**Internal Emergency Plan for Licking County Treasurer’s office**

**(as of 3.13.20)**

1. Close Pataskala office. Signage will notify people that the office is closed temporarily and that they should call or email the Newark office (information provided). Payments can still be left in the drop box in Pataskala.
	1. Phone message in Pataskala will direct people to call either the Newark Treasurer’s office or the Newark Auditor’s office.
	2. Staff will gather mail from the Pataskala office on Tuesdays and Thursdays and bring it to Newark to be processed.
	3. Treasurer employee of the Pataskala office will report to work in Newark.
	4. Brinks service stopped for Pataskala office.
2. Close Newark office to the public effective 3/16/20. Office will be staffed and all functions will remain operational with the exception of cash payments from the public.
	1. Signage posted encouraging people to make any payments by mail, online, or via a mail slot in the door. Signage will also provide telephone number, email address and website in regards to questions/issues other than payments.
	2. Access to office by other county departments/employees will be via the back door.
	3. Brinks service will be once a week on Fridays.
3. All hygiene precautions recommended by the CDC will be followed by staff.
	1. Employees will wear gloves when processing pay-ins from other county departments and while processing mail.
	2. Payments and paperwork that are incoming via drop box and mail will remain untouched for 1 day before being handled.
4. In conjunction with the Auditor’s office, and after consulting the state auditors performing our annual audit, pay-ins from other county departments will be limited to Tuesdays and Thursdays.
5. Staffing to be reduced to minimize exposure and risk of all getting sick.
	1. Staff will be split into 2 groups (group A and group B), based upon training and ability to perform various duties.
	2. Group A will work in the Newark office for 7 ½ work days, beginning Monday, March 16th until noon on Wednesday, March 25th. Group B will not report to work and will be on administrative leave. Group A will answer calls, emails, process mail/payments, and pay-ins as usual. Daily balancing will be done, checks will be scanned and electronically deposited, and online payments processed as normal.
		1. Some tasks (such as address changes, mortgage lender coding, bankruptcy and foreclosure coding, and delinquent tax contract maintenance) may be delayed.
	3. Group B will report to work at noon on Wednesday, March 25th to begin their 7 ½ work days (through April 3rd). Group A will leave at noon on the 25th and will be on administrative leave. Group B will perform all of the same duties listed above as Group A.
	4. The group that is home and not reporting to work will be paid pursuant to 124.388 (A) Administrative leave which states “An appointing authority may, in its discretion, place an employee on leave with pay. Administrative leave with pay is to be used only in circumstances where the health or safety of an employee or of any person or property entrusted to the employee’s care could be adversely affected.”
	5. In the event that an employee in one of the groups becomes ill, the entire group will be replaced with the opposite group until testing can be done to determine if the sick employee has contracted the virus. If that employee tests positive, the entire group will remain at home until after the quarantine period has ended. If that employee tests negative (as was simply sick in another non-contagious way), the team will continue in their rotation with one less member.
6. All of the above will be reevaluated on April 3rd, 2020.