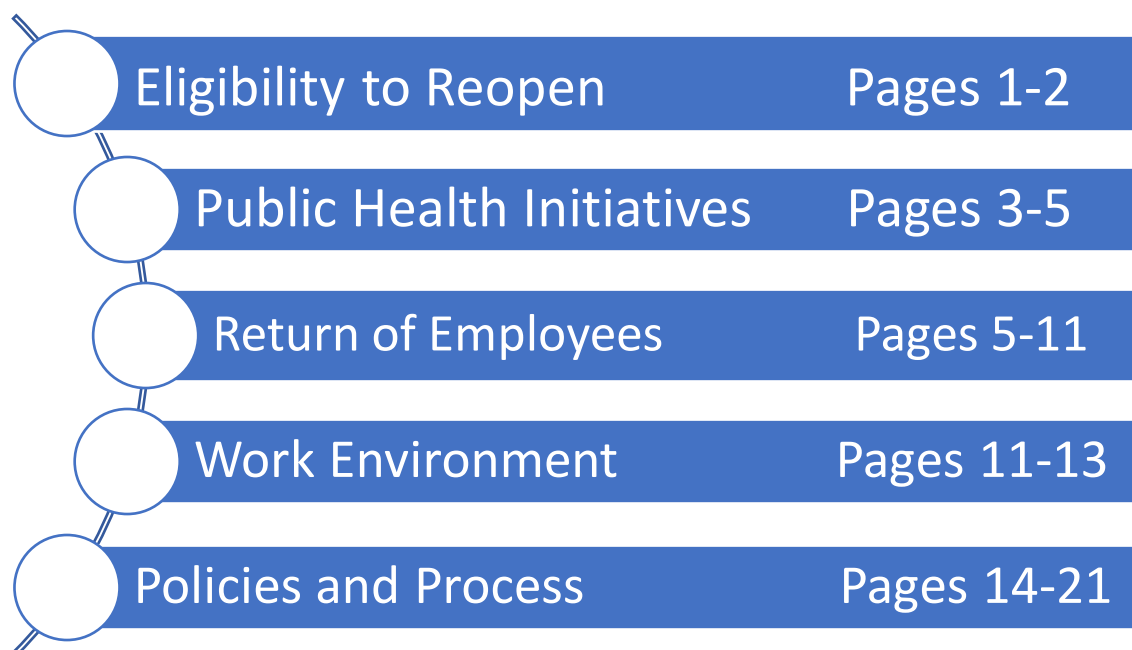# MANAGER'S GUIDE TO RETURNING TO WORK DURING COVID PANDEMIC

Updated June 23, 2020

5 Step Process to Return to Work

The attached guide will be the first step for teams to begin to create an action plan to address these important decisions. These guidelines will continue to evolve as circumstances change and more information becomes available. We are asking you to begin creating a return-to-work plan. We will be accomplishing this through multiple stages and with the guidance and direction of Public Health and the Centers for Disease Control. We can never guarantee safety, but the safety of our employees, students, visitors and patients is of utmost importance.
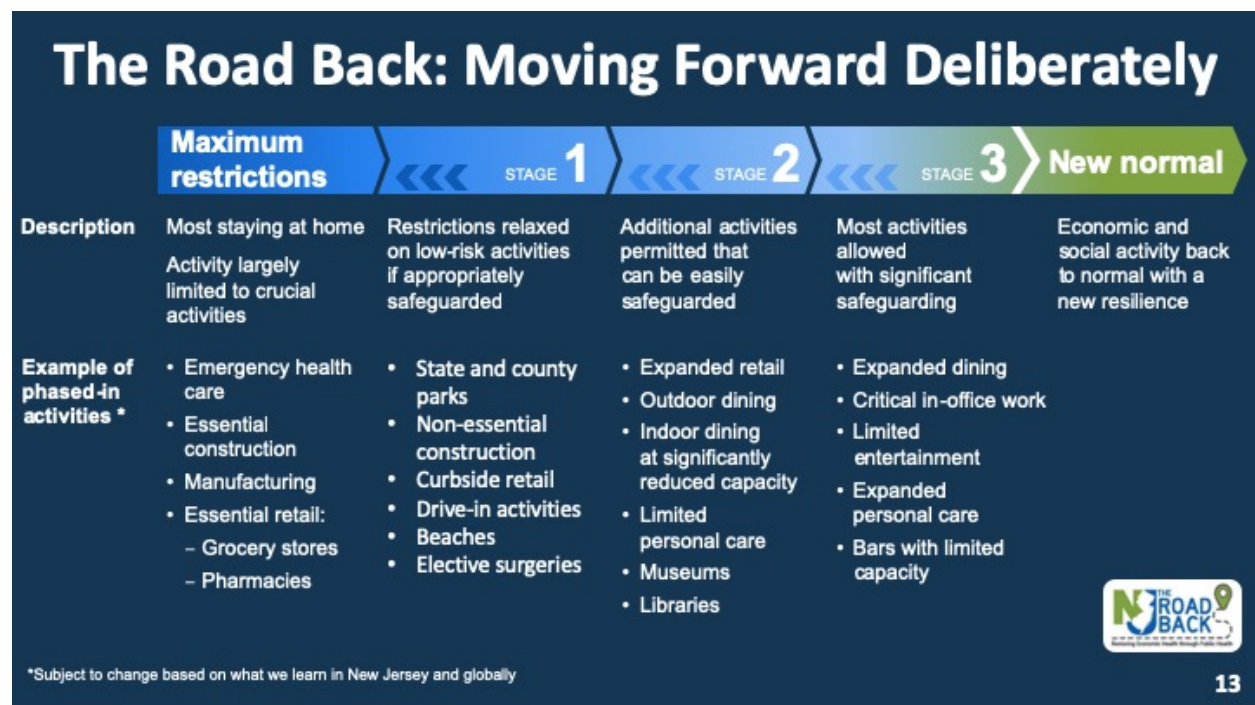
We know and understand that COVID-19 will continue to evolve. Our policies and plans will be updated as appropriate and as important information changes. Although we are currently focusing on physical and emotional safety, we also need to concurrently review business operations, programmatic changes, state appropriations and enrollment numbers so we can adequately respond to the impact on financial decisions and workforce levels. We have continued to freeze new hires with the goal to manage workforce changes through attrition. However, we need to also be aware that future reassignments, furloughs or layoffs may be necessary based on extreme circumstances.

