<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>
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<tr>
<td>Farmland Preservation</td>
<td>All daily functions moved to remote work.</td>
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<tr>
<td>Aging</td>
<td>Staff is working remotely.</td>
<td>We continue operations remotely in providing Assessment, Information and Referral, Care Management, Protective Services and other services mostly via phone contact.</td>
<td>Senior Centers are closed but we are providing meals to those in need.</td>
</tr>
<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>• Potential of large group training would be limited/curtailed until further notice.</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>
<td>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.</td>
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<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. • All 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 CAHR projects. • Mortgage subordinations. • Fair Housing Officer duties. • ODLs and Tourism grant preparation. • Blighted Property Program</td>
<td>• April Fair Housing Conference Planning and Bid Openings • CWHR and AIRE application processing and bid openings • Blight focus groups</td>
</tr>
<tr>
<td>Controller's 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 retirees and issuing pension checks (using limited staff or schedule if needed).</td>
<td>• 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>
</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 closed to the general public. County employees, contracted providers and funeral directors may still enter.

**District Attorney**

All sworn officers (i.e., county detectives) are working on site. 1/3 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 emergency matters before the court.

**Emergency Management**

Rotating staff in building to avoid crowding. Normal operations.

**Drug & Alcohol**

PENDING Government Center HR Office is closed.

**Human Resources**

- Hardware & network repairs and installations
- Application, security, hardware and system support
- Project management
- KEA Admins activities
- Help Desk activities

**Information Technology**

- Limit vendor onsite access to critical work only
- Suspend public access for GIS map and parcel info (provide remotely)

**Parks and Recreation**

- The parks remain open for walking, biking, hiking and fishing.
- Park staff are working on site & practicing social distancing

**Lehigh County Jail and Community Corrections Center**

- 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.
- Video Conference and conference calls will be used whenever possible.
- All community visitation
- All community volunteers and related services and programming
- All Tours
- Clothing Exchanges for Court

**Prothonotary (Civil Divisions)**

- Provide services to the Lehigh County Court of Common Pleas as needed.
- Answer telephone calls and email inquiries and provide assistance as needed.
- 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.
- Accept and process Electronic Filings.
- Provide assistance to callers and email inquiries.
- Civil Court records are available through Lehigh County Information Technology Department at lehighcounty.org
- No Counter Service unless required as detailed by the U.S. Supreme Court.
- Passport applications are temporarily suspended.
- File Review Area Closed

**Responding to court matters as requested. Pursuant to the order of the Pennsylvania Supreme Court declaring a general, statewide judicial emergency; all jury and non-jury trials are postponed through April 30, 2020.**
Public Defender

- Continue to represent indigent clients in Common Pleas and MDJ court proceedings when court is in session.
- 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.
- In person meetings with clients.

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

Recorder of Deeds

- Process and receive recordings received via regular mail.
- Provide assistance to callers and email inquiries.
- Open Estates via video conferencing. See the Virtual Probate Guidelines at www.lehighcounty.org (Select Departments/Clerk of Judicial Records/Register of Wills/Temporary Virtual Probate Proceedings.)
- Provide assistance to callers. Record Notary records.
- Provide assistance to callers and email inquiries.
- Land Records available at LANDEX.com
- File Review Area Closed

Register of Wills

- Open Estates with Attorneys via video conferencing.
- Register of Wills Records available through Lehigh County Information Technology Department at lehighcounty.org
- File Review Area and counter service currently closed to the public until further notice.
- No probates in office. Probates with Attorneys are available only via video conferencing.

Sheriff's Office

- Continuing to provide all security operations for the Court House and County Government Center
- Expanded security duties to assist other County departments and operations
- Expanded non-security duties to assist other County departments and to minimize public exposure to other county employees
- Counter Service has been suspended
- LTCF permits temporarily accepted by U.S. Mail only (See Lehigh County Sheriff website or Facebook for details)
- Friday April 24, 2020 Sheriff's Sale (Real Estate) has been postponed until Friday, May 29, 2020

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 and, 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 to the public

Treasurer

- Provide assistance to callers and email inquiries
- Public Office Visits
Veteran’s Affairs

- No onsite office operations
- Staff has access to voicemail, email, and third-party management software
- Conducting all business electronically (phone/email) with clients
- Director has VPN access to office and VA systems
- Processing of time sensitive claims, assistance grants prioritized
- Non-time sensitive applications processed on a case-by-case basis
- Processing of Real Estate Tax Exemption applications. State will not penalize for overdue renewals
- Burial claims will be received, but not processed until normal operations resume
- Distribution of grave markers and flags. Note that bulk distribution of flags for Memorial Day will take place in early May.
- Outreach and all public events
- Burial claims are being processed, but payments may be delayed.

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