

County of Bamberg

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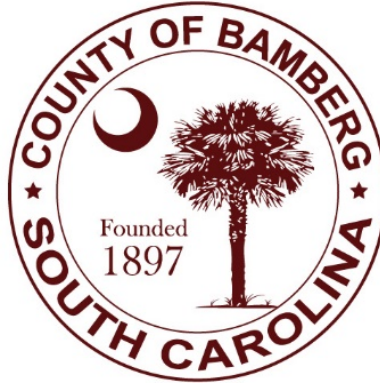
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Clint Carter – *District #7*



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Administrator

Rose R. Shepherd

Clerk to Council

March 18, 2020

Bamberg County Implements Pandemic Response Plan to Curtail Outbreak of COVID-19

In the wake of the spread of the coronavirus, Bamberg County has implemented the county Pandemic Response Plan and taken multiple proactive measures to prepare staff to safely serve the public and ensure the wellbeing of Bamberg County public and staff members. This document includes updates from county departments regarding the Pandemic Plan implementation and safety measures taken to curtail the COVID-19 outbreak in Bamberg County.

Bamberg County Administration and General County Operations

- **Bamberg County Council received information** from Christy Parker, DHEC Regional Emergency Preparedness Manager on March 9, 2020. The information was disseminated to the elected officials, staff, and the public.
- **County Administrator Joey Preston issued a staff-wide letter** regarding best practices for preventing spread of coronavirus and encouraged anyone feeling sick to remain at home to prevent exposure and spread of any illness.

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Phone: (803) 245-5191 Fax: (803) 245-3027

- **County Administration** held a meeting for department heads on March 17 with Phil Clarke, Medshore Ambulance Director of Operations and Brittany Barnwell, Emergency Services Director, to update staff on national and state-level updates and best health practices and also to allow department heads to communicate any changes or issues in their departments. Sanitizing supplies were provided to department heads.
- Most **employees working at the Courthouse Annex conduct business through the protective glass screens** in their offices to minimize public interaction. **Staff are asked to wear gloves** when conducting hand-to-hand transactions of paper, cash, or receipts, to keep hands washed, and personal areas properly sanitized throughout the day. Employees are encouraged to **not reuse pens** and will be provided extra pens from Emergency Services.
- Bamberg County **offices remain open to employees and the public**. Staff can still access their offices and all local government services shall continue to operate and assist the public.
- All **public interaction should take place with precaution and common sense**. County staff should practice social distancing by eliminating nonessential face-to-face meetings and use phone calls, emails, and video conferencing when possible.
- **Staff with small office space accessible to the public will no longer conduct meetings within the confines of their office**. Individuals seeking to meet with these employees should make advanced appointments to reduce exposure and contact.
- **Telecommuting is allowed and encouraged for employees who are capable of conducting their job duties remotely** without interruption, provided the employee has

necessary equipment to conduct business from home. These decisions will be made by Department Heads and/or the Administrator's office.

- **Employees who are subject to high-risk of illness or exposure to COVID-19 or who may be caring for an ill member of their household should notify their supervisors if assistance is needed.** The County will allow for flexible use of leave to the extent possible.
- **Useful contact information:** 803-245-5191, ext 2103,
shepherdr@bambergcounty.sc.gov; www.bambergcountysc.gov

Bamberg County Emergency Services

- On Wednesday March 11, **Bamberg County Emergency Services held a briefing** for staff and the public to include updates from county leadership, SC Emergency Management Division (SCEMD), and Medshore Ambulance Operations.
- **Bamberg County Emergency Services are coordinating routinely with DHEC** and other counterparts to update staff and the public concerning the progression of the virus and how state and local government offices are working together to control and mitigate any outbreaks.
- **Emergency Services is working with each department to develop and implement its COOP** (Continuity of Operations Plan) to ensure county operations can continue as smoothly as possible.
- **Emergency Services has provided the county Pandemic Response Plan** to all staff to ensure are knowledgeable about the plan and their role in executing the plan.

