



# Chowan County UPDATE Coronavirus (COVID-19)

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MARCH 23, 2020  
BULLETIN #7 – PRESS RELEASE



# County Updates

## Coronavirus (COVID- 19) UPDATE

March 23, 2020 Bulletin #7

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### **Latest Updates:**

- Links to Chowan County Operational information, business information, Health Department, DHHS and CDC information and so much more can be found on the Chowan County website. Visit [www.chowancounty-nc.gov](http://www.chowancounty-nc.gov)
- **The Chowan County Board of Commissioner meeting scheduled for Monday, April 6, 2020 has been CANCELLED.**
- **The County Planning Board meeting rescheduled for March 24, 2020 has been cancelled.**
- **Please see the attached Chowan County Office Operations sheets. There have been some adjustments and new information. Also attached is more specific information from Social Services and the Register of Deeds.**
- **At the time of this press release there are no known cases of COVID-19 in Chowan County. We know that there are some third party sites reporting cases within the County, none have been confirmed by Albemarle Regional Health Services (ARHS/Health Department).**

# CHOWAN COUNTY DEPARTMENT OPERATIONS COVID-19

This list will be updated as statuses change – Last updated March 23, 2020

## EFFECTIVE MONDAY, March 23, 2020

Department/ Agency	Status
Administration (County Manager Office and Finance Office)	Offices closed to the public, staff will be available by phone or email for assistance– 482-8431
Animal Control	Offices closed to the public, staff will be available by phone or email for assistance-482-9807
Animal Shelter (Tri-County Animal Shelter)	Offices are closed to the public, appointments only for adoptions and reclaims. Staff is available by the phone or email 252-221-8514 .
Elections	Offices closed to the public, staff will be available by phone or email for assistance– 482-4010 Offices will be closed 03/23/20, 03/24/20, 03/26/20, 03/27/20, 03/30/20 and 03/31/20.
Emergency Medical Service (EMS)	No visitors to the EMS stations. For non emergency questions, please call -482-4365
Information Technology (IT)	Offices closed to the public, staff will be available by phone or email for assistance
Land Records	Offices closed to the public, staff will be available by phone or email for assistance - 482-7157
Maintenance	Offices closed to the public, staff will be available by phone or email for assistance- 368-8950
NC Cooperative Extension Service	Offices closed to the public, staff will be available by phone or email for assistance- - 482-6585
Planning & Building Inspections	Offices closed to the public, staff will be available by phone or email for assistance 482-5618
Recreation Department	All activities cancelled, Walker Gym (Oakum Street is closed), the Northern Chowan Community Center is closed to the public.- 482-8595. Offices closed to the public, staff will be available by phone or email for assistance. The Community Care Clinic can be reached at – 221-2171
Register of Deeds	Offices closed to the public, staff will be available by phone or email for assistance. – 482-2619
Senior Center	Congregate Meals are pick up only, Home delivered meals remain operational, All activities are cancelled. Offices closed to the public, staff will be available by phone or email for assistance. – 482-2242

# CHOWAN COUNTY DEPARTMENT OPERATIONS COVID-19

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## EFFECTIVE MONDAY, March 23, 2020

Department/ Agency	Status
<b>Sheriff/ 911/ Jail</b>	Visitors will not be allowed at the Chowan County Jail, no appointments for fingerprints will be made, and no new concealed carry applications will be accepted. Also, if you come to our office for any reason, we will do everything we can to help you but all communication will be through the window in our lobby. 252-482-8484
<b>Social Services (DSS)</b>	Offices closed to the public, staff will be available by phone or email for assistance– 482-7441 Public to apply for services by submitting an application online, telephone, email, fax or use of the Drop Box which is located in front of the agency. The Drop Box will be checked throughout the day with the exceptions of the weekends and holidays. Food and Nutrition Services, call to complete application over the phone or for instructions to obtain an application.  Additional Instructions are posted on the County Website.
<b>Solid Waste (Convenience Sites)</b>	Convenience sites will remain open however attendants will remain inside the building. Swap shops at the convenience sites are closed. For questions or concerns please call the PCG Landfill 252-297-3300.
<b>Soil and Water</b>	Offices closed to the public, staff will be available by phone or email for assistance-482-4127
<b>Tax Office</b>	Offices closed to the public, staff will be available by phone or email for assistance 252-482-8486 (option 2, Water/Tax Collections; option 3, Tax Assessment/Valuation). The Chowan County Tax Office has a glass barrier and can continue to take payments however, we STRONGLY encourage the public to utilize other payment options before entering the Public Safety Center. We recommend payment of taxes or water bills in the following ways: 1. Online payment at our website <a href="http://www.chowancounty-nc.gov">www.chowancounty-nc.gov</a> , under Tax or Water department; 2. Telephone payment by credit/debit card at 1-866-343-3612; 3. Payment by check placed in our drop box outside of our office at 305 W. Freemason St., Edenton, NC 27932 (cash payments are discouraged but can occur as long as identifying information is included to ensure proper payment); 4. Payment by mail to PO Box 1030, Edenton, NC 27932. No one will be allowed inside the Tax/Water secured Office except for County Staff. As always, any questions or concerns please call 252-482-8486 (option 2, Water/Tax Collections; option 3, Tax Assessment/Valuation). Flexibility can be utilized if customers are unable to make payment, in regards to water cut off, however ALL penalties and fees will continue to be assessed at this time.
<b>Veterans Services</b>	No walk in visitors, telephone service only for 21 days Call 252-482-1033
<b>Water Department</b>	Offices closed to the public, staff will be available by phone or email for assistance– 482-7477, Please see the Tax Office listing above to find out more information regarding payment options, cut offs and penalties.

