

Best Practices Guidelines

General Administration - updated 6/3/20 - New Eos and CDC Guidance

<p>Update</p>	<p>Modifies Executive Order 7HH and Adds Executive Order 7PP and 7QQ</p>
<p>General Functions</p>	<ul style="list-style-type: none"> • Towns in Connecticut are bifurcated into two basic elements: General Government and Education. On the General Government side the day-to-day administration varies depending on a towns government structure - (Mayor, First Selectman, Council President or Town Manager). Connecticut has 109 town operating through a Town Charter and another 60 operating through State statutes. A municipalities chief executive officer (elected or appointed) is the person charged with general administration. On the Education side the communities Superintendent of Schools in coordination with the Board of Education Chairperson - is responsible for its ongoing administration. <p>This “routine” administration is done in coordination with the chief governing board for the general government (Board of Selectmen, Town Council, Board of Aldermen) and Board of Education for education matters. Additionally, the Board of Finance and in consultation with Town Bond Counsel and Auditor. Investments made on behalf of the Town are done so under guidelines established by the General Assembly.</p> <ul style="list-style-type: none"> • Connecticut has no county government. Below the state level, governing units are either cities or towns. • Towns must abide by existing collective bargaining agreements and adhere to all federal and state labor laws
<p>Statutory Issues</p>	<ul style="list-style-type: none"> • Towns can exercise no powers except such as have been expressly granted to them or by fair implication conferred upon them by state. Connecticut Case Law, 21 CS 347 • Towns, as conveyed by the General Assembly under 7-148 (Municipal Powers) have a lengthy list of powers provided them - including: Establishing rules or regulations of general municipal application • 7-12 - Duties Of Selectmen. - Requires the selectmen to superintend the concerns of the town, adjust and settle all claims against it and draw orders on the treasurer for their payment. They must make a monthly report to the treasurer on the amount and number of orders drawn on them and they shall keep a permanent record of all expenditures. • Sec. 7-12a. First selectman to be chief executive officer and ex-officio member of town boards, commissions and committees. • Sec. 7-187 - 201. Charters, enables any municipality, in addition to such powers as it has under the provisions of the general statutes to (1) adopt and amend a charter which shall be its organic law ... (2) amend a home rule ordinance and (3) repeal any such home rule ordinance by adopting a charter, provided the rights or benefits granted to any individual under any municipal retirement or pension system shall not be diminished or eliminated. • Sec. 10-220. Duties of Boards of Education • Section 7-467 -788 - Municipal Employees Relations Act (MERA)
<p>Executive Orders</p>	<p>7, 7D, 7N - Restricts all social and recreational gatherings to no more than five people</p> <p>Executive Order 7N Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf</p> <p>7B-1. Suspension of in-person open meeting requirements: The order modifies statutes local government meetings that are required to permit members of the public to attend in-person and authorizes those meetings to be held remotely by conference call or videoconference, provided that the public is provided remote access to view or listen to the meetings and access materials for the meetings. Sec. 1-206, 225 and 226</p> <p>Executive Order 7B Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf</p> <p>7C-5. Extension of Municipal Budget Adoption Deadlines. for the fiscal year ending June 30, 2021 that fall on any date prior to and including May 15, 2020 are extended by thirty (30) days. The legislative body of the municipality, or in a municipality where the legislative body is a town meeting, the board of selectmen, may alter or modify the schedules and deadlines pertaining to the preparation and submission of a proposed budget and the deliberation or actions on said budget by the legislative body or other fiscal authority,</p> <p>7, 7D, 7N - Restricts all social and recreational gatherings to no more than five people.</p>

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Executive Order 7N Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf>

7B-1. Suspension of in-person open meeting requirements: The order modifies statutes local government meetings that are required to permit members of the public to attend in-person and authorizes those meetings to be held remotely by conference call or videoconference, provided that the public is provided remote access to view or listen to the meetings and access materials for the meetings. **Sec. 1-206, 225 and 226**

Executive Order 7B Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf>

7C-5. Extension of Municipal Budget Adoption Deadlines. for the fiscal year ending June 30, 2021 that fall on any date prior to and including May 15, 2020 are **extended by thirty (30) days**. The legislative body of the municipality, or in a municipality where the legislative body is a town meeting, the board of selectmen, **may alter or modify the schedules and deadlines pertaining to the preparation and submission of a proposed budget and the deliberation or actions on said budget by the legislative body or other fiscal authority, including any required public hearing(s), publication, referendum or final budget adoption.** All submission dates may be postponed until such time as the legislative body approves said modified schedule and deadline, consistent with the thirty (30) day extension.

7C-6. Extension of Regional Board of Education Budget Adoption Deadlines., all budget deadlines for the preparation of regional school district budgets for the fiscal year ending June 30, 2021 that fall on any date prior to and including May 15, 2020 may be extended by thirty (30) days. Any regional board of education may alter or modify the schedules and deadlines pertaining to the preparation and submission of a proposed budget and the deliberation or actions on said budget by the legislative body or other fiscal authority, including any required public hearing(s), publication, referendum or final budget adoption.

- ✓ **Executive Order Nos. 7C and 7I** do not alter or modify the control of line-items that fall squarely within the authority of Boards of Education within a single municipality. Boards of Education should also still comply with all requirements pertaining to budget deadlines adopted by the municipality in compliance with the open meeting provisions in **Section 1 of Executive Order No. 7B**.

Executive Order 7C Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7C.pdf>

7H-1. Restrictions on workplaces for non-essential business: The order directs **all non-essential businesses and not-for-profit entities in Connecticut to prohibit all in-person functions** if they are able to, effective Monday, March 23, 2020 at 8:00 p.m.

7H-2. Requires a coordinated effort between the State of Connecticut and its municipalities when responding to this emergency: Consistency and uniformity are an absolute necessity during a public health emergency, and it is critical that the state has consistent guidelines in place across our cities and towns. **This order prohibits municipalities from issuing shelter-in-place orders or prohibitions on travel without permission from the Department of Emergency Services and Public Protection (DESPP). It also prospectively prohibits city and town leaders from enacting or enforcing any order that conflicts with any order issued by the governor or a state agency pursuant to his March 10 emergency declaration without permission from DESPP.**

Executive Order 7H Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf>

7I-12 - Extension of Budget Adoption Deadlines - Additional Municipal Bodies. For purposes of the provisions set forth under Executive Order 7C, paragraph 5, regarding "Extension of Municipal Budget Adoption Deadlines," as well as for the provisions set forth in this order, **the term "municipal" or "municipality" shall include all municipalities and quasi-municipal corporations**, whether created by statute, ordinance, charter, legislative or special act, including but not limited to any town, city or borough, whether consolidated or unconsolidated, any village, school, sewer, fire, lighting, special services or special taxing districts, beach or improvement association, any regional water or resource recovery authority or any other political subdivision of the state or of any municipality having the power to make appropriations or to levy assessments or taxes.

