

**To: Auglaize County Residents, Employees, and Supervisors**

**From: The Auglaize County Commissioners**

**Date: April 30, 2020**

**Subject: County-owned building access**

Thank you for your continued leadership, support and cooperation during the COVID-19 crisis.

As you come to work during the COVID-19 crisis, we want you to all know that we are continuing to take extra precautions to keep the workplace safe.

- **We have additional cleaning supplies and cleaning services.**
- **Also, we have ordered masks which will soon be shipped to us.**
- **We have also ordered thermometers for all departments and plexiglass as requested by departments.**
- **Hand sanitizing stations have also been ordered.**

Governor DeWine indicated that all industries should prepare their workplaces for future operations, and we in Auglaize County have been collectively doing that – and will continue to do so.

We do expect some teleworking to continue in the coming days, and also remind you that each office needs to make determinations regarding the appropriate staffing level of the office based on the ability to maintain a safe work environment. You need to screen your employees by monitoring temperature and symptoms. People should be limiting their group size for meetings – and physical distancing of 6 feet (or more) should be maintained. The use of face coverings should also be required. While we understand that the use of face coverings is unique to each work environment; we encourage you to develop a policy within your office that meets the requirement of safeguarding our employees and the public while at the same time fitting your work environment.

As more information is known, we will share that information.

The purpose of this communication about county-owned building usage is to give guidance as we begin recovery from the pandemic.

***These actions are effective May 4, 2020.***

**Administration Building – 209 S. Blackhoof Street,  
Wapakoneta**

**This building is open for a limited type of  
scheduled appointments, with employees  
working alternate shifts and teleworking to  
provide services.**

- Employees are continuing to work and provide services using technology.

- Members of the public should schedule appointments for necessary physical access to the Auditor, Treasurer, Recorder, Map Office, Board of Election, Veterans and Commissioners Offices by contacting the individual office directly. Not all offices are allowing physical access at this time. If physical access can be avoided or postponed, appointments will not be scheduled. We have learned that many business activities can be conducted using technology. It is safer to maintain as much physical distance as possible at this time.
- When appointments are needed, we are asking for everyone to use social distancing practices. Anyone entering the building will be subject to a screening process, which may include a temperature screening. Additionally, face coverings are highly encouraged for any member of the public entering the building.
- A staff member will provide access to the building at the west entrance on the first floor for scheduled appointments. Staff members will stay with the individual and escort the individual out of the building once the business is concluded. \*Please note – do not allow access to anyone that is not scheduled for an appointment in your office.\*
- Payments for property taxes or dog tags can be made in the drop box located in the west parking lot.
- Documents for the Recorder's office can also be dropped off at the drop box on the east side of the building.
- Please be sure to include contact information, including name and phone number on any documents being placed in either drop box.

**County Commissioner meetings will continue as scheduled but will be conducted telephonically. Details of the phone number for the telephonic meetings is posted on the Commissioners' calendar.**

County Commission meeting minutes will continue to be posted on the county website, [www.auglaizecounty.org](http://www.auglaizecounty.org).

**Auglaize County Courthouse – 201 Willipie Street, Wapakoneta  
This building is open for scheduled appointments, hearings, and trials with employees working alternate shifts and teleworking to provide services.**

- We are limiting the number of in-person appointments, hearings, and trials as much as reasonably possible and encouraging work by telephone, email, and videoconference. We have learned a lot about the use of technology. Scheduled appointments, meetings, and hearings will be mostly from 8 am – 4 pm with extra time scheduled in between appointments.
- Please use technology to communicate as much as possible.
- A lot of business for the courts can be conducted on-line or by fax, and we prefer those options at this time. Again, contact information is attached to this letter.
- If in-person appearance is necessary, please keep in mind social distancing will be used. This means there will be a limited number of people scheduled for appointments, meetings, and hearings.
- Anyone entering the building will be subject to a screening process, which may include a temperature screening. Additionally, face coverings are highly encouraged for any member of the public entering the building.
- Jury trials and hearings may proceed within the discretion of the Courts. If you are arriving for a jury trial or a hearing you will need to go directly to and maintain six-foot distancing in the hallway of the floor where their courtroom is located; no one who *is exhibiting symptoms of*

- COVID—19, including a temperature of 100 degrees or higher will be allowed to enter.*
- Videoconferencing will continue as appropriate.

