



Town of Yorktown

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4/16/2020

Pandemic Leave Policy/Clerk Treasurer Continuation of Operation Plan

Attached is the Pandemic Leave Policy that I distributed to the council shortly after Governor Holcomb issued an executive order to shelter in place as much as possible. We have been working off this policy during the timeframe that the order has been in place. I would like the council to adopt this order in the meeting such that we have record to provide to the State Board of Accounts at our next audit. The SBOA has indicated that doing so will prevent them from providing negative comments on the audit as related to hours worked by staff and other associated record keeping.

Additionally, Lance has provided a continuation of operation plan for the Clerk Treasurers office should he or be unable to perform the essential duties of the office. He is also asking the council to adopt this policy.

Briefly, necessary operations have continued. The Marshal's department has been operating in the status quo as have the fire department. Street/Parks, Water, Sewer have been shifting so that not all employees are working at the same time. All required testing and logs are being completed on a daily basis. We will be looking at additional options to make sure that mowing does not become an issue in the next few weeks by asking one of our employees to deliver mowers/edger's to sites and having our other employees report directly to the location for work. Administrative staff members have been working on split schedules as well.

Pete Olson
Town Manager