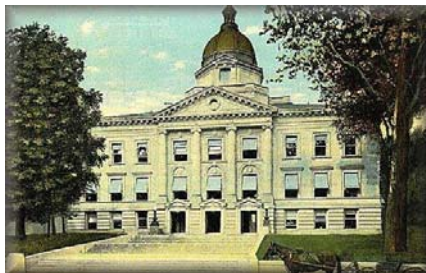


**DeAnna Holliday**  
*President*

**Dr. Colton Copley**  
*Vice President*

**Freddie Hayes, Jr.**



**Summer Riley**  
Administrative Assistant

## **LAWRENCE COUNTY COMMISSIONERS**

111 South 4<sup>th</sup> Street • Ironton, Ohio 45638  
PH: (740) 533-4300 • FAX: (740) 533-4370  
Email: [ckline@lawrencegov.org](mailto:ckline@lawrencegov.org)

**To: Lawrence County Residents, Employees, and Supervisors**  
**From: The Lawrence County Commissioners**  
**Date: May 7, 2020**  
**Subject: Actions taken for county-owned building usage from March 18 until further notice**

Thank you for your patience as we work through this challenging time. As everyone knows, Governor DeWine has declared a state of emergency in Ohio, and the Director of the Ohio Department of Health is limiting gatherings to try and prevent the spread of COVID-19. On March 15, 2020, the governor closed all restaurants and bars, with the exception of takeout and delivery. That was followed by the closure of gyms, theaters, etc. These are definitely uncharted waters we are trying to navigate.

It is in the same spirit that the commissioners, in conjunction with all the county's elected officials, are taking actions to limit gatherings and physical contact, while continuing services of the government in a reasonable way. Action relating to the use of county-owned (or operated) buildings are listed below. These actions are effective March 18 and until otherwise notified. Also note that everything is changing almost hourly, so the following is subject to change at any time.

### **County Courthouse – 111 South 4<sup>th</sup> St., Ironton**

**This building is beginning to reopen to the public.**

**(Please see specific department memos or attached documents below)**

- The Board of Elections access will depend on directives issued by the Ohio Secretary of State. As more information becomes available it will be shared with the public.
- Employees are continuing to work and will provide services using as much technology as possible.
- Members of the public should schedule appointments for necessary physical access (unless noted otherwise) to all other courthouse offices – Treasurer, Recorder, Commissioners, Clerk of Courts, Prosecutor, Veterans, Probate/Juvenile Court, Common Pleas Court, and Law Library. If physical access can at all be postponed, please do so. Many activities can be conducted via phone, email, fax, or postal service.
- When it is determined that appointments are needed, we ask that everyone practice good social distancing measures.

**-An appropriate staff member will be notified upon arrival at the security entrance and escort you to the proper meeting place. If you are not on an appointment list, security will not allow you in the building.**

-The first half tax collection deadline has already passed. Any tax payments that still need to be made can be done so by mail, with the effective date of the payment that of the postmark or by utilizing the Treasurer's website

-It is highly encouraged that all documents (deeds, affidavits, etc.) that relate to real estate transactions be done through the mail.

-There will be a drop box between the two sets of doors on the 5<sup>th</sup> St. side of the building for all documents that need to be delivered to all offices within the courthouse (auto titles, deeds, etc.). If any of these documents/filings require a payment, **do not leave cash**, only checks or money orders should be attached. Please place all documents in a sealed envelope and write the name of the office the documents to which the documents are to be sent. This box will be checked multiple times each day, and items distributed to the appropriate office.

-Payins from county departments that only involve checks are requested to be placed into the drop box. If cash is involved in the payin, then an appointment needs to be made with the auditor to come into the office to process the payin.

-Please see the attached court order informing of court access.

-The Auditor's Office will be completely closed to the public and other offices. The auditor's real estate duplicates are the only records that would currently need to be physically accessed by someone from the public. We have those duplicates scanned and in the process of being placed on our website. Everything else can be done by mail, fax, email, or phone. The staff is also going to be cut in half and working on rotating weeks.

-The Recorder's office will be closed to the public and other courthouse employees on Tuesdays and Thursdays but will still be accessible by phone 8a - 4p. Monday, Wednesday, and Friday we will be open to the public from 10 a.m. - 4 p.m.. Information is available online at [www.lawrencecountyohiorecorder.org](http://www.lawrencecountyohiorecorder.org). We will continue to accept recordings by mail or by using the drop box, which is located between the double doors on the fifth street entrance to the courthouse.

-Probate-Juvenile Court has issued a general order regarding parenting time and visitation: see below.

-Common Pleas Court has issued an update to their order: see below.

-The Veterans Service Commission will be open Monday, Wednesday, and Friday 0830 to 1200. Emergency Assistance for anyone already established with the office just needs to call in. If you are applying for the first time you need to call 740-533-4328 to set an appointment during open hours.

-The Clerk of Courts Office will no longer be accepting titles in person, but they will still be accepted by mail or by the drop-box at the 5th St. doors. This policy will be in effect at least through the Governor's Stay At Home Order for May 1, 2020 or otherwise notified.

-All Ohio State University Extension in-person programming through July 6 is cancelled. This includes all 4-H programs, activities, and events. In addition, all 4-H camps through August 31 are cancelled. Our office team is continuing to work completely from home. Our Skype for Business system is allowing our office calls to be automatically received through our laptops and cell phones and we are continuing our outreach and programming efforts remotely and virtually. We hope to be back to the courthouse as soon as possible. OSU CFAES has developed, a COVID-19 resources hub at [kx.osu.edu/covid-19](http://kx.osu.edu/covid-19). It is full of research based information focused around COVID-19 – Health & Wellness, Ohio Farms & Farmers, Tools & Resources, News & Science, Business & Working, Family & Kids.

