



Township of Lakewood

MUNICIPAL BUILDING
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DEPARTMENT OF HUMAN RESOURCES

Patricia A. Komsa

To: All Township Employees
From: Patrick Donnelly, Municipal Manager
Date: March 13, 2020
RE: COVID-19

In an effort to minimize the spread of COVID-19, the Township would like to stress to all employees that if an employee has been exposed to someone with novel coronavirus, particularly ill members of their household or the general public or been diagnosed, they should follow the recommended course of action as prescribed by the CDC and/or State Department of Health and/or their healthcare provider. Further, employees should notify their department head or supervisor immediately. Should an employee be directed by their healthcare provider to isolate or quarantine, they should forward a copy of the doctor's note electronically to their department head and/or immediate supervisors. Employees will be allowed to use accrued leave time of their choice in such cases.

