

Exhibit A

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

- A. The Town is enacting a Continuity of Operations Plan (COOP) in response to the COVID-19 Pandemic to allow all essential functions to continue to operate, and services to continue to be provided to the public to the best extent possible.
- B. This COOP may provide for the temporary suspension or modification of certain provisions of the Employee Handbook in order to meet the needs of the Town. Such provisions may include but are not limited to changes to work assignments and job duties, leave policies, and work rules. COOP may also permit more flexible work options, such as staggered work shifts and the ability to work remotely.
- C. The Town Manager is authorized to issue directives to establish and implement personnel procedures that may be necessary to carry out operations under this COOP.
- D. After the return to normal operations, the Mayor and Town Council shall review the impacts that operating under a COOP had on employee leave and compensation.

Effective March 23, 2020 at 5:00 P.M. the Town of Easton municipal government will operate under this Continuity of Operations Plan, as follows:

- 1. All Town buildings will be closed to the public. 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.
- 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. However, limited staff and increased volume of calls may result in missed calls. Any messages left will be responded to in the order received.
- 3. Each Department Head or the Town Manager shall designate emergency minimum staffing levels for the Town during the time that this COOP is in effect.
 - a. Employees working, under the Departments designated emergency minimum staffing levels, shall receive a pay differential equal to 25% of the employee's base pay for hours worked.
 - b. Employees are encouraged to remote work from their homes, whenever possible, under the Departments designated emergency minimum staffing levels, these remote worker shall receive their base pay for hours worked.
 - c. Employees not working or those home because the employee's child's school or daycare provider is closed, under the Departments designated emergency minimum staffing levels, will be placed on paid administrative leave, will be required to stay home, stay on-call and report to work as required by each Department Head or the Town Manager.

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4. The Department Head or the Town Manager may alter an employee's supervisor, work schedule, work location, or duties in order to meet the needs, provide service or to mitigate the needs of the Town residents and businesses.
5. Employees shall maintain Social Distancing, wherever possible, in the workplace.
6. Employees may be screened for illness prior to their entry to the workplace. Employees who meet certain criteria established by the Maryland Department of Health or Centers for Disease Control, will be sent home.
7. Absenteeism directly related to COVID-19 for an employee's own illness or to care for a sick member of the employee's family, shall identify this as sick time for accounting purposes. The following additional measure are in effect during this COOP.
 - a. All sick time directly related to COVID-19, will be paid at each employee's base pay without a reduction in pay or the reduction of accrued sick time, further this will not be counted against the Perfect Attendance Award.
 - b. If an employee is absent for illness directly related to COVID-19, the employee may return to work after the period set by the Maryland Department of Health or Centers for Disease Control. The employee may be allowed to return without providing medical certification.
 - c. Employees are excused from any requirement to provide medical certification upon their return to work for sickness related absences.
 - d. All absenteeism's related to sickness must discuss their return to work, with their Department Head or Town Manager. Employees must meet certain criteria established by the Maryland Department of Health or Centers for Disease Control prior to their entry to the workplace.
8. Employees that have traveled, personally or work-related, must discuss their return to work, with their Department Head or the Town Manager. Employees must meet certain criteria established by the Maryland Department of Health or Centers for Disease Control prior to their entry to the workplace.