



CITY OF PLAINFIELD

OFFICE OF THE MAYOR
CITY HALL
515 WATCHUNG AVENUE
PLAINFIELD, NEW JERSEY 07060
(908) 753-3310 (OFFICE)
(908) 753-3634 (FAX)

Email: adrian.mapp@plainfieldnj.gov



Adrian O. Mapp
Mayor

From the Mayor's Office

Reopening of City Government:

At the City of Plainfield, it is our priority to keep our employees and their families healthy, especially amid the COVID-19 pandemic. We will be guided by governmental guidelines as far as possible while we balance the wellbeing of our employees with the needs of our city.

We have prepared a return to work action plan for city employees. As we prepared this plan we took into account information from the Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA). This is all pending the lifting of the restrictions in Governor's Executive Order regarding non-essential work. The City will not proceed with this plan without that happening.

Pre-opening: Entails our DPW Department prepare City Hall for the return of our employees.

- We will implement safety measures such as Plexiglas barriers and creating space between desks and work stations. This is expected to be completed on or about June 15, 2020.

Phase 1: This is the physical return of Employees to City Hall on staggered and modified schedules beginning June 15, 2020.

- In this Phase all employees and their eligible dependents will be tested for COVID-19
- We will partner with Medexpress to administer the test to employees
- If an employee tests positive, the employee will be asked to self-quarantine for 14 days and then get re-tested and cleared to return
- If the test returns negative, the employee will return to work
- Temperature checks will be performed each day
- Employees with a temperature reading of 100.4 or higher will be immediately sent for testing and cannot return without clearance.
- Based on an assessment by the Department Directors we will divide the employees into three groups
- The most essential employees will be in group one and will be the first group to return to the office on or about June 15th.
- Group two (2) will return on June 29th and group three (3) on July 13th
- On or about August 1, 2020, the Reopening Committee will assess the ability for City Hall to open to the public on an appointment only basis. Until then, the drop off and pick up boxes that are in place will remain in effect and employees will communicate with the public via email, telephone and drop boxes.

Phase 1 Specifics:

- We will utilize staggered and monitored schedules - Rotating modified schedules will be used in all Divisions until all restrictions are lifted to minimize employee contact.

- All in-person meetings are prohibited - Until all social distancing requirements are lifted, The City of Plainfield will not have any in-person meetings. Instead, employees will conduct virtual meetings.
- Business-related travel remains banned - Travel approval will be implemented once the majority of states have entered Phase Two of the federal government's plan. Any employee who travels for personal reasons will follow self-isolation guidelines and not return to work during the isolation period to ensure the safety of their peers.

Social Distancing Protocol

Employees will be mandated to follow social distancing best practices while at City of Plainfield's facilities, including but not limited to workstations and common areas and office spaces. Specifically, employees will be asked to:

- Stay 6 feet away from others when working or on breaks.
- Avoid physical contact with others whenever possible.
- Avoid touching surfaces that may have been touched by others when possible without first wiping down the surface.
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Disinfect their workspace often.
- Avoid nonessential gatherings.
- Avoid using common areas.
- If a face-to-face meeting is unavoidable, the meeting will be for a minimum period, in a large meeting room and participants should be at least 6 feet from each other.

We understand that one size does not fit all, and circumstances will vary from person to person as it relates to childcare and health challenges. Disclosure by our employees of any such circumstances will be taken into account as we move ahead with our re-opening plan. We will remain compliant with all state and federal laws governing leaves and absences.

Unfortunately, there are a number of summer events and programs which will be impacted as a result of the prevailing circumstances.

- The city summer employment program is cancelled
- There will be no Fourth of July Parade
- And by association – no concert and fireworks
- All city owned pools will be closed for the summer
- There will be no city sponsored summer camps
- No city sponsored sporting programs
- All municipal parks will remain closed until further notice
- The hiring freeze put in place several weeks ago will continue indefinitely
- That includes no new recruits in the Fire Department or Police Department
- There will be no attendance at in-person conferences by employees for the remainder of 2020

We're pleased to share that during the weeks of June 15th and June 29th we will offer testing for any Plainfield resident who wants to be tested. Depending on how that goes we will assess whether or not to add additional testing times:

- The testing will be administered by a stationary mobile unit
- The location of the unit will be shared at a later date
- A ticketing system will be used to ensure that residents are tested on a first come first serve basis.
- Persons wishing to be tested will take a number and have a seat until someone provides them with a registration package to complete.
- Their information will be entered in the system
- Trained clinicians will use a swab to administer the test.
- Each patient after registration will do a throat swab and then bloodwork for antibodies.
- That process if it goes well will be a total of 20 minutes per patient.
- All staff will have proper PPE, Sanitizing Wipes and Gloves
- Everyone being swabbed will be given a blue mask and gloves.
- All chairs in the waiting area will be sanitized constantly.
- The testing will take place Monday to Friday 8-4pm
- We will be able to test up to 150 patients per day.
- The patient package is very simple
- It will be provided in English and Spanish.
- A tent will be set up as a waiting area with chairs that are 6 feet apart to practice proper social distancing.
- Swab Results are usually returned within 3 days or sometimes sooner, and the bloodwork results are usually returned within 5 days.
- All patients will receive a call with the results of their test
- If they are positive, they will be provided with a letter for their employer to be excused from work for 14 days or until free of symptoms.
- If a test comes back positive, patients will be asked to provide the information of the last 10 people they were in contact with so that they can be swabbed as well.
- The health department will also be notified when a patient tests positive.
- If the patient is negative they will be called and provided with any work letter they may need. It can be sent via email or by postal mail.
- All health insurance will be accepted and there will be no cost to the patient.
- If you don't have insurance but possess a social security number, you will be tested at no cost.
- Undocumented patients who do not have a social security number would have to pay a fee to the lab \$175 and \$50 to the testing provider.

I know that some of you will understand that these measures are being taken out of an abundance of caution and with the health, safety and wellbeing of our employees, their families and the entire Plainfield community first and foremost in mind. I also know that a few may find fault with these precautionary measures, however please understand that Plainfield is one of the hardest hit municipalities in Union County in terms of positive cases and the number of deaths. Therefore, we will be guided by what is best for our city and not by what other communities are doing. As of today our positive cases have climbed to 2097 and the death toll has risen to 98. We prayer for all of the lost souls and their families.

We remain committed to providing a high level of service to all Plainfield residents even during this unprecedented and challenging time. Although we've had to separate, we've been finding new and creative ways to stay connected. Please join me tomorrow for the second Live Broadcast with seven of our local Faith

Leaders, as they share words of comfort, faith and deliver messages of hope. Stay safe and may God bless Plainfield and the United States of America.