<table>
<thead>
<tr>
<th>Department</th>
<th>Onsite</th>
<th>Remote</th>
<th>Suspended/ Cancelled</th>
</tr>
</thead>
<tbody>
<tr>
<td>911 Center</td>
<td>No change</td>
<td>Preparing datasheets for eventual farm inspections.</td>
<td>All preservation projects are on hold. All settlements are on hold.</td>
</tr>
<tr>
<td>Farmland Preservation</td>
<td>All daily functions moved to remote work.</td>
<td></td>
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<tr>
<td>Aging</td>
<td>Staff is working remotely.</td>
<td></td>
<td>Senior Centers are closed but we are providing meals to those in need.</td>
</tr>
<tr>
<td>Farmland Preservation</td>
<td></td>
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<tr>
<td>Aging</td>
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<tr>
<td>Fiscal Services</td>
<td>• Support Commissioners, Controllers, and Purchasing offices if and when needed.</td>
<td>• Managerial, fiscal, and clerical activities can continue; Emailing of communications with agencies can continue; • Monitoring of spending plans can continue; • Limited Budget production impact until after Mid-April</td>
<td></td>
</tr>
<tr>
<td>Children and Youth Agency</td>
<td>Working remotely and still responding to all referrals and high risk cases. Staff is still active in community. Please call Childline at 1-800-932-0313 to report child abuse and neglect.</td>
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<tr>
<td>Commissioner's Office</td>
<td>Staff is working remotely.</td>
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<tr>
<td>Criminal Division (Clerk of Courts)- Clerk of Judicial Records</td>
<td>• Provide services to the Lehigh County Court of Common Pleas as needed. • Accept Filings in office, by mail, email or fax. • Process and receipt any Filing requiring a payment and received via mail. • Answer telephone calls and email inquiries and provide assistance as needed. • Available in office for Filings and posting and processing of bail. Drop Box available in courthouse lobby for items not requiring staff interaction.</td>
<td>• Criminal Public Records available at UISportal.pacourts.us</td>
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</tr>
<tr>
<td>Community and Economic Development</td>
<td>• Payroll and Limited Presence in office • Processing of payment requests for all grant programs. • Drawdowns for CDBG, ESG, HOME, and RACP. • Contact information remains the same</td>
<td>• Emergency housing and life safety issues. • Food council, CDBG, affordable housing and shelter, crisis and community outreach projects. • Crisis Response Task Force - reallocate CDBG and direct compliant use for national disaster response activities. • Census activities • C-pace economic development program implementation. • CDBG and ESG public hearings via video and conference calls. • 2020 CDBG process - application solicitation, review, award, and Annual Plan creation. • 2020 ESG application creation. • Contact with homeowners and rehab staff for all active ARIE and CWHR projects. • Mortgage subordinations. • Fair Housing Officer duties. • QOL and Tourism grant preparation. • Blighted Property Program</td>
<td>• CWHR and ARIE application processing and bid openings • Blight focus groups</td>
</tr>
<tr>
<td>Fiscal Office</td>
<td>• Process accounts payable invoices and checks (using limited staff or schedule if needed). • Process payroll and issuing paychecks (using limited staff or schedule if needed). • Process monthly pension annuity payments (using limited staff or schedule if needed). • Process retiree issuing pension checks (using limited staff or schedule if needed). • Supporting KEA Admins programs and applications. • Enter invoices into KEA Admins (would need to pick up invoices from the county). • Performing reporting, journal entries, and reconciliations (would need to pick up information from the county). • Banking transactions.</td>
<td>• Internal county audits. • Scanning invoices into PeopleSoft. • Calculating pension quotes for employees. • Handling out Payroll, AP, and Pension checks at the office window. • Off-cycle payroll checks. • Daily accounts payable checks.</td>
<td></td>
</tr>
</tbody>
</table>
Coroner’s Office & Forensics Center
• Investigative staff and supervisory staff split into two teams on a two-week rotation of working in office and working remotely
• Secretarial support working split day (office and remote)
• Cremation authorization requests continue to be handled for funeral directors.
• Phone calls are answered and forwarded to in office or remote staff to handle.
• Report requests are received and processed.
• Payments for reports are received and processed to Fiscal.
• Post mortem examinations are performed as normal.
• Body releases to funeral homes are performed as normal.
• The Forensic Center is open to the public by appointment only. Visitors must wear a mask and will have their temperature screen on arrival.
• The Forensic Center is closed to the general public unless they have an appointment. County employees, contracted providers and funeral directors may still enter.

District Attorney
One half (1/2) of all (i.e., county detectives) are working on site. The balance of employees are working remotely. The District Attorney’s office will cover any scheduled matters before the court.
One half (1/2) of employees (administrative and assistant district attorneys) are working remotely with access to email, voice mail and Zoom. Responding to court matters as required. Pursuant to the order of the Pennsylvania Supreme Court and the Court of Common Pleas declaring an emergency; all jury and non-jury trials are postponed through at least Aug. 3, 2020. Miscellaneous matters, including hearings, are being held; remotely through Zoom where advisable.

