



***COMING BACK TO COURT
FACULTY AND STAFF RETURN***

AUGUST 2020

GEORGIAN COURT UNIVERSITY

THE MERCY UNIVERSITY OF NEW JERSEY

CONTENTS



Key Considerations	4
Return of On-Campus Operations	5
Healthy Habits and Personal Safety	6
Face Coverings	7
Building Access Procedures	7
Restrooms	7
Meetings	7
Meals	7
Return-to-Work Virtual Training	8
Employee Conduct and Work Rules Policy	9
Workplace Accommodation Process	10
Operational Considerations	11
Scheduling	12
Regular Symptom Monitoring	13
Employee Self-Isolation and Quarantine Policy	14





Dear GCU Community,

The university submitted its formal restart plan to the New Jersey Office of the Secretary of Higher Education on July 27, 2020. It reflects the campus-wide input of many areas, offices, and individuals and presents a path forward for Georgian Court. The plan was reviewed and approved by state officials. Georgian Court University will be following local, state, and federal guidelines regarding COVID-19. The university and our partners will be closely monitoring these guidelines and will notify the campus community of policy and procedural changes.

IMPORTANT EXTERNAL GUIDANCE LINKS

- CDC <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- OSHA <https://www.osha.gov/SLTC/covid-19/>
- State of New Jersey <https://covid19.nj.gov/>
- OSHE <https://www.state.nj.us/highereducation/COVID-19.shtml>
- New Jersey Department of Health <https://www.nj.gov/health/>

GEORGIAN COURT UNIVERSITY LINKS

- Georgian Court University Restart Plan <https://georgian.edu/wp-content/uploads/Georgian-Court-Campus-Reopening-Plan.pdf>
- Georgian Court Reopen 2020 Website <https://georgian.edu/reopen2020/>

I look forward to discussing our shared path forward.

Sincerely,

A handwritten signature in black ink that reads "Joseph R. Marbach". The signature is written in a cursive, flowing style.

Joseph R. Marbach, Ph.D.
President

KEY CONSIDERATIONS



The university will adhere to all federal, state, and local guidelines.

A policy for testing, screening, and contact tracing will be established and in place prior to the return of students, faculty, and staff to campus. The university will allow remote work and study to continue, to the extent possible, particularly for those faculty, staff, and students with enhanced risk factors.

The university will clearly define social distancing expectations for all campus locations and include facilities modifications, where appropriate.

Sufficient personal protective equipment (PPE) will be made available for anyone who requires it; all community members must adhere to wearing disposable or cloth face coverings, particularly in classrooms, laboratories, library, common areas, residence halls, and offices as is mandated by the state of New Jersey.

Enhanced cleaning and disinfecting plans have been put into place.

The university will clearly and regularly communicate plans and policies to the entire campus community. For the latest information, please see the university's COVID-19 website:

<https://georgian.edu/health-services/coronavirus/>

RETURN OF ON-CAMPUS OPERATIONS

The anticipated phased return to campus of university employees began on **August 10, 2020.**

Cabinet members will modify staff work schedules to maintain social distancing while continuing to conduct campus business. This objective is to maintain limited campus density.

Department heads are to consider what operational needs have to be met on campus and plan accordingly.

A coordinated process will help to facilitate social distancing and the availability of personal protective equipment (PPE).

University departments/offices that can effectively work remotely will continue to do so until restrictions imposed by the state of New Jersey are changed.

As our community slowly returns to campus, university leadership will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate this risk.



HEALTHY HABITS AND PERSONAL SAFETY

- Wash hands with soap and water for at least 20 seconds.
- Keep a supply of hand sanitizer, if possible.
- Cover your cough or sneeze with your elbow.
- Regularly clean all high-touch areas in your direct workspace.
- Do not touch your eyes, nose, or mouth with unwashed hands.
- Maintain six feet of social distancing whenever possible.



FACE COVERINGS

The wearing of face masks or face coverings is encouraged at all times*; however, face masks or face coverings must be worn in all public spaces on campus. If you have a health concern that prevents you from wearing a face covering, please contact the Office of Human Resources to request a workplace accommodation.

It is recommended that you bring your own face covering or mask to campus. Disposable masks will be available through central supply. Cloth face coverings must only be worn for one day at a time and must be properly laundered before being used again. Having a week's supply of cloth face coverings can help reduce the need for daily laundering.

BUILDING ACCESS PROCEDURES

Once you have returned to campus, you should minimize travel to other campus buildings. We encourage you to follow CDC guidance and to continue to use teleconference systems and collaboration tools in order to maintain social distancing. Staggered start times and office hours may be implemented by various departments/offices to limit the number of people entering and exiting buildings at any one time.

****The use of face coverings is mandated by the state and subject to change. All employees will be expected to follow state guidelines for face coverings.***

RESTROOMS

Use of restrooms should be limited based on size to ensure at least a six-foot distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

MEETINGS

Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g., Zoom, Microsoft Teams, Webex, Skype, telephone, etc.).

