

**Whereas**, Order 2020-21 requires that the employer (Otsego County) shall designate, no later than March 31<sup>st</sup>, workers that are defined as Critical Infrastructure Workers; and

**Whereas**, businesses and operations must determine which of their workers are necessary to conduct minimum basic operations, and inform such workers of that designation. Businesses and operations must make such designations in writing, whether by electronic message, public website, or other appropriate means. Such designations, however, may be made orally until March 31, 2020 at 11:59 p.m.

**Whereas**, with full intent to comply with the spirit and intent of the Order, the County examined the positions, classifications and functions of the workers in its employ, and

**Whereas**, following such review, a meeting was held with the Administrator, and the Chairman and Vice Chairman of the Board of Commissioners of the County to verify all efforts and plans to provide continuity of government services, therefore;

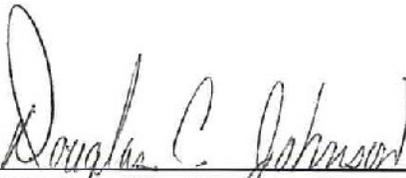
For purposes of this designation, necessary government activities include activities performed by critical infrastructure workers, as detailed in the attached document titled "Essential Functions and Critical Infrastructure Workers of Otsego County Government".

All in-person government activities must be performed consistently with the social distancing practices, and other mitigation measures, to protect workers and patrons described in section 5(c) of the Executive Order as follows:

- Restricting the number of workers present on premises to no more than is strictly necessary to perform the business's or operation's critical infrastructure functions.
- Promoting remote work to the fullest extent possible.
- Keeping workers and patrons who are on premises, at least six feet away from one another, to the maximum extent possible, including customers who are standing in line.
- Increasing standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- Adopting policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person who is known or suspected to have COVID-19.

- Any other social distancing practices, and mitigation measures recommended by the Center for Disease Control (CDC).

With this Directive, the County of Otsego has complied with the full spirit and intent of the Executive Order and where disagreement regarding interpretation may present itself, there is no willful intent of the County to violate the Executive Order.

  
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Doug Johnson, Vice Chairman Otsego County Board of Commissioners      Date 3/31/20



## ESSENTIAL FUNCTIONS AND CRITICAL INFRASTRUCTURE WORKERS OF OTSEGO COUNTY GOVERNMENT

March 26, 2020

Virtually all Otsego County Governmental functions and programs are considered to be essential functions as defined by Executive Order 2020-21 dated March 24, 2020.

This document provides a description of each essential service and identifies the County's critical infrastructure workers, as required by Executive Order 2020-21. It does not include the County's related agencies and component units, as those entities are separate employers and they have implemented COVID-19 protocols and requirements separately.

Otsego County Government is committed to the safety and well-being of its staff and the community as a whole. We are also committed to providing continuity of governmental services during this difficult time.

To achieve these goals, the County has implemented the following broad, overall practices for all employees:

When practical and available, staff are encouraged to work remotely. However, each building and/or department is to have one person (on a rotating basis) report into the office to ensure high quality continuity of governmental services to the community. Any exceptions to this must be approved in advance by the County Administrator.

Extraordinary steps have been taken to mitigate the spread of disease for those physically reporting into their place of work, including:

- Heightened cleaning and disinfecting efforts by the janitorial/maintenance staff.
- County buildings remain closed to the public.
- With only one person at a time physically in each department, person-to-person contact is eliminated or drastically reduced. In rare instances when more than one person is present in a department, employees have been instructed to strictly adhere to social distancing recommendations.
- All employees have been informed not to report to work if they experience symptoms of COVID-19 illness.

Otsego County has required all employees who are not physically reporting into their place of work to be classified as an "on-call, working from home" status, meaning they are to perform all duties possible remotely as directed by their supervisor, and also be available to come into the office on an as-needed and/or rotating basis.

Otsego County may reevaluate and make changes to this information to continually evolve with this fluid situation.

## CRITICAL INFRASTRUCTURE WORKERS

### A. OTHER COMMUNITY-BASED GOVERNMENT OPERATIONS AND ESSENTIAL FUNCTIONS

#### *Board of Commissioners*

**Description of Essential Services:**

The chief legislative and policy-making body of Otsego County Government is the 9-member Board of Commissioners.

