


	Onsite	Remote	Suspended/ Cancelled
911 Center Farmland Presevation	No change All daily functions moved to remote work.	Preparing datasheets for eventual farm inspections.	All preservation projects are on hold. All settlements are on hold.
Aging	Staff is working remotely.	We continue operations remotely in providing Assessment, Information and Referral, Care Management, Protective Services and other services mostly via phone contact. We	Senior Centers are closed but we are providing meals to those in need.
Fiscal Services	<ul style="list-style-type: none"> Support Commissioners, Controllers, and Purchasing offices if and when needed. 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Potential of large group training would be limited/curtailed until further notice.
Children and Youth Agency		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.	
Criminal Division (Clerk of Courts)- Clerk of Judicial Records	<ul style="list-style-type: none"> 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. <p>Drop Box available in courthouse lobby for items not requiring staff interaction.</p> <p>FILE REVIEW AREA OPEN ON LIMITED BASIS</p>	<ul style="list-style-type: none"> Criminal Public Records available at UJSportal.pacourts.us 	
Commissioner's Office	Staff is working remotely.	Board of Commissioners Meetings and Committee Meetings are being held remotely as scheduled via the Zoom application. The public is welcome to join remotely. Instructions are posted on the Lehigh County website prior to a scheduled meeting.	
Community and Economic Development	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Emergency housing and life safety issues. 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 	<ul style="list-style-type: none"> CWHR and ARIE application processing and bid openings Blight focus groups
Fiscal Office	<ul style="list-style-type: none"> Process accounts payable invoices and checks (using limited staff or schedule if needed). payroll and issuing paychecks (using limited staff or schedule if needed). monthly pension annuity payments (using limited staff or schedule if needed). issuing pension checks (using limited staff or schedule if needed). 	<ul style="list-style-type: none"> Supporting KEA Admins programs and applications. 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. 	<ul style="list-style-type: none"> Internal county audits. Scanning invoices into PeopleSoft. Calculating pension quotes for employees. Handing out Payroll, AP, and Pension checks at the office window. Off-cycle payroll checks. Daily accounts payable checks.

Coroner's Office & Forensics Center	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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, 	<ul style="list-style-type: none"> 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	<p>One half (1/2) of all (i.e., county detectives) are working on site. 1/2 of remaining staff (administrative and assistant district attorneys) are working on site. The balance of employees are working remotely. The District Attorney's office will cover any scheduled matters before the court.</p>	<p>One half (1/2) of employees (administrative and assistant district attorneys) are working remotely with access to email, voice mail and Zoom.</p>	<p>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.</p>
Emergency Management	<p>Rotating staff in building to avoid crowding. Normal operations.</p>	<p>Administration staff is working at home when possible for office needs</p>	
Human Resources Information Technology	<p>Rotating staff in building to follow social distancing. Normal operations Monday - Thursday.</p> <ul style="list-style-type: none"> Hardware & network repairs and installations 	<p>Remote work / scheduled appointments on Friday.</p> <ul style="list-style-type: none"> Application, security, hardware and system support Project management KEA Admins activities Help Desk activities 	<ul style="list-style-type: none"> Limit vendor onsite access to critical work only Suspend public access for GIS map and parcel info (provide remotely)
Parks and Recreation	<ul style="list-style-type: none"> 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 	<p>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.</p>	<p>All sports facilities, restrooms, pavilions, Trexler Environmental Center and historic sites are closed.</p>
Lehigh County Jail and Community Corrections Center	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Video Conference and conference calls will be used whenever possible 	<ul style="list-style-type: none"> All community visitation All community volunteers and related services and programming All Tours Clothing Exchanges for Court
Civil Division (Prothonotary) - Clerk of Judicial Records	<ul style="list-style-type: none"> 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. <p>Drop Box available in courthouse lobby for items not requiring staff interaction.</p> <p>FILE REVIEW AREA OPEN ON LIMITED BASIS</p>	<ul style="list-style-type: none"> Civil Court records are available through Lehigh County Information Technology Department at lehighcounty.org 	<ul style="list-style-type: none"> Passport applications are temporarily suspended.

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.
- Public Face-to-Face actions by appointment starting Monday 4/13

Phone & Email monitoring

