

# Message from Human Resources

COVID19

**Virginia Galdieri**

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8:47 PM

Dear Employee,

The Human Resources Department would like to extend our sincere appreciation to all essential workers who remain on campus. To Public Safety for safeguarding our campus and to the Facilities Department for cleaning and maintaining the buildings on campus during this unprecedented and uncharted time. In addition, as you know most of us transitioned to a remote working environment in such a short time, which included IT hustling equipment to people who needed it, setting them up with internet and access to campus was no easy feat. Accomplishing this within days was nothing short of extraordinary. The patience, grace, and partnership you have all established with each other in your unique roles here on and off campus over the last five weeks is truly a testament to your dedication and commitment to Ramapo.

Human Resources does not have all the answers, but I want to assure you that Ramapo leadership is working constantly to respond to situations and will attempt to communicate as much as possible and as soon possible when information or changes become available. The College continues to issue updates on the College's [COVID-19](#) website and on the [HR Webpage](#) that specifically impacts employees.

The HR Team understands that there are many questions regarding issues that deeply impacts you and we are working daily to monitor and respond to your inquiries that have been submitted to our new HR2020 email at [hr2020@ramapo.edu](mailto:hr2020@ramapo.edu). Employees with unique employment circumstances are encouraged to discuss their needs with their supervisor.

I encourage you to regularly review the HR Webpage as it provides consolidated information that employees may find helpful at this time. It includes links to benefits, policies, and programs, such as the employee assistance program (EAP) that can assist employees in managing any personal impacts they may currently be experiencing. The College has resources available to those who are struggling during these uncertain times. Employees can remotely reach out to our Employee Assistance provider, Dr. Kahn, at 888-291-1524 or 973-761-5303 or via E-Mail: [drmjkahn1@gmail.com](mailto:drmjkahn1@gmail.com), <https://www.ramapo.edu/hr/employee-assistance/>

I would like to remind everyone that all employees who are not feeling well to not report to campus, advise their supervisors, and reach out to the Human Resources Department. Further we ask that those who have tested positive or been exposed to someone who has tested positive for COVID-19, contact the Human Resources Department for further guidance at [jcbrown@ramapo.edu](mailto:jcbrown@ramapo.edu) or [HR2020@ramapo.edu](mailto:HR2020@ramapo.edu).

For those who continue to report to campus on a regular or intermittent basis, we ask that you continue to follow CDC guidelines by cleaning your hands often, use hand sanitizer stations on campus and maintain social distance guidelines of 6ft at all times. At the current time, the College has established a controlled environment where social distancing is possible at all times and cloth masks remain a voluntary option. The primary purpose of cloth face coverings is to reduce community transmission of the virus and is not intended to provide protection from the virus. Distancing from the potential source of contamination will be the best way to protect against the virus.

Essential employees have been offered Safety training through the Department of Environmental Health and Safety. Any worker who wishes to repeat refresher training should reach out to Gina Mayer Costa at [gmayerco@ramapo.edu](mailto:gmayerco@ramapo.edu). The College's Pandemic Assessment Team continues to monitor ongoing guidance from the CDC regarding the spread of COVID-19 and will continue to provide updates as necessary to our campus community.

Again, I want to share my appreciation for the work you are doing to adjust to our changing academic landscape and to maintain College operations. Thank you and have a good week!

**Virginia**

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