

Ramapo College Employee Code for Safe Work Environment

Everyone has a personal responsibility to mitigate the effects of a pandemic. The Ramapo College Employee Code for Safe Work Environment has been developed in order to promote personal responsibility among employees to help protect the health and safety of themselves and others. Employees are required to read and acknowledge their commitment to the Employee Code for Safe Work Environment.

I will:

1. Stay home if I am sick. I will know the symptoms of COVID-19, seek medical attention if necessary, and understand that my actions impact the health and safety of others. I am responsible for doing my part to help stop the spread.
2. Monitor my daily health using the self-screening protocol provided by the College
<https://www.ramapo.edu/health/coronavirus-covid-19/daily-symptom-self-screening-for-students-faculty-and-staff/>
3. If unvaccinated practice social distancing by keeping at least 6 feet (2 meters) away from others. I will also do the following to maintain social distance:
 - limit in person meetings and use online conferencing, email and phone when possible;
 - only hold short in-person meetings in a large room where people can sit 6 feet apart;
 - eliminate unnecessary travel
 - not congregate near water coolers, copy machines and in other small areas where social distancing is not possible;
 - take breaks and eat lunch away from others or maintain social distance during these time frames;
4. Practice healthy hygiene such as frequent hand washing with soap and water for at least 20 seconds (or using hand sanitizer with at least 60% alcohol), and refrain from touching my eyes, mouth, and nose with unwashed hands.
5. Cover my mouth and nose with a face covering at all times when indoors (except in my private office/cubicle). I understand that I am responsible for wearing the face covering in a manner that covers both my nose and mouth and that the face covering is not a substitution for social distancing.
6. Understand that the College follows CDC guidance for cleaning and disinfecting surfaces to reduce the risk of infection. I further understand that College Building Services employees and designated outside vendors clean and disinfect high touch areas throughout campus daily and that designated protocols are in place to clean and disinfect a location with a COVID positive case. I also acknowledge that disinfecting wipes are also provided in offices, dining and academic areas for personal use.
7. If unvaccinated, I will register my international or domestic travel with the College's travel registry
<https://www.ramapo.edu/health/coronavirus-covid-19/>.
8. Understand that those who may address me about healthy behaviors I should follow (such as properly wearing a face covering) are looking out for the best interest of others.
9. Comply with directions from College or health officials, including but not limited to, putting on a face covering, maintaining social distance, and self-isolating or self-quarantining as required.



HUMAN RESOURCES DEPARTMENT

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10. Comply and cooperate with contact tracing individuals and be honest and forthcoming in my responses.
11. Contact Human Resources should I experience symptoms of or be diagnosed with COVID-19 or should I be informed that I was in close contact with someone who tested positive for COVID-19. I must report this information to Human Resources jcbrown@ramapo.edu, hr2020@ramapo.edu, so that the College can take extra precautions to continue to protect the community and offer me support.
12. Actively seek ways to demonstrate good citizenship and kindness to others.
13. I may provide my Covid-19 vaccination certification to the Human Resources department in an effort to help maintain a safe campus.
14. If I am unvaccinated I will be tested weekly in an effort to help maintain a safe campus.
15. I will keep abreast and comply with changing policies and practices that are announced related to Covid-19 and any variants.
16. I will not question the vaccination status of others as that is private information to being collected by Human Resources only.

My agreement with the above code signifies my understanding and commitment to do my part in slowing the spread of COVID-19. I agree that I will take these prevention steps to help keep myself healthy and understand that I am accountable for protecting the health and safety of others in the workplace. I understand that if I fail to comply with the Ramapo College Employee Code for Safe Work Environment, I will be referred to the Human Resources Department for follow-up action, with repeated violations leading to progressive disciplinary action.

Name _____ Signature _____ Date _____