

# The N.J. Business Action Center & The N.J. Department of Labor & Workforce Present **COVID-19 Workplace Health and Safety & Benefits: What Employers Need to Know**



**NJBAC**

New Jersey Business Action Center

*The webcast will provide New Jersey businesses of all sizes with information regarding COVID-19 workplace health and safety and top resources for employers on mandated worker benefits & protections.*

Thursday, Feb. 18 at 12 p.m. EST | Register: <https://bit.ly/3t2xUa3>



*New Jersey Department of Labor & Workforce Development Speakers :*

Holly Low, Manager of Strategic Outreach

Mark Wadiak, Assistant Director



Partners:



# WELCOME & INTRODUCTIONS

**Steven A. Tanelli, Chairman  
Bergen County Board of  
Commissioners**

**Pat Lepore, Director  
Passaic County Commissioners**

**Kevin O'Connor, Chairman  
Board of Trustees of Hudson County  
Economic Development Corporation**

The N.J. Business Action Center and The N.J. Department of Labor & Workforce Development Present  
**COVID-19 Workplace Health and Safety & Benefits: What  
Employers Need to Know**





# **NJ BUSINESS ACTION CENTER RESOURCES FOR RECOVERY & GROWTH**

**MELANIE WILLOUGHBY  
EXECUTIVE DIRECTOR**





# SO HOW CAN THE NJBAC HELP YOU?

## NJBAC - LONG HISTORY OF SERVICE TO NJ BUSINESSES

- Over thirty years of service to the NJ business community
- Three offices devoted to business advocacy
  - **Office of Business Advocacy** - Help with real estate site searches, to find the right location whether growing or consolidating in response to the changing COVID environment
  - **Office of Small Business Advocacy** - From startups to main street, help small businesses access a variety of resources and answer all their questions
  - **Office of Export Promotion** - Companies interested in global business activity can tap into a number of resources, like creating an export plan, guidance in identifying global export markets, guiding you through foreign custom procedures





## SO HOW CAN THE NJBAC HELP YOU?

### Think of the NJBAC as Your Connector

“Those unique people who always seem to know how to help, or if they can’t, know someone who can and who quickly and freely put you in touch with them” - *Margot Andersen, author/scholar*

### Our team at the NJBAC

- **Connects** you with the technical assistance you need for fiscal stability and business continuity, like writing a business plan
- **Identifies** critical access to capital and local, state and federal grant and loan programs, like the SBA, EDA, CDFIs, local banks
- **Provides** guidelines for operating your business safely and identifies access to PPE <https://forms.business.nj.gov/ppevendor/list/>
- **Clarifies** State mandated employee benefits, like earned sick leave
- **Identifies** the licensing and certification requirements you need to operate your business





## SO HOW CAN THE NJBAC HELP YOU?

### Think of the NJBAC as Your Connector

Our team at the NJBAC knows all of the state departments and agencies and outside organizations that can directly answer your question, solve your problem, and provide you with resources and technical assistance:

NJBAC connects you with:

- New Jersey Economic Development Authority
- New Jersey Treasury Department
- New Jersey Department of Labor and Workforce Development
- NJ Consumer Affairs Division
- New Jersey Department of Community Affairs
- New Jersey Small Business Development Centers
- SCORE
- Downtown New Jersey
- Programs available from your County or Municipality





## NJ State Trade Expansion Program (STEP)

Designed for eligible small businesses that are new to exporting and currently selling their goods & services in other countries

- Funded in part through a Grant with the U.S. Small Business Administration
- Financial awards based upon a first come, first served competitive basis
  
- Financial awards to partially offset export promotion costs
  - Foreign Trade Missions
  - Subscription Fees to Data Bases
  - Website/E-Commerce
  - Translation of Websites (audio and/or video)
  - Design and/or Translation of Marketing Material/Media with International Focus
  - Trade Show Booth Exhibition
  - Reverse Trade Missions





# <https://business.nj.gov>



- **Robust search function** providing immediate targeted answers
- **Plan, Start, Operate, Grow** content crafted around where you are in your journey as a business
- **Business Starter Kits** – jump start your development with one of these kits, food trucks, online commerce, cleaning services, restaurants, etc.
- **Over 100 FAQs** detailing important state agency services for businesses
- **Live Chat, powered by NJBAC Business Experts** – making contact with state government very easy
- **Create a Business Plan** – Step by step process provided to help craft game plan, hone product, understand customer base and guide decision-making to set up business for success.
- **Filings and Accounting** – Find due dates for important license renewals, tax statements, and reporting forms, as well as information on how to file annual reports and access Premier Business Services
- **Contract with the State** – Step by step process for many opportunities for a wide variety of business sectors to do business with the State





