

Workplace Health & Safety Recommendations Coronavirus (COVID-19)

Employee Health

- Please be advised that Town Administration is examining policies to determine what steps may be taken if COVID-19 becomes a local issue with effects on the workplace. The Centers for Disease Control (CDC) advises that local conditions will influence community-level strategies. At this time, the immediate health risk from COVID-19 is still considered low, and we can all do our part in responding to this emerging public health concern.
- Several simple rules apply with regard to the control of person to person spread of illness, whether it is COVID-19, influenza or the common cold. Employees are strongly encouraged to follow these guidelines:
 - Practice good **respiratory etiquette**. This means individuals should cover their mouth and nose with a tissue when they cough or sneeze. When possible, no-touch receptacles should be used for disposal. Tissues will be provided in municipal facilities as available. If a tissue isn't available, employees should cough or sneeze into their upper sleeve, not their hands.
 - **Wash your hands** after coughing or sneezing with soap and water for at least 20 seconds, or should clean hands often with an alcohol-based hand sanitizer that contains at least 60% alcohol.
 - If you are sick, **stay home**. Employees who have a fever of 100.4° F, symptoms of respiratory illness or shortness of breath are advised to stay home and not come to work until they are free of these symptoms for at least 24 hours, without the aid of fever-reducing or symptom-altering medicines (i.e., cough suppressants). Employees should notify their supervisor and stay home if they are sick.
 - Employees who appear to have acute respiratory illness symptoms (i.e., cough, shortness of breath) upon arrival to work, or those who become sick during the day, should be separated from other employees and sent home immediately.
 - **Avoid close contact with those who are sick**. If you are ill, try to distance yourself from others so you don't spread your germs. This includes staying home from work when ill.
 - **Hand sanitizer stations** are available and centrally located in some public buildings. Bottles of hand sanitizer will also be provided in municipal facilities as available.

Facility Maintenance/Cleaning

- Frequently touched surfaces in the workplace, such as workstations, countertops, desks and doorknobs should be cleaned routinely. Follow instructions provided on the label of cleaning products.
- No additional disinfection beyond routine cleaning is recommended by the CDC (Centers for Disease Control and Prevention) at this time, but frequent and thorough cleaning is always helpful in helping prevent the spread of disease.

Before Traveling or When Returning...

- Check the [CDC's Traveler's Health Notices](#) for latest guidance and recommendations for any county to which you will travel. Specific information regarding travel to and from China may be found at the [CDC website](#).
- Employees who become sick while traveling should notify their supervisor and should promptly call their healthcare provider for advice.

For More Information...

- For the most recent information, guidelines and recommendations regarding COVID-19, please check these websites or see appropriate municipal health or administration staff:
 - [CDC COVID-19 Website](#)
 - [NJ Department of Health COVID-19 Website](#)