



Township of Maplewood

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MEMORANDUM

To: All Staff

From: Sonia Alves-Viveiros, Business Administrator/QPA

cc: Township Committee
Roger Desiderio, Township Attorney

Subject: Reopening Guidelines/Standard Operating Procedures

Date: July 2, 2020

Township of Maplewood COVID-19 Reopening & Prevention Standard Operating Procedures (SOP)

The purpose of this policy is to provide a safe and healthy environment for all residents, visitors, volunteers, municipal officials, and employees. These regulations contained in this SOP shall remain in place until such time that the State of Emergency is lifted and standard safety measures against COVID-19 are implemented. Operations are subject to change due to the instability of the pandemic. This SOP will be updated as information, situations, and guidelines from the State continue to develop.

It is important to remember that returning employees to the workplace during and after the COVID-19 pandemic will not be as simple as announcing a reopening and carrying on business as usual. The workplace operations must adhere to the following health and safety measures to build confidence in the process and prevent illness among our staff and those who enter the building(s).

Most Township services reopened to the public effective Monday, June 29, 2020. The Township has already implemented a number of measures to help keep staff healthy during the COVID-19 pandemic and promote a safe work environment.

- The Township installed sneeze guards throughout its public buildings.
- The Township has acquired sufficient personal protective equipment to ensure there are continuous supplies available to staff.

- All of the buildings that serve the public have been supplied with cleaning supplies to enable staff to clean their workspaces periodically throughout the day.
- There are periodic and daily deep cleanings of Township properties by staff and an outside vendor.
- The Township continues to provide free COVID-19 testing for its employees.
- Employees have access to the Township's employee assistance program for any COVID-19 related difficulties, which is accessible through the following link: <https://allonehealth.com/allone-health-locations/sandcreekeap/>.

Now that the Township is reopening most of its services to the public, here are a few reminders on what the CDC recommends to prevent COVID-19 from spreading in the workplace, to coworkers, and to the public at large.

Workplace Safety

There are public health measures that the CDC recommends to help to slow the spread of COVID-19, such as:

- **Social distancing** (standing 6 feet apart from others and avoiding areas with crowds of people where the 6-foot distance cannot be maintained);
- **Wearing a face mask/ face covering**; and
- **Frequent handwashing**. If you are unable to wash your hands properly for twenty seconds using soap and water, then the use of alcohol-based hand sanitizer is the next best option. It is advisable to wash your hands/sanitize hands after each contact with customers or customer items.

All employees shall have access to hand soap, gloves, tissues, hand sanitizer, and disposable disinfecting wipes in each department. This will help keep employees safe while performing their jobs.

In addition, employees should not share desks, offices, or phones. Employees should disinfect phones, shared equipment, electronic devices and other shared items regularly. The Township has increased cleaning services in its buildings and will provide employees access to disinfecting wipes in order to clean frequently touched surfaces.

The Business Administrator and Department Heads shall evaluate any scheduled group meetings, training or conferences, or facility activities and may choose to cancel or reschedule. Internal employee meetings should be conducted virtually, where possible. Internal employee meetings should be conducted virtually, where possible. Any staff meeting held in person must not exceed indoor capacity permitted by any executive order in effective at the time of the meeting, be provided in a space that can accommodate a six (6) foot physical distance among all attendees and allow for proper air flow.

IF YOU ARE SICK, STAY HOME. NOTIFY ADMINISTRATION. PLEASE REFER TO EMPLOYEE HANDBOOK FOR SICK LEAVE POLICY.

According to the CDC, people with COVID-19 have had a wide range of symptoms reported. The CDC reports that people experiencing the following symptoms may have COVID-19: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue,

muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

If you are showing symptoms of COVID-19, please contact the Business Administrator's office. You may be eligible to use the Federal Emergency Paid Sick Leave for your own illness. If you are eligible and elect to do so, you should tell Human Resources which leave balance you intend to use for your absence. If you are unable to call on your own behalf because you are experiencing symptoms of COVID-19, any adult family member may call on your behalf.

Within three days of the start of your absence, you should send an email to the Business Administrator detailing your name, the day that you are requesting leave, that you are requesting leave due to your own illness, and a statement that you are unable to work because of your COVID-19 related symptoms. If you are too ill to send this communication in on your own behalf during the first three days of your absence, any adult member of your family may do so on your behalf.

If you have used the available Federal Emergency Sick Leave you may your accumulated leave balances if you remain ill and wish to remain in paid status. Consistent with Township policy, you must use your sick leave first but you may then use vacation and/or other forms of paid leave after your sick leave balances have been exhausted.

PLEASE CONTACT THE BUSINESS ADMINISTRATOR'S OFFICE FOR COVID-19 RELATED SICK LEAVE QUESTIONS AND REFER TO POLICIES FOR FURTHER GUIDANCE.

