

FAYETTE COUNTY COMMISSION

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ADMINISTRATOR

May 14, 2020

To: Elected Officials and Department Heads

We are under the worst pandemic in modern times with many unknowns. To protect employees it is imperative to have a strong written policy to protect the health of all workers. A violation of this policy can lead to disciplinary actions, up to and including termination.

Do not come to work sick.

Do not come to work if you have a fever (please take your temperature daily before reporting to work).

If your temperature is in excess of 100.4 or you have any signs or symptoms of COVID-19 please call in as you will be required to stay home.

Normal Annual and Sick Leave policies are in place.

When you cannot maintain distance you will be required to wear a form of face covering. (Mask, Bandana, Scarf etc.)

There is to be no congregation of employees in offices or break rooms.

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Elected Officials and Department Heads
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EFFECTIVE MONDAY, MAY 18, 2020

EACH ELECTED OFFICIAL AND DEPARTMENT HEAD WILL PREPARE DIRECTIONS FOR THEIR OFFICE FOR STAFFING AND PROCEDURES FOR THE GENERAL PUBLIC IF THEY HAVE TO COME TO THE COURTHOUSE OR ANNEX.

EVERYONE MUST WEAR A FORM OF FACE COVERING. (MASK, BANDANA, SCARF ETC.)
EVERYONE NEEDS TO CONTINUE TO FOLLOW CDC GUIDELINES FOR SOCIAL DISTANCING AND PRACTICE GOOD HYGIENE.

GENERAL PUBLIC ENTRANCE
FAYETTE COUNTY COURTHOUSE – THE ENTRANCE AND EXIT IS AT THE BACK OF THE BUILDING BY THE HANDICAP RAMP.

COURTHOUSE ANNEX – THE ENTRANCE AND EXIT IS ON THE 2ND FLOOR – MAGISTRATE COURT ENTRANCE.

THE GENERAL PUBLIC WILL ENTER AND LEAVE THE BUILDING AT ONE ENTRANCE.

CONTINUE TO CONDUCT BUSINESS VIA TELEPHONE OR ONLINE SERVICES IF ABLE TO DO SO.

IF YOU HAVE TO APPEAR IN PERSON PLEASE CALL THE OFFICE THAT YOU NEED TO CONDUCT BUSINESS TO EXPEDITE YOUR VISIT.

EVERY PERSON NEEDING TO CONDUCT BUSINESS WILL BE GIVEN A CARD WHEN THEY ENTER INDICATING WHICH OFFICE THEY WILL BE CONDUCTING BUSINESS IN AND THEY WILL RETURN TO THE DEPUTY AS THEY EXIT. EACH ELECTED OFFICIAL WILL PREPARE INSTRUCTIONS FOR HOW MANY INDIVIDUALS THEY WILL ALLOW IN EACH OFFICE.

THE FOLLOWING QUESTIONS WILL BE ASKED.

Have you or anyone in your home had contact within the last fourteen days with any person under screening/testing for COVID-19, or anyone with known or suspected COVID-19?

Do you currently have any of the following symptoms?

Fever (100.4.F or higher), or sense of having a fever?

New cough that you cannot attribute to another health condition?

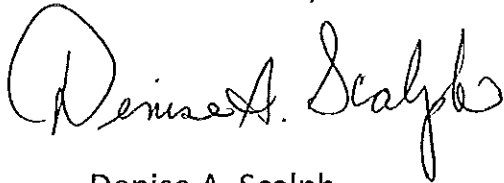
New shortness of breath that you cannot attribute to another health condition?

New sore throat that you cannot attribute to another health condition?

New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?

IF AN INDIVIDUAL ANSWER YES TO ANY OF THE SCREENING QUESTIONS, THEY SHOULD BE DENIED ENTRY AND ADVISED TO SEEK MEDICAL DIRECTION FROM THEIR PRIMARY CARE PHYSICIAN.

IF THE INDIVIDUAL ANSWERS NO TO ALL OF THE SCREENING QUESTIONS, THE PERSON CAN BE PERMITTED INTO THE FACILITY AND SHOULD BE INSTRUCTED TO PRACTICE STRONG INFECTION CONTROL STRATEGIES: MAINTAINING SOCIAL (physical) DISTANCING OF 6 FEET, WEARING A CLOTH FACE COVERING, WASHING HANDS WITH SOAP AND WATER FOR 20 SECONDS OR HAND SANITIZER CONTAINING AT LEAST 60% ALCOHOL), COVERING COUGHS AND SNEEZES WITH AN ELBOW, AVOIDING TOUCHING THEIR FACE, AND CLEANING SURFACES FREQUENTLY.



Denise A. Scalph
President



John G. Brenemen
Commissioner



Tom Louisos
Commissioner