CAMDEN COUNTY PROSECUTOR’S OFFICE

COVID-19 RETURN TO WORK STAFFING PLAN

PHASE 1

SUMMARY

This plan contains information relating to return to work conditions and operations at the Camden County Prosecutor’s Office during the COVID-19 health emergency effective June 15, 2020. Our employees are “Essential Critical Infrastructure Workers” and perform “Essential Governmental Functions” under applicable health orders. The Camden County Prosecutor’s Office (CCPO) strives to provide each member of our team, and the public we serve, with a safe, professional environment. As the level of impact of the virus is fluid, the necessary response by this office may change or be expanded beyond what is in this document. As such, this plan may be changed or updated, and supervisors and managers may have to modify their response as necessary as the situation evolves. Moreover, the procedures outlined below are temporary in nature and are not intended to be permanent.

The goal of this plan is to provide a framework to keep everyone safe. Your cooperation and adherence to the precautions set forth in this Return to Work Staffing Plan are crucial.

PREPARATION

The CCPO is dedicated to the safety, health, and well-being of our colleagues. We have taken a number of actions in the past two months to prepare for a safe return to work.
Cleaning and Disinfecting
Janitorial staff will continue to disinfect common areas, such as restrooms and breakrooms, and frequently touched surfaces, such as elevator buttons and door handles. However, it is not reasonable to expect janitorial staff to constantly clean all county facilities throughout the day. Moreover, it has been longstanding practice that employees clean their own workspaces. Therefore, it is the responsibility of all employees to do what they can to help keep their workspaces disinfected. Specifically, it is important to regularly clean (with a disinfecting wipe or equivalent) commonly touched areas in your own workspace (e.g., desk, keyboard). Also, after using shared equipment, such as copiers and printers, you are expected to also clean the areas you touched with a disinfecting wipe or equivalent. Disinfecting wipes or equivalent will continue to be provided as needed.

Personal Protective Equipment (PPE) Supplies
We are providing disinfectant as well as face coverings and gloves at many locations throughout our office. Personnel who have high levels of field contact with the public have also been provided with eye protection. While you may use PPE supplied by the office, personal PPE is also encouraged, as long as it is regularly cleaned/replaced, meets CDC recommendations, and has a professional appearance.

Employee Screening Protocols Prior to Admittance to the Building
On arrival at the facility each day, employees are expected to use either the handwashing or the hand sanitizing stations provided at both the CCPO and the CAC.

Employees are to conduct a self-health assessment before entering any CCPO facility. This must be done once a day at the start of your shift, or no more than one hour before arriving at work if you complete your temperature screening at home.

At the self-health assessment screening station in the lobby of both the main CCPO building and the Child Advocacy Center (CAC), a list of symptoms is posted for you to review (such as fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, new loss of taste or smell, vomiting or diarrhea, and/or sore throat). A no-touch thermometer will also be provided to take your temperature, along with wipes for disinfecting before and after use, and hand sanitizer.

If your temperature is at or slightly above 100.4 but you believe there is a non-illness related reason for your elevated temperature, such as waiting outside on a warm day or in a warm car or walking a significant distance to get to the office, you may wait a few minutes and take another reading.

If you have any of the listed symptoms (not solely related to seasonal allergies) or a temperature that remains at or above 100.4, do not enter the building further and immediately and safely inform your supervisor that you are unable to work.

ATTIRE
Upon returning to work employees may wear relaxed but appropriate attire. The employee’s supervisor may place restrictions on attire with respect to employees whose public contact makes
casual dress inappropriate. Attorneys are expected to maintain professional and business dress standards when appearing in court and conducting other law-related business, inside or outside the office, when professional dress is appropriate.

**SOCIAL DISTANCING REQUIREMENTS**

To help minimize exposure between employees and exposure to employees from members of the public, social distancing protocols and precautions will continue. These practices include:

- Promoting frequent and thorough hand washing.
- Encouraging physical distancing of six feet between employees, and between employees and the public to the maximum extent feasible.
- Encouraging employees to stay home if they are sick.
- Encouraging respiratory etiquette, including covering coughs and sneezes.
- Not shaking hands or engaging in any unnecessary physical contact.
- Discouraging use of other employees’ phones, desks, offices, or other work tools and equipment when possible.
- Maintaining regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.

**PERSONAL PROTECTIVE EQUIPMENT**

Every employee shall, absent an ADA accommodation, wear a cloth or disposable mask that covers both the mouth and the nose in all shared areas of the office, including:

- Restrooms
- Elevators
- Stairwells
- Supply Room
- Other common areas such as hallways, break rooms, etc.

Employees do **not** need to wear a face covering while alone in their individual office or workspace, as long as that workspace is six feet apart from any other co-worker’s workspace.

Employees who have had exposure to COVID-19 or contact with someone who has COVID-19 in the past 14 days may be required to wear a face covering at all times while in the workplace, even if able to maintain six feet of social distancing.

All visitors to the office shall wear masks unless the situation prevents it (video testimony, identification, etc.)

Employees shall also wear masks when meeting personally with members of the public.
COMMON AREAS

Breakrooms will remain available for storing and preparing food. Chairs will be removed or taped off to discourage congregating. If you are eating inside the facility, meals are to be eaten in your own office or at your own desk or workstation.

