



DENISE M. FORTENBERRY

County Attorney
Matagorda County, Texas

To: All Department Heads

From: Denise M. Fortenberry, County Attorney

Date: March 31, 2020

Re: County Attorney Continuity of Operations During COVID-19

Governor Abbott's Executive Order EO-GA-08, issued March 19, 2020, recommends that employees of offices that remain open should 'practice good hygiene and, where feasible, work from home in order to achieve optimum isolation from COVID-19.' The County Attorney's office is equipped with individual laptops and scanners and, since EO-GA-08 order, I have been working diligently to find feasible ways for my staff to work from home. For the last two weeks, my staff has been slowly making the transition to working from home.

Effective the end of today, March 31, 2020, the County Attorney's office will be based off-site and functional through cell phones and email. One staff member will check fax machines, voice-mail, and run the mail daily. Please use the office email (attorney@co.matagorda.tx.us) for email communication.

Matagorda County's infection numbers continue to increase and it is imperative now, more than ever, for every individual to do their part to stop the spread. Thank you for your understanding, and patience, during this unprecedented time and we will work diligently to not cause business disruptions for other County departments.

