

TO: ALL COUNTY OF GREENE EMPLOYEES

FROM: GREENE COUNTY BOARD OF COMMISSIONERS, CHIEF CLERK & HUMAN RESOURCES

DATE: MARCH 27, 2020

SUBJECT: CLOSURE OF COUNTY OFFICE BUILDINGS

With the ongoing pandemic, the County of Greene believes it's time to increase our posture to protect our workforce, ourselves and others. Remember, the overall goal is to spread out the rate of exposure to provide a longer time for medical services to treat and patients to recover without exceeding our medical treatment facilities capabilities.

To that end, at close of business today, county office buildings will be closed to the public. **All non-essential employees do not have to report to work on Monday, however if you are able to work from home, please continue to do so.**

**If you cannot work from home you are authorized to stay home and remain in an on-call, standby status. This does not preclude individuals from coming to the county buildings if necessary, for example, mail, pay, etc.**

Our essential service workers must remain working; however, they will be staggered as much as possible, areas cleaned more frequently and PPE distributed if deemed appropriate.

Essential Workers:

- 911 Communications Center
- County Prison
- Sheriff Deputy's
- Custodial Workers
- Transportation Van Drivers
- Any other staff deemed necessary by the President Judge or Elected Official

**Pay and benefits will remain intact for all employees.**

The closure will be in effect from Monday, March 30, 2020 through Friday, April 3, 2020. This closure MAY be extended, if necessary.

Department Heads, please ensure that Human Resources has your continuity of operations plan and phone numbers for all of your employees.

If you have any questions, please contact Human Resources at 724-852-5381 or [ccox@co.greene.pa.us](mailto:ccox@co.greene.pa.us). **Thank you everyone, be safe!!**