

**ADAMS COUNTY  
BOARD OF COMMISSIONERS  
Resolution 2020 - 3**

**SHORT TITLE: A RESOLUTION TO ADAMS COUNTY DEPARTMENTS DURING THE TERM OF THE PUBLIC HEALTH DISASTER EMERGENCY ISSUED BY THE GOVERNOR OF THE STATE OF INDIANA UNDER EXECUTIVE ORDER 20-02**

WHEREAS, the Coronavirus Disease 2019 (“COVID – 19”) is a rapidly spreading virus that is transmitted from human to human and its symptoms can range from fever, cough, acute respiratory distress, pneumonia or death;

WHEREAS, on January 30, 2020, in response to COVID – 19, the World Health Organization declared a Public Health Emergency of International Concern;

WHEREAS, on January 31, 2020, in response to COVID – 19, the Health and Human Services Secretary declared a public health emergency for the United States;

WHEREAS, on March 6, 2020, in response to COVID – 19, the Governor of the State of Indiana, pursuant to Ind. Code §10-7-3 et. seq. declared a public health disaster emergency exists in Indiana under Executive Order 20-02;

WHEREAS, the County of Adams, Board of Commissioners, in response to COVID – 19, and in order to provide guidance to Adams County Departments, other Adams County Agencies, and tenants located within the Adams County Service Complex, located at 313 West Jefferson Street in Decatur, the Adams County Highway Department and the Adams County Golden Meadows Home (hereinafter referred to as “County Offices”), desires to adopt this Resolution regarding temporary business operations at the County Offices;

WHEREAS, this Resolution is temporary and shall remain in effect until the Governor of the State of Indiana lifts or terminates the public health disaster emergency identified in Executive Order 20-02;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the County of Adams, State of Indiana, hereby enacts this Resolution No. 2020-3, and, that:

(A) Office Operations Policies.

- a. Post Notice on Office Doors and Building Entrance. Department Heads for Adams County Departments shall post notices on the doors to their offices informing the public that all **non-essential** person-to-person contact is SUSPENDED. Include a telephone number and email address on the notice which the public can use to make inquiry to the Department.
- b. Alternate Public Contact. Encourage the public to contact their offices by telephone, email or fax and include the contact information for the Department on the notice so the public can schedule a person-to-person appointment if a person-to-person appointment is necessary. Individuals requesting an in-person appointment will be required to answer health screening questions as a condition of the visit and subject to the approval of the Adams County Health Nurse.
- c. Building Entrances. The Adams County Board of Commissioners will prepare and post a notice at the building entrances of County Offices informing the public of these temporary procedures.
- d. Clean Office Surfaces. After a member of the public has been in a Department, staff should use cleaning supplies to wipe down any surfaces where the person has been within the Department office.

(B) Continuation of Business.


- a. County Offices will remain open during regular hours until further notice by the Commissioners or executive order by the Governor of Indiana or State Department of Health. Interaction with the public should be limited to communication by phone, mail, email or fax unless in person contact is necessary in the discretion of the Department Head. Department Heads and employees are asked to continue to provide service to the public as best as possible while minimizing in person contact with the public. The Department Heads are asked to use their best judgment in conducting business within their respective offices.
- b. Employees are asked to take their temperature each morning before reporting to work. Any employee experiencing fever or symptoms of the COVID-19 virus described the Centers for Disease Control (CDC) should report the information to their Department Head before coming to work.

(C) Exclusion: This Resolution 2020 – 3, does not apply to the Adams Circuit Court, Adams Superior Court, the offices of the Adams County Prosecutor, Adams County Probation, Adams County Public Defender, Adams County Community Corrections and the Adams County Sheriff's Department and Detention Center. Procedures for continuation of Business and in person contact in these offices will be determined by the Judge of the Adams Circuit Court, the Judge of the Adams Superior Court, the Adams County Prosecutor and the Adams County Sheriff, respectively.

(D) Effective Date: The procedures described in this Resolution shall go into effect beginning Monday, March 23<sup>rd</sup> at 8:00 a.m. and will remain in effect until further notice by the Adams County Board of Commissioners.

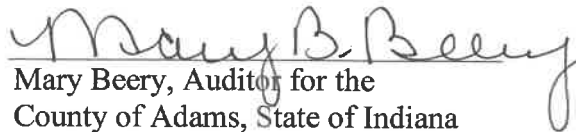
**ADOPTED**, by the Board of Commissioners, County of Adams, State of Indiana, this 20<sup>th</sup> day of March, 2020, at 1:00 PM.

BOARD OF COMMISSIONERS  
COUNTY OF ADAMS, STATE OF  
INDIANA

  
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Kim Fruechte

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Rex Moore

  
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Doug Bauman

ATTESTED:   
Mary Beery, Auditor for the  
County of Adams, State of Indiana