

**BOARD OF CHOSEN FREEHOLDERS  
OF THE COUNTY OF WARREN**  
WAYNE DUMONT, JR. ADMINISTRATION BUILDING  
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**TO:** ALL DEPARTMENT/DIVISION HEADS & CONSTITUTIONAL OFFICERS  
**FROM:** ALEX J. LAZORISAK, COUNTY ADMINISTRATION *ajl*  
**DATE:** MARCH 18, 2020  
**SUBJECT:** COVID-19 - ADMINISTRATIVE DIRECTIVE

**County of Warren  
COVID-19  
ADMINISTRATIVE DIRECTIVE**

In response to the Covid-19 virus, and in view of State of New Jersey Executive Orders Nos. 103 and 104, issued on March 9 and 16, 2020, which required the closure of numerous schools and other entities and the need to create both social distancing as well as attempt to limit public access into County buildings, please note the following temporary public services policy. The intent of this temporary policy is to continue to provide essential public services while protecting our staff and limiting the spread of the virus by ceasing non-essential public services. The temporary policy will define and address both Non-Essential Services and Essential Services.

All Non-Essential Services outlined in this communication will temporarily cease operating as of the close of business on **Thursday, March 19, 2020**. All employees within the Non-Essential Services noted below need not report for work. The County, shall continue to compensate such employees during the duration of this temporary policy without their having to use their paid leave time. Health benefits will also be continued for non-essential employees, however, employees will be expected to continue making their share of Chapter 78 contributions. The expectation of the County is that these employees of Non-Essential Services will remain in their homes, as to limit the spread of the virus, during this period. However, employees shall be available by telephone during their normal working hours in the event their Department Head needs to reach them for any reason.

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Essential public service department employees are expected to report to work but use every reasonable precaution to prevent the spreading of the virus. The Essential Services outlined in this directive by County Department, will continue to be provided. Department Directors and Agency Leads of these Essential Services are hereby extended the temporary authority and flexibility to arrange opportunities designed to permit respective staff:

- The ability to work remotely
- The ability to work alternative work hours including evenings and / or weekends, and
- The ability to create further social distancing by separating its Essential Department Workforce into alternating intervals or schedules that ensure minimal coverage for the department. All employees in an alternating coverage schedule will be compensated for any periods not at their worksite.
- All essential department employees shall remain available by telephone to assist their department during their normally scheduled hours.

It is understood that there may exist limited Non-Essential staff members within some of these Essential Service Areas. This temporary policy will provide the respective Department Directors the ability to so designate those staff members and permit those staff members to be treated in the same manner as those assigned to Non-Essential Services.

**The following are delineations of Essential and Non-Essential Public Services.**

**General Warren County Government Non-Essential Public Services**

- County Library
- Land Preservation/Cult. & Historic Affairs
- Planning
- Rutgers Cooperative Extension Services
- Superintendent of Schools

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**General Warren County Government Essential Services**

- Office of the County Freeholders
- Office of the County Administrator
- Information Systems
- Personnel Department
- Planning Department (Land Development Review)
- Public Information
- Purchasing
- Office of the CFO/Finance
- Corrections

**Department of Law and Public Safety Essential Services**

- Administration
- OEM
- Communications Center
- Fire Academy
- Fire Marshal

**Department of Human Services Essential Services**

- Administration
- County Adjuster
- Division of Aging and Disability Services
- Division of Temporary Assistance
- Social Services
- Mental Health Services

**Department of Public Works & Other Essential Services**

- Department Director
- Engineering
- Buildings and Grounds/Mail
- Road Division & Motor pool
- Bridge Division
- Weights & Measures

**Constitutional and Other Offices**

- Prosecutor's Office (as determined by the Prosecutor)
- Sheriff's Office (as determined by the Sheriff)
- County Clerk (as determined by the County Clerk)
- Surrogate's Office (as determined by the Surrogate)
- Board of Elections (as determined by the Superintendent of the Elections Office)
- Tax Board (as determined by the Tax Administrator)
- Mosquito Control

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Please note that this temporary policy may be modified or terminate at any time.