



Atlantic County

Executive Office

Dennis Levinson
County Executive

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County of Atlantic Executive Order No. 2020-01

Pursuant to the authority vested in me under the County Executive Form of Optional County Charter Law, N.J.S.A. 40:41A-36 and 37, et seq., and Article III, Section 4-12, et seq. of the Administrative Code of the County of Atlantic, I issue the following Executive Order:

WHEREAS, on January 30, 2020, the World Health Organization designated the novel Coronavirus (COVID-19), outbreak as a Public Health Emergency of International Concern; and

WHEREAS, on January 31, 2020, the United States Health and Human Services Secretary declared a public health emergency for the entire United States to aid the nation's healthcare community in responding to the COVID-19; and

WHEREAS, the COVID-19 virus has been declared a pandemic by the United States Center for Disease Control (CDC) and other health organizations; and

WHEREAS, on March 9, 2020, the Governor of the State of New Jersey has declared the concurrent invocation of both a State of Emergency pursuant to N.J.S.A. App.A.:9-33, et seq. and a Public Health Emergency as contemplated by N.J.S.A. 26:13-1, et seq., which action invoked the authority and powers contemplated by N.J.S.A. 26:13-3, the Emergency Health Powers Act; and

WHEREAS, on March 13, 2020, the President of the United States declared a Federal State of Emergency in response to COVID-19; and

WHEREAS, COVID-19 will affect the health, safety and welfare of Atlantic County citizens and residents; and

WHEREAS, Atlantic County Government, in response to COVID-19 must develop procedures to contain the spread of the virus and develop procedures to permit essential functions of County government to continue to operate for the benefit of its citizens and residents; and

WHEREAS, one of Atlantic County's priorities as part of the County's preparedness and response planning is to get critical services to those areas where the most vulnerable populations are located and provide vital resources for the support and care of vulnerable populations prior to, during and following an emergency; and

WHEREAS, the County may be required to acquire goods and services that may not be currently available in the County's product inventory or from vendors with whom the County currently has a contractual relationship in order to protect and maintain the health, safety, and welfare of New Jersey residents and visitors, and successfully combat the impact of the virus.



NOW, THEREFORE, I, Dennis Levinson, Atlantic County Executive, do hereby order and direct the following:

1. The above recitals are incorporated herein as if more fully set forth at length.
2. A health emergency hereby exists within Atlantic County regarding the Coronavirus (COVID-19).
3. All necessary County agencies are authorized to take appropriate action to assist municipal governments in containing, preparing for, responding to, and recovering from this COVID-19 outbreak.
4. All County Departments and agencies shall immediately implement any and all infectious disease guidelines and protocols and use all personal protective equipment in connection therewith.
5. All County Departments and agencies shall provide all necessary assistance to federal, state and local authorities to protect the health, welfare, and safety of the citizens of Atlantic County during this COVID-19 outbreak, and shall prioritize the most vulnerable county residents served and develop the appropriate contingency plans to avoid any disruption of services. With a special focus on senior centers and Meals-on-Wheels recipients.
6. All County employees shall follow all local, County, State and Federal health recommendations, in addition to Centers for Disease Control recommendations including, but not limited to, Handwashing, Sanitizing and Basic Infection Control Procedures.
7. There is an immediate ban on all County business related international travel or domestic travel to any states that have reported COVID-19 cases. Similar travel restrictions are strongly recommended to all county businesses.
8. In order to protect those who may be more susceptible to COVID-19, their families and loved ones, visitation at Atlantic County's Meadowview Nursing and Rehabilitation Center, is hereby suspended until further notice. This directive also precludes a resident from being removed from the facility unless a medical emergency requires a resident to be hospitalized. Similar measures are strongly recommended at the many long term care and senior focused facilities throughout the County.
9. All County Library facilities shall close at the close of business hours on Monday, March 16, 2020 and shall remain closed until further notice. I strongly recommend that all municipal library facilities take this same action.
10. Atlantic County residents who are seniors, particularly those with underlying health conditions, are strongly encouraged to avoid large crowds and large gatherings while COVID-19 remains a threat.

11. To combat COVID-19, the County shall be permitted whenever necessary to procure the necessary goods or services, which are not available under contracts currently in existence with the County, without complying with the New Jersey Public Contracts Law (N.J.S.A. 40A:11-6, et seq.), including but not limited to, the following:

a. to award emergency contracts, including but not limited to, emergency contracts or leases for relocation and support of County operations for professional services for purchases of commodities, services, and technology;

b. to purchase food, supplies, services, and equipment; and

c. to procure any supplies or equipment required to ensure adequate sanitization, cleaning or sterilization of any facility or location.

