

COVID-19 Policy

911 – Emergency Communications District

SULLIVAN COUNTY EMERGENCY COMMUNICATIONS DISTRICT 911

Virginia Smelser, Executive Director
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423-279-7606

CORONAVIRUS (COVID -19) OPERATIONS PLAN

EFFECTIVE Tuesday, March 17, 2020 – until (to be determined)

Section 1 – Public Information

- Access to the 911 Administrative Properties will be limited to 911 employees, Board members, and cleaning services. **ONLY essential personnel will be allowed past the lobby.**
- The main entrance doors will remain locked.
- Those needing addresses may call the office (423-279-7606) and if the address cannot be provided via phone, other arrangements will be made.
- Plats can be left in the drop box at 1586 Highway 394 with the name and phone number of the contact. When the plat has been reviewed/signed, the contact will be notified for pick up. For questions contact the office (423-279-7606). Allow three business days for processing.
- Requests for records can be done on our website (www.sullivancotn911.com), by email (Natasha911@sullivancotn911.com), or by phone (423-279-7606). Please allow seven business days to process all requests.
- Social distancing with no physical contact and with proper hand hygiene is required of all visitors and personnel.

Our thanks to everyone for their patience and understanding during this difficult time. We are following guidelines and recommendations on social distancing to help prevent any further spread of Covid – 19.

- All common areas on property will be disinfected daily Monday – Friday, with an intense cleaning every Friday evening.
- If an essential or emergency meeting is required, it will be held in the Board room at 1590 Highway 394 to prevent contamination of the main offices.
- We will attempt to conduct as much business as possible via phone and email.

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