**Covid-19 Operating Plan**

**March 23, 2020**

In light of the extraordinary times we find ourselves we must remain vigilant and flexible in adapting how we conduct our work and serve the citizens of Sycamore Township. Several steps have been taken to date but due to **The Director’s Stay at Home Order** issued yesterday by the State of Ohio we must review, renew and make adjustments and preparations so we are best able to protect the health of our employees and citizens.

***Please note that this plan is intended for all non-Fire and EMS employees. Our Fire and EMS employees are covered by separate operating procedures geared to the delicate work they are performing during this crisis.***

Since March 17, 2020 we have been largely operating as described in item 15 in the Stay at Home Order issued yesterday that states as follows:

*15.* ***Social Distancing Requirements.*** *For purposes of this Order, Social Distancing Requirements includes maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.*

*a.* ***Required measures.*** *Essential Businesses and Operations and businesses engaged in Minimum Basic Operations must take proactive measures to ensure compliance with Social Distancing Requirements, including where possible:*

*i.* ***Designate six-foot distances.*** *Designating with signage, tape, or by other means six­ foot spacing for employees and customers in line to maintain appropriate distance;*

*ii.* ***Hand sanitizer and sanitizing products.*** *Having hand sanitizer and sanitizing products readily available for employees and customers;*

*iii.* ***Separate operating hours for vulnerable populations.*** *Implementing separate operating hours for elderly and vulnerable customers; and*

*iv.* ***Online and remote access.*** *Posting online whether a facility is open and how best to reach the facility and continue services by phone or remotely.*

In addition to adhering to these directives we have instituted other practices and procedures.

We have closed all Township buildings to the public and only approve the entry of key and essential vendors and contractors.

Employees’ temperatures are taken each morning.

Door handles and surfaces are sanitized frequently.

Incoming mail and documents are handled with protective gloves and sanitized as necessary and practical.

All rental activities of our community room, Bechtold Park shelters, and athletic fields have been cancelled until May 1st.

Use of playground equipment is now forbidden and access to that equipment has been fenced off.

Virtual Private Network (VPN) capabilities have been set up to enable some employees to access township computer desktops and files remotely.

The phone system has been configured to allow the transferring of township calls to cell phones.

**MOVING FORWARD**

We need to look at each type of staffing scenario and consider them accordingly. We have various staffing situations to manage.

1. Those who continue to report to work at their township office or work area.
2. Those that will be able to work remotely and continue to be paid.
3. Those who must stay at home due to illness or due to exposure to a person with an illness.
4. Those who are told to stay home but can’t work remotely and will not be paid.

Those employees who fall into scenarios 3 and 4 will be able to request some assistance per our newly issued **Covid-19 Supplemental Leave Policy.**

Each employee has been asked if they would like to work from home (where applicable) or if they would feel more comfortable just staying at home. Since we remain confident that our social distancing requirements are being met, we would like employees to make the individual decisions ahead of, or instead of, any mandatory directive issued by the Administrator at this time.

We also feel that all township employee jobs have essential government function elements. Depending on the ever changing challenges we encounter as a normal course of business or those brought on by the COVID-19 crisis, all employees can and will be called on to provide essential functions to continue vital government operations and to provide for the health, welfare and safety of our citizens. This is specifically set forth in item 10 in the Stay at Home Order as stated below:

*10.* ***Essential Governmental Functions.*** *For purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, legislators, judges, court personnel, jurors and grand jurors, law enforcement and con-ections personnel, hazardous materials responders, child protection and child welfare personnel, housing and shelter personnel, military, and other governmental employees working for or to support Essential Businesses and Operations are categorically exempt from this Order.*

*Essential Government Functions means all services provided by the State or any municipality, township, county, political subdivision, board, commission or agency of government and needed to ensure the continuing operation of the government agencies or to provide for or support the health, safety and welfare of the public, and including contractors performing Essential Government Functions. Each* *government body shall determine its Essential Governmental Functions and identify employees and/or contractors necessary to the performance of those functions.*

*This Order does not apply to the United States government. Nothing in this Order shall prohibit any individual from perfo1ming or accessing Essential Governmental Functions.*

This plan describes where we are today, but we can easily foresee the need for ongoing changes, and we will be prepared to adjust accordingly.