

HR Notice To Campus - June 6, 2020

Virginia Galdieri

Sun, Jun 7, 11:43 PM (8 hours ago)

Dear Colleagues:

It is hard to believe that it is June already and that most of us have been working remotely for the last 12 weeks. I want to thank our essential workers who have continued to come to campus and performed essential tasks to keep the campus safe and clean and our students fed. This past week most managers assisted the Residence Life staff with supervising the move out of students from the residence halls, an activity that will continue over the next few weeks. I know that our Dean of Students, Melissa Van Der Wall, and the entire Residence Life staff appreciate the efforts of all who participated in this important activity.

With the summer nearly upon us, I thought this is as good a time as ever to remind you of a few things:

1. Access to campus currently remains the same with campus visits available on Tuesdays and Fridays with the other days reserved for cleaning and disinfecting. Employees who come to campus on those days are expected to inform their managers when and where they will be on campus and should limit your visit and spend time exclusively on tasks that cannot be performed remotely. Visits to campus on other days are highly restricted based on operational need and business continuity. I expect this to change as the State and Bergen County revise executive orders and health and safety protocols and as the CDC guidelines are updated.
2. As you know, during the summer months, most departments have been hesitant to make any schedule changes to the summer flex schedule. However, due to the current pandemic, there will have to be flexibility. Any scheduling changes should be discussed in advance and approved by your supervisor, and employees must remember to charge the correct time off hours based on working a 7-hour or 8.75-hour day.
3. Effective immediately and until further notice, all students and employees currently working or living on campus, are now *required* to wear a face covering when coming on campus and when social distancing may not be possible. This includes times of brief interaction between co-workers or friends or picking up food from Dining Services. Employees working alone in their offices and students who are alone in a room do not need to wear face coverings, but anytime someone is within 6 feet of another person, the face covering must be worn and must fully cover both one's nose and mouth. The use of a face covering can potentially slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to

others. Please remember to wash your hands often, practice good respiratory hygiene, clean your work station often and monitor your health regularly.

4. As we move forward in the coming weeks and plans to return to campus are developed, the safety of our community members will be at the forefront of all planning initiatives. As some of you may know, part of the protocol before coming to campus to help with the move out of residence hall students is a requirement to perform a self-health check the night before coming to campus. This health check includes verifying that each campus visitor is COVID-19 symptom free. We find this to be an effective added safety measure, which aligns with best practices and which will be instituted for all employees coming on campus. Effectively immediately, each time you plan on coming to campus, you must perform this check (see attached). If you have any of the symptoms outlined or have any doubt whether you should report to work based on your answers, please stay home, advise your supervisor that you will be absent, contact your medical provider for consultation, and contact Jill Brown in Human Resources (jcbrown@ramapo.edu, (201) 684-7507). Additional information regarding the CDC guidelines is available at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>.

Thank you for following these guidelines to ensure a safe work environment for yourself and others on campus. These guidelines may be updated as we learn more information about the spread of this disease. Additional information regarding the return-to-campus plan will be disseminated as soon as it is finalized and no later than mid-July.

These are challenging times and I would be remiss if I didn't acknowledge and address the stress you have no doubt been experiencing. I want to remind you about your benefits and let you know that Dr. Kahn is available and is providing confidential counseling should you want or need to speak to someone. I, as well as all of us here in the Human Resources Department, will do whatever we can to address your questions and concerns and, if possible, make this time a little less stressful by communicating with you when information becomes available. Here is the link to our website, <https://www.ramapo.edu/hr/>, that provides information regarding your benefits and webinars that may be helpful to you.

Be well and be safe.

Looking forward,

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Attachments area