

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Saturday, March 14, 2020 4:29:09 PM
Last Modified: Saturday, March 14, 2020 4:42:18 PM
Time Spent: 00:13:09
IP Address: 65.26.144.135

Page 1

Q1 What is your name and jurisdiction?

Evonne Kovach, Village of Greenhills

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

I have closed the municipal building to visitors, effective this past Friday. We are utilizing a lockbox in our foyer for any paperwork or payments brought to the Village. We also have a phone in the foyer that can be used to communicate with the staff if necessary.

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (I.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

Too soon to know if we will have to close any other municipal facilities.

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

Still working with our Solicitor on meeting issues.

Q5 What is the messaging that your community is sending to staff and public?

Put a general notice out to the public (website, NextDoor, etc.) about municipal building closing to the public. Sent employees notice of policies during the duration of the outbreak. (will forward)

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)

More plans are likely to be developed as the days pass.

Q7 Has your jurisdiction declared an emergency, and for what purpose?

No, not at this point.

#2

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 16, 2020 8:39:37 AM
Last Modified: Monday, March 16, 2020 8:42:52 AM
Time Spent: 00:03:14
IP Address: 192.181.174.39

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Q1 What is your name and jurisdiction?

Deerfield

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

Working remotely for all admin staff.
Service Dept. is on rotating shifts each day.

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (I.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

Facilities are closed to the public until April 6. (separate email with zoning permit work flow)

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

Our first meeting will be held via "Go To Meeting", in accordance with the AG's opinion from late last week.

Q5 What is the messaging that your community is sending to staff and public?

Sent via separate email

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)**Respondent skipped this question****Q7** Has your jurisdiction declared an emergency, and for what purpose?

No

#3

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 16, 2020 12:26:32 PM
Last Modified: Monday, March 16, 2020 12:33:08 PM
Time Spent: 00:06:35
IP Address: 98.102.186.122

Page 1

Q1 What is your name and jurisdiction?

Village of Lockland

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

Police and Fire have suspended all non-critical community contact until further notice. They will, of course respond to emergencies as usual.

Public Works has suspended all non-essential community contact until further notice. No entry into private property or commercial property unless of course in the case of emergency.

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (I.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

All Recreation Hall and Park Rentals have been suspended until further notice. All spring sports will be suspended until April 14, 2020. . Encouraging residents to call or email with questions and use our payment box to make payments.

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

Cancelling all non-essential public meetings

Q5 What is the messaging that your community is sending to staff and public?

Continuously updating on the most recent cdc, county state and federal orders and encouraging the public to utilize the above websites for the situation changes daily.

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)

Effective at the close of business today, March 16, 2020, the Village Administrative offices will be closed to the public. Although we have encouraged residents to call or email with questions and drop their water bills in the payment box, over the past three business days traffic has actually increased. We are a very small staff and the office employees interact with our essential Police, Fire and Water personnel daily. In an effort to protect our employees and also our residents, I think this is the most responsible decision. The office staff will continue to report to work, there will just be no interaction with the public.

Q7 Has your jurisdiction declared an emergency, and for what purpose?

No

#4

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 16, 2020 12:39:38 PM
Last Modified: Monday, March 16, 2020 12:41:42 PM
Time Spent: 00:02:03
IP Address: 70.60.151.34

Page 1

Q1 What is your name and jurisdiction?

Tom Carroll, Silverton

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

No changes yet. We have expressed flexibility to our staff--to take care of kids, take time off if sick, to adapt together in the coming weeks. But nothing written yet.

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (I.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

No closed facilities as of yet. We may limit hours, and we are almost certainly going to extend tax filing deadlines. We have cancelled court and Council.

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

So far, we have only canceled.

Q5 What is the messaging that your community is sending to staff and public?

Fortitude. We will figure this out.

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)

Respondent skipped this question

Q7 Has your jurisdiction declared an emergency, and for what purpose?

No.

#5

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 16, 2020 1:35:02 PM
Last Modified: Monday, March 16, 2020 1:41:36 PM
Time Spent: 00:06:34
IP Address: 24.172.244.250

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Q1 What is your name and jurisdiction?

City of Mt. Healthy

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

Limiting personal contact with the public. Closed City Hall to the public -- only permitting deliveries and mail. Will follow State and County restrictions. . .