12. The County Health Officer shall implement any emergency regulations or amendments to any sanitary or health codes of the 23 municipalities in which services are provided by the Health Officer, and recommend same to the remaining 23 municipalities.

13. The County Health Officer shall engage in periodic and regular communication with all local health officers in order to coordinate activities, avoid any gaps in information sharing and collaborate on containment and mitigation measures in order to ensure accurate and comprehensive contact tracing to effectively combat the spread of COVID-19.

14. All County agencies shall take all reasonable measures to protect the health and safety of such vulnerable and at-risk populations, including safe treatment, transfer and discharge practices, and to comply with the Emergency Medical Treatment and Active Labor Act (42 U.S.C. section 1395dd) and any associated regulations.

15. The County Health Officer and all County Departments and Divisions shall work collaboratively to determine and execute effective strategies, initiatives, protocols and procedures to prevent, mitigate and combat the spread of COVID-19, particularly among the most vulnerable and at-risk populations, including but not limited to, senior centers and nursing homes; and take all action to the extent necessary to maintain the public health with respect to treatment or containment of persons with or possibly exposed to COVID-19.

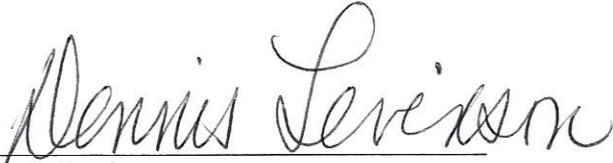
16. I hereby direct that the provisions regarding essential employees which are hereby incorporated in this Executive Order by reference and attached hereto as Exhibit A be and are hereby adopted and shall remain in full force and effect throughout the duration of this emergency and until cancelled by further Executive Order.

17. I hereby direct that the County shall follow the Atlantic County COVID Personnel Policy which is incorporated herein and annexed to this Executive Order as Exhibit B.

18. I strongly encourage the cooperation of all local health officials with the County Health Officer to share information to the degree and extent possible and permitted in order to effectively combat the spread of COVID-19.

19. This Order shall take effect immediately and shall remain in effect until such time as it is determined by me that an emergency no longer exists.

20. A copy of this Executive Order shall be immediately transmitted to the Atlantic County Board of Chosen Freeholders.

A handwritten signature in cursive script that reads "Dennis Levinson". The signature is written in black ink and is positioned above a horizontal line.

Dennis Levinson
Atlantic County Executive

Dated: March 16, 2020

P.S. 1.21 ESSENTIAL EMPLOYEES

This policy provides guidelines concerning the obligation of essential personnel to report to work during inclement weather, natural disasters or other emergencies as may be declared by the Governor, the County Executive and/or the Atlantic County Office of Emergency Management. Essential personnel are those that maintain critical County operations and functions directly related to the health, safety and welfare of citizens/residents of Atlantic County. If County offices are open, employees should report to work. Additional tiers will depend on emergencies.

Essential personnel should make provisions for their family, including, if necessary, bringing their family to the Atlantic County Institute of Technology (for weather-related events, if available) as essential personnel will be required to report to work.

Top priority essential personnel are those that directly maintain critical operations and consist of all employees of:

- Emergency Management
- Fleet Management
- Justice Facility custody staff
- Meadowview Nursing Home and Rehabilitation Center
- Mosquito Unit
- Parks Labor staff
- Roads and Bridges
- Support Services
- Transportation Unit

Second priority personnel are those that support top priority personnel are employees of:

- Facilities Management
- Information Technologies
- Family & Community Development
- Library Services

Third priority essential personnel are all other County employees deemed essential to this Department's operation by their respective Department Head.

During times of emergency when County facilities are unable to open and/or when roadways are restricted to public access, second and third priority employees may be notified to report to work. Top priority essential employees must report as usual, even without notification. Second and third priority essential personnel will be contacted by phone (either automated or directly from a supervisor or employee designated to send the notice to report).

Top and second priority essential personnel will report to the normal job location. However, third priority essential personnel may not report to the employee's normal worksite and a phone notification or supervisor, or department designee, will advise the third priority essential employee(s) where to report for work.

