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Memorandum

To: City of Paterson Employees
From: Kathleen M. Long - Business Administrator
Date: March 13, 2020
Re: Update on department staffing in response to COVID-19

As the Mayor announced today, the Administration is taking proactive steps to protect city employees and the greater public by implementing “social distancing” strategies where appropriate.

Utilizing the State of New Jersey Civil Service Commission’s “Guidelines for State Employee Leave Time and Staffing – COVID 19,” **the Administration is creating modified schedules per department and division.** This is being rolled out between today, Friday, March 13 and Monday, March 16. The modified schedules will begin on Tuesday, March 17 and will continue through Friday, March 27. We will evaluate any necessary extensions at that time.

Some employees can only perform their jobs from a city office, and those employees will rotate in a limited schedule in city offices from 8:30am-4:30pm daily. Other employees can also perform their jobs from home, so they will both rotate in an office schedule and will be expected to work remotely from home from 8:30am-4:30pm each day. IT Director Ryan Foote and his team have prepared instructions on how to access both email and the document server remotely, and they are making the necessary plans to implement this as we speak. Department and Division Directors will inform you of your team’s schedule over the next few days.

While we are limiting employee work days, we are also limiting the time city buildings/offices will be open to the public.

The following buildings will be open to the public on Mondays, Wednesdays, and Fridays from 9am – 3pm:

City Hall – 155 Market Street

- Finance, including Revenue Collection, Tax Assessor, Treasury, Sewer, and Accounts/Control
- Mayor’s Office
- Administration, including Business Administrator, Purchasing, and IT

- Legal
- City Clerk
- City Council

125 Ellison

- Health and Human Services, Divisions of Human Services
- Community Development
- Administration, including Personnel and Payroll
- Economic Development

133 Ellison

- Recreation

111 Broadway

- Community Improvements
- Engineering

The following buildings will be closed to the public:

- 2 Market St - Paterson Museum
- 161 5th Ave – Riverside Vets

The following departments/divisions are considered essential personnel and will not see changes to current staffing schedules at this time:

- Police
- Fire
- DPW
- Health and Human Services – Division of Health

The following agencies are finalizing adjusted schedules which will be announced soon:

- Library (all programs are cancelled but branch hours will be announced next week)
- Municipal Court (in consultation with Superior Court)
- 60 Temple St – Youth Services Bureau

Please ensure your supervisors have all appropriate and up-to-date phone numbers (cell and home) as well as personal email addresses. We will continue to update you with information today, over the weekend, and on Monday in order to address any concerns you might have and to make this work disruption as smooth as possible.

Thank you in advance for your patience and understanding.