



## 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, 12/14/21  
 Revised: 09/22/22

Should weather, pandemic, national, state, local or other emergency cause the College campuses to close for an extended period, 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 2022 RCSJ Restart Summary” approved by resolution of the RCSJ Board of Trustees on September 22, 2022.

### **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, the weekly testing for COVID-19 for employees with an approved medical or religious exemption ceases.
- All employees must submit proof they are fully vaccinated against COVID-19 to the vaccination survey located on the College's portal.

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- 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.

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*

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