



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

Mayors

Belmar: Mark Walsifer
Lake Como: Kevin Higgins

Belmar Police Department
601 Main Street, Belmar NJ 07719
(732) 681-1700

Belmar Deputy Coordinator
Edward D. Kirschenbaum, Sr.

Coordinators

Belmar: Frank Cinelli
Lake Como: Edward D. Kirschenbaum, Sr.

**Lake Como
Assistant Deputy Coordinator**
Louise A. Mekosh

Chief of Police: Tina Scott

Law Enforcement Liaison
Captain Thomas Cox

May 22, 2020

Dear Belmar Business Owner / Operator,

The Borough of Belmar is issuing this letter to the business community to further stress the importance of the regulations set forth by the Governor of New Jersey Phil Murphy while we are still under the Public Health Emergency that was declared in early March.

The letters focus is to establish the importance of practicing and implementing social distancing guidelines as well as other pertinent regulations set forth by the State of New Jersey.

Also attached are CDC guidelines that pertain to the appropriate cleaning procedures for multiple types of surfaces.

As in the past lines for service, or entry into your places of business at times have had long lines, or a wait to get in. It is the responsibility of the business to not only maintain the social distancing inside the business, but on the outside as well. The entire property is under this regulation of "Social Distancing".

All employees must be provided and wear the appropriate protective equipment at all times when interacting with the public. Employees shall, when practical maintain social distancing, as well as the other guidelines listed below.

These are very difficult and challenging times for the Borough and the nation. We must continue to work together to stop the spread of COVID-19.

The Belmar Office of Emergency Management will be monitoring all businesses to ensure compliance with the Executive Orders and directives for the health, safety, and wellbeing of all.

Thank you for your continued cooperation during this Public Health Emergency.

Belmar Office of Emergency Management

Requirements for All Businesses Operating

Owners of buildings used for commercial, industrial, or other enterprises, and of residential buildings with at least 50 units, must implement the following policies at minimum:

- Clean and disinfect high-touch areas routinely in accordance with CDC guidelines, particularly in spaces accessible to staff, customers, tenants, or other individuals, particularly following a known or potential exposure;
- Maintain current cleaning procedures in all other areas of the facility;
- Ensure that the facility has a sufficient number of workers to perform the above protocols effectively.

Additional Requirements for Bars and Restaurants

Restaurants, cafeterias, food courts, bars, etc. that are still permitted to operate must adopt the following policies:

- Limit occupancy to 10% of stated maximum capacity;
- Ensure 6 feet of distance between workers and customers except at the moment of payment or exchange of goods;
- Arrange for contactless pay options, pickup, or delivery wherever possible;
- Provide hand sanitizer and wipes to staff and customers;
- Frequently sanitize high-touch areas like credit card machines, keypads, and counters;
- Require infection control practices such as regular hand washing, coughing and sneezing etiquette, and proper tissue usage;
- Place conspicuous signage at entrances and throughout the food business alerting staff and customers to the required 6 feet of distance;
- Require workers and customers to wear cloth face coverings and require workers to wear gloves. A business must provide, at its own expense, these face coverings and gloves for employees. Customers may be exempted if it would inhibit their health, or if under two years of age. If a customer refuses, they must be denied entry, but another method of pickup should be provided.

Additional Requirements for Essential Retail

Businesses deemed essential retail businesses must adopt the following policies:

- Limit occupancy to 50% of maximum store capacity at one time;
- Establish hours of operation specifically for the exclusive use of high-risk individuals;
- Install a physical barrier, such as a shield guard, between customers and cashiers/baggers where possible and anywhere you cannot maintain 6 feet of distance;
- Require regular hand washing, coughing and sneezing etiquette, and proper tissue usage and disposal;
- Provide employees break time for regular hand washing;
- Arrange for contactless pay options, pickup, or delivery of goods wherever possible;
- Provide hand sanitizer and wipes to staff and customers;

- Frequently sanitize high-touch areas like restrooms, credit card machines, keypads, counters and shopping carts;
- Require infection control practices such as regular hand washing, coughing and sneezing etiquette, and proper tissue usage;
- Place conspicuous signage at entrances and throughout the store alerting staff and customers to the required 6 feet of distance;
- Demarcate 6 feet of spacing in check-out lines to demonstrate appropriate social distancing;
- Require workers and customers to wear cloth face coverings and require workers to wear gloves. A business must provide, at its own expense, these face coverings and gloves for employees. Customers may be exempted if it would inhibit their health, or if under two years of age. If a customer refuses, they must be denied entry, unless the business is providing medication, medical supplies, or food, in which case another method of pickup should be provided.

Additional Requirements for Non-Essential Retail Operating Curbside Pickup

Non-essential retail stores may reopen for online or phone ordering and curbside pickup only at 6 a.m. on Monday, May 18, 2020. Non-essential retail businesses that open for curbside pickup must adopt the following social policies:

- Customers can pick up goods outside of an establishment that they have already ordered but cannot enter the brick-and-mortar premises;
- Where possible, limit in-store operations to those employees who are responsible for the operations required for curbside pickup;
- Where possible, handle customer transactions in advance by phone, email, fax, or other means that avoid person-to-person contact;
- Where possible, customers shall notify the retailer by text message, email, or phone once they arrive, or make best efforts to schedule their arrival time in advance. The customer shall be asked to remain in their vehicle, if arriving by car, until store staff delivers the purchase;
- Where possible, designated employees shall bring goods outside of the retail establishment and place the goods directly in a customer's vehicle; and
- For retail businesses operating in shopping malls, employees must bring the goods to customers at the exterior of the mall and place them directly in a customer's vehicle.

How to Clean and Disinfect

Hard (Non-porous) Surfaces

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective.
 - A list of products that are EPA-approved for use against the virus that causes COVID-19. Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
 - Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application.

Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.

- Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3 cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water

Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19^{external icon} and that are suitable for porous surfaces

Electronics

- For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.
 - Follow the manufacturer's instructions for all cleaning and disinfection products.
 - Consider use of wipeable covers for electronics.
 - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Linens, Clothing, and Other Items That Go in the Laundry

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.