



May 29, 2020

WARREN TOWNSHIP OFFICES PHASE INTO OPENING TO THE PUBLIC ON AN APPOINTMENT- ONLY BASIS

The Warren Township offices have been closed to the public since March 18, 2020 due to COVID-19. The Township staff has continued to serve the needs of the residents since that date, although at times at reduced staffing levels. The Town Hall staff has returned to normal staffing levels as we continue with incremental steps to return to normal.

The next phase in our plan is to open to the public on an **appointment-only basis**. Initially, residents will only be able to visit the department in which they have a pre-scheduled appointment.

Residents who require face-to-face services from Township departments must contact the appropriate department by telephone to schedule an appointment. Those with an appointment will be permitted access to the inner lobby and will be escorted to the office with which you have an appointment. All who enter Town Hall are **REQUIRED** to wear a mask/face covering.

You will not be granted access to enter the building if you do not have a pre-scheduled appointment or if you are not wearing a mask/face covering.

Residents are still encouraged to utilize the mailbox in the vestibule to drop off payments or other documents to the extent possible.

PLEASE NOTE: Current COVID-19 procedures are still in place for the **Police Department**. An announcement will be made at later time on warrenpolice.com and social media when those protocols change.

Your cooperation with these guidelines is greatly appreciated to ensure that the

Township abides by the social distancing requirements while ensuring the safety of the residents as well as the employees.

If you have any questions, please contact the Township Administrator office at (908) 753-8000, Ext-253.

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