**Auglaize County Job and Family Services – 12 North Wood Street,  
Wapakoneta**

**This building is closed to the public, although services are continuing.**

- Employees are continuing to work at the office and through technology to provide services.
- Most JFS services can be conducted by telephone or with technology. This is a safe way to continue critical services.
- For more information about accessing JFS services, *please contact JFS directly.*
- A drop box has been established at the JFS building entrance and items can be dropped off from M-F, 8 am – 4:30 pm, for the collection of child support payments and other JFS documents.
- In-person meetings with the JFS office are by appointment only and are only being scheduled for limited circumstances.

**Auglaize County Ohio Means Jobs Office – 13093 Infirmery Road,  
Wapakoneta**

**This office is closed to the public.**

- Employees are continuing to work at alternative locations and to provide services using technology.
- Most Ohio Means Jobs services can be conducted by telephone or with technology. This is a safe way to continue critical services.
- The OMJ Resource Room is closed to the public.
- A drop box has been established at the JFS building entrance and items can be dropped off from M-F, 8 am – 4:30 pm, for the collection of OMJ documents.
- For more information about accessing OMJ services, *please contact OMJ or JFS directly.*

**Sheriff's Office and The Auglaize County Jail – 1051 Dearbaugh Avenue,  
Wapakoneta**

**The Sheriff's Office is open for necessary law enforcement activity.**

- Employees are continuing to work and provide services.
- Visitation at the jail is restricted.
- The Sheriff has implemented safe practices to limit contact.
- We are requesting that people come to the office only if necessary.
- Anyone entering the building will be subject to a screening process, which shall include a temperature screening. Additionally, face coverings are recommended to be worn by anyone entering the building.

**County Engineer's Office – 1014 S. Blackhoof St., Wapakoneta**

**This building is closed to the public, except for scheduled appointments, with employees working alternate shifts to provide critical services.**

- Employees are continuing to work in open spaces, at the office, and by using technology.
- Meeting activity can be scheduled with social distancing in mind.

**Auglaize County Recycling Center – 15502 St. Marys River Rd., St. Marys**  
**This building is closed to the public, except for appointment for house-hold hazardous drop off.**

- Employees are continuing to work in open spaces, at the office, and by using technology.
- Residents are encouraged to utilize local drop off centers for their recycling needs.
- The Recycling Center will soon start to allow a limited number of appointments for house-hold hazardous drop off. This will be by appointment only and strict social distancing and safety precautions will be required. Please call the Recycling Center for additional information (*contact sheets are attached*).

**Auglaize County Dog Pound – 1001 Fairview Dr., Wapakoneta**  
**This building is open to the public by appointment only.**

- Employees are continuing to work in open spaces, at the office, and by using technology.
- The public must schedule an appointment to conduct business with the dog pound.

**Neil Armstrong Airport – 7776 OH-219, New Knoxville**  
**All operations are scheduled. Buildings are closed to the public, except for scheduled appointments.**

- Contractors and employees are continuing to work in open spaces, at the office, and using technology.
- Scheduled airport board meetings are open to the public and are being conducted using technology.

**Auglaize County Title Office – 604 ½ S. Blackhoof St., Wapakoneta**  
**This building is open during regular business hours.**

- We are requesting the public only go to this building if absolutely necessary.
- Social distancing may mean longer wait times.
- Please call before you come to the building to receive real time updates.

**Municipal Court West – 114 N. Main St., St. Marys**  
**This office will resume regular business hours on Monday, May 11, 2020 with restrictions.**

- Only customers doing Title transactions will be permitted in office.
- Social distancing may mean longer wait times and limited waiting areas.
- Additionally, face coverings are highly encouraged for any member of the public entering the building.