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (I.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

Our community room events are canceled through March - limiting visitors to City Hall.

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

Canceled next two Mayor's court . . .
 Council TBD

Q5 What is the messaging that your community is sending to staff and public?

Try and operate business as normal - we will follow State and County restrictions. We want to have uniformity.

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)

None to date

Q7 Has your jurisdiction declared an emergency, and for what purpose?

No

#6

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 16, 2020 1:57:18 PM
Last Modified: Monday, March 16, 2020 2:03:07 PM
Time Spent: 00:05:49
IP Address: 98.28.227.27

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Q1 What is your name and jurisdiction?

Kristen - Liberty Township

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

Our Admin & Zoning staff are alternating work schedules to limit the staff in the office - 5 days on/5 days off per group. Our Roads/Parks crew are doing the same, splitting into two working groups. All employees will be paid as usual, unless they have to take time off during their "on" shift then they will use PTO. We are working to gain access for most staff to work remotely beyond addressing emails.

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (I.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

All township facilities are closed to visitors/public. This includes our meeting center as well. We are requiring that any zoning permit requests be submitted electronically, and offer payment through Paypal.

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

We have postponed the ZC meeting until April, and are still holding our trustee meeting but limiting township staff to just the Administrator and elected officials.

Q5 What is the messaging that your community is sending to staff and public?

We are informing the community that our township facilities are closed to the public and that we are still available if they need anything. The employees have been notified about the change in work schedules and to follow all necessary precautions per the CDC - handouts from CDC and health department have been provided to them.

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)

none at this time

Q7 Has your jurisdiction declared an emergency, and for what purpose?

no

#7

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 16, 2020 2:02:54 PM
Last Modified: Monday, March 16, 2020 2:03:40 PM
Time Spent: 00:00:46
IP Address: 66.161.159.90

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Q1 What is your name and jurisdiction?

Jenny Dexter, City of Fairfield

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

Respondent skipped this question

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (I.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

Respondent skipped this question

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

Respondent skipped this question

Q5 What is the messaging that your community is sending to staff and public?

<https://www.fairfield-city.org/CivicAlerts.aspx?AID=126>

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)

Respondent skipped this question

Q7 Has your jurisdiction declared an emergency, and for what purpose?

Respondent skipped this question

#8

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 16, 2020 5:47:34 PM
Last Modified: Monday, March 16, 2020 6:19:19 PM
Time Spent: 00:31:44
IP Address: 71.67.109.15

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Q1 What is your name and jurisdiction?

Jenna Hurley, City of Mason

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

At this time, city staff are reporting to work however the City continues to be mindful and flexible regarding employee needs during this challenging time. We have communicated to employees that the City is offering increased flexibility in use of time off (vacation, sick, personal, flex, HRT, etc). Employees are permitted to use whatever time they have available in whatever increments they may need. We are evaluating alternative work schedules and work from home options moving forward. We are strongly encouraging social distancing and have emphasized wiping down and sanitizing work space and common areas each hour.

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (i.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

On Sunday, March 15 the City made the decision to close the Mason Community Center to the public with the exception of patients entering the facility to use TriHealth offices inside the building. Part time staff at the community center have been told they can still report for their scheduled shifts and we have identified tasks that the staff can assist with during their shift and continue to evaluate these type of opportunities. The City has also moved our customer service counter inside the Municipal Center where staff typically assists with taxes, utility payments, permit applications, etc. and has moved these operations to the police customer service counter where there is a glass barricade to limit interaction between our staff and customers. Public meeting space available inside the Municipal Center is also closed and unavailable. The City is using our communication outlets (website, social media and e-newsletters) to reach residents to communicate these modifications and strongly encourage residents to email or call the city for staff assistance. Critical needs to meet with staff will be by appointment only and evaluated on a case by case basis.

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

The City is evaluating options on this topic.

Q5 What is the messaging that your community is sending to staff and public?

The City is providing consistent updates through our website and social media that can be found by visiting <https://www.imaginemason.org/about/city-of-mason-covid-19-updates/>.

