

**MONTVILLE TOWNSHIP HEALTH DEPARTMENT  
MONTHLY ACTIVITIES REPORT  
March 2020**

**ADMINISTRATIVE DIVISION**

<b>VITAL STATISTICS</b>	<b>Month</b>	<b>YTD</b>
Births	-	-
Burial Permits	-	-
Deaths to Montville residents	10	32
Deaths recorded in Montville	3	16
Certified copies – Birth	-	-
Certified copies – Death	10	22
Certified copies – Marriage	9	43
Certified copies – Domestic Partnership	-	-
Certified copies – Civil Union	-	-
Marriage license applications	1	3
Marriage licenses issued	1	6
Marriages recorded in Montville	1	5
Domestic Partnership applications	-	-
Domestic Partnership licenses issued	-	-
Domestic Partnerships recorded	-	-
Civil Union license applications	-	-
Civil Union licenses issued	-	-
Civil Unions recorded	-	-
<b>DIAL-A-RIDE</b>		
Calls taken	215	640
Riders	115	477
Trips	95	331
<b>INQUIRIES / COMPLAINTS</b>	70	210

<b>LICENSES / PERMITS / FEES</b>	<b>Month</b>	<b>YTD</b>
Body Art License	-	-
Cat License	2	8
Potentially Dangerous Dog License	-	-
Dog License	73	1443
Dog Park Tag	28	49
Dog Park Fob	3	15
Farmers Market License	-	-
Kennel / Pet Shop License	-	-
Massage Facility License	-	-
Recreational Bathing Facility Permit	-	-
Retail Food Establishment License	1	3
Retail Food Establishment Plan Review	-	-
Septic Installer Permit	-	8
Septic License to Operate (owners)	-	-
Septic Pumper License	-	5
Septic Pumper Permit Book	-	-
Septic System Permit – New System	-	-
Septic System Permit – Repair System	2	5
Septic System Permit – Alter System	-	3
Septic System Plan Review	1	2
Septic System Soil Profile Witnessing	-	2
Tanning Facility License	-	-
Vending Machine License	-	-
Well Permit	-	-

**COMPLAINTS/INVESTIGATIONS/INSPECTIONS – HEALTH OFFICER**

TYPE	NAME/LOCATION	ACTION/RATING	NOTES
n/a			
		<b>Month</b>	<b>0</b>
		<b>YTD</b>	<b>0</b>

**Additional Administrative Staff Activities**

Called Dial-A-Ride participants to advise them of program modifications  
Mailed a summary of program modifications to Dial-A-Ride participants

**Additional Health Officer Activities**

Training: NJEHA Annual Educational Conference  
COVID-19: Legal Preparedness and Response (webinar) – Network for Public Health Law  
COVID-19 (webinar) – NJ Office of Vital Statistics and Registry  
COVID-19: 20 questions answered (webinar) – CDC  
COVID-19 Update (webinar) – CDC

Other: Daily monitoring of:  
LeadTrax (elevated blood lead level cases)  
NJ EDRS (Electronic Death Registration System)  
NJ HAN (Health Alert Network)  
NJ VIP (Vital Information Platform [births and fetal deaths])

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**ADMINISTRATIVE DIVISION, continued**

**Additional Health Officer Activities, ctd:**

Meetings: Department Head meeting (1)  
Animal Control Officer shelter status update meeting (5 total –2 at HD, 1 at Shelter, 2 via phone)  
Township OEM – all Township employees (COVID overview, non-essential personnel on reserve)  
MC Health Officers (conference call) – Morris County Health Officers (4)  
NJDOH (conference call) (daily starting 3/18) with Health Officers throughout the state (10)  
Township OEM (conference call) – Township first responders  
Township OEM (conference call) – Health and Police Departments  
County OEM (conference call) – county government officials (6)  
County OEM (conference call) – county EMS  
County Board of Education Superintendent (conference call) – county school superintendents  
Chilton Health Advisory Committee (conference call) – weekly starting 3/24

