



County of Cheshire

12 Court Street, Keene, NH 03431

www.co.cheshire.nh.us

March 23, 2020

Memo: Department Heads

From: C. Coates, County Administrator

In the coming days you will hear the phrase “Shelter at Home”. With all the news and events that are occurring currently there may be confusion on what this means and how it affects you.

Below you will find my thoughts, hopefully this will give you clarity and a better understanding of the current situation.

Should the Governor of New Hampshire or the President of United States order the state or the country to “Shelter at Home” the order requires that **most people** stay home starting as soon as possible but no later than the date of the order, **unless** an individual is engaged in certain “**Essential Activities**”.

For most people this also means you and those you live with should remain home.

You are allowed to leave your home for specified reasons such as groceries, takeout and medical needs. **For your knowledge attached below is a list of activities that are normally allowed.**

Essential Services are defined as Healthcare Operations which includes **Residential facilities such as nursing homes for seniors, adults and children. Government** functions such as the **Sheriff’s Office Dispatch and Bailiffs, Department of Corrections, Register of Deeds and IT Departments** also fall under “essential services” and will continue to operate at their sites.

Other government functions or offices could be subject to reduce schedules or have the ability to telework.

Currently **Drug Court, Behavioral Court, UNH Coop. Extension, County Attorney’s Office, Grants Department and System of Care** are teleworking from home. The **Finance Department** is experimenting with working from home with the reality that some of the work performed by the Finance Office needs to be completed in the office to ensure staff continues to receive their pay.

Please remember if a “shelter at home” order is put into effect it’s to address the ongoing spread of the virus that causes COVID-19. At this point in the global pandemic, the virus has a foothold in all jurisdictions across the state and country and if an Order to “Shelter at Home” is given it is with the hope that the exposure is limited.

The county leadership which includes department heads from all county departments has been working to address any and all issues and concerns to ensure the working environment for those needing to be on site are safe from infection.

Pre-screening questionnaires are in place and temperatures are being taken at the Department of Corrections and Maplewood Nursing Home.

Area Code 603

♦ **County Commissioners** 352-8215/Fax 355-3026 ♦ **Registry of Deeds** 352-0403/Fax 352-7678 ♦ **Finance Department** 355-0154/Fax 355-3000 – 12 Court Street, Keene, NH 03431 ♦ **County Sheriff** 352-4238/Fax 355-3020 ♦ **County Attorney** 352-0056/Fax 355-3012 – 12 Court Street, Keene, NH 03431 ♦ **Alternative Sentencing/Mental Health Court** 355-0160/Fax 355-0159 – 33 West St. Keene N.H. ♦ **Department of Corrections** 825 Marlboro Street, Keene, 03431 - 903-1600/Fax 352-4044 ♦ **Maplewood Nursing Home & Assisted Living** 399-4912/Fax 399-7005 - TTY Access 1-800-735-2964 ♦ **Facilities** 399-7300/Fax 399-7357 ♦ **Human Resources** 399-7317/399-7378/Fax 399-4429 - 201 River Rd, Westmoreland, NH 03467

We are in constant contact with health officials and leaders throughout the state and country to continue to be made aware of any “Best Practices” or updates that can help us to be in the best position to successfully be prepared for what may come.

As stated, I have attached Frequently Asked Questions that may help answer questions you may have.

The information with the FAQ’s was obtained and developed from the Center of Disease Control and the order that is in place in California. Most orders are similar in allowances and restrictions but can be subject to change.

The attachment gives you an idea of what an order could look like prior to the directive which once you review you will find that if you live within the limits of the City of Keene that over the last few weeks, many of you have been experiencing many if not most aspects of “Sheltering at Home”.

The biggest change will affect those private businesses that are “**not essential**” where their work staff will be reduce to skeleton crews.

If you have any questions please reach out to Human Resource Director Kim May and she will work to answer your questions.

Quick summary, currently County Government is seen as an **essential service**, those employees expected to continue to report to your facility unless directed otherwise by your Department Head is **Maplewood Nursing Home, Department of Corrections, Sheriff’s Department, Dispatch and Bailiffs, Register of Deeds and County IT Department**.

Those that have the ability/flexibility to telework from home are **Finance, County Attorney’s Office, Grants, System of Care, Drug Court, Behavioral Court and UNH Cooperative Extension**.

Thank you for the work you do.

We will get through this together.

Chris Coates

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