The City continues to provide updates to our staff internally as changes or decisions are made that impact the organization and the community at large. We are emphasizing the health and safety of our employees and the community and providing guidance on where to direct questions or inquiries to. The city has created an email distribution list comprised of fire/police/administration leadership where staff can send questions or concerns to. The City has also implemented an incident command team that is comprised of staff throughout all departments to respond to the situation and keep all employees informed on decisions, changes and priorities as the situation continues to evolve.

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)

All updates related to the community can be found on our website <https://www.imaginemason.org/about/city-of-mason-covid-19-updates/>. We continue to make changes and modify as we receive updates from our partners in this rapidly evolving situation.

Q7 Has your jurisdiction declared an emergency, and for what purpose?

The City of Mason has not declared an emergency at this time.

#9

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 16, 2020 7:21:20 PM
Last Modified: Monday, March 16, 2020 7:25:36 PM
Time Spent: 00:04:15
IP Address: 147.0.47.250

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Q1 What is your name and jurisdiction?

Melissa Dodd, City of Bellbrook

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

Only first responders and essential staff are reporting. Essential staff are still encouraged to work from home as much as they can. Non-essential are on an on-call basis.

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (i.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

Yes, we closed all public buildings today. Everything is encouraged to be done via email and any paper can be dropped off in our drop box that we have (utility payments, completed permits, etc)

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

For now they are cancelled with the exception of a council meeting on the 23rd that must happen to appoint a new councilperson per our charter. Failure to appoint would result in a special election.

Q5 What is the messaging that your community is sending to staff and public?

Use common sense, clean shared workspaces and equipment prior to using, stay home if you are sick, minimize contact, no in person meetings, work from home as much as possible and stagger hours in the actual workplace.

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)

Closure of our museum which is our only public recreational facility in our control

Q7 Has your jurisdiction declared an emergency, and for what purpose?

Not yet but will if need be to avoid one council meeting per month which is in our charter.

#10

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, March 20, 2020 10:46:52 AM
Last Modified: Friday, March 20, 2020 10:53:56 AM
Time Spent: 00:07:04
IP Address: 216.68.204.86

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Q1 What is your name and jurisdiction?

Jennifer Kaminer, Village of Fairfax

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

All staff currently reporting to work. Leave policies have not been changed but we are consulting with our Solicitor.

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (i.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

Municipal building has been closed to the public. Drop box set up for tax returns, zoning applications, other correspondence. Mayor's Court has been cancelled through April. Local income tax filing has been extended until May 15, 2020.

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

All non-council meetings have been cancelled. The next council meeting is not until April 20, 2020 so it remains to be seen if that will be cancelled or not.

Q5 What is the messaging that your community is sending to staff and public?

We have encouraged residents that have not done so to sign up for IRIS (Immediate Rapid Information System) alerts - a phone, text, email telecommunication service that we utilize to send out important/safety information. We have posted municipal building closing and meeting/event cancellations on all social media and website; we have encouraged residents to sign up/register for www.hcalert.org to get updated safety information from the HC Emergency Management Agency.

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)

See above

Q7 Has your jurisdiction declared an emergency, and for what purpose?

No - as of March 20, 2020

#11

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 23, 2020 11:54:15 AM
Last Modified: Monday, March 23, 2020 11:57:11 AM
Time Spent: 00:02:56
IP Address: 98.29.21.25

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Q1 What is your name and jurisdiction?

Jesse Lightle, Washington Township

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

Everyone is working from home that can. PW is on call and only doing essential work.

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (i.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

All facilities are closed. Zoning permits may be filed electronically

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

We plan to have a zoom meeting on April 6th

Q5 What is the messaging that your community is sending to staff and public?

We are posting information to both as we receive it.

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)

Respondent skipped this question

Q7 Has your jurisdiction declared an emergency, and for what purpose?

Not yet. Plan to on 4/6.

#12

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 23, 2020 2:13:01 PM
Last Modified: Monday, March 23, 2020 2:18:24 PM
Time Spent: 00:05:22
IP Address: 184.54.110.167

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Q1 What is your name and jurisdiction?

City of Montgomery

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

City Hall is closed to the public with identified staff working periodically in the building as needed to take care of essential operations. Others are working remotely.

Public Works will be rotating 2 personnel on site 7 days a week to handle essential operations of our facilities and address other concerns. Other Public Works staff are on call as needed. Police and Fire are still 24/7 operations.

