

Memo



To: All Borough Employees
From: Teri Jover, Borough Administrator
Date: March 16, 2020
Re: Borough policies related to COVID-19 health emergency

The Borough of Highland Park is committed to the safety and well-being of all its employees and is doing its part to help slow the spread of COVID-19 in our community. To that end, the Borough is implementing the following temporary measures in an effort to balance employee concerns related to their own health and the health of loved ones, while maintaining required municipal operations:

- 1) Effective Monday, March 16th through March 30th, Borough Hall, DPW, the Community Center, Zone 6 Teen Center and Library will be closed to the public. The closures may be extended and we will inform employees as soon as a determination is made.
- 2) Remote access capabilities are being implemented for department heads as well as non-essential office employees to enable them to work-from-home to the greatest extent possible. Plans are being made for non-essential employees to flex schedules with one another and work-from-home to limit the number of employees in Borough buildings on any given day.
- 3) All Borough-related meetings and conferences as well as travel both in-state and out-of-state are cancelled until further notice.
- 4) The Borough's paid time-off policies (i.e. sick, vacation and personal leave) have been modified so that there is no requirement to charge paid time off for absences in the following instances:
 - a) An employee is diagnosed with COVID-19;
 - b) An employee is directed by a medical professional or government agency to self-isolate or quarantine due to suspicion of exposure to or diagnosis with COVID-19;
 - c) An employee is undergoing a period of self-quarantine or isolation pursuant to public health assessment recommendations;

- d) A non-essential employee is providing care to an immediate family member who (i) has been diagnosed with COVID-19, (ii) was directed by a medical professional or government agency to self-isolate or quarantine due to suspicion of exposure to or diagnosis with COVID-19, or (iii) is undergoing a period of self-quarantine or isolation pursuant to public health assessment recommendations; and/or
 - e) A non-essential employee is staying home to provide care for a child due to the closure of the child's preschool program, elementary or secondary school, or childcare center related to COVID-19.
- 5) For essential Borough employees, i.e. Police, Fire, Public Safety Telecommunicators and DPW, situations that arise under paragraphs 2d or 2e above will be addressed on a case-by-case basis to ensure that appropriate staffing levels are met for Borough operations.

Last, but certainly not least, all employees are reminded of the importance of continuing to follow the CDC guidance on best practices regarding social distancing (no closer than 6 feet for no more than 10 minutes) and personal care (handwashing, sanitizing regularly). You can get more information at **www.cdc.gov/COVID19**.