



**ADMINISTRATIVE ORDER NO. 20-01**

**WHEREAS**, Anthony J. DeNova was appointed by the Passaic County Board of Chosen Freeholders (hereafter "Board") pursuant to Resolution No. R20181069 by the powers vested in the Board under N.J.S.A. 40A:9-42, as the Passaic County Administrator (hereafter "County Administrator"); and

**WHEREAS**, on January 4, 2018, the Board adopted the Passaic County Administrative Code (hereafter "Administrative Code"), making the County Administrator the chief administrative officer of the County of Passaic (hereafter "County"), and pursuant the Article Five of the Administrative Code, he is authorized to act as the chief administrative officer of the County and carry out all County affairs within the Board's jurisdiction; and

**WHEREAS**, Article Five, Section 5.3 of the Administrative Code, authorizes the County Administrator, with the approval of the Director or Deputy Director of the Board, to exercise emergency powers, including hiring new and replacement personnel in situations which affect the health, safety, and welfare of the public; and

**WHEREAS**, on March 16, 2020, the Director and Deputy Director were briefed on the contents of Administrative Order No. 20-01, and approved and directed the County Administrator to issue the orders and directives stated herein;

**WHEREAS**, N.J.S.A. 40A:11-6 authorizes the County Administrator to award emergency contracts, notwithstanding that the contract price will exceed the bid threshold, when an emergency affecting the public health, safety, or welfare requires the immediate delivery of goods or the performances of services;

**WHEREAS**, Coronavirus disease 2019 (hereafter "COVID-19") is a contagious, and at times fatal, respiratory disease caused by the SARS-CoV-2 virus; and

**WHEREAS**, as of March 16, 2020, there are one hundred and seventy eight (178) presumptive positive tests in New Jersey, eight (8) presumptive positive tests in Passaic County, and several persons under investigation for COVID-19; and

**WHEREAS**, on March 9, 2020, New Jersey Governor Philip Murphy, in order to protect the health, safety, and welfare of the people of the State of New Jersey, signed Executive Order No. 103, declaring a Public Health Emergency and State of Emergency exist in the State of New Jersey; and

**WHEREAS**, on March 16, 2020, Governor Murphy signed Executive Order No. 104, placing further restrictions on commerce, travel, public gatherings, and other preventive measures to slow the spread of COVID-19 in New Jersey; and

**WHEREAS**, in order to protect the public health, safety, and welfare of the residents of Passaic County, am compelled to exercise certain emergency powers, as authorized by the laws of the State of New Jersey, and the Administrative Code; and

**NOW, THEREFORE, I, ANTHONY J. DENOVA**, County Administrator for the County of Passaic, by virtue and authority vested in me by the Statutes of this State, and the Passaic County Administrative Code, do hereby **ORDER** and **DIRECT** the following:

1. All employees who traveled outside of the United States in the last thirty (30) days shall immediately notify the Department of Human Resources. If an employee has recently returned from international travel, the employee must follow Center for Disease Control protocols, including requirements for self-quarantine, before returning to work.
2. The following County employees, departments, or divisions are deemed essential, and required to report to work throughout the Public Health Emergency:
  - a. County Administrator, Deputy County Administrator, and all employees deemed necessary by the County Administrator, including the County Adjuster;
  - b. Director of the Department of Human Resources and, all employees deemed necessary by the Director;
  - c. The Department of Communication and Information Technology;
  - d. The Office of the Clerk to the Board;
  - e. County Counsel and Deputy Counsel, and all employees deemed necessary by the County Counsel;
  - f. The Director of the Department of Finance, the County Treasurer, the Director of the Division of Payroll, and all employees deemed necessary by the Director;
  - g. The Passaic County Purchasing Agent, Principal Purchasing Agent, and all employees deemed necessary by the Purchasing Agent;
  - h. The County Engineer, Assistant County Engineer, and all employees deemed necessary by the County Engineer;
  - i. The Road Division;
  - j. The Department of Operations and Public Buildings;
  - k. The Director of the Department of Human Services, a designee from each division therein, and all employees deemed necessary by the Director to maintain operations;
  - l. The Parks and Recreation Department, not including administrative staff;
  - m. The Department of Public Safety;
  - n. The Health Department;
  - o. The Director of Senior, Disability Services & Veterans' Affairs Department, the Division of Nutrition Services, and the Division of Paratransit, and all employees as deemed necessary by the Director;
  - p. The Director of the Division of Weatherization, and all employees as deemed necessary by the Director; and
  - q. Preakness Healthcare Center.

