

March 18, 2020

Effective immediately, the Portage County Engineer has implemented COVID-19 operational changes that include the following precautionary measures for the public and his employees:

1. The front office and garage receiving locations are temporarily closed to the public. Only scheduled deliveries and mail services are permitted (this press release will be sent to the media and posted elsewhere).
2. No in-person meetings with non-PCE employees are permitted until further direction.
3. All permitting procedures will continue through the website, email, and phone. Not in person.
4. No employment interviews will be scheduled until further notice. All applications will be placed on hold until a future time.
5. Social distancing will be practiced by our employees when possible based on guidelines by the CDC.
6. Emphasis on hygiene, cleanliness and the use of hand sanitizers among our employees.
7. A contracted cleaning service and sanitation spray company will be arranged for in the future as the need arises.
8. We will conduct business as usual, with the exceptions noted herein, for all mandatory and statutory functions unless directed otherwise by the Engineer.
9. If an employee feels sick, they are encouraged to use sick leave and stay home as part of our policy manual or labor agreement. From the present time through April 3<sup>rd</sup>, employees who have school children at home are permitted to use sick time for their care until other permanent arrangements for their care can be made.
10. If any employee is exhibiting symptoms of COVID-19, they will be sent home on sick leave immediately and will not be permitted back to work until released by an appropriate medical professional.
11. At this time there have been no changes to the work day or work week as practiced by the employees.
12. All section heads are to notify payroll on a daily basis of all call offs for any reasons.

We will continue to monitor the situation and these precautions will remain in place until they are modified or until the COVID-19 pandemic is either lifted or more heightened measures need to be taken as a result of orders from the County Commissioners, the Governor of the State of Ohio, or the President of the United States.

If you have any questions, please contact us at 330-296-6411 or by e-mail.

Michael A. Marozzi, P.E, P.S.  
PORTAGE COUNTY ENGINEER