COVID-19: Daily monitoring of CDRSS for cases  
Created and updated daily case investigation tracking spreadsheet  
Created and updated daily case name/address document for Police Department's CAD system  
Created table and charts for website and Board of Health updates and updated daily  
Daily updates to Board of Health with activities and number of cases  
Daily phone conference call with NJDOH for Health Officers throughout the state  
Creation and formatting of HD COVID information page on Township website  
Upload of information on COVID, on HD response, news items, and resources on HD COVID page  
Daily update of COVID case information and news items on HD COVID page  
Update of COVID, HD response to COVID on HD COVID page as needed  
Expanded contact list of Township physicians, forwarded to County OEM also, forwarded COVID guidance as needed  
Expanded contact list of area faith leaders, forwarded COVID guidance as needed  
Developed updated quarantine and isolation guidelines for distribution to cases and contacts  
Developed Order of Closure flyer for posting on Township buildings, laminated and distributed them  
Dog Park closed to public, Order of Closure posted, Dog Park members emailed  
Submitted survey to Rutgers School of Public Health for 2 volunteer grad students for COVID response to assist with contact tracing and case investigation  
Requested Township Committee pass resolution approving additional hours for HD physician for COVID response to assist with contact tracing and case investigation, and to review medical evaluations of Police Department personnel to determine clearance for N95 mask fit-testing  
Hired temporary part-time staff member (retired Navy corpsman) for COVID response to assist with contact tracing and case investigation  
Had IT install 4 additional phone lines in office for COVID contact tracing and case investigation  
Instituted rotating shifts for HD staff to reduce person-to-person contact  
To protect staff, postponed all non-emergency inspections/complaints until further notice  
Requested laptop and access to VPN to be able to accomplish daily required tasks from home  
Prepared COVID info flyers for posting in Township facilities and Township businesses  
Provided guidance for residents, physicians, schools, child care facilities, retail food establishments, long-term care facilities, group home facilities, faith leaders, housing complexes, public recreational bathing facilities, kennel and other animal facilities, Senior House, and Kiwanis Food Pantry.  
Provided guidance for OEM, Police Department, Fire Department, First Aid Squad, Animal Shelter, DPW, Library, Recreation, and other Township departments.  
Modified Dial-A-Ride protocols to protect drivers and riders  
Assisted with phone calls to Dial-A-Ride participants to advise them of program modifications  
Arranged for Dial-A-Ride drivers to assist Senior House with Meals On Wheels deliveries to seniors  
Assisted nurses with contact tracing and case investigation  
Called area businesses and pool management companies for donations of spare PPE  
Received, organized, and dispensed PPE as requested to long-term care facilities, Police Department, First Aid Squad, Chilton, physician's offices, and Kiwanis Food Pantry volunteers

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**ENVIRONMENTAL DIVISION – INSPECTIONS**

				Month	YTD
<b>Body Art</b>				-	-
n/a					
<b>Junkyard</b>				-	-
n/a					
<b>Kennels/Animal Facilities/Pet Shops</b>				-	4
n/a					
<b>Massage</b>				-	-
n/a					
<b>Other</b>				-	-
n/a					
<b>Public Recreational Bathing</b>				-	-
n/a					
<b>Retail Food</b>				3	21
Montville Exxon	Inspection	Satisfactory			
Planted Eats	Walk-through	No rating	Courtesy walk-through in advance of pre-operational		
Planted Eats	Pre-operational	Satisfactory	Allowed to open		
<b>Septic</b>				6	15
5 Kingsland Road	Inspection	Approved	Grade/seed/hay		
1 Pennbrook Court	Inspection	Approved	Repair to D-box and section of line		
55 Boonton Avenue	Inspection	Approved	Open bed excavation		
55 Boonton Avenue	Inspection	Approved	Components		
61 Stony Brook Road	Inspection	Approved	Repair		
99 Taylortown Road	Inspection	Approved	Repair		
<b>Well</b>				-	-
n/a					
<b>ALL INSPECTIONS</b>				<b>9</b>	<b>40</b>

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**COMPLAINTS / INVESTIGATIONS**