**Number of Employees:**

9

**Plan of Action:**

The Board of Commissioners has suspended meetings for a 30-day period from April 1 – 30, 2020 for the Commissioners and for Select Committees (Budget & Finance, Criminal Justice Coordinating, and Personnel Committees). Within this 30-day period, the Board has directed the Administrator to look into virtual meetings within the parameters of the new Open Meetings Act.

The Board has authorized the County Administrator to approve all disbursements for a 30-day period from April 1 – 30, 2020.

The Board has authorized the Board Chair, Vice Chair, and Administrator to make changes to employee policies and procedures as they agree upon and are needed in response to this very fluid public health emergency. All changes to these policies will be ratified after the fact by the full Board of Commissioners meeting at their next available board meeting. This authorization will be reviewed in 90 days.

This allows Commissioners to work from home without interruption to government services.

#### *Administration*

**Description of Essential Services:**

The County Administrator is appointed by the Board of Commissioners to implement Board policies, to oversee the daily activities of the County, to serve as the Chief Executive Officer, and to supervise non-elected County departments/functions. The County Administration offices include the offices of Human Resources and Finance, providing full administrative, financial and personnel support to the Board of Commissioners, elected officials and employees, and assisting the public with FOIA inquiries and general information dissemination. The Administrator's office is responsible for assisting the Board in meeting identified goals; developing agenda items for the Board of Commissioners; developing procedures to accompany board approved policies; management of county personnel, including negotiation of union and employment contracts; conducting program, departmental, and management analysis; and providing general administrative support.

**Number of Employees:**

2

**Plan of Action:**

All staff reporting to the office for normal business hours.

## ***Building and Grounds/Maintenance***

### **Description of Essential Services:**

The Building and Grounds Department is responsible for maintenance and upkeep of County owned facilities. The County contracts these services.

### **Number of Employees:**

0

### **Plan of Action:**

The 3 contracted individuals are reporting to work as normal. Janitorial efforts in particular have been extensively increased during this time.

## ***Clerk***

### **Description of Essential Services:**

The Office of County Clerk is a four-year, partisan office, established by the State Constitution, and is therefore charged with many statutory duties. The County Clerk, as Clerk of the Circuit Court, has the responsibility for the care, custody and maintenance of all Circuit Court records, and is the keeper of the Seal of the 46th Circuit Court. In addition, the County Clerk is the Clerk to the Board of Commissioners; the Jury Commission; the Board of Canvassers; the Concealed Weapons Licensing Board; and is a member of the Special Election Scheduling Committee; the County Election Commission; and the County Plat Board; is the Chief Election Official for the County; and the keeper of all vital records for the County. The Clerk also oversees the Register of Deeds (ROD) department.

### **Number of Employees:**

Clerk – 4; ROD – 1

### **Plan of Action:**

Limited staff reporting to the office for normal business hours; other staff are on an “at home, on call” status.

One person, on a rotating basis, is reporting into the office each day. One day a week, the ROD employee is reporting into the office.

## ***Courts***

### **Description of Essential Services:**

The courts’ function is to adjudicate legal disputes between parties and carry out the administration of justice in accordance with the rule of law. The courts’ role is to determine disputes in the form of cases which are brought before them. Court policies, procedures and rules are governed by the following authorities: Federal and Michigan Constitutions, Federal or Michigan Statutes, Michigan Court Rules, Michigan Supreme Court Administrative Orders, directives from the State Court Administrator’s Office, directives from state regulatory agencies, or local directives from the Chief Judges.

### **Number of Employees:**

17

**Plan of Action:**

Limited staff reporting to the office for normal business hours; other staff are on an “at home, on call” status. Each employee that reports is confined to their own office to prevent the spread of germs. The spread of employees is well beyond the 6’ guideline for social distancing.

Judge reports to the office daily to handle all required hearings, review ex-parte relief motions/petitions and sign any necessary orders to ensure litigant constitutional and statutory rights.

Judicial Assistant reports to the office daily to assist the Judge with all necessary matters, including preparation of orders and facilitation of hearings.

District Court Clerk/Magistrate reports to the office to answer phones, process mail, payments, search warrants and facilitate hearings for any in-custody arraignments, pleas and/or sentencings, and processing of criminal extradition matters for in-custody defendants.

Juvenile Register reports to the office to answer phones, process mail and to facilitate hearings required within 24 hours of taking a child into protective custody, abuse/neglect petitions, safe delivery of newborn child, hearings required within 24 hours of a juvenile’s apprehension, arraignments for in-custody designated and adult court waiver proceedings as well as emergency removals and permanency planning hearings.

