



Boroughs of Belmar and Lake Como, New Jersey OFFICE OF EMERGENCY MANAGEMENT

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March 25, 2020

A Message from the Belmar/Lake Como Office of Emergency Management

To all Essential Retail Businesses in Belmar and Lake Como as defined in NJ Executive Order Numbers 107 and 108:

The health, safety and well-being of our municipal employees, first responders, and emergency personnel along with our residents, business owners, their employees, health care professionals, and visitors to the Boroughs of Belmar and Lake Como is our top priority.

The below regulations have been established by Governor Phil Murphy during this State of Emergency & Public Health Emergency. When in public, individuals must practice social distancing and stay six feet apart whenever practicable.

The Belmar/Lake Como Office of Emergency Management would like you to implement the following precautions to ensure that your business is in full compliance and assisting in "flattening the curve".

We reminded you that food serving establishments can remain open under the current order, but only available for pick up or delivery services. It should be noted that "DINE IN" service is strictly prohibited; this shall include exterior dining spaces.

The number of customers and employees inside the establishment shall be reduced to a maximum of 10 total people and social distancing of 6 feet shall be maintained. All interior or exterior tables and benches should be removed, turned over, taped or coned off so they are not utilized for sit down dining or gatherings.

Restaurants, Convenience Stores, Medical Supply Stores, Pharmacies, and other essential retail businesses should take extra steps in reinforcing the 6-foot social distancing guide by placing tape, paint, cones, or other types of physical markings on the floor or pavement that clearly defines the distance of 6 feet or more.

The following are recommendations from the Center of Disease Control regarding operational safety:

Actively encourage sick employees to stay home:

- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow CDC recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met; in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

Separate sick employees:

- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors and sent home.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).

Educate employees about how they can reduce the spread of COVID-19:

- Employees can take steps to protect themselves at work and at home. Elderly people and people with serious chronic medical conditions are at higher risk for complications.
- Follow the policies and procedures of your employer related to illness, cleaning and disinfecting, and work meetings and travel.
- Stay home if you are sick; except to get medical care. Learn what to do if you are sick.
- Inform your supervisor if you have a sick family member at home with COVID-19. Learn what to do if someone in your house is sick.
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about coughing and sneezing etiquette on the CDC website.
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2 external icon, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Practice social distancing by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible.

Maintain Healthy Business Operations:

Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.

Implement flexible sick leave and supportive policies and practices.

- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.
- Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures. Additional flexibilities might include giving advances on future sick leave and allowing employees to donate sick leave to each other.
- Employers that do not currently offer sick leave to some or all their employees may want to draft non-punitive “emergency sick leave” policies.
- Employers should not require a positive COVID-19 test result or a healthcare provider’s note for employees who are sick to validate their illness, qualify for sick leave, or to return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.
- Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws (for more information on employer responsibilities, visit the Department of Labor’s external icon and the Equal Employment Opportunity Commission’s external icon websites).
- Connect employees to employee assistance program (EAP) resources (if available) and community resources as needed. Employees may need additional social, behavioral, and other services, for example, to cope with the death of a loved one.

Reference: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

We thank you for doing your part.

Help us Help you.....

Coordinator Frank Cinelli

Coordinator Edward D. Kirschenbaum