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# Township of Byram

## COVID-19 Work Policy and Procedures

As the COVID-19 slows and the office returns to normal operations, the Township wants to ensure that all employees are aware of the steps being taken to protect the health and safety of the employees and our residents. Included in this document are the procedures for conduct in the Municipal Building and all the common areas of Township facilities. The following protocol and safety measures are enacted until further notice. This is the policy of the Township of Byram and replaces the Township's Coronavirus Emergency Policy.

All employees and residents will be required to maintain social distancing while on the premises. The Township reserves the right to send employees home from work and take other disciplinary action, up to and including immediate termination, for refusal to abide by any of Township's policies.

### 1.0 Personal Protective Equipment

**FACE COVERINGS (FACEMASKS) ARE TO PROTECT OTHERS FROM YOU:** All employees are required to wear face coverings while in common areas of the Municipal Building, hallways, bathrooms, and other public areas. You are not required to wear a face covering while sitting at your desk.

The Township will provide employees with an initial supply of masks and will replace to the extent that they are available. Employees may also choose to wear their own face coverings if preferred and may need to provide their own face coverings should a supply of masks are not available.

No one is to enter an employee's office/workstation unless you are wearing a face covering.

The Township will provide disposable gloves to employees upon request and will replace to the extent they are available.

### 2.0 Social Distancing

Social distancing (6 feet) will always be maintained.

- Plexiglass barriers have been installed at public counter and between workstations where there is no six feet of distance.
- Office visits are limited to work related business only and only when necessary.
- No more than two people will be allowed in the lunchroom/mail room at a time.
- Lunch must be taken outside of the office or at your desks.
- No more than one person will be allowed in the men's or ladies room at a time.
- Avoid sharing supplies, desks, computers, and phones.

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- All employees should endeavor to remain in cubicles and offices whenever possible. Avoid gathering while in the office.
  - All in-office meetings, including public meetings are prohibited until further notice. These meetings should continue to be done via a conference call, or other online methods.

### **3.0 Sanitizing**

Employees will be provided with sanitizer, so long as it is available, to clean their workspaces. Frequently touched surfaces on personal items, such as phones and keyboards should be disinfected and cleaned at least daily by individual users. Disinfecting spray can be used to spray on surfaces that you believe have been contaminated, preferably at end of day when leaving. Spray disinfectant is for surfaces only. Do not spray into the air and only on surfaces. Do not spray on electronic equipment or sockets/plugs.

Employees will sanitize all office common areas and common area equipment (copiers) on a regular basis. Unless impeded by a short supply of product, we will make sanitizing hand lotion and sanitizing wipes available throughout the office.

Every day, the common areas of the municipal building will be sprayed with disinfectant. This will be done in the morning before anyone arrives.

Hand sanitizer will be provided, to the extent available.

The cleaning company will also clean and disinfect common areas, including bathrooms, kitchen, on a weekly basis during the work week. An employee has an option, with management's approval, to not allow the cleaning company employees to enter their workspace areas or offices for cleaning.

Cleanliness and neatness of work areas, cubicles and offices is required. It is an objective to declutter all offices, workstations, and work areas. It is recommended that all work be put away prior to leaving for the day.

### **4.0 Personal Hygiene**

To prevent spread of COVID-19, all employees are required to follow the guidance listed below:

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Throw all used tissues in the trash right away and wash your hands immediately after handling used tissues.
- Avoid touching your eyes, nose, or mouth.
- Avoid close contact with people who are sick

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## 5.0 Screening

The Township will be requiring a mandatory health screening in the form of a daily self-assessment to monitor employees entering the building each day. The Township is relying on each employee to conduct a daily self-screening for the most common symptoms of COVID-19, indicating if they feel sick and if in the last two weeks they have been in close contact (within 6 feet of an infected person for at least 15 minutes) with someone with symptoms of COVID-19, tested for COVID-19 or diagnosed with COVID-19.

The list below includes the most common symptoms of COVID-19, but is not exhaustive:

- Fever more than 100.4 degrees Fahrenheit
- Fatigue
- Runny nose
- Sore throat
- Dry cough
- Shortness of breath
- Chills, muscle aches, or stomach cramps with diarrhea
- Persistent pain or pressure in the chest
- Bluish lips or face
- Inability to taste or smell

Any employee who exhibits the initial viral symptoms - fever, dry cough, headache, muscle pain, and experience shortness of breath or other problems breathing – are encouraged not to come to work. Those employees may be required to stay home for a minimum of 14 calendar days unless they have been properly tested for the coronavirus by a qualified healthcare provider and receive a negative diagnosis for infection. A release from a doctor will required to return to work.

All employees who have had close contact or live with someone who has contracted the Coronavirus, will be required to remain out of work for at least 14 calendar days after the exposure and may be required to work from home. If they remain asymptomatic after the 14-day period ends, they may return to work.

Those employees who are required to stay at home may either work from home (if that is possible with management's approval) or use their PTO days to compensate for loss of work. The remaining employees who are not able to work from home may use their PTO days to compensate for loss of work. If we believe that your services are required, we reserve the right to require you to work from home, if possible. Those who do not use their PTO days or who do not have the necessary PTO days to cover their absence will be considered on leave without pay. Employees will be required to use their unused sick leave, but will have option to use vacation, personal and floating holidays. If employee is requesting to take time off without pay, requests must be submitted in writing to the manager.

