

Remote Work Plan

11/18/2020 Plan

Position	Work remotely?	Reason can't work remotely	Notes
Librarian	No	Needs access to books for people calling for curbside	Only one person working in library at a time. Very limited contact with public
Librarian Asst.	No	Needs access to books for people calling for curbside	Only one person working in library at a time. Very limited contact with public
City Manager	Yes		Occasionally pops in after hours to pick up mail and print and scan things.
Secretary	No	Needs to collect cash payments, checks and memos from dropbox, mail. Likewise blank checks cannot leave city hall	
Clerk/ Treasurer	Rarely	Only when secretary is gone or for bank deposits and other financial checks and balances as required to be in person	
Foreman	No	Needs access to vehicles, water plant, city infrastructure, etc.	
Waterlead	No	Needs access to vehicles, water plant, city infrastructure, etc.	
Heavy equipment operator	No	Needs access to vehicles, city infrastructure, etc.	
Sexton/ Light equipment operator	No	Needs access to vehicles, city infrastructure, etc.	
General Laborer	No	Needs access to vehicles, city infrastructure, etc.	
Mechanic	No	Needs access to vehicles and tools	