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Broadwater County Commissioners  
Laura Obert, Chair ~ Mike Delger ~ Darrel Folkvord

**MEMO**

**To: Broadwater County Department Heads**  
**From: Broadwater County Board of County Commissioners**  
**Date: March 16, 2020**

Guidelines for Broadwater County Employees:

Elected Officials and Department Heads,

Yesterday, Broadwater County was declared a State of Emergency. This allows us to further protect you and your staff from potential COVID-19 exposure and contraction.

You may keep a skeleton crew in the office to ensure basic operations continue. You may close your door and require appointments. If meeting with a citizen, consider meeting at least 6' apart and going to a well-ventilated area – a hallway, for example.

When you arrive at work, clean your workstation and all surfaces, before you leave for the day, clean them again. And wash your hands often during the day, at least 20 seconds. Sneeze or cough into a tissue and throw it away immediately. Or, if you must, use your elbow.

If you are in an office alone, please follow the above guidelines – close your door, require appointments, clean your workstation and surfaces, wash your hands.

We encourage tele-work; you and your staff may work from home wherever it is possible. If a laptop, or other equipment, is needed see the Commissioners. We are working with DIS for equipment purchases and programming.

You must provide public contact, email and phone number. A sign on your door will suffice.

If you or your staff want to stay home, regardless of ability to work, the Commission has authorized personnel to use Administrative Leave during the State of Emergency due to COVID-

19. This will allow for staff to continue to be paid. This request must be approved by your Supervisor and approved by the Commission – email communication may suffice. If you are OK'd for Administrative Leave, you must stay home and limit social interaction. Otherwise, it defeats the purpose and the benefit could be lost for all staff.

If you are showing any signs of illness, stay home for the sake of your co-workers and all citizens!

*Broadwater County Commission*