



## **BELMONT COUNTY COMMISSIONERS**

J. P. Dutton · Jerry Echemann · Josh Meyer

101 West Main Street  
St. Clairsville, Ohio 43950

Phone: (740) 699-2155

Fax: (740)699-2156

[belmontcountycommissioners.com](http://belmontcountycommissioners.com)

**To: Belmont County Residents, Employees, and Supervisors**  
**From: Belmont County Commissioners**  
**Date: November 30, 2020**  
**Subject: Actions taken for county-owned building usage from December 1 until further notice**

Thank you for your understanding and patient demeanor as we manage this challenging time. As you know Governor DeWine has declared a state of emergency in Ohio, and gatherings continue to be limited to prevent the spread the COVID-19. To comply with state-wide recommendations of COVID-19 precautions we have taken action to limit access to buildings, direct interactions between employees and with the public, and implemented regular sanitization of work areas.

It is in that spirit that we are taking actions to limit gathering and physical contact while continuing services of the government in a reasonable way. Action relating to the use of county-owned buildings (or in some cases leased buildings) are listed below. ***These actions are effective December 1, 2020 until further notice.***

Telephone contact information for each service area of the county government is attached. This contact information can be used to schedule necessary appointments.

### **Courthouse, 101 West Main St., St. Clairsville**

#### **This building is open for scheduled appointments only.**

- Employees are continuing to work and provide services using technology.
- Members of the public should schedule appointments for necessary physical access to any office located within the courthouse. If physical access can be postponed, please do so. Many business activities can be conducted using technology.
- Court proceedings will proceed as scheduled.
- If in-person appearance is necessary, please keep in mind safety precautions will be required including properly wearing a mask and maintaining social distancing.
- If appointments are scheduled the Appointing Authority may set additional procedures.
- Includes Courthouse Annex building.

### **Belmont County 911, 68331 Bannock Rd., St. Clairsville**

#### **This building is closed to the public.**

- Employees are continuing to work at the office while following all safety protocols.
- Meeting rooms are closed to the public during the pandemic.



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### **Belmont County Adult Probation, 103 N. Market St., St. Clairsville**

**This building is open.**

- Employees are continuing to work at the office and by using technology
- If in-person appearance is necessary, social distancing and face covering is required.
- Please use technology to communicate with staff as much as possible.

### **Belmont County Animal Shelter, 45244 National Rd. W., St. Clairsville**

**This building is open for scheduled appointments only.**

- Employees are continuing to work in open spaces and at the office.
- The shelter can care for all dogs and cats at the Shelter with its current capacity.

### **Belmont County Board of Developmental Disabilities, 68421 Hammond Rd., St. Clairsville**

**This building is closed to the public.**

- This building is open for scheduled appointments only.
- Administration offices remain open.
- Employees are on a rotating scheduling which includes working at the office and remote work.
- Technology is being used.
- No large gatherings.
- School of Hope is providing face to face educational services.

### **Belmont County Board of Elections, 52180 National Rd., St. Clairsville**

**This building is open.**

- Employees are continuing to work at the office and by using technology.
- The public is encouraged to only visit the Board of Elections if necessary.

### **Belmont County Clerk of Courts, 101 West Main St., St. Clairsville**

**This office is open.**

- Please call ahead for staff availability.
- If in-person appearance is necessary, please keep in mind social distancing will be used.

### **Belmont County Department of Job and Family Services, 68145 Hammond Rd., St. Clairsville**

**This building is closed to the public.**

- No appointments at this time.
- Please use technology to communicate as much as possible.
- A drop box will be available soon on-site to help eliminate all direct contact.
- Child services will continue.
- Child support payments will continue to be accepted.



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### **Belmont County Job Center, 302 Walnut St., Martins Ferry**

**This building is closed to the public.**

- Public will be allowed to continue to access the resource room and lobby area, but no direct contact with staff will be permitted.
- No appointments at this time.
- Please use technology to communicate as much as possible.