Daily COVID-19 Screenings

In order to help prevent the spread of COVID-19 in the workplace, the Township will be implementing a daily screening questionnaire. The questionnaire will have employees answer questions related to COVID-19 symptoms and will be available on employee computers and kiosks. Consistent with this SOP, employees should not share their computer with coworkers. Employees who are not assigned a work computer will have access to a kiosk to complete the questionnaire. All employees must complete the questionnaire daily by before beginning their workday.

Employee questionnaires will be kept confidential as medical records and will be maintained separately from personnel files.

Wearing a facemask/face covering in the office setting:

- Everyone must wear a face mask in the office as long as it can be medically tolerated. Any person entering Township property must wear a face mask as long as it can be medically tolerated. Employees are not permitted to wear a face shield without a face mask or covering.
- The township will provide face masks or coverings to employees. Please contact Administration for supplies.
- Wearing a face mask or face covering helps protect others from coming into contact with potentially infectious respiratory droplets. As per the CDC, even someone with no symptoms and who feels fine can be infected with COVID-19. If this person is not wearing a face mask, they can spread the virus to others by contaminated high-touch, shared surfaces in the workplace.

When to wear a face mask/ face covering:

- Always have a face mask/face covering in your possession and use it as long as it can be medically tolerated.
- Even if there is a plexiglass barrier between you and the customer or visitor, employees must wear a face mask.

CDC Recommendations on how to wear a face mask/ face covering:

- Wash your hands before putting on your face covering.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit the face covering snugly against the sides of your face.
- Make sure you can breathe easily.
- Keep the covering on your face the entire time you're in public.
- Do not put the covering around your neck or up on your forehead.
- Do not touch the face covering, and, if you do, clean your hands.
- The face mask/ face covering should cover your mouth and nose when in use.
- When you remove your face covering at home:
 - Untie the strings behind your head or stretch the ear loops.
 - Handle only by the ear loops or ties.
 - Fold outside corners together
 - Place the covering in the washing machine.
 - Wash your hands with soap and water.

*** Please refer to the CDC website for further information on how to safely wear and take off a face covering: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>*

Travel Advisory

On June 24, 2020, the Governor announced a fourteen-day quarantine travel advisory for individuals traveling to or returning to New Jersey from states with increasing rates of COVID-19. Employees must contact the Business Administrator's office if they travel to a state that meets the travel advisory's criteria.

As per the Governor's travel advisory, individuals who travel to or from certain states that have a positive COVID-19 test rate higher than 10 per 10,000 residents or have a 10% or higher positivity rate over a seven-day rolling average.

Please refer to New Jersey's COVID-19 Information Hub for a list of which states are effected by the travel advisory: <https://covid19.nj.gov/faqs/nj-information/general-public/are-there-travel-restrictions-to-or-from-new-jersey-should-i-self-quarantine-if-i-have-recently-traveled>.

Employees who are returning from impacted states must self-quarantine at their homes for fourteen days and should only leave their homes to seek medical care/treatment or to obtain food and other essential items.

Employees should also follow current CDC guidance regarding travel, available here: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

Reopening to the Public

The Township is also implementing policies to help manage interactions with the public during the pandemic. These measures will help keep Township employees and the public safe.

Operations

- Signage shall be placed in prominent locations to remind employees and the public concerning hand hygiene, social distancing, and face coverings.
- Markers: Six (6) foot markings will be located within Township buildings. A one-way flow of traffic will be demarcated for employees and the public.
- Single occupancy bathrooms in Town Hall will be locked to the public. Bathrooms on basement level of the Town Hall building will be assigned to the public.

Services to the Public upon Reopening

- Most Township services will reopen to the public effective Monday, June 29, 2020 as follows:
- Town Hall will be open to the public from 9 am to 4:30 pm, Monday to Friday. Where possible, face to face interactions with the public should be made by appointment only. As more buildings open to the public, they must also follow the policies established in this SOP.
- All services that can be conducted using electronic workplace communications (emails, fax or phone calls), via remote transactions i.e. online form submissions

or payments, mailed or put into the white drop box at the back door is strongly encouraged and highly recommended. Encourage the public to also use Spatial Data Logic as a resource for inquiries.

- All Department Heads must consider the necessity of any scheduled meetings or interactions with the general public, which may pose an undue exposure and risk to staff. All in-person interactions must maintain social distancing.
- Individuals must wear face coverings to enter Township properties and they must be worn as long as they can be medically tolerated.

Gatherings in Public Buildings

- Per the Governor's order as of June 24, 2020, indoor gatherings are to be limited to 25% capacity, not to exceed 100 persons.
- For the immediate future, Township Committee meetings and subcommittee meetings will continue via remote access to provide for social distancing precautions.

We sincerely appreciate all of the changes you have had to endure and the sacrifices you have made during the COVID-19 pandemic. While we expect that all employees will follow these policies, any failure to do so may result in disciplinary action up to and including termination. Thank you for your anticipated cooperation with these policies that will help keep you, your coworkers, and the public safe.

For further guidance, questions or concerns, please contact Administration. We expect that the guidance to our Township will continue to evolve over time and will endeavor to provide you with notice of changes to this policy should they occur.

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