

Catherine Underwood

From: Hannah Sonney Utehkari
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Sent: Friday, April 26, 2024 2:20 PM
To: Catherine Underwood
Subject: OPRA request - Covid related mandates

Caution: This is an external email and has a suspicious subject or content. Please take care when clicking links or opening attachments. When in doubt, contact your IT Department

I am a student doing a project on COVID-19 mandates. I need to be sent all the PAST (and if applicable, current) COVID related mandates issued by the county. Other jurisdictions have provided emergency declarations, social distancing guidelines, etc.. Any health orders, ordinances, resolutions, mandates, etc..

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-61150-3f3251dd@requests.opramachine.com

Is cunderwood@berlintwp.com the wrong address for OPRA requests to Berlin Township? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=berlin_township

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/covid_related_mandates

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

Employee Memorandum

Date: July 30, 2020
To: All employees
From:
Re: Covid-19 Pandemic

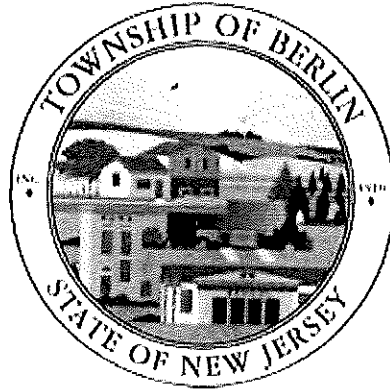
Berlin Township request all employees read and follow all these guidelines diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions.

Conference, Meetings and Trips

- All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- In-person meetings should be done virtually where possible.
- If you are planning to travel out of state voluntarily to any state on the Governors' Advisory List, you must quarantine for 14 calendar days, using your time before returning to work. You will also be asked not to come into physical contact with any colleagues during this time.

General hygiene rules:

- Wash your hands often, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you'll find around the office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).



To: All Berlin Township Employees
From: Phyllis Magazzu, Mayor
Date: November 5, 2020
Subject: **Berlin Township Employee Guidelines**

All employees should sign document acknowledging receipt with Clerk.

Policy

All Berlin Township offices will continue to stay closed to the general public. Public will continue to contact departments by phone or email to make a request or appointment. We will continue to follow the guidelines of the CDC(Center of Disease Control) along with our state and local government policies and the overall response to the COVID-19 pandemic. The Township's intention is to safeguard our employees and the general public health and well-being during this pandemic while ensuring the Township's ability to maintain operations as we continue to provide services to our residents.

Procedures:

The COVID-19 virus is thought to spread mainly from person to person and contaminated surfaces or objects. It is imperative that employees and the general public wear face coverings at all times. This practice will help protect

coworkers and members of the general public. The following policies and procedures have been implemented to protect Berlin Township employees and the general public:

- It is mandatory that anyone entering **all municipal buildings and offices must wear a cloth face covering**. The cloth face cover is not a substitute for social distancing
- **Anyone entering the building must have their temperature scanned. Anyone having a temperature of 100.4 degrees F or greater must not be allowed to enter the building.**
- Directive floor signs and markers have been placed throughout the building to ensure social distancing. All employees must stay 6 feet apart from others when entering shared spaces. All employees must wear a personal protective equipment at all times when interacting with the general public. We also discourage exchanging writing utensils with the general public and/or your coworkers.
- Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails and door knobs.
- Avoid using others employees phones, desks, offices, or other work tools and equipment, whenever possible. If necessary, to share or use others equipment, please clean and disinfect before and after use.
- For safety, there are alcohol-based hand sanitizer stations available for the throughout the building.
- If handling money, please utilize gloves and dispose of the gloves prior to touching next items (i. e. keyboard) whenever possible. If not possible, wipe down keyboard or other items prior to next use.

- When handling items provided to you during the course of interacting with public, please utilize hand sanitizer or gloves before and after exchange of items.
- We urge all employees to properly use personal protection equipment (PPE), wash hands frequently and practice social distancing. Please remember wearing a face covering does not replace the need to practice social distancing.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
- At designated timeframes throughout the day, the “common areas” will be cleaned and air disinfectant spray to help limit any potential exposure.
- Signage will be posted to remind Employees to wear face covering and maintain at least 6 feet between one another.



