



# Borough of Hightstown

156 Bank Street, Hightstown, NJ 08520  
(609) 490-5100 Fax: (609) 371-0267

Website: [www.hightstownborough.com](http://www.hightstownborough.com)

Ladies and Gentlemen:

I am addressing you today, to assure you that the Borough is doing everything possible to protect you and the Borough employees from this terrible virus. We are following all precautions and preventative measures that the Health Department and State, County and Federal Officials recommend to reduce the spread of the virus and keep everyone healthy.

- Measures are being taken to provide as many services as possible while reducing the risk of illness/quarantine of our Officials/Staff and doing our part to prevent the spread of the virus.
- Municipal Offices have been closed to the public and various safeguards have been in place regarding the receipt of mail and packages.
- Residents are encouraged to make tax and water/sewer payments through the on-line portal on the Borough's website, or you can make payments by USPS or the drop box at the municipal offices building (via check or money order, no cash).
- Borough Staff is working remotely in rotation to assure that we can continue to provide necessary services to the community during this crisis.
- DPW Staff has been reduced to a minimum to provide only essential and emergency services to reduce their exposure to public contact and reduce the risk of the spread of the virus.

I need your help, a few small things you can do will make a big difference:

- Wash your hands regularly (at least 5 - 6 times a day), use hand gel when soap and water are not available.
- Sanitize all flat surfaces within your home and business with the appropriate effective disinfectant. A list of those that kills the virus can be found at [https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list\\_03-03-2020.pdf](https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf)
- Practice Social Distancing - Space yourself at least 6 feet away from people to whom you are talking; do not have contact if you do not need to. Keep contact with family and friends through e-mails, phone calls and social media, do not make visitations between family members.
- If you are sick stay home and if you exhibit a fever or respiratory difficulty call your doctor. He or she will advise you best.

- Keep children apart, no play dates. Do not schedule or attend events that will have a large number of attendees, very small gatherings of 10 people or less are suggested, staying home is your best protection.
- Use your credit card when making purchase or paying a bill, handle cash at a minimum

If everyone follows the CDC guidelines and these few measures to protect themselves, their families, and their employees we can contain this virus and beat it.

Thank you & Good health,

Larry Quattrone, Mayor