



STEUBEN COUNTY BOARD OF COMMISSIONERS

Lynne Liechty
North District

James A. Crowl
Middle District

Ronald L. Smith
South District

Date: May 1, 2020

To: Department Heads

From: Steuben County Commissioners

Due to the fact Governor Eric Holcomb has created a plan to start reopening the State of Indiana. We have determined the following:

Monday, May 4, 2020

- All employees are to return to work and are expected to work their regular shift.
- Department heads shall determine which, if any, employees may continue to telework.
- The Health department will distribute masks to Department Heads for their employees. Personal face masks may also be worn.
- Department Heads must determine how to service the public starting on May 11, 2020.
- Emergency Sick and Emergency FML leave is available, if applicable.
- The Health Department will be conducting temperature checks for all employees on Monday & Tuesday between 7:45 a.m. and 8:15 a.m.
- Employees are encouraged to bring their lunches. We are working to have food trucks available outside the Community building.
- Social distancing must be adhered to. Continue to limit 10 people in a gathering.

Monday, May 11, 2020

- County Buildings will open to the public by appointment only; however, doors will remain locked.
- Social distancing must be adhered to.
- Employees and members of the public must wear masks when entering the building and accessing high traffic areas (i.e restrooms).
- We are continuing to recommend employees bring their lunches so there are limited entries/exits to the building.

If you have any other questions, please visit www.backontrack.in.gov.

Again, please rest assured we are working diligently to keep our employees safe and healthy and appreciate everyone doing their part.

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