

BROOKE COUNTY COMMISSION EMERGENCY POLICY DECLARATION
COUNTYWIDE STATE OF EMERGENCY

Public Access and Employee Attendance

WHEREAS, ON March 11, 2020, the World Health Organization declared the Coronavirus to be a worldwide pandemic; and

WHEREAS, the Brooke County Commission takes notice that on March 13, 2020, the President of the United States declared a National Emergency; and

WHEREAS, the Governor of the State of West Virginia, on Friday, March 13, 2020, all public and private schools closed until at least March 27, 2020; and

WHEREAS, several neighboring states have ordered the closure of schools, restaurants, and other establishments, in effort to curb the spread of the COVID-19; and,

WHEREAS, both state offices and surrounding municipal and county governments have restricted access to or closed public building; and

WHEREAS, the Governor of the State of West Virginia, on Monday, March 16, 2020, declared a State of Emergency for the entire state of West Virginia; and

WHEREAS, several neighboring states have experienced positive cases of the COVID-19 virus; and

WHEREAS, the spirit of the policy declaration is obvious and based on best practices and scientific and medical recommendation, the guidance of the CDC, and President Trump's updated guidelines, "15 Days to Slow the Spread" issued on March 16, 2020; and

WHEREAS, and the Commission has been determined the action contemplated herein to be in the best interest of the public welfare, public employees, and our children; and

THEREFORE, the General Purpose of the policy is as follows:

1. To provide guidance to the Public and to establish attendance protocols for Brooke County Elected Officials and employees during the COVID-19 pandemic.
2. To establish emergency personnel policies needed to safeguard both the public and County employees.
3. To establish a policy for employees that are unable to attend work due to the statewide closure due to COVID-19 related illness or potential exposure.

Public Access the Brooke County Courthouse and County Buildings:

1. Unless changed by further notice the County Courthouse will remain open regular hours, 9:00am to 5:00pm, Monday through Friday.
2. The County Courthouse will be closed on Saturdays until further notice.
3. The **PUBLIC** will **ONLY** have access regarding **ESSENTIAL BUSINESS** through **appointment only**. Please call before visiting to determine if your business is essential and if you need an appointment. If business can be conducted by mail, phone, or on-line, please use those options.
4. There will be drop boxes located in the main entrance of the Courthouse for each office, we are encouraging everyone to utilize these boxes for anything that they would like to drop off to any of these said offices. All drops boxes will be taken care of in a timely fashion.
5. Contact information: Welcome to Brooke County website brookewv.org

Sheriff Department	304-737-3660	opt #1
Tax Department	304-737-3663	
Assessor	304-737-3667	
County Clerk	304-737-3661	
Circuit Court	304-737-3662	
Health Department	304-737-3665	
Magistrate Office	304-737-1321	

6. Courthouse Security will be replaced with a Deputy/Deputies beginning March 20, 2020 through April 3, 2020.

General Attendance

1. Each Clerical Department will rotate shifts or work as a skeleton crew. This will be under the Department heads desecration. This DOES NOT pertain to the Sheriff's Department, Ambulance or 911 Communication Center.
2. All full-time employees will be paid their regular salary.
3. All part-time employees will be paid based on their most previous pay received.

Implementation

1. **This Policy will be effective March 20, 2020 through April 3, 2020 or until modified by the Brooke County Commission.**

Dated this 19th day of March, 2020.

Brooke County Commission

Timothy R. Ennis, President

Stacey Wise, Commissioner

Andrew J. Thomas, Commissioner

Teste:

Kimberly M. Barbetta, Clerk