MEALS

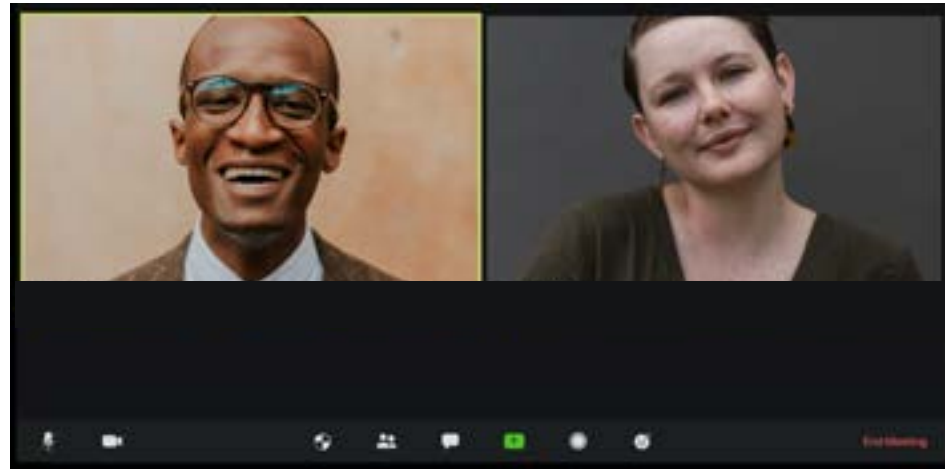
Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. Since space in on-campus dining locations will be limited due to social distancing requirements, employees are encouraged to bring food from home. If dining on campus, you should wear your face covering until ready to eat and replace it immediately thereafter. Employees are encouraged to take food back to their office areas or eat outside if possible.

RETURN-TO-WORK VIRTUAL TRAINING

All employees will be required to complete the online COVID-19 training prior to returning to campus. The training can be accessed through the link below.

The training session is hosted in BlackBoard, and you will need to log in using your Georgian Court University credentials.

https://georgian.blackboard.com/webapps/blackboard/content/listContentEditable.jsp?content_id=_1283195_1&course_id=_30420_1



EMPLOYEE CONDUCT AND WORK RULES POLICY

GCU is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the university remain healthy and free from COVID-19. Though it is not possible to list all forms of behavior that will directly impact the spread of the virus, the policy contains behavior that would be considered GCU rules of conduct, as prescribed by the CDC, that will help prevent the spread of the virus. Not following these rules may result in disciplinary action, up to and including termination of employment. This list is not intended to be exhaustive.

The Employee Conduct and Work Rules policy can be found on the university website.

<https://georgian.edu/wp-content/uploads/Employee-Conduct-and-Work-Rules-Policy.pdf>

WORKPLACE ACCOMMODATION PROCESS

According to the CDC, individuals with certain conditions—and certain populations—may be at a higher risk for COVID-19 infection. Faculty and staff members who feel they are at higher risk and have concerns about returning to work should contact the Office of Human Resources. All requests for reasonable accommodation will be considered on a case-by-case basis.



OPERATIONAL CONSIDERATIONS

There are several operational considerations that should be evaluated to maintain social distancing and reduce population density within buildings and workspaces.

Telecommuting

Telecommuting allows staff to work at home, on the road, or in a satellite location for all or part of their workweek. Georgian Court University considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others.

Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with Georgian Court University.

All requests for a telecommuting arrangement should be submitted directly to Janice Karluk in the Office of Human Resources and will be considered on a case-by-case basis.

Telecommuting Policy and Procedure

<https://georgian.edu/wp-content/uploads/Telecommuting-Policy-and-Procedure.pdf>

Telecommuting Agreement

<https://georgian.edu/wp-content/uploads/Telecommuting-Agreement.pdf>



SCHEDULING



ON CAMPUS

Not all faculty and staff are able to work remotely. For those faculty and staff who must be on campus, you are expected to perform regular screening (symptom monitoring) before arriving at campus. There are two electronic tools to screen for symptoms as identified by the CDC. CampusClear is a mobile and web-based app for use by faculty, staff, and students. The other tool is an electronic form for visitors to the campus, such as vendors, which must be sent to that visitor and is valid for 24 hours once approved.



Faculty & Staff:

<https://georgian.edu/reopen2020/covid-19-screening-app/>

Visitors & Vendors:

<https://connect.georgian.edu/register/cv19>

Additionally, the university is requiring each community member to practice good hygiene, adhere to social distancing measures, and wear an approved face mask or covering while working in common areas and interacting directly with individuals to mitigate COVID-19 risks.

FLEXIBLE SCHEDULING

Departments will need to consider partial staffing on alternating days/weeks in order to limit campus density and daily interactions.

STAGGERED START AND END TIMES

Certain departments rely on the use of time clocks or gatherings in common areas at the beginning and end of work shifts. It may be necessary for departments to stagger reporting and departure times by at least 30 minutes to reduce density in common areas and adhere to social distancing requirements.

REGULAR SYMPTOM MONITORING

Faculty and staff who are returning to campus must complete a daily symptom monitoring questionnaire prior to arriving at Georgian Court University.

In order to work on campus, you must be free of any symptoms potentially related to COVID-19. At this time, these symptoms outlined by the CDC include one or more of the symptoms in this list.

COVID-19 SYMPTOMS

- cough
- shortness of breath or difficulty breathing
- fever of 100.4° F or higher
- chills
- repeated shaking with chills
- runny nose or new sinus congestion
- muscle pain
- headache
- sore throat
- fatigue
- new GI symptoms
- loss of taste or smell

Faculty and staff who develop COVID-19 symptoms, or who have been in close contact (as defined by the CDC) with another individual who has been diagnosed with COVID-19, must follow the Employee Self-Isolation and Quarantine Policy.

Remember to use CampusClear, the daily screening app, to assess your status:

<https://georgian.edu/reopen2020/covid-19-screening-app/>

EMPLOYEE SELF-ISOLATION AND QUARANTINE POLICY

Georgian Court University takes the health and wellness of the campus community very seriously. In the event one of our community members should come in direct contact with any highly infectious disease, our policy for self-isolation and quarantine can be found on the university website.

<https://georgian.edu/wp-content/uploads/Employee-Self-Isolation-Quarantine-Policy.pdf>

Please contact the Office of Human Resources with any questions.

<https://georgian.edu/human-resources/>

