

**RESOLUTION NO. 2020-23**

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

**WHEREAS**, on the 16<sup>th</sup> 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.

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

**Section 1. County Operations:**

1. County departments are encouraged to conduct business via telephonic and/or electronic means of communication whenever possible; and
2. County department heads are to develop department specific protocols setting forth which items of business will require an in-person transaction; which items of business may be performed by another means of communication.

**Section 2. Access to County Facilities:**

1. Effective immediately, except during public meetings, and as further provided herein, doors to all county facilities will be locked and access will be limited to the general public on a discretionary basis as follows:
  - a. Notice of the restricted access shall be posted and shall include a telephone number for individuals to contact the county.
  - b. 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. Any individuals of the public requesting access to the county facilities must contact the appropriate Department via telephone to make arrangements.
  - d. All individuals of the public requesting access to the 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 and other screening the Public Health Officer deems necessary. If any question thereon is answered in the affirmative or other screening is failed, access shall be denied.
  - e. County Department heads will have the discretionary authority to grant access for the purposes of conducting County business on a case by case basis to any individual that passes the Health Questionnaire and other required screening.
  - f. An individual given access to the building may be escorted by County personnel to navigate the facility safely.
  - g. Access shall be restricted to 5 members of the public at a time per department, subject to social distancing requirements set forth herein. In the event social distancing cannot be maintained in a department when 5 members of the public are present, then in that event, the number of members of the public allowed in a Department shall be restricted to the greatest number permitted that allows for social distancing of six (6) feet between each person.
  - h. Social distancing shall be maintained by members of the public of a least six (6) feet between each person whenever possible.
  - i. Members of the general public shall abide by all directives and orders of the Public Health Officer, Seward County Health Department and County staff while in the facilities.
2. During public meetings, Social distancing shall be maintained by members of the public of a least six (6) feet between each person whenever possible.
3. The telephone numbers to contact Seward County Departments 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 620-626-3330
- Event Center, Ag Building & Fairgrounds 620-624-3743 or 620-655-6802
- Seward County Landfill 620-626-3266
- Juvenile Correction & Prevention Services (JCAPS) 620-626-3340
- Cimarron Basin Community Corrections (CBCC) 620-626-3284 or 620-626-3384
- Seward County District Court 620-626-3232 or 620-626-3391
- Court Services 620-626-3242
- Seward County Attorney 620-626-3225
- Seward County Road and Bridge 620-626-3347
- Seward County Sheriff's Department 620-309-2000
- Seward County Health Department 620-626-3369
- Seward County IT 620-626-3209
- Seward County Emergency Management 620-629-5410
- Seward County Maintenance 620-626-3336

**Section 3. Seward County Landfill.**

1. Notwithstanding the foregoing, 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 at the entrance of the Landfill. Social distancing shall be maintained by members of the public of a least six (6) feet between each person whenever possible.

**Section 4. Seward County Fairground Complex.**

1. From and after November 16, 2020, the Seward County Fairground Complex shall be closed for public events until December 31, 2020.
2. 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 and voting. However, organizers of those events are encouraged to have plans for social distancing and disease mitigation for their events.

**Section 5. Masks to be Worn Inside 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 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.

**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 26<sup>th</sup> 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.

**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.

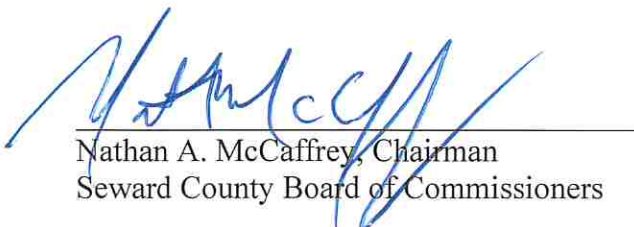
**Section 10. Resolution Only Pertains to County Owned and Operated Facilities and Not Private Businesses and Facilities.**

This Resolution does not in any way pertain to the opening of 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 such time Resolution 2020-03, and all extensions thereof, which declared the state of local public health emergency is no longer in effect.

**ADOPTED** this 9th day of November, 2020.

BOARD OF COUNTY COMMISSIONERS

  
Nathan A. McCaffrey, Chairman  
Seward County Board of Commissioners

ATTEST:

*Stacia D. Long*

Stacia D. Long, County Clerk