MEMORANDUM

To: All Berlin Township Employee

From: Phyllis Magazzu
Mayor

Subject: **Berlin Township Policy and Procedure Guidelines – COVID-19**

Date: November 14, 2021

Overview

Berlin Township strives to provide a safe and healthy workplace for all employees. We will continue to follow the guidelines of the CDC (Center of Disease Control) along with our state and local government policies in the overall response to the COVID-19 pandemic. The Township's intention is to safeguard employee health and well-being during this pandemic while ensuring the Township's ability to maintain operations as we continue to provide services to our residents.

Policy and Procedure

The municipal building is in "open" status and fully operational with the current safeguards in place. All business transactions will be done at the front door of the lobby. Governor Murphy has lifted most restrictions that were previously put in place due to the COVID-19 pandemic, however employees are required to continue to do their part to maintain a healthy work environment for themselves and their colleagues.

In accordance with CDC guidelines - masks/facial coverings WILL NOW BE REQUIRED BY ALL EMPLOYEES AND VISITORS REGARDLESS OF VACCINATION STATUS when social distancing is not possible (for example - masks must be worn in all common areas and while not at your desk within the office settings).

- ☐ Berlin Township has taken a number of steps to minimize your exposure to or spreading of infections by sanitizing the workplace daily. Adequate supplies of personal protection equipment, such as face covering, rubber gloves, and anti-bacterial hand gels and wipes.
- ☐ We urge all employees to properly use personal protection equipment (PPE), wash hands frequently and practice social distancing.

CARES ACT (Coronavirus Aid, Relief, and Economic Security):

CARES Act – as it pertains to the 2020 act where 10 days of paid time off to quarantine, take care of yourself or a loved one – **WAS NOT EXTENDED**. That part of the Act ended 12/31/20. As of 1/1/2021, if you need to take time off for these reasons you will need to use your own time off balances.

The only exception to this would be if your exposure occurred at work. For those instances, please contact, Municipal Clerk Catherine Underwood and your supervisor.

VACCINE UPDATE:

Employees who receive both vaccine doses for the coronavirus vaccine (or one dose of Johnson & Johnson), the below quarantine for travel and exposure to coronavirus do NOT apply. if the second shot (or Johnson & Johnson single shot) was administered at least 14 calendar days prior to travel or exposure.

(EXCEPT WHEN SYMPTOMS ARE PRESENT – PLEASE CONTACT PERSONNEL & DEPT. HEAD PRIOR TO RETURNING TO WORK IF SYMPTOMATIC)

In these instances, proof of full vaccination will be required to be sent to Personnel.

TRAVEL:

UNVACCINATED (OR IN-PROGRESS VACCINATION) EMPLOYEES:

Employees who travel outside of New Jersey for non-Township related purposes (by any means of transportation i.e. bus, airplane, car, etc.) ARE REQUIRED to report the planned travel to their direct supervisor and Personnel Office (Catherine Underwood) along with the State or Country of travel (**not to include doctor appointments as documented by a doctor's note)

If traveling to or from states that are beyond the immediate region (specifically New York, Connecticut, Pennsylvania, and Delaware) or to another country, **employee is required to remain off Township campus following the travel, and do one of the following:**

Quarantine for 3 calendar days (For example: If you RETURN from Missouri on December 1st – your first day of quarantine period BEGINS December 2nd) and if you are symptom free after three days you can obtain a COVID-19 test – if proof of negative COVID-19 test for employee is provided, employee can return to work after the negative test results. Days missed from work will be taken on employee's own time.

If you are not COVID tested, you must quarantine for 10 calendar days and days missed from work will be taken on employee's own time.

VACCINATED:

Employees who travel to outside states or internationally do NOT need to quarantine unless exhibiting symptoms below or a known exposure.

