

IN THE OFFICE OF THE COUNTY JUDGE OF PULASKI COUNTY, ARKANSAS

**IN THE MATTER OF REDUCING COUNTY
OPERATIONS TO CRITICAL FUNCTIONS
ONLY AND REDUCING IN-OFFICE PERSONNEL
TO ONLY THOSE NECESSARY TO CARRY OUT
CRITICAL FUNCTIONS**

As of Friday, March 13, 2020, pursuant to Executive Order public access has been restricted to the Administration Building, Courthouse, Bale Building, Prosecutor's Office, and District Court/Juvenile Court Complex. The public has been encouraged to conduct all business with the County and courts digitally, by phone, email, online or video conference, if at all possible. If not possible, persons needing to conduct business with county offices were instructed to contact the office to schedule a meeting appropriate to their needs. Business that is not time sensitive was encouraged to be postponed until after March 31, 2020, if at all possible.

As the pandemic virus is continuing its spread in Arkansas, it is now necessary to address this county health emergency by taking additional precautions to further protect county employees and personnel from exposure.

Effective immediately, the following instructions are mandatory for all county departments reporting to the office of County Judge. Other elected officials supervising the operation of county departments and personnel are strongly encouraged to follow suit. Each supervisor must identify:

- Critical functions that must remain operational;
- Personnel whose physical presence is essential to remain operational;
- Personnel who are essential to remain operational, but may work remotely;
- Personnel who self-identify as having a heightened risk of serious adverse health outcomes (over 60/65 and/or immune compromised persons);
- Identify back-up personnel for every person essential to remain operational.

We must strive to provide uninterrupted essential services; however, we must meet these demands in a way that balance our operations with public health.

Accordingly, supervisors are instructed to carry out the following:


- Postpone or cancel any scheduled public events;
- Reduce your operations to critical functions only;
- Have personnel not required for critical functions stay home;

- Have personnel who self-identify as having a heightened risk of serious adverse health outcomes stay home;
- Have essential personnel who may work remotely, do so. Personnel essential to remain operational, whose presence is not required, should work from home and must remain available by phone, email, or video conference; however, they are not to report to their office;
- Ensure that only those personnel whose physical presence is required to conduct essential services, and who are not at a heightened risk of serious adverse health outcomes, report to their offices.

Any personnel, regardless of their status, is instructed to remain home if they, or anyone in their household, feels ill with symptoms of COVID-19 (fever, dry cough, flu-like chills and/or body aches). County personnel remaining home during this county health emergency will be paid as normal and will not be charged leave time. In the event that personnel necessary to conduct essential services falls ill, they must report the same to their supervisor as soon as possible, and their back-up must be notified to carry out essential functions.

All personnel reporting to their office must use heightened awareness and take caution to protect personal health and hygiene, and to protect the health of members of their household. Social distancing should be practiced, unless impossible to carry out essential functions.

IT IS SO ORDERED, March 16, 2020.



**BARRY HYDE, PULASKI COUNTY
JUDGE/CHIEF EXECUTIVE OFFICER**