



## Rowan College of South Jersey

Policy: 7503  
 Title: **SAFE POST-EMERGENCY RESTART**  
 Area: Human Resources  
 Approved: 07/14/20, 09/14/21, 10/12/21  
 Revised: 12/14/21

Should weather, pandemic, national, state, local or other emergency cause the College campuses to close for an extended period of time, the Board of Trustees will ensure protocols, methods, guidance, and communications are in place to provide a safe and secure post-emergency restart.

The administration will work closely with faculty and staff to maintain a safe environment respecting the rights and health of all concerned while maintaining academic excellence and efficient business operations. Where feasible, telecommuting, flexible scheduling, and staggered shifts will be evaluated by and at the discretion of the College President.

Coordination and communication with College leadership will take place in order to develop and distribute a safe post-emergency restart strategy, as needed, as well as obtaining necessary information from other external agencies.

This policy identifies the guiding principles as delineated in the “Fall 2021 RCSJ Restart Summary” approved by resolution of the RCSJ Board of Trustees on September 14, 2021.

### **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 or subject to weekly testing (if 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.
- Weekly testing for COVID-19 is the responsibility of the employee. A negative test must be submitted to the College portal each week during the window period starting on a Friday through Sunday by 11:59 pm. In the event that the test is determined to be

Policy: 7503 Safe Post-Emergency Restart

positive, the test results must be uploaded to the COVID-19 Exposure Form and the employee is to quarantine by using personal time off.

- 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.
- As a vaccine incentive, a full-vaccinated employee who contracts the COVID-19 virus will have their isolation period paid by the College. If an employee is not vaccinated for COVID-19 and contracts the virus, the employee must use their paid time off for isolation. This incentive will expire as of December 31, 2021.
- Employees may file a grievance/appeal process regarding the denial of a medical or religious exemption. Please refer to Administrative Procedure 7203 *Grievances*.

### ***Student Athletes***

- All student athletes must be fully vaccinated prior to participation (practice) in any sport or be subject to weekly testing, if a COVID-19 exemption is granted.
- Weekly testing for COVID-19 is the responsibility of the student athlete. A negative test must be submitted to the Sportsware portal each week during the window period starting on a Friday through Sunday by 11:59 pm. In the event the test is determined to be positive, test results must be uploaded to the COVID Exposure Form located in the RCSJ student portal and the student athlete must quarantine.
- All student athletes must submit proof they are fully vaccinated against COVID-19 to the Sportsware portal.
- Student athletes may request an exemption for the COVID-19 vaccination requirement for a medical condition or religious belief 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.
- Student athletes 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 unable to participate on any sport team.

***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.

The President will have administrative procedures developed to enable and implement this Safe Post-Emergency Restart.

References:

Rowan College of South Jersey Administrative Procedure, *7503 Safe Post-Emergency Restart*  
Rowan College of South Jersey Administrative Procedure, *7203 Grievances*

Policy: 7503 Safe Post-Emergency Restart