

RESOLUTION NO. 166-19-20

**Resolution Establishing Emergency Operations of County Offices**

**WHEREAS**, the World Health Organization designated the spread of the COVID-19 virus as a worldwide health “pandemic” on March 11, 2020, and President Donald J. Trump declared the COVID-19 virus to be a national health emergency under the Stafford Act on March 13, 2020, by reason of the spread of said virus across the United States;

**WHEREAS**, Governor J. Kevin Stitt issued Executive Order 2020-07 on March 15, 2020, declaring a state of emergency to exist in all 77 counties of Oklahoma due to the impending public health threat the COVID-19 virus poses to the people of the state;

**WHEREAS**, there are many uncertainties with respect to COVID-19 pandemic, but it has been determined that it is highly infectious and contagious and has been proven to place the elderly and persons with underlying health conditions at an elevated risk of death;

**WHEREAS**, the existence and rapid spread of the virus constitutes a direct threat to the safety, health, and welfare of the people in all counties in the State of Oklahoma and presents an immediate emergency disaster situation within the meaning of Section 683.3 of the Oklahoma Emergency Management Act of 2003;

**WHEREAS**, on this date the Board of County Commissioners of Texas County have issued a Resolution declaring a state of public health emergency presently exists in Texas County;

**WHEREAS**, it is the responsibility and duty of the County Commissioners and other public officials of each county to take reasonable and proper measures in the operation of county government to protect the health and safety of the people, and more particularly, county employees; and

**WHEREAS**, the existence of this state of emergency compels the Board of County Commissioners and all other elected county officers to take appropriate action with respect to the operation of the Texas County courthouse as may be reasonably necessary to protect the public and the employees of the county from contacting and becoming infected with the COVID-19 virus to the extent possible.

**NOW THEREFORE, IT IS HEREBY RESOLVED** by the Board of County Commissioners of Texas County that effective immediately the following procedures and actions shall be and are hereby adopted and implemented:

1. All county employees and persons working at the Texas County Courthouse shall be provided and are required to attend an educational and training program to be provided at the earliest possible date and time by the County Commissioners and the Texas County Emergency Management Director.

2. All county employees and persons working at the Texas County Courthouse are encouraged to follow the recommendations set forth by the Center for Disease Control, and the Oklahoma Health Department, which include but are not limited to the following:

- a. Avoid physical contact with other people at work and all other times, including activities such as shaking hands.
- b. To the extent possible, maintain separation from other people; six feet of separation is recommended.
- c. Take appropriate actions to cover coughs and sneezes.
- d. Understand that the virus can live on surfaces for an extended period of time, so anything that you touch could be contaminated. Wash hands and use hand sanitizer, if available, as often as possible. Disinfect all work stations and surfaces, including phones, door knobs, and keyboards, as often as possible.
- e. Avoid touching face, mouth, or eyes.
- f. Realize that the virus can be carried on clothing or other items that are exchanged or purchased. Efforts should be made when returning home to try not to contaminate homes by removing outer clothes and shoes outside or at the door, clean items that were purchased or carried in before moving them through the rest of the house.

3. Access to the courthouse by employees and the public shall be and is hereby restricted and limited to the south door entrance. All other doors to the courthouse shall be locked and not be used for entrance or exit except in cases of emergency. Appropriate signage shall be posted on the north and east entrance doors directing all persons to enter the courthouse by means of the south entrance door.

4. All persons entering the courthouse through the south door shall be screened as a condition of entry by a person with medical training and/or education sufficient to appropriately determine if a person has been exposed to or is exhibiting symptoms of having the COVID-19 virus.

- a. The Emergency Management Director is hereby authorized and directed to secure and schedule appropriate persons to conduct the screening of persons entering the courthouse during the business hours the courthouse is open.
- b. The screening personnel shall be temporary employees of Texas County and will be paid hourly rates to be approved by the Emergency Management Director from the Courthouse Security Fund or other appropriate fund of the county.
- c. The screening shall consist of a panel of questions to be asked as well as the taking of temperature and observations for the presence of known symptoms of the virus.
- d. Any persons with indicators of contact with or exposure to the COVID-19 virus and persons under 18 years of age, unless required or ordered, shall not be admitted access to the courthouse.
- e. The screening process shall include inquiry of all persons as to the nature of their business and what office they are seeking. If their intended business can be conducted by phone, email, or regular mail, they shall be encouraged to do so rather than enter the courthouse. If entry is necessary, the person entering shall be instructed to proceed directly to the office or place of business needed, to avoid contact with persons in the courthouse as much as possible, and to promptly leave as soon as possible.
- f. The Emergency Management Director, with the approval of the County Commissioners, is authorized and directed to adopt and implement additional and appropriate procedures and guidelines to effectuate this policy.

5. Each county officer should develop written policies and procedures with respect to appropriate actions to be taken by their offices and employees to limit and, to the extent possible, prevent the spread of COVID-19 to the employees of Texas County. Such policies and procedures shall include procedures and practices to be immediately implemented by all elected officials within their respective offices, and shall include, but not be limited to, the following:

- a. Methods and practices to limit exposure and protective actions which all employees should follow while at work.
- b. What to do in the event they or anyone with whom they are associated with express COVID-19 symptoms.
- c. The need for immediate isolation and possible testing if exposed or exhibiting symptoms.
- d. That all employees will be fully compensated without use of any accrued sick leave during any periods of quarantine or illness.
- e. Procedures to be implemented and followed in dealing with the public and the conduct of daily business with limitations, restrictions, and conditions established for the operation of each county office.
- f. Procedures for employee notification to elected officials of symptoms and/or contacts with persons having symptoms or testing positive for COVID-19.
- g. Alternatives and procedures for assignment and completion of work at home while any employee is quarantined away from work due to policies of the county related to COVID-19.
- h. Any other policy or procedure any official deems necessary and reasonable for their particular offices to protect their employees and the public.

6. In the event any person working at the Texas County Courthouse who have been exposed or exhibiting any known symptoms of COVID-19 shall be directed to remain away from work for a minimum period of fourteen days before being permitted to return to work at the Courthouse. Such employees may be assigned work to do at home. Before returning to work any such employee shall obtain the prior approval of their employing elected official.


7. All officials shall conduct a screening and evaluation of all employees who are at elevated or high risk of serious complications from COVID-19. Officials should consider authorizing and requiring those employees at high risk to stay home, with or without work to perform while at home.

8. All officers should suspend all out of county work related travel by all employees, and employees should be discouraged from attending or being present at any gatherings where more than fifty people are present. Employees should be encouraged to use extreme caution and awareness as to their circumstances while off work in order to limit their exposure to the virus.

9. The Commissioners may adopt further rules and procedures as may be needed to further implement and carry out the purposes and intentions of this Resolution from time to time.

ADOPTED AND IMPLEMENTED, this 18<sup>th</sup> day of March, 2020.

Board of County Commissioners of Texas County

  
Ted Keeling, Chairman

  
Richard Bryan, Commissioner

  
Jack Strain, Commissioner

ATTEST



  
Wendy Johnson, County Clerk