

C O U N T Y O F H I D A L G O

ARTURO GUAJARDO, JR. - COUNTY CLERK



Hidalgo County Clerk's Continuity Plan

In response to the ever-evolving situation regarding Coronavirus (COVID-19), The Hidalgo County Clerk's Office has created three stages of action.

- Stage 1: Standard operational procedures with intensified sanitizing protocols. All employees are expected to report to work.
- Stage 2: Standard operational procedures with increased separation between the public and County Clerk staff whenever possible. If possible-, we will move public waiting area to outside of the building or to an area further away from our staff. We will also limit the counter to one person at time. All employees are expected to report to work.
- Stage 3: Reduced operational procedures with a condensed workforce. Only essential employees will report to work and only essential services will be provided to the public. ***These services will be limited to the electronic filing of court documents and official records (deeds, liens, etc.). All other services that are normally provided by our office will be temporarily suspended.*** The Hidalgo County Clerk's Office will be closed to the public. A telephone operator will be available to take calls from the public.

This plan is being implemented in an effort to be prepared for the worst possible scenario that could develop with regards to the Coronavirus Pandemic. We continue to encourage and emphasize proper hand hygiene and avoidance of large gatherings.

This plan is hereby authorized and adopted by Arturo Guajardo, Jr., Hidalgo County Clerk on Tuesday, March 17, 2020. As of today, we are in Stage 1 of this plan.

Sincerely,



Arturo Guajardo, Jr.
Hidalgo County Clerk