

TOWNSHIP OF MANSFIELD



TO: ALL STAFF, MAYOR AND COMMITTEE

FROM: PETER HANNAH

DATE: March 16, 2020

SUBJECT: COVID-19 PROTOCOL

As provided in Executive Order 103, the protection of the health and well-being of New Jersey residents and the State's public workforce is a primary concern. It is equally important to ensure the continuous delivery of essential public services during the rapidly evolving outbreak of the novel coronavirus, COVID-19. Therefore, government operations need flexibility to address staffing capabilities to ensure essential operational needs are met. Similarly, employees require greater latitude in applicable working arrangements to prevent further spread of the virus and to prioritize their health and the health of their immediate family members.

Thus, in accordance with Executive Order 103, N.J.S.A. App. A:9-45., and N.J.S.A. App. A:9-40.5., which authorize and empower local Office of Emergency Management to promulgate rules and to waive, suspend, or modify any existing rule where its enforcement would be detrimental to the public welfare, and specifically authorizes the local OEM to take appropriate steps to address the public health hazard of COVID-19, the Township of Mansfield Office of Emergency Management, has issued the following guidelines for day to day governmental operations of the Township of Mansfield for the next two weeks, which point protocol will be reevaluated and extended if necessary.

General Operations

1. Mandate that the public utilize online payment options, U.S. Mail, or drop box service at the Township Hall for taxes, payments, licenses, permits, and other local government business.
2. Mandate that the public utilize phone, email, and if necessary, social media, to make routine inquiries and/ or report information to the municipality.
3. Otherwise close Township office to the public and only allow Township employees, employees of the other local, county, state, and federal offices and representatives of private entities having direct business with the Township (i.e.: vendors or contractors).
4. Cancel meetings throughout March
5. Proper PPE will be used to reflect EMS by Fire Personnel during medical assists.

Office of the Emergency Management Coordinator
100 Port Murray Road, Port Murray, NJ 07865

Notification of COVID-19 Symptoms

Effective immediately, any employee who develops any symptoms of the COVID-19 infection must immediately notify a supervisor who will notify the Township Clerk.

The most common symptoms are: Fever, Cough and/or Shortness of breath. Please be aware there are other non-respiratory symptoms that can occur.

Employees who have been exposed to someone in their household who has tested positive with COVID-19, should not report to work and should follow the recommended course of action as prescribed by their medical doctor. The supervisor should be notified and they will then notify the Township Clerk.

Immediately after seeing the doctor, a note should be provided to your supervisor with a copy of the prescription for the COVID-19 test if required. Upon receipt of test results, a copy needs to be provided to your supervisor, who will provide the same to the Township Clerk.

Returning to Work Guidelines for Public Employees with Confirmed or Unconfirmed COVID-19:

According to the New Jersey Department of Health, people with COVID-19 who have received a lab confirmation of COVID-19, or people with respiratory symptoms who were directed to care for themselves at home, may discontinue isolation when you meet all three of the following criteria:

- You are fever-free for 72 hours (or 3 full days of no fever without the use of fever-reducing medicine)

AND

- Other symptoms have improved (when your cough or shortness of breath have improved).

AND

- At least 10 days have passed since symptoms first appeared.

People who have tested positive for COVID19, who have not had any symptoms, may discontinue self-isolation when at least 10 days have passed since their first positive COVID-19 test and have had no subsequent illness.

Please consult your private health care provider about absolute clearance for returning to work. Medical Clearance to return to work is required.

Nothing in these guidelines is intended to supersede any employer or employee right or benefit within any existing collective bargaining agreement, employer policy or Federal /State law.

If you have household members with confirmed COVID-19 cases, they should follow the following instructions-

Household contacts of people who are lab-confirmed cases of COVID-19 who have symptoms (symptomatic):

- You are fever-free for 72 hours (or 3 full days of no fever without the use of fever-reducing medicine)

AND

- Other symptoms have improved (when your cough or shortness of breath have improved).

AND

- At least 10 days have passed since symptoms first appeared. Household contacts of people who are lab-confirmed cases of COVID-19 who have no symptoms (asymptomatic):

- Self-isolate for 14 days after self-isolation period ends for the person who is a confirmed COVID-19 case.