## General Information

- Individual offices/departments will schedule their meetings and post pertinent information on their webpages as necessary.
- Courts have issued guidance on how they are continuing to take proactive measures. This guidance can be found by reaching out to each Court.
- This memorandum will be placed on the county website.
- The cleaning of county buildings continues as planned, and there are adequate supplies for this.
- Here are some highlights of ongoing guidance for good practices to continue:
  1. **Supervisors should continue to promote good hygiene.** Reinforce key messages with employees regarding hygiene practices, including the use of face coverings. Encourage employees to stay home when sick. Continue to monitor temperatures and symptoms. Remind employees of the proper coughing and sneezing etiquette. Educate employees regarding the importance of handwashing. Frequently perform enhanced environmental cleaning of commonly touched surfaces. Remove candy dishes, community food and limit the sharing of pens and other workplace equipment.
  2. **Encourage social distancing.** Maintain about six feet or more of personal space as much as possible.
  3. **Understand that any issue brought to you by an employee regarding possible health risks associated with working with a co-worker needs to be brought to the attention of the Commissioners' office or the Prosecutor's office.** We will evaluate and give actionable guidance.
  4. **Promote using teleworking, alternative work locations, or alternative work schedules.** Employers should continue to use these practices to better serve the public whenever possible.
  5. **Limit all travel to in-state mission critical travel.** All unnecessary travel should be cancelled or postponed.

We appreciate your understanding as we strive to maintain the highest level of customer service possible during this challenging time. We hope that by implementing these measures, we are doing our part to help you stay safe and healthy.

Telephone contact information for each service area of the county government is attached. This contact information can be used to help schedule necessary appointments.

If you have any questions, please contact Erica Preston, County Administrator, [epreston@auglaizecounty.org](mailto:epreston@auglaizecounty.org)

# HOW TO CONTACT US

**Auglaize County Website**

[www2.auglaizecounty.org](http://www2.auglaizecounty.org)

## **ELECTED OFFICIALS**

### **Board of Commissioners**

John N. Bergman..... (419) 739-6710

Douglas A. Spencer ..... (419) 739-6710

Don Regula ..... (419) 739-6710

### **Auditor**

Janet Schuler. .... (419) 739- 6705

### **Clerk of Courts**

I Jean Meckstroth ..... (419) 739-6765

### **Coroner**

Dr. Jason Stienecker ..... (419) 739-6540

### **Engineer**

Douglas Reinhart ..... (419) 739-6520

### **Prosecutor**

Edwin A. Pierce ..... (419) 739-6785

### **Recorder**

Emily Schlenker ..... (419) 739- 6735

### **Sheriff**

Al Solomon ..... (419) 739-6565

### **Treasurer**

April Bowersock. .... (419) 739-6745

### **Court of Common Pleas: General**

Judge Fredrick Pepple..... (419) 739-6770

### **Court of Common Pleas: Domestic Relations, Probate and Juvenile**

Judge Mark Spees ..... (419) 739-6775

### **Municipal Court**

Judge R. Andrew Augsburger..... (419) 739-6780

**OTHER OFFICIALS AND DEPARTMENT HEADS**

**County Administrator**

Erica Preston ..... (419) 739-6710

**Airport Manager**

Ted Bergstrom ..... (567) 204-0836

**Board of Elections Director**

Michelle Wilcox ..... (419) 739-6720

**Dog Warden**

Russ Bailey ..... (419) 302-8303

**Department of Job and Family Services Interim Director**

Julie Gossard ..... (567) 242-2700

**Emergency Management Director**

Troy Anderson ..... (419) 739-6725

**Information Technology Manager**

Cameron Ruppert ..... (567) 204-7361

**Geographical Information Systems Administrator**

James Marok..... (419) 739-6730

**Law Library**

Lucy Merges.....(419) 739-6749

**Maintenance Supervisor**

Rick Bice ..... (419) 235-6892

**Public Defender**

Jerry Siesel .....(419) 739-6796

**Solid Waste Coordinator**

Scott Cisco ..... (419) 394-1270

**Veteran Services Commission Director**

Rob Wiss..... (419) 739-6750