

# Return to Campus Guidebook

---

The College of New Jersey

Contents

Return to Campus Guide Overview ..... 2

Returning to Work ..... 3

SafeColleges Training..... 3

Roscoe’s Pledge..... 4

Coming to Campus? ..... 6

Your Daily Self-Checkup ..... 6

Employee Return to On-site Work Arrangements..... 6

    Staffing Options..... 7

        Remote Work..... 7

        Assessing On-site Half Shifts ..... 7

        Staggering Shifts..... 7

        Compressed Work Week ..... 7

Staff Planning for Your Business Unit ..... 7

Increased On-site Operations..... 8

Social Distancing Protocols..... 8

Learning Content to Assist Remote Workers ..... 9

Departmental Communications ..... 9

Requirements for Meetings..... 10

Personal Safety at Work ..... 10

Returning to Campus – Challenges and Obstacles ..... 10

Employee Concerns during the COVID-19 Pandemic ..... 10

Self-Reporting Symptoms, COVID Exposures & Returning to Work Following Illness ..... 10

Work Accommodations ..... 11

Americans with Disabilities Act Accommodation Requests ..... 12

Links and Resources..... 12

## Return to Campus Guide Overview

This resource provides guidance to employees as they create an action plan that will enable a safe return to on-campus work.

TCNJ's COVID-19 related policies and procedures will be updated to include new information as it becomes available. Organizationally, we must focus on the physical and emotional safety of all individuals, while also considering the need to modify business operations in light of the impacts of the pandemic.

All employees are expected to comply with the guidelines outlined in this document. These requirements are for your health and safety and for the health and safety of those around you. By reporting to work on campus, you are self-certifying that you are symptom free and that you agree to follow all TCNJ policies, including the Health and Safety Policy, and the guidelines outlined in this Return to Campus Guidebook.

## Returning to Work

TCNJ will continue to work with leaders across higher education, the Centers for Disease Control, public health officials and the State of New Jersey to determine the safest methods and time to resume full-scale operations. Several Readiness Task Forces are engaged with organizations including the American College of Health Administration, CUPA, the Centers for Disease Control and various governmental and professional organizations.

## SafeColleges Training

The College of New Jersey is using SafeColleges.com to offer training courses online. These training modules are required to be completed prior to your return to campus.

Follow these easy steps to complete your TCNJ COVID-19 Return to Campus requirements:

1. Using your web browser, go to the SafeColleges website for The College of New Jersey: <https://tcnj-nj.safecolleges.com/>
2. Enter your credentials for the TCNJ SSO Portal.
3. Complete all training modules



## Roscoe's Pledge

All members of the community who will spend any amount of time on campus are expected to take and honor Roscoe's Pledge, which follows, to help ensure the health and safety of students, faculty, staff, and others.

### **As a member of the TCNJ community, I will:**

- Practice physical distancing (maintaining a six-foot distance between myself and those around me) everywhere possible; follow one-way pathways and designated building entries; and abide by crowd control guidance and room occupancy restrictions
- Wear a face covering inside all campus buildings and also outside when I am not able to maintain six-foot distances; I recognize that face coverings must cover both my nose and mouth (Staff/faculty members may remove face coverings/masks when inside their private offices but must wear them when leaving these spaces or when someone else enters.)
- [Contact the Accessibility Resource Center](#) to receive guidance on face-covering accessibility options if I have communication access concerns or am unable to wear a face covering for a health-related reason
- Wash my hands for 20 seconds as often as possible and use hand sanitizer when I'm unable to wash my hands or after interactions with people or objects
- Cough or sneeze into a tissue, my sleeve, or my elbow, not my hands
- Not share personal-use items such as food, beverages, phones, and hygiene products
- Not come to campus if I am sick or not feeling well
- Refrain from touching my face
- Refrain from shaking hands or coming into physical contact with others
- Disinfect office desks/equipment, etc. after use with campus-provided cleaning and disinfectant supplies
- Observe restrictions regarding gatherings
- Monitor my health via the daily self-checkup in the TCNJ Roar app and contact my healthcare provider (faculty/staff) and the Office of Human Resources at [lytlem@tcnj.edu](mailto:lytlem@tcnj.edu) if I have symptoms

## Coming to Campus?

TCNJ's welcoming, supportive environment has traditionally thrived on opening its doors to our internal community, to prospective students, to friends and family members, and to anyone else who feels like stopping by. However, as we follow state regulations during this uncertain time, we ask for your assistance in keeping our community healthy.