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71-13 - Now Clarified by of Executive Order No. 7HH-1 - Relieves towns of any in-person voting requirements by members of the public (including referenda and any town meetings requiring in-person votes by members of the public) for purposes of adopting 2020-2021 fiscal year municipal budgets and setting the mill rate. In cases where the final action in the budget making process is a referendum or town meeting involving in-person votes of the public, the legislative body of the town – or the Board of Selectmen if the town meeting is the legislative body – shall authorize the “budget-making authority” of the town to adopt a budget and set a mill rate. For guidance on identifying a town’s “budget making authority,” please refer to (1) your local charter; (2) Title 7; or (3) local ordinances in communities without charters. The “budget-making authority” must make reasonable efforts to reach out to the public, including providing draft budgets, and receive comments. Remote public budget meetings and hearings (by conference call, videoconference or other technology) shall proceed consistent with town charters or other applicable municipal ordinances, resolutions and procedures, and in compliance with the open meeting provisions in Section 1 of Executive Order No. 7B.

✓ **Applies to the suspension of “in-person” budget adoption requirements necessitating participation by members of the public**, e.g., residents or property owners, in annual town meetings, referenda, special town meetings; and, thus, does not apply to a Representative Town Meeting (“RTM”), which by statute is an entity defined separately from a town meeting. RTMs should continue to conduct meetings by “conference call, videoconference or other technology” **consistent with the requirements of Executive Order No. 7B.**

71-14 - Establishes a parallel process for the adoption of budgets by regional boards of education. Regional boards of education shall consult with the budget making authority in each of its member towns and ensure it has received and given due consideration to their input. It is recommended that where still possible, Regional Boards of Education present the proposed budget to the chief executive officer and the legislative body of each of the municipalities in the regional school district to get feedback prior to final passage.

71-15 - Extension of Municipal Deadlines and Waiver of Penalties Related to Municipal Planning, Assessment and Taxation. The **deadlines** for Net Grand Lists, Assessor Reports, Board of Assessment Appeals applications and decisions, Grand List of Taxable and Tax-Exempt Property Sales Data Reports, and State Owned, College and Hospital Claim Payment in Lieu of Taxes (PILOT) reimbursement claims **are extended without penalty**. Additionally, the related **penalty provisions** set forth under **are suspended**. *Sections 10-261a(c), 12-63c, 12-110, 12-111, 12-117, and 12-120, and Section 12-2b-11 of the Regulations and Sections 10-261b, 12-19a, and 12-20b, Sec 10-261b, 12-19a, and 12-20b*

71-16 - Suspension of In-Person Filing Requirements Related to Municipal Planning, Assessment and Taxation. The **requirement under of the Statutes for a taxpayer to appear in person are suspended** to the extent necessary to permit any public agency to meet and take such actions authorized by law without permitting or requiring in-person participation in such meetings or filings, and to hold such meetings or obtain necessary information remotely by conference call, videoconference, electronic communication, or other technology, consistent with requirements set forth in **Executive Order 7B**. *Sections 12-110, 12-111, 12-117 and 12-170aa*

71-17 - Suspension of Deadlines and Modification of Public Hearing and Appeals Requirements for Assessment and Taxation. The appeals deadlines set forth under for the valuation, revaluation, and appeals related to land and buildings for grants and property of private colleges and general hospitals for purposes of state grants in lieu of taxes are suspended. *Section 12-19b and 12-20b*

71-18 - Extension of New Reporting Requirements on Property. The reporting requirements requiring additional specific property data for tax exemptions under are **suspended**. *Section 85 of Public Act 20-1, Subsections 60, 70, 72 and 76 of Section 12-81*

71-19 - Suspends, modifies, and clarifies certain municipal procedural requirements and time limitations regarding notice, commencement, and holding of public hearings, decisions, and appeals, including land use and other municipal boards. Specifically, General Statutes Chapters 14, 97a, 98, 103, 124, 126, 246, 368k, 440, 444, 446i, and the repealed Section 14-55, if and to the extent such repealed section is revived by current judicial action, and any related special act(s), and municipal charter, ordinance, resolution, or regulation (all such state and municipal laws and regulations being, collectively, the “Covered Laws”); any provision of such Covered Laws that establish procedural requirements for municipal decisions and that conflict

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with this order, is suspended and modified.

- a. **Any time deadlines** contained in the Covered Laws that may pass or expire during the public health and civil preparedness emergency declared by me on March 10, 2020 ("state of emergency") are **extended by an additional 90 days**
- b. If the **90-day demolition delay** required by Section 7-147j would commence or expire during the state of emergency, such period of delay shall be **extended for 90 days**.
- c. Any Covered Law requiring a municipality or agency to **publish any notice or notices** in a newspaper of general or substantial circulation **is suspended and modified** to allow a single notice to be **published electronically on a municipality's or agency's website**.
- d. Any Covered Law requiring **any notice to be filed in the office of any municipal clerk**, including any town, city, borough, or district clerk, **is suspended and modified** to allow said notice to be **posted electronically on a municipality's website**,
- e. Any Covered Law requiring **direct or personal notice by mail from a municipality, agency or applicant** to any other person, agency, municipal clerk (including any town, city, borough, or district clerk), municipality, utility company or water company regarding the filing or pendency of any petition, application, or other proposal **is suspended** and modified to allow said notice requirement **to be satisfied by electronic mail notification**,
- f. Any Covered Law prescribing the procedure for any petition, including petition of **a decision**, to an agency or legislative body, is suspended and modified to allow **such petition to be signed electronically**
- g. Any Covered Law **prescribing the procedure for commencement of an appeal of a decision to the Superior Court** and associated service of process is **suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice**
- h. Any Covered Law **prescribing the procedure for commencement of an appeal of a decision to the Superior Court** and associated service of process is **suspended and modified to permit any such appeal to be commenced by a proper officer by electronic mail notice**
- i. Any Covered Law prescribing the procedure for commencement of an **appeal of a decision by a zoning enforcement officer or an agent for an inland wetland agency** is suspended and modified to **permit any such appeal to be commenced by regular mail or by electronic mail**

Executive Order 71 Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-71.pdf>

7L-3 - Suspends restrictions on the re-employment of retired municipal employees: To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. *Sec. 7-438(b). Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.*

Executive Order 7L Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf>

7M-3 - Authorizing state agencies to extend statutory regulatory administrative deadlines by 90 days: The order allows flexibility in meeting statutory deadlines for filings, decisions, and notice in the many permitting and other applications and administrative hearings under the purview of state agencies, and requires agencies to post any changes on their web sites

Executive Order 7M Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7M.pdf>

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7R-1 - Continuation of funding for boards of education: The order requires the Connecticut State Department of Education to continue processing appropriated state grant funds intended to support boards of education through the fiscal year ending June 30, 2020, including ECS grants, payments for special education, and Choice programming. It also requires municipalities to continue providing funding to local boards of education as set forth in the approved annual school budgets. - *Sec. 10-262f, 10-76d and 10-76g, 10-264i, 10-2641, 10-2640, and 10-266aa.*

7R-2 - Continuation of payment of public school staff: The order requires school districts to continue to employ, or restore to employment if already laid off, and pay school staff who are directly employed by the local or regional boards of education.