We are utilizing teleconferencing and video conferencing as much as possible.

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (I.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

City Hall is closed. Other facilities are remaining open at this time.

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

We are and will be utilizing teleconferencing and/or video conferencing when a meeting is required. All non-essential meetings are cancelled.

Q5 What is the messaging that your community is sending to staff and public?

We're all in this together

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)

N/A

Q7 Has your jurisdiction declared an emergency, and for what purpose?

Yes

#13

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 23, 2020 2:58:36 PM
Last Modified: Monday, March 23, 2020 3:10:06 PM
Time Spent: 00:11:30
IP Address: 69.135.85.58

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Q1 What is your name and jurisdiction?

Ron Mosby, North College Hill

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

We closed our city parks last week; however, our staff is still coming into the office. The reason for this is that we are spaced far enough apart, and that our admin staff is small in number. We are not encouraging telecommuting at this point.

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (i.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

We have closed our public parks; however, our services are still open. We are still accepting permit applications; however, we have limited access to our buildings.

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

Right now, we have cancelled committee meetings, and we are working to have our regularly scheduled council meetings broadcast live.

Q5 What is the messaging that your community is sending to staff and public?

That we are complying with the instructions that are coming from the Governor. We want our residents to be safe, and we want them to know that their health and safety is our number one priority.

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)

We have increased staffing for our Fire Department for the immediate future.

Q7 Has your jurisdiction declared an emergency, and for what purpose?

Not at this time.

#14

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, March 24, 2020 10:07:07 AM
Last Modified: Tuesday, March 24, 2020 10:25:11 AM
Time Spent: 00:18:04
IP Address: 69.61.243.170

Page 1

Q1 What is your name and jurisdiction?

Scot Lahrmer
Amberley Village

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

Admin staff - working remotely for all March 24 - had tested it last week with some employees
Still having Administrative Assistant come to the office for pay ins/deposits
Payroll next Monday will be remotely
Public Works/Maintenance - double as fire fighters so they have been reassigned to fire only, working 12 hour shifts instead of 8
Discontinued typical maintenance functions like brush chipping street repairs, storm water however, that can't last long with the amount of brush our residents generate
Taking advantage of maintenance/fire staff and completing facility projects/cleaning/organizing, etc.

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (I.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

All facilities and playground equipment closed to the public
Utilizing drive up drop box for zoning/taxes, etc.

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

Hoping the State legislature relaxes the requirements so we can resume meetings the first week of April

Q5 What is the messaging that your community is sending to staff and public?

Delivered a Call Safe message (robo call) last night to all residents, video taped a message for residents, prepared a special E News for residents
All can be found at www.amberleyvillage.org

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)

Still sorting through the Federal action on employee leave and how that impacts us
Utilizing Zoom for office employees and learning more about its capabilities

Q7 Has your jurisdiction declared an emergency, and for what purpose?

Haven't yet but sounds like we may need to if there is any money that gets allocated

#15

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, March 24, 2020 10:26:02 AM
Last Modified: Tuesday, March 24, 2020 10:43:24 AM
Time Spent: 00:17:22
IP Address: 66.161.250.150

Page 1

Q1 What is your name and jurisdiction?

Delhi Township Jack Cameron

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

Work from home is enabled and up to Department Head and employee to arrange if possible. All staff still reporting as we are not overpopulated in any one department or building and performing operations would be limited and not possible taking persons out of a department. Initiating temperature and checklist for all employees as soon as we get enough thermometers. No official policy adoption as rules and situation is changing daily.

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (i.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

All facilities inaccessible other than a vestibule, which each building has in place. Signs in place to direct persons to call, email and not allow personal interaction. Staff is directed not to interact in the same space and handle things telephonically, electronically or through a window transmittal.

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

All public meetings canceled through April 6 and basically until further notice.

Q5 What is the messaging that your community is sending to staff and public?

Posting on our website for public as status changes at the state level and need to reassure of our operation. Put on social media. <https://delhi.oh.us/delhi-township-hamilton-county-ohio-covid-19-status-update/>
Employees are updated by their department head on their and our status. Broader messaging sent out last week but now it's too specific to each department to cover everything in group fashion or changing as we speak to keep current.

