

## **TEMPORARY OFFICE POLICY AND PROCEDURE CHANGES IN RESPONSE TO COVID-19**

The office of \_\_\_\_\_ in \_\_\_\_\_ County, Tennessee, instituted the following temporary policy and procedure changes in response to the COVID-19 pandemic and the Declaration of Emergency issued by the Governor of the State of Tennessee on March 12, 2020 and the Declaration of Emergency issued by \_\_\_\_\_ County on \_\_\_\_\_ (if applicable):

### **1) OFFICE HOURS & PUBLIC ACCESS**

a) LIST ANY CHANGES TO OFFICE HOURS

b) LIST ANY MODIFICATIONS TO PUBLIC ACCESS

### **2) PERSONNEL**

[IF INDIVIDUAL OFFICE POLICY] The Personnel Policy for the office of \_\_\_\_\_ was revised effective \_\_\_\_\_ (date). The policy was reviewed by \_\_\_\_\_ on \_\_\_\_\_ (date) and is on file at \_\_\_\_\_. The revised personnel policy made the following changes:

LIST PERSONNEL POLICY CHANGES HERE (EX. TEMPORARY TELECOMMUTING/WORKING FROM HOME, REDUCTION IN HOURS/DAYS, CHANGES TO LEAVE POLICIES, etc.)  
INCLUDE EMPLOYEE TIME-KEEPING PROCEDURES.

[IF COUNTYWIDE POLICY] The Personnel Policy for the county was revised and approved by the county legislative body on \_\_\_\_\_ (date). The policy is on file at \_\_\_\_\_. The revised personnel policy made the following changes:

LIST PERSONNEL POLICY CHANGES HERE (EX. TEMPORARY TELECOMMUTING/WORKING FROM HOME, REDUCTION IN HOURS/DAYS, CHANGES TO LEAVE POLICIES, etc.)  
INCLUDE EMPLOYEE TIME-KEEPING PROCEDURES.

### **3) OFFICE OPERATIONS AND PROCEDURES**

LIST OFFICE OPERATIONAL CHANGES HERE (EX. USE OF DROP BOX, RING CAMERA/BELL, REQUIRING APPOINTMENTS, METHODS OF RECEIPTING AND DEPOSITING FUNDS, etc.)

### **4) OTHER/MISCELLANEOUS OFFICE POLICY CHANGES**

LIST ANY OTHER POLICY OR PROCEDURE CHANGES

The above-listed policy changes were in effect from \_\_\_\_\_ to  
\_\_\_\_\_.

This form was completed and/or reviewed by:

\_\_\_\_\_  
[Signature of Official]

\_\_\_\_\_  
Date