7R-3 - Preservation of student transportation services and special education providers: The order requires local boards of education and municipalities to negotiate amendments to contracts related to student transportation and special education services with the goal of continuing to make payments to transportation and special education providers so they may compensate their active employees, sustain the continuity of service when school resumes, and require the contracted company to attest and provide reasonable documentation of the fact that it is charging only the actual and reasonable cost of sustaining wage and health insurance payments for active employees and fleet.

Executive Order 7R Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7R.pdf>

7S-6 - Relief from certain municipal tax deadlines and collection efforts: Requires municipalities to enact one or both of two options for providing temporary tax forbearance of property tax collection and reduced interest on delinquent tax payments to property owners under certain conditions, including that landlords agree extend commensurate forbearance to commercial, residential, or institutional tenants for the duration of the deferment. **(NOTE: OPM has Guidance on this EO - Link at the end of this section)**

- a. **Deferment Program.** During the period of March 10, 2020, through and including July 1, 2020, municipalities participating in the Deferment Program **shall offer** to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. ... participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.
- b. **Low Interest Rate Program.** For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.
- c. **Eligibility of Landlords.** In order for a landlord, or any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee, to be eligible for the Deferment Program, said landlord must provide documentation to the municipality that the parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees. Any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee shall only be eligible for the Low Interest Rate

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Program if said landlord offers commensurate forbearance to tenants or lessees, upon their request.

- d. **Escrow Payments.** Financial institutions and mortgage servicers that hold property tax payments in escrow on behalf of a borrower shall continue to remit property taxes to the municipality, so long as the borrower remains current on their mortgage or is in a forbearance or deferment program, irrespective of the borrower's eligibility for or participation in the Deferment Program or the Low Interest Rate Program.
- e. **Liens Remain Valid.** Nothing in this order affects any provision of the Connecticut General Statutes relating to continuing, recording and releasing property tax liens and the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof.

Executive Order 7S Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7S.pdf>

- **Office Of Policy And Management Guidance Executive Order No. 7S and No. 7W Explanation of Purpose and Intent** - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/OPM-Executive-Order-7S-7W-Guidance.pdf?la=en>

✓ **Executive Orders 7S and 7W Tax Deferral/Low Interest Program FAQ** - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/EO-7S-and-7W-FAQ-Document04152020.pdf?la=en>

✓ **Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W** - [Municipal-Covid19-Program-Certification-Fillable.Pdf](#)

✓ **Governor's Executive Order 7S Section 6 Municipality Program Election** - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/Municipal-COVID19-Program-Certification.pdf?la=en>

✓ **Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W** - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/Municipal-Tax-Relief-Deferral-Form-M-Covid19.Pdf?La=En>

✓ **Application For Municipal/Quasi-Municipal Tax Relief Deferral Program Under Executive Order 7S And Executive Order 7W** - <https://portal.ct.gov/-/media/OPM/IGPP-Data-Grants-Mgmt/COVID19-IGPP-Documents/Municipal-Tax-Relief-Deferral-Form-M-Covid19-Fillable.Pdf?La=En>

7V- 1 - Safe workplaces in essential businesses: Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.

- Immediately upon Governor Lamont's signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website, outlining guidance for these businesses. These rules go into effect immediately.
- Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the "Safe Stores" rules

✓ Go to DECD's website for the most recent guidance: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>

7W-1 - Applicability of Executive Order No. 7S, Section 6 and Quasi-Municipal Corporations and Clarification of Time Periods. NOTE: **OPM has Guidance on this EO - See EO 6 for link**) Section 6 creates two Programs for relief from certain taxes and charges. Two programs are offered to provide municipalities flexibility, but also to ensure that all taxpayers have some type of tax relief available during the COVID-19 pandemic. The Deferment Program effectively delays certain pay by dates (the last day to pay) by three months for eligible taxpayers who apply and are approved as meeting the guidelines set forth by the Office of Policy and

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Management. All other taxpayers who do not apply or who are not approved would remain responsible. to pay their taxes and charges normally, unless a municipality votes to extend eligibility to such taxpayers. The EO makes clear that a municipality may extend eligibility to other categories of taxpayers, businesses, nonprofits and residents. Therefore it is up to each town whether to use the "Application for Municipal Tax Relief" available on OPM's website, or choose to create a different form reflecting eligibility standards approved by its local legislative body, except that landlords participating in the deferral program must provide documentation to the municipality that the relevant parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees in either case.

7W-2 - No increased experience rating based on COVID-19 unemployment claims: Modifies state laws surrounding the requirement for employers to be charged an "experience rating" so their unemployment premiums are not unduly increased because of the high number of claims caused by COVID-19.

Executive Order 7W Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7W.pdf>

7Z- 1 - Modification of state contracting statutes to facilitate the emergency procurement of essential goods: Temporarily waives certain requirements related to state contracts in order to expedite the procurement of essential goods and services, including personal protective equipment (PPE), that are needed urgently to respond to the COVID-19 pandemic.

- a. Sections 4-252 and 9-612(f)(2)(E) and Governor Malloy's Executive Order 49, which require disclosure of certain gifts and campaign contributions by state contractors, prospective state contractors for state contracts over \$50,000;
- b. Section 4-61dd(h), which requires the inclusion of language regarding contractors' civil liability for violations of the state's whistleblower statute in state contracts;
- c. Section 4a-57 which requires the competitive solicitation for all purchases and contracts for supplies, materials and equipment, including, pursuant to Section 4d-8, the purchasing, leasing and contracting for information system and telecommunication system facilities, equipment and services;
- e. Sections 4a-60 and 4a-60a which requires the inclusion of certain anti-discrimination terms in State contracts and requires contractors to adopt anti-discrimination policies;
- f. Section 4e-29 and 4e-30 which require state contractors to permit certain audit and inspection activities by the State at the contractors' expense; and
- g. Section 4e-70(b) which requires state contractors to comply with certain confidentiality requirements

Executive Order 7Z Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7Z.pdf>

7BB-1 - Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.

