



**BOROUGH OF
ATLANTIC HIGHLANDS**

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Borough Administrator**

November 5, 2020

**UPDATE: Local Operational Guidance- COVID-19:
Guidance to Facilitate Continuity of Operations (EO 192)**

EMERGENCY COVID-19 WORK POLICY & PROCEDURES

Below are revised procedures for conduct by all Borough employees while at work in the Borough facilities or on duty, issued pursuant to Executive Order No. 192. Many of these policies are familiar and simply restated. These policies and procedures are now requirements of work until further notice.

GENERAL STAFF CONDUCT:

In common areas:

When in common areas and meeting with the public in the lobby or outside the front or back doors or at any other municipal building location, all employees must wear a mask or face covering, with limited exceptions, and maintain a social distance of six (6) feet.

Only if necessary, one (1) person may be in the Borough elevators at any time.

Interoffice business should be conducted via telephone, email and interoffice mail. **Casual office visits are NOT allowed.** However, if you must enter another department's offices you should wear a face covering.

While in your department offices:

Social distancing of six (6) feet shall be maintained at all times.

We are all seated more than six (6) feet apart and we ask that you respect other workforce areas. The use of the copy, fax and postage machine are for all but please wipe them down after each use with wipes provided.

You should not use another employee's telephone, desk, computer or any office supplies on his/her desk. (applies to all departments)

While seated in your own office, you are not required to wear a mask or face covering.

Meetings:

If a face to face meeting is absolutely unavoidable, then it must take place in the lobby or if privacy is needed, in the small back conference room at Borough Hall or a downstairs Conference room. You must wear a mask or face covering even when maintaining social distancing. When meeting is complete you must notify the Borough Administrator via email that this location was used for such meeting so proper disinfecting can take place.

Temperature Monitoring:

Each employee must monitor his/her daily temperature. No one may enter any Borough building with a body temperature of 100.4 degrees Fahrenheit or higher.

SUPPLIES:

The following supplies have been distributed and/or are available. Just ask.....

- Gloves - Wearing gloves during the workday is optional and up to the individual employee
- Face Masks
- Spray disinfectant – This should be sprayed and not wiped away
- Disinfecting wipes
- Hand Sanitizer
- Touchless temperature thermometer (each department)
- Workplace Re-Entry Checklist

Additionally, there are several hand sanitizer stations at each public building and on each floor of Borough Hall and individual bottles to each employee has been distributed. If more are needed, please ask.

EXPOSURE:

Incidental Contact: If an employee believes he/she has had incidental contact with someone who has the virus, but has NOT been directly contacted by a local Health Department, the employee may continue to work provided he/she is symptom-free and wears a face covering throughout the entire workday as he/she self-monitors. If the employee chooses to remain home while self-monitoring, regular paid time off policies apply.

Close Contact: If an employee has had close contact with someone who is positive with COVID-19, testing and a quarantine period will be required. Close contact is described as follows:

- Being within six (6) feet of someone who has COVID-19 for a total of 15 minutes or more
- Providing care at home to a person who has tested positive for COVID-19
- Having direct physical contact with a person who has tested positive for COVID-19
- Sharing eating/drinking utensils with a person who has tested positive for COVID-19
- Being exposed to a COVID-19-positive person from a sneeze, cough, or some other exposure to respiratory droplets

Determination:

The determination to be sent for testing and length of quarantine period will be made by the Monmouth County Health Department and the Borough Administrator, in possible consultation with other professionals. After that, a determination of returning to work will be made by the Borough Administrator based on best known information.

NOTIFICATION OF ILLNESS & TESTING INFORMATION:

Each employee is required to notify his/her Department Head, or his/her designee, of ANY type of illness the employee is experiencing and/or if someone in the employee's immediate household has or is suspected to have COVID-19.

Reporting: The Department Head, or his/her designee, will be responsible to report ANY AND ALL incidences of employee illness or suspected exposure of COVID-19 to the Borough Administrator, or his designee.

Any employee reporting to work that is symptomatic or has a temperature above the Borough's threshold will be directed to take a COVID-19 test and/or may be sent home by his/her Department Head. The Borough can make arrangements for employees to be tested at a local facility.

If the employee does not wish to submit to testing, he/she may be unable to return to work and/or meet the criteria for COVID-19 compensation approval. Standard leave rules apply for sicknesses other than COVID-19.

If sent for testing by the Borough, a positive notification will come from the medical professional; after that you are to directly report it to the Borough Administrator. If a negative result is received by the Borough Administrator, you will then be notified of when you can return to work.

The Borough reserves the right to request additional documentation for absences related to COVID-19 and returning to work during the COVID-19 pandemic.

COMPLIANCE:

Falsification of any documentation related to this policy will result in disciplinary action, up to and including termination. The employee will also be charged back the time for any paid leave that was granted.

