



JOSEPH FOX, SR., COORDINATOR

MATTHEW C. HALL, MPA, DEPUTY COORDINATOR

MEMORANDUM

TO: ALL STAFF; MAYOR AND COUNCIL

CC:

FROM: J.FOX; M.HALL

DATE: 12 MARCH 2020

SUBJECT: COVID-19 PROTOCOL

As provided in **Executive Order 103**, the protection of the health and well-being of New Jersey residents and the State's public workforce is a primary concern. It is equally important to ensure the continuous delivery of essential public services during the rapidly evolving outbreak of the novel coronavirus, COVID-19. Therefore, government operations need flexibility to address staffing capabilities to ensure essential operational needs are met. Similarly, employees require greater latitude in applicable working arrangements to prevent further spread of the virus and to prioritize their health and the health of their immediate family members.

Thus, in accordance with **Executive Order 103**, **N.J.S.A. App. A:9-45.**, and **N.J.S.A. App. A:9-40.5.**, which authorize and empower local Offices of Emergency Management to promulgate rules and to waive, suspend, or modify any existing rule where its enforcement would be detrimental to the public welfare, and specifically authorizes the local OEM to take appropriate steps to address the public health hazard of COVID-19, the Borough of Washington Office of Emergency Management, has issued the following guidelines for day-to-day governmental operations of the Borough of Washington for the next thirty (30) days, which point the protocol will be reevaluated and extended if necessary.

General Operations

1. Mandate that the public to utilize online payment options, U.S. Mail, or drop box service at Borough Hall for taxes, utility payments, licenses, permits, and other local government business.
2. Mandate that the public utilize phone, email, and if necessary, social media to make routine inquiries and/or report information to the municipality.
3. Otherwise close Borough offices to the public and only allow Borough employees, employees of other local, county, state, and federal offices and representatives of private entities having direct business with the Borough (ie: vendors or contractors).
4. Cancel land use board meetings in March and April.
5. Council meetings to be broadcast via Facebook Live.

6. Enhanced disinfecting of Borough Hall and DPW office space.
8. Enable work from home capability for key employees.
9. Prohibit official out of state travel and in-state conferences through end of May.
10. Cancel senior events through end of May.
11. Cancel Borough sponsored recreation events through end of May.
12. Use of biometric timeclocks is suspended until further notice.

Department of Public Works

1. Breaks and lunches shall be taken at the Department of Public Works, at the employee's home, or an isolated location (ie: in a parked vehicle). DPW Employees shall avoid local food service establishments and shall not make ancillary stops unless absolutely necessary when traveling outside of the Borough during working hours or refueling.
2. Issue an order that fire department will not respond to any EMS calls for service.
3. General public will be prohibited from entering the DPW garage. Electronics drop-off assistance will strictly by appointment only.
4. DPW personnel shall make every effort to avoid engagement with the public when working in and among the community (extended close conversation, shaking hands, etc...)
5. Enhanced disinfecting of DPW office space.

Fire Department

1. Issue an order that fire department will not enter households for any EMS calls.
2. Enhanced disinfecting of fire department office space.