward master plan to enter the PHASE I and we will therefore **operate this coming weekend as we did last weekend.**

To see if your business qualifies under PHASE I you can use the search tool on the county website: <https://www.businessexpress.ny.gov/app/nyforward>

New York is now on track to enter PHASE II next Wednesday, June 10th. As such several businesses are allowed to open on June 10th including hair salons & barber shops (BY APPOINTMENT ONLY), real estate and business offices as well as restaurant outdoor dining. For a complete list see: <https://forward.ny.gov/phase-two-industries>

There are MANY NY STATE GUIDELINES and each business needs to READ online and AFFIRM that they have read the guidelines and that they have their own written Safety Plan in place outlining how its workplace will prevent the spread of COVID-19. This plan does not need to be submitted to a state agency for approval but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Below is the link to a template safety plan you may use:

https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf

In addition to the States safety plan and affirmation, restaurants must also acquire an OUTDOOR DINING PERMIT from the Village of PORT JEFFERSON – please note we have relaxed our conditions to help expand outdoor dining opportunities so please contact the CLERKS OFFICE at 631-473-4724 ext. for all the information and the application forms (if you don't have them already).

If you are serving alcohol – please see the required State Liquor Authority guidelines

<https://sla.ny.gov/new-york-state-liquor-authority-guidance-outdoor-expansion-licensed-premises-response-covid-19>

The Village will maintain NO PARKING on Main Street except for curbside pick-up and deliveries to help offset crowding and loitering on our sidewalks and streets.

If there are complaints, our Code Enforcement Officers are instructed to call the Suffolk County COVID hotline of 311 to help us maintain the safety standards and guidelines.

We have been repeatedly instructed by the County Executive's Office to refer any complaints to the County "311" phone complaint system and the Suffolk County PD. – 1-631-852-COPS. **They will register the complaint accordingly and depending on the URGENCY of the complaint they will do an onsite inspection. All complaints are logged against the property address.**

Village code officers will however issue violations for open alcohol consumption and any other infractions of the Code of the Village of Port Jefferson. We are doing our best during this difficult time to promote business, keep the peace and get us to Phase II to re-open Port Jefferson.