PROCLAMATION OF STATE OF EMERGENCY TO ALL CITIZENS AND PERSONS WITHIN THE
TOWNSHIP OF MANSFIELD AND TO ALL DEPARTMENTS, DIVISIONS AND BUREAUS OF THE
MUNICIPAL GOVERNMENT OF THE TOWNSHIP OF MANSFIELD

WHEREAS, pursuant to the powers vested in me by (Chapter 251 of the laws of 1942, as amended and supplemented, N.J.S.A. App. A:9-30 et. Seq.; N.J.S.A. 40:48-1 (*6), laws apply), Executive Order 103 and by ordinances adopted by the Township of Mansfield, I have declared that a STATE OF EMERGENCY exists within the Township of Mansfield; and

WHEREAS, the aforesaid laws authorize the promulgation of such order, rules, and regulations as are necessary to meet the various problems which have or may be presented by such an emergency; and

WHEREAS, by reason of the rapidly evolving outbreak of the novel coronavirus, COVID-19, the need for the government operations to address staffing capabilities to ensure essential operational needs are met in order to mitigate factors which may further adversely affect health, safety, and welfare of the people of the Township of Mansfield and exacerbate and worsen existing conditions; and

WHEREAS, it has been determined that these areas of the Township of Mansfield should be declared disaster areas, and further that certain measures must be taken to ensure that the authorities will be unhampered in their efforts to maintain law and order to protect the persons and property of the residents affected by the conditions and finally that governmental operations including but not limited to the conduct of public meetings shall be substantially effected; and

WHEREAS, all lands within the boundaries of the Township of Mansfield are hereby designated as disaster areas;

NOW, THEREFORE, IN ACCORDANCE WITH the aforesaid laws, we do hereby promulgate and declare the following regulations attached hereto and made a part hereof shall be in addition to all other laws of the State of New Jersey and the Township of Mansfield.

Emergency Management Coordinator

Date

Township of Mansfield

Township of Mansfield is inviting you to a scheduled Zoom meeting.

Topic: Township Committee Meeting April 8, 2020

Time: Apr 8, 2020 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/963228746?pwd=cExNaFBwamNZMUNyNXFvemNKSlJ1QT09>

Meeting ID: 963 228 746

Password: 049752

One tap mobile

+19294362866,,963228746# US (New York)

Dial by your location

+1 929 436 2866 US (New York)

Meeting ID: 963 228 746

TOWNSHIP OF MANSFIELD



The Honorable Phil Murphy
Governor of New Jersey
Office of the Governor
PO Box 001
Trenton, NJ 08625

May 27, 2020

Dear Governor Murphy--

I have concerns pertaining to the inability for the public to participate in person at meetings, specifically Planning or Land Use Boards. With these meetings moving virtual, the general public is unable to participate as they once did in the past. Call-in or web meetings do not replace the importance of in person public comments.

In Warren County, several large projects currently being proposed are of significant public interest. The New Jersey State Senate and Assembly both passed S-2346 / A3919 with over bipartisan support on May 14th. This legislation would extend certain timeframes by which planning and zoning boards have to grant or deny any applications pursuant to the "Municipal Land Use Law."

Municipalities should not feel pressured to make decisions under current State guidelines. Relaxing these timeframes will allow localities to ensure transparent decisions are made and the public can participate once this pandemic is over. I know that you have reviewed this legislation and have conditionally vetoed the bill, but I urge you to expeditiously make necessary changes so that you are able to sign this legislation.

I wish you and yours well and thank you for your time on this matter.

Sincerely,

Joseph Watters, Mayor

100 Port Murray Road, Port Murray, NJ 07865



03/24/2020

Township of Mansfield
Office of Emergency Management
Emergency Operations Center
County of Warren NJ

Current Situation

The Township of Mansfield, Office of Emergency Management did declare a local state of emergency and is continually monitoring COVID-19 in coordination with the Warren County Office of Emergency Management and members of the Warren County COVID-19 Task Force. The EOC has been activated with remote monitoring by the Coordinator, Deputy Coordinator OEM with 24-hour accessibility. The EOC will prepare and distribute any situation reports as needed and address any requests from the Township.

Incidents

Mansfield Confirmed COVID-19 Cases – 1

Actions

Office of Emergency Management declared a local state of emergency 03/16/2020

EOC activated remotely 03/17/2020

Mansfield Township office building and recreational playgrounds are closed to public access 03/16/2020.

Mansfield Township Elementary School has been closed for 2 weeks effective 03/16/2020

Senior Citizen and Vulnerable people only shopping hours have been arranged at Walmart Route 57, Donaldson Farms and Target Store Route 46

Emergency Services (Police Fire EMS) have been supplied limited amounts of PPE (masks, gloves, face shields etc) obtained by local suppliers. Currently seeking further supplies.

Operational Preparedness Recommendation

The Mansfield Township Office building is currently fully staffed with all township function areas working as normal.

The fingerprint recognition system is currently being utilised as per normal.

As a precaution measure to maintain the integrity and operation of the town working, I would recommend that minimal staff work within the building and where possible staff work from home. A

rotational system can be implemented to half the staff numbers working inside the building with alternating roster.

