



**Christian County Commission**

100 West Church St, Room 100  
Ozark, MO 65721

**SCHEDULED**

**MEETING ATTACHMENTS (ID # 5151)**

Meeting: 03/17/20 10:25 AM

Department: County Clerk

Category: Meeting Items

Prepared By: Paula Brumfield

Initiator: Paula Brumfield

Sponsors:

DOC ID: 5151

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## Meeting Attachments

**ATTACHMENTS:**

- 031720 ORDER NO. 03-17-2020-01 DECLARATION OF STATE OF EMERGENCY DUE TO COVID-19 (PDF)
- 031720 CC PANDEMIC POLICY (PDF)

**ORDER OF THE  
CHRISTIAN COUNTY COMMISSION  
OZARK, MISSOURI**

DATE ISSUED: March 17<sup>th</sup>, 2020

SUBJECT: **Declaration of State of Emergency Due to Coronavirus**

**WHEREAS**, the Christian County Commission on this 17<sup>th</sup> day of March 2020, at a meeting duly called, noticed, and held, considers the matter of declaring a public health emergency to address the 2019 novel coronavirus (COVID-19); and

**WHEREAS**, on March 13, 2020 the Governor of Missouri declared a state of emergency exists in the State of Missouri to address the COVID-19 to prevent a substantial risk to public health and safety and on March 15, 2020 the Center for Disease Control and the Governor recommended the cancellation or suspension of public events with more than 50 people; and

**WHEREAS**, the Director of the Christian County Health Department has advised the Christian County Commission that there have been multiple confirmed positive cases of COVID-19 in our neighboring Greene County; and

**WHEREAS**, COVID-19 can result in mild or severe symptoms with the elderly population and those with serious underlying health conditions being most at risk from COVID-19, which in some cases may be fatal; and

**WHEREAS**, COVID-19 is highly contagious, and is spread through close contact between persons and respiratory transmission and poses a serious health risk for Christian County residents and visitors; and

**WHEREAS**, any large gathering of persons may accelerate the spread of infection in Christian County, Missouri and pose a risk to the health of our community; and

**WHEREAS**, the continued spread of COVID-19 constitutes a natural calamity and presents an imminent threat of wide-spread illness, which requires emergency action; and

**WHEREAS**, pursuant to Section 192.300 RSMo. and CSR 20-20.050(3), the Christian County Commission is authorized to promulgate orders intended to enhance the public health and prevent the entrance of infectious, contagious, communicable, or dangerous diseases, such as COVID-19, into the County, including, among other things, a declaration that a state of emergency exists in Christian County, Missouri, and the exercise of all emergency powers not otherwise in conflict with any rules or regulations authorized by the Department of Health or the Department of Social Services under Chapter 198, RSMo.

**NOW, THEREFORE**, on motion duly made and seconded, the question was called and Commissioner Bilyeu voted “yes”, Commissioner Robertson voted “yes”, and Presiding Commissioner Phillips voted “yes”, to adopt an Order declaring a state of emergency in Christian County effective March 17, 2020 to control the spread of COVID-19 to protect the safety and welfare of the citizens of Christian County, Missouri.

**IT IS FURTHER ORDERED** that due to the unique characteristics and the risks associated with the transmission dynamics of COVID-19, the clinical severity of COVID-19, the lack of vaccine or antivirals as treatment options, the inability to ensure social distancing and to prevent close contact among professional, social, cultural, entertainment, religious, or other special events where people are not separated by physical space of at least four (4’) feet, it is hereby declared unlawful for any person to organize or attend an intentional gathering of 50 people or more in a single space or room. All group events or gatherings of 50 people or more in Christian County, Missouri are prohibited from taking place during the duration of this Order.

**IT IS FURTHER ORDERED** that any person who organizes a gathering of 49 people or less shall take appropriate action to minimize risk to the greatest extent possible by implementing and enforcing mitigation measures, including but not limited to, social distancing, limiting the time period of gatherings, frequent cleaning of all surfaces, and posting of signs. This Order shall not apply to educational institutions, daycare facilities, places of employment, grocery stores, retail stores, municipal facilities, or any activity a Court of competent jurisdiction holds cannot constitutionally be closed in these specific circumstances.

