



DELAWARE COUNTY *Ohio*

The Delaware County Board of Commissioner’s Office is in receipt of the Director of Ohio Department of Health’s Order dated March 22, 2020 that All Persons Stay at Home unless engaged in Essential Work or Activity to help prevent the spread of a contagious or infectious disease. The Order outlines that people may leave their home or residences only for essential activities, essential government functions or to participate in essential businesses and operations. The Order also outlines that people that leave their homes or residents for these essential functions shall do it accordance with social distancing requirements as outlined.

The following document has been prepared to outline the services of each department under the Board of Commissioners, identify the services that are essential per the Director of ODH’s order and the employees and/or contractors that will be performing those essential government function. The following Delaware County positions are designated as a critical to the Board of Commissioners operations, whose presence is required regardless of the existence of an emergency condition, and whose absence from duty could endanger the safety and well-being of those in Delaware County.

Department	Business Functions	Essential Functions/Staffing	Modified Practices/Procedures
911	<ol style="list-style-type: none"> 1. Public Safety Answering Point (PSAP) for Delaware County that receives and processes 911 calls from the residence, guests and people traveling through Delaware County; 2. Dispatches public safety responders to the emergency locations in the County; 3. Provides emergency first responder communications link between the public and public safety entities including law enforcement, fire department and emergency medical service providers; and 	<p>All Functions of the Department are Essential Government Functions per Section 10 of the Order</p> <p>All Staffing is Considered Essential</p>	<ul style="list-style-type: none"> ➤ Implemented social distancing practices as required per Section 15 of the order; ➤ Center operating under restricted access to non-911 employees; and ➤ Maintain social distancing in the 911 center and maintain the back-up center to only activate in an emergency.

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	<ol style="list-style-type: none"> 4. Processes radio communications for public safety responders, and maintains detailed records of such traffic. 		
Code Compliance	<ol style="list-style-type: none"> 1. Respond to and investigate complaints/unsafe buildings; 2. Respond to and investigate damage caused by disasters; flood, wind, tornado, etc; 3. Perform plans examination of submitted construction documents for renovation work and new construction of housing and commercial businesses; 4. Issue permits; and 5. Perform inspections as required by individual projects. 	<p>Department functions 1 and 2 are considered essential government functions per section 10 of the Order</p> <p>Department functions 3, 4, and 5 are considered essential for new construction because they support essential infrastructure per section 9 of the Order</p> <p>All Staffing is considered essential but some employees may be placed in at-home, on-call status depending on the volume of work associated with functions 3-5</p>	<ul style="list-style-type: none"> ➤ Implemented social distancing practices as required per Section 15 of the order; ➤ Utilizing telework and alternate communications tools as available; ➤ Suspending inspections on projects that are within an existing, occupied structure; and ➤ Continuing with plans examination, permits and inspections for essential infrastructure and businesses. This includes Housing and Commercial development for essential businesses as identified within the Ohio Department of Health’s guidelines.
Commissioner’s Office	<ol style="list-style-type: none"> 1. Commissioners have delegated Emergency Authority to County Administrator to carryout essential business functions during the event. 2. Development and implementation of temporary operations plan. 3. Communication to the public and employees on implementation of 	<p>All Functions of the Department are Essential Government Functions per Section 10 of the Order</p> <p>County Administrator, Deputy County Administrator, and Communications Staffing are considered essential.</p> <p>Commissioners and Clerks are considered essential staff but are</p>	<ul style="list-style-type: none"> ➤ Implemented social distancing practices as required per Section 15 of the order; ➤ Utilizing telework to the fullest extent; and ➤ Weekly commissioner meetings have been reduced by 50% and limit of 10 people present has been implemented.

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	<p>declaration of an emergency and temporary operations plan; and</p> <p>4. Weekly Commissioner Meetings to conduct necessary business.</p>	<p>teleworking for a majority of their time</p>	
<p>Child Support Enforcement Agency</p>	<ol style="list-style-type: none"> 1. Accepts and processes Child Support application and court orders; 2. Establishes support orders, modification and enforcement of existing orders; and 3. Enforcement through letters, withholdings orders, license suspension, liens, seizing of bank accounts, civil and criminal court actions, attaching tax refunds and lump sums, and passport denial. 	<p>All Functions of the Department are Essential Government Functions per Section 10 of the Order</p> <p>All Staffing is considered essential but some employees may be placed in at-home, on-call status depending on the volume of work associated with functions 1-3</p>	<ul style="list-style-type: none"> ➤ All genetic testing for April has been rescheduled; ➤ Implemented social distancing practices as required per Section 15 of the Order; ➤ All non-essential events, meetings and programs are suspended until further notice; ➤ Utilizing telework as applicable; ➤ Essential meetings and hearings conducted via conference call, webinar, etc; and ➤ Exterior building drop box for documents currently being utilized.
<p>Dog Shelter</p>	<ol style="list-style-type: none"> 1. Responds to calls and complaints regarding stray and vicious dogs from citizens, 911 emergency dispatch, law enforcement, and other animal control officers, as necessary; 2. Captures and impounds stray and vicious dogs; 3. Reviews registrations of dogs as necessary and enforces dog control and licensing laws; and 	<p>All Functions of the Department are Essential Government Functions per Section 10 of the Order</p> <p>All Staffing is considered essential but some employees may be placed in at-home, on-call status depending on the volume of work associated with functions 1-4</p>	<ul style="list-style-type: none"> ➤ Implemented social distancing practices as required per Section 15 of the Order.

