



BELMONT COUNTY COMMISSIONERS

J. P. Dutton · Jerry Echemann · Josh Meyer

101 West Main Street
St. Clairsville, Ohio 43950
Phone: (740) 699-2155
Fax: (740)699-2156
belmontcountycommissioners.com

To: Belmont County Residents, Employees, and Supervisors

From: Belmont County Commissioners

Date: March 17, 2020

Subject: Actions taken for county-owned building usage from March 18 until further notice

Thank you for your calm and patient demeanor as we manage this challenging time. As you know Governor DeWine has declared a state of emergency in Ohio, and the Director of the Ohio Department of Health is limiting gatherings to prevent the spread the COVID-19. Governor DeWine requested that we take decisions that are not only in our own best interest but are also in the best interest of our community.

It is in that spirit that we are taking actions to limit gathering and physical contact while continuing services of the government in a reasonable way. Action relating to the use of county-owned buildings (or in some cases leased buildings) are listed below. ***These actions are effective March 18 until further notice.***

Telephone contact information for each service area of the county government is attached. This contact information can be used to schedule necessary appointments.

Courthouse, 101 West Main St., St. Clairsville

This building is open for scheduled appointments only.

- Employees are continuing to work and provide services using technology.
- Members of the public should schedule appointments for necessary physical access to any office located within the courthouse. If physical access can be postponed, please do so. Many business activities can be conducted using technology.
- Court proceedings will proceed as scheduled.
- If in-person appearance is necessary, please keep in mind social distancing will be used.
- If appointments are scheduled the Appointing Authority may set additional procedures.
- Includes Courthouse Annex building.

Eastern/Northern Court, 400 Imperial Plaza, Bellaire

This building is open for scheduled appointments, hearings, and trials.

- Employees are continuing to work and provide services using technology.
- We are reducing the number of in-person appointments, hearings, and trials as much as reasonably possible and encouraging work by telephone and email.
- Please use technology to communicate as much as possible.
- If in-person appearance is necessary, please keep in mind social distancing will be used.



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Prosecutor's Office/Western Court, 147 West Main St., St. Clairsville **This building is open for scheduled appointments, hearings, and trials.**

- Employees are continuing to work and provide services using technology.
- We are reducing the number of in-person appointments, hearings, and trials as much as reasonably possible and encouraging work by telephone and email.
- Please use technology to communicate as much as possible.
- If in-person appearance is necessary, please keep in mind social distancing will be used.

Belmont County Job Center, 302 Walnut St., Martins Ferry **This building is closed to the public.**

- Public will be allowed to continue to access the resource room and lobby area, but no direct contact with staff will be permitted.
- No appointments at this time.
- Please use technology to communicate as much as possible.

Department of Job and Family Services, 68145 Hammond Rd., St. Clairsville **This building is closed to the public.**

- No appointments at this time.
- Please use technology to communicate as much as possible.
- A drop box will be available soon on-site to help eliminate all direct contact.
- Child services will continue.
- Child support payments will continue to be accepted.

Sheriff's Office and The Belmont County Jail, 68137 Hammond Rd., St. Clairsville **This building is open only for necessary law enforcement activity.**

- Employees are continuing to work and provide services.
- No in-person visitation at the Jail (on-line video visitation will still be available).
- The Sheriff has implemented safe practices to limit contact.

Belmont County Veterans Services, 3326 Belmont St., Bellaire **This building is open for scheduled appointments only.**

- Employees are continuing to work and provide services using technology.
- Members of the public should schedule appointments if physical access is required.
- Transportation will be limited based on service provider availability.



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Belmont County Water and Sewer District, 67711 Oak View Rd., St. Clairsville

This building is closed to the public.

- Employees are continuing to work in open spaces, at the office, and by using technology.
- Payments can be made by mail, automatic withdrawal, or a drop box at 67711 Oak View Rd.

Belmont County Animal Shelter, 45244 National Rd. W., St. Clairsville

This building is open for scheduled appointments only.

- Employees are continuing to work in open spaces and at the office.
- The shelter can care for all dogs and cats at the Shelter with its current capacity.

Belmont County Board of Elections, 52180 National Rd., St. Clairsville

This building is open.

- Employees are continuing to work at the office and by using technology.
- The public is encouraged to only visit the Board of Elections if necessary.

Belmont County Adult Probation, 103 N. Market St., St. Clairsville

This building is open.

- Employees are continuing to work at the office and by using technology.
- If in-person appearance is necessary, please keep in mind social distancing will be used.

Belmont County Clerk of Courts, 101 West Main St., St. Clairsville

This office is open.

- Please call ahead for staff availability.
- If in-person appearance is necessary, please keep in mind social distancing will be used.

Belmont County Title Office, 52180 National Rd., St. Clairsville

This office is open.

- Employees are continuing to work at the office.
- We are requesting the public only go to the buildings if absolutely necessary.

Senior Services of Belmont County, 67650 Oakview Dr., St. Clairsville

This building is open for scheduled appointments only.