WE ARE ALL IN THIS TOGETHER!! to the Borough will comply with the ADA, EEOC, and any applicable HIPAA rules and regulations with respect to employee confidentiality and medical records, keeping in mind that notification, without name(s), must be provided to employees exposed to COVID-19.

**This policy supersedes any previous "Return to Work Policies and Procedures" document or guidelines distributed by the Borough.*

Employee Evaluation for COVID-19 Workplace Re-entry

(Updated 11/13/2020)

This form is to be reviewed by every employee each day that you come to work, within 1 hour of your "report to work time". This form only needs to be filled out and sent to Administration if your answers are a concern for COVID related illnesses. They will be managed in a separate medical file. Thank you for your cooperation.

Name _____

Department _____

Have you had a temperature of 100.4 or higher within the past 3 days? _____ YES _____ NO

Have you had any of the following symptoms within the past 3 days? Please contact Adam Hubeny

____ Vomiting ____ Cough (unrelated to allergies) ____ Shortness of Breath ____ Unusual Fatigue
____ New loss of sense of taste or smell ____ Worsening / consistent headaches ____ Unusual muscle pain
____ Sore throat (unrelated to allergies) ____ Diarrhea ____ Nausea ____ None of the above

Over the past 14 days have you been in close contact with any person who has tested positive for COVID-19?
____ YES ____ NO

Over the past 14 days have you been in close contact with any person who has had symptoms of COVID-19 without being tested? _____ YES _____ NO

Have you traveled out of the state over the past 14 days, or do you have plans to do so?

____ YES ____ NO (Travel to where / from _____)

Have you traveled out of the country over the past 14 days, or do you have plans to do so?

____ YES ____ NO

Do you plan or have you visited a hospital or a long-term care facility in the past 24 hours?

____ YES ____ No

Have you (in the past 30 days) or do you have plans for travel outside of the state of New Jersey in the next 30 days, via train, bus, airplane? _____ YES _____ NO

(If yes, what State? _____)



November 2020

Mandatory COVID-19 Workplace Safety Standards for N.J. Employers

On October 27, 2020, Governor Phil Murphy signed [Executive Order #192](#) which requires all New Jersey public and private employers institute mandatory health and safety protocols to protect workers and their families from COVID-19 exposures.

“New Jersey becomes the only state to leverage its public sector-only jurisdiction to protect workers in the private sector from COVID-19. We now have the essential tools and resources we need to ensure businesses are operating safely, and our economy is moving forward,” said **Labor Commissioner Robert Asaro-Angelo**. “By protecting New Jerseyans in the workplace, we are lessening the health risks to families and communities.”

The Executive Order will require both private and public sector employers to follow health and safety protocols. The Order mandates that as of 6:00 a.m. on November 5, all employers, at minimum, require employees and employers to:

- Maintain at least six feet of distance from others to the maximum extent possible;
- Require employees and visitors to wear masks when entering the worksite, subject to certain limited exceptions.
- Provide approved sanitization materials to employees and visitors at no cost to those individuals;
- Ensure that employees practice hand hygiene and provide sufficient break time for that purpose;
- Routinely clean and disinfect all high-touch areas in accordance with DOH and CDC guidelines;
- Conduct daily health checks, such as temperature screenings, visual symptom checking, self-assessment checklists, and/or health questionnaires, prior to each shift, consistent with CDC guidance;
- Exclude sick employees from the workplace and follow requirements of applicable leave laws; and
- Promptly notify employees of any known exposure to COVID-19 at the worksite.

The Department of Labor and Workforce Development will collaborate with the Department of Health’s efforts to address worker complaints from their employers. NJDOL will establish an electronic form to receive complaints and develop a protocol to review complaints.

The Executive Order also directs NJDOL to provide compliance and safety training for employers and employees. The Department will provide materials to inform workers of their rights and businesses of their obligations as well as coordinate with workforce training partners to create and provide training.

This bulletin is intended for general information purposes only. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Always follow your organization's policies and procedures as presented by your manager or supervisor. For further information regarding this bulletin, contact your Safety Director at 877.398.3046.

NOVEMBER 2020

COVID 19 DAILY SELF ASSESSMENT ACKNOWLEDGMENT

Employee Name: _____

Employee Title: _____

Department/Worksite: _____

I acknowledge that I have received a copy of the COVID-19 DAILY HEALTH SELF-ASSESSMENT, which is also available for review on the Borough website (www.ahnj.com). I understand that I am required to review the COVID-19 DAILY HEALTH SELF-ASSESSMENT each day prior to reporting for work. I also understand that if I am sick, experiencing symptoms of COVID-19 or exposed to COVID-19, as described on the COVID-19 DAILY HEALTH SELF-ASSESSMENT, I must stay home from work, advise my supervisor of my absence and contact the Administrator.

Employee Signature: _____

Date: _____