- Nothing in in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition.
- If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition.

Executive Order 7BB Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf>

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7CC-1 - Applicability of Executive Order No. 7S, Section 7 to additional critical and time-sensitive municipal fiscal actions: Expands Section 7 of Executive Order No. 7S, permitting a municipality's legislative body and budget-making authority to jointly authorize certain actions by a majority vote of each body to include additional time sensitive and essential actions among which such bodies may authorize. The EO includes:

- the application for or acceptance of any grants, funding, or gifts;
- approval of collective bargaining agreements and legal settlements;
- the transfer of funds to or from capital or reserve accounts, the investment of funds pertaining to pensions, trusts, retirement programs or other post- employment benefit funds; or
- any financial actions required by (a) a contract or agreement or (b) a court order or consent decree that require approval, provided that such legislative body (or board of selectmen, where applicable) and budget-making authority have each approved such action and have made specific findings that such action is necessary to permit the orderly operation of the municipality and that there is a need to act immediately during the public health and civil preparedness emergency in order to avoid endangering public health and welfare, prevent significant financial loss, or that action is otherwise necessary for the protection of persons and property within the municipality.

7CC-2 - Clarification of time periods regarding suspension and modification of non-judicial tax sales pursuant to Executive Order No. 7S, Section 11: Clarifies the calculation of time frames to redeem

certain interests in property after a municipality has sold the property to recoup unpaid taxes. Executive Order No. 7S extended those time frames.

- ✓ to provide that for any sales held pursuant to Section 12-157 or Section 7-258 that were conducted prior to March 10, 2020, any six-month redemption period in General Statutes Section 12-157 which had not yet expired as of April 2, 2020 shall be extended by the number of whole months that is nearest to the duration of the public health and civil preparedness emergency, including any period of renewal of such public health and civil preparedness emergency.

7CC-3 - Exclusion of federal stimulus payments in evaluating eligibility for state or local programs financed in whole or in part using state funds: Modifies state statutes to provide that individual stimulus payments under the federal CARES Act will not be counted as income or resources when determining eligibility for state benefits or services.

Executive Order 7CC Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7CC.pdf>

7HH-1-- Clarifies that as of the date of issuance (May 1st) and going forward, the relevant elected body or bodies in each municipality must adopt a budget for 2020-2021 without an in-person vote by residents. It also validates any budget referendum or annual town meeting that has already been conducted.

This order clarifies Executive Order No. 7I, Section 13, to provide uniformity and consistency across municipalities, and prioritize health and safety while the risk of transmission of COVID-19 in large gatherings remains high. In cases where the final action in the budget making process is a referendum or town meeting involving in-person votes of the public, the legislative body of the town – or the Board of Selectmen if the town meeting is the legislative body – shall authorize the “budget-making authority” of the town to adopt a budget and set a mill rate. For guidance on identifying a town’s “budget making authority,” please refer to (1) your local charter; (2) Title 7; or (3) local ordinances in communities without charters. The “budget-making authority” must make reasonable efforts to reach out to the public, including providing draft budgets, and receive comments. Remote public budget meetings and hearings (by conference call, videoconference or other technology) shall proceed consistent with town charters or other applicable municipal ordinances, resolutions and procedures, and in compliance with the open meeting provisions in Section 1 of Executive Order No. 7B.

Executive Order 7HH Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7HH.pdf>

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7JJ-4 - **Allowance of Suspension of In-Person Voting Requirements by Members of the Public for Critical and Time-Sensitive Municipal Decisions.** Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter, ordinance or resolution that conflicts with this order, the legislative body of a municipality, or in a municipality where the legislative body is a town meeting other than a representative town meeting, the board of selectmen, after making specific findings that such action is necessary to permit the orderly operation of the municipality and that there is a need to act immediately and during the period of the declared public health and civil preparedness emergency, in order to avoid endangering public health and welfare or prevent significant financial loss, or that such action is otherwise necessary for the protection of persons and property within the municipality, may

- (i) adopt or amend ordinances or resolutions only as necessary to complete transactions deemed essential;
- (ii) approve, enter into or amend existing contracts or agreements deemed essential; or
- (iii) option, acquire, transfer, lease, dispose of or sell any real or personal property, or interest therein, as shall be deemed essential, with the exception of non-judicial tax sales or other property transfers that would result in the eviction of a residential tenant, without complying with any requirements for in-person approval by electors or taxpayers, including but not limited to, annual or special town meetings requiring votes or referenda. In so acting, the legislative body shall comply with open meeting requirements set forth in **Executive Order No. 7B.**

All conditions precedent to any such approval, including without limitation, public notices, hearings or presentations, shall proceed in a manner as closely consistent with the applicable statutes, special acts, town charters, municipal ordinances, resolutions or procedures as possible, and in compliance with the open meeting provisions set forth in Executive Order No. 7B.

The foregoing authority is **not intended to apply to budgetary or similar essential non-budgetary financial actions which require the concurrent approval of the municipal budget-making authority and are subject to the provisions of Executive Order Nos. 7I, Section 13, 7S, Section 7, and 7CC, Section 1.** Nothing in this order shall be construed to prohibit a municipality from conducting any in-person meeting, approval process, or referendum, provided such municipality first consults with local or state public health officials and conducts such meeting, approval process, or referendum

Executive Order 7JJ Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7JJ.pdf>

700 - 1 - Procedures for Local Appointments and Elections Requiring In-Person Vote. Notwithstanding Title 7 of the Connecticut General Statutes, Section 10-46 of the Connecticut General Statutes, or any special act, municipal charter, ordinance, bylaw or resolution, or any plan of reapportionment approved pursuant to Section 10-63I et seq. of the Connecticut General Statutes ("Law") that conflicts with this Order, in any municipality where the town meeting, annual town meeting, district meeting or other meeting of electors or voters ("applicable municipal authority") is the authority for appointing or electing members or officials to any municipal or regional governmental office, board, agency, commission or quasi-municipal corporations ("municipal or regional governmental entity or quasi-municipal corporation"), all deadlines or timeframes for electing such members or officials or making such appointments requiring approval by a town meeting or election that are scheduled to occur prior to June 9 for the purpose of nominating candidates or prior to June 30 for the purposes of electing, nominating or appointing such members or officials, shall be suspended and such town and district or town meetings or elections shall be held as follows:

- a. **Any district or town meeting required by Law for the purposes of nominating but not electing or appointing candidates shall be held on June 9, 2020**, and no other business may be conducted at such meeting.
- b. **Any election, and any district or town meeting required by Law for the purposes of electing or appointing members or officials to any municipal or regional governmental entity or quasi-municipal corporation, including nomination of candidates, if applicable, shall be conducted between June 27 and June 30, 2020**, and no other business shall be conducted at such election or district or town meeting.