As we move closer to the Fall semester, we will add planning for academic delivery and residence life. **Our goal in this initial guidance is to provide for the return of staff over the next ninety (90) days.**

ELIGIBILITY TO REOPEN

Rowan 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 best time to resume operations. Leaders of the Emergency Operations team are engaged with organizations including the American College of Health Administration, CUPA, the Centers for Disease Control and various governmental and professional organizations.

Rowan will follow the directives of Governor Murphy as indicated below.

The Road Back: Moving Forward Deliberately

	Maximum restrictions	STAGE 1	STAGE 2	STAGE 3	New normal
Description	Most staying at home Activity largely limited to crucial activities	Restrictions relaxed on low-risk activities if appropriately safeguarded	Additional activities permitted that can be easily safeguarded	Most activities allowed with significant safeguarding	Economic and social activity back to normal with a new resilience

Example of phased-in activities *	• Emergency health care
	• Essential construction
	• Manufacturing
	• Essential retail:
	  – Grocery stores
	  – Pharmacies
		• State and county parks
		• Non-essential construction
		• Curbside retail
		• Drive-in activities
		• Beaches
		• Elective surgeries
			• Expanded retail
			• Outdoor dining
			• Indoor dining at significantly reduced capacity
			• Limited personal care
			• Museums
			• Libraries
				• Expanded dining
				• Critical in-office work
				• Limited entertainment
				• Expanded personal care
				• Bars with limited capacity	

*Subject to change based on what we learn in New Jersey and globally

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(NOTE: Clinical Research Labs have been granted return to work in Stage 2)

Public health officials have been closely monitoring incidents at Rowan and will continue to provide disease analysis. Under the direction of the Wellness Center, plans will be in place for additional testing; both disease testing and antibody testing. The Wellness Center will provide medical oversight for the tracking of temperatures and symptoms and will actively engage with employees prior to post-illness return to work. All tracking will be maintained with the strictest medical confidentiality. The Wellness Center, on behalf of public health officials, will train contact specialists to provide investigation and communication to individuals who may have been exposed to a positive testing individual. Individuals testing positive will be monitored for appropriate isolation or quarantine. The Wellness Center will develop the appropriate policies and procedures to manage testing, data analysis, isolation and any change in levels of operations.
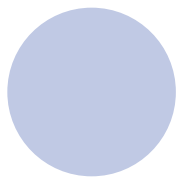
PUBLIC HEALTH INITIATIVES

The health and safety of our Rowan community is our top priority. Everyday life on Rowan University's campuses is dynamic, interactive, collaborative, and social. This culture drives the transformative experience that we witness every day in the lives of our students. The way we conduct our interactions, routines, practices must change in order to reduce the risk of transmission during this pandemic period. This document is the culmination of many hours of research, planning, exploring and listening. Understand that your thoughtful comments and concerns helped form this guidance, which also is infused with the best public health practices available to us today. Some recommendations will change and should change as we continue to study COVID-19 and its impacts on society.

What has guided us is the understanding that we must protect the most vulnerable among us. Individuals over the age of 60 or anyone with chronic medical conditions, including heart or lung disease, diabetes, compromised immune systems, severe obesity, and chronic kidney or liver disease. While we cannot mandate these individuals to remain off campus, we must create an opportunity for them to work or learn while minimizing their risk of exposure.

MONITORING

1. **Self-Reported Symptom Assessment**
   - All students and employees will be required to submit their temperature and attest to being symptom free before being able to access the Rowan network. This will not only serve as the first layer of screening, but will remind each of us daily that it is imperative we do not participate in face-to-face activity when symptomatic. Your plans must include an opportunity for your employees to work remotely or in isolation where possible.