<https://business.nj.gov/covid>

**NJBAC has answered over 60,000** questions from businesses using the live chat feature of the website and the NJBAC Hotline <https://business.nj.gov/covid>

**NJBAC answers COVID-19 questions** as the Governor and agencies issue new orders and standards and programs

- Details on COVID -19 Safety Protocols on state and federal levels
- Details on COVID-19 State Government Executive Orders, NJ Dept of Health Administrative Orders and State Police Administrative Orders
- Access to Personal Protective Equipment (PPE)
- Links to Access To Capital, Grants And Loans
- Access to Technical Assistance through the Small Business Development Centers
- What To Do If My Employees Have COVID?



Workplace and Employees Health  
and Safety during COVID-19:

# What Employers Need to Know



[nj.gov/labor/covidsafety](https://nj.gov/labor/covidsafety)  
[nj.gov/labor](https://nj.gov/labor)



# DISCLAIMER

- The presentation is intended as general information only and does not carry the force of legal opinion.
- The Department of Labor and Workforce Development is providing this information as a public service. This information and related materials are presented to give the public access to information on Department of Labor and Workforce Development programs. You should be aware that while we try to keep the information timely and accurate, there will often be a delay between official publications of the materials and the modification of these pages. Therefore, we make no express or implied guarantees. The New Jersey Register and the New Jersey Administrative Code remain the official sources for regulatory information published by the Department of Labor and Workforce Development. We will make every effort to keep this information current and to correct errors brought to our attention.



[nj.gov/labor/covidsafety](https://nj.gov/labor/covidsafety)  
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# PRESENTATION OVERVIEW

1. Workplace Health & Safety: EO192
2. Top health and safety resources for employers
3. COVID-19 benefits & protections for workers
4. Additional resources for employers



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# WORKPLACE HEALTH & SAFETY

Executive Order 192



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**New Jersey now has requirements for every employer – business, nonprofit, governmental and educational entities – to protect employees, customers and others who come into physical contact with its operations from COVID-19:**

**Overview of Requirements:**

- Social Distancing
- Face Masks
- Sanitization
- Hand Hygiene
- Cleaning and Disinfecting
- Daily Health Checks
- In Case of Symptoms & Exposure

**Keep your workplace open and safe.**

**See [nj.gov/labor/covidsafety](https://nj.gov/labor/covidsafety) for details.**



**[nj.gov/labor/covidsafety](https://nj.gov/labor/covidsafety)**  
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# SOCIAL DISTANCING

- **Six feet of distance** between individuals to the maximum extent possible, including, but not limited to:
  - activities that normally require people to be together in a single room or space, in close proximity, such as meetings and orientations
  - common areas such as restrooms and breakrooms, and when people are entering and exiting the worksite
- **If nature of work or work area does not allow for six feet of distance**, each employee **must wear a mask** in accordance with face mask requirements.



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# FACE MASKS (1/3)

- **Employees, customers, visitors, and other individuals** entering the worksite **must wear cloth or disposable face masks** while on the premises, according to CDC recommendations.
- **Some exceptions:**
  - If it would **inhibit the individual's health**, or the individual is **under 2 years of age**
  - When **eating or drinking**
  - When a service being provided **requires access to an individual's face**
  - **School districts** have their own face mask policy laid out in Executive Order 175



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# FACE MASK REQUIREMENTS FOR EMPLOYEES (2/3)

- **When employees are at their workstation and more than six feet from others, or alone in a walled office, they may be permitted to remove their face masks.**
- **Employers must provide, at their expense, face masks for their employees.**
- **Employees may wear a surgical-grade mask or other more protective equipment if the employee already has it, or if the business is already required to provide it.**
- **Employers may deny any employee entry to the worksite who declines to wear a face mask, except when doing so would violate any state or federal law.**



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# FACE MASK REQUIREMENTS FOR EMPLOYEES (2/3) continued

- Where an employee cannot wear a mask because of a **disability**, an employer may, consistent with the [Americans with Disabilities Act \(ADA\)](#) and/or [New Jersey Law Against Discrimination \(NJLAD\)](#):
  - be required to provide the employee with a reasonable accommodation unless doing so would be an undue burden on the employer's operations.
  - require an employee to produce medical documentation supporting the employee's claim that they are unable to wear a face mask because of a disability.



