

March 16, 2020

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The Chilton County Commission met in an Emergency Commission Meeting in the Chilton County Courthouse, in Clanton, Alabama, Monday, March 16, 2020. The following Commissioners were present: Allen Caton, Joe Headley, Steve Langston, Joseph Parnell, and Jimmie Hardee. Greg Moore and Matt Mims were absent. A quorum being present, Chairman Parnell opened the meeting for business at 9:00 a.m.

March 10, 2020

Those in attendance for today's meeting were:

Resolution to limit the number of members of the public to 10 people at any given time in the courthouse. The members of the public will be allowed access to the courthouse to take care of any emergency or essential business.

Commissioner Caton offered the following resolution seconded by Commissioner Hardee.

Resolution to table motion and suspend meeting until attorney advises.

Commissioner Caton offered the following resolution seconded by Commissioner Hardee and carried by a unanimous vote of this Commission. Greg Moore and Matt Mims were absent.

BE IT RESOLVED to table motion and suspend meeting until attorney advises.

Resolution to resume meeting and vote on previous motion.

Commissioner Caton offered the following resolution seconded by Commissioner Hardee and carried by a unanimous vote of this Commission. Greg Moore and Matt Mims were absent.

BE IT RESOLVED to resume meeting and vote on previous motion.

Resolution to establish a COVID-19 task force and appoint Joseph Parnell, Jimmie Hardee, Allen Caton, Sylvia Singleton, Roger Bates, Derrick Wright, and John Shearon with Steve Langston and Joe Headley as alternates.

Commissioner Hardee offered the following resolution seconded by Commissioner Caton and carried by a unanimous vote of this Commission. Greg Moore and Matt Mims were absent.

BE IT RESOLVED to establish a COVID-19 task force and appoint Joseph Parnell, Jimmie Hardee, Allen Caton, Sylvia Singleton, Roger Bates, Derrick Wright, and John Shearon with Steve Langston and Joe Headley as alternates.

Resolution to limit the number of members of the public to a one to one ratio in the Tag Office.

Commissioner Hardee offered the following resolution seconded by Commissioner Caton and carried by a unanimous vote of this Commission. Greg Moore and Matt Mims were absent.

BE IT RESOLVED to limit the number of members of the public to a one to one ratio in the Tag Office.

Resolution to work with Sheriff to provide a deputy to control traffic at the Tag Office as long as needed.

Commissioner Hardee offered the following resolution seconded by Commissioner Headley and carried by a unanimous vote of this Commission. Greg Moore and Matt Mims were absent.

BE IT RESOLVED to work with Sheriff to provide a deputy to control traffic at the Tag Office as long as needed.

March 16, 2020

Resolution to adopt the Chilton County COVID-19 Employee Communication as recommended by our attorney.

Commissioner Hardee offered the following resolution seconded by Commissioner Caton and carried by a unanimous vote of this Commission. Greg Moore and Matt Mims were absent.

BE IT RESOLVED to adopt the Chilton County COVID-19 Employee Communication as recommended by our attorney.

**Chilton County COVID-19
Employee Communication**

The Chilton County Commissioners (the "Commission") have been closely monitoring local, state, and federal updates regarding the Coronavirus (COVID-19). Our primary goal in this situation is to keep everyone safe and healthy while maintaining essential governmental operations and service to our citizens. The Commission is taking the following precautions to help ensure the safety of all employees, their families, and our citizens:

- Employees must notify the County Human Resource Director if you test positive for COVID-19 or if someone in your household tests positive for COVID-19;
- Employees who are asymptomatic, but who have had contact with someone who has tested positive for COVID-19, must notify the Human Resource Director;
- Employees who have any symptoms of acute respiratory illness or who have a fever should stay home at least 24 hours after they are symptom/fever free without the use of medication and must notify the Human Resource Director before their anticipated return to work;
- It is strongly recommended that employees adhere to the CDC's recommendation that all travelers, particularly those with underlying health issues, defer all cruise ship travel worldwide;
- Employees who in the last fourteen (14) days have traveled to or plan to travel to areas that are covered by the CDC's Level 2 and 3 Health Travel Advisory or who have taken or plan to take a cruise must notify the Human Resource Director. The countries currently included in the CDC's travel advisory include: China, Iran, South Korea, and most of Europe. Please err on the side of caution when reporting travel, and please consider reporting domestic air travel, as well.

For those who have tested positive or who have been exposed to the Coronavirus, we will be adhering to the CDC's guidance that those individuals must stay home for a period of 14 days.

If staying home (due to illness, having had close contact with someone who is diagnosed or due to the travel guidelines) creates a hardship, please contact your immediate supervisor. Our primary focus is

the health and safety of our Chilton County employees and our citizens, and the County Leaders will take measures to ensure that these necessary restrictions will not negatively impact your financial wellbeing.

In light of local school closures, we recognize that some of you may face difficulties securing childcare. If you must stay home to care for children, employees can use any available leave including sick, vacation or personal leave. If staying home to care for a child creates a hardship, please contact your immediate supervisor.

These guidelines and restrictions are applicable to all Chilton County employees.

The County's focus on a clean, hygienic workplace will continue. We have been and we will continue to routinely clean frequently touched surfaces, such as copiers, workstations, countertops, door knobs, etc. We remind all employees to continue to wash your hands frequently, cover coughs and sneezes with a tissue that you immediately dispose, avoid close contact with others, and clean and disinfect your work stations. We will continue to provide hand sanitizer in all offices, but we remind you that frequent handwashing with soap is the best way to minimize the spread of the virus.

As this develops, there may be other changes to our procedures and operations or information that we need to share with you. It is important that we have current and complete contact information for all employees. Soon you will be receiving a form to provide and/or update your contact information. Please fill out the form in its entirety and return it as instructed.

We appreciate your commitment to Chilton County and to our citizens.

March 16, 2020

Resolution to adjourn emergency meeting until next regular scheduled Commission Meeting on March 24, 2020.

Commissioner Hardee offered the following resolution seconded by Commissioner Langston and carried by a unanimous vote of this Commission. Greg Moore and Matt Mims were absent.

BE IT RESOLVED that being no further business to come before this Commission that this meeting be adjourned.

I, Joseph Parnell, Chairman for the Chilton County Commission, hereby certify the proceedings of this Emergency Commission Meeting of March 16, 2020 were entered into this Minute Book and a copy placed in the Office of the Chilton County Commission and a copy placed in a conspicuous place in the Courthouse on March 18, 2020.

JOSEPH PARNELL, CHAIRMAN

ALLEN CATON, VICE CHAIRMAN

JOE HEADLEY

STEVE LANGSTON

MATTHEW MIMS

GREG MOORE

JIMMIE HARDEE

SYLVIA SINGLETON
ADMINISTRATOR