Emergency Management
Rotating staff in building to avoid crowding. Normal operations.
Administration staff is working at home when possible for office needs

Human Resources
Rotating staff in building to follow social distancing. Normal operations Monday - Thursday.
Remote work / scheduled appointments on Friday
• Application, security, hardware and system support Project management KEA Admins activities Help Desk activities

Information Technology
• All persons entering facility will be required to have their temperature taken. A reading greater than 100 degrees will not be permitted to enter
• Temperature checks for inmate workers, new admissions and vulnerable population health screenings in place
• Legal visits will continue with attorneys subject to temp. screening
• Communication will occur via Jail Website, posters on housing units, and staff communication w/the inmate population
• Phone privileges, commissary and mail service will continue
• Extended cleaning and sanitation efforts will continue
• Limited inmate movement
• Isolation areas identified and quarantine procedures in place when necessary

Lehigh County Jail and Community Corrections Center
• Remote staff have been provided VPN computer access by IT.
• Remote staff are able to respond to investigations or handle phone calls routed to them.
• Remote staff are able to complete follow-up on investigations.
• Remote staff may only access Law Enforcement Observation off of the lobby for supplies and paperwork,

Parks and Recreation
• The parks remain open for walking, biking, hiking and fishing.
• Tennis courts and the disc golf course @ Jordan Creek Parkway are open
• Park staff are working on site & practicing social distancing
• The Parks office is closed to the public.
We continue to answer emails and phone calls – permit requests for future dates may be submitting online through the scheduling system but, processing of those requests is on hold.

Lehigh County Jail and Community Corrections Center

• Provide services to the Lehigh County Court of Common Pleas as needed.
• Answer telephone calls and email inquiries and provide assistance as needed.
• Process filings in office. Process Electronic Filings and Filings delivered by USPS, UPS, FEDEX and fax.
• Process and receipt any filing requiring a payment which must be sent via regular mail.

Civil Division (Prothonotary) - Clerk of Judicial Records
• Investigative staff and supervisory staff split into two teams on a two-week rotation of working in office and working remotely
• Secretarial support working split day (office and remote)
• Remote staff have been provided VPN computer access by IT.
• Remote staff are able to respond to investigations or handle phone calls routed to them.
• Remote staff are able to complete follow-up on investigations.
• Remote staff may only access Law Enforcement Observation off of the lobby for supplies and paperwork,

FILE REVIEW AREA OPEN ON LIMITED BASIS
Public Defender
- Continue to represent indigent clients in Common Pleas and MDJ court proceedings when court is in session.
- Interview clients who are incarcerated via video. Answer telephone calls placed to the office.
- 50% of staff working in the office daily
- Conduct online legal research and draft legal briefs, motions and other documents pertinent to a client's case.
- Access the Public Defender software and remote access to all Public Defender computer systems to enable attorneys to prepare cases for trial and possible resolution of cases. Review client files, interview notes, investigator notes etc. Interview/contact clients via telephone.
- Remotely conduct investigations.
- 50% of staff working remotely; Conducting Zoom or other video conferencing hearings; All client interviews will be done via Zoom or teleconference.
- All application for representation will not be accepted in person. All application must be either, e-mailed, faxed, dropped in the drop box in the lobby of the courthouse or mailed. Applications and other paperwork can be found in the lobby of the courthouse.

Procurement
- Staff is working split schedules in office & remotely
- Most all functions proceeding as normally as possible
- COVID-19 related are priority, all else as time permits
- Public Bid / RFP responses are being accepted via mail services & by Sheriff Deputies at front entrance of Government Center
- Staff is working split schedules in office & remotely
- All have email & voicemail access, some have VPN access
- COVID-19 related are priority, all else as time permits

Recorder of Deeds - Clerk of Judicial Records
- Process and receipt recordings in office or received via regular mail.
- Provide assistance to callers and email inquiries.
- Provide assistance to callers.
- Record Notary records.
- Drop Box available in courthouse lobby for items not requiring staff interaction.
- Land Records available at LANDEX.com
- Register of Wills Records available through Lehigh County Information Technology Department at lehighcounty.org

Register of Wills - Clerk of Judicial Records
- Lobby/Counter Open to the Public. Appointments required for Probates. Virtual Probate appointments highly recommended due to social distancing guidelines.
- Drop Box available in courthouse lobby for items not requiring staff interaction.
- Use of Private Probate Room

Sheriff's Office
- Sheriff's Office services have resumed full operations.
- Resumed walk-in processing for LTCF's (mail in applications no longer accepted, effective June 8th).
- March, April, May, and June Sheriff Sales to be held Friday June 26th 10:00 AM at Cedar Crest College Alumnae Hall Auditorium.

Law Department
- Receive, review, scan, and distribute US mail, interoffice mail, and faxes (approximately 2x per week)
- Process Human Services contracts
- County notary services (by appointment only)
- Coordinate grant application signatures, court petitions, etc.
- Log municipal ordinances and deposit payment for same
- Retrieve paper files and documents within the Department of Law, as needed
- Attend hearings, as needed
- Retrieve voicemails (several times/day)
- Process vendor invoices
- Prepare/process contracts and Board of Commissioners' agendas
- Log, assign, and complete Legal Service Requisitions
- Provide departmental and Commissioner support
- Attend meetings of the Board of Commissioners'
- Complete department payroll
- Conduct legal research
- Prepare court filings
- Walk-in services
- Notary services are currently not available to the public
Treasurer
• Provide assistance to callers and email inquiries
• Public Office Visits

Veteran’s Affairs
• Limited staff due to staggered work schedules
• Clients by appointment. No overlap of appointments between staff. Max of two visitors per appointment
• Walk-ins will be directed to the cafeteria and will then be screened and assisted. Brought into office only if appropriate based on urgency of need, otherwise will provided information and scheduled for future date.
• Staff has access to voicemail, email, and third-party management software
• Conduct business electronically (phone/email) with clients
• Outreach and all public events

Voter Registration and Elections
• Phone & Email from home this week. Fully staffed, business as usual starting Monday.
• Phone & Email monitoring
• Public Face-to-Face actions by appointment starting Monday 4/13