

KICKSTART



PICKENS COUNTY

DEPARTMENT: ADMINISTRATION / HR / OVERARCHING PLAN

PHASE 1 - May 4th

Beginning to make minimal changes in process, procedures and staffing.

Some plan to bring all staff back working in the office at the same time to prepare for moving towards full public operations – other departments plan to continue current office rotations for a few more weeks.

Staff should continue to limit interactions between departments and other employees.

Buildings will remain closed to the public, but we may begin to see some minimal foot traffic by appointment only: For example: Manager may schedule an interview, or meeting with a group of 3 or less; HR may conduct an in-person new hire orientation. ; VA may need to meet with a veteran in person, by appointment.

PHASE 2 - May 18th

Mid-point of our process, bringing more things online to prepare for full reopen.

Continue any physical office changes that need to be made to protect our staff and allow for social distancing of both staff and the public when we open back up.

Departments request (from Mike Hayes) any needed supplies such as masks, hand sanitizer, etc. He will coordinate distribution from EOC. Staff should continue to limit interactions between departments and other employees.

We MAY do a “soft opening”(unpublicized) after May 18th (unlock doors but keep CLOSED signs up). Of course, all departments would be informed of that prior to its occurrence.

PHASE 3 - June 1st

Target date for FULLY OPEN to the public

Continue with best practices for social distancing, cleaning, and minimizing personal contact for the foreseeable future.

Encouraging people to use online resources.

KICKSTART



PICKENS COUNTY

AIRPORT

PHASE 1 - May 4th

Resume AVGAS
Full Service Operations

PHASE 2 - May 18th

Resume Normal Manning/
Restricted Terminal Access

PHASE 3 - June 1st

Open to the Public –
Normal Operations

AID AGENCY INTERFACE

PHASE 1 – May 4th

Continue Current Operations

PHASE 2 - May 15th

Last Day of Aid

DEPARTMENT: ANIMAL SHELTER

PHASE 1 - May 4th

Limit office access to public by appointment only.
Operations dependent upon inmate labor or available part-time staff.

PHASE 2 - May 18th

Limit office access to public by appointment only.
Operations dependent upon inmate labor or available part-time staff.

PHASE 3 - June 1st

Office open with routine hours to the public.
Operations dependent upon inmate labor or available part-time staff.

DEPARTMENT: ASSESSOR

PHASE 1 - May 4th

office fully staffed
conducting business online,
phone, email or regular mail
if at all possible

website updated with
schedule & contacts

PHASE 2 - May 18th

office fully staffed
conducting business online,
phone, email or regular mail
if at all possible

website updated with
schedule & contacts

new windows with 3" opening

6' markers on floor
in front of windows

PHASE 3 - June 1st

office fully staffed
conducting business online,
phone, email or regular mail
if at all possible

website updated with
schedule & contacts

new windows with 3" opening

6' markers on floor
in front of windows

DEPARTMENT: AUDITOR

PHASE 1 - May 4th

Staff continue rotation of working from home and in the office for the next couple of weeks. Also, for the next couple of weeks we will continue to try to have our taxpayers do everything online or over the phone.

PHASE 2 - May 18th

We be ready to begin assisting taxpayers at our temporary set-up should a soft opening of the admin building occur after May 18th.

PHASE 3 - June 1st

Fully open

DEPARTMENT: CLERK OF COURT / COURTHOUSE

PHASE 1 - May 4th

Beginning May 4th allow attorneys to come in to drop off and pick up paperwork

PHASE 2 - May 18th

Starting May 18th allow abstractors to come in one at a time with a well check.

We would also start taking appointments to screen for a Public Defender also with a well check, and defendants only.

PHASE 3 - June 1st

Starting June 1st open to the public with well check. The Clerk's Office will from this point forward wait on our customers through the windows, and a limit of three people in the lobby.

All of this is subject to change by current circumstance.

