



Local Health Officers:

In order to assist the Department with comprehensive statewide planning and coordination of all activities related to COVID-19 public health preparedness, beginning March 14, 2020, at the direction of the Commissioner of Health pursuant to the Emergency Health Powers Act, specifically N.J.S.A. 26:13-21, please submit the following information at a minimum to your county LINCS agency on a daily basis by 11am each day:

The number of presumptive and confirmed positive COVID-19 cases in your jurisdiction including:

- Hospitalized – yes or no
- Exposure known – yes or no
- Healthcare worker – yes or no
- Current status – ill, expired or recovered
- Municipality
- Age
- Gender

Please work with your county LINCS agency to provide further detail on cases as needed to ensure comprehensive planning and coordination. For example, it may be important for county-wide planning purposes for your LINCS agency to know whether exposure occurred in a school setting.

In turn, LINCS agencies are directed to compile this information and provide it in summary form to all local health officers in their LINCS jurisdiction by 5pm daily including that day's information received from the local health officers.

LINCS agencies are strongly encouraged to create a table or form that local health officers can easily complete each day, to minimize any additional workload and maximize the utility of information being shared. In addition, information should be exchanged using a secure email address and all tables and data should include a clearly marked notation indicating that information is “for purposes of regional planning and coordination of the COVID-19 public health emergency only and shall not be otherwise disseminated or disclosed.”

Thank you,

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