### **Belmont County Eastern/Northern Court, 400 Imperial Plaza, Bellaire**

**This building is open for scheduled appointments, hearings, and trials.**

- Employees are continuing to work and provide services using technology.
- We are reducing the number of in-person appointments, hearings, and trials as much as reasonably possible and encouraging work by telephone and email.
- Please use technology to communicate as much as possible.
- If in-person appearance is necessary, please keep in mind social distancing will be used and masks are required.

### **Belmont County Emergency Management Agency, 68329 Bannock Rd., St. Clairsville**

**This building is closed to the public, except for scheduled appointments.**

- Employees are continuing to work in open spaces, at the office, and by using technology.
- Meeting activity can be scheduled with social distancing in mind.

### **Belmont County Health Department, 68501 Bannock Uniontown Rd., St. Clairsville**

**This building is closed to the public, except for scheduled appointments.**

- Employees are continuing to work in open spaces, at the office, and by using technology.
- Meeting activity can be scheduled with social distancing in mind.
- The general public may call the ODH Coronavirus Call Center at 1-833-427-5634.

### **Belmont County Prosecutor's Office/Western Court, 147 West Main St., St. Clairsville**

**This building is open for scheduled appointments, hearings, and trials.**

- Employees are continuing to work and provide services using technology.
- We are reducing the number of in-person appointments, hearings, and trials as much as reasonably possible and encouraging work by telephone and email.
- Please use technology to communicate as much as possible.
- If in-person appearance is necessary, please keep in mind social distancing will be used.
- An appointment is necessary for any meeting.



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### **Belmont County Public Defender, 121 Newell Ave., St. Clairsville**

**This building is closed to the public.**

- Employees are continuing to work at the office and by using technology.
- We are reducing the number of in-person appointments, hearings, and trials as much as reasonably possible and encouraging work by telephone and email.
- Please use technology to communicate as much as possible.
- If in-person appearance is necessary, please keep in mind social distancing will be used.

### **Belmont County Records Center, 45240 National Rd. West, St. Clairsville**

**This building is closed to the public.**

- Employees are continuing to work at the office.
- No appointments or meetings are scheduled at this time.

### **Belmont County Sheriff's Office and The Belmont County Jail, 68137 Hammond Rd., St. Clairsville**

**This building is open only for necessary law enforcement activity.**

- Employees are continuing to work and provide services.
- No in-person visitation at the Jail (on-line video visitation will still be available).
- The Sheriff has implemented safe practices to limit contact.

### **Belmont County Title Office, 52180 National Rd., St. Clairsville**

**This office is open.**

- Employees are continuing to work at the office.
- We are requesting the public only go to the buildings if absolutely necessary.

### **Belmont County Veterans Services, 3326 Belmont St., Bellaire**

**This building is open for scheduled appointments only.**

- Employees are continuing to work and provide services using technology.
- Members of the public should schedule appointments if physical access is required.
- Transportation will be limited based on service provider availability.

### **Belmont County Water and Sewer District, 67711 Oak View Rd., St. Clairsville**

**This building is closed to the public.**

- Employees are continuing to work in open spaces, at the office, and by using technology.
- Payments can be made by mail, automatic withdrawal, or a drop box at 67711 Oak View Rd.



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**Sargus Center, 68131 Hammond Rd., St. Clairsville**

**This building is open only for necessary activity.**

- Employees are continuing to work and provide services.
- No in-person visitation at the detention center (on-line video visitation will still be available).
- The Executive Director has implemented safe practices to limit contact.

**Senior Services of Belmont County, 67650 Oakview Dr., St. Clairsville**

**This building is open for scheduled appointments only.**

- Administration building will be closed to the public except by appointment only.
- Senior Centers are closed indefinitely.
- Meals will continue to be delivered to clients, please keep in mind social distancing will be used.
- Medical transportation will continue, please contact SSOBC for availability.

