

MIDDLESEX COUNTY
COVID-19 Employee Leave Policies

Dear Middlesex County employees,

Given the recent developments regarding the spread of the COVID-19 virus, commonly known as Coronavirus, in the interest of maintaining the wellbeing of all County employees, the County has been working diligently to ensure that County offices remain a safe workplace environment.

We would like to share the below information with you relative to the current COVID-19 outbreak. This is the second message I am sending to all employees relative to COVID-19; the first message of which is posted [on the Middlesex County Intranet](#).

EMPLOYEE LEAVE TIME

The State has provided guidance on employees taking time off due to illness or school closures during this evolving situation, which you can download [at this link](#). Based on this guidance we have received from the State, with the appropriate documentation, our employees will not be required to take sick/leave time to care for themselves or a family member infected with COVID-19 or to care for a child home due to a school closure

We understand that there will be questions about this policy, therefore, the state has also provided a Frequently Asked Questions document, which [you can download here](#), that outlines common employee questions. If you need further clarification, we ask that you contact your office's Human Resources Point of Contact.

We ask that you remain vigilant in reducing your risk of exposure, not only when contemplating travel, but also through daily mitigation efforts including hand washing, covering sneezes and coughs, and avoiding contact with those who are sick. **If you are ill, we strongly urge you to remain home and call your doctor.**

BUSINESS AND PERSONAL TRAVEL

As of March 9, 2020, Middlesex County has suspended all County business travel until further notice. Furthermore, County employees are also requested to take precautions if traveling independent of the County, particularly internationally or to areas experiencing a widespread transmission of the COVID-19.

Consistent with the CDC's guidance, employees are advised that travel may place them into **high or medium risk categories** for exposure to COVID-19. The CDC currently recommends that such persons be isolated for up to 14 days upon return. County employees are requested to monitor [the CDC's website](#) for guidance when making travel plans.

If you are traveling, here are the County's recommended guidelines:

- As an extension of the time-off approval process, all employees are requested to notify their Department Heads of any anticipated out-of-state travel plans, by any

means of mass transportation, i.e. train, plane, cruise, and/or attendance at large group events or settings, over the next three months. For any time-off already approved, please make your Department Head aware if your travel plans will be out of the state.

- Before returning to work, any employees whose travel or contacts with persons with COVID-19 exposure that would potentially place them into [high risk or medium risk](#) categories of exposure should follow the CDC risk management guidelines. In the event, you need to take additional time off, please contact your direct supervisor and arrange to apply for the “Applicable Leave Time Procedures” set forth in the link under Employee Leave Time above.
- The County Administration, working closely with the Department Heads, will assess each situation on an individual basis to determine the monitoring and management of the potential exposure and impact to County employees and members of the public.

In the event of an emergent incident which causes the County to make a determination to deviate from normal business hours, an announcement will be shared through a variety of channels including: the Intranet, email, Facebook ([@MiddlesexCntyNJ](#)), Twitter ([@MiddlesexCntyNJ](#)), and emergency closing/inclement weather phone line at 732-745-5695.

While this health crisis is unique to many of us, we all have a role to play in helping mitigate the spread of the disease. I would like to thank all of our County staff for your cooperation and for your understanding as we navigate the evolving situation.

The County will continue to update employees as information is made available or as additional direction is needed.