

Good Afternoon:

Last week President Mercer communicated to campus the *Ramapo College Restart Plan* which noted that Fall 2020 will feature a combination of limited in-person and remote delivery instruction with modified levels of campus activity and residency. These plans are aligned with Stage 2 of the NJ Restart Program, and will be assessed further once the State confirms its Stage of operations in early August.

In order to implement the *Ramapo College Restart Plan*, many employees will return to campus, and in many ways adjust their operations to align with Stage 2 for Fall. It is my intention via this email to anticipate some of your questions regarding returning to campus and to highlight the plans that are in place to address health and safety. Below please find an outline of some of those plans. Further details will be addressed during Webex information sessions that HR will be conducting in August.

### **Health, Safety and Contact Tracing**

Before returning to campus, individuals will be required to:

- Take a training course on COVID-19; embedded in the course will be an acknowledgment to a Code of Health Responsibility where each employee agrees to abide by all safety protocols and agrees to conduct a daily self-health assessment to confirm they are COVID-19 symptom-free.
- The College will be following social distancing guidelines and will require face coverings in all indoor shared spaces and outdoors when social distancing is not possible.
- Enforcement of safety protocols across campus are expected to follow the same progressive discipline model that is applied for other violations of College policy.
- The College will have its own contact tracing unit with employees trained in contact tracing. This unit, which will be headed up by Linda Kavan. This unit will be assigned to liaise with HR, Health Services and the local health department to ensure proper and efficient internal and external contact tracing.
- A reusable cloth face covering will be provided to each employee. We are optimistic that the face coverings will be delivered prior to your return to campus. If they are not received, you will be required to use your own face covering until such time as the College provided face coverings are available.

As some of you may be aware, Environmental Health and Safety conducted an operational safety survey that was distributed to all division managers to assess certain aspects of their operations and physical space. In part, as a result of the information gleaned from the survey responses, the College is actively pursuing many general safeguards such as:

- Minor reconfiguration of office space to allow for social distancing;
- Public posting and communication of new operating procedures;
- Installation of additional hand sanitizers;
- Alterations to scheduling of on-site/off-site work hours;
- Staggered or rotating work weeks within the units; and
- Access to work spaces(entrance/exits).

This list is not exhaustive and our plans to return to campus are on-going. Environmental Health and Safety, in connection with Human Resources, will be working closely with all units on how to continuously assess operations and ensure safety for our employees and our students.

To date, all plans, policies and procedures have been developed based on best practices and in accordance with federal, state and local mandates and guidance. I ask for your patience and understanding as the need to develop new policies and procedures to address our new normal unfold. We will require your continued flexibility and cooperation as new information and guidance is received and as our College adjusts to operating in this environment.

As I have said on numerous occasions, our return to campus will not be a “flip of a switch” in which everything and everyone returns back to a normal schedule. All of our operations are being reviewed to ensure that we can continue to meet the needs of our students and our colleagues. Decisions regarding the delivery of services and functions on-campus and off-campus will be made based on an operational review and in consultation with Division Vice Presidents, Unit Managers and Human Resources.

As we plan for the fall, we need to take into account that some of our students and colleagues may not be able to return to campus without undue risk. While the Human Resources Department will continue to manage ADA accommodation requests that are not COVID-19 related, this pandemic has presented special circumstances which also compel us to review how we assist and manage COVID-19 related accommodation requests. For COVID-19 related accommodation requests, we will align requests with the recommendations from federal, state and local authorities. Additional clarification will be provided during the information sessions in early August. Look for dates and times in the Daily Digest.

Please continue to reach out to Human Resources using [HR2020@ramapo.edu](mailto:HR2020@ramapo.edu), and let us know how you are managing during this time. HR is here to support you as we move through these challenging times and adjust to the ever-changing guidance. Be well.

Looking forward,

*Virginia*

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