### **General Information**

- This memorandum will be placed on the county website, along with many other posts at the departmental levels.
- The cleaning of county buildings continues as planned, and there are adequate supplies for this.
- Please follow the below guidance:
  1. **Supervisors should continue to promote good hygiene.** Reinforce key messages with employees regarding hygiene practices. Encourage employees to stay home when sick. Remind employees of the proper coughing and sneezing etiquette. Educate employees regarding the importance of handwashing. Frequently perform enhanced environmental cleaning of commonly touched surfaces. Remove candy dishes, community food and limit the sharing of pens and workplace equipment.
  2. **Encourage social distancing.** Maintain about six feet or more of personal space as much as possible.
  3. **Understand that any issue brought to you by an employee regarding possible health risks associated with working with a co-worker needs to be brought to the attention of Human Resources.** Human Resources will evaluate and give actionable guidance.
  4. **Limit all travel to in-state mission critical travel.** All unnecessary travel should be cancelled or postponed during a pandemic. Use videoconferencing when possible.
- Employees and/or supervisors should report any positive testing or exposure of COVID-19 (relating to a county employee) to Human Resources.
- *As we learn more, there will be additional announcements. With this situation, things are changing rapidly.*



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We appreciate your understanding as we strive to maintain the highest level of customer service possible during this challenging time.

We hope that by implementing these measures, we are doing our part to help you stay safe and healthy.

If you have any questions, please contact the Commissioners.

ELECTED OFFICIALS	Principal Appointed Officials and Department Heads
<b>Board of Commissioners</b>	
J. P. Dutton.....740-699-2155	<b>Human Resources Administrator</b>
Josh Meyer.....740-699-2155	Katie Bayness.....740-232-1738
Jerry Echemann.....740-699-2155	<b>Board of Elections Director</b>
<b>Auditor</b>	Kelly McCabe.....740-526-0188
Anthony Rocchio.....740-699-2130	<b>Facilities Manager</b>
<b>Clerk of Courts</b>	Jack Regis.....740-699-2155
Cynthia Fregiato.....740-699-2169	<b>Dog Warden</b>
<b>Coroner</b>	Lisa Duvall.....740-695-4708
Dr. Troy W. Balgo.....740-699-1000	<b>Water and Sewer District Director</b>
<b>Engineer</b>	Kelly Porter.....740-695-3144
Terry D. Lively, P.S., P.E.....740-699-2160	<b>Department of Job and Family Services Director</b>
<b>Prosecutor</b>	Jeff Felton.....740-695-1075
Dan Fry.....740-699-2771	<b>Mental Health Recovery Board</b>
<b>Recorder</b>	Lisa Ward .....740-695-9998
Mary C. Nixon.....740-699-2140	<b>Board of Developmental Disabilities</b>
<b>Sheriff</b>	Steve Williams.....740-695-0407
Dave Lucas.....740-695-7933	<b>Emergency Management Director</b>
<b>Treasurer</b>	David Ivan.....740-695-5984
Kathy Kelich.....740-699-2145	<b>Port Authority Director</b>
<b>Court of Common Pleas: General</b>	Larry Merry.....740-695-4397
Judge Frank Fregiato.....740-699-2137	<b>GIS Department</b>
Judge John Vavra.....740-699-2138	Anthony Atkins.....740-526-9306
<b>Court of Common Pleas: Probate and Juvenile</b>	<b>Veterans Service Office</b>
Judge Albert Davies.....740-699-2141	Cindy Maupin.....740-325-1042
<b>Divisional Courts</b>	<b>Senior Services of Belmont County</b>
Judge Eric Costine, Western Court.....740-695-2875	Dwayne Pielech.....740-695-4142
Judge David Trouten, Eastern Court.....740-676-4490	<b>911 Emergency Services</b>
Judge Chris Berhalter, Northern Court.....740-676-4490	Bryan Minder.....740-695-9104
	<b>Records Management</b>
	Laura Ellis.....740-298-8776