P.S. 1.21 ESSENTIAL EMPLOYEES

It is the policy of Atlantic County that all essential employees who are required to report to work during inclement weather or in the event of a disaster or emergency must do so or face disciplinary action. If an essential employee is instructed to report to a work location and the employee either refuses to report or does not respond to the notice to report within 24 hours, that employee will be subject to appropriate disciplinary action, up to and including termination, as determined by the County Administrator with input from the employee's Department Head. If an essential employee believes there are extenuating circumstances that could justify absence from work, the employee must make a request for consideration to their Department Head, including any supporting documentation. If approved, employee must use their own leave time to cover the absence.

Not every event will require second and third priority essential employees to report to work; this will depend on the nature of the event. **During an emergency the County reserves the right to ask any employee to perform job duties that are not listed within the requirements of their given job title provided they possess the requisite skills to perform the function.** In the event of staffing shortages that disrupt the usual delivery of government services it may become necessary to reassign essential work duties to ensure continuity of operations, so long as the employee is otherwise qualified for the out of title work. Additionally, Atlantic County reserves the right to call non-essential personnel, from any department, in to work to perform job duties which are outside their normal job duties.

Employees with questions pertaining to their essential status should contact his/her Department Head. Department Heads will be in discussions with their supervisors on essential personnel requirements.

ATLANTIC COUNTY COVID-19 PERSONNEL POLICY

Applicability

The COVID-19 Personnel Policy shall be applicable to all full-time and part-time employees of Atlantic County, including non-affiliated employees and those subject to a collective negotiations agreement. The COVID-19 Personnel Policy shall amend any current collective negotiations agreements currently in place, only to the extent that the express provisions herein conflict with the collective negotiation agreement or the other policies currently in place. To the extent that there is not a conflict between this COVID-19 policy and existing agreements, the existing agreement shall remain in place.

Duration

The COVID-19 Personnel Policy shall be effective immediately and shall remain in effect until either the expiration of the declared New Jersey State of Emergency or it is revoked by the County Executive, whichever comes first.

Sick Employees

Atlantic County employees who have flu symptoms, acute respiratory illness, or other illnesses, are recommended to stay home and not come to work until they are free of fever (100.4 degrees or less using an oral thermometer), signs of a fever, and any other symptoms (cough, shortness of breath, difficulty breathing) for at least 72 hours, without fever-reducing medication. If you suspect you have an illness of any kind, you should contact your healthcare professional. Employees must notify their supervisor and stay home if they are sick. Sick, administrative, or compensatory time may be used by employees under these circumstances. See P.S. 5.08 Sick Leave.

Any employee who becomes ill while at the workplace with symptoms consistent with COVID-19 should contact their Department Head, who will ensure that the employee is separated from other employees and sent home. The typical symptoms known at this time are fever, coughing and shortness of breath or difficulty breathing. Also, if a Department Head, Division Director, or Constitutional Officer observes that an employee is exhibiting symptoms consistent with COVID-19, then the employee may be sent home for the remainder of the day. Sick, administrative, or compensatory time may be used by employees who are sent home during the day.

Employees/Family Members with Confirmed COVID-19

Employees who are ill with COVID-19 or have a family member with COVID-19 are urged to stay home to minimize the spread of the pandemic.

If an employee is (i) diagnosed with COVID-19, (ii) directed by a medical professional or government agency to self-isolate or quarantine due to suspicion of exposure to or diagnosis with COVID-19, and/or (iii) undergoing a period of self-quarantine or isolation pursuant to public health assessment recommendations, then the employee will not be required to utilize accumulated leave time if they provide documentation verifying the same within three work days of the initial absence. If an employee does not provide such documentation, then the employee will be required to utilize their own accumulated leave time.

ATLANTIC COUNTY COVID-19 PERSONNEL POLICY

If the absence is caused by the employee's need to care for an immediate family member who (i) has been diagnosed with COVID-19, (ii) was directed by a medical professional or government agency to self-isolate or quarantine due to suspicion of exposure to or diagnosis with COVID-19, and/or (iii) is undergoing a period of self-quarantine or isolation pursuant to public health assessment recommendations, the employee will not be required to utilize accumulated leave time if they submit documentation verifying the family member's COVID-19-related illness, exposure, and/or quarantine within three days of the employee's initial absence. If no such documentation is received, the employee will be required to use accumulated leave time.

If the employee is staying home to care for a child who is under suspicion of having the virus or has been diagnosed with COVID-19, the employee will be required to provide documentation from a medical professional or government agency in order for the leave time procedures outlined above to apply.

Employees who have been exposed to or diagnosed with the COVID-19 virus will not be permitted to enter the workplace until they are either medically cleared (regarding those with COVID-19) or until the expiration of the recommended 14-day period of quarantine from the point of last exposure (regarding those who were exposed). Employee will be required to submit a completed Return to Work Certification (See Attachment A).