## Information from DSS (Social Services)

To help reduce the spread of the coronavirus (COVID-19) and to protect the community and staff, it is necessary to implement operation changes, effective March 23, 2020. Although the County facilities are closed to the public, Chowan County DSS staff will continue to perform their normal duties. We are encouraging the public to apply for services by submitting an application online, telephone, email, fax or use of the Drop Box which is located in front of the agency. The Drop Box will be checked throughout the day with the exceptions of the weekends and holidays.

### How to apply:

#### *Food & Nutrition Services (food stamps) and Medicaid:*

- ❖ Call Chowan County DSS at **252-482-7441** to complete an application over the phone. After the application is completed, it will be mailed to you for your signature and you will need to return it the agency to complete the application process.
- ❖ [www.epass.nc.gov](http://www.epass.nc.gov)
- ❖ You can also print the application from the [epass](http://www.epass.nc.gov) website and mail it to: Chowan County DSS 100 West Freemason Circle, Edenton, NC 27932 or place it in the Drop Box outside the building
- ❖ Pick up an application at the Chowan County DSS office. Applications will be available for pickup.
- ❖ Fax or email a completed application to **252-482-7041**

#### *For information about the following programs please call the agency at 252-482-7441*

- ❖ Crisis Intervention Program (CIP)
- ❖ Medicaid Transportation
- ❖ Child Welfare & Adult Services
- ❖ Childcare
- ❖ Work First

To make a Child Protective or Adult Protective Services report after-hours please call **252-482-4444** and ask to speak to the on-call social worker.

**There are NO LIEAP funds available**

## Information from Chowan County Register of Deeds

DUE TO COVID -19

OFFICE OF  
REGISTER OF DEEDS-CHOWAN COUNTY

RECORDINGS

ATTORNEY 'S, SURVEYORS, AND PARALEGAL MUST CALL AHEAD BEFORE ENTERING THE OFFICE.

ONLY ONE PERSON AT TIME

WE ACCEPT E-RECORDING (**SATISFACTIONS ONLY**)

RECORDINGS CAN BE MAILED THROUGH REGULAR MAIL OR BY

FED-X AND UPS

CHOWAN REGISTER OF DEEDS  
PO BOX 487  
OR 101 SOUTH BROAD STREET  
EDENTON, NC 27932

MARRIAGE LICENSE (APPLICANTS ONLY) AND NOTARY OATHS, CALL AHEAD TO MAKE AN  
APPOINTMENT 252-482-2619

WE URGE THE PUBLIC TO USE ALL ONLINE SERVICES AVAILABLE.

Birth, Death and Marriages can be ordered online with our

"Get Certificate Now Program" [www.getcertificatenow.com](http://www.getcertificatenow.com) or at [www.chowancounty-nc.gov](http://www.chowancounty-nc.gov) under  
Register of Deed Department.

OR YOU CAN MAIL IN YOUR REQUEST

MAKE SURE YOU ADDRESS THE FOLLOWING INFORMATION

FULL NAME AT BIRTH

BIRTHDATE

FATHER'S NAME

MOTHER'S (MAIDEN) NAME

SIGN, PROVIDE PHONE NUMBER, YOUR ADDRESS (INCLUDING APT. #) AND STATE YOUR  
RELATIONSHIP TO APPLICANT.

\*SEND MONEY ORDER OR CASHIERS CHECK MADE PAYABLE TO REGISTER OF DEEDS.

\*PHOTO COPY OF PICUTRE ID MUST ACCOMPANY REQUEST.

\*IF YOU NEED A BIRTH, DEATH OR MARRIAGE IMMEDIATELY, CALL AHEAD

IF YOU ARE EXHIBITING ANY SYMPTONS OR HAVE TRAVELED OUTSIDE OF THE UNITED STATE, PLEASE  
REFRAIN FROM VISITING THE OFFICE.