



A Message from the Safety Director

The COVID-19 outbreak across New Jersey has impacted the way municipal services have been provided over the past month. Many administrative offices have been operating with reduced or rotating staff, reduced hours, and reduced contact with the residents. Some administrative personnel have been able to work from home. And residents you are dealing with may be more anxious about their health, their families, and their homes. This presents a new set of challenges and risks for public employers. The MEL and the Safety Director are offering several guidance and training resources to help our members during this difficult period and into the recovery phase.

Every administrative employee should receive training on employee conduct and protecting children from sexual abuse. Visit the Protecting Children resource page at <https://njmel.org/mel-safety-institute/model-policies/protecting-children/> for training resources and information. Employee conduct training videos are available at <https://njmel.org/mel-safety-institute/resource-center/libraries/online-video-library/> under the Civil Rights heading. While on the Safety Video page, consider other safety videos, such as *Cyber Security* and *Smart Moves to Avoid Falling Down*.

The MEL Safety Institute, MSI, offers three online classes of interest for office staff. *8 Tips for Working From Home* and *Practicing Hand Hygiene* were added in response to the COVID outbreak. The Office Safety class provides a comprehensive overview of the most common hazards in the office setting.

Since the start of the COVID-19 outbreak, the Safety Director released informational Bulletins on the CDC guidance for *Cleaning Surfaces*, the *Families First Coronavirus Response Act*, and the FBI warning concerning *Protecting Children From Online Predators During the Outbreak*.

The Safety Director also has created a series of 5 10 minute lesson plans, called Shift Briefings, for supervisors to deliver to staff during morning meetings. Short blasts of timely information are the most effective means to convey information in a way that is easy for the listener to grasp and utilize. Shift Briefings include *HazCom and COVID-19*, *Home Office Ergonomics*, *Social Distancing at Work*, and *Stress Management*. Bulletins and Briefings are available on the MEL COVID-19 page, <https://njmel.org/covid-19-updates/>.

If you have training needs beyond those currently available, please contact the Safety Director. Our staff of loss control consultants can assist.

We encourage everyone to download the MEL app so you will be alerted when new content is added to the MEL information and training resources.