

Sullivan County Commissioners

In Regard: County Employee Guidance concerning COVID-19

EFFECTIVE: March 20, 2020

**Objective:** It is the objective of the Sullivan County Commissioners to make decisions for both the health and safety of the employees and the general public that may come in contact with employees. With this objective, the following temporary guidelines are put in place to all department heads and employees until rescinded by the Sullivan County Commissioners.

### **1) General**

All employees:

- Ensure your work areas are clean, adhere to proper hand hygiene and disinfect common areas in your department (please see CDC guidelines).
- Cough and sneeze into your elbow or tissue and discard tissue.
- Avoid touching face with unwashed hands.
- Employees are encouraged to stay home when they are ill.
- Department Heads may authorize remote work for a limited duration to accommodate unique situations that may arise. Department heads can take into consideration employees with underlying medical conditions that put them at higher risk for serious illness. All Department Heads are responsible for the continuity of operations, measuring the employee's work and monitoring hours worked. Each department head will be responsible for staffing in their department. Employees will continue to be paid as per their normal schedule even if disrupted by this public health crisis.

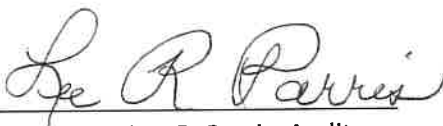
### **2) Meetings**


- Department Heads will cancel all nonessential meetings and trainings at this time if social distancing cannot be maintained (6 feet or more). Video and telephone conferencing system for meetings are a suggested way to having meetings with staff.
- If a meeting MUST take place
  - High risk staff members should be excluded without penalty from attending.
  - Avoid direct physical contact, such as hand shaking.
  - Encourage everyone to perform hand hygiene prior to the start of the meeting.

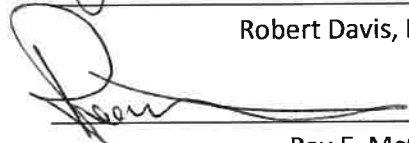
**(3) Courthouse and office accessibility**

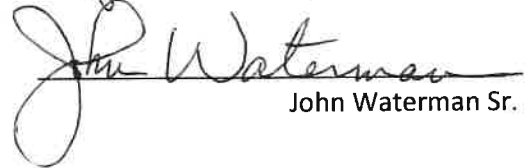
The courthouse and county offices will be closed to the public for routine visits. Any business requiring a physical presence in the courthouse or county office shall be by appointment only. The department heads will be expected to maintain each office's functions during this time. Communication by mail, email, and telephone is encouraged. Telephone contact numbers for each office will be posted on the courthouse doors and are available on the [sullivancounty.in.gov](http://sullivancounty.in.gov) website.

Date: March 19, 2020

Attest:   
Lee R. Parris, Auditor

  
Robert Davis, President

  
Ray E. McCammon

  
John Waterman Sr.