



Subject: Essex County College Coronavirus Guidelines for Employees

Good Afternoon, below please find further guidance concerning the College's operations during the Coronavirus pandemic. Please read in its entirety.

ESSEX COUNTY COLLEGE CORONAVIRUS (COVID-19) GUIDELINES FOR EMPLOYEES

SUBJECT TO CHANGE AT ANY TIME

PLEASE CHECK ESSEX.EDU FOR ANY UPDATES OR CHANGES TO THESE GUIDELINES

The priority of the College during the evolving pandemic situation of the coronavirus is to ensure the safety and health of students, faculty, adjunct faculty, staff while maintaining the continuity of essential academic and administrative operations and services of the institution. To address essential operational needs and staffing capabilities during the pandemic, the following guidelines provide flexibility and latitude in work and leave arrangements. These guidelines will continue to be updated and remain in effect as the College deems necessary. These guidelines may not cover every possible situation. For those circumstances that arise and have not been identified, employees and supervisors are to contact Human Resources at hr@essex.edu for guidance.

Work Expectations

Full-time and part-time employees and work study students are expected to report and work their assigned schedule as usual, unless an absence or leave is required or permitted under the circumstances set forth below. Employees must not come to work if they: (1) are experiencing symptoms of COVID-19 such as cough, fever and shortness of breath or (2) have been exposed to someone diagnosed with COVID-19. Supervisors are to ensure that employee work schedules are documented and, where applicable, recorded in the Kronos time and attendance system.

Nursing and Health Science classes as well as laboratory and studio classes may no longer meet in person until further notice.

Voluntary Work From Home Option and Reduced Staffing Schedules

To enhance social distancing in line with the [Governor's Executive Order](#) and the Guidelines issued by the [Secretary of Higher Education](#), Essex County College will allow an employee to voluntarily opt-in to work remotely, effective Wednesday March 18, 2020, with supervisor approval in writing. The ability to work remotely may be granted where the supervisor, in their discretion, determines: (1) the job duties can be performed remotely; (2) the employee has the capability and technical knowledge to perform the work remotely; and (3) the operational needs of the College does not require the employee to be physically present. Employees who are approved to work remotely will be required to maintain a telephonic/video conference ability through the Zoom platform during their working hours. In addition, such employees, may be recalled to work at the College upon a supervisor's request, with a prior day's notice. Area Heads retain final discretion as to the approval and terms of any remote work arrangement.

Because fewer students will be on campus and to promote social distancing. Supervisors may, with their Area Head's approval, exercise discretion to reduce the number of hours or days in which the employee is required to report to work. Such an arrangement should only be used when it can be ensured that the service offered by a particular department/area can still be reasonably delivered. Any employee's whose schedule is altered will be required to maintain a telephonic/video conference ability through the Zoom platform during their working hours and remain "on call" during such time.

Childcare

The College will make childcare available to employees who are required to report to work and whose children's school district or childcare provider has closed due to Coronavirus. Childcare will be provided by the College's Child Development Center Staff on a limited basis subject to criteria which will be provided shortly. While the College remains open, priority for childcare will be given to employees whose work cannot be performed remotely.

If the College Does Not Open...

A. Pay

Pay will be paid out via direct deposit only during such a period. Employees who have not enrolled in direct deposit may contact the Payroll Department at payroll@essex.edu for further guidance. Employees should review and update, where required, their residence and contact information with their supervisor and Human Resources at hr@essex.edu. Contact and residency information can be viewed in the [Banner WebServices system](#).

B. Work Assignments

If the College does not open, employees designated as essential and not suffering an illness may be required to work either from home, or on campus (if the essential job responsibilities cannot be performed at home) at their regular rate of pay as operational needs dictate at the discretion of the employee's Supervisor, Department Head and/or Area Head. In the event of staffing shortages that disrupt the usual delivery of services due to diagnosis and/or necessity of quarantine, it may become necessary for an employee's temporary assignment or reassignment out of position title of essential work duties and schedule to ensure continuity of operations. Employees and supervisors will be expected to accurately record attendance online in the Employee Attendance Form at:

<https://essexcountycollege.wufoo.com/forms/w1eqvli81g0q6gz/> for all work performed remotely. Any concerns may be addressed with human resources by email at hr@essex.edu.

