

EXECUTIVE ORDER NO. 2020-03

**THE BOARD OF COMMISSIONERS OF
THE COUNTY OF CARROLL
STATE OF INDIANA**

An Order for Measures to Mitigate the COVID-19 Outbreak and to
Establish the Procedure for the Board's Ratification of the Acts of Its Members in Response to
the COVID-19 Public Health Emergency

Findings

The Board of Commissioners of the County of Carroll, of the State of Indiana, finds as follows: On March 6, 2020 the governor of Indiana declared a public health disaster emergency for the Coronavirus Disease 2019 ("COVID-19") for the entire State of Indiana. On March 13, 2020 the President of the United States declared a national emergency for the same. The lead agency for response to the COVID-19 outbreak in Indiana is the Indiana State Department of Health ("ISDH"). The ISDH has issued guidance for individuals, homes, schools, commercial establishments and gatherings of all types, and the Carroll County Health Department has recommended certain community mitigation strategies to slow the transmission of all viruses including COVID-19. As the COVID-19 outbreak has developed, the recommendations of the ISDH have evolved and may continue to evolve quickly. Anticipating in the weeks and months ahead there may occur instances where the Board is unable to convene a quorum to take action related to the COVID-19 outbreak, the Board finds that it is necessary to establish the procedure for the Board's ratification of the acts of its members in such instances.

**NOW, THEREFORE, IT IS ORDERED BY THE BOARD OF COMMISSIONERS
OF THE COUNTY OF CARROLL, STATE OF INDIANA, AS FOLLOWS:**

1. For all public meetings held in the Carroll County Courthouse the following shall apply:
 - a. Members of the public in a high-risk group should not attend
 - b. No person with a fever and/or respiratory symptoms may attend
 - c. To the extent possible, social distancing (6 feet) shall be maintained whether sitting or standing
 - d. Doors to the room shall be opened and remain open
 - e. Improved ventilation by opening a window or windows shall be done when weather permits
 - f. One or more functioning hand hygiene stations shall be used
 - g. Custodial staff shall sanitize touched surfaces before and after meetings
 - h. A sign-in log of names and best contact telephone numbers shall be maintained before entry into the meeting room
 - i. Whenever practicable, all persons shall be screened by answering appropriate health questions recommended by the Carroll County Health Department before entering the meeting room

- j. The board, council or other body conducting a meeting and its chair shall have the authority to deny entry or require removal from the meeting of any person for reasons of the risk presented to themselves or others in attendance
2. The requirements and restrictions in paragraph 1 of this executive order are not exclusive of additional requirements and restrictions which may be made after the effective date of this executive order.
3. The Sheriff is authorized to enforce the requirements and restrictions in paragraph 1 of this executive order upon direction of the chair of the meeting.
4. In instances where the Board is unable to convene a quorum to take any action related to the COVID-19 outbreak, the chairman is hereby authorized to take action related to the COVID-19 public emergency outbreak when the auditor advises the chairman that a quorum of the board is unavailable to meet.
5. The vice chairman and member of the board are each granted the same authority as the chairman under paragraph 4, above, in case of the unavailability of the chairman.
6. The auditor shall report any and all actions taken pursuant to paragraphs 4 and 5 of this executive order at the next scheduled regular or special meeting of the board, and all actions thus taken shall be deemed ratified by the board when so reported.
7. No county officer, employee or department acting pursuant to this executive order may spend or make any commitment to spend or obligate any funds that are not appropriated for such purposes.

SO ORDERED this ____ day of March 2020.

**THE BOARD OF COMMISSIONERS
OF THE COUNTY OF CARROLL**

William R. Brown, Chairman

Steve Pearson

Loren Hylton

ATTEST:

Beth L. Myers, Auditor