**Consistent with an opinion of the Ohio Attorney General, the County Commissioner meetings will be live streamed on the Commissioner Facebook page, but will not be physically open to the public from March 18, 2020, until otherwise notified.** The only people physically allowed in the meetings will be the county commissioners, county administrator, commission administrative assistant, the operator of the livestream equipment, and any other elected official, or department head that absolutely must be present in the meeting. It is encouraged that all elected officials and department heads communicate in written format anything that needs to be brought to the commissioners for action. **Please check the commissioner website ([www.lawrencecounty.org](http://www.lawrencecounty.org)) and the commissioner Facebook page for a schedule of upcoming meetings.**

**County Jail – 115 So 5<sup>th</sup> St., Ironton**

**This office is open only for necessary law enforcement activity.**

**Lawrence County Department of Job and Family Services 1100 So 7<sup>th</sup> St., Ironton  
Including Child Support Enforcement and Children’s Services**

**This office is closed to the public, except for scheduled appointments.**

- Employees are continuing to work and will use technology to every extent possible.
- Any necessary meetings need to be scheduled with social distancing in mind, please use either phone or internet services if at all possible. **Please see the Department of Job and Family Services operational plan attached to this announcement.**

**Union Rome Sewer Office 32 Private Drive 11100, Chesapeake**

**This office is closed to the public, except for scheduled appointments.**

- Employees are continuing to work and will use technology to every extent possible.
- Payments can be made via mail or on the sewer website ([www.unionromesewer.com](http://www.unionromesewer.com))
- Only essential sewer repairs will be performed during this time.
- Any necessary meetings need to be scheduled with social distancing in mind.

**Lawrence County Animal Shelter 1302 Adams Lane, Ironton**

**This office is closed to the public, except for scheduled appointments.**

- Employees are continuing to work and will use technology to every extent possible.
- Any necessary meetings need to be scheduled with social distancing in mind.

**Lawrence County Juvenile Center 4676 St Rt 93, Ironton**

**This office is closed to the public, except for scheduled appointments.**

- Employees are continuing to work and will use technology to every extent possible.
- Any necessary meetings need to be scheduled with social distancing in mind.

**Lawrence County Soil and Water Conservation District 5459 St Rt 217 Willow Wood**

**This office is closed to the public, except for scheduled appointments.**

- Employees are continuing to work and will use technology to every extent possible.
- Any necessary meetings need to be scheduled with social distancing in mind.
- See attachment for more details.

**Lawrence County Municipal Court 10916 Co Rd 1, Chesapeake**

**This office has limited access, please contact the court directly.**

- Employees are continuing to work and will use technology to every extent possible.
- Any necessary meetings need to be scheduled with social distancing in mind.
- The court will return to its regular operations and hours of operations beginning on May 1, 2020.
- See attachment for more details.

**Lawrence County Health Department 2122 So 8<sup>th</sup> St., Ironton**

**This office is closed to the public, except for scheduled appointments.**

- The health department will only be operating Mission Essential Functions.
- Employees are continuing to work and will use technology to every extent possible.
- Any necessary meetings need to be scheduled with social distancing in mind.
- Patients will be asked not to come to health department if they are sick.
- We're asking funeral directors to drop off or mail request for death certificates.
- Please call initially to request birth records to verify accuracy. Staff will advise when to come into the office to complete paperwork.
- Please call health department prior to appointments.
- Staff will be at front entrance to take temperatures of those seeking services.

**Lawrence County 911/EMA Center 515 Park Ave, Ironton**

**This office is closed to the public, except for scheduled appointments.**

- Employees are continuing to work and will use technology to every extent possible.
- Any necessary meetings need to be scheduled with social distancing in mind.

**Lawrence County Joint Response Operation Center 715 Lane St, Coal Grove  
Including EMS, Coroner, Various Sheriff Departments**

**This office is closed to the public, except for scheduled appointments.**

- Employees are continuing to work and will use technology to every extent possible.
- EMS service will continue, however it is requested that anyone who asks for EMS assistance, please identify if the person needing assistance has cold/flu like symptoms.
- Any necessary meetings need to be scheduled with social distancing in mind.

**Lawrence County Board of Developmental Disabilities 604 Carlton Davidson Lane,  
Coal Grove**

**This office is closed until further notice.**

- Please see the Board of Developmental Disabilities memo attached
- UPDATE: Effective 04/02/2020 LCDD's main board office will be closed.

**Lawrence County Municipal Court (Ironton) 301 South 3rd Street P.O. 237 3rd Floor  
Ironton, OH 45638**

- Tuesday, Wednesday, and Friday closed at noon.
- Monday hours: 8:30am-4:00pm
- Thursday hours: 8:30am-2:00pm
- Will return to full-time status the week of May 11

IN THE COURT OF COMMON PLEAS  
GENERAL DIVISION  
LAWRENCE COUNTY, OHIO

2020 MAR 30 AM 10:12  
JUDGE PATTERSON  
CLERK OF COURTS  
LAWRENCE COUNTY

TEMPORARY ORDER IN RESPONSE TO  
COVID-19 STATE OF EMERGENCY

JOURNAL ENTRY

JUDG. \_\_\_\_\_, PG. \_\_\_\_\_

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On March 9, 2020, Governor Mike DeWine issued Executive Order 2020-01D “Declaring a State of Emergency” in response to the COVID-19 public health crisis. In accordance with the proactive precautionary measures contemplated in the Executive Order, the Ohio Legislature’s passage of HB 197 and additional anticipated procedures that will be developed by various state and local governmental agencies to promote public health, safety and wellbeing, the General Division of the Court of Common Pleas has developed a continuum of flexible responses to ensure the business of Court will continue while, at the same time, restricting the public’s need to physically access the Court.

Therefore, it is HEREBY ORDERED:

1. The Rules of Practice for the General Division may be temporarily modified, within Constitutional limits, to allow the Court to operate effectively during the State of Emergency;
2. The use of telephone conferencing and, if available, video conferencing is authorized in all actions and proceedings. If video conferencing is not available in cases where a criminal defendant’s presence in Court is required, then the defendant and counsel shall appear in person;
3. All criminal, civil and administrative time limitations and deadlines established by the Ohio Revised Code, Ohio Administrative Code and the various Rules governing procedures in

Ohio's State Courts, which are set to expire between March 9, 2020, and July 30, 2020, are hereby tolled.

