

Exhibit B

TOWN OF EASTON **COVID-19 - Continuity of Operations Directive**

May 15, 2020

Effective Monday May 18, 2020 at 8:00 A.M. the Town of Easton municipal government will make the following changes to the Continuity of Operations Plan put into place on March 23, 2020.

Plan Item 1 is hereby suspended. Plan Item 1a is added to the plan:

- 1a. Town buildings will reopen the lobbies for public access at the Town office building and the Police Department building. Public will be limited to these areas and must wear masks while in those lobby areas. This is a necessary action to help reduce the community spread of COVID-19, as well as free up Town resources and staff to fill certain needs identified under this COOP.

Plan Item 2, which was changed by Directive on March 31, 2020 is amended to read as follows:

2. All Town Offices and Departments remain available by phone, using their regular office lines. It is expected that those phones will be answered during normal business hours of Monday to Friday, 8:30 AM to 4:00 PM. Increased volume of calls may result in missed calls. Any messages left will be responded to in the order received.

Plan Item 3, 3a, 3b and 3c are hereby suspended. Plan Item 3d and 3e are added to the plan:

- 3d. Overtime beyond the regular working hours is prohibited, with the exception of emergency situations or hours specifically approved by the Mayor or Town Manager. This overtime will only, be allowed to accrue as compensation time off, to be taken at a later date as scheduled with the Department Head.
- 3e. Liberal Leave according to the Town of Easton Employee Handbook is now put into effect.

Plan Item 5 is amended to read as follows:

5. Employees shall maintain Physical Distancing, wherever possible, in the workplace and wear Face Coverings when interacting with a member of the public in the same space or area.

Plan Item 8a is added to the plan:

- 8a. Work related travel that was restricted to local travel within 100 miles on March 13, 2020, shall continue in affect, with the exception that work related travel beyond the 100 miles can be approved by each Department Head or the Town Manager.