

**DATE:** March 27, 2020  
**BULLETIN NO.:** 2020-01  
**TO:** All County Officials  
**RE:** COVID-19 Response

We continue to receive numerous questions about how to proceed with essential business operations while complying with Governor Stitt's Executive Orders regarding COVID-19 precautions. It has become difficult to fully comply with some of the statutes while practicing social distancing. We cannot advise you on legal matters, but we can definitively tell you that the State Auditor's Office will not take audit exceptions for reasonable measures you implement to protect public health and safety during these unprecedented circumstances.

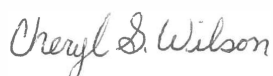
If your Business Continuity (or Disaster Recovery) Plan does not identify policies and procedures for situations such as this, we strongly recommend you collectively develop policies and procedures that do. In order to best serve the taxpayers and your employees, it is important to outline how you will conduct essential business during the pandemic while preserving health and safety.

As you know, auditors like to see documentation. We will look to your policies and procedures as compliance criteria when we audit for this time period. Again, we will not take issues with variances from state statutes necessary to comply with Governor Stitt's Executive Order for social distancing.

We too are adjusting to alternate operations so there is minimal disruption of service while maintaining employee safety.

We miss seeing you face-to-face and look forward to serving you in person again soon!

Sincerely,



Cheryl Wilson  
County Management Services