3. All statutory, constitutional, and gubernatorial officers, including the Board of Elections, Superintendent of Elections, Sheriff's Department, County Clerk, County Prosecutor, Superintendent of Schools, County Tax Board, Rutgers Coop Extension, and Surrogate shall maintain operations as deemed necessary by the director of same.
4. Essential employees who are required to report to duty to his/her respective officers shall conspicuously display County identification in order to gain access to same.
5. All non-essential employees will not be charged accumulated sick, personal, or vacation leave for an absence at the office during the Public Health Emergency.
6. Any non-essential employee not required to report to a County office, may be required to work remotely, as determined by the employee's direct supervisor.
7. The Purchasing Agent is directed to delay all bid openings by fourteen (14) days from the date Administrative Order 20-01 takes effect, and take all necessary steps to make the proper notifications. Moreover, no new projects shall be bid until Administrative Order 20-01 is rescinded.
8. All senior congregation sites and adult day care centers operated by the Department of Senior, Disability Services & Veterans' Affairs shall be closed.
9. The Nutrition Division shall continue to deal meals to homebound seniors, until such time that shelf stable meals are available to the County, based on the emergency order placed by the Purchasing Agent.
10. All public events planned by any County department are cancelled.
11. All historic sites in the Passaic County Park System shall be closed.
12. Preakness Valley Golf Course shall be closed.
13. No County department shall accept any request for permits, or process any permits, until Administrative Order No. 20-01 is rescinded.
14. All non-emergency roadwork on County roads shall be suspended.
15. The County's Health Officer is authorized to take all necessary action to protect employees and residents, including but not limited to, the following:
  - a. Coordinating and directing the County's public health response to the COVID-19 outbreak;
  - b. In conjunction with Bergen County, establishing mobile sites where individuals can be tested for COVID-19, in compliance with New Jersey Department of Health guidelines; and
  - c. Any other action deemed necessary to protect the public health, safety, and welfare of Passaic County residents.
16. All non-essential transportation of seniors by the Division of Paratransit shall be suspended.

17. I shall make all emergency awards of contracts for goods and services in response to combatting COVID-19, or to maintain operations serving vulnerable residents in Passaic County, or to ensure operational efficiency of governmental operations during the Public Health Emergency.
18. At the direction of the Executive Director of Preakness Healthcare Center:
  - a. Preakness Healthcare Center employees may be reassigned to assist in healthcare operations, including but not limited to, ensuring patient care for residents of Preakness Healthcare Center, pursuant to guidelines established by the New Jersey Department of Health; and
  - b. All outside visitation to Preakness Healthcare Center is suspended; and
  - c. The Executive Director shall establish procedures to screen any County personnel entering Preakness Healthcare Center, in conjunction with procedures established by the County's Health Officer.
19. Employees who are diagnosed with COVID-19 can stay home without using accumulated sick leave.
20. Employees who have been exposed to COVID-19, and thus are required to self-quarantine or recommended to stay home, can do so without using accumulating sick leave.
21. At my direction, employees can be temporarily re-designated to different responsibilities and assignments, as needed.
22. Non-essential employees can stay home without using allocated sick leave in the event of the closing of his/her child's school or child care center, if related to COVID-19.
23. All essential employees who fail to report for duty shall be disciplined, up to and including termination, and shall not be compensated for any time missed.
24. Employees can be designated by me, as necessary, as essential in order to ensure the health, safety, and public welfare of Passaic County residents.
25. All County facilities shall be closed to the public, effective March 18, 2020 at 8:30 AM, with the exception of essential County personnel, those members of the public required to attend a judicial proceeding, and anyone else with an emergency matter.
26. All meetings of authorities, boards, commissions, or committees created by the Board shall be cancelled for the next fourteen (14) days. Department directors shall take all appropriate action in order to cancel the meeting in accordance with N.J.S.A. 10:4-6, et seq.
27. Administrative Order No. 20-01 shall take effect immediately, and be rescinded when Governor Murphy withdraws the Public Health Emergency and State of Emergency in the State of New Jersey, or when deemed necessary by me.

**GIVEN**, under my hand seal this 16<sup>th</sup> day of March, Two Thousand and Twenty.

**Attest:**

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**Louis E. Imhof, III**  
Clerk to the Board

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**Anthony J. DeNova, III**  
County Administrator

**As to form and legality:**

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**Matthew P. Jordan, Esq.**  
County Counsel