

March 24, 2020



To: Those We Serve

From: Rusty Foster, Chancery Clerk
Winston County

Subject: Office Operational Procedures Due to COVID-19

At the time of this memo, communities across this country are experiencing something we've never experienced. The situation caused by the pandemic known as the COVID-19 virus is evolving rapidly with little time to make adjustments. To say there are challenges is an understatement due to so many unknowns.

The complete clinical picture with regard to COVID-19 is not fully known. What we do know is that COVID-19 is a respiratory disease which spreads from person-to-person and it poses a serious public health risk. With this in mind, we will be making the following adjustments to the operational procedures of the Chancery Clerk's Office until the county-wide State of Emergency status has been lifted:

1. **The Office** - Please call 662-773-3631 to make an appointment. The office will remain "OPEN" to conduct business however, the entry will be closed and restricted. We are here to serve and will gladly assist you with your recording needs, etc.
2. **The Vault (Records Room)** – Access to the vault will be limited to 5 or less at any time; less than 10 combined throughout the office. While conducting business, please practice social distancing and respect the efforts of others who may be performing similar work. *Please note: Attorneys and Abstractors will be given priority to access. Anyone performing genealogy research will be restricted to an hour. A sign-in sheet will be used to keep a record of the start and end time.*

If your business requires you to visit the office, a hand sanitizing machine is located conveniently inside the entrance to the office and the entrance to the vault (records room). If you sneeze or cough, please do so in a tissue or the inside of your elbow. We are asking you to take precautions but want to assure you, we are taking safety precautions considering your safety and the safety of our staff. If you are uncertain how to do this, visit the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>. As a first consideration, if you are sick please stay home.

If it is possible for you to conduct business over the phone or mail, we encourage you to do so. These efforts will minimize any unnecessary office visits. In the near future, you will be able to search public records and submit records maintained by the Chancery Clerk's office via the internet. Updates for this and other services will be provided on the Chancery Clerk's website at <http://www.winstonms.com/p/chancery-clerk.html>.

Everyone can do their part in response to this emerging public health threat. The threat is real and should be taken seriously. Your efforts will make a difference and are greatly appreciated!

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