DEPARTMENT: COMMUNITY DEVELOPMENT

Building Codes, Planning, and Stormwater

PHASE 1 - May 4th

Current operations, limitations,
and staffing kept in place

Inspectors not reporting to office

No inspections in occupied
structures

Office manned by three (3) staff
persons at one time – continue
working from home

Applications and permits “by
appointment only” – one
applicant per hour scheduled and
must be escorted to office by
staff – applicant only permitted

One (1) counter lane open

Restrict citizen’s cross traffic
between other admin building
offices

Limited access to interior office
space

No individual meetings permitted
with staff

Board and Commission meetings
restored with limitations on
citizen/applicant access

PHASE 2 - May 18th

Inspectors not reporting to office

Inspections permitted in occupied
structures with appropriate social
distancing and PPEs

Fully Staffed

Lobby access limited to one (1)
counter lane with proper social
distance – applicant only
permitted in lobby

Restrict citizen’s cross traffic
between other admin building
offices

Limited access to interior office
space

Meetings with staff permitted
with number of individuals
limited in meeting to no more
than 3

Board and Commission meetings
restored with limitations on
citizen/applicant access

PHASE 3 - June 1st

Inspectors report to office

Inspection restrictions lifted

Fully Staffed

No lobby access limit and all
windows open

Citizen access restored throughout
building

Office access restriction lifted

Staff meetings restrictions lifted

Board and Commission
meeting restrictions lifted

DEPARTMENT: ENGINEERING

PHASE 1 - May 4th

Minimal in person meetings.
Remote working as
necessary. Restricted office
access.

PHASE 2 - May 18th

Minimal in person meetings.
Remote working as
necessary. Restricted office
access.

PHASE 3 - June 1st

Unrestricted in person meetings.
Remote working as necessary.
Restricted office access.

DEPARTMENT: GIS MAPPING

PHASE 1 - May 4th

Staff will be back working in the office (unless directed to continue rotation due to an increase in cases)

PHASE 2 - May 18th

PHASE 3 - June 1st

DEPARTMENT: Information Systems

PHASE 1 - May 4th

All staff will be reporting back to office in support of other county offices starting back up and to assist with any work request or problems they are having or working around to get back to normal operations.

PHASE 2 - May 18th

Staff will continue to look for ways the county can be more mobile and efficient through technology.

PHASE 3 - June 1st

DEPARTMENT: MAGISTRATE COURT

PHASE 1 - May 4th

Have remained open to the public, collecting fines will maintaining social distancing and other health requirements as recommended by Governor.

Staff will return to the office working regular schedules.

All Magistrate's Court has been suspended by the Chief Justice until further notice.

PHASE 2 - May 18th

We will continue to remain open, and will forward any information I receive about rescheduling court.

PHASE 3 - June 1st

KICKSTART



PICKENS COUNTY

PARKS, RECREATION & TOURISM

We are in the process of creating additional content and building tourism-specific social media channels to push our message out across multiple markets. We are creating an expanded inventory of marketing tools and equipment to assist with creation of content.

We plan to take a much broader approach to Tourism for Pickens County than I believe has been done in the past. We want to focus not only on our county-owned and operated facilities, but also our municipalities, our outlying locations, our industries, our local businesses – the list is endless and allows us to market all aspects of Pickens County for the optimal tourism reach.

The Parks, Recreation & Tourism department currently has two positions open that we hope to have filled by the end of May. These positions are Park Ranger - Enforcement and PRT Specialist - Community Engagement. PRT is creating a Kickstart Pickens County video series that will go live once opening dates are set across the County.



MILE CREEK PARK

The Mile Creek Park office is being renovated while the Park is closed, with new paint, furniture and decor. We are also working on name ideas for the other two county parks (referred to as Catechee Beach and Madden Bridge Road) for Council to consider. When Mile Creek Park is fully operational, we plan to host food truck and movie night events on the grounds during the remainder of the busy season.