- Administration building will be closed to the public except by appointment only.
- Senior Centers are closed indefinitely.
- Meals will continue to be delivered to clients, please keep in mind social distancing will be used.
- Medical transportation will continue, please contact SSOBC for availability.



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Sargus Center, 68131 Hammond Rd., St. Clairsville

This building is open only for necessary activity.

- Employees are continuing to work and provide services.
- No in-person visitation at the detention center (on-line video visitation will still be available).
- The Executive Director has implemented safe practices to limit contact.

Belmont County Board of Developmental Disabilities, 68421 Hammond Rd., St. Clairsville

This building is closed to the public.

- Employees are continuing to work in open spaces, at the office, and by using technology.
- Please use technology to communicate as much as possible.

Belmont County Health Department, 68501 Bannock Uniontown Rd., St. Clairsville

This building is closed to the public, except for scheduled appointments.

- Employees are continuing to work in open spaces, at the office, and by using technology.
- Meeting activity can be scheduled with social distancing in mind.
- The general public may call the ODH Coronavirus Call Center at 1-833-427-5634.

Belmont County Emergency Management Agency, 68329 Bannock Rd., St. Clairsville

This building is closed to the public, except for scheduled appointments.

- Employees are continuing to work in open spaces, at the office, and by using technology.
- Meeting activity can be scheduled with social distancing in mind.

Belmont County Records Center, 45240 National Rd. West, St. Clairsville

This building is closed to the public.

- Employees are continuing to work at the office.
- No appointments or meetings are scheduled at this time.

General Information

- This memorandum will be placed on the county website, along with many other posts at the departmental levels.
- The cleaning of county buildings continues as planned, and there are adequate supplies for this.
- Also, please see the enclosed guidance for employees and supervisors. These documents were emailed on March 17, 2020. Please review them again. Here are some highlights:
 1. **Supervisors should continue to promote good hygiene.** Reinforce key messages with employees regarding hygiene practices. Encourage employees to stay home when sick. Remind employees of the proper coughing and sneezing etiquette. Educate employees regarding the importance of handwashing. Frequently perform enhanced environmental cleaning of commonly touched surfaces. Remove candy dishes, community food and limit the sharing of pens and workplace equipment.



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2. **Encourage social distancing.** Maintain about six feet or more of personal space as much as possible.
3. **Understand that any issue brought to you by an employee regarding possible health risks associated with working with a co-worker needs to be brought to the attention of Human Resources.** Human Resources will evaluate and give actionable guidance.
4. **Limit all travel to in-state mission critical travel.** All unnecessary travel should be cancelled or postponed during a pandemic. Use videoconferencing when possible.
 - Employees and/or supervisors should report any positive testing or exposure of COVID-19 (relating to a county employee) to Human Resources.
 - *As we learn more, there will be additional announcements. With this situation, things are changing rapidly. For example, we understand there is a possibility of additional leave in connection with the pandemic, possibly to be approved by legislators. We will provide more information as soon as we are aware of it.*

We appreciate your understanding as we strive to maintain the highest level of customer service possible during this challenging time.

We hope that by implementing these measures, we are doing our part to help you stay safe and healthy.

If you have any questions, please contact the Commissioners.



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| ELECTED OFFICIALS | Principal Appointed Officials and Department Heads |
|--|---|
| Board of Commissioners | Human Resources Administrator |
| J. P. Dutton.....740-699-2155 | Katie Bayness.....740-232-1738 |
| Josh Meyer.....740-699-2155 | Board of Elections Director |
| Jerry Echemann.....740-699-2155 | Kelly McCabe.....740-526-0188 |
| Auditor | Facilities Manager |
| Anthony Rocchio.....740-699-2130 | Jack Regis.....740-699-2155 |
| Clerk of Courts | Dog Warden |
| Cynthia Fregiato.....740-699-2169 | Lisa Duvall.....740-695-4708 |
| Coroner | Water and Sewer District Director |
| Dr. Troy W. Balgo.....740-699-1000 | Kelly Porter.....740-695-3144 |
| Engineer | Department of Job and Family Services Interim Director |
| Terry D. Lively, P.S., P.E.....740-699-2160 | Mike Schlanz.....740-695-1075 |
| Prosecutor | Mental Health Recovery Board |
| Dan Fry.....740-699-2771 | Jayn Devney.....740-695-9998 |
| Recorder | Board of Developmental Disabilities |
| Mary C. Nixon.....740-699-2140 | Steve Williams.....740-695-0407 |
| Sheriff | Emergency Management Director |
| Dave Lucas.....740-695-7933 | David Ivan.....740-695-5984 |
| Treasurer | Port Authority Director |
| Kathy Kelich.....740-699-2145 | Larry Merry.....740-695-4397 |
| Court of Common Pleas: General | GIS Department |
| Judge Frank Fregiato.....740-699-2137 | Anthony Atkins.....740-526-9306 |
| Judge John Vavra.....740-699-2138 | Veterans Service Office |
| Court of Common Pleas: Probate and Juvenile | Cindy Maupin.....740-325-1042 |
| Judge Albert Davies.....740-699-2141 | Senior Services of Belmont County |
| Divisional Courts | Gary Armitage.....740-695-4142 |
| Judge Eric Costine, Western Court.....740-695-2875 | 911 Emergency Services |
| Judge David Trouten, Eastern Court.....740-676-4490 | Bryan Minder.....740-695-9104 |
| Judge Chris Berhalter, Northern Court.....740-676-4490 | |



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To: Belmont County Employees

From: Belmont County Commissioners

Date: March 17, 2020

Subject: Actions taken for county-owned building usage from March 18 until further notice

FREQUENTLY ASKED QUESTIONS (FAQS)

1) What is Coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

2) What can I do to help prevent the onset and/or spread of the COVID-19?