- **Bamberg County Emergency Services will continue to monitor to County's situation and enact its emergency preparedness plan**, as needed. This office will continue to coordinate with State counterparts for directives and plans of action.
- **Contact information:** Brittany Barnwell, 803-245-4313
barnwellbm@bambergcounty.sc.gov;
www.bambergcountysc.gov/emergency-management

Bamberg County Facility and Grounds Maintenance

- All **public counter spaces, door handles, and restroom facilities will be thoroughly sanitized** at the close of business each day by housekeeping staff.
- All **exterior door handles and other commonly touched exterior spaces will be sanitized** at the close of business daily.
- **Contact information:** Ricky Nimmons, 803-664-1086

Bamberg County Voter Registration and Elections

- The **Voters Registration and Elections Office will only accept one person at a time into the office**. Candidates for public office can still file but will only be allowed into the office one at a time.
- **Absentee voting will continue** and voting machines will be sanitized between voters and at the close of business daily.
- **Contact information:** Melinda Johnson, 803-245-3028,
johnsonmc@bambergcounty.sc.gov; <http://www.bambergcountysc.gov/voter-registration>

Bamberg County Courts – Magistrate, Probate, and Clerk of Court

- **The South Carolina Court Administration shall govern the procedures and protocols put into place for Magistrate Court, Summary Court and Family Court.**
- **Magistrate Court will cancel all jury trials for two weeks.** Bond hearings will proceed as usual, twice per day.
- **Family Court and General Sessions courts have been cancelled** until the next judicial order.
- **The Offices of Probate Court will allow one person in at a time for title searches, otherwise, any filings, payments, etc. will need to be done from the hallway.** Anyone entering the court will need to wear gloves or use hand sanitizer. Telephone conferences and emails will be used with attorneys.
- **In Probate Court, there will be no hearings scheduled until May** unless there is a necessary emergency hearing.
- **Contact information**
 - **Probate Court:** Judge Sarah Noel, 803-245-3008, noelsg@bambergcounty.sc.gov
<http://www.bambergcountysc.gov/probate-court>
 - **Magistrate Court:** Judge Craig Threatt, 803-245-3016;
threattrc@bambergcounty.sc.gov;
<http://www.bambergcountysc.gov/magistrates>
 - **Clerk of Court:** Judge Pedie Hiers, 803-245-3025; hiersjb@bambergcounty.sc.gov
<http://www.bambergcountysc.gov/clerk-of-court>

Bamberg County Addressing

- The **County's Addressing Office shall interact with the public via telephone or scheduled appointment only** and will not receive unscheduled public visits.
- **Contact information:** <http://www.bambergcountysc.gov/addressing-information>;
(803) 245-4313

Bamberg County Detention Center

- The **Bamberg County Detention Center shall prohibit visitors to inmates for two weeks** and ensure proper sanitation of all facilities.
- All **new inmates shall be quarantined in a separate unit until cleared by the nurse** and joining current inmates.
- All **new inmates will respond to a COVID-19 questionnaire** to determine the likelihood of exposure.
- All **detention center staff will wear gloves and other protective gear when entering inmate cells.**
- **Contact information:** Captain Latarcha Wilson, 803-245-3020,
wilsonlh@bambergcounty.sc.gov; <http://www.bambergcountysc.gov/detention-center>

Bamberg County Sheriff's Department

- The **Bamberg County Sheriff's Department will coordinate with other municipal law enforcement agencies** to assist one another by mutual aid agreement in the event of widespread illness among law enforcement officials.

- **Contact information:** Candace Wroten, 803-245-3011,
wrotenc1@bambergcounty.sc.gov; <http://www.bambergcountysc.gov/sheriffs-office>

Bamberg County Dispatch/E-911

- County **Dispatch shall continue operations as usual, but their office space shall be closed** to the general public.
- All **dispatchers should use proper sanitizing procedures** between shifts.
- **Contact information:** Aisha Bryant, 803-245-3000; bryantab@bambergcounty.sc.gov
<http://www.bambergcountysc.gov/communications-911>

Bamberg County Public Works, Solid Waste, Code Enforcement, Litter Control, and KBCB

- **Convenience Centers will remain open, as scheduled, but LAD Site operators must practice social distancing** and maintain a minimum of six (6) feet distance between themselves and public visitors. Direct contact (touching, shaking hands, etc.) will be prohibited. LAD Site Operators were supplied pandemic response kits.
- **Staff will minimize contact with public** and practice health and safety precautions during meetings, volunteer activities, and code or litter enforcement violations.
- **Volunteer cleanup and litter removal activities are cancelled through March with continuing evaluation.**
- **Building inspections will proceed** with minimal public interaction.

