

**COUNTY OF BATH
EMERGENCY PANDEMIC PROCEDURES
FOR THE COURTHOUSE PERSONNEL**

County Administrator
August 17, 2009

In the event a pandemic affecting Bath County is declared by the VA Department of Health, the following procedures will be followed by the County staff during the period of the pandemic:

1. The County will keep the Courthouse open during regular office hours and scheduled night events. Such night events must be approved by the County Administrator during the period of the pandemic;
2. Should a decision be made by the Emergency Director to close the Courthouse or other County facilities, the Circuit Court Judge shall approve in advance. All offices located in affected County facilities, including the Courts, 911 Center, community emergency personnel, the Schools, and the media shall be notified immediately;
3. The work performed by the offices operating within the Courthouse shall remain a function of those offices; County Administration shall not undertake to perform the duties of other agencies;
4. The County Administrator in consultation with the Emergency Director shall determine the continuance of County services during the pandemic;
5. Decisions on closing Constitutional Offices, the Registrar, the Bath County Service Authority, the Courts, Social Services, State and University agencies within the Courthouse, shall be undertaken by those offices in a manner they have internally determined. Notice shall be provided to the Circuit Court Judge, Emergency Director, County Administrator, the media, and the 911 Center;
6. Each office shall put a message on its office phone should the office be closed; and shall have its own spokesperson available for comment and questions if not under County Administration. Contact information for the spokesperson shall be provided to the County Administrator;
7. The County will maintain house cleaning services in the public areas of the Courthouse, outside offices;
8. All offices will collect their own solid waste and deliver it to a solid waste collection site;
9. The offices will provide their own house cleaning within their offices;
10. All health advisories issued by the VA Department of Health shall be observed by those working in the Courthouse or other County services. Should prophylactics be provided by the VA Department of Health, those working at the Courthouse or in other County offices will avail themselves and their families of such in order to remain in a healthful state, unless they refuse due to medical reasons. Such medical reasons shall be documented in writing to the County Administrator;
11. If sick leave is required by County personnel, it must be approved by the supervisor. The leave policies of the County shall remain in effect unless revised

by the Emergency Director. Should they be revised, all supervisors shall be notified and shall inform subordinates;

12. Media inquiries regarding the County during the pandemic shall be referred to the County Administrator's Office. Media inquiries concerning the Courts, Constitutional Offices, the Registrar, the Bath County Service Authority, Social Services, State and University agencies within the Courthouse, shall be referred to their spokesperson.