

Facility Operations' Ramps Up Procedures to Keep Our Offices Clean

As the coronavirus (COVID-19) situation continues to evolve, NJM has been taking proactive steps for the safety of our workforce. Our goal has been to maximize the safety of our work environment, while ensuring our ability to remain operational for policyholders over the long term.

**Coronavirus
UPDATE**

While most employees are currently working from home, there are some jobs that are essential in continuing to serve policyholders that can only be done from NJM facilities. We wanted to update you with the steps we are taking to ensure the safety of employees who are reporting to work in NJM offices.

Our Facility Operations department, along with our cleaning company, CSI, have augmented cleaning protocols in all three offices.

Additional time each day is dedicated to thoroughly disinfecting "high-touch" surfaces including all door handles, handrails in the stairwells, furniture and equipment in conference rooms (tables, chairs, telecom units, remote controls), cafeteria surfaces and equipment in break rooms (coffee and ice machines, refrigerator doors and fixtures). Each evening, the team disinfects all high-touch surfaces in each office location. This includes re-cleaning all areas noted above, as well as thoroughly cleansing restrooms, lobbies, the cafeterias, copy and fax machines and other items that employees frequently share.

Additional hand sanitizing dispensers have been added in all three offices and sanitizing wipe dispensers have been placed in the cafeterias.

If you have any suggestions for additional precautions we should consider, please email them to NJMNetEditor@njm.com.