This Order shall not apply within the city limits of any city municipality within Christian County, Missouri whose Mayor has issued a similar proclamation, resolution, or ordinance addressing the same emergency situation.

**IT IS FURTHER ORDERED** that Christian County Health Department may promulgate such mandatory or advisory rules, policies, and guidance as is necessary and appropriate to implement this Order. Mandatory rules and policies so promulgated shall have the force of law to the greatest extent permitted by Federal, State, and County law.

**IT IS FURTHER ORDERED** this state of emergency shall be effective at 5:00 p.m. on March 17<sup>th</sup>, 2020 and shall expire only upon further Order declaring the emergency no longer exists. A copy of this Order shall be filed in the office of the Christian County Clerk before 5:00 p.m. this date and copies of said order shall be printed and available for distribution to the public in the Office of the County Clerk.

ADOPTED BY THE CHRISTIAN COUNTY COMMISSION this 17<sup>th</sup> day of March 2020 at 10:39 o’clock A. m.

CHRISTIAN COUNTY, MISSOURI

DATED: 3/17/2020 yes

Ralph Phillips  
Ralph Phillips, Presiding Commissioner

DATED: 3-17-2020 yes

Hosea Bilyeu  
Hosea Bilyeu, Western Commissioner

DATED: 03-17-2020 YES

Mike Robertson BY CHAIR  
Mike Robertson, Eastern Commissioner

ATTEST:

County Clerk Certification

I certify that I am the County Clerk of Christian County, Missouri; that the foregoing document is a true, complete, and correct Order adopted by the Christian County Commission, Missouri on March 17<sup>th</sup>, 2020, as the same appears in the official records of the County, and the Order has not been modified, amended, or repealed, and is in full force and effect on the date hereof.

IN WITNESS WHEREOF, I have executed the Certificate and affixed the seal of the County of Christian, Missouri this 17<sup>th</sup> day of March 2020.

CHRISTIAN COUNTY CLERK:

Kay Brown  
KAY BROWN  
Christian County Clerk



## **Christian County Pandemic Declaration**

Business continuity planning for the County requires preparing for the full range of threats. One threat is the possibility of a pandemic event. A pandemic is defined as a global outbreak when a new virus is able to be transmitted between humans resulting in serious illness and death worldwide. A pandemic event could impact a large percentage of the population and could last for several weeks to a few months. Christian County recognizes the need to prepare for such an event to minimize its negative impact on both the County's employees and citizens.

### **Purpose**

The following procedures have been established in an effort to protect employees' health and safety while limiting the impact on services provided to Christian County citizens.

### **General Provisions**

This policy will be enacted when advised by the Christian County Health Department that a pandemic is imminent or as directed by the Christian County Commission. Each section of this policy may be implemented independently as directed.

### **Procedures**

#### ***Workforce Deployment***

Each Christian County department and office shall identify its own workforce deployment plan (within its own department) in the event of a declared pandemic event; however, in the event that it is necessary to deploy employees to work in other areas of the County, the following will apply:

1. For the duration of a pandemic event, Christian County will commit to working together to ensure critical services are provided to citizens. Critical services will be defined by the Commission based on criteria that includes timing, estimated duration, availability of vaccines, etc.
2. IF a need is identified in a critical area of the County, qualified employees from any location or classification can be assigned to perform the necessary work during the pandemic event, regardless of seniority.
3. For the duration of the pandemic event, qualified management employees may also perform work to ensure critical services are provided to citizens.
4. Supervisors need to take into account exempt and non-exempt employee status when transferring employees.

#### ***Vaccinations***

The Christian County Health Department with Emergency Management will provide and coordinate the available vaccines to Christian County employees. If a vaccine is available, the number of employees receiving the vaccine may be limited to the number of personnel required to maintain critical and essential services in the County.



Critical services (Category 1) are defined as those that are directly involved with daily public safety activities and must remain operational at all times. The defined departments and offices of Christian County to provide critical services include the Sheriff's Office/Jail (140), Highway Department (30), and the Office of Emergency Management (3).

