

TO: Constitutional Officers, Department Administrators, County Administrator  
For all Departments, Divisions, Offices, Employees

FROM: Diana DiRezze, Administrator, Department of Central and Shared Services

EFFECTIVE: November 5, 2020

RE:: Executive Order 192 and Sussex County guidelines

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*Please cascade this message to your staff.*

To: All County of Sussex employees

The County of Sussex is pleased we are (already) substantially in compliance with [Executive Order 192](#), see [June 25, 2020 Return to Work Guidelines](#). To further enhance our response, the County is implementing the following to be effective the start of the work-day November 5:

### **Employees to conduct Daily Health Checks**

Employees are required to conduct a daily health check prior to reporting to work in a County facility. A COVID-19 self-assessment checklist, referencing current CDC COVID-19 guidance, is available as follows:

- o [COVID paper based self-assessment tool](#) – at home review of symptoms, COVID self-assessment.docx
- o [COVID electronic based self-assessment tool](#) – at home review of symptoms accessible on the Sussex County web site, <https://www.sussex.nj.us/#cdcchecker>

Upon arrival at the County Facility employees are required to sign their work area Log-In sheet that their supervisor has displayed; also displayed is the current CDC COVID-19 symptoms guidance. The employee's signature indicates the employee has completed a COVID-19 symptom check prior to their arrival at work and certifies they are cleared to report to work on the indicated date. The supervisor will retain these log-in sheets.

### **Employees to wear face coverings when not at their work station**

All employees are required to wear a cloth face covering when in common or shared areas (e.g., hallways, elevators, restrooms) of County owned and/or operated facilities. This requirement extends to contractors, vendors, and anyone who visits a county building for any reason. There is no requirement to wear a mask in a private area (e.g., a closed office) or if appropriate social distancing can be maintained.

The County will provide employees with an initial cloth face covering. Employees may also choose to wear their own face coverings if preferred and may need to provide their own face covering should their County issued face covering become lost or damaged.

### **Employee Notification by the County if/when known COVID-19 exposure**

Once a work area has a confirmed COVID-19 exposure, the director/manager/supervisor, in conjunction with public health nursing and employee services, will notify impacted employees with any required actions (e.g. quarantine or other actions based on CDC and related guidance).

Cleaning and disinfection will follow CDC guidelines as noted in the current Return to Work guidelines. In addition, to allow quicker response to requests for cleaning, issue a FacilityDude\* message indicating "emergency" in the Priority menu and noting "COVID-19" in the Request Description with location and work area details. Using the FacilityDude message center alerts facilities to an emergency request and is monitored 24/7 to allow for quick response in conjunction with Public Health Nursing and industrial hygienist oversight.

### **Next Steps**

Supervisors:

- Print and display the [Employee Symptom Monitoring log](#) and [Supervisory Posting](#) by 6am on Thursday November 5 in your work area. Monitor daily signatures on the Symptom Monitoring Log and retain.
- Print the [COVID self-assessment](#) tool and the [COVID 19-symptoms](#) and make available to all employees.
- Contact Public Health Nursing if potential exposure and Employee Services if guidance needed regarding COVID-19 federal and state leave eligibility, refer to [COVID-19 Sick Leave and Notification to Supervisors](#).
- If employees work in close proximity (less than 6 feet apart) without physical barriers, additional protocols may be needed to help control the spread of COVID-19. Please use the FacilityDude message center as previously noted to request a review of your work area.

All employees:

- Conduct daily self-assessments prior to arriving at work. An on-line version and paper-based version are available to you and referenced in the Daily Health Checks section.
- Sign the work area Log-In sheet daily; this indicates you have completed the COVID-19 symptom check prior to arriving at work and have no COVID-19 referenced symptoms.
- Remain diligent in mask wearing, social distancing and hand washing.

As CDC and NJ Department of Health COVID-19 guidance is updated, the County will continue to review return to work guidelines and respond accordingly. All such reviews will continue to include the Pandemic Response Team comprised of representatives from Employee Services, Facilities, Public Health Nursing, and Labor.

**Attachments:**

- For reference
  - [Current Return to Work Guidelines](#)
  - [COVID-19 Supervisor next steps](#) – October 27 Public Health Nursing and Employee Services next steps communication, COVID-19 related Employee Sick Leave/Call Out Next Steps.outlook
- For each employee (supervisors please provide copies of the paper based assessment tool to all employees)
  - [COVID 19 symptoms](#) – latest CDC guidelines
  - [COVID paper based self-assessment tool](#) – at home review of symptoms
  - [COVID electronic based self-assessment tool](#) – at home review of symptoms accessible on the Sussex County web site, <https://www.sussex.nj.us/#cdcchecker>
- For the supervisor to post in their work area
  - [Log-In sheet required for employees to sign daily and supervisor to retain](#)
  - [Signage to post near Log-In sheet](#)

\*For more information about FacilityDude please contact your supervisor or Facilities Management

Thank you for your efforts to help control the spread of COVID-19,  
Diana



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