

Rostraver Township Administrative Emergency Plan COVID-19

The following procedures are being implemented effective March 18, 2020 to successfully operate administratively while limiting unnecessary exposure and/or the spread of COVID-19. This plan will allow us to follow the National guidelines recommended by the CDC and the Federal and State Government.

1. Staff will work from home daily and be available from 8:00am – 4:00pm. They all have access to the same information on their home computer that they do at the office. All staff will be available by phone (724-929-8877) or e-mail (commissioners@rostraver.us).
2. All calls to the office will be forwarded to one of the staff members on a daily rotation. They will take the call and contact the appropriate employee or Commissioner.
3. The Zoning Officer, Frank Monack, will continue to do inspections and enforcement daily. He will try to limit public contact by following the six-foot rule when dealing with Residents. He will also ask for any meetings to be outside similar to the Police's policies that have been implemented.
4. A staff member will receive the mail daily. It will be distributed as normal.
5. A staff member will stop at the building daily to check and pickup needed materials.
6. Staff will come to the office as needed and be allowed to take whatever material they may need at home to complete any tasks necessary.
7. All staff will be expected to complete the same tasks at home that they would normally complete at the office. The only limitation is face to face meetings. All other materials are available, and all contacts can be made thru phone calls or e-mail.
8. The Township Manager will have daily communication with all department heads.

It is being recommended that we limit all public contact to the extreme of sheltering at home to curb the spread of the virus. We currently have the Municipal Building doors locked and are only doing business through e-mails and phone calls which are all capable of being done at home. I recognize that this is a very fluid situation and we will continue to monitor and make changes during these uncharted times (www.rostraver.us for updates). However, with the capabilities I have made available to the staff, I feel we should lead by example and project an image to our residents of compliance with the recommendations. We were a step ahead of everyone last Friday when we began to implement our plan and procedures and feel this is the necessary next step.

Jeffrey E. Keffer
Township Manager