

The City of Bridgeport, Connecticut
Office of Labor Relations and Human Resources
CITY OF BRIDGEPORT CITY HALL
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COVID-19 Employee & Departmental Operations Plan

Addressed below are the following topics:

- I. Essential/Critical and Non-essential Employees**
- II. Creating a Departmental Operations Plan**
- III. Telework/Remote Work Application**

I. Essential and/or Critical vs. Non-Essential Employees

Who is a Critical/Essential Employee?

This current public health emergency is different than those associated with weather-related emergencies; whereas the World Health Organization has declared the COVID-19 outbreak a global pandemic; therefore, a review of critical, essential and non-essential operational services and functions to maintain survival of the City has been conducted by the Office of Labor Relations and Human Resources in consultation with department heads, coordinators, and/or supervisors. Some examples of critical needs, besides fire, police protection, Emergency Management, and 911, may include but are not limited to the following:

- Executive governance (needed to assist with executive decisions and enact policies, ordinances, special orders, etc.)
- Public health requirements (i.e. containment, health initiatives, etc.)
- Legal
- Sanitation, including sewage and garbage removal and Water Pollution Control
- Maintenance of communication infrastructure (i.e. telephone system, radio, dispatch, internet)
- Provision of food and other essential goods
- Transportation
- Payroll
- Revenue and Finance
- Information Technology Services

Critical / Essential Employees: Telework vs Return to Office?

- a) **Critical to Operations** These employees will report to work as usual or telework from home, with further revision of staggered staffing needs as necessary.
- b) **Telework Essential** These employees have/will have the ability to telework and have/will be provided with the necessary technologies to perform those essential functions.
- c) **Work / Office Essential** These employees have no ability to telework as their essential functions must be performed at work. These employees with approval of the Chief Administrative Officer may report to work with **limited hours on a staggered schedule**, with further revision of staffing needs as necessary.

Who is a Non-Essential Employee?

Non-Essential Employees & Services are not essential to a municipality's survival and can be stopped or closed during a pandemic.

II. Creating a Departmental Operations Plan

- a) Identify your staff and their positions within your department.
- b) Identify who are Critical/Essential or Non-Essential during the COVID-19 pandemic. *(Please use the above descriptions for reference).*
- c) Determine if that essential employee/position qualifies for Teleworking.
- d) Create a weekly “Telework Productivity Measurement” tracking report/system that best works for you and your supervisors.

Note: Identifying who is deemed critical or essential must report physically to a work location and therefore be required to report and/or telework may be subject to change based on the nature of the state of emergency.

III. Telework/Remote Work Application (Essential/Critical Employees Only)

Attached please find instructions for determining whether a position qualifies for teleworking in association with COVID-19. The analysis includes a review of the employees and the duties of the positions and how the work is performed. Once the list of qualifying employees is finalized, this office in consultation with ITS, will review who may require an agency-issued device, such as a laptop, in order to perform his/her duties remotely.

For those determined who will be an essential employee, it will be the responsibility of the department head and or supervisor to complete a weekly “Telework Productivity Measurement” sheet to be sent via email to Sandra Ferreira, the Human Resources Manager weekly. All productivity measurements will be reviewed and shared with the Chief Administrative Office.