

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

ADMINISTRATIVE DIVISION

VITAL STATISTICS	Month	YTD
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	-	-
DIAL-A-RIDE		
Calls taken	215	640
Riders	115	477
Trips	95	331
INQUIRIES / COMPLAINTS	70	210

LICENSES / PERMITS / FEES	Month	YTD
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			
		Month	0
		YTD	0

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
Body Art				-	-
n/a					
Junkyard				-	-
n/a					
Kennels/Animal Facilities/Pet Shops				-	4
n/a					
Massage				-	-
n/a					
Other				-	-
n/a					
Public Recreational Bathing				-	-
n/a					
Retail Food				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		
Septic				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		
Well				-	-
n/a					
ALL INSPECTIONS				9	40

**MONTVILLE TOWNSHIP HEALTH DEPARTMENT
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COMPLAINTS / INVESTIGATIONS

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

**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
TOTALS	34	94

Enforcement Actions:

	Month	YTD
Warning	-	-
Notice of Violation	-	-
Summons	-	2
Court cases held	-	2
TOTALS	0	4

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
TOTALS	0	11

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

**MONTVILLE TOWNSHIP HEALTH DEPARTMENT
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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
		2	14

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	-	-
		3	33

FLU SHOTS

TYPE	Month	Year to Date
Quadrivalent	-	4
Fluzone High Dose	-	-
	0	4

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
		0	16

NON-PUBLIC SCHOOLS - Audits

TYPE	Month	Year to Date
Non-Public School	-	11
Public School	-	1
	0	12

**MONTVILLE TOWNSHIP HEALTH DEPARTMENT
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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	-	1	-	-
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	-	-	-	-	-	-
TOTALS	71	109	18	45	55	66

**MONTVILLE TOWNSHIP HEALTH DEPARTMENT
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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

**MONTVILLE TOWNSHIP HEALTH DEPARTMENT
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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	-	-	-	-	-	-	-	-	-	-	-
	Total	0	1	0	0	0	0	0	0	0	0	5
Montville	Dog	1	12	3	-	-	-	1	-	-	4	5
	Cat	2	5	2	-	-	-	-	-	-	2	27
	Wildlife	3	6	-	-	-	2	-	-	1	3	6
	Other	-	-	-	-	-	-	-	-	-	-	-
	Total	6	23	5	0	0	2	1	0	1	9	38
Morristown	Dog	-	-	-	-	-	-	-	-	-	-	3
	Cat	-	-	-	-	-	-	-	-	-	-	-
	Wildlife	-	-	-	-	-	-	-	-	-	-	-
	Other	-	-	-	-	-	-	-	-	-	-	-
	Total	0	0	0	0	0	0	0	0	0	0	3
Mountain Lakes	Dog	-	1	-	-	-	-	-	-	-	-	3
	Cat	-	-	-	-	-	-	-	-	-	-	-
	Wildlife	4	4	-	-	-	-	-	-	4	4	4
	Other	-	-	-	-	-	-	-	-	-	-	-
	Total	4	5	0	0	0	0	0	0	4	4	7
West Caldwell	Dog	-	-	-	-	-	-	-	-	-	-	-
	Cat	-	-	-	-	-	-	-	-	-	-	-
	Wildlife	2	2	-	-	-	2	-	-	-	2	2
	Other	-	-	-	-	-	-	-	-	-	-	-
	Total	2	2	0	0	0	2	0	0	0	2	2
GRAND TOTALS		12	31	5	0	0	4	1	0	5	15	55

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.)