June 8, 2020

Dear Mercer County Employees:

It is with great pleasure and optimism that I welcome you back to your county workspace beginning Monday, June 22, 2020. While our facilities have been closed to the public for the past 12 weeks due to COVID-19, many of our dedicated county employees have been working remotely to meet the needs of our Mercer County citizens during this unprecedented time. I deeply thank them for their hard work and commitment.

Since the onset of the pandemic our collective goal has been to do everything in our power to minimize the spread of the virus. Mercer County has done its part by offering abundant free testing for the public, diligently tracing the contacts of all people who contracted the virus and providing to the public daily educational newsletters and bulletins. Even so, this virus has changed who we are as a society and we are all still adapting to our “new normal.”

Here at work you will notice various changes in the way our workplace looks as well as new practices and protocols. We understand these changes may be difficult and we are here to support you. Our goal is to collaboratively ensure you feel safe and secure so together we can navigate the complexities going forward.

Coming soon, the Personnel Office will have for you a set of new policies pertaining to COVID-19, and that office will be happy to assist you with your questions specific to your individual situation. Among the things we are implementing to help keep our workplace safe and to support you:

- More frequent cleaning and sanitizing.
- Access to hand sanitizer throughout the workplace.
- Access to our employee assistance program, the New Jersey Employee Advisory Service, which can offer guidance and support during any difficult time.
- Staggered shifts so fewer people are on-site at one time.
- Telecommuting opportunities.
- New limits on the number of people allowed to gather in rooms, conference rooms and communal areas at one time.
- Workspace retrofits for increased personal protection.
Here are some things we expect you to implement to help keep our workplace safe:

- Go home if you feel sick.
- Wash your hands often, and for the recommended 20 seconds.
- Stay at least 6 feet from others when moving through the workplace, including elevators, restrooms, stairwells, and other communal areas.
- Minimize your time with co-workers and the public to 10 minutes or less.
- Wear a face mask or cloth face covering in the workplace.
- Be considerate of your co-workers (remember, we are all in this together).
- Call, email, message, or videoconference as much as possible rather than meet face to face.
- Be conscious and understanding of your co-workers who may be dealing with child-care issues, illness or loss of loved ones, financial insecurity, and other issues.

I encourage you to speak with your director, the Office of Personnel or County Administrator Lillian L. Nazzaro, Esq., if you have questions or concerns.

Thank you for your patience and cooperation, and welcome back to Mercer County Administration.

Sincerely,

[Signature]

Brian M. Hughes
Mercer County Executive