We are proposing a phased approach to reopening, pursuant to the Governor reversing Executive Orders regarding specific park areas:

PHASE 1 - May 1st

- open Mile Creek Park for existing reservations only
- playground remains closed
- picnic shelters remain closed
- boat ramp remains open
- open bathroom facilities
- day use area remains closed
- Park Office remains closed
- other County parks remain closed

PHASE 2 - May 15th

- existing reservations only
- playground remains closed
- picnic shelters remain closed
- boat ramp remains open
- bathroom facilities remain open
- open day use area - limit to 65% of parking lot capacity
- Park Office remains closed
- open other County parks

PHASE 3 - June 1st

- allow new reservations
- open playground
- open picnic shelters
- boat ramp remains open
- bathroom facilities remain open
- open day use area 100%
- open Park Office
- all County parks open

PICKENS COUNTY MUSEUM OF ART & HISTORY

The Museum staff has been hard at work providing digital content experiences over the course of this closure. They have been challenged in new ways and really gotten the creative juices flowing.

Similarly to the County parks plan, we are proposing a phased approach to reopening, assuming the Governor reverses Executive Orders allowing us to do so:



PHASE 1 - May 5th

open with regular 9-5 visitation hours
while maintaining social distancing

no tours

no homeschool lessons

no art classes or workshops

no facility rentals

no artifact donations accepted

gift shop remains closed

Museum office closed to visitors

continued engagement via social media -
This Day in History, informational & interactive
videos, narrated virtual tours & presentations

virtual board meetings

PHASE 2 - June 2nd

open with regular 9-5 visitation hours
while maintaining social distancing

resume tours

resume homeschool lessons

resume art classes/workshops

resume facility rentals

accept artifact donations

open gift shop

open Museum office

continued engagement via social media -
This Day in History, informational & interactive
videos, narrated virtual tours & presentations

continue virtual board meetings thru the summer



PICKENS COUNTY PERFORMING ARTS CENTER

We have been hard at work rescheduling shows that were set for March and April, and are now moving into rescheduling May shows. Until and once we are allowed to reopen per the Governor's reversal of Executive Order 2020-17, we will implement the following activities and measures:

continue to schedule virtual concerts

encourage patrons to print tickets at home

encourage payment via credit cards and online portal

introduce additional hand sanitizer stations throughout the center

increase marketing efforts for rescheduled/upcoming shows



DEPARTMENT: PROBATE COURT

PHASE 1 - May 4th

Increase from half-staff but not yet to full staff as we transition toward full opening of the county.

Appointments for emergency matters only.

Continue mail system for marriage licenses.

No in-person court hearings.

PHASE 2 - May 18th

Continue rotating portion of staff to limit number of people in office at once.

Appointments only, but we may be able to increase the numbers and types of appointments.

Continue mail system for marriage licenses.

Consider uncontested hearings with social distancing if all parties agree.

PHASE 3 - June 1st

Full staff.

Lobby may remain closed with a monitoring system in hall or at courtroom door for walk-in traffic.

Will decide closer to this date if we will have regular hearings, marriage ceremonies, etc.

DEPARTMENT: PUBLIC SERVICE COMMISSION

PHASE 1 - May 4th

Main Office doors will be opened to the public and a notice on the door will restrict entrance to the building to the front reception area only. Non-essential personnel will be classified as essential and will return to work. Lab manager will be allowed to work from home to mitigate child care concerns when necessary. Daily wellness checks by supervisors will continue for staff. Continue to practice Social distancing and work place sanitation.

PHASE 2 - May 18th

Entrance to the building will remain restricted to front reception desk. Daily wellness checks by supervisors will continue for staff. Social distancing and work place sanitation will continue. Meetings will be tentatively scheduled for June.

PHASE 3 - June 1st

Office will be fully opened. Continue to Practice social distancing and work place sanitation. Daily wellness checks by supervisors will continue.