[See precautionary guidance for various audiences »](#)

## Your Daily Self-Checkup

Any student, faculty or staff member required or choosing to be on campus must do everything possible to keep the community safe. Employees must complete a daily self-checkup to monitor their health on the days they plan to be on campus. Students granted an exception to live in the residence halls must complete the daily self-checkup. Visitors are also asked to complete this checkup before coming to campus. The daily self-checkup is available in the TCNJ Roar app or via an [online web form](#).

[Download the TCNJ Roar app for iOS »](#)

[Download the TCNJ Roar app for Android »](#)

## Employee Return to On-site Work Arrangements

It is imperative that business unit leaders provide a voice to staff members to ensure mutual understanding of the impact on individual employees, while engaging the departmental community in a dialogue to design the appropriate business unit structure.

Each administrative unit is preparing and will submit a social distancing plan describing how on campus activities will resume in their work areas. Returning employees to the workplace during and after the pandemic will not be as simple as announcing a reopening or return-to-the-workplace date and carrying on business as usual. Not only will many workplaces be altered initially, but some changes may be long term, even beyond the conclusion of the pandemic.

Efforts to maintain social distancing may include having reduced on-campus staffing by continuing telework, creating a rotating work-from-home schedule, moving workstations to increase separation distance, defining visitor contact protocols (i.e. using video or telephone conferencing instead of in-person meetings), or encouraging flextime to decrease the number of people on campus throughout the day. Such efforts have the added benefit of reducing facilities usage and decreasing congestion in public areas, elevators, stairwells, parking areas, and on-campus dining facilities.

Administrative units must also prepare business continuity plans in the event of another complete campus shutdown. The College administration will discuss with the bargaining units the need for flexibility in the roles and responsibilities of staff, and staff members who may be at particular risk due to health issues should be encouraged to work remotely when possible.

Finally, business continuity plans should prepare for situations in which staff will be out of work for prolonged periods due to illness or the need to care for family members with an illness.

## Staffing Options

In consideration of the return to campus and in accord with the College's [Flexible Work Arrangement Policy](#), departments may consider a number of varied alternative work arrangements in support of necessary social distancing requirements. These arrangements include continued telecommuting and modified work hours, schedules, or shift staffing options as follows:

**Remote Work:** Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the division vice president, may be made based upon a full or partial day/week schedule, as appropriate, with a focus on supporting the business operations of the unit.

**Assessing On-site Half Shifts:** Employees may be scheduled to work a percentage of their week on-site and a percentage of the regular week at home to allow for social distancing and to optimize use of office space for necessary on-site work. Supervisors and employees may explore these options together in consultation with Human Resources. These arrangements require approval by the division vice president.

**Staggering Shifts:** The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes would reduce traffic in common areas to meet social distancing requirements. These arrangements require approval by the division vice president.

**Compressed Work Week:** In some cases, where work is measured primarily in deliverables and outcomes rather than hours worked, a department may choose to offer compressed workweeks such as three day work weeks with four days off, or four-day work weeks with three days off, where practical. These arrangements require approval by the division vice president.

All of these options can provide flexibility and opportunities for collaboration and creativity. Other options may also exist. Any alternate schedule will require advance planning and clear communication in order to be successfully implemented into a modified work schedule.

## Staff Planning for Your Business Unit

During this planning period, you should consider how you manage your department.

- What will remain the same and what will not?
- Do you need the same people and the same skills now as you did before?
- Positions have been frozen and non-work study students and part-time employees may not be available. How will you complete the work that needs to be done?
- How will you change what you do and how you do it to accommodate the reduction in staffing levels?
- Which skills and competencies do you need?
- Is there training that can be provided to your existing staff to help prepare them with the necessary skills?
- How do you identify the workforce needed to manage departmental operations?
- The work environment will be different, so decisions will need to be made with the environmental considerations in mind.
- How will you complete the work with less, or even no, in-person contact with visitors or other colleagues?

You will need to evaluate the current telework process.

