

# TOWN OF TOWNSEND COVID-19 ESSENTIAL SERVICES DESIGNATION

## March 23, 2020

The following shall be a reference list specific to employees of the town of Townsend regarding positions providing “essential services” pursuant to the Governors COVID-19 essential services Proclamation. While the identified positions are deemed essential we will work, position by position, to further define which staff members can perform these essential functions remotely.

**BUILDING DEPARTMENT**-Workers to ensure continuity of building functions, including local and state inspectors and administrative support of inspection services who are responsible for the inspection of elevators, escalators, lifts, buildings, plumbing and gas fitting, electrical work, and other safety related professional work.

All Inspectional Services Staff- Essential

Office Administrator- Essential

**CEMETRIES**- Workers at...cemeteries.

All Cemeteries Staff- Essential

**COMMUNICATIONS**-Workers who support television, including, but not limited to studio and technicians. Local employees who support Mission Essential Functions and communications networks

PEG Access Coordinator- Essential

**ELECTIONS**-Elections Personnel.

All elections staff- Essential

**EXECUTIVE**-Local employees who support Mission Essential Functions, critical government workers, as defined by the employer and consistent with Continuity of Operations Plans

Town Administrator- Essential

Executive Assistant- Essential

**FACILITIES**- Workers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of needed facilities.

All Facilities Staff- Essential

**PUBLIC HEALTH**- Workers in... Health Departments. Public health / community health workers. Communicating public health information.

Health Administrator Position- Essential

**PUBLIC SAFETY**-Personnel in emergency management, law enforcement, Emergency Management Systems, fire, and corrections, including front line and management required to maintain operations, Emergency Medical Technicians.

All Police, Fire and EMS Staff- Essential

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**PUBLIC WATER**-Employees needed to operate and maintain public and private drinking water and wastewater/drainage infrastructure, water and sewer main breaks, including: Operational staff at community water systems.

All Water Operations Staff- Essential

Water Office Administrator- Essential

**PUBLIC WORKS**-Workers who support the operation, inspection, and maintenance of essential public works facilities and operations, including roads and bridges, fleet maintenance personnel, construction of critical or strategic infrastructure, traffic signal maintenance, and emergency location services for buried utilities.

All Highway Staff- Essential

Highway Administrator- Essential

**SOCIAL SERVICES**-Workers who support food...and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals.

Council on Aging Director-Essential

Meals Staff and Van Driver -Essential