DEPARTMENT: REGISTER OF DEEDS

PHASE 1 - May 4th

Open Records Room
and Public Terminals to
Attorneys and
Paralegals

By Appointment only. Only
allowing a maximum of
three at a time in four two
hour blocks a maximum of
three allowed in any given
two hour block of time.

PHASE 2 - May 18th

Open Office to citizens.
Maintain social distancing by
allowing only 2 citizens at
the counter at a time.

Allow Paralegals and
Attorneys access to Records
Room and Public Terminals in
four two hour blocks a
maximum of three allowed
in any given two hour block
of time.

PHASE 3 - June 1st

Open office 100%. Full
access to records room and
Public computer terminals to
everyone. Social Distancing
measures will still be in
place. Will monitor the
situation and adjust as
necessary.

DEPARTMENT: ROADS AND BRIDGES

PHASE 1 - May 4th

Limit office access to public by appointment only.
At risk employees return to work but may have different assignments.
Operations dependent upon inmate labor or available part-time staff.

PHASE 2 - May 18th

Limit office access to public by appointment only.
At risk employees return to work but may have different assignments.
Operations dependent upon inmate labor or available part-time staff.

PHASE 3 - June 1st

Office open unrestricted to the public.
At risk employees return to work but may have different assignments.
Operations dependent upon inmate labor or available part-time staff.

DEPARTMENT: SOLID WASTE

PHASE 1 - May 1st

Limit office access to public by appointment only.
Operations dependent upon inmate labor or available part-time staff.

PHASE 2 - May 15th

Limit office access to public by appointment only.
Operations dependent upon inmate labor or available part-time staff.

PHASE 3 - June 1st

Office access open as normal.
Operations dependent upon inmate labor or available part-time staff.

DEPARTMENT: TREASURER

PHASE 1 - May 4th

If the building is open we are back at 100% operation. We are not able to do phases.

PHASE 2 - May 18th

PHASE 3 - June 1st

DEPARTMENT: VEHICLE MAINTENANCE

PHASE 1 - May 4th

Allow employee's from other departments into building while keeping social distancing in place (6 feet apart)

PHASE 2 - May 18th

Allow outside vendors into building while keeping social distancing in place (6 feet apart)

PHASE 3 - June 1st

Fully open building to all employee's , vendors , and to the public with no restrictions.

DEPARTMENT: VETERAN'S AFFAIRS

PHASE 1 - May 4th

All staff will return to regular schedules and there will be a thorough cleaning and preparation of office suite

Have 2 dedicated spaces for curbside service for Veterans
Pre-screen Veterans/family member before in-person assistance

Alternate plan in place if raining

PHASE 2 - May 18th

Due to close contact -- Begin appointment process with screening prior to setting appointment with Veteran

Stagger appointment hours with staff; i.e.

8:30 – appointment 1;

9:00 – appointment 2;

9:30 – appointment 3; etc.

Fabric upholstered seating will be covered with x-large trash liners for ease of sanitizing between appointments

FYI: May 11

Absentee voting begins so this will also have an impact on how we handle Veteran traffic since Voter Registration is next door to us

PHASE 3 - June 1st

Continue screening process with VA office door signage

Continue staggered appointment process

Evaluate for walk-in traffic
Due to some Veterans underlying health issues we will continue to monitor COVID 19 and make decision updates as necessary

DRAFT

Pickens County Library System

Pandemic Reopening Plan



PHASE 1: TEMPORARY CLOSURE

Service Adjustments

- a. Library buildings are closed to the public
- b. Expand digital resources & ease of access, develop virtual programming
- c. Register new library accounts online & temp card registration services
- d. Suspend all room reservations
- e. Suspend all volunteer service hours
- f. Suspend outreach services such as House Calls service
- g. Suspend all in-house library programming
- h. Suspend library item holds and all ILL activities
- i. Waive fines and extend due dates *book drops remain open
- j. Monitor book drops, sanitize returned items and quarantine for 5 days
- k. Deep clean and sanitize all library facilities