Probate Register reports to the office to answer phones, process mail and to facilitate emergency hearings for Involuntary mental health treatment, petitions for immediate funeral/burial arrangements, emergency petitions filed by Adult Protective Services, emergency petitions for guardianship and/or conservatorship, estates where immediate access to residence is necessary and any ex-parte requests for temporary restraining orders, Do Not Resuscitate orders, and Waiver for parental consent.

Juvenile Officer/Caseworker reports to the office to answer phones, monitor youth on probation and to facilitate any removals from the home.

**FOC****Description of Essential Services:**

The Friend of the Court is the investigative and enforcement arm of the Circuit Court. It assists the court by providing recommendations regarding custody, parenting time, child support and medical support issues, while protecting the rights and interests of children. The Friend of the Court also provides recommendations regarding spousal support when necessary, as well as enforcing written orders regarding custody, parenting time, and child support while assisting parents in settling disputes during the pendency of their case.

**Number of Employees:**

7

**Plan of Action:**

The Friend of the Court Supervisor reports to the office for normal business hours every day to answer phones, process mail/support payments, record support orders in MiCSES, implement income withholding notices so payments can be deducted and paid automatically and implement national medical support notices to allow health care coverage to be implemented as quickly as possible. Also facilitates any arraignments on bench warrants and ex-parte emergency motions that are filed.

## ***Equalization***

**Description of Essential Services:**

The Equalization Department advises and assists the County Board of Commissioners in equalizing real and personal property assessments on a County-wide basis. To comply with State directives, the Department conducts annual sales or appraisal studies for all classes of real property. Audits and record verifications are conducted for personal property. These studies are used to equalize assessed values for each class of real and personal property in the ten local units of government within Otsego County. The Department assists local assessing officers in the discovery, listing and valuation of properties for tax purposes, and the development and use of valuation standards and techniques for the assessment of property.

**Number of Employees:**

3

**Plan of Action:**

One person, on a rotating basis, is reporting into the office each day.

The department is working diligently to complete the following essential reports:

County Equalization Report, L-4626s, L-4022s, L-4024, L-4023's

1. Local assessors must turn in their Taxable Value L-4626 reports to the county by 4/8/2020 and equalization reviews and sends them to the State Tax Commission (STC) by 4/20/2020.
2. Assessors must turn in to Equalization Sign Copies of their L-4022 and Equalization submits it to STC after review.
3. Equalization must prepare the "County Equalization Report" compiling data from all the local units (Townships & City) that is reviewed by the BOC on or about the first Tuesday following the 2<sup>nd</sup> Monday in April.
4. On same day, the L-4024 Personal and Real Property is scheduled to be adopted by BOC and submitted to the STC.
5. No later than the third Monday in April the County's L-4023 Analysis for Equalized Valuation (4/20/2020) is due to the STC.
6. All materials relating to the above list must be submitted no later than 5/4/2020.
7. Preliminary State Equalization is 5/11/2020. All County Equalization must be completed and submitted well prior to that date.

## ***Finance***

### **Description of Essential Services:**

The Otsego County Finance Department is an integral part of County Administration. The Finance Department is responsible for payroll administration, accounts payable and receivable processing, general ledger administration, financial reporting, financial audit coordination, annual budget development and long-term financial projections and planning.

### **Number of Employees:**

2

### **Plan of Action:**

All staff reporting to the office for normal business hours.

Each employee is confined to their own office to prevent the spread of germs. Employees are distanced well beyond the 6' guideline for social distancing.

## ***Human Resources***

### **Description of Essential Services:**

The Human Resources Department is an integral part of County Administration and provides personnel support, develops employee guidance and policies, and takes part in the negotiation of union and employment contracts. The HR Director also functions as the Assistant County Administrator.

### **Number of Employees:**

2

### **Plan of Action:**

One person, on a rotating basis, is reporting into the office each day.

## ***IT***

### **Description of Essential Services:**

Provide network and computer services that are necessary to the function of the County. The County contracts IT services.

### **Number of Employees:**

0

### **Plan of Action:**

The company the County contracts with has several individuals working to provide Otsego County's IT services. All work from a remote location except for one individual who has his own office in the County building and physically reports in during normal business hours.

## ***Treasurer***

### **Description of Essential Services:**

The Office of County Treasurer is a four-year, partisan office, established by the State Constitution, and is therefore charged with many statutory duties. This office is responsible for sending tax bills, receiving

the funds and collecting overdue payments. Once received, the Treasurer will disburse that money among the various agencies that need it. The Treasurer by statute has custody over county cash and investment accounts.