4. Any matter before the Court shall proceed as scheduled unless specifically modified by the Court in accordance with paragraphs 3 and 11 of this Order, or by prior or subsequent Order of an assigned judge pertaining only to that judge's individual docket.
5. The Court will continue to accept petitions for civil stalking protection orders and temporary restraining orders;
6. All jury trials are suspended until July 30, 2020;
7. All Court appearances for the Nexus Recovery Docket are suspended until July 30, 2020;
8. All in-Court appearances shall be limited to counsel, Court staff, parties to the case, necessary witnesses and certain members of the media. Members of the public who do not fall into one of the categories set forth herein shall not be permitted to congregate in the second or third floor lobby areas of the Courthouse Annex, and may be prohibited from entering the Courthouse under the directive of the Lawrence County Board of Commissioners;
9. All Grand Jury proceedings are continued except, at the discretion of the Prosecuting Attorney, those cases that are necessary to protect the safety of the community;
10. Pursuant to Crim.R. 6(G), and for good cause shown by the Prosecuting Attorney, the Grand Jury seated during January 2020 is hereby extended until July 30, 2020;
11. The public health emergency shall be considered to be a finding of good cause for continuances and extensions of this Order, which are granted after July 30, 2020, as deemed necessary by assigned Judges on a case-by-case basis; and

12. The Court shall have lawful authority, within constitutional limits, to do and direct to be done all things necessary to ensure the orderly and efficient administration of justice for the duration of the declared public health emergency.

Case-by-case exceptions to the mandates set forth herein may be ordered at the discretion of the Court. Further, nothing in this Order shall affect the Court's consideration of civil or criminal motions that can be resolved without oral argument.

Effective Monday, March 30, 2020, the General Division of the Lawrence County Court of Common Pleas and the Clerk of Courts Legal Division shall remain open, until further notice, under the following schedule:

**MONDAY: 8:30 A.M. TO 12:00 P.M.**

**TUESDAY: BY APPOINTMENT ONLY**

**WEDNESDAY: 8:30 A.M. TO 4:00 P.M.**

**THURSDAY: BY APPOINTMENT ONLY**

**FRIDAY: 8:30 A.M. TO 12:00 P.M.**


All Domestic Violence Protection Orders, Civil Protection Orders and Temporary Restraining Orders shall be heard only on Monday, Wednesday and Friday of each week at 9:30 a.m. Individuals are strongly encouraged to submit their petitions via the Lawrence County Domestic Violence Task Force. In the event of extreme emergencies, as determined by an agent of the Lawrence County Domestic Violence Task Force, the agent may contact the Court's assignment commissioner for an immediate hearing at (740) 547-3523.

Until July 30, 2020, all persons who have business before the Court are encouraged to utilize telephone, facsimile and email communication when possible in order to promote social distancing and limited physical contact.



This Order shall supersede the prior Administrative Orders of this Court that were entered by the Clerk on March 16, 2020, and March 23, 2020.

It is SO ORDERED.

  
\_\_\_\_\_  
ANDREW P. BALLARD, JUDGE

  
\_\_\_\_\_  
CHRISTEN N. FINLEY, JUDGE



Department of Job & Family Services

1100 South 7<sup>th</sup> Street • P.O. Box 539 • Ironton, OH 45638 • (740) 532-3324 • Fax (740) 532-9490

## **Provision of Services During Pandemic Outbreak or Emergency Operation Plan**

### **1. Procedure Summary**

In conjunction with the Lawrence County Ohio Job and Family Services Board of Commissioners and with the assistance of the local county Emergency Management Agency, the Lawrence County Ohio Job and Family Services (LCDJFS) Emergency Operational Plan is provided below. All plans herein listed are contingent upon the operational plan as developed and directed by the Lawrence County Ohio Job and Family Services Board of Commissioners for services and subject to their discretion. It is the intent of the Lawrence County Ohio Job and Family Services Board of Commissioners and LCDJFS that every precaution be taken to provide a safe working environment for all employees.

In attempting to prepare guidelines for the possibility of a pandemic flu, or any other emergency in which Agency staff members may be unable to come to the worksite, we have identified key areas of consideration. This plan will serve as our template for emergency services should the need arise.

### **2. Procedure Steps**

In all phases of the pandemic outbreak, LCDJFS will make every effort to remain responsive to the county it serves, while attempting to maintain hygiene procedures to prevent the spread of an outbreak within the Agency. The staff will be advised of any confirmed cases within the Agency or of any updates regarding possible outbreak via email or Agency phone tree.

All methods of local media will be utilized to alert the public regarding the stage of emergency plan designation and inform if the offices are open or closed to the public. This will be done by the Director or designated designee. The incoming telephone system will also alert the public regarding the level of service provided at the respective time period.

All staff members available to report to work will be utilized on an emergency basis and will be utilized to provide the best available services to the citizens of Lawrence County.



Department of Job & Family Services

1100 South 7<sup>th</sup> Street • P.O. Box 539 • Ironton, OH 45638 • (740) 532-3324 • Fax (740) 532-9490

## Steps

### **If possible, personal hygiene policies will include:**

Cleaning and precautionary materials needed:

- Alcohol and/or chlorine cleaning products,
- Latex (and a small amount of non-latex) sterile gloves,
- Masks, and
- Waterless hand sanitizer.

### **Hand hygiene policies will include:**

- Stressing to the staff the need to effectively wash hands on a regular basis,
- Hand sanitizer, if possible, should be used after every interview, and
- Notices will be posted reminding of the importance of proper hand hygiene practices.

### **Cough etiquette policies will include:**

- Covering the mouth by all staff members.
- Filtering sneeze utilizing a facial tissue and dispose of tissue immediately.
- Keep hands away from all mucous membranes, i.e.. mouth, and nose.
- Develop hand-washing practice particularly after coughing, sneezing, and/or using a tissue.