EXPOSURE OR POTENTIAL EXPOSURE:

EXPOSURE POLICY/PROCEDURE:

All employees who contract the COVID-19 virus are asked to stay home and immediately seek medical attention. Berlin Township expects any infected employee to notify their Department

Head/Catherine Underwood as soon as possible of exposure or illness. Employees who are well but who have a sick family member at home with COVID-19 should also notify their Department Head or Manager. **All medical information will remain confidential and will be reported accordingly.**

- o Immediately notify supervisor AND Catherine Underwood (of any direct contact with a COVID-19 positive person, or a person suspected or being COVID-19 positive (i.e. COVID-19 symptoms).
- o Employees who are well but who have a sick family member at home with COVID-19 are required to provide proof of the infected family member.
- o If found to have been exposed to a person with COVID-19:
 - Again immediately notify supervisor AND personnel office
 - Quarantine for 14 calendar days and if you are symptom free after 10 days you can obtain a COVID-19 test – if proof of negative COVID-19 test for employee is provided, employee can return to work after the negative test results following the 10 day quarantine period. Days missed from work will be taken on employee's own time.
 - If you are not COVID tested, you must quarantine for 14 calendar days and days missed from work will be taken on employee's own time.
 - Example: If LAST date of exposure was on December 1st – Day 1 of quarantine is December 2nd.

***Please provide a doctor's note to return to work. If COVID-19 symptoms were present, or if you were exposed to person with COVID-19 symptoms – a negative COVID-19 test result will be required to return to the workplace. You must also provide documentation of your negative COVID-19 test results. Please contact Personnel for further instructions.**

If any of the below potential symptoms are exhibited by the employee, they are to immediately notify direct supervisor prior to returning to Township campuses.

COVID-19 – Potential Symptoms

COVID-19 is a respiratory illness that can spread from person to person. The outbreak first started in China, but the virus continues to spread internationally and in the United States.

These symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- ☐ Cough
- ☐ Shortness of breath or difficulty breathing

Or at least two of these

- ☐ symptoms: Fever
- ☐ Chills
- ☐ Repeated shaking with chills
- ☐ Muscle pain
- ☐ Headache
- ☐ Sore throat
- ☐ New loss of taste or smell

This list is not all inclusive. Please consult a medical provider for any other symptoms that are severe or concerning.

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **AND**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **AND**
- At least 14 days have passed since receiving positive COVID test.
- A negative COVID test is required to return to the work place.

When to Seek Medical Attention

If you have any of these **emergency warning signs*** for COVID-19 get **medical attention immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

The COVID-19 virus is thought to spread mainly from person-to-person and contaminated surfaces or objects. The following policies and procedures have been implemented to protect Berlin Township employees and the general public:

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should immediately notify their manager and stay home. Please consult with your doctor.
- It remains the employee's responsibility to notify their Department Head/Catherine Underwood of anyone within their household that has been diagnosed with the COVID-19 virus. Please take steps to protect yourself and others and stay home. Employees must be tested for COVID-19 before returning to the workplace. You must also provide documentation of your negative COVID-19 test results.

***Please provide a doctor's note to return to work. If COVID-19 symptoms were present, or if you were exposed to a person with COVID-19 symptoms – a negative COVID-19 test result will be required to return to work. Please contact Personnel for further instructions.**

CONTINUED PRACTICE FOR ALL EMPLOYEES:

- If you become sick during the course of the day, please notify your Department Head/Manager immediately.
- Practice social distancing in the workplace as work duties permit
 - Stay at least 6 feet (about 2 arms' length) from other people
 - Wear mask when social distancing is not possible or if in common area/room
 - Do not gather in groups
 - Stay out of crowded places and avoid mass gatherings

- Do not congregate in the break room or other crowded places
 - Consider eating lunch at your desk or in your car. (Please discuss with your Department Head/Manager if eating lunch at your desk is an option).
 - Restrict the number of personnel entering isolated areas
 - There should only be one person in a Township issued vehicle at any time
[Police are exempted from this policy].
- Employees in each department will limit visitation to other departments when discussing matters, and instead use email/phone/interoffice mail whenever possible.
 - Avoid using other employees' phones, desks, offices, or other work tools and equipment, whenever possible. If necessary, to share or use each other's equipment, please clean and disinfect before and after use (i.e. copier or hole punch).
 - Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.
 - Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol.
 - Avoid public transportation, ride-sharing, or taxis.