**Number of Employees:**

4

**Plan of Action:**

One person, on a rotating basis, is reporting into the office each day.

Online and credit card payments are strongly encouraged, and no cash payments are accepted at this time.

Bank deposits are handled through the drive through or dropbox only.

## B. LAW ENFORCEMENT, PUBLIC SAFETY, FIRST RESPONDERS

### *Prosecutor*

#### **Description of Essential Services:**

The Otsego County Prosecuting Attorney, by statute, serves as the chief law enforcement official in the county, charged with the following duties:

- Reviews, authorizes, and prosecutes violations of felony and misdemeanor criminal laws of the State of Michigan and county ordinances committed in the county
- Reviews, authorizes and prosecutes felony and misdemeanor juvenile delinquency offenses
- Reviews, authorizes and prosecutes child protective proceedings in the Family Court where there are allegations of child neglect and/or abuse, including termination of parental rights
- Represents the “People of the State of Michigan” in criminal matters in the District, Circuit and Family Courts as well as appeals of cases to the Michigan Court of Appeals and Supreme Court
- Prosecutes contempt proceedings when there has been a violation of a Personal Protection Order (PPO)
- Participates on behalf of the petitioner in mental health commitment hearings
- Provides assistance and input to the victims of serious criminal offenses
- Represents and gives advice to the county board of commissioners and other county departments on legal matters
- Reviews, authorizes and prosecutes civil actions to obtain financial support for children

#### **Number of Employees:**

8

#### **Plan of Action:**

One Prosecutor and one Support Staff is in office during regular office hours every day.

Two Prosecutors and Victim Advocate have laptops in which they use to work from home.

All staff is to remain available via phone, text or email to answer questions or come in office if necessary.

### *Sheriff*

#### **Description of Essential Services:**

The Otsego County Sheriff's Office is a county police agency which serves and protects a county of 540 square miles from Waters north to Vanderbilt, Johannesburg west to Elmira. By law, the Sheriff is the chief conservator of the peace within the county and is responsible for the county jail. The Sheriff is also charged with aiding the criminal courts, serving civil process, executing judgments, marine and snowmobiles laws, among other duties.

#### **Number of Employees:**

29

## **Plan of Action:**

- ***Jail***

The Office of the Sheriff is mandated to provide a county jail. In an effort to eliminate exposure risk to the Otsego County Jail inmates the following protocol is mandatory and temporarily suspended.

- 1.) Suspend Inmate Church services.
- 2.) Suspend inmate visitation.
- 3.) Suspend all substance abuse counseling sessions.
- 4.) Suspend inmate AA/NA services., to include Celebrate Recovery.

There shall not be any civilian entry into the secure area of the jail.

The only authorized personnel are specific attorneys; they are to see their inmate clients utilizing the visit booth.

These restrictions will remain in effect until further notice.

- ***Civil Division***

The Office of the Sheriff, by statute, must maintain a civil division. The division is responsible for service of:

- Summons and Complaints
- Orders to Seize Property
- Small Claims -Order of Evictions (Tenant Removal)
- Notice of Hearings
- Personal Protection Orders
- Child Support Petitions
- Summary Proceedings
- Foreclosure Sales
- Order to Show Causes

These services have been minimized or suspended to the extent possible.

- ***Work Camp***

The Sheriff's Work Camp operates for the purpose of reducing the number of jail beds needed to house inmates. Reducing the inmate population when possible is critical to prevent the spread of COVID-19 disease.

- ***Sheriff Administration***

All staff reporting to the office for normal business hours.

Additional suspensions of functions include:

- 1.) Daily preliminary breath testing (PBT's).
- 2.) Inmate visits with the public (professional visits allowed).
- 3.) All fingerprinting services.
- 4.) Sex Offender registrations.

## ***Emergency Management***

### **Description of Essential Services:**

Otsego County's emergency manager is a contracted position whose main duties include: plan, direct and coordinate a comprehensive management program to include E-911 Dispatch Communications and Emergency Management Services for the County to minimize the effects of major events or disasters. Coordinates emergency service programs with area agencies, state and federal agencies and area citizens. Serves as a key advisor to the County Board of Commissioners and County Administration regarding emergency incidents and activation of the Emergency Operations Center. With the staff assistance, the position is also responsible for the 911 emergency telephone system and centralized emergency dispatch center responsible for dispatching all police, fire and ambulance services within the County. Responsible for the maintenance of all communications and other equipment and the coordination and integration of systems including telephone, computer and radio interfaces. Responsible for all administrative functions of the department including financial and personnel management, including the supervision of dispatch personnel and preparation and administration of the budget.

