



The Borough of Paramus
One Teckish Square, Paramus, New Jersey 07652

To: All Department Heads
From: Joseph O. D'Arco, MPA, Borough Administrator
Subject: Coronavirus (COVID-19)
Date: March 11, 2020

As you are aware COVID-19 is actively spreading and a number of preventive initiatives have been directed by the Governor within executive order No#102. The Borough OEM team, Health Officer, Fire Chief, Police Chief, OEM Director, Administrator, and Mayor met this afternoon following Bergen County briefing for the Mayors.

The lead Borough agent relative to the initiative of the Borough is the Health Officer and OEM director, the following directive were recommend and department heads are being advised of the following action to be taken.

HEALTH

Health Officer Migliaccio will be drafting recommendation to the Board of Education for the curtailment of activities, consistent with State Department of Health recommendation. The Health Officer **HAS NOT** recommended the closing of schools at this time, and has been in communication with the Board of Education.

Health Department staff will check all care facilities in the Borough to insure they have implemented state recommended preventative protocol for visitors and actives at their facilities.

POLICE

Police Chief Ehrenberg will be issuing recommended preventive protocol for officer, EMS responders, and civilian staff. Two EMS rig will be modified for potential COVID-19 calls Police Dispatch will be instituting response codes for any call relative to suspected infectious call.

Public Works

Superintendent Picone will inventory all the available protective gear and secure additional quantities to meet our estimated need. A company to conduct comprehensive fogging disinfection for building, emergency vehicle and general borough fleet to include senior buses that may be subject to contamination will be contracted and on standby.

OEM

OEM Director Mehl will be coordinating progress meeting, working in conjunction with the Health Officer to develop staging plans if the virus contamination expands or new directives are issued by the State.

Department Activities:

The follow directives are for specific departments.

- **The Library** will be closed beginning tomorrow March 12 and will remain closed till March 20th
 - Staff will report to the library to conduct administrative functions.
- **Behnke Museum** will be closed until further notice.
- **Senior Center** will be closed until further notice and all trips suspended. Senior bus service limited to food shopping only.
 - Staff will report for administrative function.
- **Recreation Department** will cancel all indoor programs, and programs transporting residents out of the Borough. Parents are encouraged to register on line for upcoming recreation activities and program. Activities will be modified as needed.
- **COAH office** will insure compliance of preventive protocol in the Behnke Housing.
- **Borough events** and gathering will be limited and reviewed by the Health Officer
- **IT Department** will continue to maintain and post COVID-19 update by the Health Officer to insure accurate and up to date information for the public.
- **Finance Department** will maintain specific account in the event the emergency declaration provides for municipal reimbursement within FEMA guideline.