

May 2021

**\*\*\*RCGCD COVID-19 Temporary Emergency Operation Procedures\*\*\***

Rusk County Groundwater Conservation District's primary function is to preserve and protect the quantity and quality of groundwater resources available to Rusk County residents. In these changing times brought on by COVID-19, the health and safety of our communities, our patrons, and our RCGCD officials and staff is increasingly important to all. We are aware of current advisories concerning limited person-to-person contact.

In the event it becomes necessary to temporarily close the RCGCD office, or close it to walk-in traffic, be assured the important work of the District will continue. However, it may take longer to process some of the District's work. Please be patient. Also, in-person meetings or conferences may/will not be possible.

**During times while District offices are temporarily closed, the following procedures will be observed:**

- **RCGCD telephones will be available to handle most questions or requests for information.**
- **RCGCD's website and Facebook page will be continually updated with current happenings and information.**
- **RCGCD staff will maintain secure, remote access and be available to handle most routine matters without person to person contact.**
- **USPS Mail will continue to be monitored and timely responses provided.**
- **RCGCD email items will be monitored and timely responses provided.**
- **RCGCD Board meetings may be conducted in a manner provided under current Emergency Declarations issued by appropriate State or Federal Officials.**
- **RCGCD Board meetings may be postponed or temporarily cancelled as deemed appropriate to comply with current Emergency Declarations issued by appropriate State or Federal Officials.**
- **Other emergency actions deemed necessary on a temporary basis.**

Please be assured your Rusk County Groundwater Conservation District is devoted to serving the people of Rusk County in the most safe and useful capacity possible given our available resources, current conditions, and authorized duties.

Thank you for allowing Rusk County Groundwater Conservation District to serve you!