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c. The officials responsible for administering any such district or town meetings, elections and nominations **shall use their best efforts to conduct such proceedings using remote means in accordance with the open meeting provisions of Executive Order No. 7B**, while also implementing measures to safeguard the integrity of the process. If it is determined that any such district or town meeting or election cannot be conducted safely and accurately by remote means, officials shall take all reasonable measures to protect the public health, including consulting with local or state public health officials and conducting such meeting or election in a way that significantly reduces the risk of transmission of COVID-19.

d. **Nothing in this order shall permit any election or meeting that is already scheduled or required by current law to be scheduled after June 30, 2020 to be held earlier than its currently scheduled date or the time frame required by current law.**

The term “municipal or regional governmental entity or quasi-municipal corporation” shall include, but not be limited to regional boards of education, municipal boards and commissions (including town, city or borough, whether consolidated or unconsolidated), any village, school, special services or special taxing districts as defined under Section 7- 324 of the Connecticut General Statutes, any regional water or resource recovery authority or any other political subdivision of the state or of any municipality. This Order shall not apply to elections conducted under Title 9 of the General Statutes, other than as specified under Section 10-46(c)

Executive order 700 Link - <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-700.pdf>

7QQ-6 - Clarification that Commissioner Orders Issued Pursuant to the Governor’s Executive Orders Are Not Regulations Subject to the UAPA. Section 4-166(16) of the Connecticut General Statutes is modified to clarify that the definition of a regulation does not include any amendment or repeal of an existing regulation and any directive, rule, guidance, or order issued by a Commissioner or Department Head pursuant to a Governor’s Executive Order during the existing civil preparedness and public health emergency and any renewal or extension thereof. Notwithstanding Sections 4-166 to 189, inclusive, of the Connecticut General Statutes, any Commissioner or Department Head, as permitted or directed by any such Governor’s executive order, may modify or suspend any regulatory requirements adopted by the Commissioner or Department Head that they deem necessary to reduce the spread of COVID-19 and to protect the public health. This section applies to all orders that have been issued since the declaration of public health and civil preparedness emergencies on March 10, 2020 and for the duration of the public health and civil preparedness emergency, including any period of renewal of such emergency declaration.

Executive order 7QQ Link - <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7QQ.pdf>

7TT-2 - Amended Prohibitions on Large Gatherings. Effective at 12:01 a.m. on June 1, 2020, Executive Order Nos. 7D, Section 1 and 7N, Section 1, as extended by Executive Order No. 7PP, Section 3, are amended as follows:

- a. Except as otherwise prohibited or otherwise addressed by law, including other executive orders or agency orders or rules issued pursuant thereto, indoor social and recreational gatherings as described in Executive Order No. 7D, Section 1 are permitted for up to and including ten (10) people. Except as otherwise prohibited or otherwise addressed by law, including other Executive Orders or agency orders or rules issued pursuant thereto, outdoor gatherings as described in Executive Order No. 7D, Section 1 are permitted for up to and including 25 people, provided that any such large outdoor public gatherings shall comply with the following restrictions and all other relevant and applicable executive orders governing conduct in public places:
 - i. No contact sports or sports that include shared handling of objects such as balls or frisbees are allowed.
 - ii. Attendees shall remain six feet apart, excluding immediate family members, caretakers, and household members, and, except when dining, masks shall be worn when within six feet of those not in the same household.

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- i. If the event is an organized gathering, the organizer shall demarcate six feet of spacing in the area of the gathering to demonstrate appropriate spacing for social distancing.
- b. Sector Rules and Essential Business guidance imposing a 5-person limit on outdoor activities are superseded by this order and shall be updated accordingly, but all other restrictions in Sector Rules, Essential Business guidance, or any other executive order or agency order, as amended from time to time, shall remain in effect.
- c. Effective immediately, the 49-person limit on religious, spiritual and worship gatherings is raised for indoor gatherings to 25% of capacity of the indoor space or a maximum of 100 people, whichever is smaller, and to 150 people for outdoor gatherings, provided in each case that appropriate safety and social distancing measures shall be employed. For any such gathering where participants remain in vehicles with windows closed and at least six (6) feet of space between vehicles, there shall no numerical attendance limit, provided all other laws are complied with.

Executive Order 7TT Link: <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7TT.pdf?la=en>

7UU - 1 - Mandatory COVID-19 Testing for Staff of Private and Municipal Nursing Home Facilities, Managed Residential Communities, and Assisted Living Services Agencies. There shall be a program of mandatory testing for COVID-19 of the staff of private and municipal nursing home facilities, managed residential communities, and assisted living services agencies as detailed below:

- a. **Mandatory COVID-19 Testing of Nursing Home Facility Staff.** Section 19a-522 of the Connecticut General Statutes is hereby modified to require that a private or municipal nursing home facility beginning not later than the week starting June 14, 2020, shall weekly test all members of the nursing home facility staff for COVID-19 and shall continue such weekly testing for the duration of the public health and civil preparedness emergency.
- b. **Mandatory COVID-19 Testing of Private Managed Residential Community Staff.** Section 19a-694 of the Connecticut General Statutes is hereby modified to require that a private or municipal managed residential community, beginning not later than the week starting June 28, 2020, shall weekly test all members of the managed residential community staff for COVID-19 and shall continue such weekly testing for the duration of the public health and civil preparedness emergency.
- c. **Mandatory COVID-19 Testing of Assisted Living Services Agency Staff.** Section 19a-699(b) of the Connecticut General Statutes is hereby modified to require that an assisted living services agency, beginning not later than the week starting June 28, 2020, shall weekly test all members of the assisted living services agency staff for COVID-19, and shall continue such weekly testing for the duration of the public health and civil preparedness emergency.
- d. **Definition of Staff.** For the purposes of this order, staff shall be defined as all personnel working in a private or municipal nursing home facility, managed residential community or assisted living services agency, including, but not limited to, administrators, medical staff, employees, per diem staff, contractors with a regular presence in the facility, private duty patient or resident contracted individuals, dietary, laundry and housekeeping personnel, and volunteers.
- e. **Orders for Testing.** The medical order for any such testing shall be obtained for all staff by such private or municipal nursing home facility, managed residential community or assisted living services agency from an appropriately licensed practitioner capable of issuing such orders within his or her scope of practice or permitted to do so by law, including any executive order.

