



Dear Village Residents,

With respect to the current COVID-19 pandemic, the Village of Orwell has taken the following steps to enhance everyone's safety:

1. The Village Hall has been closed to all transactions until further notice.
  - a. **Utility Payments** can be mailed, made at the drop box (on the front door) or online at [orwellvillage.org](http://orwellvillage.org).
  - b. For any other business, please call the Village Hall at **437.6459**. If you are directed to leave a message, please state your concern, leave your name and number and a representative will get back to you ASAP (within 24-hours, excluding weekends)
2. Staff hours have been adjusted to maximize employee safety and to comply with the Governor's Stay at Home Order. All actions will be closely re-evaluated on a 2-week basis:
  - a. Administrative staff and Street Department employees have been put on rotational schedules with reduced hours.
  - b. Police Department personnel are on regular schedules and have been tasked with enforcing/monitoring the active order initiated by the Governor.
  - c. Fire Department personnel are actively on call while reducing/limiting group interaction and activities.
  - d. Utility (Water/Wastewater) personnel are on regular schedules while reducing internal and public interaction as much as possible.
  - e. Zoning Inspector remains on call and available weekly by phone/prearranged meeting. To leave a message for the Inspector, please call **437.6459**
3. Operational Restraints:

- a. Due to the COVID-19 pandemic, the Village deems itself in “Emergency” mode and as such is monitoring and limiting all expenditures to a “Needs” basis only.
- b. The Village is closely monitoring all revenue sources to track the impact of the COVID-19 pandemic on operations.
- c. All existing infrastructure projects (OPWC, NOPEC etc.) “in process” will proceed as allowed under the Governor’s order but only with clearly defined procedures to assure employee safety.
- d. All anticipated infrastructure projects “scheduled” to start will be delayed until further notice.
- e. All internally scheduled projects will be evaluated individually to determine the proper course of action. All decisions will be based on active orders, financial condition, need and individual safety.

4. Information Outlets:

As we progress through this pandemic, we will try and provide regular and timely updates on our website regarding our operations as well as listing other valuable sources/links where residents can turn for up to date information concerning the current state of this emergency.

Sites for local and COVID-19 information:

Orwellvillage.org (for local information)  
 Ashtabula County Health Department (ashtabulacountyhealth.com)  
 The Ohio Department of Health (odh.ohio.gov)  
 Mike DeWine, Governor of Ohio (governor.ohio.gov)  
 The Center for Disease Control (cdc.gov)  
 US Dept. of Homeland Security, CISA (cisa.gov)  
 World Health Organization (who.int)

Additional sites for business support:

The Growth Partnership for Ashtabula County (ashtabulagrowth.com)  
 The Small Business Administration (sba.gov)  
 Team NEO / Jobs Ohio (teamneo.org/covid19)  
 The Ohio Small Business Development Center at YSU (ohiosbdc.ohio.gov)

Please know, we will get through this challenging time! It will take all of us together though, as one, doing everything we can to slow the spread of this virus. Please continue to practice social distancing, wash your hands often, cover your mouth during coughs and sneezes, self-monitor your health and if you feel any of the symptoms of the virus as described by health professionals, contact your doctor and self-isolate. The actions we all take today, will affect what happens tomorrow. Thank you and be safe!

Joe Varkette  
 Orwell Village Manager

Dave Hartz  
 President of Council