Absence & Leave Arrangements While Essex County College Remains Open

Any employee including faculty, adjunct faculty, staff and work study student anticipating a planned or unplanned absence from work will be required to fully communicate with their supervisor, on or before the first day of absence, the reason for their absence. Submission of appropriate documentation will be required to Human Resources. Due to the severity of the pandemic, supervisors will be required to request and record basic information online in the [Employee Absentee Form](#) with regards to each employee's absence. The absence should be immediately recorded on the Form. The information captured in the [Employee Absentee Form](#) shall be forwarded and maintained by Human Resources.

Non COVID-19 Related Absence

Standard leave rules will apply in accordance with the provisions of existing policies, procedures and contractual agreements to employee scheduled and unscheduled absences unrelated to COVID-19. This includes employees currently on an approved leave of absence.

COVID-19 Related Absence

Employees who have been exposed to or diagnosed with COVID-19, or traveled or plan to travel to a CDC designated COVID-19 Level 2 or Level 3 country (see <https://wwwnc.cdc.gov/travel/notices>), will not be permitted to enter the workplace until they are either medically cleared (regarding those with COVID-19) or until the expiration of the recommended 14-day period of quarantine from the

point of last exposure (regarding those who were exposed). It is critical that employees do not report to work while they are experiencing COVID-19 related symptoms. The College will hold full-time employees and part-time staff harmless, meaning those who are sick, or need to care for family members, or take care of children due to school closings can do so without penalty or impact towards paid-time off accruals. Under the following circumstances, full-time employees and part-time staff will continue to receive their salary and will not be required to utilize accumulated paid-time off accruals if certifiable documentation is provided to Human Resources within a reasonable period after requested by Human Resources:

- An employee who is (i) diagnosed with COVID-19, (ii) directed by a medical professional or government agency to self-isolate or quarantine due to suspicion of exposure to or diagnosis with COVID-19, and/or (iii) undergoing a period of self-quarantine or isolation pursuant to public health assessment recommendations. The pay and freeze on required use of PTO lasts until recovery from symptoms or the end of the quarantine period required.
- An employee who is not under suspicion of having been exposed to the virus or diagnosed with the virus but wish to stay home with a child of whom the employee is the parent or legal guardian due to the closure of a preschool program, elementary or secondary school, or child care center related to COVID-19. To receive pay, the employee may be required to work remotely or asked to work an alternate schedule at their supervisor's request. The employee will not receive pay under this provision if childcare is available at the College and is refused by the employee. The pay and freeze on required use of PTO lasts until the program, school or center reopens, or until childcare is available at the College.
- An employee staying home to care for a child who is under suspicion of having the virus or has been diagnosed with COVID-19. The pay and freeze on required use of PTO lasts until the child has recovered.
- An employee who is not under suspicion of having been exposed to the virus or diagnosed with COVID-19 but needs to care for an immediate family member who has been diagnosed with COVID-19, and/or due to temporary absence of caregiver services caused by COVID-19. To receive pay, the employee may be required to work remotely or an alternate schedule at the supervisor's request. The pay and freeze on required use of PTO lasts until the family member recovers or caregiver services resume/alternate services are available.

If the employee does not provide documentation, the employee will be required to utilize their PTO. Employees who have been exposed to or diagnosed with the

COVID-19 virus will not be permitted to enter the workplace until they are either medically cleared (regarding those with COVID-19) or until the expiration of the recommended 14-day period of quarantine from the point of last exposure (regarding those who were exposed)

The College reserves the right to change these guidelines at any time. Employees who have been designated as essential are required to follow this guidance on absence or leave even if the College is not open. Any employee who requires a reasonable accommodation to their job responsibilities because they are at a high risk of infection and complication due to COVID-19 may apply for such accommodation with Human Resources.

Reducing the Risk of COVID-19

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. To mitigate the impact of the virus, the College seeks the cooperation of all employees to practice social distancing, good personal hygiene, and to take personal responsibility for their cleanliness of their own workspace be it an office, cubicle and/or assigned equipment. Employees should avoid, as much as practical, using phones, desks, offices, tools or equipment that are used by other employees. Employees who become sick while at work should go home immediately. Employees are encouraged to take precautions to ensure the safety and wellbeing of themselves and those around them by following guidance from the Centers for Disease Control and Prevention (CDC) <https://www.cdc.gov/coronavirus/2019-ncov/index.html>. If you wish to report any unsanitary condition, or exposure to a sick individual while at work, you may anonymously call the College's Compliance Reporting Hotline at 1-800-634-3364.

These guidelines are subject to change as more is learned about COVID-19. Contact Human Resources at (973) 877-3085 or via email at hr@essex.edu.