Until further notice, employees who had previously been subjected to documentation requirements under the County's sick time policy, due to excessive absenteeism or abuse of sick leave shall not be disciplined for future absences that occur as a result of their being suspected of or diagnosed with the COVID-19 virus or having to be absent to care for a family member impacted by the virus. Department Heads/Division Directors should report any absence resulting from this policy to the Division of Human Resources.

The above provisions do not apply to employees who wish to stay home to *avoid* contracting COVID-19. Those employees should report to work as usual.

School Closures

Employees who are not under suspicion of having been exposed to the virus or diagnosed with the virus but need to stay home with a child of whom they are the parent or legal guardian due to the closure of a preschool program, elementary or secondary school, or child care center related to COVID-19, will be required to provide documentation verifying the closing. Employees may request work from home arrangements during the period of the closure. If a work from home arrangement cannot be accommodated, such employee will not be required to use accumulated leave during the period of the COVID-19-related closure. Employee will be required to complete a School Certification. (See Attachment B).

If the employee is staying home to care for a child who is under suspicion of having the virus or has been diagnosed with COVID-19, the employee will be required to provide documentation from a medical professional or government agency in order for the leave time procedures outlined above to apply.

ATLANTIC COUNTY COVID-19 PERSONNEL POLICY

For the purposes of employees in 24-hour units, and any other employee deemed essential in accordance with N.J.A.C. 4A:6-2.5, if their child's preschool program, elementary or secondary school, or child care center is closed due to such things as preparation to respond to a potential outbreak or cleanings, a County employee of the Jail, nursing home, Support Services, Transportation and Animal Shelter will be required to report to work.

Staffing

In the event of staffing shortages that disrupt the usual delivery of government services due to diagnosis and/or necessity of quarantine, it may become necessary to reassign essential work duties to ensure continuity of operations. This potential temporary assignment of out of title work is permissible pursuant to N.J.A.C. 4A:3-3.4 so long as (1) the employee is otherwise qualified for the out of title work (2) the assignment is temporary in nature, and (3) the employee's normal job duties resume upon return of the absent employee(s).

Meetings/Events

Any large event with more than 50 people is hereby cancelled. All County personnel should conduct meetings with 10 or more people via phone.



ATLANTIC COUNTY SCHOOL CERTIFICATION

Section 1 - Information and Instructions

This form should be completed by any Atlantic County employee requesting time off due to school closure during the COVID-19 pandemic.

1. Form should be completed by Atlantic County employee and submitted to their department along with documentation verifying the closing.

Section 2 – Employee Information

Employee Name: _____ Telephone Number: _____

Department: _____

Section 2 – Child(ren) Information

Child(s) Name: _____ School Information: _____
(name & Telephone)

Child(s) Name: _____ School Information: _____
(name & Telephone)

Child(s) Name: _____ School Information: _____
(name & Telephone)

Child(s) Name: _____ School Information: _____
(name & Telephone)

Section 3 – Employee Certification (Authorized by Department Head)

I am the only adult resident of the household who can stay home with this child(ren). I hereby certify that the foregoing statements made in this Certification are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to discipline, up to and including termination.

Employee Signature: _____

Employee Name Printed: _____

County Administrator Signature: _____



ATLANTIC COUNTY GOVERNMENT

COMMUNICABLE DISEASE RETURN TO WORK CERTIFICATION

DIRECTIONS TO EMPLOYEE:

Please have a health care provider complete the form below before you return to work.

DIRECTIONS TO HEALTH CARE PROVIDER:

This form should be completed by the Health Care Provider on behalf of the employee. This form should reflect that the Health Care Provider certifies that the employee is able to return to work.

1. Name:
2. Department / Agency:
3. Date condition began:
4. Date condition ended (or is expected to end):
5. Date planned for return to work:

I certify that that the above-named employee is cleared to return to work.

Signature of Health Care Provider

Date

Telephone

Address of Health Care Provider

Area of Practice/Specialty (if any): _____

Comments:

DIRECTIONS TO EMPLOYEE:

I understand that if I do not provide a requested fitness-for-duty certification to return to work, my employer may delay restoration until I submit the certification. I understand that I should return this completed form to the following address:

Division of Human Resources
1333 Atlantic Avenue
Atlantic City, NJ 08401
Fax: 609-343-2202

Employee's Signature _____

Date: _____

FOR OFFICE USE ONLY

Confirm Return Date: _____

Notified Payroll On: _____

Initials: _____