

# Childcare and School Closings



Human Resources <hr@ramapo.edu>

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13, 12:32  
PM

to bcc: HR\_EMPLOYEE-grp

Dear Colleagues,

As we have communicated over the past couple of weeks, we are monitoring coronavirus (COVID-19) and are making adjustments as necessary. As a result of the recent closing of all Bergen County schools, and Executive Order 103, the College will be following the directive as outlined in the Civil Service Guidelines (attached). In addition, we will be applying these guidelines to **all** employees.

The guidance indicates that any employee that is impacted by a school or childcare closure resulting from COVID-19 should coordinate with their direct supervisor to set up a remote work schedule, if needed and if it can be accommodated. We are urging all employees who are impacted by this situation to reach out to their supervisors as soon as possible to begin those discussions. Please note, employees who are deemed essential based on their classification will need to discuss how their job functions will be managed with their supervisor, as an accommodation may not be possible. All employees must provide documentation of the school closing. Given the complexity of the operations of each office, managers will work on a schedule that works best for their office, understanding that we are striving to maintain full College operations during this uncertain time.

Ramapo remains 100% committed to meeting the needs of our students and providing a safe working environment for all our employees. This expansion of remote working arrangements is in recognition of the current and emergent circumstances and is not intended to be a permanent practice going forward. So, as you plan for this adjustment, here are a few tips:

- Be sure to communicate questions and concerns with your supervisor as soon as possible.
- If it is determined that you will need to work remotely, bring all the essentials, including any laptops, power cables and critical documents with you at home. Load important information on flash drives as necessary. However, please ensure that all confidentiality of College information is protected per College policy. In addition, please provide your contact information to your supervisor so that they can reach you during work hours.
- Please work with your manager to determine what technological support you may need, and how and if that can be accommodated.

We will continually re-evaluate operations based on the available information from the CDC and other State sources. If there are any changes, we will communicate with you via email.

I want to thank each of you for your patience, maintaining focus during these uncertain times and for your continued commitment to caring for each other as well as our students.

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