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# FACE MASKS FOR VISITORS (3/3)

- Employers may deny any customer or visitor entry to the worksite **who declines to wear a face mask**, except when doing so would violate state or federal law.
- For a customer or visitor who declines to wear a mask due to a **disability**,
  - the employer may be required to provide service or goods via a **reasonable accommodation**, consistent with the [ADA](#) and the [NJLAD](#), unless such accommodation would pose an undue burden on the employer's operations.
  - the employer and/or employees may not require the customer or individual to produce medical documentation verifying the stated condition, unless production is otherwise required by state or federal law.



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# SANITIZATION

- Provide employees, customers and visitors with **sanitization materials**, such as hand sanitizer and sanitizing wipes, at no cost to those individuals.

Hand sanitizers and wipes **must be approved** by the federal Food and Drug Administration (FDA) or contain at least 60% alcohol. See FDA guidelines on hand sanitizer at [here](#).



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# HAND HYGIENE

- Ensure that employees practice **regular hand hygiene**, particularly when employees are interacting with the public, and **provide employees break time** for repeated handwashing during the workday, and access to adequate hand washing facilities.
- If an employer requires employees to wear gloves at the worksite, the employer **must provide the gloves** to the employee.



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# CLEANING AND DISINFECTING

- **Routinely clean and disinfect all high-touch areas** in accordance with [DOH](#) and [CDC guidelines](#), particularly in spaces that are accessible to employees, customers, or other individuals, including, but not limited to, restrooms, hand rails, door knobs, other common surfaces, safety equipment, and other frequently touched surfaces including employee-used equipment.
- **After a known or potential exposure to COVID-19 at the worksite, ensure cleaning** in compliance with [CDC recommendations](#).



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# DAILY HEALTH CHECKS

- Prior to each shift, conduct **daily health checks**, such as temperature screenings, visual symptom checks, self-assessment checklists, and/or health questionnaires, consistent with [CDC guidance](#).
- Also, using [CDC guidance](#), stay apprised of the evolving list of COVID-19 related symptoms.
- Daily health checks of employees must be consistent with the **confidentiality requirements** of the [ADA](#), [LAD](#), and other applicable laws, and consistent with any guidance from the [Equal Employment Opportunity Commission \(EEOC\)](#) and the [New Jersey Division on Civil Rights](#).



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# IN CASE OF SYMPTOMS OR EXPOSURE

- Immediately **physically separate and send home employees who appear to have symptoms**
  - Employers who are subject to state and/or federal paid and/or job-protected leave laws must follow the requirements of the law when requiring employees to leave the workplace.
- **Promptly notify employees of any known exposure to COVID-19** at the worksite, consistent with the confidentiality requirements of the [ADA](#) and any other applicable laws, and consistent with guidance from the [EEOC](#).
- When an employee at the worksite has been diagnosed with COVID-19, **clean and disinfect the worksite** in accordance with [CDC guidelines](#).



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# EXCEPTIONS FOR CERTAIN EMPLOYEES

- If protocols interfere with the provision of services in support of any emergency response, then they would not apply to first responders, emergency management personnel, emergency dispatchers, court personnel, law enforcement and corrections personnel, hazardous materials responders, child protection and child welfare personnel, housing and shelter personnel, military, and other governmental employees working for or to support the emergency response.
- The measures above do not apply to employees of the United States government.
- Religious institutions are exempt when the measures above would prohibit the free exercise of religion.



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# TOP HEALTH AND SAFETY RESOURCES FOR EMPLOYERS



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[nj.gov/labor](https://nj.gov/labor)



## Reach out to NJDOL Safety & Health with questions:

- Email [covid.safety@dol.nj.gov](mailto:covid.safety@dol.nj.gov)
- Call (609) 292-0767

## Make use of our FREE Health and Safety Trainings and Consultations:

- For consultations: <http://www.nj.gov/labor/consultation>
- For trainings: <http://www.nj.gov/labor/training>
- Ask your questions at 609-633-2587 or [SafetyTraining@dol.nj.gov](mailto:SafetyTraining@dol.nj.gov)

## NJ PPE Access Program

Small businesses and organizations under 100 employees can apply for an additional 65% discount on PPE products.

## Federal business tax credits available for employee paid leaves:

<https://www.irs.gov/coronavirus/new-employer-tax-credits>



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# BENEFITS AND PROTECTIONS FOR WORKERS



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# When employees understand their rights and protections, it helps keep workplaces healthy and safe.

