



OFFICE OF THE COUNTY EXECUTIVE

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Joseph N. DiVincenzo, Jr.

Essex County Executive

December 14, 2020

Dear Mayor:

After months of having to live with the Coronavirus, there is light at the end of the tunnel – very soon Essex County will begin receiving COVID-19 vaccinations. Since March, Essex County, along with our partners in municipal government – mayors, council members, public health officers, law enforcement officers and emergency management personnel – have been working together to address and respond to the pandemic. **We are now seeking your assistance to help us staff the vaccination centers and are requesting that each municipality provide us with 20 energetic, committed and compassionate people who can work at these sites.**

We currently are preparing five locations to serve as vaccination centers for Essex County residents. Each site will be able to handle as many as 1,000 vaccinations a day. On a daily basis, this will require upwards of 150 medical and clerical personnel per site.

Specifically, we are asking municipal employees and members of the public to help provide administrative assistance for vaccination operations. We are also looking for qualified individuals with a nursing or medical background to be part of our inoculation team. Those working at one of the vaccination sites will be provided with full PPE during the time they are at the site. They will also receive priority status in receiving the vaccine if they wish to receive the vaccine.

We anticipate that hours will be from 9am to 5pm Monday through Saturday. You must be willing to devote a significant amount of time to this effort, as we anticipate this initiative continuing for as long as three to six months. We prefer to have individuals who are able to work full-day shifts. We will try our best to have individuals work at the vaccination sites where their municipality is designated to receive vaccinations. (A breakdown of the sites and municipalities is attached.)

Our COVID battle is far from over and we are calling upon your dedication, community spirit and self-sacrifice. We hope you consider supporting this truly noble cause.

Please send a list of volunteers and their contact information or have individuals send their names and contact information to vaccinehelp@admin.essexcountynj.org.

Putting Essex County First
ESSEX COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



Thank you and stay safe! Together we will continue *Putting Essex County First*.

Sincerely,
Joseph N. DiVincenzo, Jr.
Essex County Executive

Essex County COVID-19 Vaccination Centers

- Essex County College, 303 University Avenue, Newark (Gym entrance on West Market Street): Newark, East Orange and Irvington.
- Essex County Donald M. Payne, Sr. School of Technology, 498-544 West Market Street, Newark: Newark, East Orange and Irvington. (*This site will be opened at a later date.*)
- Former Kmart building, 235 Prospect Avenue, West Orange: West Orange, Cedar Grove, Essex Fells, Montclair, Newark, Nutley and Verona.
- Livingston Mall, former Sears building, 112 Eisenhower Parkway, Livingston (Entrance is in the back): Livingston, Belleville, Maplewood, Millburn, Newark, Orange and South Orange.
- Essex County West Caldwell School of Technology, 620 Passaic Avenue, West Caldwell: West Caldwell, Bloomfield, Caldwell, Fairfield, Glen Ridge, Newark, North Caldwell and Roseland.