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)

PD and Fire have made numerous operational adjustments per the health recommendations and in consult with our medical director. Any changes are until further notice and to adjust and adapt to changes in recommendations and imposed restrictions.

Q7 Has your jurisdiction declared an emergency, and for what purpose?

No. As far as we can tell, emergency declaration provides for purchasing abilities outside of the normal public purchasing limits. We aren't envisioning breaching those so emergency declaration does not seem needed at this time.

#16

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, March 25, 2020 10:26:54 AM
Last Modified: Wednesday, March 25, 2020 10:38:04 AM
Time Spent: 00:11:10
IP Address: 66.161.211.247

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Q1 What is your name and jurisdiction?

Ron Hirth - Golf Manor

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

We have physically isolated operations for Police, Fire (Little Miami), and Administration.
The Administration building is closed, however we are answering the door when necessary.
Staff is working a combination of on-site and remote as necessary.

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (i.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

We have closed the main park with playground facilities. The maintenance department is functioning as normal following social distancing protocols. We've advised staff to conduct all resident contacts outside as practical.

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

All regular meeting and commissions have been cancelled during the Governor's orders. Council is conducting special meetings as needed by tele- or video conference.

Q5 What is the messaging that your community is sending to staff and public?

Our website contains a coronavirus archive page as well as notifications of teleconference meetings that the public may dial into. The home page blog contains all messages from the mayor and administrator.

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)

Respondent skipped this question

Q7 Has your jurisdiction declared an emergency, and for what purpose?

Council has issued a resolution declaring a state of emergency in the Village of Golf Manor due to the COVID - 19 outbreak:
https://www.golfmanoroh.gov/wp-content/legislation/2020/RES/GM_RES_2020-4_032320.pdf

#17

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, March 25, 2020 11:01:35 AM
Last Modified: Wednesday, March 25, 2020 11:31:56 AM
Time Spent: 00:30:21
IP Address: 216.68.49.16

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Q1 What is your name and jurisdiction?

Jeff Aluotto
 Hamilton County

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

Approximately 60% of staff under the BoCC is currently working remotely according to County policy. The number is higher when factoring out departments such as 9-1-1 which require an on-site workforce. We have directed that leave related to COVID-19 (sick leave, child care issues, etc) be coded into the payroll system in a manner that does not count against leave balances through April 3rd and are reassessing on a weekly basis. Only employees designated as essential are currently reporting on-site - but continue to work from home if possible. Employees have been asked to check their temperatures prior to reporting to work. Attendance is presumed to indicate normal temperature. On-site scanning thermometers are available if an employee was unable to check prior to leaving home. A list of employees unable to perform their functions without direct site access has been compiled and is being assessed for redeployment possibilities.

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (I.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

The County Administration Building is closed to public access. Most services can be accomplished on-line or through other electronic means. A physical counter is available on the first floor for the exchange of permit documents as needed. Services in all other county buildings are modified and can be reviewed at www.hamiltoncountyohio.gov

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

Board of Commission meetings are occurring once per week on Thursday. Weekly Board staff meetings (which typically occur on Tuesdays) have been cancelled. Public access is still allowed to Board meetings - but virtual attendance by the public and media is strongly encouraged. Most chairs have been removed from the hearing chamber to allow for social distancing. As of this point, public hearings as well as Regional Planning, Rural Zoning and BZA hearings are still on with similar qualifications as mentioned above.

Q5 What is the messaging that your community is sending to staff and public?

Public briefings are being managed by the President of the Board. Staff communications happen weekly on matters of relevance (HR issues, etc.) as well as to keep them generally briefed on the issue. Department Head check-ins, via teleconference, occur every M, W and F.

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)

The County is also heavily involved with the coordination of PPE as well as in assessing the needs of special populations such as the homeless and elderly. We are in the initial stages of assessing the financial impact on County revenue sources which will likely be substantive. All County departments and agencies are implementing continuity of operations plans and the Emergency Management Agency is coordinating most of the resource management functions on behalf of the County and local jurisdictions. All of this, of course, is in addition to the work of Public Health related to the tracking and local assessment of COVID-19 cases.

Q7 Has your jurisdiction declared an emergency, and for what purpose?