### **Cleaning precautions:**

- Staff will be provided antibacterial cleaning products to reduce environmental germs by utilizing alcohol and/or chlorine, if possible.
- Telephone sets, counter and desks areas, common doorknobs, railings, control access keypads, washbasins, and toilets will be cleaned with a suitable anti-bacterial cleaning solution, if possible.
- Staff will be cautioned not to use another employee's telephone or specific desk area (personal computer, calculator, general desk equipment) and when sharing respective areas, that they clean the respective machinery (copiers, shredders).
- Staff will be instructed to dispose of all eating utensils, tissues, etc. in a designated waste receptacle to avoid further contamination.

### **Avoid gathering of large number of staff members:**

- Staff will be advised to attempt to avoid gatherings in groups during this time period.



**Department of Job & Family Services**

1100 South 7<sup>th</sup> Street • P.O. Box 539 • Ironton, OH 45638 • (740) 532-3324 • Fax (740) 532-9490

- Staff will be advised to communicate to other staff members via telephone or email whenever possible to avoid chances of further contamination.
- E-mail communication will take place whenever possible in place of staff meetings. Staff will be advised not to share cups, dishes, etc.
- Staff members will be advised to avoid social gatherings within the office and be encouraged to utilize telephone or e-mailing of messages.

**Risk control measures:**

All measures available will be taken as follows:

- All staff members with influenza/COVID-19 symptoms will be restricted from the workplace until determined influenza/COVID-19 free (as determined by ODH, CDC, or health provider), and document all employees they have been contact with.
- Practicing and reminding of personal hygiene and workplace cleaning habits.
- Increase and recommend social distancing.
- Manage staff that becomes ill at work.
- Restrict travel whenever possible.
- Any employee reporting or observed as having symptoms will be advised to go home and stay at home. The employee will be advised to contact their physician. Arrangements will be made for clean-up of employee's workstation.

Entry into the Agency by the general public restriction will take place should it be necessary. Signs will be posted to advise anyone entering the building NOT to enter if they are experiencing influenza/COVID-19 symptoms. All precautions will be taken to ensure that staff members and the public maintain a restricted distance if at all possible.

**Travel:**

All Agency travel will be cancelled except for emergency meetings and Children Services and Adult Protective Services referrals of abuse/neglect and ongoing case management/monitoring as prioritized. Administration may travel between sites on an as needed basis. All travel shall be at the Director, or designee, discretion.

**LCDJFS Pandemic Operation**

**Plan B: Offices Closed to the Public**

The Director, or designee, will:

- A. Follow its own procedure for emergency notifications (local radio stations, etc.).
- B. LCDJFS will follow its Service-Level Assignment with ODJFS.



**Department of Job & Family Services**

1100 South 7<sup>th</sup> Street • P.O. Box 539 • Ironton, OH 45638 • (740) 532-3324 • Fax (740) 532-9490

- C. The Director, or designee, should call the OIS Service Desk at (800) 686-1580, option 2, to inform state staff of the problem. If the problem necessitates a closure, the county should indicate the length of time the Agency is expected to be closed, which offices or locations are involved, and the county identification number. The OIS Service Desk will notify the appropriate OIS work units of the problem. It will create a trouble ticket, assign it to the appropriate area, and enter the problem in incident log.
- D. If the county Agency must close, OIS will inform the ODJFS Chief Inspector's Office and the ODJFS Office of Communications to post a general closure notice to [www.jfs.ohio.gov](http://www.jfs.ohio.gov) instructing customers to call before visiting the Agency office. This message will remain posted for one day unless the Agency informs OIS that the closure will continue longer.
- E. OIS will follow established escalation procedures to resolve the problem. Once the issue is resolved, OIS will complete incident documentation.

**Incoming Calls:**

Agency will update telephone greeting to notify the Agency is closed to the public due to the influenza/COVID-19 outbreak. Services will be handled by telephone as available.

The CPS/APS units will attempt to maintain normal levels or response to the community and to meet its mandates regarding referrals of abuse and neglect. However, in the event that it is not possible, incoming referrals will be screened and prioritized based on the information presented. Available staff will be dispatched to handle emergency situations, as determined by Administration.

**Deposits:**

All payments will be deposited in a timely manner contingent upon the operations of the County Auditor and the County Treasurer offices. Should their offices be closed, deposits will be securely stored in the Agency's safe.

**Appointments/Interviews:**

No interviews will be held within the Agency at this time. Any interview or appointments that can transpire via telephone will be scheduled. Other business will be conducted by mail.

**Use of the visitation rooms will be suspended:**

Whenever possible, visits will be conducted outside of the Agency using kinship or foster homes, birth family homes, or an alternate site, as determined by Administration. Any visitation that requires Agency supervision will be suspended until further notice. All cancelled visitation will be rescheduled at the earliest convenience.



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**Notices:**

Notices will be posted in the entrance way advising that the office is not open for business to the public at this time due to influenza/COVID-19. Said notice will include telephone information number to call with any questions, and a notice that any paperwork or payments can be deposited in the appropriate drop box.

**Mail runs form post office and to postal drop:**

During this stage, mail will be picked up as usual at the local Post Office. Special care will be taken by staff handling incoming and outgoing mail, utilizing sterile gloves to prevent further risk of exposure.

**Supply drop-off:**

Agency will continue supply delivers to ensure staff have access to needed supplies.

**Children Services-Investigations, placement of children in substitute care, and visits to children in substitute care:**

All necessary healthcare precautions will be observed. Staff will be provided with latex gloves and masks should they come into contact with a family known to have the influenza/COVID-19 virus. The substitute caregiver will be provided with all medical information including, but not limited to, the proper care of a child with the influenza/COVID-19 virus, and precautionary steps to prevent the further spread of the virus. The Agency will make every effort to maintain compliance with all Ohio Administrative Code rules regarding the visitation of children in their substitute care setting. IF staffing levels drop to a point where this is not possible, contact will be made by phone. The contact will include talking with the substitute caregiver and the foster child (when appropriate). Documentation will be kept in SACWIS and/or the case file regarding attempts made to maintain compliance with Ohio Administrative Code and information

discussed during the phone contact; notation shall be made indicating that face-to-face visitation was limited or prohibited due to the pandemic.