7UU-2 - Determination of Suitable Work. For any claim submitted covering May 17 through July 25, Section 31-236-5 of the Regulations of Connecticut State Agencies is modified to read, "In determining whether or not work offered is suitable for an individual, the Administrator shall consider the degree of risk to the individual's health or, due to the COVID-19 public health emergency, the health of a member of that individual's household. In determining the degree of risk, the Administrator may consider the individual's or household member's health, his or her physical capabilities, the physical and mental requirements of the job, working conditions and the existence of any medical documentation concerning the individual's

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<p>Executive Orders</p>	<p>2. limitations. Where an unreasonable risk to the individual's health or, due to COVID 19, the health of a member of that individual's household is established, the Administrator shall find the work to be unsuitable for the individual."</p> <p>Executive Order 7UU Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7UU.pdf</p> <p>7VV-1 - Amended Limitation on Program Sizes in Child Care. Executive Order No. 7Q, Section 1, dated March 30, 2020, is amended to provide that child care facilities may provide care for up to fifty (50) children without obtaining approval from the Commissioner of Early Childhood. Any facility caring for more than fifty (50) children in one facility must obtain approval from the Commissioner of Early Childhood and demonstrate sufficient separation of groups of children within the facility.</p> <p>Executive Order 7UU Link: https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7VV.pdf</p>
<p>Continuity Issues</p>	<ul style="list-style-type: none"> • Re-Opening Town Halls and other Municipal Facilities • Continuity of Leadership - If the elected leadership of a given community are incapacitated as a result of the pandemic - who is in charge - how are decisions made? <ul style="list-style-type: none"> ✓ What are the town's essential functions? How will these functions be carried out in the event of staffing disruptions or IT issues? ✓ Does the town have a leadership team composed of all stakeholders - elected, law enforcement, EMS, organized labor and education. ✓ Many town leaders, especially those newly elected need assistance/guidance in the day-to-day operations - especially first term first selectmen from smaller jurisdictions ✓ Leadership is more than local elected officials on the the town government side - it must also include law enforcement, EMS, organized labor, • Staffing Needs/Capacity - What is the level of redundancy, anticipation of staffing needs and capacity <ul style="list-style-type: none"> ✓ Managing remotely ✓ Bargaining unit involvement/engagement ✓ If one or more functions required to be carried out by a town is interrupted by the pandemic due to a loss of staffing - what are the options available? ✓ How can disruption to an agency's or department's operations be reduced? ✓ Generally, departments are staffed at pre-COVID levels, town halls are closed to the public and records, too a limited extent, can be accessed remotely by Town staff and the public. Multiple town hall functions will require some presence in the town hall ✓ Absenteeism may increase because they are sick; are caregivers for sick family members; are caregivers for children if schools or day care centers are closed; have at-risk people at home, such as immunocompromised family members; or are afraid to come to work because of fear of possible exposure. (OSHA - see Resources section) ✓ Limited or inconsistent State and/or Regional capacity to "staff-up" to provide assistance (people or money to fund such services • Work Cycle Impacts - Municipalities have routine actions, reports and requests - the current disruption impacts the flow of this work that will grow in terms of back-log the longer the pandemic stays in place.

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<p>Continuity Issues</p>	<ul style="list-style-type: none"> • Budgeting/Fiscal Management - Budgets and the assumptions/calculations they were constructed with just prior to the pandemic may well be changes. What should a municipality be doing to adjust local budgets and related fiscal policy? Promises of federal aid have been made - when and how much may come to individual towns is not known. Municipalities in Connecticut have a major reliance on property taxes. While our towns clearly have an over reliance on the property tax - it does provide a more stable revenue source than other states where municipalities depend to a much larger degree on revenues from local sales taxes and fees. This, for Connecticut towns, is good for the short term. In the long term the economic hit on Connecticut's economy and in particular home prices - may have a significant revenue impact on our towns. • Labor - How does the town address its labor force? Does the town: lay-off, furlough or continue to pay municipal workers - even those not deemed as "essential" to the municipalities critical functions? • IT - With video meetings and staff working remotely, towns are more vulnerable to cyber attacks - what safeguards are in place or should be in place to allow the community to operate? • Safety - Workplace safety is now the "new normal" and will - for the foreseeable future change the workplace. The assessor's office in terms of proper distancing from fellow workers and the public (once town halls are re-opened) may need reconfiguration to comply and provide proper workforce protection. • Public Interactions - A town hall is the hub of all municipal activity - meetings, information, licenses, permits, taxes, assessment, voter registration and more. Some things can be done remotely and others require in person meetings. The challenge in the short and long-term is having in place the capacity to serve the public while protecting office staff. • Supplies/Consultants - Most municipalities are dependent on outside - normally private sector - companies/consultants for a range of supplies (office, fuel, oil), contract work (roads, buildings, repairs) and technical assistance (IT, Insurance, Audit, etc.). Just as the town is disrupted by the pandemic - so are these outside vendors - which may/will impact the functions of the town.
<p>Suggested Best Practices</p>	<ul style="list-style-type: none"> • Town Hall Re-Openings Re-Opening a town hall and other municipal facilities to employees and the public is not simply a matter of opening the door and its business as it was prior to the COVID-19 pandemic. Going forward operations will be different and towns must adapt to protect their employees and visitors. Suggest each town adhere to CDC guidance - COVID-19 Employer Information for Office Buildings (https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html) The CDC provides guidance to: ✓ Create a COVID-19 workplace health and safety plan. It is strongly suggested that each town form a Town Hall (as well for other municipal facilities) re-opening committee made up of administrators and workers to ensure full understanding, input and agreement into whatever plan is developed ✓ Before resuming business operations, check the building to see if it's ready for occupancy ✓ Identify where and how workers might be exposed to COVID-19 at work. ✓ Develop hazard controls using the hierarchy of controls to reduce transmission among workers. Include a combination of controls noted below. ✓ Administrative controls: Change the way people work ✓ Educate employees and supervisors about steps they can take to protect themselves at work. ✓ Take actions to maintain a healthy work environment for your employees and clients.

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Suggested Best Practices

Situational Awareness/Opportunity

- ✓ While not every function of municipal government is “essential” - municipal government is an essential function. **Municipal operations should remain active, with critical services continuing to be provided to taxpayers**
- ✓ **The pandemic is NOT a natural disaster** where there is a beginning and end - resulting in life returning to essentially normal. The way municipalities function in terms of service delivery, IT, budgeting finance, meetings, etc are and will be different until perhaps there is a vaccine. Towns must consider re-inventing themselves to providing government functions/services.