Should one staff member become positive to COVID-19, all staff would be required to be isolated and the office building would be quarantined until cleansed. The Operations and assistance by the township to the community would be extremely affected.

Cease using the fingerprint recognition system.

As of 03/23/2020 New Jersey has the second highest amount of positive COVID-19 cases in the US with 2,844 infected 27 deaths inclusive of 1 death in Warren County.

Township of Mansfield is inviting you to a scheduled Zoom meeting.

Topic: Township Committee Meeting April 8, 2020

Time: Apr 8, 2020 07:30 PM Eastern Time (US and Canada)

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Dial by your location

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Meeting ID: 963 228 746



Township of Mansfield

100 Port Murray Rd – Port Murray, NJ 07865
Phone (908) 689-6151 Fax (908) 689-2840

January 6, 2022

To: All Employees
Fr: Monica Orlando, Acting Township Clerk
Re: COVID-19 Quarantine Protocols

This memo is to clarify the isolation/quarantine procedure for all Township employee. As this is a dynamic and ever-changing set of circumstances, we will review the policy as needed and make changes as necessary. We will continue to follow the CDC guidelines to manage the pandemic.

The following shall be the Township's policy.

If Covid-19 Positive

WITH symptoms – you must isolate for 10 full days from when you first experienced symptoms, be fever free for 24 hours without medications, and symptoms improving. If all criteria are met, you can return on day 11.

WITHOUT symptoms – you must isolate for 10 full days from the date you test positive. You can return on day 11 provided you do not become symptomatic during that time.

If exposed and UNVACCINATED

You must quarantine for 7 days.

If you test NEGATIVE between days 5-7 after exposure and have no symptoms you can return on day 8.

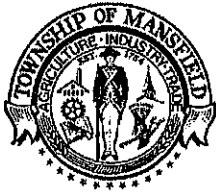
If you choose not to test, you must quarantine for 10 days and can return if you have no symptoms.

If exposed and VACCINATED

If you have no symptoms, you can work. Wear a mask and practice social distancing.

At this time, vaccinated is considered to have completed 2 doses of Pfizer or Moderna, and 1 dose of John and Johnson.

If you are compelled to quarantine due to either a positive test or exposure you will be considered out sick. We no longer have Federal or State support to enable the use of administrative time off. This policy is subject to change with subsequent updates by the NJDOH and Warren County Board of Health.



Township of Mansfield

100 Port Murray Rd – Port Murray, NJ 07865
Phone (908) 689-6151 Fax (908) 689-2840

January 10, 2022

To: All Employees

Fr: Monica Orlando, Acting Township Clerk

Re: COVID-19 Quarantine Protocols/Update

This memo is to clarify the isolation/quarantine procedure for all Township employees. As this is a dynamic and ever-changing set of circumstances, we will review the policy as needed and make changes as necessary. We will continue to follow the CDC guidelines to manage the pandemic. The following shall be the Township's policy:

If You Have COVID Symptoms Get a Test

If You Test Positive for COVID-19 (Isolate)

Everyone, regardless of vaccination status.

Stay home for 5 days.

If you have no symptoms or your symptoms are resolving 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 home until your fever resolves.

If You Were Exposed to Someone with for COVID-19 (Quarantine)

AND you: Have been boosted, **OR** Completed the primary series of Pfizer or Moderna vaccine within the last 6 months **OR** Completed the primary series 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 Were Exposed to Someone with for COVID-19 (Quarantine)

AND you are not up to date on your COVID-19 vaccines (unvaccinated, haven't completed a primary vaccine series, or are 18 or older and more than 5 months out from your second Pfizer dose or 6 months out from your second Moderna dose, or more than 2 months out from your J&J vaccine dose but haven't received a booster dose)

You should stay home and quarantine for 5 days, monitor for symptoms, and get tested at least 5 days after exposure.



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After ending quarantine, for 5 additional days, you should wear a mask around others, delay travel, avoid persons at high-risk for severe illness, and avoid places where you can't wear a mask.

If you are unable to wear a mask when around others, you should continue to quarantine for a full 10 days.

If symptoms occur, you should immediately isolate until a negative test confirms symptoms are not attributable to COVID-19.

- If you test positive for COVID-19, you should isolate for 5 days from the date of the positive test result.

There is NO requirement for a negative test to return to work after the initial five-day isolation

If you are compelled to quarantine due to either a positive test or exposure you will be considered out sick. We no longer have Federal or State support to enable the use of administrative time off.

This policy is subject to change with subsequent updates
by the NJDOH and Warren County Board of Health.