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TO: Logan County Offices, Agencies and Courts,

FROM: The Logan County Commissioners

DATE: March 19, 2020

The threat to public health from Coronavirus (COVID-19) has disrupted most of the world and Logan County, Ohio is no exception. As events unfold and local governmental strategies are implemented, please remember that legal and institutional mandates and expectations vary between offices. But your elected and appointed officials have been working tirelessly to formulate plans that will ensure the safety and health of their staff and our citizens alike. Furthermore, we want to commend all of you for your efforts to serve our constituents professionally and efficiently through these trying times. For we are all in this together and appreciate the kindness you convey and the assistance you provide to others.

For your convenience, please find the following compilation of current service adjustments that have been undertaken by various Logan County entities and are **SUBJECT TO CHANGE**.

LOGAN COUNTY COMMISSIONERS /PROSECUTOR OFFICES-117 E. Columbus

These offices are open for scheduled appointments only.

Commissioners Office 937-599-7283 email- Commissioners@co.logan.oh.us

Prosecutor Office 937-593-3755 email-Prosrecep@co.logan.oh.us

ANNEX BUILDING- 100 S. Mad River Street

The Annex Building will be closed to the public. The closures will affect the Logan County Auditor, Recorder, Map Room and Treasurer's Offices.

Elected officials are encouraging residents to do business through online services when possible.

Residents making payments to the Treasurer's Office are encouraged to use the Treasurer's Night Drop Box, located on the north west side of the Annex Building for your convenience. Any secure documents, such as titles, etc. should also be dropped in the Treasurer's Night Drop Box, located on the north west side of the Annex Building for your convenience.

Any other documents for the Treasurer or Auditor should be dropped in the Drop Boxes in the foyer at the West end of the Annex Building.

Documents for the Recorder and Map Room should be dropped off in Drop Boxes in the foyer at the East end of the building.

These Drop Boxes are only available during the hours of 8 a.m. to 4:30 p.m.

Please find more specific information on the following web pages for each individual office: Auditor: <http://www.co.logan.oh.us/148/Auditor>, Treasurer: <http://www.co.logan.oh.us/218/Treasurer>, Recorder: <http://www.co.logan.oh.us/212/Recorder>; Map Room: <http://www.lceo.us/>.

The offices can also be reached at the following phone numbers:

Auditor: 937-599-7213
Recorder: 937-599-7201
Map Room: 937-599-7230
Treasurer: 937-599-7223

RECORDERS OFFICE

Effective March 17, 2020 until further notice the office is closed to the public. For all other request please contact Pat Myers at 937-599-7201 or pmyers@co.logan.oh.us

TO RECORD DOCUMENTS

Place documents on the table in the hallway and either knock on the window or call 599-7201 to let someone know they are there. We will pick them up and record. You may wait in the hallway for receipt or it can be returned with your document. You must have exact filing fees.

VETERAN ID CARDS

Are not being issued at this time.

RESEARCH ROOM

Will be open to Attorneys, Title Abstractors and Surveyors from 12:00 noon-4:30p.m. Daily

MAP ROOM

The Logan County Map Room is closed. Documents needing approval can be left in the "in" tray, documents completed by staff will be placed in the "out" tray for pick up. Documents can be found of the department's [website](#). Any questions can be answered at (937) 599-7230.

LOGAN COUNTY ENGINEER OFFICE-1991 CR 13

The Logan County Engineer's Office and Highway Garage are closed to the public. Drop offs and pickups can be handled at the mailbox outside the front door. Documents can be found of the department's [website](#). Any questions can be answered at (937) 599-2658.

LOGAN COUNTY VETERANS SERVICES- 121 S. Opera St.

Is closed to all walk-in traffic. No in-person interviews will be conducted; however, phone interviews will be done. Any necessary paperwork will be handled through mail or email. On Friday, all transportation to and from the Columbus or Dayton VA Medical Centers will cease. The commission wants to emphasis that these changes are temporary. Any questions will be addressed at (937) 599-4221.

LOGAN COUNTY JOB & FAMILY SERVICES-211 E. Columbus Ave.

Effective at 2:00 pm on March 19, 2020 Logan County Job & Family Services will be closing our Lobby and OhioMeansJobs Center. How to contact us: We will be working at the Agency Monday – Friday 8:00 am to 4:30 pm.

Website: www.loganjfs.org All of our forms and program information is available on our website you can also send us an email from our site. Available 24/7

Phone: 937-599-5165 Our Main Reception Phone will be operational with a roll over feature to a secondary phone. This should allow us to handle the increase of phone calls.