- Familiarize yourself with the COVID-19 federal and state benefits and protections, including paid leave and job protection, and **proactively share this information with workers.**
- If a worker is diagnosed with or exposed to COVID-19, and understands their rights and protections, they'll be **more likely to stay home – keeping the rest of the workforce safe.**



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# TOP COVID-19 BENEFITS AND PROTECTIONS

1. You **can't fire your employee** for taking time off to get tested or quarantine if they have a note from a medical professional recommending this time off.
2. If an employee **needs time off** from work to test or quarantine, or because they're high risk, they could be eligible for **employer-paid and/or state cash benefits**.
3. You **can't discriminate** against an employee for having COVID-19.
4. If an employee **needs to take time off to care for a loved one** with COVID-19, their job may be protected and they may be eligible for **state cash benefits**.



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# 1. You can't fire your employee for taking time off to get tested or quarantine if they have a note from a medical professional recommending this time off.

- New Jersey has a new law that prohibits an employer from firing or otherwise punishing an employee who requests time off or takes time off from work based on a medical professional's determination that the employee has, or is likely to have, COVID-19.
- The law only applies during the COVID-19 Pandemic and related Public Health Emergency and State Emergency.
- Enforced by NJDOL. **Learn more at [nj.gov/labor/covidretaliation](https://nj.gov/labor/covidretaliation)**
- An employee may also be eligible for job-protected leave under the **FMLA** ([USDOL](https://www.usdol.gov) enforces this law).



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## 2. If an employee needs time off from work to test or quarantine, or because they're high risk, they could be eligible for employer-paid and/or state cash benefits.

- **NJ Earned Sick Leave**
  - Employer pays / [NJDOL](#) enforces
- **Federal Emergency Paid Sick Leave**
  - Voluntary as of 1/1/21; tax credits still apply
- **Temporary Disability Insurance benefits** (up to 26 weeks)
  - NJDOL: [myleavebenefits.nj.gov](https://myleavebenefits.nj.gov)
- **Pandemic Unemployment Assistance benefits**
  - Extended by stimulus bill

Try our eligibility tool at [getstarted.nj.gov](https://getstarted.nj.gov) and learn more at [nj.gov/labor](https://nj.gov/labor)



[nj.gov/labor/covidsafety](https://nj.gov/labor/covidsafety)  
[nj.gov/labor](https://nj.gov/labor)

### 3. You can't discriminate against an employee for having COVID-19.

- Learn more about rights and protections against discrimination and bias-based harassment related to the COVID-19 pandemic and the [NJ Law Against Discrimination](#)
- Enforced by the NJ Division on Civil Rights: [njcivilrights.gov](http://njcivilrights.gov)



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## 4. If an employee needs to take time off to care for a loved one with COVID-19, their job may be protected and they may be eligible for state cash benefits.

- **NJ Family Leave Act:** up to 12 weeks of unpaid, job-protected leave
  - NJ Division on Civil Rights: [njcivilrights.gov](http://njcivilrights.gov)
- **NJ Family Leave Insurance benefits** (up to 12 weeks)
  - NJDOL: [myleavebenefits.nj.gov](http://myleavebenefits.nj.gov)
- **Pandemic Unemployment Assistance benefits**
  - Extended by stimulus bill



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# OTHER BENEFITS AND PROTECTIONS TO KNOW

**Workers' Compensation** (if worker contracts COVID-19 on the job) New law in NJ (SB 2380): creates a rebuttable presumption of workers' compensation coverage for COVID-19 cases contracted by "essential employees" during a public health emergency; seek counsel from WC attorney; learn more at [nj.gov/labor](https://nj.gov/labor).

**Mandatory remote learning:** benefits and protections for employees who can't work because their children are in mandatory remote learning. See [nj.gov/labor](https://nj.gov/labor) for more information.

**Return to work:** when employees are recalled to work or receive an offer of work they have questions about benefits and protections. See [nj.gov/labor](https://nj.gov/labor) for more info.



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# DON'T FORGET: CONTACT TRACING

An employee who has been diagnosed with or exposed to COVID-19 may receive communications from health authorities for contact tracing purposes.

**Encourage employees to help stop the spread, and answer contact tracing phone calls and messages.**

Learn more about contact tracing here:  
<https://covid19.nj.gov/pages/testandtrace>



[nj.gov/labor/covidsafety](https://nj.gov/labor/covidsafety)  
[nj.gov/labor](https://nj.gov/labor)

# DON'T FORGET : COVID-19 VACCINATION

## Provide information about the vaccine to your workforce:

See [covid19.nj.gov/vaccine](https://covid19.nj.gov/vaccine) for detailed information, including New Jersey's vaccination timeline and answers to frequently asked questions.