- What has worked?
- Which processes can be completed remotely?
- Can employees be adequately supervised by a remote leader?
- Will employees require access to equipment and data that is only available on-site?
- Establish what the expectations will be for those who are working remotely. This may be different than it has been during the initial teleworking period which began in March 2020.
- How do you need to reassign work or reassign people to complete the necessary work?
- During the pandemic, collective bargaining agreements provide for reassignment provided the employee is appropriately trained and the change is temporary which, in this case, may be in the 12- to 24-month period.
- Review and update employee job descriptions. If a job description does not exist, generate a temporary job description that reflects the new requirements for the position.

## Increased On-site Operations

As staff and faculty return to campus you will need to consider how the work environment will need to change for an extended period.

- Which employees need to return first? These should include those who are critical to operations and cannot effectively complete their work from home.
- Who needs to be onsite to complete their job? Can the work be redesigned to reduce or eliminate the need to be onsite?
- Can you justify why an employee needs to be onsite and not remote? You might be challenged about your decision making by individual employees and/or the bargaining units.
- Do remote workers need to come onsite for meetings or other reasons?
- Verify that scheduling is consistent and equitable. Consult with HR to substantiate that no protected categories are disparately impacted, that vulnerable populations have been considered and that collective bargaining agreements have been followed.
- How will you manage staffing waves if and when employees or their families become exposed or are suspected to be exposed? Will you cross-train? Will you create procedural manuals?

## Social Distancing Protocols

- All interactions on campus should ensure that social distance is maintained.
- Facilities Management will regulate occupancy in consultation with unit managers
- Employees should remain at least 6 feet apart.



- Signs will be posted reminding employees of social distancing requirements.
- Floor markings will be utilized to identify 6 feet parameters.
- Handshakes and physical contact are prohibited.
- Workstations, conference rooms, reception areas and common areas will be reconfigured to provide distancing.
- One-way directional traffic flow will be considered where possible.
- Restroom occupancy signs will be provided.
- Common areas, such as kitchens, community refrigerators and other break areas will be reviewed for closure or adaptation.
- Employees should be encouraged to bring lunch from home.
- Prohibit sharing of phones, headsets, desks, etc. Adaptations and cleaning protocols will be necessary if sharing is required.
- Building access will be limited as much as possible. Employees should be scheduled so they are staggered when arriving.
- Elevator use should be minimized and should be single use.
- If weather permits, in-person meetings and other activities requiring less social distancing may be held outdoors.

## Learning Content to Assist Remote Workers

Below are links to e-learning content to assist you to thrive in a remote work environment. For managers:

- [Remote Working: Setting Yourself and Your Team Up for Success](#) [Managing Remote Teams](#)

For individual contributors:

- [Improving Your Organizational Skills](#)

## Departmental Communications

Managers need to devise a plan for how departmental communication will occur. Acknowledge the uncertainty, but motivate the team to move forward. Employees will need to feel secure that there is transparency in communications. You should:

- Be prepared with communication to describe the return to work, the schedule and what safety measures and requirements will be in place.
- Recruit unofficial leaders and employee champions to help share the message.
- Communicate the message in multiple formats so everyone, both remote and on site, has access to the message. Check in by phone, text, and email.
- Communication is two-way. Prepare avenues and opportunities for feedback and to enable your employees to be heard.
- Employees have a right to raise concerns about the safety of their workplace, report unhealthy conditions or question the conditions of their employment. It is important that employees know that they may speak with leadership and/or human resources regarding concerns.

## Requirements for Meetings

Where feasible, you should hold meetings using the available collaboration tools (e.g. Zoom, Google Meet, or telephone).

Restrict in-person meetings to ensure six feet of separation for social distancing. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees.

During time on-site, communicate with your colleagues and supervisors as needed by email, telephone, or other available technology rather than face-to-face.

## Personal Safety at Work

Face masks or face coverings must be worn by all staff and faculty working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms, classrooms). Appropriate use of face masks or coverings is critical in minimizing risks of disease transmission. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

## Returning to Campus – Challenges and Obstacles

Employees who are facing a personal obstacle to returning to on campus work should discuss those challenges with their supervisor at the earliest opportunity. By assessing circumstances on a case-by-case basis, TCNJ will make a good faith effort to consider your individual situation, when possible, in planning on campus work assignments.

## Employee Concerns during the COVID-19 Pandemic

TCNJ has established a set of protocols ensuring reasonable measures will be in place for a safe working environment for all employees. As such, TCNJ will implement processes to fairly and consistently review requests for a reasonable accommodation or a COVID-19 related accommodation using governmental directives and CDC guidelines. Additional information regarding accommodations may be found later in this document.

