

# Administrative Emergency Plan

## COVID-19

UPDATED JULY 20, 2020

The following procedures are being implemented effective July 21, 2020 to successfully operate administratively while limiting unnecessary exposure and/or the spread of COVID-19. This plan will allow us to follow the National guidelines recommended and regularly updated by the CDC and the Federal and State Government.

1. Staff will work from home daily and be available from 8:00am – 4:00pm. They all have access to the same information on their home computer that they do at the office. All staff will be available by phone or e-mail.
2. Staff will be required to go to the office at least once a week to check their mail and complete any task that needs completed in the building. You may go to the office as many days or hours as needed to complete your work. Work that can be done at home is to be completed at home. Please e-mail all staff when you plan on being in the office.
3. All calls to the office will be forwarded to one of the staff members on a daily rotation. They will take the call and contact the appropriate employee or Commissioner.
4. The Zoning Officer, Frank Monack, will continue to do inspections and enforcement daily. He will try to limit public contact by following the six-foot rule when dealing with Residents. He will also ask for any meetings to be outside similar to the Police's policies that have been implemented.
5. A staff member will receive the mail daily. It will be distributed as normal.
6. Staff will come to the office as needed and be allowed to take whatever material they may need at home to complete any tasks necessary.
7. All staff will be expected to complete the same tasks at home that they would normally complete at the office. The only limitation is face to face meetings. All other materials are available, and all contacts can be made thru phone calls or e-mail.
8. The Township Manager will have daily communication with all department heads.

Again, we will be closing the Municipal Building to the public. We will utilize the drop boxes. All permits will be handled thru the mail. Any necessary meetings will be done by appointment only. All meetings will follow CDC guidelines, safe distancing must be practiced and masks must be worn by all participants. It is highly recommended that most business be conducted through e-mails and phone calls.

The Commissioners have issued a mask mandate for anyone in the building. Masks must be worn at all times. The only exception is if your alone in your office area. Anytime you leave this area, or someone else is in your area masks must be worn.

Jeffrey E. Keffer  
Township Manager