



## Union Parish Police Jury

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### **Contingency Plan for COVID-19 Response:**

In response to the recent outbreak of the COVID-19 virus, I propose the following measures be taken in an effort to protect our **Administration Department** staff from infection and limit the possible exposure areas:

#### **PHASE I:**

- Counsel staff on increased hygiene such as frequent hand washing, staying home if they are sick, covering coughs and sneezes, etc.
- Provide tissues, trash receptacles, and Purell/Germ-X to staff and the public
- Discourage workers from using other worker's workstations, phones, work tools, etc.
- Maintain regular housekeeping practices including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- If the staff feel more comfortable, they have been authorized to wear face masks or protective gloves as we handle public documents, mail, etc.

#### **PHASE II:** Do not let public past front access point.

- Other department heads can pick up their information from the front desk.
- Appointments will be suspended unless it is an emergency.
- No inmate cleaning – Annex personnel will be responsible for emptying their own trash can and will be responsible for the cleaning of their own offices.

#### **PHASE III: - Effective 3/19/20 by order of the Union Parish Police Jury President, Johnny Buckley**

- Close the office to the public:
  - Our staff is not currently set up to work from home, but by closing off our access to the public, we can continue performing essential functions of the office while limiting our exposure.
  - Public functions like building permits, can be processed over the phone or via email and regular mail. Although these functions will take a bit longer than usual, they can be done electronically or with little to no public exposure. We are not set up for credit card payments. At the end of the building permit process they would be allowed inside the building for plan drop off and payment.
- Promote increased hygiene and staff awareness:
  - The staff have been counseled on recognizing symptoms and have been encouraged to stay home if they feel ill.
  - We have also discussed increased hygiene measures such as frequent hand washing, wiping down surfaces and community areas such as the breakroom (coffee pots, refrigerator, phones, etc.)
  - If the staff feel more comfortable, they have been authorized to wear face masks or protective gloves as we handle public documents, mail, etc.

#### **PHASE IV:**

- Office closure:
  - We are not set up to work from home for essential business functions such as processing invoice payments, issuing building permits, processing deposits, etc. These functions would cease upon a full office closure.
  - As long as Kenneth Folden's Office is open, we can submit payroll information through email.
  - Police Jury meeting functions such as meeting agendas, minutes, etc. can be processed online with limited functionality. These items should be able to continue with little disruption.
  - Information can continue to be posted to our website and on various employees Facebook pages.

Paula Strickland  
Secretary/Treasurer  
Union Parish Police Jury