Prohibited Conduct and Disciplinary Action

Berlin Township does not tolerate any type of non-compliance with company policy. Employees are required to adhere to this policy and its procedure. After an appropriate investigation, any employee who is found to have violated this policy will be subject to appropriate disciplinary action including, but not limited to, immediate termination of employment.

cc: Township Council (via email)



Updated Guidelines for SARS-CoV-2 Variant Strain Surveillance and Submission

Date: March 26, 2021

Public Health Message Type: ☐ Alert ☐ Advisory ☒ Update ☐ Information

Intended Audience: ☒ All public health partners ☒ Healthcare providers ☒ Infection preventionists
☒ Local health departments ☐ Schools/Childcare centers ☐ ACOs
☐ Animal health professionals ☒ Other: Clinical laboratories

Key Points:

- Multiple variants of the virus that cause COVID-19 have been circulating both in the United States and globally during this pandemic.
- In collaboration with the SARS-CoV-2 Interagency Group (SIG) established by the Department of Health and Human Services (HHS), CDC has developed a classification scheme for variants of SARS-CoV2:
 - Variants of Interest
 - Variants of Concern
 - Variants of High Consequence
- Currently there are no SARS-CoV-2 variants that rise to the level of high consequence, however variant status might escalate or deescalate and further information on each class can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/variant-surveillance/variant-info.html>
- Routine collection of standardized epidemiologic and clinical data from cases as well as linking this data with associated virus sequences, can help characterize clusters of COVID-19 cases and better understand transmissibility, pathogenicity, and re-infection.
- NJDOH requests specimens for sequencing that meet the following criteria, and for which a variant strain is suspected:
 - SARS-CoV-2 -positive specimens (RT-PCR CT values ≤ 28 preferred if available) collected within the 7 days prior to shipment AND
 1. Recent travel to and/or from South Africa or Brazil or countries outside the United States that have reported the B.1.351 or the P.1 Sars-CoV-2 variant or close contacts of cases with such travel, OR
 2. Suspected reinfection (recurrence of symptoms) and positive test result ≥ 90 days after the initial RT-PCR positive test result (not antigen or serology), OR
 3. Cases associated with an outbreak or cluster of concern, OR
 4. Vaccine breakthrough case defined as a U.S. resident who has SARS-CoV-2 RNA or antigen detected on a respiratory specimen collected ≥ 14 days after completing the primary series of an FDA-authorized COVID-19 vaccine.
Note: NJDOH requests residual post vaccination or acute serum if available on vaccine breakthrough cases.
- This testing is being performed at the Division of Public Health and Environmental Laboratories (PHEL) for epidemiological surveillance purposes; results will not be reported to submitters. Due to limited sequencing capacity, only a subset of the submitted specimens may be sequenced. If a variant of concern is identified, additional guidance will be provided as appropriate.



Action Items:

- To submit specimens meeting criteria #1 and #2, clinicians and laboratory partners can send specimens to PHEL with no prior approval needed.
- For persons meeting criteria #3 and #4 (associated with an outbreak/cluster or suspect vaccine failure), clinicians should consult their local health department. A directory of local health departments is available at www.localhealth.nj.gov.
 - After consultation with clinicians, local health departments can approve specimens for sequencing and should provide the CDRSS Case ID# to the clinician to be included in the "CDS Approval Number" box on the SRD-1 form. The LHD must enter the following information (as applicable) in CDRSS for these cases and email the case IDs to their Communicable Disease Service (CDS) COVID Epidemiologist:
 - Outbreak (E#) or investigation number (I#)
 - Signs/symptoms and hospitalization status
 - Vaccination status (vaccine manufacturer and date of administration)
 - Additional applicable information and note in Comments that the specimen will be sent to PHEL for sequencing
- Providers and laboratories performing sequencing **should report** sequencing results to NJDOH on all variants defined by CDC at <https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/variant-surveillance/variant-info.html> via secure email to CDS.COVD.M@doh.nj.gov or fax to (609) 826-5972. While currently there are no "Variants of high consequence" providers should continue to monitor the variant classification scheme and report any variants that escalate to this class along with new variants that get added to any of the other classes.
- As of March 20, 2021, these variants include:
 - B.1.1.7
 - B.1.351
 - B.1.427
 - B.1.429
 - B.1.525
 - B.1.526
 - P.1 and
 - P.2

