
INTEROFFICE MEMORANDUM

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MARK PASQUALI, CPWM, ASST. SUPERINTENDENT OF PUBLIC WORKS
FROM: ANDREW J. CASAIS, RMC, QPA, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: COVID-19 – MARCH 13, 2020 UPDATE NO. 1
DATE: MARCH 13, 2020
CC: MEGAN AVALLONE, HEALTH OFFICER
PATRICK MACKIN, RISK CONTROL CONSULTANT
RICHARD COCCA, DEPUTY OEM COORDINATOR
JOSEPH SIGNORELLO, JR., DEPUTY OEM COORDINATOR
CONTROL: 036-2020

The Borough of Roselle Park continues to coordinate with local, regional, state and federal partners in its preventative, preparedness and mitigation efforts related to novel coronavirus (COVID-19) affecting the region. While concerns continue to mount due to the variety of unknowns, the spread of COVID-19 should not be cause for panic. Basic reasonable and replicable hygienic practices along with social distancing remain the best defense against this illness.

As previously stated, the Borough is in a unique situation being a provider of social and other public services, and therefore must act in abundance of caution. To that end, in coordination with the Mayor I am directing that following actions be taken so as to not unreasonably expose our residents and municipal workforce to the risks associated with the COVID-19 pandemic:

1. **Effective Monday, March 16, 2020 all municipal buildings shall be closed to the public until further notice.**

This will specifically include:

- (a) Roselle Park Borough Hall:
 - i. *Except* meetings held pursuant to the Open Public Meetings Act or as otherwise provided for and required by superseding law.
- (b) Roselle Park Municipal Court.
- (c) Roselle Park Police Department (Civilian Offices):

- i. *Except* emergency and public safety operations.
 - (d) Casano Community Center:
 - i. *Except for private parties booked and arranged prior to this date.*
 - (e) Roselle Park Veterans Memorial Library.
 - (f) Roselle Park Department of Public Works.
2. All municipal employees will continue to report to work as regularly scheduled. Departments should await further guidance before enacting any scheduling changes. Health-related guidance on necessary and appropriate hygienic practices will be provided and/or reinforced with each department.
3. All municipal public events, recreational activities, and programs are cancelled until further notice.

This will specifically include:

- (a) All public activities hosted by and at the Casano Community Center; and,
- (b) Public activities hosted by Roselle Park Recreation.

These actions and programming amendments are subject to change based upon the ongoing fluid situation and updated health-related information as it is received.

While the current situation and precautions have necessitated this escalated response, there should still not be cause for panic. I will continue my daily regimen of communication and conference calls with all levels of government to ensure the Borough of Roselle Park receives and acts upon the best and most updated information about COVID-19 and associated risk factors for the local population.