## Options to schedule an appointment to be vaccinated

The New Jersey Vaccination Scheduling System (NJVSS) allows you to register for the vaccine and schedule a vaccination appointment at a convenient location (also called point of dispensing site – POD). NJVSS is available here: <https://covidvaccine.nj.gov/>.

There are also some PODs not participating in NJVSS. To schedule an appointment at one of those sites, please contact a POD directly using information available on the NJ COVID-19 Information Hub: <https://covid19.nj.gov/pages/healthcare-worker-covid-19-vaccine-locations>.

**No professional nor medical documentation is required to receive vaccination.**



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[nj.gov/labor](https://nj.gov/labor)

# RESOURCES

Benefits and protections available in NJ can be confusing!

In addition to the websites and resources available in this presentation, please refer workers with questions on their benefits and protections to:

[getstarted.nj.gov](https://getstarted.nj.gov)

*Available in English & Spanish in modern internet browsers (i.e. Chrome, Firefox, etc.)*



[nj.gov/labor/covidsafety](https://nj.gov/labor/covidsafety)  
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OFFICIAL SITE OF THE STATE OF NEW JERSEY

 NEW JERSEY  
COVID-19 Information Hub

**Check your eligibility for different benefits by filling out this questionnaire.**

**Are you currently employed in New Jersey?**

- Yes
- No. I was laid off, furloughed, or am otherwise not receiving pay for my job in New Jersey.
- No, but I've been recalled to my work or received an offer of work.
- No, I work in another state.
- No, I was laid off, furloughed, or am otherwise not receiving pay for my job in another state.

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# ADDITIONAL EMPLOYER RESOURCES

**Shared-Work Program: an alternative to layoffs**

[nj.gov/labor/employer-services/business/sharedwork.shtml](https://www.nj.gov/labor/employer-services/business/sharedwork.shtml)

**NJ Temporary Disability & Family Leave Insurance Employer Toolkit**

[myleavebenefits.nj.gov/employerkit](https://myleavebenefits.nj.gov/employerkit)

**Additional NJDOL COVID-19 Information for Employers**

**Guidance, resources, and FAQs:**

<https://www.nj.gov/labor/employer-services/business/covid.shtml>



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## **IMPORTANT WEBSITES & NJBAC HOTLINE**

**New Jersey Business Action Center** <https://www.nj.gov/state/bac/>

**Business Helpline: 1-800-JERSEY-7**

**NJ Business Website – talk on “live online chat”**

<https://business.nj.gov>

**COVID-19 Business Website**

<https://business.nj.gov/covid>

**Melanie Willoughby, Executive Director**

[Melanie.Willoughby@sos.nj.gov](mailto:Melanie.Willoughby@sos.nj.gov)



# THANK YOU

Joanne Cimiluca, Director  
Bergen County Economic Development  
[JCimiluca@co.bergen.nj.us](mailto:JCimiluca@co.bergen.nj.us)  
201-336-7336

Michelle Richardson, Executive Director  
Hudson County Economic Development  
Corporation  
[info@hudsonedc.org](mailto:info@hudsonedc.org)  
201-369-4370 x3

Deborah Hoffman, Director  
Passaic County Division of Economic  
Development  
[deborahh@passaiccountynj.org](mailto:deborahh@passaiccountynj.org)  
973-569-4720

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# COVID-19 Workplace Health and Safety & Benefits: What Employers Need to Know

## IMPORTANT CONTACT INFORMATION FOR WEBINAR PARTNERS

Joanne Cimiluca, Director  
Bergen County Economic Development  
[JCimiluca@co.bergen.nj.us](mailto:JCimiluca@co.bergen.nj.us)  
201-336-7336

Michelle Richardson, Executive Director  
Hudson County Economic Development Corporation  
[info@hudsonedc.org](mailto:info@hudsonedc.org)  
201-369-4370 x3

Deborah Hoffman, Director  
Passaic County Division of Economic Development  
[deborahh@passaiccountynj.org](mailto:deborahh@passaiccountynj.org)  
973-569-4720

Melanie Willoughby, Executive Director  
NJ Business Action Center  
[Melanie.Willoughby@sos.nj.gov](mailto:Melanie.Willoughby@sos.nj.gov)