

Potter Township Centre County COVID-19 Continuity of Operations Plan (COOP)

Overview: This COOP is intended to establish and communicate the procedures for continued operation of the essential functions of Potter Township, Centre County Pennsylvania during the COVID-19 emergency.

Declaration of Disaster Emergency: March 14, 2020 Declaration of Disaster Emergency ratified. Extension of 7-day time period shall be in effect for so long as Potter Township is required by Federal and State authorities to respond to the pandemic.

Essential Services: The township will continue to ensure the delivery of critical infrastructure services and functions, which includes public water and sewer utilities, communications, emergency services, and road maintenance in accordance with public health and safety.

Communications with the Public: Email and phone communications will continue with adjustments listed below under the Secretary/Treasurer. A page on the website has been created for residents to find important information from the local, state and federal level regarding COVID-19. In addition, urgent alerts may be sent via the website. Residents are encouraged to contact the township with any needs, questions or concerns.

Communications with Essential Services and Emergency Service Personnel: The Chair of the Board of Supervisors will check in at least weekly with those performing essential and emergency services for the township, such as Water and Sewer Authorities, Centre Hall Fire Company, Penns Valley EMS, Emergency Management Coordinator, and Township Personnel. If the Chair is ill or unable to, the Vice-Chair will perform the check-ins. If the Vice-Chair is unable to, a third Supervisor will perform the check-ins.

Township Personnel: All Township personnel are encouraged to take precautions to protect themselves and the public, in accordance with the CDC recommendations. Tasks will be established on a week by week basis until further notice. All non-essential tasks will be deferred until determined to be appropriate. All full-time employees performing work for Potter Township will continue to be paid in full until and unless otherwise decided.

- Secretary/Treasurer may work from home, as able, utilizing a Potter Township computer to perform administrative tasks such as answering emails. When unavailable to respond to emails, a standard automated response will be sent. When working from home, the township phone line will be redirected to the Secretary's phone to be answered during regular business hours. Where necessary, the Secretary will perform essential tasks in the office on a limited basis. Should the Secretary/Treasurer be unable to perform the duties due to illness, the Chair of the Board of Supervisors will step in, and if unable to perform duties due to illness, the Vice-Chair of the Board of Supervisors will step in.
- Zoning Officer may work from home and may be contacted on his cell phone @ 814-571-7231. The Zoning Officer will monitor phone, email and correspondence and respond as necessary to ensure any situation requiring support during the emergency is addressed.

- Agency Open Records Officer will respond to Right-to-Know requests as able to in compliance with the RTK Law and without endangering the employee's safety or the safety of the public. Extensions of time to respond will likely be deemed necessary and non-electronic records will not be accessible for in-person appointments until the emergency declaration is removed. If a requestor would like electronic copies of physical records that otherwise would be inspected in person or a fee assessed for paper copies, an exception will be made to standard operating procedure during this emergency, and electronic copies may be made if the secretary is able to be in the township office and has completed essential tasks. The Office of Open Records has asked that requesters consider not submitting requests unless there is urgent need, and reminds agencies that transparency builds trust, especially in emergencies. UNABLE
P
R
✓
- Road crew and workers assigned to sewer and water system operation will work during regular business hours unless otherwise directed by the Public Works Superintendent. In an attempt to ensure worker safety to the maximum extent possible, workers will be assigned their own vehicle or equipment. In cases where a vehicle or equipment must be shared between workers, the workers shall disinfect it prior to use so as not to potentially expose one another. ✓
- If the Public Works Superintendent is unable to perform duties due to illness, the Chairman or Vice Chairman of the Board of Supervisors will perform the duties or designate another road crew member to be in charge. Normal time sheet recording shall be followed. All employees shall track all time spent doing tasks (cleaning, disinfecting etc) unique COVID-19 and properly record on their time report. DESIGNATE
P
R
✓
- No employee is permitted to work if they have Coronavirus or have a proven exposure to the COVID-19 virus. If an employee is unavailable to work during normal business hours due to COVID-19 exposure, COVID-19 illness or COVID-19 Exposure or illness of a family member that they reside with; they will be compensated as though working. If unable to work during normal business hours due to personal or non-COVID-19 related illness, the basic employee sickness and leave policy will apply. SPENT
P
R
✓

Township Facilities: All township facilities are closed for public use until further notice, including Potter Run Park pavilion and playground equipment, and Potter Athletic Complex (PAC) baseball fields. Employees and township officials will limit use of the township offices and adhere to the CDC recommendations including groups of no more than 10 and safe distancing of 6'. The municipal building will be thoroughly cleaned before the building is reopened for public use. Workers assigned to perform the cleaning will be provided needed personal protective equipment and instructed by the Public Works Superintendent what cleaning is to be completed.

Township Public Meetings: The Board of Supervisors will continue to have regularly scheduled meetings but will limit the agenda to urgent essential business items only. All other Board and Commission meetings will be cancelled until further notice, unless urgent essential business needs to be conducted. To comply with the Sunshine Act during this emergency time, opportunities will be provided for Public Comment by various means such as conference calls, or online meetings in person within meeting number restrictions etc. A desire to make Public Comment shall be made via email or phone call prior to the start of the meeting, and the public can participate in the meeting within the

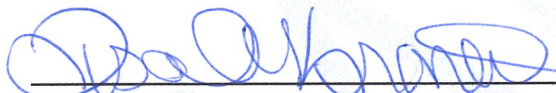
restrains of meeting size being limited to 10 persons. This may require alternating participant attendance.

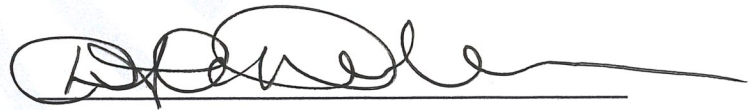
Emergency Management Coordinators: Communication will continue on a weekly basis, if not several times a week, between the Chair of the Board of Supervisors and the appointed Emergency Management Coordinator to ensure proper procedures are taking place in compliance with recommendations from PEMA and FEMA. Should all five of the Board of Supervisors be unable to perform their duties of this COOP, the Emergency Management Coordinator is to assume the role.

Safety Of Employees and Public: It must be emphasized that the safety of all employees of Potter Township and the Public is of highest priority. Workers must follow CDC Guidelines including hand cleaning, social distancing and sanitizing common equipment and work spaces. The Public must not enter restricted areas. Cooperation of everyone is necessary and the use of sound judgement is required when performing every task.

Note: The Potter Township Centre County COVID-19 Continuity of Operations Plan is subject to any and all changes as deemed necessary under the Declaration of Disaster Emergency.

Adopted: April 6, 2020

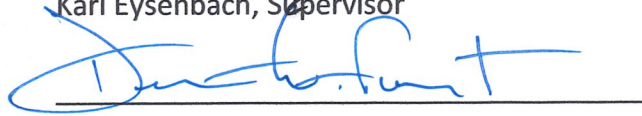

Attest: Lisa Kroner, Secretary/Treasurer


Dick A. Decker, Chair


Jake Tanis, III, Vice-Chair


Melvin Dutrow, Supervisor


Karl Eysenbach, Supervisor


Dennis Foust, Supervisor