How to submit specimens for sequencing to PHEL:

- Refer to the PHEL Technical Bulletin below for general guidance on specimen submission and acceptable specimen types.
- Store respiratory specimens at 2-8°C for up to 72 hours after collection. If a delay in testing or shipping is expected, specimens must be stored at -70°C or below and shipped on dry ice.
 - If samples have been refrigerated for greater than 72 hours after time of collection, consider collecting a new specimen for submission.
 - Samples not on dry ice received more than 72 hours after collection will be rejected.
- For vaccine breakthrough cases please submit specimens for serology in addition to the respiratory specimen:
 - Blood specimens should be collected in clean dry tubes without anticoagulants. The gold top serum separator vacutainer tubes with clot activator/separator gel additive are preferred.



- Specimen tubes must have 2 unique identifiers (full patient name, and either a date of birth or unique clinic patient ID #)
- If possible, it is recommended that the blood specimens be centrifuged at 1000 – 1200 x g for 10 ± 5 minutes, within 60 minutes after the clot has formed and prior to refrigeration at 2 - 8° C. If it is not possible, centrifugation will be done at PHEL.

NOTE: Gently invert the tube for 5-10 times to activate the clotting; let stand for 20-30 minutes before centrifuging for 10 minutes. All blood specimens should be stored at 2 - 8° C until transport to PHEL. Testing should be performed within 5 days of collection. If a delay of greater than 5 days is anticipated before arrival, specimen should be frozen at < -20° C.

- Please alert SARS.sequencing@doh.nj.gov upon shipping a specimen for sequencing with the number of samples being shipped, reason for shipping and estimated date/time of delivery.
- For sequencing requests, on the SRD-1 form, check 'other' category and write-in "SARS-CoV-2 RNA Sequencing" for the test requested. For serology requests please check 100030/SARS-CoV2 IgG and 10040/ SARS-CoV2 IgM under Viral Serology Screens (SRD-1 form available [here](#))
 - Include information related to sequencing approval criteria (#1-4 above) in the Pertinent Clinical Information box on the SRD-1 form. If the sequencing criteria are not indicated on the submission form, the sample may not be considered for sequencing.

References and Resources:

- <https://www.cdc.gov/coronavirus/2019-ncov/transmission/variant.html> (CDC guidance)
- <https://www.cdc.gov/coronavirus/2019-ncov/transmission/variant-cases.html> (Variant Cases)
- <https://www.nj.gov/health/pheh/documents/Bulletins/Supplemental%20Bulletin%2020.1.5%20SARS-CoV-2%20Testing%20at%20PHEL%20V5.pdf> (NJPHL specimen submission guidance)

COVID-19 GUIDELINES, December 27, 2021

IF YOU TEST POSITIVE FOR COVID-19 (ISOLATE)

Everyone, regardless of vaccination status	Stay at home for 5 days
	If you have no symptoms or your symptoms are resolved after 5 days, you can leave your house
	Continue to wear a mask around others for 5 additional days
	If you have a fever, continue to stay at home until your fever resolves

IF YOU WERE EXPOSED TO SOMEONE WITH COVID-19 (QUARANTINE)

If you: Have been boosted OR Completed the primary series (1 st and 2 nd doses) of Pfizer or Moderna vaccine within the last 6 months OR Completed the primary series (1 st and 2 nd doses) of J & J vaccine within the last 2 months	Wear a mask around others for 10 days
	Test on day 5, if possible
	If you develop symptoms, get a test and stay home.
If you: Completed the primary series (1 st and 2 nd doses) of Pfizer and Moderna vaccine over 6 months ago and are not boosted OR Completed the primary series (1 st and 2 nd doses) of J & J vaccine over 2 months ago and are not boosted OR Are unvaccinated	Stay at home for 5 days. After that, continue to wear a mask around others for 5 additional days
	If you cannot quarantine, you must wear a mask for 10 days.
	Test on day 5, if possible
	If you develop symptoms, get a test and stay home