



**BOROUGH OF
ATLANTIC HIGHLANDS**

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**Adam Hubeny, CPM, CRP, CPWM, CCCC
Borough Administrator**

To: Mayor and Council

From: Adam Hubeny

Copy: All Employees, Michelle Clark, Municipal Clerk, Jason Sena Esq.

Subject: COVID-19 / Protecting Municipal Employees

Date: March 13, 2020 (Mayor and Council Approved on 3/12/2020)

Although this does not apply to all municipal employees due to their job description and responsibilities, the primary goal is to protect borough employees from potential coronavirus exposure by limiting close contact between the public and office staff. This is a fluid document that will change from time to time and to keep up with the changing environment.

General Operations

1. Encourage the public to utilize online payment options for taxes and utility payments.
2. Encourage the public to use Gov Pilot for reporting of code enforcement complaints, dog license, road repairs, certificate of occupancy etc.
3. Close office to the public Tuesday, Wednesday and Thursday.
Open "Monday and Friday only" through April 17
4. Close Harbor office to the public on Monday, Tuesday and Wednesday through April 17
5. Cancel land use board meetings in April (Keep special meeting at Seniors Building)
6. Cancel March 26 Mayor and Council meeting and/or consider close to public but live stream
7. Enhanced disinfecting of Borough Hall and DPW office space. 3rd party contract.
8. Prohibit official out of state travel and in-state conferences through end of April.

9. Cancel all senior bus and events through end of May.

Fire & Police & EMS

1. Issue N95 masks and gloves to every firefighter, EMT and police officer. If not available, fire shall use SCBA.
2. Issue an order that fire department will not respond to any EMS calls for service
3. Allow police command staff to direct when and where a police officer can enter households for any EMS calls.
4. Enhanced disinfecting of fire, EMS and police department office space. 3rd party contract.
5. Prohibit official out of state travel and in-state conferences through end of April.

Municipal Court

1. Coordinate with Monmouth County Vicinage.
2. Enhanced disinfecting of Municipal Court office space and court room. 3rd party contract.
3. Prohibit official out of state travel and in-state conferences through end of April.

DPW

1. Issue N95 masks and gloves.
2. Enhanced disinfecting of street, sanitation, water and sewer plants, harbor workforce by 3rd party contract.
3. Prohibit official out of state travel and in-state conferences through end of April.