

**IN THE OFFICE OF THE COUNTY JUDGE OF PULASKI COUNTY, ARKANSAS**  
**IN THE MATTER OF PULASKI COUNTY'S**  
**CONTINING RESPONSE TO COVID-19**  
**PUBLIC HEALTH EMERGENCY**

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**EXECUTIVE ORDER**

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**WHEREAS**, on March 13, 2020, an Executive Order was entered restricting public access to the Pulaski County Administration Building, Courthouse, Regional Building (Bale Building), Prosecutor's Office, and District Court/Juvenile Justice Complex.

**WHEREAS**, on March 16, 2020, an Executive Order was entered directing the operations and conduct of departments of Pulaski County reporting to the office of County Judge, and strongly encouraging the adoption of those protective measures by other elected officials supervising the operation of county departments and personnel.

**WHEREAS**, both of those orders are effective through March 31, 2020.

**WHEREAS**, the pandemic novel virus COVID-19 has continued its spread across the nation, including in Arkansas and Pulaski County.

**WHEREAS**, continued precautions are necessary and required to protect the health of the public, as well as, county employees and personnel in County facilities.

**NOW, THEREFORE**, I, Barry Hyde, as Pulaski County Judge, by virtue of the authority vested in me by the Arkansas Constitution and laws of the State of Arkansas, as chief executive of Pulaski County, promulgate the following Executive Order in continued response to the pandemic novel virus COVID-19:

The following buildings are closed to public access, except to persons conducting emergency business, or provided access on request of the courts: Administration Building, Courthouse, Bale Building, Prosecutor's Office, and District Court/Juvenile Court Complex. Pulaski County continues to encourage the public to conduct all business with the County and courts digitally, by phone, email, online or video conference, if at all possible. If not possible, persons needing to conduct business with county offices are instructed to contact the office to schedule a meeting appropriate to their needs. Business that is not time sensitive is encouraged to be postponed until it can be safely conducted.

The following instructions are mandatory for all county departments reporting to the office of County Judge. Other elected officials supervising the operation of county departments are obligated to follow suit in a manner best suited to balance public health, employee well-being and continuity of service. Each supervisor must continue to identify:

- Essential functions that must remain operational;
- Personnel who have a heightened risk of serious adverse health outcomes (over 60/65 and/or immune compromised persons);
- Personnel whose physical presence is essential to remain operational;
- Personnel who are essential to remain operational, but may work remotely;
- Back-up personnel for each person essential to remain operational.

This Order strives to provide uninterrupted essential services, while balancing continued service with protection of the public and employee health.

Accordingly, supervisors are instructed to continue the following:

- Postpone or cancel any scheduled public events;
- Operate at reduced capacity, focusing on essential functions;
- Have personnel not required for essential functions stay home, or maintain a distance of ten feet (10') from others, including, but not limited to, co-workers and the public;
- Have personnel who currently have a heightened risk of serious adverse health outcomes stay home;
- Have essential personnel who may work remotely, do so. Personnel essential to remain operational, whose presence is not required, should work from home and must remain available by phone, email, or video conference; however, they are not to report to their office, except as required;
- Ensure that only those personnel whose physical presence is required to conduct essential services, and who are not at a heightened risk of serious adverse health outcomes, report to their offices as directed by their supervisor.
- Set schedules, duties, and reporting requirements of all department personnel, with special attention given to inclusion of measures to reduce contact and ensure personal separation.

Any personnel, regardless of their status, is instructed to remain home if they, or anyone in their household, feels ill with symptoms of COVID-19 (fever, dry cough, flu-like chills and/or body aches). All personnel are subject to be called in, at any time, on the determination of their supervisor, except employees on emergency paid sick leave or FMLA leave pursuant to the Families First Coronavirus Response Act. County personnel remaining home during this continuing health emergency will be paid as normal and will not be charged leave time. In the event that an employee becomes ill, or a member of their household becomes ill, they must report the same to their supervisor as soon as possible, and their back-up must be notified to carry out essential functions. Supervisors are to notify the County Judge of any report of any employee, or a member of the employee's household, testing positive test for COVID-19 immediately, so that appropriate sterilization and sanitization of County facilities may be taken without delay.

All personnel reporting to their office must use heightened awareness and take caution to protect personal health and hygiene, and to protect the health of members of their household. Social distancing is mandatory, unless impossible to carry out essential functions. There shall be no

congregations of ten (10) people or more outside or in unconfined spaces on any County property. No congregations of people shall occur in County facilities, unless necessary to conduct essential functions. All people in County facilities shall maintain a separation of at least ten feet (10'), unless impossible. Elevators shall be occupied by no more than two (2) people at any time.

This Order shall be in effect from April 1, 2020 through April 17, 2020.

**IT IS SO ORDERED.**

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**BARRY HYDE, PULASKI COUNTY  
JUDGE/CHIEF EXECUTIVE OFFICER**