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- ✓ **The current situation presents an opportunity to re-visit how services are delivered.** This does not mean that a whole new set of delivery mechanisms needs to be invented. Rather, approaches that have been uncomfortable in the past - collaboration, cooperation, regionalization - should be looked at in a new light. Technology, which has never been so widely used for communication and information at the municipal level - providing better understanding and participation.
- ✓ Take away from the crisis those elements that work better than the status quo and make them the “new normal” - **don’t go back to the way things were.**
- ✓ The pandemic **should not be used as an excuse to circumvent or abrogate collective bargaining agreements** or to reduce the municipal workforce
 - **Towns should/must work collaboratively with their bargaining units** and the bargaining process, abide by contracts and negotiate in good faith. Labor unions and their members are allies and partners in confronting the challenges of the pandemic. They must be involved in every phase of town or board of education response to the pandemic and recovery.

Town’s should:

- ✓ **Form an Executive Team** of elected officials, Public safety representatives (FD, LEO), and representatives of municipal and Board of Education bargaining units to ensure the informed decision making and effective distribution of information and the adoption of policies during the public health emergency. Identify the critical programs and services that must be delivered.
- ✓ **Consider new ways of operating** for both essential and non-essential functions – shift work, telework, nonstandard hours.
- ✓ **Identify positions**, in partnership with bargaining units, in non-essential work functions that can meet the need in essential work positions and consider how they may be able to provide needed support during this crisis.
- ✓ **Identify and implement technology** solutions that allow residents to conduct business virtually and protect municipal employees from exposure.

Manage, Collaborate and Communicate

- ✓ Communicate Routinely - by phone or video-conference - board and commission chairs, labor representatives, elected officials (local and state) - **Keep in mind and adhere ALL applicable FOIA Statutes, Regulations, Rulings and Policies.**

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Suggested Best Practices

- ✓ Assemble a operations team, including labor representatives, to rapidly address and adapt to changes in municipal operations
- ✓ Coordinate through regional COGs in partnership with bargaining unit representatives, the collective use of staff or consider a regional staffing through the COG.
- ✓ Schedule regular meetings with any labor unions representing town employees
- ✓ Schedule regular (weekly at least) video meetings with department heads - providing needed updates, hearing issues and going over expectations
- ✓ Involve representatives chosen by members of municipal and boards of education bargaining units through their labor unions in all discussions, planning or implementation of town policies to the pandemic recovery.
- ✓ Discuss with companies that provide the town with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies. (OSHA)

Budgeting/Fiscal Management

- ✓ **Do NOT assume that the budget developed pre-COVID-19 or the State monies from the most recent State Budget are valid - assume the worst in terms of funding.** Only municipalities with more than 500,000 residents (of which Connecticut has none) can receive direct funding through last month's CARES Act package, which set aside \$150 billion for local governments.
- ✓ Be prepared for increased property collections issues due to COVID-19 and develop a policy in response to this unique situation
- ✓ Review with your fiscal personnel, Treasurer, Bond Counsel and Auditor to current and prospective fiscal situation of the town
- ✓ Review and understand the nature of the towns financial reserves
- ✓ Prepare an alternative budget based on worst case (elimination or 25 percent reduction in State funding) with a goal of maintaining essential services
- ✓ Collective bargaining agreements provide predictability and stability and should not be seen as obstacles to municipal budgeting practices.
- ✓ Town employees are parterres in the budget process and should be viewed as an asset to improve budget preparation.
- ✓ In the event of federal and/or state assistance related to the pandemic - it is essential that communities maintain detailed records of all related expenses.
- ✓ Go the the GFOA - "Fiscal First Aid Resource Center" (<https://www.gfoa.org/fiscal-first-aid>)
 - ▶ March 27, 2020. Financial Decision Making Under Uncertainty
 - ▶ April 1, 2020. Budgeting During a Recession: Principles, Practices, Processes, and Politics
 - ▶ April 8, 2020. Financial Scenario Planning: Visualizing and Strategizing for Uncertain Times
 - ▶ April 9, 2020. Take the 2020 Financial Policy Challenge
 - ▶ April 24: Managing Cash Flow in a Crisis: How to Quickly Build a Working Cash Flow Model

Staffing

- ✓ **All employees should retain their regular salary** - layoffs and/or furloughs should not be used
- ✓ **Full communication and opportunity for input should be provided labor unions and their members**
- ✓ Each employee's function, in coordination with bargaining units, should, if has not already been, classified as essential or non-essential
 - ▶ Essential staff are expected to report (remotely or at their job site) and be available daily for necessary duties

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Suggested Best Practices

- ▶ Non-essential staff should be apportioned specific hours of work
 - ▶ Time sheets of work performed must be maintained by supervisors
 - ▶ Any work that can be performed remotely should be
 - ▶ No worker should be required to report to a workplace without specific work assigned to be performed
 - ▶ Eliminate all non-essential workplace travel.
 - ▶ Distribute summaries of health insurance processes and procedures to employees.
 - ▶ Ensure that all employees who do not speak English as their first language are aware of procedures by communicating the procedures, either orally or in writing, in their native or preferred language.
 - ▶ Ensure that the facility has a sufficient number of employees to perform all measures listed here effectively and in a manner that ensures the safety of the public and employees.
- ✓ In the event of federal or state reimbursements - detailed records need to be completed on all work performed as well as time not worked (but available). Such a record is needed and necessary to ensure full pay protection in the event of federal reimbursement.
- ✓ If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition.
- ✓ Ensure that the town hall office where the building official is located has a sufficient number of personnel to control access, maintain order, and enforce social distancing of at least 6 feet. Increase ventilation rates and increase the percentage of outdoor air that circulates into the system where possible.
- ✓ Wherever possible, segment the workspace into discrete zones. Prohibit employees from entering into zones where they are not required to be to perform their jobs
- ✓
- ✓ To the extent workstations or equipment must be shared, employees should be provided CDC compliant disinfectant to disinfect work areas before finishing their shift. During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Town should provide alcohol-based wipes for this purpose.
- ✓ Regional councils of government should be assembling rosters of qualified inspectors who can fill in as independent contractors on an as-needed basis to fill vacancies or work loads of member towns
- ▶ Avoids need for inter-town agreements
 - ▶ Independent contractors used to fill temporary need should be allowed through E.O. so as not to conflict with local collective bargaining agreements
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- ▶ Avoids need for inter-town agreements
 - ▶ Independent contractors used to fill temporary need should be allowed through E.O. so as not to conflict with local collective bargaining agreements
- ✓ Towns with either staffing capacity issues or a temporary interruption in staffing due to COVID-19 could bridge such situations utilizing their regional council of governments (COGs). The nine regional COGs either have the staffing capacity or the ability to “staff up” with either direct assistance from their member towns or the State to perform most town functions. The State has the Regional Performance Incentive Program (RPIP) that could be tapped to fund COGs to support such services. COGs have the statutory authority (8-31b) to provide most any function a town may need. COGs already provide dozens of services otherwise performed individually by towns on a shared or regional basis.
- ▶ COGs must engage and involve bargaining unit representatives to be part of any regional staffing.
- ✓ Utilizing Executive Order 7L-3 municipalities are allowed to re-hire retired municipal employees - allowing communities third experienced staff.

