

RESOLUTION NO. 2021-02

**A RESOLUTION CONCERNING ACCESS TO COUNTY FACILITIES DURING
PUBLIC HEALTH EMERGENCY**

WHEREAS, on the 16th day of March, 2020, the Board of County Commissioners of Seward County, Kansas through Resolution 2020-03 declared there was a continuing state of local public health emergency in Seward County, Kansas resulting in a potential or occurring Pandemic known as Covid-19 in Seward County, Kansas for a period of 60 days; and

WHEREAS, subsequently, the state of local public health emergency and disaster in Seward County, Kansas originally declared on the 16th day of March, 2020, through Resolution 2020-03 was extended on May 11, 2020 by Resolution 2020-08 until July 16, 2020. It was then further extended until February 1, 2021 pursuant to Resolution 2020-13; and

WHEREAS, since the declaration of local public health emergency there have been over 2,244 positive cases of Covid-19 documented in Seward County and new cases are being diagnosed daily; and

WHEREAS, public health officials on national, state and local levels have recommended limiting unnecessary person to person contact as a means to slow the spread of the current COVID-19 Coronavirus pandemic; and

WHEREAS, such conditions endanger the public health, safety, and welfare of the citizens of Seward County; and

WHEREAS, Seward County employees provide essential functions of government to the general public; and

WHEREAS, it is necessary to do as much as possible to continue to provide those essential services during the Covid-19 pandemic and limiting access to county facilities guards those services by limiting the virus' spread;

WHEREAS, at the same time it is important to balance the needs of the public in easily accessing these essential services.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SEWARD COUNTY, KANSAS, adopt the following:

Section 1. Generally- Access to County Facilities and Occupancy Limits:

1. Except as further provided herein, doors to all county owned, leased or operated facilities (herein "County Facilities") will be open during business hours effective immediately.
2. Department Heads, in their discretion, may set a maximum number of members of the public allowed at one time in their department (herein "Occupancy Limits) in order to

maintain social distancing. The number of individuals allowed in each department shall be posted in order to notify the public of the Occupancy Limits.

3. All individuals of the public requesting access to County Facilities will be subject to a Health Questionnaire developed by the Seward County Health Department pursuant to the Kansas Department of Health and Environment Guidelines (herein "Health Screening"). If any question thereon is answered in the affirmative, access shall be denied by staff.
4. Social distancing shall be maintained of at least six (6) feet between each person whenever possible in the County Facilities.
5. Masks shall be worn as further provided in Section 5.

Section 2. Access to the County Administration Building.

1. Subject to Section 1, access will be limited to the general public in the County Administration Building as follows:
 - a. Staff will be posted at the entrance of the administration building in order (i) to control public access to county departments in a manner so that department Occupancy Limits will not be exceeded and (ii) to administer the Health Screening described in Section 1.
 - b. To accommodate the public, a drop box will be located in the vestibule of the Administration Building. The public may drop off tax payments, renewal information for tags, rendition forms, and other documents and correspondence. All items dropped off should be accompanied by the name and contact number of the individual dropping the item in the drop box, along with the department that the items are directed.
 - c. Curbside service shall also be available for those members of the public who cannot wear a mask or choose not to wear a mask, as required in Section 5. An individual may request curbside service by contacting the respective department at the numbers set forth below.
 - d. Members of the general public shall abide by all directives and orders of the Public Health Officer, Seward County Health Department and County staff related to public health while in the County facilities.
2. The telephone numbers to contact Seward County Departments located in the County Administration Building are as follows:

▪ Seward County Administration Office	620-626-3212
▪ Seward County Planning & Zoning	620-629-7704

- Seward County Clerk's Office 620-626-3355
- Seward County Treasurer's Office
 - Tags & Title Work 620-626-3215
 - Taxes 620-626-3218
- Register of Deeds Office 620-626-3223
- Seward County Appraiser/GIS 620-626-3250
- Human Resources 620-626-3212
- Seward County IT 620-626-3209
- Seward County Maintenance 620-626-3336

Section 3. Access to the County Departments located in County Facilities Other than the Seward County Administration Building.

Access will be limited to the general public in County Facilities, other than the County Administration Building as follows:

A. Seward County Landfill.

The Seward County Landfill shall continue to operate without public restriction to use the same, except that all business shall be conducted through the scale window at the building near the entrance to the Landfill. For questions concerning access, the Seward County Landfill may be contacted at 620-626-3266.

B. Seward County Fairground Complex.

- a. The Seward County Fairground Complex shall be closed for public events until March 8, 2021.
- b. Notwithstanding the foregoing, this prohibition on events/gatherings at the Seward County Fairgrounds Complex set forth in this resolution shall not pertain to events that involve essential functions, including but not limited to school enrollment, jury trials, and voting. However, organizers of those events are encouraged to have plans for social distancing and disease mitigation for their events.
- c. Buildings at the Seward County Fairground Complex will continue to be locked but staff may be contacted at 620-624-3743 or 620-655-6802 in order to schedule an in-person appointment or to request curbside service. Members of the public will be subject to the provisions of Section 1 including screening and social distancing. A drop box will also be located at the Seward County Activity Center in order for the public to drop off correspondence and other documents. All items dropped off should be accompanied by the name and contact number of the individual dropping the item in the drop box.

C. Seward County Law Enforcement Center/Sheriff's Office

The Seward County Law Enforcement Center/ Sherriff's Office will be open to the public but otherwise subject to the provisions of Sections 1, including screening and

social distancing. Questions may be directed to 620-309-2000. If there is an emergency, call 911.

