

Charles Hall
Steve Stolte
Christiane Schmenk

County Office Building
233 West Sixth Street
Marysville, Ohio 43040-1526
www.co.union.oh.us



Tim Hansley, County Administrator
Letitia Rayl, Assistant County Administrator/
Budget Officer
Kelly Higgins, Clerk to the Board/
Office Assistant

Tel. 937-645-3012
Fax 937-645-3002

commissioners@co.union.oh.us

RESOLUTION NO.: 20-117

Coronavirus (COVID-19) Update - Actions Taken Concerning County Facilities and Commissioner's Office Staffing - March 17, 2020

To: Union County Office Holders and Department Heads
From: Union County Commissioners

The Union County Commissioners appreciate all that our citizens and county employees are doing to help slow the spread of the coronavirus (COVID-19). We know this is a worrisome time, but if we all work together, we will come through this.

The County is actively partnering with the Union County Health Department and our Emergency Management Agency (EMA) to minimize community spread of coronavirus. As you may be aware, and at the request of the Union County Health Commissioner Jason Orcena, the Emergency Operations Center (EOC) was partially activated last week to provide coordinated communication and management of this public health crisis.

The purpose of this memo is to communicate the steps that the Commissioners are taking as a county to slow down or reduce community spread of the coronavirus and provide guidance for your office. We expect to issue additional memos, as information becomes available to further these purposes.

Meetings and Events: The County supports Governor DeWine's goal to reduce exposure. Therefore, we are postponing a number of County meetings and events. The following facilities are temporarily closed until further notice for all non-County related events:

- Conference Rooms at the Union County Agriculture Building, 18000 St Rt 4
- Conference Rooms at the Union County Service Center, 940 London Ave. (including but not limited to CR A & B)
- Conference Rooms at the Union County Freedom Center, 835 East 5th Street
- Conference Rooms at the Union County Office Building, 233 West 6th Street (including but not limited to the Commissioners Hearing Room)
- Union County Veterans Auditorium

Commissioners Office: The Union County Commissioners Office will remain open for business; however, to limit exposure to the public and our staff, members of the public needing assistance should schedule appointments for necessary in-person access to the Commissioners Offices. To schedule an appointment or for general questions, please either call 937-645-3012 or email khiggins@co.union.oh.us.

If in-person access can be postponed, please do so. Many business activities can be conducted using technology. Our county website can be accessed at: <https://www.co.union.oh.us/>. Following the advice of Governor Dewine and medical experts some of our employees may be working from home part of the time to practice social distancing. We will make sure we have at least one individual in the office every day during the hours of 8 am – 4pm, Monday thru Friday to serve the public.



Charles Hall
Steve Stolte
Christiane Schmenk

County Office Building
233 West Sixth Street
Marysville, Ohio 43040-1526
www.co.union.oh.us



Tim Hansley, County Administrator
Letitia Rayl, Assistant County Administrator/
Budget Officer
Kelly Higgins, Clerk to the Board/
Office Assistant

Tel. 937-645-3012
Fax 937-645-3002

commissioners@co.union.oh.us

Records Center and Archives: The Union County Commissioners Records Center and Archives will remain open Tuesday, Wednesday and Thursday during the hours of 9:00 AM to 12:00 PM and 1:00 PM to 4:00 PM. All business activities for this department can be conducted using technology. Please email Stephen Badenhop, Records Manager and Archivist at sbadenhop@co.union.oh.us or call 937-645-4177.

Facilities Department: The Union County Facilities Department will remain open; however, they will be prioritizing responding to critical emergency issues in county buildings, general work orders and cleaning. Our maintenance and janitorial staff are taking every precaution possible to maintain a safe and clean environment. We are following the County Health Department's recommendations and will continue to do so. Please understand that the reduced facilities staff has increased the level of cleaning and the frequency; however, anything other County employees can do to assist with keeping areas sanitized within their respective offices would be appreciated.

The County Commissioners' primary concern is for the safety of our public and our employees. We will continue to keep in close contact with health officials to monitor the situation and to implement the best practices for this unique situation. We ask for your patience in helping us reduce the spread of coronavirus, and we appreciate all that our citizens and employees are doing to partner with us in this effort.