**Payroll:**

Payroll will be handled by Human Resources Officer and County Auditor with approval by Director or assigned designee.

**MIS:**

Each program administrator, with support from MIS Specialist, will be responsible to ensure access and password resets to appropriate state systems. Program areas will utilize their assigned Help-Desk for additional assistance. State and Agency equipment issues will still be handled by the MIS Specialist.



Lawrence County Developmental Disabilities  
604 Carlton Davidson Lane, Coal Grove, OH 45638  
740-532-7401

*Leading the Way  
Achieving Excellence  
Shaping the Future*

Early Intervention • Preschool • School Age • Service and Support Administration

March 16, 2020

Dear LCDD Service Recipients, Families/Guardians, Providers, Community Partners:

The Lawrence County Developmental Disabilities (LCDD) cares deeply about the health and safety of individuals we serve, our employees and stakeholders. We also feel compelled to do our part as a public entity to reduce exposure to the Coronavirus (COVID-19) during this state of emergency.

Therefore, to comply with Governor DeWine's directives regarding COVID-19 and guidance from the Ohio Department of DD, the LCDD will be implementing alternative service delivery solutions to help facilitate "social distancing" while continuing to serve individuals and keep the buildings clean and safe.

Effective Tuesday, March 17, 2020, and until further notice, all LCDD buildings will be closed and services to individuals and families will be provided remotely. This may include phone calls, remote meetings and visits, and other forms of electronic communication. Home visits will be suspended except in emergency situations.

However, please be assured that our Service and Support Administrators (SSAs), Help Me Grow Early Intervention staff, and Investigative Agent will continue to be available. Please be sure to continue sending new referrals as needed, and reporting Major Unusual Incidents and Unusual Incidents as always.

Additionally, our Open Door School Instructors will be communicating with students and their families and offering information about educational resources they become aware of.

All program phone numbers will be answered as usual during regular business hours, and the after-hours emergency on-call system will continue as usual.

We are taking donations for those we serve at our Board Office located at 604 Carlton Davidson Ln., Coal Grove, OH from 9:00 a.m. 3:00 p.m. weekdays. Please utilize the yellow bin in front of our office door. Requested items include baby formula/food, baby wipes and diapers, non-perishable food items, paper products and cleaning supplies.

Our Early Intervention or Service and Support Administration department should be contacted if there is a need. Our agency numbers are as follows:

LCDD Board Office: 740-532-7401  
Help Me Grow Early Intervention: 740-377-2356  
Service and Support Administration: 740-532-0406  
Open Door School: 740-532-1234  
After-hours emergency: 24/7: 740-532-0406

We will be monitoring this situation closely. Please do not hesitate to contact us with questions or specific needs.

Sincerely,

Julie Monroe, Superintendent

# Probate-Juvenile Court

Division of  
Court of Common Pleas  
Lawrence County Court House  
IRONTON, OHIO 45638

HONORABLE PATRICIA SANDERS  
PROBATE — JUVENILE JUDGE

PROBATE COURT — 740-533-4343  
JUVENILE COURT — 740-533-4341

3/16/2020

RE: Temporary Changes Related to COVID-19

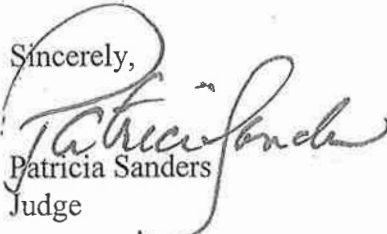
Dear Attorneys:

Until further Order of the Court, the Court will be taking temporary precautionary measures as a response to the coronavirus (COVID-19) pandemic. Following recommendations of the Ohio Supreme Court and Gov. Michael DeWine, the Court will be continuing all non-emergency hearings for a period of approximately thirty days. The Court will be contacting the counsel of record regarding each matter that is continued.

In an attempt to limit the number of individuals physically present at the Court House, the Court will require that all parties represented by counsel not personally attend a scheduled pre-trial or non-adjudicatory hearing, as said hearings can be conducted by their counsel. Additionally the Court recommends that all attorneys conduct any scheduled pretrial and/or non-adjudicatory hearing by phone when possible.

While the temporary changes may cause some inconvenience, the changes are necessary to protect the attorneys, parties, court staff, and the general public. I thank the attorneys in advance for their cooperation in this effort.

Sincerely,

  
Patricia Sanders  
Judge



0291  
B-197

IN THE COURT OF COMMON PLEAS  
PROBATE-JUVENILE DIVISION  
LAWRENCE COUNTY, OHIO

FILED  
JUVENILE COURT  
2020 MAR 17 AM 8:41  
LAWRENCE CO., OHIO  
PATRICIA SANDERS, JUDGE

**TEMPORARY ORDER FOR SOCIAL DISTANCING  
AND  
RESTRICTING VISITORS AT THE LAWRENCE COUNTY JUVENILE CENTER**

COVID-19 is a respiratory disease that can result in serious illness or death. The virus is spread between individuals who are in close contact with each other (within about six feet). It may be possible that individuals can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes. The health and safety of the youth at the Lawrence County Juvenile Center (LCJC), as well as that of the employees, is a top priority. Therefore, the following ORDERS shall be effective immediately:


1. Social Distancing: Droplets of virus are spread when someone coughs, sneezes, or even just exhales. Droplets are most likely to travel three feet but can travel up to six feet. We will immediately institute a policy of social distancing.
2. Personal Hygiene: Frequent handwashing, sanitizing, and disinfecting will begin immediately. LCJC personnel will immediately begin to circulate during the day wiping doorknobs, countertops and other surfaces.
3. Access to the LCJC facility will be restricted to only those personnel who are absolutely necessary for the operation of the facility. People who are “absolutely necessary for the operations of the facility include but may not be limited to, staff, contracted and emergency healthcare providers, law enforcement, attorneys, clergy, contractors conducting critical on-

site maintenance, and government representatives and regulators and their contractors. No visitors, including youth family members, shall be admitted into the facility.

