

Newtown, Bucks County, Joint Municipal Authority COVID-19 Policy Guidance

This policy will follow the Order of the Secretary of Pennsylvania Department of Health for Mitigation and Enforcement concerning Face Coverings and contact with customers.

Wearing of Masks/Face Coverings and Physical Distancing in the Workplace

All Authority employees MUST wear a mask/face covering properly, covering nose and mouth. If an employee forgets to bring a mask, a disposable mask is available.

All employees should physical distance from other employees or members of the public. Physical distancing means staying at least 6 feet away from others.

Office Staff

At this time, our office staff consists of 2 people and the manager. The office staff should continue to social distance and clean office on a regular basis of all counters, door knobs, and commonly used surfaces.

Field Staff

Since our field staff deals more with the community, employees should avoid exposure to customers, contractors, plumbers, etc. Telephone conversations are highly recommended. If in person exposure is required, a face mask/covering and social distancing must be done. All Authority vehicles should have hand sanitizer inside, as a precaution.

What to do if you're feeling under the weather or have had exposure to someone with COVID-19.

If an employee is feeling ill, do not come into work.

Symptoms may include:

fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

An employee who has had contact with a person who has been diagnosed or tests positive for COVID-19, may not continue to work at an in-person business and must quarantine in accordance with the CDC Guidelines.

General Requirement for Public Buildings

As of December 7, 2020, the Authority closed the building to public access. There is a mail slot at our front door that customers can place payments into.

When the building is open to the public, we have hand sanitizer at the front counter.

Signage at the entrance should state that customers use face masks/coverings when entering the business.

Use of the bathroom from the public will not be allowed.