

# **CORONAVIRUS GUIDELINES FOR EMPLOYEES**

## **UPDATED SEPTEMBER 22, 2023**

For the 2023-2024 Academic year, Essex County College will continue to follow the Centers for Disease Control and Prevention (“CDC”) COVID-19 Guidelines (See <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>) to the greatest extent possible and as deemed appropriate by the College leadership in accordance with Board Policy 4-14 Preventing the Spread of Infectious Diseases in the College.

The College’s updated Coronavirus Guidelines for Employees are intended to provide relevant COVID-19 information in alignment with the CDC. These guidelines may not cover every possible situation. For circumstances that arise and have not been identified, employees are to contact [Human Resources](#) for guidance.

This updated guidance replaces all prior guidance, wherever and however made, concerning all employees. The College reserves the right to revise and/or modify the below guidelines at any time. These guidelines will remain in effect as the College deems necessary.

### **SUMMARY:**

- All employees are required to report to their on-site work location unless the individual has an approved leave of absence or accommodation from the College. Refer to guidelines below for COVID-19 related illness or exposure.
- Consistent with current CDC guidelines, at this time the College will not require but recommends the use of a mask/face covering in indoor spaces. The College reserves the right to reinstate stricter measures, as necessary, to maintain a safe environment to learn and work.
- All eligible employees are recommended to be fully vaccinated against COVID-19.
- COVID-19 related illnesses must be reported immediately to the supervisor and [Human Resources](#).
- Should an employee need a leave of absence or an accommodation, they must notify [Human Resources](#) directly.

### **WORK EXPECTATIONS**

All employees (faculty, adjunct faculty, staff, and work study students) are expected to report to work to perform assigned duties unless an absence or leave is requested and

approved. Employees and supervisors will be expected to accurately record attendance using the Kronos system, Monthly Attendance Report, or timesheet as designated. Any employee 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.

For COVID-19 related absences, employees will be expected to utilize their earned/accrued time (sick, vacation, and/or personal) to cover the absence not worked. If the employee does not have enough earned/accrued time, the absence will be without pay. It is at the discretion of the department, as directed by the Supervisor or Department Head, as to whether an employee may work remotely during their period of absence.

Appropriate documentation for leave of absence or accommodation requests is required and must be submitted to [Human Resources](#) for review and approval.

## **WORK ASSIGNMENTS**

In the event of COVID-19 related staffing interruptions or shortages that disrupt the usual delivery of services, it may become necessary for an employee to receive a temporary or permanent reassignment out of their work location, position title and/or a change of essential work duties and schedule to ensure continuity of operations. Any questions or concerns may be addressed with [Human Resources](#).

## **PAYROLL**

We continue to encourage employees to use direct deposit. Employees who have not enrolled in direct deposit may contact the [Payroll Department](#) for further guidance. Employees should review and update, where required, their residence and contact information with their supervisor and [Human Resources](#). Contact and residency information can be viewed in [Banner Web Services](#).

## **COVID-19 RELATED ILLNESS OR EXPOSURE**

**COVID-19 Positive:** Employees must not come to work and immediately report to their supervisor and [Human Resources](#) if they have received a positive diagnosis (with or without symptoms) for the COVID-19 virus. Regardless of vaccination status, employees are required to quarantine and remain at home, avoid physical contact with employees and students, and not return to work on campus for at least 5 days from the date that the employee tested positive for the virus. Symptomatic employees may [end isolation after 5 full days](#) if they are fever-free for 24 hours (without the use of fever-reducing medication) and their symptoms are improving. Employees are no longer required to submit a

negative PCR COVID-19 test result prior to returning to campus however, employees are to provide medical certification of their illness for an absence that exceeds three days or more. Employees must wear a [well-fitting mask](#) for an additional 5 days following return to work when they are indoors and/or around other people.

**COVID-19 Exposure:** Employees are no longer expected to report to their supervisor or [Human Resources](#) if they have been directly exposed to someone diagnosed with the COVID-19 virus. Employees can return to work on campus and do not have to quarantine. However, exposed employees are required to wear a [well-fitting mask](#) for 10 full days from the date of the exposure, while at work on campus indoors and/or around other people. Even if the exposed employee continues to remain asymptomatic, it is recommended that employees get a COVID-19 test after 5 days from exposure.

## **ECC COVID-19 VACCINATION REQUIREMENTS**

At this time, consistent with CDC guidelines, the College recommends the use of mask/face covering in indoor spaces and promotes the importance of being [up to date with COVID-19 vaccinations](#).

All eligible employees are recommended to be fully vaccinated against COVID-19. It is recommended that employees submit proof of vaccination to the College. Employees may upload their vaccination documentation, including requests for exemptions to the [ECC Vaccination/Immunization Portal](#).

The College reserves the right to reinstate stricter measures, as necessary, to maintain a safe environment.

## **REDUCING THE RISK OF COVID-19**

All employees are expected to cooperate with the College's COVID-19 protocols to reduce the transmission of coronavirus in the workplace. All employees are recommended to wear a mask/face covering in indoor spaces, practice good personal hygiene, and keep their workspace clean, including their office, cubicle and/or assigned equipment. If practicable, employees should avoid sharing phones, desks, offices, tools, or equipment with other employees. All equipment should be cleaned and sanitized regularly. Employees who become sick while at work should alert their supervisor immediately.

Employees are encouraged to take precautions to ensure the safety and well-being of themselves and those around them by following [Center for Disease Control and Prevention \(CDC\)](#) guidelines.

If you wish to report any unsanitary condition while at work, you may anonymously call the College's Compliance Reporting Hotline at 1-800-634-3364.