Work Adjustments

- a. Staff work remotely with plan provided by supervisor - Management staff report to buildings as needed
- b. Under designation of County State of Emergency staff may report to other County departments
- c. Acquire PPE for employees
- d. Acquire additional equipment for working remotely
- e. Acquire additional equipment for developing virtual programming
- f. Conduct regular department and manager's meetings via Zoom
- g. Acquire website chat services and forward phone to staff via Google

Communication to Public

- a. Communicate library service updates to the public via website and social media
- b. Answer questions and service requests via phone, website chat, email, & Facebook
- c. Post virtual programming on Social Media (Facebook, Youtube)

DRAFT

Pickens County Library System

Pandemic Reopening Plan



PHASE 2: MODIFIED SERVICE

Service Adjustments

- a. Library buildings are closed to the public—Drive thru services OPEN
- b. Expand digital resources & ease of access, develop virtual programming
- c. Register new library accounts online & temp card registration services
- d. Suspend all room reservations
- e. Suspend all volunteer service hours
- f. Suspend outreach services such as House Calls service
- g. Suspend all in-house library programming
- h. Fulfill holds requests and transfer items between branches via courier
- i. Waive fines and extend due dates *book drops remain open
- j. Monitor book drops, sanitize returned items and quarantine for 5 days
- k. Deep clean and sanitize all library facilities
- l. limited faxing and printing services available at Clemson branch
- m. Suspend fine and fee payment until buildings are opened.

Work Adjustments

- a. Employees report to work on modified schedule (M-F 9-5, Sat. 10-2)
- b. Staff at Pickens/Liberty may be used to assist with Services at Drive-thrus
- c. Employees work spaces modified to adhere to social distancing requirements
- d. In preparation for opening buildings, rearrange and remove/store library furniture and public access computers to allow for social distancing
- e. Conduct regular department and manager's meetings via Zoom

Communication to Public

- a. Communicate library service updates to the public via website and social media
- b. Answer questions and service requests via phone, website chat, email, & Facebook
- c. Post virtual programming on Social Media (Facebook, Youtube)

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Pickens County Library System

Pandemic Reopening Plan



PHASE 3: ESSENTIAL SERVICES

Service Adjustments

- a. Libraries are open to the public on a limited basis:
 - i. Restrict number of patrons allowed in facilities pursuant to state/local recommendations
 - ii. Patrons may check out materials, pick up holds, use copier/scan/fax and use public computers (rearranged for social distancing) for limited amounts of time—up to 30 minutes per patron.
- b. Suspend all room reservations, keep all meeting rooms and study rooms closed
- c. Suspend all volunteer service hours
- d. Suspend outreach services such as House Calls service
- e. Suspend all in-house library programming
- f. Fulfill holds requests and transfer items between branches via courier
- g. Reinstate item due dates, card expiration dates and library notifications
- h. Monitor book drops, sanitize returned items and quarantine for 5 days
- i. Deep clean and sanitize all library facilities
- j. Coordinate with libraries to restart ILL services

Work Adjustments

- a. Library staff resume normal working hours at their branch
- b. Resume all regular ordering/cataloging/processing duties
- c. Conduct regular department and manager's meetings via Zoom

Communication to Public

- a. Communicate library service updates to the public via website and social media
- b. Answer questions and service requests via phone, website chat, email, & Facebook
- c. Post virtual programming on Social Media (Facebook, Youtube)

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Pickens County Library System

Pandemic Reopening Plan



PHASE 4: NORMAL OPERATIONS

Service Adjustments

- a. Libraries are open to the public with no limitations
- b. Accept room reservations
- c. Resume volunteer service hours
- d. Resume outreach services and House Calls services
- e. Resume in-house library programming
- f. Move library furniture back to original positions

Communication to Public

- a. Communicate library service updates to the public via website and social media
- b. Answer questions and service requests via phone, website chat, email, & Facebook
- c. Post virtual programming on Social Media (Facebook, Youtube)* in addition to in-house library programming