4. Passes and home visits by youth at the facility are suspended until further order.

5. This Order shall take effect immediately and remain in full force and effect until the State of Emergency declared by the Governor no longer exists, or otherwise modified by Court Order.

This situation is extremely fluid and rapidly evolving. These policies are subject to change at any time.

  
PATRICIA SANDERS, JUDGE

Q 291  
Pg. 196

**IN THE COURT OF COMMON PLEAS  
PROBATE-JUVENILE DIVISION  
LAWRENCE COUNTY, OHIO**

FILED  
JUVENILE COURT

2020 MAR 16 AM 11:05

LAWRENCE CO., OHIO  
PATRICIA SANDERS, JUDGE

**TEMPORARY ORDER IN RESPONSE TO THE COVID-19  
(CORONAVIRUS) PUBLIC HEALTH CRISIS**

The Probate-Juvenile Division of the Lawrence County Court of Common Pleas makes the following Findings of Fact:

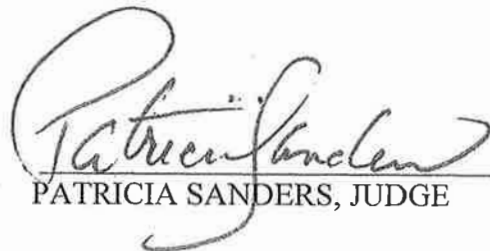
1. On March 9, 2020 Ohio Governor Mike DeWine issued Executive Order 2020-01D “Declaring a State of Emergency” in response to the growing COVID-19 public health crisis.
2. On March 11, 2020 the World Health Organization officially declared COVID-19 to be a global “pandemic” requiring “urgent and aggressive action” to control the spread of the virus.

Based upon these Findings of Fact, the Probate-Juvenile Division of the Lawrence County Court of Common Pleas has developed a continuum of flexible responses in case the public health crisis escalates. The continuum of responses is intended to protect public health, to maintain essential court functions, and to continue to protect the rights of all individuals subject to the authority of the Court.

**THEREFORE, IT IS HEREBY ORDERED:**

1. The Probate-Juvenile Division Local Rules of Court may be temporarily adapted to allow Court flexibility, within Constitutional limits, in response to the public health emergency.

2. The Probate-Juvenile Division security policies may be temporarily amended or supplemented to protect public health while maintaining essential court functions.
3. The Probate-Juvenile Division Employee Handbook provisions may be temporarily adjusted to maintain essential court operations and functions.
4. The Probate-Juvenile Division authorizes the use of audiovisual devices and technologies for all actions and proceedings.
5. The public health emergency may be considered to be a finding of good cause for continuances deemed necessary on a case-by-case basis.
6. The Court will have the lawful authority, within constitutional limits, to do and direct to be done all things necessary to ensure the orderly and efficient administration of justice for the duration of the declared public health emergency.

  
PATRICIA SANDERS, JUDGE

FILED

LAWRENCE COUNTY MUNICIPAL COURT  
CHESAPEAKE, OHIO

2020 MAR 23 PM 7:44

LAWRENCE COUNTY  
MUNICIPAL COURT  
MATTHEW D. ELSOE, CLERK

SUPPLEMENTAL ORDER RELATING TO CONTINUATION OF COURT IN RESPONSE  
TO COVID-19 PUBLIC HEALTH CRISIS

Due to the COVID-19 crisis, the Lawrence County Municipal Court is making adjustments to the court schedule.

April 14<sup>th</sup> traffic court is continued to a date to be determined. Any person who has a summons will not be required to attend and there will be no enforcement action submitted to the Ohio Bureau of Motor Vehicles due to non-appearance or failure to pay.

The court's community service program is suspended until the COVID-19 crisis is resolved and the court makes further Orders.

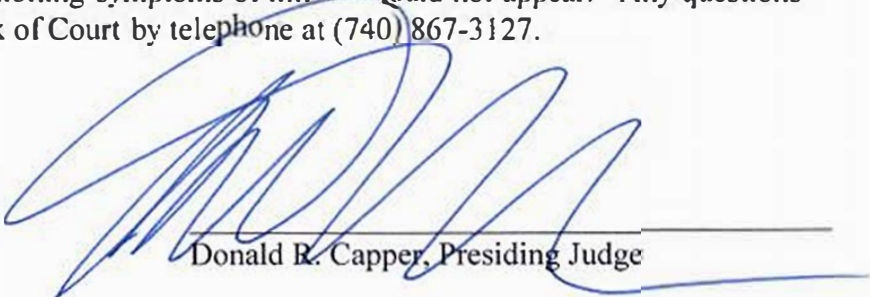
All review hearings are made into telephonic reviews with the probation department (740) 867-3127 x 27, until further Order of the Court.

All civil hearings and trials are continued indefinitely. The court will not set hearings on small claims cases or forcible entries and detainers until further notice.

All criminal trials that are not time sensitive will be continued. Persons who have attorneys representing them should consult with their attorney about when they should appear in court.

All persons having motions or pre-trials should consult with their attorney by telephone about their case.

The Clerk's office will remain open but encourages everyone to make payments via mail or online at [www.lawcommunicourt.com](http://www.lawcommunicourt.com). Only persons having business before the court should appear in person. Anyone exhibiting symptoms of illness should not appear. Any questions should be directed to the Clerk of Court by telephone at (740) 867-3127.



Donald R. Capper, Presiding Judge



**Lawrence Soil and Water Conservation District**  
**5459 State Route 217 · P.O. Box 144**  
**Willow Wood, Ohio 45696**  
**Phone 740-867-4737 · Fax 740-867-5513**

**Floodplain Management    Storm Water Management    Planning Commission    911 Addressing**

March 23, 2020

To: Lawrence County Elected Officials, Employees and Residents

**Re: Lawrence SWCD Procedures due to COVID-19 pandemic**

Since the SWCD's Office is essential to governmental functions, it is exempt from the current Stay at Home Order. Additionally, to help protect staff, the SWCD Office will be closed to the public and other County Employees during this situation. Only Staff members are allowed to enter the building. Appointments will only be set up for business that cannot be done over the phone or electronically. All forms and information are available online at [www.lawrenceswcd.com](http://www.lawrenceswcd.com).