D. Seward County Fire Department.

The Seward County Fire Department building will continue to be locked but staff may be contacted by ringing a doorbell by the main door or calling 620-626-3267. Members of the public will be subject to the provisions of Section 1 including screening and social distancing. If there is an emergency, call 911.

E. Seward County Road and Bridge Department.

Members of the public requesting access to the Seward County Road and Bridge Department will be open to the public but otherwise subject to the provisions of Section 1, including screening. Questions may be directed to Seward County Road and Bridge at 620-626-3347

F. Juvenile Correction and Prevention Services.

The Juvenile Correction and Prevention Service Office will be open to the public but otherwise subject to the provisions of Section 1, including screening. Questions may be directed to 620-626-3340.

G. Seward County Health Department Facilities.

The Seward County Health Department facilities located at 103 W. 2nd St. and 1411 W. 15th St. will continue to keep doors locked and only those members of the public with scheduled appointments will be allowed to enter the building. Members of the public with appointments should call 620-626-3369 when arriving and staff will let them into the building. Questions and requests for appointments should be made by calling the Seward County Health Department at 620-626-3369.

H. Emergency Operations Center.

The Emergency Operations Center will continue to be locked but staff may be contacted by ringing a doorbell by the main door or calling 620-629-5410. Members of the public will be subject to the provisions of Section 1 including screening and social distancing.

I. Cimarron Basin Community Corrections (CBCC)

Due to the fact that CBCC is located in the Seward County Courthouse, access will be granted as determined by Section 7 below. The public may call 620-626-3284 for more information.

J. Seward County Attorney

Due to the fact that the Seward County Attorney's Office is located in the Seward County Courthouse, access will be granted as determined by Section 7 below. A drop box is available at the entrance to the Seward County Attorney's office, so the public can drop off documents. All items dropped off should be accompanied by the name

and contact number of the individual dropping the item in the drop box. The public may call 620-626-3225 for further information.

Section 4. Access to County Facilities During Open Meetings.

There shall be no limits on the number of members of the public present in county facilities during open meetings, except those limits as set by fire code. Notwithstanding the foregoing, social distancing shall be maintained by members of the public of a least six (6) feet between each person whenever possible during a public meeting.

Section 5. Masks to be Worn Inside All County Facilities.

- a. From and after the effective date of this resolution all individuals shall cover their mouth and nose with a mask or other face covering while inside all county owned, leased, or operated county buildings. Notwithstanding the foregoing, the following are exempt from wearing masks or other face coverings in county buildings:
 - i. Persons age five years or under—children age two years and under in particular should not wear a face covering because of the risk of suffocation;
 - ii. Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering—this includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance;
 - iii. Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication;
 - iv. Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines;
 - v. Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service;
 - vi. Persons who are seated at a restaurant or other establishment that offers food or beverage service, while they are eating or drinking, provided they maintain a 6-foot distance between individuals (not including individuals who reside together or are seated together) with only infrequent or incidental moments of closer proximity;
 - vii. Athletes who are engaged in an organized sports activity that allows athletes to maintain a 6-foot distance from others with only infrequent or incidental moments of closer proximity;

- viii. Persons who are engaged in an activity that a professional or recreational association, regulatory entity, medical association, or other public-health-oriented entity has determined cannot be safely conducted while wearing a mask or other face covering;
- ix. Persons engaged in an activity or event held or managed by the Kansas Legislature;
- x. Persons engaged in a court-related proceeding held or managed by the Kansas Judiciary; and
- xi. Persons engaged in any lawful activity during which wearing a mask or other face covering is prohibited by law.
- xii. Employees who are isolated by themselves in an office.

Section 6. Definition of Mask or Other Face Covering.

For the purpose of this resolution, "Mask or other face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is simply wrapped around the lower face. A mask or other face covering can be made of a variety of synthetic and natural fabrics, including cotton, silk, or linen. Ideally, a mask or other face covering has two or more layers. A mask or other face covering may be factory-made, sewn by hand, or can be improvised from household items such as scarfs, bandanas, t-shirts, sweatshirts, or towels.

Section 7. Seward County Courthouse.

Notwithstanding the foregoing, the Seward County District Courthouse shall continue to be open for court under Kansas Supreme Court Administrative order 2020-PR-016 and all subsequent administrative orders on the subject. The Seward County Administrator is authorized to work with the Chief District Court Judge of the 26th Judicial District or his designee in making policies limiting access to the building while still allowing the court to function as required.

Section 8. Conflicting Resolutions Repealed.

All previous resolutions in conflict herewith are hereby repealed, including but not limited to Resolution 2020-23.

Section 9. Resolution Not a Significant Disruption of Essential Functions.

It is hereby found and determined by the Board that this resolution does not significantly disrupt performance of essential functions outlined in the governor's Executive Order 20-16.

Section 10. Resolution Only Pertains to County Owned and Operated Facilities and Not Private Businesses and Facilities.

This Resolution does not in any way pertain to limiting access to private businesses and private facilities but only deals with County owned, leased and operated facilities.

BE IT FURTHER RESOLVED this resolution shall take effect and be in force immediately upon adoption. All provisions herein shall remain in effect until March 8, 2021.

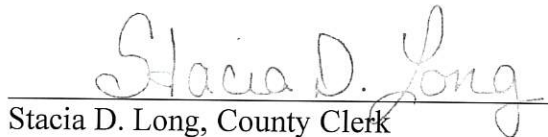
ADOPTED this 19th day of January, 2021.

BOARD OF COUNTY COMMISSIONERS



Ada Linenbroker, Chairman
Seward County Board of Commissioners

ATTEST:



Stacia D. Long, County Clerk

