

## **New Jersey Essential Employee Guidance**

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Who is an essential employee?

Essential employees: Employees who are designated as required to work when an office closing is authorized, usually in operations that must provide services around the clock. The designation of essential can depend upon the employees duties, as well as the circumstances for the closing.

Non-essential employees: Employees who are not required to work when an office closing is authorized. Occasionally, non-essential employees may be required to work if skeleton crews must be maintained or if specific work must be performed to meet deadlines.

According to the Cybersecurity and Infrastructure Security Agency (CISA): If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, such as HEALTHCARE SERVICES and pharmaceutical and food supply, you have a special responsibility to maintain your normal work schedule.

It is very important to note: Each business which meets the criteria of essential, needs to additionally determine which of their employees are essential to their operations.

Please refer to the following Guidance on the Essential Critical Infrastructure Workforce which can be reviewed at this link: [https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce?fbclid=IwAR2vJsn60DRXs1oNEowb6\\_a9nWRyW98vSRvN1NIOByFVzZNg4qyqcjivs](https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce?fbclid=IwAR2vJsn60DRXs1oNEowb6_a9nWRyW98vSRvN1NIOByFVzZNg4qyqcjivs)  
[What is the Essential Employee Credentialing Project?](#)

The Essential Employee Credentialing Project is designed for the registration and identification of employees who are considered essential and who, by nature of their employment responsibilities require travel authorization during a declared Governors State of Emergency Travel Restriction.

For more information visit [http://ready.nj.gov/programs/essential-employees.shtml?fbclid=IwAR1VTb2DQ7H1xT\\_6QrY8yVJRSiybm7BuJ10X3Dtm4YfXtW54Fs21C6ExOXA](http://ready.nj.gov/programs/essential-employees.shtml?fbclid=IwAR1VTb2DQ7H1xT_6QrY8yVJRSiybm7BuJ10X3Dtm4YfXtW54Fs21C6ExOXA)

### **GENERAL RECOMMENDATION:**

We have received several reports of LTC employees being stopped by local law enforcement officials on their way either "to" or "from" their facilities. Please follow this general recommendation provided by our Emergency Management Consultant, Dave Weidner: All administrators should provide ALL employees within their operations with an identifier designating them as "Essential Healthcare Personnel". This may be accomplished by means of a corporate letter or other designation on their employee identification badge. Staff should travel with their employee identification badge at ALL TIMES.