

Wayne Township

COVID-19 Township Status

March 19, 2020

Out of the abundance of caution and to help curtail the possibility of community spread of Coronavirus (COVID-19), Wayne Township will be implementing the following administrative procedures effective Monday, March 23 and continuing until further notice.

STAY INFORMED

Visit the Township home page at: <http://www.waynetownship.com>

Find Township contact information here: www.waynetownship.com/telephone-listing.html

Sign up for phone alerts here: www.waynetownship.com/emergency-notification-system.html

Sign up for email alerts here: www.waynetownship.com/emergency-notification-system.html

Like the Township Facebook Page here: www.facebook.com/WayneTownshipNJ

MUNICIPAL OFFICES & FACILITIES

Municipal Building

- Physical public access to all municipal offices except the Police Department is suspended until further notice.
- The public foyer of town hall will be open to the public weekdays from 8:30 a.m. to 4:30 p.m. for access to a drop box for filing of completed permits and other correspondence. No loitering shall occur in or around the foyer.
- All offices are open and Municipal Staff will be available during this time to answer questions and concerns from the public **via telephone and email**, however no in-office visitation will be permitted for the duration without a scheduled appointment.
- All residents and property owners are encouraged to utilize our online payment options for taxes and water/sewer bills at <http://www.cit-e.net/wayne-nj/>.
- A drop box for payments is also located in the front of the Municipal Building

Police Department

- For emergencies please dial 9-1-1.
- The Wayne Police Department continues on duty as always, 24 hours a day seven days per week.
- All non-emergency contact with the police department should be initiated by phone call to 973-696-0600.
- Non-emergency email inquiries can be made to:

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<https://www.waynetownship.com/2013-10-29-16-23-53.html>

- Online reporting for non-emergency police incidents that require a police report such as fraud, identity theft, lost or stolen property or harassment; NOT DOMESTIC VIOLENCE related reports.
- If your business requires that you visit the police station at 475 Valley Road, Wayne you will be subject to screening and escorted to a secure area. Please call in advance to make an appointment to be seen.

Health Department

- Continues to operate 24/7 for any COVID-19 related notifications and investigations.

Municipal Court

- The Wayne Township Municipal Court sessions have been suspended by Chief Justice Stuart Rabner until March 27th.
- New court dates will be issued.
- Fines and payments for motor vehicle violations can be made on line at <https://portal.njcourts.gov/webe11/atswepr2/home.do>
- For all other violations, a drop box is located in front of the Municipal Building– NO CASH will be accepted. Payments can also be mailed to the court.
- For more information, please call 973-694-1800, ext. 3305.

Fire Department

- The Wayne Township Fire Departments remain on duty 24/7.
- For Fire Emergencies, please call 9-1-1.

Wayne Township Emergency Medical Service (EMS)

- Wayne Township EMS remains on duty 24/7
- For medical emergencies call 9-1-1

Code Enforcement, Building Department & Fire Prevention Bureau

- Permit application drop off and pick up will be available by appointment only. Permit applications are available online at <https://www.waynetownship.com/clerk-forms.html?highlight=WyJmb3JtcyJd> and can be dropped off in the Drop Box. Please call 973-694-1800, ext. 3219 to arrange an appointment.
- Telephone screening for symptoms of COVID-19 prior to all appointments and inspections will be occurring.
- The Township will be erring on the side of caution and the inspectors will be using discretion when entering dwellings and interacting with individuals. Only essential contractors, homeowners, or authorized representatives necessary for the completion of any inspection shall be on site during such inspection in an effort to limit unnecessary contact.

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Inspection Protocol

Outdoor inspections

- Procedures for inspections outdoors will remain the same.

Indoor Inspections

Water and Sewer

- All non-emergent water meter installations or repairs will be canceled and re-scheduled at a later date

Continued Certificate of Occupancy

- All CCO's inspections will be canceled
- Buyers/Sellers will be required to submit a purchaser's agreement (letter from Purchaser's Attorney) stating who will be taking responsibility for any required repairs or correction of deficiencies once the CCO inspection is performed
- TCO's will be issued for 90 days

Fire Inspections

- Smoke Detector and CO detector inspections will be canceled.
- The DCA issued certification form will be used for owner certification

All Other Inside Inspections – Building/ Fire/Zoning

When inside inspections are required the following procedures will be followed:

- The inspection will only be scheduled if it cannot be postponed to a later date.
- The applicant shall be asked the following questions at the time the inspection is scheduled and the day of the inspection prior to entering the building
 - Are you or anyone at the home/building/site having flu-like symptoms, such as fever, cough, or shortness of breath
 - In the last 14 days has anyone at the home/building/site traveled to a high-risk area for transmission of COVID-19? (Mainly Europe or China)
 - Have you anyone at the home/building/site been in close contact with someone confirmed or is being evaluated for COVID-19?
- If the answer to any of these questions is yes, then cancel the inspection, and reschedule for a later date (minimum 30 days)
- The applicant shall also be told that the work area must be cleared to allow for the "Social Distancing" of 6 feet of separation at the time of the inspection. If this cannot be done, the inspection will not be performed.

Recreation

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- All playgrounds are closed until further notice. However, parks will remain open for passive recreation.
- All organized sanctioned recreation activities such as basketball, baseball, softball, soccer is suspended until further notice.

Wayne Public Library

- The Wayne Public Library will be closed until further notice.
- You may still return items in the book drop located at the front of the Library.
- There will be no fines on late items during this time.
- Cardholders may access downloadable ebooks, audio and video/movies via our website <https://waynepubliclibrary.org/>
- Telephone the library at 973-694-4272 Monday through Friday, 9am – 5pm if you need a library card, need help with library card/PIN issues or have reference questions.
- Keep in touch/engaged via the library's Facebook Page, as well as Instagram and Twitter.
- Email <https://waynepubliclibrary.org/email-us.html> with questions any time.

Public Meetings

- All non-essential Board and Committee meetings are cancelled until further notice with the exception of the Council meeting which will be held on the third Wednesday of the month until further notice.