We will continue to accept permits for commercial building, floodplain, storm water, and addressing. District rental equipment is still available, but arrangements must be made. This consists of no-till drills, no-till corn planters, lime spreader and drum spreader. Field work will continue as long as employee safety is not compromised. This consists of inspections for floodplain, stormwater, addressing and agricultural/construction projects.

Staff will be available to answer phones Monday through Friday, 8 a.m. to 4:30 p.m.

Contact the SWCD office at 740-867-4737 with any questions.

Thank you,

Matthew A. Capper  
Office Manager  
Lawrence Soil and Water Conservation District  
5459 St. Rt. 217 or P.O. Box 144, Willow Wood, OH 45696  
Phone: 740-867-4737  
Fax: 740-867-5513

**IN THE COURT OF COMMON PLEAS  
PROBATE-JUVENILE DIVISION  
LAWRENCE COUNTY, OHIO**

**FILED  
JUVENILE COURT**  
2020 MAR 24 PM 1:45  
LAWRENCE CO., OHIO  
PATRICIA SANDERS, JUDGE

**FILED  
PROBATE COURT**  
2020 MAR 24 PM 1:46  
LAWRENCE CO., OHIO  
PATRICIA SANDERS, JUDGE

**GENERAL ORDER:  
PARENTING TIME AND VISITATION**

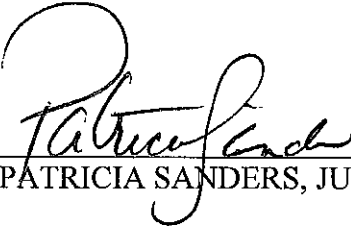
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This matter has come before the Court upon its own motion in light of the Covid-19 Pandemic. The Court has received inquiries from attorneys and pro se parties regarding visitation and parenting time issues in Juvenile Court cases and Guardianship Probate matters.

The Court hereby issues the following ORDERS:

1. Parents/guardians/custodians should follow their current visitation/parenting time schedule as though their children were in school.
2. Parents/guardians/custodians should continue to follow the Court's orders as issued in their respective cases.
3. Parents/guardians/custodians are encouraged to use common sense as it relates to visitation/parenting time. Parents/guardians/custodians are urged to work cooperatively and in the best interest of their children.
4. Parents/guardians/custodians should follow the guidelines of the Ohio Department of Health, CDC, and other government offices.
5. If a parent/guardian/custodian is sick or a member of the household is sick, they should not exercise visitation with their children.
6. The Court will review this general order on April 30, 2020, at which point the Court will amend, vacate or continue this order. The Court reserves the right to amend, vacate, or continue the order at any time before said date if conditions warrant.

IT IS SO ORDERED.

  
PATRICIA SANDERS, JUDGE

Attorneys (Lawrence County Bar)  
Pros. Office  
LCDJFS  
File



**IN THE COURT OF COMMON PLEAS  
PROBATE-JUVENILE DIVISION  
LAWRENCE COUNTY, OHIO**

FILED  
PROBATE COURT  
APR 15 PM 2:24  
LAWRENCE CO., OHIO  
PATRICIA SANDERS, JUDGE

FILED  
JUVENILE COURT  
2020 APR 15 PM 2:23  
LAWRENCE CO., OHIO  
PATRICIA SANDERS, JUDGE

**TEMPORARY ORDER REDUCING COURT HOURS IN RESPONSE TO  
THE COVID-19 PUBLIC HEALTH CRISIS**

Effective immediately, the Probate-Juvenile Division of the Lawrence County Court of Common Pleas hereby reduces its hours of operations to Monday through Friday 8 a.m. until 2 p.m. Any case currently scheduled after 2 p.m., will be heard as currently scheduled.

  
\_\_\_\_\_  
PATRICIA SANDERS, JUDGE



# *Lawrence County Engineer*

## *Patrick D. Leighty, PE, PS*

*Lawrence County Courthouse  
111 South 4th Street, Ironton, Ohio 45638*

*Highway Maintenance Garage 740-532-3436  
Engineer's Office 740-533-4317  
[www.lawrencecountyengineer.org](http://www.lawrencecountyengineer.org)*

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**Due to the declared state of emergency in Ohio, and the efforts to limit the spread of COVID-19, the County Engineer's Department is open by appointment only in conjunction with other county offices. Employees are continuing to work and provide services.**

**All documents (deeds, affidavits, etc.) that relate to real estate transactions will continue to be done through the mail or dropped off at the drop box at the Lawrence County Courthouse between the two set of doors on the 5<sup>th</sup> St. side of the building as stated below.**

- It is highly encouraged that all documents (deeds, affidavits, etc.) that relate to real estate transactions be done through the mail.
- There will be a drop box between the two sets of doors on the 5<sup>th</sup> St. side of the building for all documents that need to be delivered to all offices within the courthouse (auto titles, deeds, etc.). If any of these documents/filings require a payment, **do not leave cash**, only checks or money orders should be attached. Please place all documents in a sealed envelope and write the name of the office the documents to which the documents are to be sent. This box will be checked multiple times each day, and items distributed to the appropriate office.

**If you need assistance, please contact (740)533-4317 and leave a detailed message. All calls will be returned in a timely manner.**

**We appreciate everyone's cooperation in these troubled times, and we will get through this together.**



Office of the Interim Director  
Jacqueline K. Wilkins

3 Agricultural Administration Building  
2120 Fyffe Road  
Columbus, Ohio 43210-1084

614-292-1842 Phone  
614-688-3807 Fax

<http://extension.osu.edu>

May 4, 2020

**FOR IMMEDIATE RELEASE**

CONTACT: Cheryl Buck  
OSU Extension Communication Manager ([buck.19@osu.edu](mailto:buck.19@osu.edu))

***OSU Extension offices throughout Ohio will continue existing teleworking arrangements for staff during Ohio's extended Stay Safe Ohio order***

**Columbus, OHIO** – Ohio State University Extension will continue operating via its teleworking plan for all employees and keep physical OSU Extension offices closed to the public until further notice. This remains in accordance with The Ohio State University's decision that all university employees, with the exception of essential facilities workers, are to continue teleworking and remain off campus, physical distancing and taking all other precautions to stay safe.

