

Board of Commissioners

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Clinton County Government COVID19 2020 Yellow Phase Re-opening Plans and Protocol

Effective Date: May 11, 2020

The County of Clinton has prepared its buildings and departments for a soft re-opening to the public based on Governor Wolf's yellow phase plan.

Where possible, county employees will continue to rotate on-site work hours and work from home when able. All furloughed employees will remain so until individual recalls are approved by the Commissioners.

Clinton County Government has not closed. Business operations have continued throughout the stay at home order and buildings were closed to the public. This plan is created to gradually begin the process of opening to the public and provide the protocol under which that will happen.

This plan will detail building and department operations beginning from the effective date until further notice. County business will continue to transpire Monday, Tuesday, Thursday, and Friday 8:00AM-5:00PM and Wednesday 8:00AM-12:30PM.

All public meetings will continue to be held on-line.

Each department within County Government is unique in the service it provides and the access that is needed by the public. The Commissioners have consulted with all departments and elected officials on their comfort level and ability to give minimal public access to county buildings.

Doors to county buildings will be unlocked and visitors will check in with security. The Garden Building will remain closed due to ongoing repairs from the water line break.

If the desired department is already serving an appointment, visitors without an appointment may be asked to wait in the lobby. Departments may meet visitors in lobby if the purpose of the visit allows.

The health and safety of our employees and our community are our priority.

This will serve as a living document and may be amended and/or updated at any time.

www.clintoncountypa.com

CLINTON COUNTY COMMISSIONERS
2 PIPER WAY, SUITE 300
LOCK HAVEN, PENNSYLVANIA 17745

All County of Clinton buildings will:

- Require a mask of **ALL** visitors and vendors of our buildings. Masks will not be provided to guests.
- Require a verbal and/or temperature screening of all visitors entering the building.
- Provide hand sanitizer at various locations throughout county buildings and specifically at public interaction areas.
- Provide protective barriers at public interaction counters and locations.
- Designate a housekeeping staff member to rotate throughout each building for continuous cleaning and focus on public interaction and high touch areas.
- Have posted signs about social distancing, hand washing, and other preventative measures as a reminder to staff and visitors.
- Prohibit public from roaming office to office.
- The County will not approve work place travel/training.
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All County of Clinton employees will:

- Report any symptoms or exposure of COVID19 to your immediate supervisor **PRIOR** to reporting to work. Do not arrive to work ill or knowing you have had possible exposure.
- Continue to practice social distance measures while working on site.
- Wear masks when meeting with co-workers or public guests. Employees will not be required to wear masks while alone in their offices.
- When able, meet visitors at main door to deliver or receive items. Encourage phone and email interaction before face-to-face meetings. Encourage items to be dropped off at our correspondence boxes located at each county building.
- Regularly wash hands and sanitize workspaces.
- Only one person in elevator at a time.
- Only one person in restroom at a time.
- No public or workplace meetings needing more than five people will be held in person.
- Social distance and masks must be worn when meetings with five or less people take place.
- Electronic platforms will be used for meetings of five or more employees and/or public.
- Do not share equipment needed to do your job. (Computer, office supplies, etc.) Shared copiers should have disinfectant available and hand sanitizer close by.
- Employees are expected to limit personal travel and continue to follow the guidelines of the CDC and Department of Health.
- Maintain the upmost concern for customer service and troubleshooting how best to help members of our community.
- The County will continue to adhere to the Employee Pandemic Response Policy updated on March 18, 2020

All Departments will:

- Work together to coordinate multi-office appointments for individuals needing multiple services.
- Notify visitors of the screening policies and other specifics prior to scheduled appointment.
- Inform building security personnel of appointments, both guest name and time expected. A form will be provided for consistency.

The Public will:

Wear a mask when entering all County buildings.

If a public visitor is unable to wear a mask due to a medical condition, please wait outside and a staff member will assist you.

Call or email for an appointment when direct service is required.

Use drop boxes on the front entrance of each building to deliver correspondence. If using drop box, place your items in an envelope and clearly mark the intended department.

