



DEPARTMENT OF ADMINISTRATION  
**CITY OF CAMDEN**  
NEW JERSEY

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MAYOR

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July 15, 2020

To All City Employees:

The City of Camden will reopen for all employees to work in Office on July 20, 2020. As we welcome you back, we want you to know that the City of Camden strives to provide a safe and healthy workplace for all employees and the public we serve. Therefore, we are implementing new procedures and protocols to protect our employees and the public during the COVID-19 Pandemic.

The City of Camden will follow the guidelines and guidances of the Centers for Disease Control and Prevention ("CDC") along with directives and guidances issued by our State and local governments in response to the COVID-19 Pandemic.

On July 20-21, 2020, we will have a training session on working in the "new normal." We have some personal protection equipment (PPE), and a handout which will be distributed to all employees that outlines the procedures to be followed in order to protect the safety and health of employees and the public.

You will need to wear a personal mask or face covering in order to enter the building where you work, and as you travel between offices and in common work areas.

You will be thermo-scanned by security or other authorized temperature-checking personnel. If you have a temperature of 100.4 or above, you will not be allowed to enter the building and your supervisor will be notified. Please plan for a little extra time to get into the building and into your offices, due to the temperature monitoring and the limit of 2 persons to each elevator.

Social distancing will be practiced in the workplace, with areas marked out as needed, e.g., in elevators and common standing areas. Plexiglass and other appropriate protective barriers will be erected where needed between employees and the public.

If anyone in your household has COVID-19 or is exhibiting the symptoms of COVID-19; or anyone that you have close contact with has COVID-19 or is exhibiting the symptoms of COVID-19; or you have COVID-19 or any of the symptoms of COVID-19 including but not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

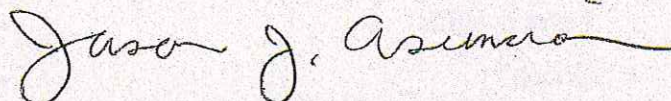
Please stay home, call your supervisor and immediately contact your personal physician for guidance. You will need to submit a doctor's note to Risk Management before you can be returned to work. Your supervisor will consult with Risk Management as needed.

During this Summertime period, if you have traveled within the last **14 days** to any of the following States that are listed on the official New Jersey Travel Advisory List, which is updated from time to time by the State (check most current List at <https://covid19.nj.gov/faqs/nj-information/general-public/which-states-are-on-the-travel-advisory-list-are-there-travel-restrictions-to-or-from-new-jersey#direct-link>), you will need to self-quarantine afterwards; please immediately reach out to your supervisor and Director who will in-turn contact Risk Management for guidance:

- Alabama (added 6/24/20)
- Arkansas (added 6/24/20)
- Arizona (added 6/24/20)
- California (added 6/30/20)
- Florida (added 6/24/20)
- Georgia (added 6/30/20)
- Iowa (added 6/30/20)
- Idaho (added 6/30/20)
- Kansas (added 7/7/20)
- Louisiana (added 6/30/20)
- Minnesota (added 7/14/20)
- Mississippi (added 6/30/20)
- North Carolina (added 6/24/20)
- Nevada (added 6/30/20)
- New Mexico (added 7/14/20)
- Ohio (added 7/14/20)
- Oklahoma (added 7/7/20)
- South Carolina (added 6/24/20)
- Tennessee (added 6/30/20)
- Texas (added 6/24/20)
- Utah (added 6/24/20)
- Wisconsin (added 7/14/20)

COVID-19 is a new virus which we are learning more about every day. The policies and protocols set forth in this and other related City issued COVID-19 documents may be amended from time to time to reflect new changes in governmental guidelines, directives and guidances in response to the COVID-19 Pandemic. We will keep employees informed in advance of any actions the City must take to protect its employees and the public.

Sincerely,



Jason J. Asuncion, Esq.  
Business Administrator