Essential services (Category 2) are defined as the minimum level of service necessary to maintain very basic County operations and public services (Prosecuting Attorney, Commission, Auditor, Treasurer, Clerk, Public Administrator and Human Resources). Based on available supply, all non-critical services areas (Category 3; are those that need not be restored in full until the incident has passed and Category 1 and 2 services are operational) will receive vaccine allotments to cover up to 50% of their current staffing.

### ***Travel***

Essential work-related domestic travel by employees will be limited and must be approved by the Commission; nonessential work-related domestic travel will be eliminated for the duration of the pandemic event.

Based on the health risk to their families and co-workers, employees will be encouraged to limit personal travel.

Employees who have recently traveled to infested areas must advise Human Resources and must stay home for the designated incubation period. In addition, these employees must keep Human Resources updated of health status.

Upon the outbreak of a pandemic event, infected areas will be determined and a timeframe for employees to stay home after traveling to those areas will be defined.

### ***Pandemic Leave***

Once it becomes apparent that a pandemic is likely to affect the region, Christian County Department Heads and Office Holders will work with the Human Resources Department to document employees on leave.

Employees who cannot report to work due to illness must call their supervisor to report their absence prior to the start of their shift (normal office policies apply).

Employees who are ill will be sent home. If an employee calls out or is sent home due to illness, the supervisor must immediately report this to the Human Resources Department.

Any employee who is absent from work due to his/her own illness or an illness of his/her spouse, child, or parent during a declared pandemic event must first charge all accumulated sick leave and then vacation leave, which could also qualify under the 12 weeks of FMLA.

*In order to protect the healthy workforce, supervisors are encouraged to send home all employees that show symptoms.*



### ***Health Care Provider's Statement***

During a declared pandemic, employees will not be expected to submit a health care provider's statement verifying illness or expected return to work dates as outlined in the policy manual. This will allow community health care facilities to utilize resources for the most critically effected population. (Not including FMLA leave)

### ***Social Distancing***

Cancel non-essential in-person gatherings/meetings for the duration of the pandemic event. Essential meetings will be limited and will be attended by the fewest possible employees or held in a larger space than generally necessary for the size of the group. Precaution must be taken to avoid transmission of the virus by limiting frequency and types of face-to-face contact among employees and between employees and citizens. There are communication tools that need to be utilized to promote social distancing and decrease face-to-face contact with employees and citizens: including Voice Mail, Teleconferencing, and Email.

### ***Telework***

If a pandemic event is declared, Christian County Department Heads and Office Holders will decide which employees can be assigned to telework in order to reduce additional exposure and to ensure continued service to its citizens. Supervisors, or their designees, will be responsible for issuing all telework assignments. General responsibilities of supervisors and their teleworking employees are outlined below: Supervisor or designee will ensure that prior to any pandemic declaration any employee who may be assigned telework has the proper signed policies, equipment, accesses, and connections in place for employees to telework.

1. Supervisor or designee must set parameters for regular communications with his/her employees via email, conference calls, video-conference, online meetings, etc.
2. In order to telework, employees must have already completed any necessary training required in order to perform their duties from their residences.
3. Employees' work hours will generally be on the honor system based on a set work schedule; however, hours can be tracked while the employee is logged into the computer system as well.
4. Employees will be required to comply with all Christian County policies even though they are performing work from their residences.
5. Employees will be covered by all federal, state, and local laws while working from their residences and on their approved work schedule. Christian County is not responsible for any injuries to family members, visitors, and others in the employee's residence while working.
6. Any overtime must be pre-approved by the employee's supervisor. Christian County overtime policy applies as usual. Overtime as outlined in Christian County policies will apply to all non-exempt/hourly employees who telework.



### ***Personal Protective Practices***

Employees should wash their hands with soap and water or use a hand sanitizer to cleanse their hands. Any tools or equipment such as hand tools, gas detectors, or other items that may have been in contact with the public should also be disinfected. It is recommended that employees follow these same procedures when working in the more controlled environments within Christian County facilities.

Employees who utilize shared equipment or workstations must use a disinfectant to wipe down the equipment and surfaces before and after each shift. Examples include: telephones, keyboards, pens/pencils, desk tops, hand-held work equipment, or a vehicle's steering wheel.