



Rowan College of South Jersey

Administrative Procedure: 7503

SAFE POST-EMERGENCY RESTART

At the time of publication, this information is congruent with Centers for Disease Control (CDC), State, and Local Departments of Health, but is subject to change. Please see the RCSJ website at rcsj.edu for most current information.

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 CDC.

General Conditions

- To the extent possible, meetings and trainings will be conducted virtually;
- Shield barriers are present in each classroom and office spaces; and
- The College's Medical Director will be notified of positive COVID-19 tests through the completion of the COVID-19 Exposure Form and the employee or student will be contacted to confirm the last date on campus. Additionally, a review of the next steps per the CDC and County health departments will be communicated. All information shared with the Executive Director of Human Resources and the Medical Director will remain confidential under the guidelines of HIPPA.

Telecommuting/Flexible Work Schedules, Staggered Shifts, and Reassignments

See policy and administrative procedure 7421 *Telecommuting for Employees* for information regarding employee telecommuting. Additionally, contact HR for further guidance.

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.

Effective Monday, March 7, 2022, the College has elected to follow the updated State of New Jersey and CDC guidance ending mandatory mask wearing. Mask wearing is encouraged for anyone who needs or wants the protection a mask offers. Masks will continue to be provided throughout the semester in each classroom and across both campuses.

Masks are optional on the College campuses except in the following cases:

- In healthcare clinical settings (where mask wearing is mandatory);
- When you are instructed to wear a mask by a healthcare provider;
- When you have been exposed to someone with COVID-19; and
- If you feel ill with upper respiratory symptoms or you are COVID-positive, and must isolate.

Mandatory Vaccination

Employees

- By December 31, 2021, all RCSJ employees: (full-time faculty and part-time adjunct faculty, full-time and part-time non-faculty staff, temporary employees, volunteers, contracted trainers, and individuals receiving offers of employment in any of these categories) will be required to be fully vaccinated (unless approved for a medical or religious exemption). In addition, if the Governor mandates community college employees to be vaccinated, the College will follow the Governor's Executive Order.
- Effective September 1, 2022, weekly testing for COVID-19 for employees with an approved medical or religious exemption ceases. If the Governor mandates community college employees to be tested weekly, the College will follow the Governor's Executive Order.
- All employees must submit proof they are fully vaccinated against COVID-19 to the vaccination survey located on the College's portal.
- Employees may request an exemption for the COVID-19 vaccination requirement for a medical condition or religious belief to Human Resources by completing a form with supporting documentation. Upon review, the committee will determine if exemptions are accepted.
- Exemptions are to be reapproved every academic year starting each July 1.
- Employees who do not fulfill one of these two requirements, either becoming fully vaccinated or receiving an exemption (exemption for the COVID-19 vaccination requirement for a medical condition or religious belief), will be placed on unpaid leave request to utilize personal or vacation leave for up to forty-five (45) calendar days. During this period, employees who either submit information through RCSJ's college portal of a completed vaccination or receive an approved RCSJ vaccine exemption will be authorized to return to duty subject to operational needs. If an employee has not completed vaccination or received an exemption at the end of the unpaid or paid leave period, the employee's continuing employment status will be determined by RCSJ administration, and the employee may be subject to separation at RCSJ's discretion.

- Employees may file a grievance/appeal process regarding the denial of a medical or religious exemption. Please refer to Administrative Procedure 7203 *Grievances*.

Selective Admissions Program Students

- All students who have applied and are conditionally accepted to selective admission programs that involve direct patient care as part of the curriculum are required to demonstrate evidence of the COVID-19 vaccination.
- Notification of the vaccine requirement will be presented in the mandatory information session, the conditional acceptance letter, and the health packet required for final acceptance into the respective program.

Classrooms

Faculty will utilize assigned seating charts to track class attendance in order to facilitate contact tracing in the event a student reports a positive COVID-19 test.

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 COVID-related symptoms before coming to work every day.

Employees who have tested positive for COVID-19 are to notify HR and complete the COVID-19 Exposure Form. This information will not be shared unless express permission has been given by the employee. However, HR or a designated unit, will investigate and comply with the recommendations of county health departments.

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. Additionally, air quality measures such as utilizing UVC light filtration that has been installed in both campus's HVAC systems and

pumping of outdoor air into the buildings through the HVAC systems on a regular schedule are standard practice.

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 HR.

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

Contact HR to discuss requests for leave or if you have any questions concerning leave policy.

Area: Human Resources
Approved: 07/14/20, 09/14/21, 11/09/21, 12/14/21, 03/07/22
Revised: 09/22/22

President's Authorization: 

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7503 Safe Post-Emergency Restart*

Rowan College of South Jersey Board of Trustees Policy Manual, *7421 Telecommuting for Employees*

Rowan College of South Jersey Administrative Procedure, *7421 Telecommuting for Employees*

Rowan College of South Jersey Administrative Procedure, *7110 Employment Practices*

Rowan College of South Jersey Administrative Procedure, *7203 Grievances*