### **Number of Employees:**

0

### **Plan of Action:**

This position is providing high level, round the clock emergency management services for the County government and the community.

## ***9-1-1 Dispatch***

### **Description of Essential Services:**

Otsego County contracts with the Michigan State Police to provide 9-1-1 Dispatch services.

### **Number of Employees:**

0

### **Plan of Action:**

9-1-1 Dispatch is providing high level, round the clock dispatch services for the County government and the community.

## C. HEALTHCARE/PUBLIC HEALTH

### *Veterans*

**Description of Essential Services:**

The Otsego County Veterans' Affairs provides services to Veterans and their families with veterans' benefits advocacy and assistance. Staff that is dedicated to ensure that the sacrifices of our nation's Veterans are recognized, and that they and their families receive all veterans' benefits to which they are entitled. Our goals are to obtain the maximum Veterans' benefits available for our clients through our professionalism and advocacy while making the process as simple and understandable as possible. As a division of Otsego County government we are able to provide our services free of charge.

**Number of Employees:**

3

**Plan of Action:**

Two employees report into the office each day.

### *Housing*

**Description of Essential Services:**

The Housing Committee provides low-interest or deferred loans for rehabilitation and emergency repair programs to low and very low-income owner-occupied single-family residential and rental dwellings in Otsego County.

**Number of Employees:**

2

**Plan of Action:**

Two employees report into the office each day.

### *Medical Examiner*

**Description of Essential Services:**

The Medical Examiner's Office is charged with the following duties. Otsego County contracts this service.

- Conducting on-scene investigations in all cases of persons who have come to their death by violence, or whose death is unexpected, or without medical attendance during forty-eight (48) hour prior to the hour of death unless the attending physician, if any, is able to determine accurately the cause of death, whether the result of an abortion, whether self-induced or otherwise, or the death of any prisoner in a County or City Jail.
- Be available to respond and assist prosecuting attorneys, defense attorneys, funeral directors, law enforcement professionals, healthcare institutions, organ procurement organizations and families regarding the unexpected and unexplained deaths of the county.
- Issue death certificates, cremation permits, and fulfill records requests.

- Lead and direct investigations of all reported deaths pursuant to the requirements of the laws of the State of Michigan.
- Provide in-service training to Medical Examiner Investigators.
- Arrange with other physicians for providing of autopsies, toxicology, anthropology, and DNA services when the need arises. Negotiate and execute contracts for those support services.
- Respond to requests for reports with descriptive & statistical data (i.e. Opioid data).
- Maintain departmental budget.
- Conduct internal quality assurance reviews on case investigations and records.

**Number of Employees:**

0

**Plan of Action:**

All individuals providing contractual Medical Examiner services are following strict PPE and social distancing protocols in the office and in the field.

## ***MSU Extension***

**Description of Essential Services:**

Michigan State University Extension helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses. Otsego County's MSU Extension Office is integral in providing essential communications, educational, and health and welfare programs to individuals and families in Otsego County.

**Number of Employees:**

1

**Plan of Action:**

This employee is working remotely.

## D. PUBLIC WORKS

### *Land Use Services/Building Department*

#### **Description of Essential Services:**

The Otsego County Land Use Services/Building Department provides building, electrical, plumbing and HVAC inspections, utility activations utility disconnections inspections requirements for repairs, maintenance, and alterations to enable habitable occupation to a structure and the Enforcement of Life and Safety items.

#### **Number of Employees:**

3 Employees; 5 Subcontractor Inspectors

#### **Plan of Action:**

The Land Use Office will be staffed on a rotating basis with at least one employee in the office during normal department business hours to answer phones, answer emails, process/issue permits, schedule essential inspections and to receive payments.

Exterior Inspections will continue with the established protocols as detailed on the departmental applications.

Occupied Residences, where an inspection is requested and essential; the department will make a determination on a case by case basis.

The department is open at this time for photo, video or video conferencing inspections where plausible.

### *Planning/Zoning*

#### **Description of Essential Services:**

Maintains, administers, and enforces the Otsego County Zoning Ordinance. Works with the Planning Commission, Zoning Board of Appeals, and the general public to ensure that land development is appropriately implemented. Prepares amendments to the Master Plan, prepares zoning amendments, and conducts planning studies.

