



# EVESHAM

MUNICIPAL UTILITIES AUTHORITY

TO: All Authority Personnel

FROM: Frank Locantore, Assistant Executive Director for Personnel, Safety and Security

DATE: November 4, 2020

RE: Executive Order 192 and Benefits Available Under the Family First Corona Virus Response Act

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On Thursday, October 29, 2020, Governor Murphy issued Executive Order (EO) 192 in response to the rise in positive COVID tests in the State. The purpose behind EO 192 is to mandate certain workplace protective measures to ensure employees, customers and visitors have a safe work environment. EO 192 is scheduled to officially take effect Thursday, November 5, 2020 at 6:00 AM. In order to comply with Governor Murphy's order, effective immediately, the following protocols will be in effect:

- All employees are required to practice social distancing by remaining at least six feet from one another to the maximum extent possible including but not limited to worksite meetings or any other activity which would require employees to be in the same room and in close proximity to each other. It also includes common areas such as break rooms and bathrooms and where individuals enter and exit the workplace. Masks need not be worn when employees are in their own walled in office or alone in their vehicle or working at an Authority facility outdoors or alone. **Masks must be donned if other employees or other persons show up and maintaining six feet of distance from each other is in anyway compromised.** Supervisors will be instructed to strictly enforce this policy!
- All employees, customers, visitors and other individuals entering any Authority facility or worksite are required to wear a cloth or disposable mask while on the premises except for persons under 2 years of age; where it is impracticable to wear a mask such as while eating or drinking or where the service being provided cannot be performed by an individual wearing a mask. Employees may remove your masks when:
  - You are situated at your workstation and others are more than six feet away or when you are in your own office;
- The Authority has supplied and will continue to supply masks to employees as needed.

*Office Location*

100 Sharps Road • P.O. Box 467 • Evesham, New Jersey 08053  
Phone: 856-983-1878 • Fax: 856-983-9145

*Plant Location*

Elmwood Road WWTF • Evesham, New Jersey 08053  
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- The Authority reserves the right to deny entry to any employee who declines to wear a mask except when doing so would violate State or federal law. If any employee cannot wear a mask because of a disability, the Authority will engage in the interactive process with the employee consistent with ADA guidelines as well as the State's Laws Against Discrimination. The Authority reserves the right to require documentation from any employee claiming to have a disability which would prevent them from wearing a mask.
- The Authority and its' employees reserves the right to deny entry to any customer, visitor or guest who declines to wear a mask. When the refusal to wear a mask is due to a disability, the Authority will make every effort to provide a reasonable accommodation pursuant to the ADA and the State's Laws Against Discrimination unless doing so would pose an undue hardship.
- Authority employees may not require any visitor, customer or guest to provide medical documentation if the assert the claim that they cannot wear a mask because of a disability.
- The Authority will continue to supply PPE and cleaning and sanitization materials and supplies.
- Employees are encouraged to practice regular handwashing particularly when interacting with members of the public. Supervisors are to provide breaktime throughout the workday for repeated handwashing. For employees in the field lacking access to bathroom facilities, a proper supply of hand sanitizer will be provided. Where handwashing is not practical, adequate supply of hand sanitizer will be provided.
- The Authority will continue to clean and disinfect all high-touch areas in accordance with Department of Health and CDC guidelines. The Authority will also disinfect any work area of an employee diagnosed with or testing positive for COVID.
- The Authority will be implementing a pre-shift health screening in the form of a self-assessment questionnaire. All employees must complete the screening before entering the workplace. The Authority will maintain its' current screening practices, including temperature checks, for employees who are out sick.

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- Any employee who exhibits symptoms consistent with COVID as defined by the CDC will be sent home. In addition, all employees are encouraged to stay home if you are sick. For those needing to quarantine as a result of COVID, you may be eligible for the leave provided under the Family First Corona Virus Response Act (FFCRA) a summary of the leave available under the FFCRA is included at the end of this memo.
- The Authority will continue to perform contact tracing and notify employees who are or have been in close contact with any co-worker diagnosed with COVID.

## **NEW JERSEY COVID-19 JOB PROTECTION**

The Authority will not, during the Public Health Emergency and State of Emergency declared by the Governor in Executive Order 103 of 2020 concerning the coronavirus disease 2019 pandemic, terminate or otherwise penalize an employee if the employee requests or takes time off from work based on the written or electronically transmitted recommendation of a medical professional licensed in New Jersey that the employee take that time off for a specified period of time because the employee has, or is likely to have, an infectious disease, as defined by law which may infect others at the company's workplace. In regard to such employees, the Authority will reinstate the employee to employment in the position held when the leave commenced with no reduction in seniority, status, employment benefits, pay or other terms and conditions of employment.

## **FAMILIES FIRST CORONAVIRUS RESPONSE ACT POLICY**

The Families First Coronavirus Response Act ("FFCRA") requires employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020 as follows:

**PAID LEAVE ENTITLEMENTS.** Generally, employers covered under the Act must provide employees: Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- 2/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

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**ELIGIBLE EMPLOYEES.** In general, certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

**QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19.** An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Inquiries about employee eligibility for these benefits should be made to the Director of Personnel, Safety and Security.

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