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	<ol style="list-style-type: none"> Makes court appearances regarding violators of Ohio dog ownership laws. 		
Economic Development	<ol style="list-style-type: none"> Works with businesses and developers to secure financial incentives for existing businesses as well as new construction for future commercial development; Market existing “shovel ready” development sites in Delaware County; Helps identify infrastructure funding to support new commercial and industrial development in Delaware County; and Business retention and workforce development efforts for existing companies in Delaware County. 	<p>The Economic Development Director is considered essential staffing to support Essential Business and Operations and Essential Infrastructure per Sections 9 and 12 of the Order</p> <p>The remaining staffing is considered non-essential but has been placed in an at-home, on-call status and will telework when the need arises</p>	<ul style="list-style-type: none"> ➤ Implemented social distancing practices as required per Section 15 of the Order; ➤ Entire staff is teleworking during this period; and ➤ Increasing business retention efforts and identification of new funding programs to help businesses through this significant economic changes because of COVID-19.
Emergency Management Agency	<ol style="list-style-type: none"> Organizes resources and community partners in time of declared emergency; and Serves as centralized location for emergency crisis communications. 	<p>All Functions of the Department are Essential Government Functions per Section 10 of the Order</p> <p>All Staffing is Considered Essential</p>	<ul style="list-style-type: none"> ➤ Center operating under restricted access; and ➤ Implemented social distancing practices as required per Section 15 of the Order. ➤
Emergency Medical Services	<ol style="list-style-type: none"> Responds immediately to emergency calls dispatched from the 911 center to provide appropriate pre-hospital medical care to the residents of Delaware County; and Transports patients to the hospital and emergency room in need of emergency medical care. 	<p>All Functions of the Department are Essential Government Functions per Section 10 of the Order</p> <p>All Staffing is Considered Essential</p>	<ul style="list-style-type: none"> ➤ Reduce potential exposure to EMS personnel through the use of personal protective equipment and development of an interim operations plan; ➤ EMS will ONLY allow riders in the ambulance to the hospital that are parents of minors, translators, or required for medical equipment use; ➤ Implemented social distancing practices as required per Section 15 of the Order; and

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			<ul style="list-style-type: none"> ➤ Closed stations to all non-EMS staffing.
Records Center	<ol style="list-style-type: none"> 1. Ensures that all records are properly stored, according to law and regulations; 2. Prepares files to be filmed and microfilms records; and 3. Retrieves and re-files all files and process requests for records. 	<p>The office is not considered an essential government function</p> <p>All staff is considered non-essential and has been placed in an at-home, on-call status and available if the need arises</p>	<ul style="list-style-type: none"> ➤ Implemented social distancing practices as required per Section 15 of the Order.
Regional Sewer District	<ol style="list-style-type: none"> 1. Operation of wastewater treatment and collection facilities in accordance with NPDES permits and the Ohio EPA requirements; 2. Maintains treatment and collection facilities in a manner that provides for safe and reliable operation; 3. Reviews plans for new construction of residential and commercial development and issues permits; 4. Performs inspection on sewer line construction and testing; and 5. Collects fees for construction activities and monthly service. Provides customer service on account service and payments. 	<p>Department functions 1 and 2 are considered essential government functions per section 10 of the Order</p> <p>Department functions 3 and 4 are considered essential for new construction because they support essential infrastructure per section 9 of the Order</p> <p>All Staffing is considered essential but some employees may be placed in at-home, on-call status depending on the volume of work associated with functions 1-5 and rotate in shifts to maintain operation or telework as applicable</p>	<ul style="list-style-type: none"> ➤ Implemented social distancing practices as required per Section 15 of the Order; ➤ Plan and permit reviews are continuing via teleworking; and ➤ Online and telephone payment options available; customer service currently being provided by teleworking.
Facilities Custodial Staff	<ol style="list-style-type: none"> 1. Cleans, sanitizes, and stocks restrooms with paper products and supplies as needed. 	<p>All Functions of the Department are Essential Government Functions per Section 10 of the Order</p>	<ul style="list-style-type: none"> ➤ Implemented social distancing practices as required per Section 15 of the Order.