				Month	YTD
<b>Air Pollution</b>				-	-
n/a					
<b>Animal</b>				-	3
n/a					
<b>Body Art</b>				-	-
n/a					
<b>Environmental</b>				-	-
n/a					
<b>Food-borne Illness</b>				-	-
n/a					
<b>Insects</b>				-	-
n/a					
<b>Noise</b>				-	1
n/a					
<b>Odor</b>				-	2
n/a					
<b>Other</b>				-	-
n/a					
<b>Retail Food</b>				-	1
n/a					
<b>Rodents</b>				-	-
n/a					
<b>Septic/Sewage</b>				-	-
n/a					
<b>Solid Waste/Litter/Dumping</b>				-	2
n/a					
<b>Water Pollution</b>				-	-
n/a					
<b>Well</b>				-	-
n/a					
<b>ALL COMPLAINT INVESTIGATIONS</b>				<b>0</b>	<b>9</b>

**MONTVILLE TOWNSHIP HEALTH DEPARTMENT  
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ENVIRONMENTAL DIVISION - Continued**

**Document reviews (applications, reports, files):**

	Month	YTD
Massage therapist practitioner	-	-
PWTA reports	3	13
PWTA – action required	-	3
OPRA requests	2	11
Septic license to operate issued/renewed	12	12
Septic realty transfer inspection reports	4	8
File reviews	13	47
<b>TOTALS</b>	<b>34</b>	<b>94</b>

**Enforcement Actions:**

	Month	YTD
Warning	-	-
Notice of Violation	-	-
Summons	-	2
Court cases held	-	2
<b>TOTALS</b>	<b>0</b>	<b>4</b>

**Inspector Site Plan/Waiver of Site Plan/Other Plan Reviews:**

	Month	YTD
WSP – Body Art	-	-
WSP – Kennel	-	-
WSP – Massage	-	1
WSP – Nail Salon	-	-
WSP – Other	-	-
WSP – Public Rec. Bathing	-	-
WSP – Retail Food Establishment	-	1
Other – Kennel	-	-
Other – Retail Food: Expansion/Renovation	-	-
Other – Retail Food: HACCP Plans	-	-
Other – Retail Food: Grease Trap	-	-
Other – Septic	-	-
Other – Septic As-Builts	-	1
Other – Well	-	-
Health Officer – Site Plans	-	-
Health Officer – Waiver of Site Plans	-	8
<b>TOTALS</b>	<b>0</b>	<b>11</b>

**Additional Activities:**

Training: NJEHA Annual Educational Conference (Sandra)  
COVID-19 Update (webinar) – CDC (Sandra)

Meetings: Previous month REHS activity report review with Health Officer  
Quarterly CQI meeting (Sandra)

COVID-19: Assisted with phone calls to Dial-A-Ride participants to advise them of program modifications  
Distributed COVID-10 informational flyers to retail food establishments  
Provided guidance to retail food establishments and fitness studios  
Created spreadsheet of dine-in retail food establishments and distributed information regarding state Executive Order prohibiting dine-in service

Other: Prepared monthly activity report  
Updated LEHR data spreadsheet with monthly data  
Continued review of septic 3-year Licenses to Operate, sent letters to those who need to renew

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**NURSING DIVISION**

**MATERNAL / CHILD HEALTH – Child Health Conf. / Clinics / Screenings / Investigations**

TYPE	LOCATION	Month	Year to Date
CHC - Infant (0-1 year)	Health Department	-	-
CHC - Preschool (1-4 years)	Health Department	2	8
CHC - School-age (5-19 years)	Health Department	-	6
		<b>2</b>	<b>14</b>