Yes. Hamilton County declared an emergency for the purpose of accessing state and federal funding and to take advantage of flexible purchasing provisions of the ORC.

#18

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, April 06, 2020 2:28:09 PM
Last Modified: Monday, April 06, 2020 2:36:04 PM
Time Spent: 00:07:55
IP Address: 69.61.162.234

Page 1

Q1 What is your name and jurisdiction?

Loretta - Pierce Township

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

Passed emergency Resolution allowing flexibility in use of leave and discretion managing shifts and work hours.

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (i.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

We have closed our front office and encourage electronic submittals.

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

We are exploring zoom.

Q5 What is the messaging that your community is sending to staff and public?

We posted the emergency Resolution and have pushed out info regarding changes in access to building and receiving applications via email. Staff has implemented distancing and extra sanitation procedures. Park play areas all closed but park trails open.

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)

All meetings cancelled unless special notice provided. Parks Committee has had one zoom meeting so far. (very small attendance beyond quorum)

Q7 Has your jurisdiction declared an emergency, and for what purpose?

Yes - to allow authority for adjustment to certain policies and discretion for department heads to make emergency purchases and for the Fiscal officer to pay bills. Also notification that all regular meetings cancelled including any scheduled use of the facility by others.

#19

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, April 07, 2020 10:07:28 AM
Last Modified: Tuesday, April 07, 2020 10:09:16 AM
Time Spent: 00:01:48
IP Address: 66.42.178.78

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Q1 What is your name and jurisdiction?

Ray Warrick
 Sycamore Township

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

Some Admin telecommuting

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (i.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

yes, closed to public

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

using Zoom

Q5 What is the messaging that your community is sending to staff and public?

Respondent skipped this question

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)

Respondent skipped this question

Q7 Has your jurisdiction declared an emergency, and for what purpose?

Respondent skipped this question

#20

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Wednesday, April 08, 2020 10:25:44 AM
Last Modified: Wednesday, April 08, 2020 10:33:55 AM
Time Spent: 00:08:10
IP Address: 66.161.159.90

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Q1 What is your name and jurisdiction?

City of Fairfield

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

Non-essential staff working from home through May 1. Selected essential staff working 40 on; 40 off. CM, ACM & Directors in the office daily.

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (I.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

All facilities closed to the public with the exception of the golf course which will open/reopen on April 9 with limitations: walking rounds only, no flags in the pins, online tee times only with electronic payment. Other operations are solely electronic; telephone or drop box.

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

Council has expressed a desire to meet in person with social distancing. We have the capability to meet virtually via WebEx.

Q5 What is the messaging that your community is sending to staff and public?

Our messaging is that we intend to maintain core services throughout this crisis, albeit with some modifications to recognize the necessity of social distancing. Staff is available either remotely or via telephone to conduct business.

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)

Respondent skipped this question

Q7 Has your jurisdiction declared an emergency, and for what purpose?

Yes. The purpose is the international COVID-19 pandemic

#21

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, April 27, 2020 11:05:03 AM
Last Modified: Monday, April 27, 2020 11:09:00 AM
Time Spent: 00:03:57
IP Address: 69.61.193.21

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Q1 What is your name and jurisdiction?

City of Deer Park

Q2 How is your community managing staff - admin and roads/parks, other (non-public safety)? E.G. Encouraging telecommuting? Changing leave policies? Etc. (Please send any written policies to CSmith@C4LG.org)

Right Now Current policies are still in place.

Q3 Is your community closing facilities to the public, and what are you having to implement to keep the workflow going (I.e. all zoning permits now filed electronically, etc)? (Please send any written policies to CSmith@C4LG.org)

Everything right now is being done electronically

Q4 How is your community handling public meetings (Council, zoning, committees)? (Please send any written policies to CSmith@C4LG.org)

We have been streaming public meetings with a call-in phone number. Also using the city info email for answering questions.

Q5 What is the messaging that your community is sending to staff and public?

We will remain close until we receive additional information to the contrary.

Q6 What other plans has your community implemented and for what duration of time? (Please send any written policies to CSmith@C4Lg.org)

TBD

Q7 Has your jurisdiction declared an emergency, and for what purpose?

We have followed the disaster declaration under the FEMA guidelines and local EMA.