## 6.0 Travel Advisories:

It is expected that all employees exercise appropriate judgment when traveling which includes appropriate use of personal protective equipment, social distancing, sanitizing, and practicing

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good personal hygiene. The Township is relying on all employees to conduct a daily self-screening for the most common symptoms of COVID-19 to promote a healthy and safe work environment. Employees should be respectful of other employees and understand at any time they could be a carrier of COVID-19.

New Jersey Travel Advisory:

In coordination with New York and Connecticut, Governor Murphy instituted a travel advisory for all individuals traveling from states with significant spread of COVID-19. The advisory, which went into effective midnight June 24th, recommends that individuals returning from any of the identified states to self-quarantine for 14 days. Please check <http://covid19.nj.gov/> to access the full list of states. The website is minimally updated every Monday.

The self-quarantine is voluntary, but compliance by the State of New Jersey is expected.

All Employees are required to disclose to their department head or the Township Manager if they are traveling to a state defined by New Jersey that is requiring self-quarantine for 14 days.

Center for Disease Control – Level 3 Travel Health Notice:

All employees traveling or who have traveled to a country designated by the Center for Disease Control as having a Level 3 Travel Health Notice may be required to self-quarantine. Information pertaining to the Center for Disease Control Travel Health Notices can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

General:

The Township is advising that employees should consider to self-quarantine for 14 days for the safety of other employees after traveling to a state with a travel advisory or travel to a country designated with a Level 3 Travel Health Notice. Employees can use their PTO days to compensate for loss of work.

All Essential Employees, which are defined as employees that cannot complete their job functions at home, will be permitted to return to work if they chose to not self-quarantine but will be required to meet additional accommodations to protect other employees. This may include, but not limited to, wearing a face covering always, isolating self from others to avoid exposure, and any other measures that can be implemented to protect fellow employees.

Non-essential employees, which are defined as an employee that can complete their job functions at home, may be permitted to work from home if it is possible with management's approval. This will be reviewed on an individual basis and will be considered for the safety of other employees.

An employee may appeal to the Township Manager for a waiver to return to the office if they believe they or another traveler visited areas and regions unaffected by the virus. The Township Manager will only grant a waiver based on information provided in the Center for Disease Control Travel Health Notices and the New Jersey Department of Health. The information

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provided should show that there is currently no reported spread of the virus in the area visited and/or there is a minimal risk of contracting the Coronavirus in the area visited. The Township reserves the right to require medical clearances in such cases.

### **7.0 Opening to Public/New Procedures:**

All Municipal Buildings remain closed to the public for general business. Employees shall work during their regularly scheduled shifts and all municipal business should be conducted via mail, email, telephone, tele/video conferencing, and/or website.

Soft Opening to the Public: Monday, June 15, 2020, the building will be open to the public by appointment only. All members of the public requesting an appointment shall call in advance.

Full Opening to the Public: Targeting, Monday, June 29, 2020.

For Public Access and Entry to all Municipal Buildings:

1. Public will be instructed, via signage outside, they are required to wear proper face coverings for the purposes of covering the mouth and nose.
2. Public will be instructed, via signage outside, they are required to maintain Social distancing of not less than six (6) feet.
3. Public will be instructed, via signage outside, that they are not to enter the building if they are running a fever, feel ill or they have been in contact with anyone who has been ill with COVID-19.
4. Members of the public that fail to abide by the rules will be asked to leave the building immediately and may be subject to other enforcement action.
5. Any business transaction that can be completed remotely or by mail will continue to be encouraged.
6. The public will be directed to pay taxes, and sewer payments online, or use the drop box at the municipal building.
7. All forms will be available online and members of the public will be encouraged to download and fill them out before dropping them off at the municipal building.
8. No members of the public shall be permitted to access the employee space. All business shall be done through plexiglass/counter locations.
9. In person meetings shall not be scheduled unless it can be done through the plexiglass/counter.
10. If there is a need to schedule an in-person meeting, approval of Township Manager is required, and that meeting shall be scheduled in the council meeting room to maintain appropriate social distancing. Public access to the council meeting room is only through the finance entrance of the building.

Note: The above applies to the Police Department when it can be supported. It is understood the Police Department deals with events and activities that may not support full compliance. The Chief of Police can approve an in-person meeting, but still needs to make every effort to maintain the appropriate social distancing.

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## 8.0 Revision History:

<b>Date of Change</b>	<b>Responsible</b>	<b>Summary of Change</b>
May 29, 2020	Joseph Sabatini	Initial Version
June 8, 2020	Joseph Sabatini	Updated Section 6.0
July 9, 2020	Joseph Sabatini	Updated Section 6.0 to be specific to Travel Advisories.
November 4, 2020	Joseph Sabatini	Updated Section 5.0 Screening to include required daily self-assessment health screening.

Employees with questions or concerns about this policy should speak to their Department Head or the Township Manager immediately.