**ADULT HEALTH – Clinics / Screenings / Investigations**

TYPE	LOCATION	Month	Year to Date
Balance Screening (during SMAC)	Health Department	-	-
Bone Density Screening	Health Department	-	-
Cardiovascular/BP (during SMAC)	Health Department	-	-
Cardiovascular/BP	Health Department	3	9
Cardiovascular/BP	Senior House	-	17
Colorectal Screening (at SMAC)	Health Department	-	-
COVID active monitoring – high risk	Resident's home	-	-
COVID active monitoring – med. risk A	Resident's home	-	-
COVID passive monitoring – med. risk B	Resident's home	-	7
Diabetes Screening (at SMAC)	Health Department	-	-
Female Cancer Screening	Health Department	-	-
Flu shots	Health Department	-	-
Podiatry Screening (during SMAC)	Health Department	-	-
Pulmonary Screening (during SMAC)	Health Department	-	-
Skin Cancer Screening (during SMAC)	Health Department	-	-
SMAC (blood test)	Health Department	-	-
Stroke/Thyroid Screening	Health Department	-	-
Wellness checks	Resident's home	-	-
		<b>3</b>	<b>33</b>

**FLU SHOTS**

TYPE	Month	Year to Date
Quadrivalent	-	4
Fluzone High Dose	-	-
	<b>0</b>	<b>4</b>

**NON-PUBLIC SCHOOLS - Clinics / Screenings / Education**

TYPE	LOCATION / NOTES	Month	Year to Date
Child Study Evaluation	-	-	2
Dental Clinic (assistance)	-	-	-
Hearing	-	-	2
Lice	-	-	-
Scoliosis	-	-	-
Tuberculosis	-	-	-
Vision	-	-	2
Health Records Check	-	-	10
		<b>0</b>	<b>16</b>

**NON-PUBLIC SCHOOLS - Audits**

TYPE	Month	Year to Date
Non-Public School	-	11
Public School	-	1
	<b>0</b>	<b>12</b>

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**NURSING DIVISION, continued**

**COMMUNICABLE DISEASES**

TYPE	New Investigations		Closed Investigations		Confirmed Cases	
	Month	YTD	Month	YTD	Month	YTD
Amoebiasis	-	-	-	-	-	-
Anaplasmosis	-	-	-	1	-	-
Babesiosis	-	-	-	-	-	-
Borrelia Miyamotoi	-	-	-	-	-	-
Brucellosis	-	-	-	-	-	-
Campylobacteriosis	-	-	-	-	-	-
COVID-19	63	70	17	24	55	55
Creutzfeldt-Jacob disease	-	-	-	-	-	-
Cryptosporidiosis	-	-	-	-	-	-
Cyclosporiasis	-	-	-	-	-	-
Dengue	-	-	-	-	-	-
Diphtheria	-	-	-	-	-	-
Ehrlichiosis	-	1	-	2	-	-
Foodborne Illness	-	-	-	-	-	-
Giardia	-	1	-	1	-	1
Haemophilus Influenzae	-	-	-	-	-	-
Hepatitis A	-	-	-	-	-	-
Hepatitis B	-	2	-	-	-	-
Hepatitis C	1	4	-	-	-	-
Influenza A (subtyping not done)	-	5	-	5	-	5
Influenza A – H1N1	-	2	-	2	-	2
Influenza A – H3	-	-	-	-	-	-
Influenza B	-	2	-	2	-	2
Legionellosis	-	-	-	-	-	-
Lyme	5	14	-	3	-	-
Malaria	-	-	-	-	-	-
Measles	-	-	-	-	-	-
Mumps	-	-	-	-	-	-
Perinatal Hepatitis B	-	-	-	-	-	-
Pertussis (whooping cough)	-	2	-	2	-	-
Salmonellosis	-	-	-	-	-	-
Shingles	-	-	-	-	-	-
Shiga-producing E. Coli (STEC)	-	-	-	-	-	-
Spotted Fever Group (Rickettsiae)	-	-	-	-	-	-
Strep. Pneumoniae (invasive)	-	-	-	-	-	-
Strep. Pyogenes (Agalactiac)	-	-	-	-	-	-
Strep. Pyogenes (Gas)	-	-	-	-	-	-
Tularemia	-	-	-	-	-	-
Varicella (chickenpox)	2	6	1	4	-	1
Yersiniosis	-	-	-	-	-	-
Zika	-	-	-	-	-	-
<b>TOTALS</b>	<b>71</b>	<b>109</b>	<b>18</b>	<b>46</b>	<b>55</b>	<b>66</b>