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Avoid shaking hands.
- Stay home when you are sick.
- Cover your cough or sneeze with your arm or inner elbow.
- Clean and disinfect frequently touched objects and surfaces using household cleaners and EPA-registered disinfectants that are appropriate for the surface, following label instructions.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing.
 - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - Always wash hands with soap and water if hands are visibly dirty.

Stay informed. Follow public health advice. Refer to the Center for Disease Control and Prevention website at www.cdc.gov.

3) If the entire County is closed due to a COVID-19 outbreak, am I going to get paid, and how?

Yes, if the County closes operations due to an outbreak, fulltime employees will receive a paycheck. How you get paid depends on where the payroll process stands within a pay period. If payday is approaching and current pay period entries are complete, payroll will be issued as normal. However, if payday is approaching but current pay period entries are not complete, full-time employees will be issued the default value of 80.0 or 75.0 regular hours, based on your regular schedule. Part-time employees may not receive a paycheck until pay period entries of their actual time worked are complete. As necessary for any employee, adjustments will be processed during the next possible pay period.



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4) Am I subject to being assigned to different work hours, shifts and/or locations?

Yes, for various reasons in a Declared Emergency (building closure, operational/functional need, etc.) we all may be required to work different hours, shifts and/or locations.

5) If an employee appears ill, can a supervisor inquire about the nature of the employee's illness?

No. A supervisor can neither solicit the nature of the illness nor request additional information related to the illness. That information must be volunteered by the employee. Supervisors who observe an employee who appears ill, should ask the employee if he/she is feeling well and encourage the employee to go home if he/she is sick.

6) If I am sent home from work due to COVID-19, or if I stay home due to COVID-19, how will I be paid?

First, stay home if you are experiencing flu-like symptoms. Use appropriate leave with proper approval pursuant to the terms of all collective bargaining agreements and/or the Belmont County Personnel Policy. In such cases, you will use sick leave. Other available leave may be used if and/or when sick leave is exhausted. Paychecks will continue to be processed through the Auditors office.

7) What if I do not have sufficient leave to cover my absence due to an incident of COVID-19, can I take unpaid leave?

In the event sufficient leave is not available, the Appointing Authority shall approve unpaid leave. Employees will not be disciplined for being absent without leave for a COVID-19 related event.

8) Although I am still employed, if I am directed to stay home and have no available leave, am I eligible for unemployment?

No.

9) My child's school/day care is closed due to COVID-19, and my child is not sick. I have no other child care arrangements. Can I bring the child to work with me?

No. Use appropriate leave with proper approval pursuant to the terms of all collective bargaining agreements and/or Belmont County Personnel Policy. If no leave is available, promptly notify your supervisor of the reason for your absence and provide verification of school or facility closure. In such cases, employees will not be disciplined for being absent without leave.

10) During the COVID-19 outbreak can my supervisor cancel my vacation leave that has already been approved?

Yes. Your Appointing Authority or designee has the authority to cancel any pre-approved vacation requests.



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11) Does FMLA apply if: a) I contract COVID-19, b) my spouse or child contracts COVID-19 and I stay home to care for him/her?

Yes, for eligible employees, it is likely that confirmed cases of COVID19 will qualify under FMLA.

12) If I have a family member at home who is sick with COVID-19, should I go to work?

No. Household contacts will be asked to quarantine for 14 days. Your local public health jurisdiction will contact you for further guidance.

13) Does my supervisor have to approve my request to telecommute if there is a COVID-19 outbreak?

No. The Appointing Authority or designee shall make the determination for employees telecommuting.

14) What assistance is available to me to help me cope with the emotional impact of a COVID-19 outbreak?

The County provides resources to help employees cope with these types of life events through its Employee Assistance Program (EAP) at 740-695-9980 or 800-354-4357.

15) Will my County-sponsored healthcare plan cover medical expense associated with treatment for COVID-19?

Yes. You will have the same coverage that is currently available for any emergency or non-emergency illness.

16) What should I do if I am a high-risk employee, as defined by the CDC?

Talk to your Appointing Authority or designee about alternative work arrangements.

Additional Sources of Information:

Ohio Department of Health Hotline

1-833-4-ASK-ODH

(1-833-427-5634)

www.cdc.gov/COVID19

www.Coronavirus.ohio.gov

www.belmontcountyhealth.com