#### **Number of Employees:**

2

#### **Plan of Action:**

- Employees are working entirely remotely
  - Phone lines have been updated informing callers that department is operating remotely and listing relevant contact information.
  - Because building is closed to public, information is available in Land Use lobby informing public that department is operating remotely, listing staff contact information, and instructions on how to submit zoning permit applications via email.
  - Staff are monitoring email from home and are remotely checking voicemails every 2 hours (8, 10, 12, 2, 4).
  - Daily phone conference calls are being held to discuss any important information and adjust plan of action if needed.

- Staff have been assigned work that can be performed using departmental laptops from home. Director has home access to network and all relevant BSA modules.
- Suspension of all active zoning enforcement inspections and postings through April.
  - No zoning violations reflect an immediate threat to health and human safety.
- Planning Commission meetings are suspended until May.

## ***Recycling***

### **Description of Essential Services:**

Otsego County has a single-stream drop-off recycling program, with 5 drop-off locations throughout the county. Recycling services are contracted.

### **Number of Employees:**

0

### **Plan of Action:**

The contracted company empties the recycling bins on a regular basis. This process involves one person doing the work, and this person has been educated and trained by their company about social distancing and other preventive matters.

## E. OTHER ESSENTIAL SERVICES

### *Parks and Recreation*

**Description of Essential Services:**

The Otsego County Parks and Recreation Department plans, develops, and administers a comprehensive program to provide park and recreation facilities and programs. The department manages maintenance of county-owned parks and facilities, programs activities through full-time and seasonal personnel, and oversees developmental and improvement projects within the parks.

**Number of Employees:**

7

**Plan of Action:**

The indoor recreational facility Community Center has been closed to the public until further notice. Year-round employees are reporting to work at the Community Center to complete repair and maintenance projects. Seasonal park rangers are not yet reporting to work. The Groen Nature Preserve remains open. The County Parks plan to open as scheduled on April 29<sup>th</sup>.

### *Animal Control*

**Description of Essential Services:**

The Otsego County Animal Control Department cares for animals that are surrendered or found in the community. They also enforce laws that are placed in affect to protect animals under the Otsego County Animal Control Ordinance.

**Number of Employees:**

5

**Plan of Action:**

2 people, on a rotating basis, are reporting into the office each day (8a-4p). The animals are being fed, monitored, and cared for with continued high standards as always. The shelter facility continues to be cleaned and disinfected regularly, with increased efforts during the pandemic. The employees that are not working are at home with the status of on-call in case they are needed.

With regards to Animal Control, the 2 people at the shelter are taking calls and complaints and handling them between (8-4). 1 person is on-call handling complaints after hours as they are reported and handling them via phone when possible.

### *Airport*

**Description of Essential Services:**

Gaylord Regional Airport is owned and operated by the County of Otsego. The Airport is licensed by the Michigan Aeronautics Commission as a General Utility Airport. It is listed as a tier one airport in all categories of the Michigan Airport System Plan.

**Number of Employees:**

2

**Plan of Action:**

As a federally operated airport, the Gaylord Regional Airport cannot close – the airfield and structures must stay open (per Compliance Guidance Letter 2020-01 issued by the Federal Aviation Administration). The airport terminal is open to flight-related traffic, but is closed to all non-flight related traffic. Additional steps include:

- Limit contracted airport maintenance staffing to one employee at airport during normal business hours except when there is an overlap but will remain separated on those few days.
- All employees (2) reporting to the office for normal business hours. Each employee is confined to their own office to prevent the spread of germs. Employees are distanced well beyond the 6' guideline for social distancing.
- Gates have been closed so that now there is only one single access gate in and out of the airport.

**Bus****Description of Essential Services:**

“To provide safe, reliable and affordable transportation to all residents of Otsego County”. The Otsego County Bus System transports all citizens of our County/Community to include Senior Citizens, people with special needs, students and regular adults. All busses have wheel chair lift capability, and curb to curb demand response service is provided anywhere in the County.

**Number of Employees:**

21

**Plan of Action:**

The Otsego County Bus System is operational; however, the public is strongly encouraged to seek alternative transportation if anyone is experiencing symptoms of illness, in order to minimize the spread of germs. Buses are cleaned extensively throughout the day. A “cleaning bomb” is used in each bus overnight, which thoroughly disinfects the bus interior. Social distancing is required and face masks are available.