

ORDINANCE NO. 04-06-20-A

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF HAMILTON
COUNTY IMPOSING EMERGENCY RESTRICTIONS ON ACCESS TO THE
HAMILTON COUNTY GOVERNMENT AND JUDICIAL CENTER
AND THE HISTORIC HAMILTON COUNTY COURTHOUSE

WITNESS THAT:

WHEREAS, the Governor of the State of Indiana declared a health emergency arising out of the COVID-19 virus, which health emergency is anticipated to be extended; and,

WHEREAS, the Board of Commissioners of Hamilton County are desirous of passing an Ordinance to further protect those employees who are working in the Hamilton County Government and Judicial Center and the historic Hamilton County Courthouse ("the Government Office Buildings"), by limiting the access points into the Government Office Buildings and authorizing the Deputies of the Hamilton County Sheriff's Department ("the Security Officers") to refuse access to the Government Office Buildings to all persons, under the terms set out herein.

IT IS THEREBY ORDAINED by the Board of Commissioners of Hamilton County as follows:

1. Pursuant to Section 5.2 of the Hamilton County Employee Handbook, the Board of Commissioners of Hamilton County has declared an Emergency Closing and ordered all Hamilton County offices to continue to be closed to the public beginning at 4:30 p.m., on the 6th day of April, 2020, through the 17th day of April, 2020.

2. Beginning at 7:00 a.m. on April 7, 2020, all persons, including employees, directors, and elected officials accessing the Government Office Buildings, shall enter the public entrance on the eastside of the Hamilton County Government and Judicial Center ("the East Entrance"). Access to the Government Office Buildings shall only occur between 7:00 a.m. and 4:30 p.m. Monday through Friday, other than card fob employee access outside those hours.

3. Any person seeking access to the Government Office Buildings shall:
 - a. Present a valid County Employee Identification Badge or other evidence of a need to access the Government Office Buildings;
 - b. Answer the screening questions of the Security Officers in the negative;
 - c. Have their temperature taken by the Security Officers, which temperature shall be below 100.4°. If thermometers activated by skin contact are not available, access may be denied if the Security Officers in their sole discretion believes the person appears to have any symptoms of illness; and
 - d. Apply hand sanitizers prior to entering the building.
4. The Security Officers shall deny access to any person who fails to comply with the terms set out in Section 3 above.
5. Employees and other persons who intend to go to the Historic Courthouse, shall enter through the East Entrance of the Government and Judicial Center, and upon admission, use the tunnel under 8th Street to access the Historic Courthouse.
6. The Court Security Commander may authorize access at other points, or deviations from Section 3 above, only upon a showing of substantial hardship. However, all employees authorized for alternative access to a Government Office Building at any point, other than the East Entrance, shall immediately report to the nearest Security Officer location within the Government Office Building and comply with the terms of Section 3 before entering the employee's office or work station.
7. Any person using their card fob to avoid the procedures in Section 3 above, without approval under Section 6, may be subject to immediate removal, disciplinary action, and/or deactivation of their card fob.
8. Directors and elected officials are encouraged to stagger the arrival time of employees to minimize congestion at the East Entrance.

9. The Security Officers shall collect and maintain all data concerning use of card fobs during regular business hours and provide said information to the Board of Commissioners of Hamilton County, their assistant or any director or elected official, whose employees have violated the terms of this Ordinance.

10. This Ordinance shall be effective upon notice to all employees that thermometers are available to comply with all of the terms of this Ordinance.

ALL OF WHICH IS ORDAINED by the Board of Commissioners of Hamilton County this 6th day of April, 2020.

BOARD OF COMMISSIONERS
OF HAMILTON COUNTY

Christine Altman




Mark E. Heibrandt



Steven C. Dillinger

ATTEST:



Robin M. Mills, Auditor