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HR Communication

1 message

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To: hr_empl_no_stud-grp@ramapo.edu

Thu, Sep 3, 2020 at 10:12 PM

Dear Colleagues:

As we kick off the official start of the semester and we return to campus in designated waves on Team Arch and Team Road Runner, I ask for your continued cooperation in supporting our efforts to keep the campus safe. In this communication, I highlight a few critical items that you are responsible for adhering to and complying with that will be key to maintaining a safe and healthy campus:

Conducting the Daily Self- Assessment

Adhering to our Social Distancing & Face Covering Policy

Awareness for Contact Tracing

Tracking of Visitors to Campus

Daily Self Health Assessments

In accordance with the Employee Code for a Safe Work Environment, it is your personal responsibility to conduct a daily symptom self-screening as a way for you to take care of yourself and others. Please review this checklist every day before coming to campus. [Daily-Symptom-Self-Screening.pdf](#)

Social Distancing & Face Covering Policy

Please review the Social Distancing/ Face covering policy. The policy is available at the following link: [Social-Distancing-and-Face-Covering-Policy](#)

Contact Tracing

As you may know, in order for Human Resources and the Northwest Bergen Regional Health Commission to effectively conduct [Contact Tracing](#) for a report of a positive case of COVID-19 on campus, it is critical that all employees maintain a record of the name and contact information of any internal (fellow colleagues) and external visitors with whom you come into close contact with while on campus. See the link to follow for an explanation of how the State of NJ defines a [close contact](#) during the COVID-19 Pandemic. We recommend recording the name, date, time and duration of all visits/appointments and meetings on your calendar. Appointments are recommended for all visitors. We recognize that unscheduled visits may occur and they should be recorded also. In the event that you are a confidential department such as Title IX, it will still be necessary, if requested for contact tracing purposes, to confidentially disclose information of a visitor(s) to Human Resources.

Tracking of Outside Visitors to Campus

Though outside visitors should be kept to a minimum, those visitors must schedule an appointment in advance of their visit and complete the Ramapo College Visitor Registration Form available at the following link

<https://www.ramapo.edu/hr/ramapo-college-visitor-registration-form/> Vendors and third party contractors who are on campus daily or conduct routine visits to campus (such as vendors who deliver office supplies) are being handled outside of the above mentioned process.

Welcome Back Kits

Lastly, HR will be handing out welcome back kits outside in front of the D wing on, September 8th, 9th and again on September 14th, and 15th between the hours of 9:30 -11 a.m. The welcome back kits contain a Ramapo face covering, hand sanitizer, touchless door opener and a daily self-health check assessment and contact tracing handout. Please stop by to pick up a kit on one of the designated days.

The HR staff and I want to welcome you back to campus and send all good wishes for continued good health and a successful Fall Semester. Enjoy the Labor Day Weekend.

Looking forward,

Virginia

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