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Facilities Maintenance & Mechanical	<ol style="list-style-type: none"> Diagnoses, services and repairs county vehicles; Maintains proper preventative maintenance on county vehicles; and Performs routine maintenance, including preventative duties and repairs to electrical, plumbing, heating and air conditioning equipment. 	<p>All Functions of the Department are Essential Government Functions per Section 10 of the Order</p> <p>All Staffing is considered essential but some employees may be placed in at-home, on-call status depending on the volume of work associated with functions 1-3</p>	<ul style="list-style-type: none"> ➤ Implemented social distancing practices as required per Section 15 of the Order.
Facilities Mailroom	<ol style="list-style-type: none"> Pickup, sort, and deliver incoming County mail. Process outgoing mail and delivery to post office. 	<p>All Functions of the Department are Essential Government Functions per Section 10 and 12, of the Order</p>	<ul style="list-style-type: none"> ➤ Implemented social distancing practices as required per Section 15 of the Order.
Public Defender Office	<ol style="list-style-type: none"> Reviews and determines initial indigent eligibility for customers; and Assigns cases to attorneys based on rotating schedule as identified by each court. 	<p>All Functions of the Department are Essential Government Functions per Section 10 of the Order</p> <p>Staffing is considered essential</p>	<ul style="list-style-type: none"> ➤ Implemented social distancing practices as required per Section 15 of the Order; and ➤ Utilize telework as applicable.
Human Resources	<ol style="list-style-type: none"> Provides technical assistance to management and staff regarding personnel, labor and employment matters, including but not limited to: interpreting ADA, FLSA, FMLA, Civil Rights, Employee Policy Manual, Standard Operating Procedures, etc.; Works with hiring managers to coordinate their staffing and hiring needs through the recruitment process; 	<p>All Functions of the Department are Essential Government Functions per Section 10 of the Order</p> <p>All Staffing is considered essential but some employees may be placed in at-home, on-call status depending on the volume of work associated with functions 1-4 and other have been assigned to telework</p>	<ul style="list-style-type: none"> ➤ Implemented social distancing practices as required per Section 15 of the Order; ➤ Utilizing telework as applicable; ➤ Non-essential employee hiring has been frozen to reduce recruiting and retention efforts; ➤ All non-essential events, meetings and programs are suspended until further notice; and

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	<p>3. Manages all communication with candidates; and</p> <p>4. Assists employees with benefits, wellness, and life insurance programs.</p>		<ul style="list-style-type: none"> ➤ Essential events, meetings and programs should be conducted via conference call, webinar, etc.
Job & Family Services	<p>1. Responsible for public assistance programs to include the following:</p> <ul style="list-style-type: none"> - Workforce Development - Child and Adult Protective Services - Adoption - Family Supportive Services such as PRC, Kinship, and CCMEP - Medicaid Program - Food and Cash Assistance - Child Care 	<p>All Functions of the Department are Essential Human Service Operations per Section 8 of the Order</p> <p>All staff are essential however, the in-office staffing shall be minimal with most teleworking and others being placed in at-home, on-call status</p>	<ul style="list-style-type: none"> ➤ Implemented social distancing practices as required per Section 15 of the Order; ➤ All non-essential events, meetings and programs are suspended until further notice; ➤ Utilizing telework as applicable; ➤ Exterior building drop-box currently being used to receive documents; ➤ For SNAP/CASH or Medicaid questions, the client shall call the Shared Services phone number; ➤ Questions regarding Long Term Care/Waiver cases, PRC, CCMEP, Work Activities, Protective Services, Childcare, Ohio Means Jobs, etc. may call the agency's main phone number or staff's direct extension. Desk phones have been set to transfer calls to staff cell phones for employees working remotely. Voicemail will be checked and calls will be returned promptly; ➤ Workforce Development/WIOA staff will not conduct face-to-face interviews. Clients will be encouraged to utilize telephone, email, skype, or mail to

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			<p>complete applications, interviews, follow-up, etc;</p> <ul style="list-style-type: none"> ➤ OhioMeansJobs resource room is currently closed until further notice. Clients are encouraged to utilize https://jobseeker.ohiomeansjobs.monster.com ; ➤ Child Care will follow protocol established by ODJFS. Face-to-face contact should be avoided when possible. Clients will be encouraged to utilize telephone, email, skype, or mail to complete applications, interviews, follow-up, etc; and ➤ Protective Services, including Children Services and Adult Protective Services work will continue as normal utilizing prevention protocols established by ODJFS, CDC and Health District.
Delaware County Essential Contractors	<ol style="list-style-type: none"> 1. All contractors that support Delaware County essential functions, such as: <ul style="list-style-type: none"> - Safety & Security - Safety Services Software, Technological and Operational support services - Construction inspection and design support services - Critical trade contracted support services 	Contracted	<ul style="list-style-type: none"> ➤ In Accordance with All Functions of the Department are Essential Government Functions per Section 10 of the Order.