

Title: Administrative Policy Temporary Closure of County Facilities, or Reduction or Suspension of County Services	Policy No. Part 1, General County Administration Chapter 3, Operations Section 2
	Effective Date October 20, 2020
Policy Custodian County Manager	Adoption/Revision Date October 20, 2020/November 1, 2021

Adopting Resolution(s): CC20-290

References (Statutes/Resos/Policies): CC91-209, CC06-564, CC10-468

Procedure: Snow Closure Procedure

Purpose: To establish standards for the temporary closure of County facilities, or reduction or suspension of County Services.

Policy: Temporary Closure of County Facilities, or Reduction or Suspension of County Services

A. Determination

1. The County Manager and/or the Board of County Commissioners (BCC) may determine when it is imprudent or impossible to conduct the affairs of the County and may close facilities or reduce or suspend County services.
2. The County Manager, or designee, shall make a recommendation to the Chairman of the BCC based on the following:
 - a. Road and highway conditions are too hazardous for safe travel.
 - b. Parking lots at the various County facilities are not open due to snow or ice accumulation or other disabling or hazardous condition.
 - c. Building systems or information technology infrastructure are not functioning.
 - d. Staffing levels are insufficient.
 - e. State and/or Federal Authorities have issued orders, mandates, or directives, that conflict with County operations.
 - f. There is a reasonable belief that a closure, or reduction or suspension of operations will protect the health, safety and welfare of the public and/or staff.

B. Scheduled Public Meetings or Events

1. Relocation
The governing body may meet at any place, inside or outside the County limits if the normal meeting facility has been closed. Virtual meetings may also be held, provided public notice is provided in accordance with applicable policies and State Statutes.

2. Continuance of Public Hearings

If the issued public notice only indicated a physical location and the timing is such that an updated notice for online access is not possible, any scheduled hearing before any Jefferson County Board or Commission shall be automatically continued until the next meeting of such Board and/or Commission.

C. Notification to the Public and to Employees

The Public Affairs Office shall disseminate the information to the public and employees as soon as possible as provided for in the procedures that implement this policy.

D. Provision of Services During Closure

1. The County Manager and/or the BCC may determine essential County services that must be delivered throughout the reduction or suspension of other County services.
2. Regardless of an employee's position or status, an employee may be directed to perform or facilitate essential County services.
3. Employees may be given Administrative Leave or required to work remotely, work an alternative work schedule, or work at an alternate County facility. Employees that are able to work remotely will not receive Administrative Leave and shall continue to work remotely throughout the building closure. (See Remote Working Policy)