The maximum capacity in our elevators, while maintaining social distancing protocols, is two people. If an elevator has too many people in it to ensure social distancing, you must wait for another elevator. If you use the stairs as an alternative, remember to practice social distancing in the stairwell. To facilitate social distancing in the stairwells at the main CCPO building, the front stairwell (in the lobby) will be designated “up” only and the rear stairwell will be designated “down” only to minimize the number of people passing each other.

To facilitate social distancing when using the restroom, if it is not practical to keep at least a six-foot distance from another restroom user, wait outside the restroom for space to become available. Public use of restrooms is discouraged.

VEHICLES

Anyone who uses a pool or shared vehicle shall appropriately disinfect any areas they or their passengers used or touched upon returning the vehicle. Wipes or other cleaning supplies will be made available as feasible.

Employees are discouraged from riding together in County vehicles when practical. However, if two or more employees must ride together in County vehicles, all occupants must wear face masks.

MEETINGS

All employees are discouraged from having in-person meetings. Even if you are participating in a meeting at the office, meetings should be conducted by phone or Zoom, Microsoft Teams, or other teleconferencing applications.

Meetings with victims and witnesses should also occur by phone or teleconferencing applications where feasible. You should minimize meeting with victims or witnesses personally in the field, or having victims or witnesses come to our office.

Remember to promote a professional appearance in meetings held by teleconference, especially those you attend from home. This includes not only your personal appearance, but the appearance of the surroundings visible to others in the meeting.

Visitor Screening Protocols Prior to Admittance to the Building
At this time, members of the public are not permitted inside the CCPO or the Child Advocacy Center (CAC). However, should the need arise for victim or witness visitors to enter the CCPO or the CAC, authorization to do so must be obtained from a member of the Administration.
Once permission is obtained, the victim or witness visitor must use either the handwashing or the hand sanitizing stations provided at each building before being permitted to enter the facility.

Additionally, any victim or witness visitor must undergo a temperature check and health assessment before entering the CCPO or the CAC. A no-touch thermometer will also be provided to take the temperature of the visitor, along with wipes for disinfecting before and after use, and hand sanitizer.

At the self-health assessment screening station in the lobby of both the main CCPO building and the CAC, a list of symptoms is posted for visitors to review (such as fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, new loss of taste or smell, vomiting or diarrhea, and/or sore throat).

If a victim or a witness visitor’s temperature is at or slightly above 100.4 but he/she believes there is a non-illness related reason for his/her elevated temperature, such as waiting outside on a warm day or in a warm car or walking a significant distance to get to the office, he/she may wait a few minutes and take another reading.

If a visitor has any of the listed symptoms (not solely related to seasonal allergies) or a temperature that remains at or above 100.4, he/she must be denied further entry into the building.

FIELD CONTACTS

All employees should avoid field contacts whenever possible. Contact by telephone or videoconference is recommended. When feasible, maintain social distancing and wear a mask when contacting members of the public or visiting facilities with concentrated occupancy (jails, police stations, prisons, health care facilities). In these situations, you should consider the need for N95 respirators, eye protection, and gloves and shall utilize these items when the situation presents a heightened risk of exposure.

Crime Scene Unit Detectives will adhere to their internal protocols for PPE when on crime scene response call-outs.

Transporting members of the public is discouraged. If you must transport a witness or in-custody prisoner in a vehicle, you and those being transported must wear masks.

VULNERABLE EMPLOYEES

Considerations will be made to move vulnerable employees (such as those 65 and older, or those with compromised immune systems) from work situations that may put them at higher risk of contracting COVID-19 or to permit them to work from home.
TRAVEL AND TRAINING

All non-essential travel and off-site training is curtailed. Requests for essential travel must be approved by a Section Chief or Unit Commander. When on essential travel, employees should utilize PPE as appropriate, avoid public transportation when possible, and review and follow all CDC and local guidelines.

COVID RESPONSE/REPORTING ILLNESS

If someone should become ill from COVID-19 or has a high-risk exposure (as defined in CDC guidelines) to someone with COVID-19, the CCPO has a mechanism for assessing, containing, and tracing the illness or exposure. In short, if you are at work, go home. If you are at home, stay home and consult your medical provider.

To report illness or exposure, or if you had close contact (as defined by the CDC) with someone who has tested positive for COVID-19 or is exhibiting symptoms and awaiting the results of a test, immediately e-mail the Administration at CCPOCovidReporting@ccprosecutor.org and copy your supervisor. Any health information will remain confidential to the fullest extent possible. Some information may need to be shared with limited CCPO personnel and with the Department of Health. The Office will take appropriate steps to determine exposure to other employees and make notifications to other employees as appropriate. You may be directed to remain home for 14 days.

Returning to Work
If you had a positive COVID-19 test, had COVID-19-like symptoms, exposure or close contact with someone who tested positive or is exhibiting symptoms, please contact Personnel prior to returning to work. You may be required to provide a doctor’s note authorizing your return to work.

RESILIENCY

The health and well-being of our employees is our most important goal as we return to work. If you have personal issues or concerns, do not hesitate to reach out to others for assistance. Our office has master resiliency officers available and ready to help you with handling the challenging stressors of everyday life, especially during this health crisis. You can reach out to any one of our resiliency officers by email or phone.