



County Engineer

DELAWARE
COUNTY *Ohio*

The Delaware County Engineer’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
County Engineer - Administration, Engineering and Operations	1. Operation and maintenance of county roads and drainage infrastructure 2. Review and issuance of permits for required work in the public right of way relating to construction, reconstruction or maintenance of utilities, driveways, ditches and drainage systems	Department functions 1 and 2 are considered essential government functions per section 10 of the Order. Department functions 3 and 4 are considered because they support essential infrastructure per section 9 of the Order.	<ul style="list-style-type: none"> ➤ Implementation of social distancing practices as required per Section 15 of the Order; ➤ Reduction of staff in offices through daily or weekly rotation of available staff, call-in only and avoiding or minimizing use of common spaces; ➤ Field employees required to report directly to outdoor

Department	Business Functions	Essential Functions/Staffing	Modified Practices/Procedures
	<p>3. Surveying, planning, design, review, management, inspection and testing of public road construction projects or county property improvements, except buildings</p> <p>4. Review of plans for public roads and drainage infrastructure associated with residential and commercial developments</p>	<p>All Staffing is considered essential but employees may be placed in schedule rotation with reduced staffing levels or telework as applicable.</p> <p>Private contractors and consultants engaged in functions 2, 3 and 4 are considered essential as determined by their employer.</p>	<p>jobsite(s) and to avoid unnecessary entry into buildings;</p> <ul style="list-style-type: none"> ➤ Infrastructure design, management, review and permitting by teleworking; ➤ Electronic submittals, drop boxes, online and telephone payment options are available
<p>County Engineer - Tax Map Department</p>	<p>1. Review and approval of surveys and legal descriptions for purposes of land conveyance</p> <p>2. Maintain official county tax map records</p>	<p>Department functions 1 and 2 are considered essential government functions per section 10 of the Order.</p> <p>All Staffing is considered essential but employees may be placed in schedule rotation with reduced staffing levels or telework as applicable.</p> <p>Private contractors and consultants engaged in function 1 are considered essential as determined by their employer.</p>	<ul style="list-style-type: none"> ➤ Implementation of social distancing practices as required per Section 15 of the Order; ➤ Reduction of staff in offices through daily or weekly rotation of available staff and avoiding or minimizing use of common spaces; ➤ Customer service currently being provided by teleworking; ➤ Electronic submittals, drop boxes, online and telephone payment options are available