

COUNTY OF MORRIS COUNTY ADMINISTRATOR

P.O. Box 900
Morristown, New Jersey 07963-0900

Board of Chosen Freeholders

Director
Deborah Smith

Deputy Director
Stephen H. Shaw

Douglas R. Cabana
Kathryn A. DeFillippo
John Krickus
Thomas J. Mastrangelo
Tayfun Selen




County Administrator
John Bonanni

Assistant Administrator
Deena Leary

973-285-6040
Fax 973-285-5266
www.co.morris.nj.us

MEMORANDUM

TO: Constitutional Officers
State Appointed Officials
Department Directors
Boards, Commissions, Authorities

FROM: John Bonanni, County Administrator 

DATE: March 17, 2020

RE: County of Morris Covid-19 Administrative Directive

Attached, please find a temporary policy that will define and address both Non-Essential Services and Essential Services as it relates to COVID-19 effective March 18, 2020.

Please make special efforts to assure **ALL** of your employees are provided with copies of this information and understand it.

Please note that this temporary policy may be modified or terminated at any time, and every effort will be made to promptly alert you.

If you have any questions, please feel free to contact me at 973-285-6040.

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County of Morris Covid-19 ADMINISTRATIVE DIRECTIVE

In response to the Covid-19 virus, including the closures 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 policy. The intent of this temporary policy is to continue to provide essential services while protecting our staff and limiting the spread of the virus. This 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 Friday, March 20, 2020. All employees within the Non-Essential Services noted below will be compensated during this temporary period without the use of their benefit time. 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.

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 work remotely (either full time and / or part time),
- The ability to work alternative work hours including evenings and / or weekends, and
- The ability to create further social distancing by bifurcating the Essential Workforce in two-week alternating schedule intervals.

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 Services.

General Morris County Government Essential Services

- Office of the County Freeholders
- Office of the County Administrator
 - Administration
 - OPRA Office
 - Planning & Preservation Office (Land Development Review)
 - Communications Office
- Office of County Counsel
 - County Counsel
 - County Adjuster's Office

General Morris County Government Non-Essential Services

- County Library
- County Heritage Commission
- Planning & Preservation Office
 - Farmland Preservation
 - Flood Mitigation
 - Historic Preservation
 - Open Space Preservation
 - Trails Construction
 - Cultural Resources
 - Long Range Planning

Department of Law and Public Safety Essential Services

- Department Director and Assistant Director of Financial Operations
- OEM
- Communications Center
- Medical Examiners
- Health Management
- Fire Marshal
- Weights/Measures
- Academy

Department of Human Services Essential Services

- Department Director
- Division on Aging
- Veterans Services
- MAPS
- Nutrition
- Juvenile Detention Center
- Youth Shelter
- Office of Temporary Assistance
- Community and Behavioral Health Services
 - Mental Health Services
 - General Human Services
 - Addictions Services
 - Youth / Juvenile Services
 - Community Development
 - Municipal Alliance
- Employment and Training
- Workforce Development Board

Department of Finance Essential Services

- Finance Division
 - Office of the CFO/Treasurer/Asst. Director
 - Payroll
 - Accounts Payable
 - Grant Accounts
 - Accounting Operations
- Purchasing
- Mail Room

Department of Information Technology Essential Services

- Chief Information Officer
- Data Center Operations and System Administration
- End User Support
- Telecommunication and Cyber Security
- Workplace Technology

Department of Information Technology Non-Essential Services

- Workplace Technology
- GIS

Department of Employee Resources Essential Services

- Department Director
- Labor Relations
- Personnel Office
- Risk Management
- Medical Services

Department of Public Works Essential Services

- Department Director
- Engineering
- Buildings and Grounds
- Motor Services
- Roads, Bridges and Shade Tree
- Mosquito Control

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)
- Superintendent of Schools (as determined by the Superintendent of Schools)
- Rutgers Cooperative Extension Services (as determined by the Director)

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