Ohio Department of Health Director Dr. Amy Acton recently extended *Ohio's Stay Safe Ohio Order* through May 29. While some businesses and organizations in the state are starting to reopen as of early May, the guidelines for reopening offices via the governor's office require personnel to work from home when possible. OSU Extension has invested in technology that allows personnel to work from their homes. Programs intended to be held face-to-face have been adjusted to a virtual format; and personnel can still be contacted by phone or email. The physical Extension office in each county will remain closed through July 6, unless a decision is made by Ohio State to return sooner.

“While we are considering the guidance from the governor's office and are paying attention to how our local community leaders are planning for re-opening businesses, we are following the university's lead on the transition planning process and are still intending to telework for the near future while ensuring we are meeting the needs of our clientele and community partners,” said Jackie Kirby Wilkins, OSU Extension interim director.

“We are looking at a phased transition over time, and we have a transition team in place to ensure we have a comprehensive plan for the safe return of our employees and clientele,” said Wilkins.



## THE OHIO STATE UNIVERSITY

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Per previous Ohio State decision, all university in-person events are still cancelled through July 6, and Extension activities planned through July 6 will continue to be held virtually or cancelled. Ohio State will continue to evaluate and update plans based on evolving conditions with COVID-19.

OSU Extension's recent investment in the technology needed to facilitate effective teleworking for the organization has helped Extension staff remain in continual contact with Ohioans during this challenging time. "Our clients, stakeholders, and other community members should continue to connect with any OSU Extension staff member via phone or email," said Wilkins.

"Thank you to everyone for your cooperation and collaboration related to the coronavirus disease (COVID-19). Like Ohio State, OSU Extension remains committed to the health and well-being of our community and serving our communities in each county as this situation evolves. These are unprecedented times, and we sincerely appreciate your flexibility and support," said Wilkins.

If you have questions, contact your local OSU Extension office. Visit [extension.osu.edu/lao](https://extension.osu.edu/lao) for office phone numbers and a direct link to each office's website and staff directory.

###

### **Ohio State University Extension**

We create *opportunities* for people to explore how *science-based knowledge* can *improve social, economic, and environmental conditions*.



***Union Rome Sewer***

P.O. Box 430, 32 Private Drive 11100, Chesapeake, Ohio 45619 Phone: 740-867-8700

## COVID 19 Procedures for the Public

Our office is closed to the public until further notice. Even though our office is closed, Union Rome Sewer is fully operational. We encourage our customers to conduct business with us electronically. Our customers can contact us by phone at 740-867-8700, or email at [contact@unionromesewer.com](mailto:contact@unionromesewer.com). We can also be reached by mail at P.O. Box 430 Chesapeake, Ohio 45619.

Sewer bills can be paid at [www.unionromesewer.com](http://www.unionromesewer.com), or by ACH, or by mail, or by dropping your check into our drop box located at our front gate. If you wish to begin receiving your monthly sewer bill by email, please call our office.

If you suspect there is a problem with your sewer, call us at 740-867-8700. Someone is available 24 hours a day, 7 days a week.

LAWRENCE COUNTY MUNICIPAL COURT  
REDUCED HOURS

THE COURT WILL RETURN TO ITS REGULAR OPERATING SCHEDULE AND  
HOURS OF OPERATION BEGINNING MAY 1, 2020.

FILED  
2020 APR 30 AM 10:  
LAWRENCE COUNTY  
MUNICIPAL COURT  
DOROTHY BLEDSOE, CLERK

FILED

2020 APR 24 PM 1:38

LAWRENCE COUNTY MUNICIPAL COURT  
CHESAPEAKE, OHIO

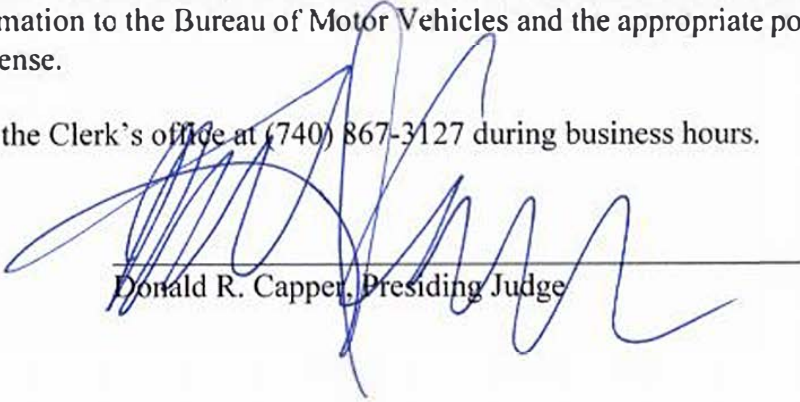
LAWRENCE COUNTY  
MUNICIPAL COURT  
DOROTHY BLEDSOE, CLERK

SUPPLEMENTAL ORDER RELATING TO PHONE-IN PAYMENT PLANS ON MINOR  
MISDEMEANOR TRAFFIC CITATIONS.

Due to the COVID-19 crisis, the Lawrence County Municipal Court is allowing defendants who cannot pay their citation in full via the online payment process or by mail to phone the clerk's office and set up a payment plan on minor misdemeanor traffic citations only. You will be given a "final pay date." You may make payments in any amount during that time period. Failure to pay the citation by the final pay date will result in a \$25.00 late fee and a suspension of your drivers license. The court will not allow an extension of a final pay date.

By requesting that a payment plan be set up, you understand that you are pleading "guilty" to all charges against you as listed on the citation, consequently waiving your right to an appearance in court or to a trial. You further understand that, when processed, this will close your case and the Court will forward this information to the Bureau of Motor Vehicles and the appropriate points will still be added to your license.

To set up a payment plan all the Clerk's office at (740) 867-3127 during business hours.



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Donald R. Capper, Presiding Judge