Below is a chart of **Clinton County Government** department's contact information and their availability until further notice:

Department	Availability	Contact information
Assessment	By Appointment	assessment@clintoncountypa.com 570.893.4031
Auditors	By Appointment	auditors@clintoncountypa.com 570.893.4011
Children and Youth	No in-office meetings will be held. Staff will continue to monitor and respond to all reports. Staff will continue to provide case management and intake. Reach Out Mentoring – No group meetings will be held. Family Finding – No in-person meetings will be held. Independent Living – No programs will be held on site. Foster Care	cys@clintoncountypa.com Report a concern: 570.893.4100 Report a concern after normal business hours: 570.748.2936 (Comm Center) Childline: 800.932.0313 romp@clintoncountypa.com 570.893.2585 cys@clintoncountypa.com 570.893.2585 cys@clintoncountypa.com 570.893.2585 cys@clintoncountypa.com 570.893.4100
Commissioners	By Appointment Public meetings will continue to be held online.	commissioners@clintoncountypa.com 570.893.4000 Chief Clerk: 570.893.4043
Conservation District	By Appointment Please Call Ahead	conserve@clintoncountypa.com 570.726.3798

Coroner	By Appointment	coroner@clintoncountypa.com 570.748.5329
Courts	Courts will function under President Judge Miller's court order through May 31, 2020	commonpleas@clintoncountypa.com 570.893.4016
Correctional Facility	Closed to all visitors -Until Further Notice-	warden@clintoncountypa.com
Department of Emergency Services	Closed to all visitors -Until Further Notice-	commcenteradmins@clintoncountypa.com General questions: 570.893.4090 For non-emergency calls and reporting: 570.748.2936 All Emergencies: Dial - 911
District Attorney	By Appointment	da@clintoncountypa.com 570.893.4141
District Magisterial Judges	Closed to general public, as per court order. Payments must be made by mail or by E-Pay.	DJ #1 (Kibler/Lock Haven) 570.893.4086 DJ #2 (Maggs/Mill Hall) 570.726.4064 DJ #3 (Mills/Renovo) 570.923.9931
Domestic Relations	Will continue to operate under court order issued on March 18, 2020.	570.893.4050
GIS Geographic Information System	By Appointment	gis@clintoncountypa.com 570.893.4280
MIS Management Information System	By Appointment or Ticket	mis@clintoncountypa.com 570.893.4129

Penn State Cooperative Ext.	https://extension.psu.edu/clinton-county	abrunner@clintoncountypa.com 570.726.0022
Planning	By Appointment	planning@clintoncountypa.com 570.893.4080
Probation Adult & Juvenile	Will continue to operate under court order issued on March 18, 2020.	probation@clintoncountypa.com 570.893.4051
Prothonotary Clerk of Courts	<p>Filings will be accepted by email and fax.</p> <p>By Appointment:</p> <p>Attorneys & Staff use of public access computers by appointment on Monday, Tuesday, Thursday & Friday</p> <p>Abstractors & Researchers use of Microfiche & Records on Monday and Friday</p> <p>In Person Emergency filings accepted</p>	Prothonotary@clintoncountypa.com Phone: 570.893.4007 Fax: 570.893.4288
Register and Recorder Clerk of Orphans Court	<p>By Appointment</p> <p>Abstractors by Appointment Monday through Friday.</p>	regrec@clintoncountypa.com Phone: 570.893.4010
Sheriff	By Appointment	sheriff@clintoncountypa.com 570.893.4070
Treasurer	<p>By Appointment</p> <p>Taxes can be paid online or by mail. If you would like a receipt for mail in payment, please send a self-addressed stamped envelope with payment.</p> <p>Note:</p> <p>Fishing licenses may be purchased online at fishandboat.com.</p> <p>Boat launch permits are available online at pa.wildlifelicense.com</p>	treasurer@clintoncountypa.com 570.893.4005

Veterans Affairs	By Appointment	va@clintoncountypa.com 570.893.4339
Victim Witness	By Appointment	victimwitness@clintoncountypa.com 570.893.8353
Voter Registration	By Appointment Please go to votespa.com to register, change voting status, or request a mail in ballot.	voter@clintoncountypa.com 570.893.4019