



Rowan College of South Jersey

Administrative Procedure: 7503
SAFE OPENING

The College will reopen for business with the support, patience, and flexibility of all employees and students. In all aspects of the transition, the utmost care will be taken to ensure the health and safety of all employees and students. Procedures described below are in compliance with governmental agencies as well as OSHA, OEEEO, and the Centers for Disease Control.

General Conditions

- There will be a limit to the number of persons permitted in employee common areas such as lunch rooms, conference rooms, rest rooms, and training areas in order to maintain a social distance of 6 feet;
- To the extent possible, meetings and trainings will be conducted virtually;
- To the extent possible, employees will stay in their workspace and unit;
- Furniture in some offices may need to be moved to maintain appropriate social distancing (the Facilities department will be consulted, if needed); and
- Avoid contact with other's workstations and equipment.

Telecommuting/Flexible Work Schedules, Staggered Shifts, and Reassignments

Supervisors, under the direction of their vice president, will encourage the continuation of telecommuting, where feasible and appropriate, while gradually transitioning the work back to campus. (See policy and administrative procedure *7421 Telecommuting for Employees.*)

If the employee is unable to fulfill scheduled work hours through telecommuting, or if the work cannot be performed remotely, or with a flexible or staggered shift, with the supervisor's approval, the employee may use accrued leave time. Please refer to administrative procedure *7107.1 Families First Coronavirus Response Act (FFCRA)* for eligibility to apply for Emergency Paid Sick Leave and/or Expanded Family and Medical Leave. A reassignment or change in job responsibility may be initiated by the College on a temporary basis (see administrative procedure *7411 Employment Practices*). For additional details, consult with HR.

Face Coverings

The U.S. Equal Employment Opportunity Commission (EEOC) has released guidance that indicates an employer, the College, requires employees to wear personal protective equipment

(PPE), such as a face mask, gloves, and/or gowns to reduce transmission of the virus, based on employment responsibilities. The College will determine, following CDC guidelines, which positions may require additional and specific PPE.

It has been determined College employees will be required to wear face coverings when in buildings on-campus and outside where social distancing is not practical. Employees are encouraged to wear their own personal face covering, but, in the event employees are unable to provide their own face covering, one will be provided. Employees are to contact their immediate supervisor regarding face coverings.

If an employee is not medically able to wear a face covering, the employee's supervisor will refer the employee to HR.

Signage

The Facilities department will place signs on every exterior door to every building on campus, reminding individuals of safe health practices.

Individual departments are expected to post similar signs on doors to offices and on the counter of every receptionist. Signs will be provided by the Facilities department for consistency and appearance.

Where queuing may occur for students or visitors, floors will be marked for social distancing. Please contact the Facilities department for the appropriate floor markings. Where floor markings are insufficient for social distancing, departments are authorized to add a physical barrier. Physical barriers could include roping off an area, or adding a table or desk where a visitor can sit to complete forms. Contact the Facilities department for appropriate and safe placement of physical barriers.

Individual work station signs will be provided to place as reminders of safe health practices.

Handwashing and Sanitizers

Employees will be encouraged by signage and supervisors to wash hands frequently and avoid touching their faces. Handshaking and other forms of physical contact will be discouraged.

Sanitizing stations will be located throughout the campuses. Additional sanitizers will be placed in office areas as determined by Administration.

Health Screening

Employees will be encouraged to self-monitor their temperature and any symptoms before coming to work every day. If a thermometer is not accessible at home, the College will provide a no-contact thermometer for the employee to utilize. When assigned to work on campus, each day, employees must complete the **COVID-19 Health-Screening Form** to ensure they are healthy to work on campus.

The College reserves the right to take the temperature of employees prior to the start of the workday or upon exhibiting symptoms of COVID-19. Employees who feel ill or have symptoms of COVID-19 are encouraged to stay home; supervisors may direct an employee to go home if they are showing symptoms of COVID-19.

Employees must complete the *Contact Tracing Form* if social distancing was not feasible, and they interacted face to face with someone for 15 minutes or more, while on the College campuses. Employees will maintain this form for future reference, if needed.

Employees who have tested positive for COVID-19 are to notify HR. This information will not be shared unless express permission has been given by the employee. However, HR or a designated unit, will investigate and notify all close contacts they may have been exposed.

Employees who have tested positive or have come in contact with staff members who have had contact with confirmed COVID-19 individuals are to follow CDC quarantine guidelines and contact HR.

Cleaning Protocols

In addition to the normal daily cleaning routines, enhanced touchpoint cleaning will be performed nightly. The following areas/items will be disinfected, but not limited to; door handles, push or panic bars, elevator buttons, flush handles, shared copiers and office devices, kitchen handles, microwaves, and countertops.

Where an employee has been confirmed with COVID-19, the office will be closed off; cleaning crew access will be restricted for 24 hours; and ventilation fans will be used to increase air circulation, when appropriate.

Reasonable Accommodations

Should an employee require a reasonable accommodation, e.g. medically unable to wear a face covering, extraordinary request for additional PPE, etc., please contact Almarie J. Jones, Special Assistant to the President, Diversity and Equity/Title IX and Compliance; Nathaniel Alridge, Jr. Director Diversity and Equity/Title IX and Judicial Affairs; or Coryndi McFadden, Executive Director of Human Resources and Lauren Vilimas, Director of Pensions and Benefits.

Training

All employees are required to complete mandatory return to work training. The College following the CDC and State guidelines (Restart Standards for All New Jersey Institutions of Higher Education). The supervisor of facilities at each campus will train the custodial staff to follow the approved cleaning protocols as previously described. Training will also be provided to ensure CDC and OSHA prescribed disinfectants are utilized.

HR will provide guidance to those supervisors contracting with employees who are telecommuting or working remotely.

Mental Health

Employees exhibiting increased anxiety upon returning to work will be guided to the resources available to assist them with these emotions.

1. Cumberland campus: Case Plus Solutions, Inc. at 800-832-8902.
2. Gloucester campus: Rutgers University Behavioral Health at 856-770-5750- or 24-hour crisis line at 1-866-327-8242.

Medical Leave

Families First Coronavirus Response Act (FFCRA), signed into law on March 18, 2020, provides paid sick leave for up to 2 weeks and amends the existing Family and Medical Leave Act to allow employees to use family medical leave in a new way. The first part of the act is called Emergency Paid Sick Leave, and the amended FMLA is titled FMLA+. The benefits of the act expire on December 31, 2020. For specific details, please refer to administrative procedure *7107.1 Families First Coronavirus Response Act (FFCRA)*. Contact HR to discuss requests for leave or if you have any questions concerning leave policy.

Vendors

All vendors will be directed to Security where they will sign in, and advised to wear face coverings and maintain social distancing. While vendors will be expected to have their own masks, vendors will be provided with masks, if necessary.

Visitors

Guests are discouraged from the visiting the campuses in the early phases of opening. Any visits must be scheduled in advance to prevent social distancing concerns.

Employee cooperation is sincerely appreciated as the College safely reopens.

Area: Human Resources

Approved: 07/14/20

President's Authorization:



References:

- Rowan College of South Jersey Board of Trustees Policy Manual, *7503 Safe Opening*
- Rowan College of South Jersey Board of Trustees Policy Manual, *7421 Telecommuting*
- Rowan College of South Jersey Administrative Procedure, *7421 Telecommuting*
- Rowan College of South Jersey Administrative Procedure, *7107.1 Families First Coronavirus Response Act (FFCRA)*
- Rowan College of South Jersey Administrative Procedure, *7110 Employment Practices*