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**NURSING DIVISION, continued**

**Notes on COVID-19 data:**

**63 new investigations includes:**

55 confirmed cases  
4 pending cases that were lab-confirmed negatives  
+ 4 cases that turned out upon investigation to belong to a different jurisdiction and were transferred  
63  
+ 7 February Year-to-Date (YTD) total  
70

**24 closed investigations includes:**

9 closed confirmed cases  
4 closed pending cases that were lab-confirmed negative  
+ 4 closed cases that turned out upon investigation to belong to a different jurisdiction and were transferred  
17  
+ 7 February Year-to-Date (YTD) total  
24

**Additional Activities:**

Training: n/a

Meetings: Township OEM – all Township employees (COVID overview, non-essential personnel on reserve)

Other: Monitored daily: vaccine temperatures, LeadTrax, CDRSS  
Prepared monthly report  
Updated Township website with changes to screening/clinic dates

COVID19: Conducted contact tracing and case investigation  
Oriented and trained for Rutgers School of Public Health volunteer graduate students, HD physician Dr. Baran, and temporary part-time staff member (retired Navy corpsman) to assist with contact tracing and case investigation  
Provided guidance to long-term care facilities and residents



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**ANIMAL CONTROL DIVISION**

**ANIMAL SHELTER**

Town	Animal	Animals In		Disposition							Animals Out	
		Month	YTD	Adopted	DIS	DOA	EBV	RTO	RTW	Transfer or Foster	Month	YTD
Boonton Twp	Dog	-	1	-	-	-	-	-	-	-	-	1
	Cat	-	-	-	-	-	-	-	-	-	-	4
	Wildlife	-	-	-	-	-	-	-	-	-	-	-
	Other	-	-	-	-	-	-	-	-	-	-	-
	<b>Total</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>
Montville	Dog	1	12	3	-	-	-	1	-	-	4	5
	Cat	2	5	2	-	-	-	-	-	-	2	27
	Wildlife	3	6	-	-	-	2	-	-	1	3	6
	Other	-	-	-	-	-	-	-	-	-	-	-
	<b>Total</b>	<b>6</b>	<b>23</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>9</b>	<b>38</b>
Morristown	Dog	-	-	-	-	-	-	-	-	-	-	3
	Cat	-	-	-	-	-	-	-	-	-	-	-
	Wildlife	-	-	-	-	-	-	-	-	-	-	-
	Other	-	-	-	-	-	-	-	-	-	-	-
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
Mountain Lakes	Dog	-	1	-	-	-	-	-	-	-	-	3
	Cat	-	-	-	-	-	-	-	-	-	-	-
	Wildlife	4	4	-	-	-	-	-	-	4	4	4
	Other	-	-	-	-	-	-	-	-	-	-	-
	<b>Total</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>7</b>
West Caldwell	Dog	-	-	-	-	-	-	-	-	-	-	-
	Cat	-	-	-	-	-	-	-	-	-	-	-
	Wildlife	2	2	-	-	-	2	-	-	-	2	2
	Other	-	-	-	-	-	-	-	-	-	-	-
	<b>Total</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>
<b>GRAND TOTALS</b>		<b>12</b>	<b>31</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>15</b>	<b>55</b>

Note: DIS: Died in Shelter, EBV: Euthanized by vet, DOA: Dead on Arrival, RTO: Returned to Owner, RTW: Returned to Wild

	Month	YTD
Inquiries from public (via phone and in-person)	151	399
Inquiries that resulted in investigation or other further action	23	64
Enforcement – Warnings	-	600
Enforcement – Notices of Violation	-	-
Enforcement – Summons to municipal court	-	-
Court cases	-	-
Rabies specimens sent to NJDOH lab for testing	1	2
Positive rabies specimens results	-	-

**Additional Activities:**

Meetings: Status update with Health Officer (5 total –2 at HD, 1 at Shelter, 2 via phone)

Other: Transport animals as needed to and from vet's office  
Oversee shelter operations (cleaning, adoptions, volunteers, etc.)  
COVID-19 preparations (supplies, notices on building, etc.)