## Self-Reporting Symptoms, COVID Exposures & Returning to Work Following Illness

An employee who develops COVID-19 symptoms, or who comes into close contact with a person who has COVID-19 (or is suspected to have COVID-19), should immediately inform the Office of Human Resources at [lytlem@tcnj.edu](mailto:lytlem@tcnj.edu) and the Contact Tracing team at [COVIDcomply@tcnj.edu](mailto:COVIDcomply@tcnj.edu). This will allow the College to take appropriate steps to clean and disinfect the work space, to instruct you of what steps to take and to alert co-workers to any potential exposure. In addition, the Office of Human Resources

will discuss options for sick time, medical leave and, if possible, work from home arrangements. The Contact Tracing team and the Office of Human Resources maintain your information in strict confidence.

Employees who are clinically diagnosed with COVID-19 or who receive a positive test result for COVID-19 must remain isolated based upon the recommendations from their healthcare provider, public health officials, and consistent with TCNJ policy for returning to work following a COVID-19 diagnosis. Any employee who tests positive for, or receives a clinical diagnosis of, COVID-19 must provide a medical clearance in order to return to work.

## Work Accommodations

The health and safety of our TCNJ community is our top priority. Everyday life on TCNJ's campus is dynamic, interactive, collaborative, and social. The way we conduct our interactions, routines, practices must change in order to reduce the risk of transmission during this pandemic period.

Employees who have a medical condition that places them in a higher risk group for COVID-19 should discuss those concerns at the earliest opportunity with their supervisor, with the Accessibility Resource Center (ARC) <https://arc.tcnj.edu/> or with HR at [lytlem@tcnj.edu](mailto:lytlem@tcnj.edu). TCNJ will evaluate any request for a reasonable accommodation under the Americans with Disabilities Act, an accommodation due to COVID-19, family or medical leave options, a voluntary furlough or other benefits.

A COVID-19 accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the business unit and which permits the employee to continue to perform their essential job functions. COVID-19 accommodations are up to the discretion of the employee's department or unit.

An employee who requests not to return to campus should be directed to the Offices of Human Resources and ARC. HR or ARC will inform the employee of their option to apply for an accommodation and to begin the interactive process aimed at identifying a solution.

To initiate the process the employee will be directed to complete the [COVID-19 Related Request for an Accommodation Form](#) and to submit the document to the Office of Human Resources at [lytlem@tcnj.edu](mailto:lytlem@tcnj.edu). A review of an application for an accommodation will be acknowledged within five business days.

An employee whose request for an accommodation is not approved, may be eligible to apply for a leave under the Families First Coronavirus Response Act (FFCRA), under the New Jersey Family Leave Act, or may apply for a personal leave of absence, or a voluntary furlough. Each accommodation request will be evaluated on a case-by-case basis.

Please note that the submission of an accommodation request does not guarantee or imply that an accommodation will be granted. An accommodation may differ from the specific one requested by the employee.

# Americans with Disabilities Act Accommodation (ADA) Requests

An employee who would like to request a reasonable accommodation may initiate the interactive process by contacting the Accessibility Resource Center here: <https://arc.tcnj.edu/>

**The Americans with Disabilities Act of 1990 (ADA)** makes it unlawful to discriminate in employment against a qualified individual with a disability. To be protected under the ADA, an individual must have a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment; or being regarded as having a substantial impairment.

**What is a reasonable accommodation?** A reasonable accommodation is any change or adjustment to a job or work environment that permits an employee with a disability to perform the essential functions of their job and does not cause an undue hardship on the department or unit.

**How do I request a reasonable accommodation?** Employees may request an ADA accommodation by completing the accommodation request form and submitting it to initiate the process. The employee will be required to provide the necessary documentation as outlined in the request form to complete the process.

## Links and Resources

COVID-19 workplace policies and procedures may be found on the human resources website. Below are links to important information.

- Families First Coronavirus Response Act (FFRCA)
- Americans with Disabilities Act (ADA) Policy
- Flexible Work Arrangement Policy - Interim
- Fall Reopening Frequently Asked Questions
- COVID-19 Related Request for an Accommodation Form
- COVID-19 & Benefits Available
- Quick Tips for COVID-19 Leave Eligibility
- Roscoe's Pledge
- Medical Clearance Form