- **Public Works employees will continue their responsibilities** but will minimize contact with the public and sanitize all machinery between uses and at the close of business daily.
- **Contact information:** Bill Johnson, 803-245-3111; johnsonb@bambergcounty.sc.gov;
<http://www.bambergcountysc.gov/building-planning>

Bamberg County Fire Coordinator and County Fire Departments

- The **County's various fire departments will continue to work in contact with the Fire Coordinator**, but as each department consists of volunteer staff, any members who are sick or feeling ill should stay home, and any members who are exposed to the COVID-19 virus should adhere to CDC protocols for self-isolation to avoid the spread of illness.
- **Contact information:** Paul Eubanks, 803-245-3110, eubanksph@bambergcounty.sc.gov
<http://www.bambergcountysc.gov/fire-services>

Bamberg County/ABBE Regional Library

- The **ABBE Regional Library System will close all library buildings effective 6 p.m. March 16, until at least until March 31** with continuing evaluation. Due dates on library materials will be extended and book drops will remain open. Any fines incurred during this period will be waived. Pick up deadlines for materials on hold will be extended.
- **Contact information:** Mary Jo Dawson, (803) 642-7595, maryjod@abbe-lib.org,
www.abbe-lib.org

Bamberg County Human Resources

- **Staff will interact with public and other staff members through glass window** to minimize exposure and public contact.
- **Business will be conducted over the telephone and through email** as possible and practical.
- **If employees need to sign papers use the window & latex gloves, purchase requisitions on the counter.** Staff will call to pick up completed forms.
- **Contact information:** Ruthie Brown, 803-245-3027, brownrf@bambergcounty.sc.gov
<http://www.bambergcountysc.gov/human-resources>

Bamberg County Office on Aging

- The Bamberg County Office on Aging is **no longer providing meals at their location** on Log Branch Road in Bamberg. **All meals will be delivered to homes** with appropriate safety measures.
- Additional changes include closure of the Senior Center until further notice, but exercises classes, homemaker services, and medical transportation will also continue for as long as it is safely possible
- With the increase in home-delivered meals, the Office on Aging needs additional volunteer drivers.
- **Contact information:** Kay Clary, 803-245-3021, claryk@bellsouth.net
<http://www.bambergcountysc.gov/office-on-aging>

Bamberg County Tax Services: Treasurer, Auditor, Assessor, Delinquent Tax

- All **business should take place with protective glass screen** between employee and public.
- Any **hand-to-hand transactions of paper, money, receipts, etc. should be handled with gloves** or hand sanitizer should be used prior to and after the transaction.
- Staff are to **sanitize counters and windows** as often as necessary and at the close of business daily.
- Public is encouraged to utilize the **drive-through window, online services, or call the offices** whenever possible.
- **Contact information**
 - **Assessor:** Doretta Elliott, 803-245-3010, elliottdh@bambergcounty.sc.gov
<http://www.bambergcountysc.gov/tax-assessor>
 - **Delinquent Tax:** Sharon Williams, 803-245-3005,
williamsst@bambergcounty.sc.gov;
<http://www.bambergcountysc.gov/delinquent-tax-office>
 - **Treasurer:** Alice Johnson, 803-245-3003, johnsonap@bambergcounty.sc.gov
<http://www.bambergcountysc.gov/county-treasurer>
 - **Auditor:** Rosa Verner, 803-245-3006, vernerrr@bambergcounty.sc.gov
<http://www.bambergcountysc.gov/auditor%E2%80%99s-office>