


**WEST HANOVER TOWNSHIP
7171 ALLENTOWN BOULEVARD
HARRISBURG, PA. 17112**

6.18.2020 – PRESS RELEASE

To: West Hanover Township Residents & Businesses

From: Daniel Rosario; Township Manager 

Subject: Township temporary operating procedure changes

Due to the existence of COVID-19 in Pennsylvania, West Hanover Township over the last 4 months has closed office access to the public along with our parks as an emergency precaution to protect employees as well as residents of the Township from exposure and further transmission under the direction of the Governor's stay at home order.

Township has been operating under a modified arrangement with all staff. I wish to thank our staff for their commitment to our residents and working even harder during this very trying time in our history.

Good news from Governor Tom Wolf last week of Dauphin County going Green this Friday June 19, 2020, Township operations will be adjusted accordingly. All Township buildings will re-open to public on Friday June 19, 2020 and will be following the following operational procedures noted below until further notice.

Operations for ALL Township owned buildings, properties and parks until further notice.

- a. All visitors requesting time with staff are by appointment only. No walk-ins. (P&R, PW, ADM., Station #1).
- b. 6-foot Social distancing required, plus mask by all when entering and during your stay in our buildings. (P&R, PW, ADM., Station #1).
- c. All visitors (Non-Employees) must sign in with front desk. No roaming through our buildings (sign in sheet out front at each building) (P&R, PW, ADM., Station #1)
- d. Each location will have a designated location to meet with clients and consultants. 6-foot social distancing + mask required.
- e. Public meetings will resume in accordance with item(s) b, & c respectfully until further notice. Please call ahead (Friday before meeting to be attending so we can make arrangements accordingly) to attend meetings, space is limited to first come first serve 1-717-652-4841 you may be limited to zoom video conference attendance only. Township Administration office meeting room(s) main floor level & lower floor level is limited to 6 to 8 public persons in each room max.
- f. In keeping with the PADOH requirements if you have a temp of 100.4 or above or not feeling well, please stay home and consider watching our meeting(s) via zoom.

- g. For trash bag tags, compost permits or picking up yard waste stickers, and burn permits etc. please call or stop in (mask required & 6-foot social distancing) the Township Building 8 am to 3 pm M – F. Call 717-652-4841 to coordinate purchasing. ALL offices close at 4 pm (staff sanitizing restrooms and office 3pm – 4pm)
- h. The Compost and E-cycling Center is open Tuesday, Thursday, and Saturday from 8 a.m. until 2 p.m. (mask required & social distancing) Also, please remember you need to purchase your annual or daily permits at the Township Building between 8 a.m. to 3 p.m. M – F. Call 717-652-4841 to coordinate your pickup of permit and payment. Please note due to Pandemic outbreak there will be no employee help to unload approved composting materials or electronics to the E-cycling Center. Township staff will direct you accordingly. Staff sanitizing restrooms, office, and equipment 2pm – 3pm
- i. Park & Recreation office operations will follow line items a, b, c, & d notes above. For rentals and park events please refer to Park the Recreation Facebook page or you may call 717-724-0083 ask for Don Holmes or Jeannette Zimmerman. ALL offices close at 4 pm (staff sanitizing restrooms, office, and equipment 3pm – 4pm)
- j. Public Works operations will follow line items a, b, c, & d. noted above please call 717-652-4841 ask for Eileen LaForce to coordinate your activity with public works department of West Hanover Township. Public Works office closes at 2:30 pm (staff sanitizing restrooms, office, and equipment 2:30pm – 3:30 pm)
- k. Building Codes Department, Property Maintenance complaints, permits and applications and to schedule inspections please call the Township office M-F 8am to 3 pm. Should you need to meet with staff to discuss your permit or project please schedule this with Eileen LaForce at 717-652-4841 or email elaforce@westhanover.com . ALL offices close at 4 pm (staff sanitizing restrooms, office, and equipment 3pm – 4pm) Once again this is for building codes department or property maintenance. Please note public safety line items a, b, c, & d apply.
- l. Zoning and Planning Department, Stormwater, Erosion and Sedimentation permits and complaints. Applications can be dropped off the Township office M-F 8am to 3 pm. Should you need to meet with staff to discuss your permit or project please schedule this with Sharmaine Harman at 717-652-4841 or email sharman@westhanover.com . Once again this is for Zoning and Planning Department, Stormwater, Erosion and Sedimentation permits and complaints. ALL offices close at 4 pm (staff sanitizing restrooms and office 3pm – 4pm) Please note public safety line items a, b, c, & d apply.

Thank you ALL for your patience and cooperation on the matter. I really appreciate all of you and your commitment to making our workplace a healthier and safer place to work as we all battle this virus. Be smart and be safe in all you do.

Websites for data concerning COVID-19:

CDC – Centers for Disease Control

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

DOH - PA Department of Health

<https://www.health.pa.gov/topics/disease/Pages/Coronavirus.aspx>

John Hopkins University COVID-19 Global Cases Data

<https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>