Administration/Zoning – Includes HR, finance and ED as well – all employees are working remotely and are set-up to do so.  Finance is coming into the office once a week to pay bills and make deposits (one staff member), and to handle payroll (one staff member).  We have a staff member assigned to come in a couple of times a week to get and process the mail.  All zoning permits are being handled electronically, and inspections continue taking into account social distancing requirements.

Services/Parks (public works) – We have one employee coming in each day to handle the necessities that come up, and will call in additional employees if there are projects that require additional staff.  We also continue to have one employee with the emergency call-out pager (normal practice) for after hour issues.

Fire & Police – business as usual for our crews, all admin staff working remotely or alternating shifts (Chief/AC)

All employees continue to be paid as usual.  If they choose to take a vacation/personal day then that will go against their PTO.  We are also following the employment/FMLA changes that are occurring and dealing with situations on a case-by-case basis.  All employees are required to take their temperature prior to coming into the office/work, and any symptoms must be reported immediately to supervisors.