



Contact: Stephen Motoya PIO
Office: 505-867-7640 Cell: 505-382-2753
spmontoya@sandovalcountynm.gov

For immediate release,
June 5th, 2020

County Administration Building will be open to the public beginning June 8th

Sandoval County, NM — Sandoval County’s Administration Building will be open to the public beginning June 8th, 2020 during regular business hours from 8 a.m. to 5 p.m. Monday through Friday. This reopening only affects Building D located at 1500 Idalia. Citizens are advised to continue to limit their visits as much as possible but may receive services at the windows of the Probate Judge, Assessor, Clerk, Treasurer and Planning and Zoning Offices. County Commission meetings are still closed to the public until further notice.

All county departments will still follow all health precautions and facilitate social distancing practices with employees and visitors to the building. **All county employees and visitors entering the administration building are required to wear face coverings in common areas.**

The public will enter and leave through the front entrance only. The other doors will not be unlocked for entry. Rules for entering the building will be posted at the front entrance.

The county has also set up a Seek-Scan Thermal Imaging system at the front entrance, which will be used to scan and automate the body temperature of each visitor to the administration building.

The county will continue to follow the Governor’s and Health Department’s orders. A new Sandoval County Emergency Management Policy “Pandemic Procedure and Protocols during a Health Emergency” has been taken to the Board of County Commissioners and passed.

Sandoval County Office and Department availability:

Assessor

- The Assessor's Office will be open Monday - Friday from 8 a.m. to 5 p.m., closed for lunch from 12-1. The Assessor's Office is handling the majority of requests at the front window. Appointments are recommended for more detailed assistance. Phone: (505) 867-7562 email: lgallegos@sandovalcountynm.gov

County Clerk and Bureau of Elections (BOE)

- The County Clerk's Office will be open from 8 a.m. to 5 p.m. Monday through Friday
- The Bureau of Elections will be open with limited staff available. Phone: 505-867-7572 / Fax: 505-771-8610 email: Clerk@sandovalcountynm.gov

Community Services

- Community Health Program eligibility screenings and enrollments will continue to be conducted remotely with select curbside or in-house exceptions administered at the Health Commons building beginning June 15th and under strict COVID safe practices. For questions please phone: 221-4427.
- Prevention and Intervention Programs will continue to be conducted remotely with select curbside or in-house exceptions occurring at the Old County Courthouse building beginning June 15th and under strict COVID safe practices. For questions please phone: 362-6010.

All Center activities remain suspended until further notice and as authorized by the State.

- **Beginning July 6th**, our drive-through and home-delivered meal services for Seniors will return to five days per week (M – F). Please rest assured that our strict and stringent adherence to COVID Safe Practices (CSPs) will continue, and please additionally rest assured that continued and consistent check-in calls remain unobstructed.
- County-sponsored Food Pantries continue under our ongoing strict mitigation modifications and in full compliance with CSPs, inclusive of outdoor distribution of pre-packaged “to go” boxes with proper social distancing at all times by staff and patrons alike.
- Transportation services for Senior residents continue for necessary appointments but with not more than two patrons at time in County vehicles per current State guidance. Vehicles are disinfected before and after each service and drivers remain in strict compliance with CSPs and are properly outfitted with recommended PPE.
- All Senior Volunteer Programs remain cancelled less those that occur remotely *and safely* (such as mask-making from home with County-provided supplies, check-in calls from Senior Companions, and related examples).
- In Home services continue to be modified based upon a Center for Disease Control (CDC) screening tool with remote-based case management services

while homemaker services remain suspended until further notice and as authorized by the State.

Fire/ Rescue

- Sandoval County Fire Rescue Administrative Staff will continue to operate with limited staff during normally scheduled hours. SCFR recommends scheduling an appointment by calling its main number at 505-867-0245. If you need to pay an ambulance bill, it can be done online at: <https://paydirect.link2gov.com/AmbulanceBilling/ItemSearch>

Human Resources

- The Human Resources Department will be open with limited staff from 8 a.m. to 5 p.m. Monday through Friday. The Human Resources Department is encouraging visitors and employees to either call or email with any inquiries. Phone: 505-867-7505
email: pmiller@sandovalcountynm.gov

Planning and Zoning

- The P+Z window will be open from 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. (closed between 12 p.m. through 1 p.m.). No individual meetings will be scheduled unless approved by the Director. Submittals can still be processed electronically but can now be dropped off at the window. Phone: 505-867-7628
email: kdicome@sandovalcountynm.gov

Probate Judge

- The Probate Judge's office will be open Mondays, Wednesdays, and Fridays from 8 a.m. to 4:30 p.m. and Tuesdays and Thursdays from 12:30 p.m. to 4:30 p.m. Phone: (505) 867-7647 or (505) 867-7645 Fax: (505) 867-6699

Treasurer

- The Treasurer's Office will be open Monday through Friday, 8:00 a.m. to 5:00 p.m. (505) 867-7581 treasurers@sandovalcountynm.gov

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