



Inclusion Through
Diversity

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COUNTY ADMINISTRATOR
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"Promoting excellence in County operations while respecting the needs of the people we serve."

Tompkins County COVID-19 Directive #1 **May 22, 2020 – updated May 27, 2020**

Upon reviewing departmental Reconstitution of Operations Plans (ROOP), the County Administrator has issued the following **COVID-19 Directive 1**. Directives must be followed to ensure consistent, safe, and orderly operations of our departments and are in place until released by a future directive.

Directive #1: All cleaning supplies that are ordered by departments, shall be paid for by individual departments. If the cleaning supplies are in response to COVID-19, they should be reported under Project Code 10.00.

Guidance:

- If you have a need for larger supplies of cleaning materials, please contact the Facilities Department to assist in ordering those supplies prior to placing your order.
- **Departments that order supplies that are not in the current [online MSDS](#) database must contact Mark Friebe (mfriebe@tompkins-co.org/274-6704) to update the online system.**