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Suggested Best Practices

- ▶ Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements
- ✓ Cross-train existing staff to preform many of the routine office functions
- ✓ All inter-departmental data sharing conducted electronically
- ✓ Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
- ✓ Be aware of workers' concerns about pay, leave, safety, health, and other issues that may arise during infectious disease outbreaks. Provide adequate, usable, and appropriate training, education, and informational material about business-essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE). Informed workers who feel safe at work are less likely to be unnecessarily absent. (OSHA)

In-Office Operations

✓ Safe Workplace Rules for Essential Employers

- ▶ Go to DECD's website for the most recent guidance: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>
- ✓ Town offices and facilities can remain open during regular business hours for employees ONLY - public should not be allowed in town halls or town facilities
- ✓ **Sick employees to stay home.** Where possible, employees should take their temperature before they go to work. If they have a temperature above 100.4 degrees Fahrenheit, they should stay home.
- ✓ Distribute summaries of health insurance processes and procedures to employees.
- ✓ Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- ✓ Ensure that all employees who do not speak English as their first language are aware of procedures by communicating the procedures, either orally or in writing, in their native or preferred language.
- ✓ Each employee shall be required (Executive Order 7BB-1) to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.
- ✓ Ensure that all employees who do not speak English as their first language are aware of procedures by communicating the procedures, either orally or in writing, in their native or preferred language.
- ✓ **Employees, to the degree possible - should work remotely.** Teleworking can include performing normal job duties and special projects. Towns not familiar with tele-work should have some structure by which to conduct business and ensure that work - including communication - are being done as intended. Confirm that employees have access to either a home computer or VCU laptop and have the appropriate connections to VCU. As possible, arrange for loaner laptops for those without appropriate equipment. (OSHA)
- ✓ Recognize that workers with ill family members may need to stay home to care for them. See CDC's Interim Guidance for Preventing the Spread of COVID-19 in Homes and Residential Communities: www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html. (OSHA)
- ✓ Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way. (OSHA)
- ✓ Maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual. (OSHA)

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Suggested Best Practices

- ✓ Ensure that the facility has a sufficient number of personnel to control access, maintain order, and enforce social distancing of at least 6 feet
- ✓ Install, once the town hall or other municipal facility is open to the public, shields or other barriers at registers and check-out areas to physically separate cashiers and customers or take other measures to ensure social distancing of customers from check-out personnel, or close lines to maintain a social distance between of 6 feet between lines;
- ✓ To the extent workstations or equipment must be shared, employees should be provided CDC compliant disinfectant material to disinfect work areas before finishing their shift. During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The Town should provide alcohol-based wipes for this purpose.
- ✓ A staggered in-office staffing scheduled by half-day intervals will best ensure proper social distancing while allowing for optimum work to be preformed
- ✓ **Remember** - Rank and file public employees are a resource that must be used when discussing, planning or implementing safety protocols and to assist in determining safe practices for public interactions.. To not the people who will be staffing worksites is shortsighted, may compromise their safety and will only lead to future problems.

Public Meetings

- ✓ Consistent with Executive orders - ALL meetings should be conducted utilizing an online video platform
- ✓ Not all residents have WIFI or Internet connections - Meetings should also be played live on local cable access channels and have telephone dial-in option.
- ✓ Community Notification System is a mass notification product that many communities use to provide urgent information to their residents. While the primary use of such systems is to convey emergency information can and should be used to notify residents of a range of developments - including community meetings.
- ✓ Review, with the communities IT division or consultant, security, capacity

Resources

- **Continuity of Operations During the COVID-19 Emergency MRSC** - <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/March-2020/Continuity-of-Operations-During-COVID-19.aspx>
- **Coronavirus (COVID-19) Resources for Local Governments** - <http://mrsc.org/Home/Explore-Topics/Public-Safety/Emergency-Services/Public-Health-Emergencies.aspx>
- **Continuity of Operations During the COVID-19 Pandemic** - <https://icma.org/blog-posts/continuity-operations-during-covid-19-pandemic>
- **Teleconferencing Guidelines** - <https://its.ny.gov/article/teleconferencing-guidelines>
- **IT Practices and Procedures to Consider in Cases of Extended Telecommuting** -Mar 12, 2020 | BLOG POST: <https://icma.org/blog-posts/it-practices-and-procedures-consider-cases-extended-telecommuting>
- **Important Telecommuting Security Guidelines** - <https://its.ny.gov/article/important-telecommuting-security>
- **Telecommuting Policy and Procedure** - https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/telecommuting_policy.aspx
- **Alternative work options** - <https://www.mass.gov/info-details/alternative-work-options>
- **15 Questions About Remote Work, Answered, Harvard Business Review** - <https://hbr.org/2020/03/15-questions-about-remote-work-answered>
[utm_medium=paidsearch&utm_source=google&utm_campaign=dsa&hideIntrmercial=true&gclid=EAlaIqoC hMI7dLCjL7y6AIVg5-fCh16Uw2fEAMYAiAAEgKJ7vD_BwE](https://hbr.org/2020/03/15-questions-about-remote-work-answered?utm_medium=paidsearch&utm_source=google&utm_campaign=dsa&hideIntrmercial=true&gclid=EAlaIqoC hMI7dLCjL7y6AIVg5-fCh16Uw2fEAMYAiAAEgKJ7vD_BwE)
- **Guidance on Preparing Workplaces for COVID-19** - U.S. Department of Labor - Occupational Safety and Health Administration OSHA 3990-03 2020 [OSHA.gov](https://www.osha-slc.gov)

Best Practices Guidelines

General Administration - updated 6/3/20 - New Eos and CDC Guidance

Resources

- **Municipalities Look Back to 9/11 in Shaping COVID-19 Response - Governing Magazine** <https://www.governing.com/next/Municipalities-Look-Back-to-911-in-Shaping-COVID19-Response.html>
- **Local Government Finance Expert Connects Municipalities to COVID-19 Budget Planning Resources** - <https://Vtnews.Vt.Edu/Articles/2020/04/SPIA-Local-Government-Financial-Planning-Resources.Html>
- **Fiscal First Aid Resource Center - GFOA** - <https://www.gfoa.org/fiscal-first-aid>

The information contained in this document is not intended to provide legal advice and should be used only for guidance regarding various functions performed by municipalities. Individual questions regarding the applicability of Executive Orders should be directed to the Office of Policy and Management Intergovernmental Policy and Planning Division (IGPP) or the town's legal representative.