



OFFICE OF THE COUNTY ADMINISTRATOR

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Joseph N. DiVincenzo, Jr.
Essex County Executive

Robert D. Jackson
County Administrator

MEMORANDUM

TO: All Essex County Employees

FROM: Robert D. Jackson
County Administrator/Director of Human Resources 

DATE: March 10, 2020

SUBJ: Coronavirus: Travel Notification

Effective immediately and until further notice, all employees who plan to travel outside of the continental United States must directly notify Deputy Director of Human Resources, Jackie Jones or me directly in advance of their travel date.

Further, upon return from travel, all employees must follow Center for Disease Control (CDC) protocols, including requirements for self-quarantine, before returning to work.

The link for CDC advisories is: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

Given the uncertainty surrounding the spread of the virus, the Administration wants to ensure that it manages contacts to the best of its ability and that all County of Essex employees and the public are fully protected.

Thank you for your cooperation.

RJ/jf

Putting Essex County First

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