Fax: 937-592-4395

Phone 937-292-5064: This phone will be dedicated to assisting Employers posting jobs or with questions.

We have also placed a locked and secure drop box in the vestibule of our Lobby. This will be available during normal business hours. You can drop off applications, documentation, or payments. There will be instructions posted on how to leave this information. The box will be checked at least hourly. You can also continue to call or email your Case Manager directly, just as you have in the past. We have also placed a TV in our front window with an informational slide show.

COURTHOUSE

FAMILY COURT DIVISION OF THE LOGAN COUNTY COMMON PLEAS COURT

Is still open and operating. Steps are being taken for the public's and staff's well-being. Security will screen the public and permit entry to those who have business to conduct. Security has also been instructed to turn away anyone who presents with visible signs of illness or reports being sick. Should you have a measurable fever, cough or shortness of breath please contact the court to see if you should appear. The public should know that some court business may be able to be conducted online or by telephone. Status conferences and pre-trials may be conducted by telephone, but this will be decided on a case-by-case basis, with the court contacting parties in advance if a hearing is moved to telephone participation.

Applications for marriage licenses in probate court must be done in person.

Family Court- 937-599-7249

Common Pleas Court- 937-599-7260

CLERK OF COURTS/TITLE OFFICE

Title and legal offices are closed to all walk-in traffic effective March 19, 2020.

Legal office handles civil cases, criminal cases and court of appeal cases. We are asking that you mail any correspondence, pleadings or payments directly to my legal office at:

**Logan County Clerk of Courts
101 South Main St.
Room 218
Bellefontaine, OH 43311**

I am suspending collection efforts in my legal office at this time. I understand that many people have become unemployed due to the many closures happening as a result of the virus.

The Title Office will be serving customers utilizing our drive thru. Please be patient.

Please do not hesitate to call my office if you have questions or need assistance.

Barb McDonald

Logan County Clerk of Courts

Title: 937-599-7254

Legal: 937-599-7275

SOLID WASTE DISTRICT-1100 S. Main Street

End of business 3/19/20 the office will be closed to the public until further notice. Contact the Solid Waste District at 937-599-1253

OSU EXTENSION OFFICE-1100 S. Main Street, Bellefontaine

The OSU Extension will be closed until further notice. While our offices will be physically closed, we are committed to continuing to conduct our work as fully as possible. In recent years, we've invested in the technology needed to facilitate effective teleworking. We will utilize all our teleworking capabilities to continue serving our clientele and communities.

OFFICE NUMBERS ARE CHANGING

With the transition to teleworking our office number will need to change. **PLEASE DO NOT CALL THE OFFICE NUMBER ANYMORE.** I am changing the voicemail to reflect this and will be changing the website, Facebook, and more to update correctly. Please call the following numbers to get ahold of OSU Extension Staff or email us at:

- Stephanie Knight, Office Associate: 937-404-1075, knight.6329@osu.edu
- Justin Bower, 4-H Educator: 234-254-3311, bower.183@osu.edu

LOGAN COUNTY CHILDREN SERVICES- 1855 St. Rt. 47, Bellefontaine

Logan County Children's Services will be closing the agency lobby to the public until further notice. The agency is NOT closing, and critical services will continue to be provided to our community without walk-in service.

Clients will be asked to submit all documents via mail, fax or our black agency locked drop box located outside the front door. All documents will be processed as normal.

Main Phone: (937)599-7290

FAX: (937)599-7296

If you are aware of a child or an adult age 60 and over in immediate danger, please dial 911

To report child abuse or neglect

call 937-599-7290 and choose option 1

To report abuse or neglect of an adult age 60 and over call 937-599-7290 and choose option 1

BUILDING AUTHORITY-1365 CR 32 N #2

The Building Authority is remaining open to the public and contractors at this time. If you have any questions please contact 937-592-7473.

LOGAN ACRES SENIOR COMMUNITY- 2739 CR 91

Closed to all public visits. Contact 937-592-2901 www.loganacres.com

SEWER DISTRICT-8100 ST RT 708

Office closed to the public until further notice. Contact 937-843-3328 www.logancowpc.com

LOGAN COUNTY BOARD OF ELECTIONS-225 S. MAIN

For information please contact 937-599-7255 www.boe.ohio.gov

LOGAN COUNTY BOARD OF DD-1851 ST RT 47

For information please contact 937-592-0015 www.logancbdd.org

LOGAN COUNTY HEALTH DISTRICT-310 S. Main St.

For information please contact 937-592-9040 www.loganhealth.org