

| Department | Being done prior to 3/19/2020 (and currently in some cases) | Plan of Action as of 3/20/2020 (unless otherwise noted) |
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| Animal Shelter | | <p>Next step:</p> <ul style="list-style-type: none"> ● Stop adoptions ● Stop accepting strays ● Adjust operation hours ● Post lost pets via social media to limit traffic to animal shelter <ul style="list-style-type: none"> ● 601-485-1849, 601-485-1956 ● Facebook page: Lauderdale County MS ● Adoptable Shelter Animals ● rrockette@lauderdalecounty.org ● animalcontrol@lauderdalecounty.org ● Evaluate each call for severity ● Limit employees in facility at one time and rotate duties <p>Final step:</p> <ul style="list-style-type: none"> ● Shut down all operations (adoptions, intakes, responding to calls) <p>Concerns:</p> <ul style="list-style-type: none"> ● City lockdown? ● Staff members potentially becoming sick ● Shelter overcrowding ● Depleted supplies (food/cleaning) ● Increased pet euthanasia |
| Addressing | | <ul style="list-style-type: none"> ● Any "Name Change Only" (not new) addresses will be processed by EMPA without a Change of Address form. EMEPA will inform us after this event of changes to names at these addresses. ● Working in On-Call status only. Will process work as needed when informed by the Permit Office. |
| Chancery Clerk | | |
| Circuit Clerk | <p>1st floor would remain open for normal business for marriage license, voter registration, etc., with two employees and staggering not necessary</p> <p>601 482-9731</p> | <ul style="list-style-type: none"> ● Staggering circuit and court department employees coming in to have no more than 10 employees at a time |
| County Administrator | | <ul style="list-style-type: none"> ● Minimize staff in office/rotating and/or working remotely ● Liaison and coordinate all response |
| District Atty | | |

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| Election Commission | | |
| Extension Office | | |
| Finance | | <ul style="list-style-type: none"> All employees are essential for their specific tasks; however they plan to implement a flex schedule with individuals coming in 1-3 days a week and/or half days to complete their tasks depending on level of activity |
| HR | | <ul style="list-style-type: none"> Flex schedule and working remotely |
| Info Systems | <ul style="list-style-type: none"> Provided employees with information on how to check email, voicemail, etc. to allow them to work from home Preparing an emergency notification contact list for employees | <ul style="list-style-type: none"> Depending on which departments continue to operate, they could work flex schedule by currently considering everyone essential |
| Inventory | | <ul style="list-style-type: none"> Primarily working remotely with some work done at the office |
| Justice Court | | <ul style="list-style-type: none"> Continuing most court cases to limit the amount of people in the courtroom except Initial Appearances, Bond Reduction Hearings, Preliminary Hearings, Evictions and any domestic situations. |
| Maintenance | <ul style="list-style-type: none"> Hanging COVID-19 informational signs at facilities | <ul style="list-style-type: none"> Will scale back by implementing flexible schedule/on-call |
| Permit | | <ul style="list-style-type: none"> Will continue to work flexible hours as needed Limiting public contact as much as possible Continue to work with EMEPA to get power to customers |
| Public Defender | | <ul style="list-style-type: none"> Signage giving guidance for Defendants has been posted at the Public Defender physical location A new email address specifically created for incoming questions regarding court dates has been created <ul style="list-style-type: none"> circuitcourtupdates@gmail.com The office Voicemail has been updated giving contact information to the public to facilitate communication Defendant's new court dates will be relayed to bailbond agents/clients as soon as the court releases the information |
| Purchasing | | <ul style="list-style-type: none"> Working flexible schedule based on workload |
| Roads | | <ul style="list-style-type: none"> Will continue to work implementing flexible schedules as needed Minimize contact with the public |
| Sheriff | Deputies <ul style="list-style-type: none"> Officer Assistance Calls: Avoiding personal contact with individuals as much as possible | <ul style="list-style-type: none"> Limiting public access in lobbies of main office in the courthouse and detention facility and administrative office of Sheriff <p>Contact Numbers: M-F 8:00 a.m. to 5:00 pm</p> <ul style="list-style-type: none"> Records: 601-482-9806 (for copy of a completed report) |

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| | <p>Detention Facility: Intercom access to Central Control at front door. Signage on front door of detention facility and Sheriff administration giving directions on how to access assistance. Detention facility may be reached at 601-482-9801 24/7.</p> <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • Non-Emergency Line: 601-482-9806 (report a crime or file report) • Not taking pre-employment fingerprints until further notice • Any other questions/concerns – contact non-emergency line |
| (Tax) Assessor | | <ul style="list-style-type: none"> • Office open with reduced/rotating staff • ONLY SERVICES: taking homestead exemption applications. Hopefully the Gov. extends the deadline (currently April 1) • Accepting renditions • All other services delayed until further notice or they can be handled by phone or e-mail |
| Tax Collector | | <ul style="list-style-type: none"> • Only processing new vehicle 1 person at a time effective March 24th 9am-3pm • Limited staff processing dropbox, online and mail payments |
| Veterans | | <ul style="list-style-type: none"> • Office is closed to the public • Appointment only • Can contact via phone 601-482-9811 |
| E911 | <ul style="list-style-type: none"> • Access restricted to 911 Telecommunicators only • Emergency Responders leaving paperwork at-the-door • IT & Administration in On-Call status • Practicing diligent personal & work-space hygiene | <ul style="list-style-type: none"> • 911 Telecommunicators having temperature tested prior to work • Running on limited personnel when able, vs. calling in to remain fully staffed 24/7, as call-volume permits |
| Tourism | <ul style="list-style-type: none"> • Visitor Center office closed to public • Shifting focus to hospitality partner assistance • One staff member working from office each day (for now) • All other staff working from home on support for partner focus <p>Plans reviewed weekly</p> | <ul style="list-style-type: none"> • Visitor Center office closed to public • Shifting focus to hospitality partner assistance • One staff member working from office each day (for now) • All other staff working from home on support for partner focus • Plans reviewed weekly |
| Courts | <p>If you have a case pending and have an attorney, contact your attorney for updates regarding changes to court dates. Otherwise, please contact the relevant court if you have not already been contacted.</p> <p>Circuit Court 2nd floor-normally 2 to 3 deputy Clerks 601 482-9738</p> <p>County Court 3rd floor-normally 2 deputy clerks 601 482-9715</p> <p>No reason for staggering in either court</p> | <ul style="list-style-type: none"> • Circuit Court – 601-482-9738 • Justice – 601-482-9879 • County Court – 601-482-9715 • Chancery Court – 601-482-9729 • Youth Court – 483-3961 |

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| Chancery Court | |
| Youth Court /County Court | <ul style="list-style-type: none">• Supreme Court Order to remain open for business is being adhered to• Scaling back, yet providing maximum possible level of service• Sending home high-risk employees and using flexible scheduling• Closed to the public at large but taking calls• Rotating individuals in essential positions (Administrator/Clerk/Designee)• Intake can work from home (if possible) and will be on-call to handle delinquent/neglect/abuse cases• If you have a pending case, you may contact the Court, your attorney, or your social worker regarding changes to court dates.• Youth Court – 601-482-9825 |