2. **Attendance**
   - Individuals responsible for groups of employees or students at events, such as classroom lectures, meetings, and gatherings must document attendance. This can be done thru digital tracking via Proflink, submitted via Banner, or kept in a log or spreadsheet so that contact investigation, if necessary, can be supported.

3. **Sick Notification**
   - All employees must report symptoms when calling out sick. While fever remains the most common symptom of COVID-19, fevers are certainly not exclusive to the disease. As the fall turns to winter, seasonal diseases like the flu emerge. It will be critical for symptomatic individuals to avoid all face-to-

face interactions and public gatherings regardless of social distancing practices. This will be done with through the Self-Reported Symptom Assessment described above or another mechanism to be determined. When an employee calls off, they will be asked a series of questions related to the call-off (specific to COVID only) such as "Do you have a fever? ", "Do you have a sore throat? "(etc.). This will provide for appropriate return to work protocol.

4. **Return to Work Following Illness**
   - Employees who are clinically diagnosed with COVID-19 or who receive a positive test result for COVID-19 must remain isolated based on the recommendations from their healthcare provider, public health official or until three full symptom-free days have passed, whichever is longer.
   - Employees who report symptoms, without a known exposure to COVID-19, must be 24 hours symptom free before returning to work.
   - All employees must communicate their cleared status through the designated process and receive guidance prior to returning.

TESTING, INVESTIGATION AND ISOLATION

1. **Testing**
   - Probably the most controversial component of planning for return to in-person operations is the application of testing protocols. Universal, frequent testing for all is not practical, not based in science, and not feasible in terms of available resources. Rowan will utilize two different testing strategies.
       i. Symptomatic Testing: Symptomatic employees will be recommended for testing. This will be accomplished through the individual's provider. In partnership with Rowan Medicine, employees also can be screened for COVID-19. Symptomatic employees will be seen the same day via a telehealth visit and ordered a script for testing. Students will be able to be screened for active infection. Test collection will take place in an open-air environment wherever possible.
       ii. Asymptomatic Sentinel Testing: Students will be selected at random for sentinel screening. Targeted testing for asymptomatic employees that cannot social distance is being considered. Employees in areas such as Athletics, Research or Childcare (as examples) may require more rigorous testing including onsite temperature checks and antibody tests since other protocols are limited.

       Antibody testing is not recommended as a strategy to guide return to work/school decisions. However, we are reviewing emerging guidance and if recommendations change we will bring antibody collection resources to campus to support testing of students and staff.

2. **Contact Investigation**
   - Through a collaboration with the Gloucester County Health Department, the Wellness Center will train 25 contact investigators, across all our campuses, to conduct assessments and make public health recommendations for students and employees.
   - It is critical that students and employees participate in any investigation so we can rapidly isolate ill individuals and quarantine close contacts.
   - To report a positive COVID-19 case, call the Wellness Center at 856-256-4333.

3. **Isolation**
   - On campus, should we be permitted to allow residential students, we have identified space to isolate students should they not be able to return home. The coordination of isolation will be initiated by the contact investigation and will be supported by RLUH, the Dean of Students Office, the Wellness Center and Gourmet Dining.
   - Employees will be required to isolate in their homes and follow return-to-work protocols.
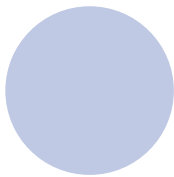
RETURN OF EMPLOYEES

Rowan will need to build the necessary staffing to resume the primary responsibilities needed for the present level of operation. It is of utmost importance that the faculty and staff are protected, trained and prepared to return.

Through this step, it is imperative that supervisors provide a voice to faculty and staff to understand the impact on individual employees as well as the departmental unit while engaging the departmental community in a dialogue to design the right structure.

Phase 1   We are currently in Phase 1 with only essential employees on campus or in medical offices and all other employees working remotely.

Phase 2   Begin staged return to campus for critical departments with an enhanced need to access equipment and records on campus. First departments include, but are not limited to, the Bursar's Office, Financial Aid, Facilities, Residence Life (partial) Environmental Services and Research. Staging departments as well as staggering employees will provide for the installation, testing and evaluation of environmental and public health protocols more effectively.

Phase 3   Return of other staff under restrictive guidelines detailed below. This Phase will include primarily staff in other departments, including clerical/administrative employees, Human Resources, Library, etc.

Phase 4   Return of faculty and students under guidelines to be developed and adapted as public health initiatives dictate.

Step 1   How do I make the staffing decisions?

Once the decision has been made that employees can return to work (beyond those essential workers who have continued to work onsite), decisions will need to be made as to which employees will return to work. Returning employees to the workplace during and after the COVID-19 pandemic won't 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, some changes may be long term, even beyond the imagined "finish line" of a widely available vaccine or treatment.

Departments with the immediate need to access files or computer systems to prepare for the fall semester will be prioritized. Departments will be notified of which Phase they are assigned. An appeal process will be in place if an adjustment is requested. The guideline will be no more than 30% of your staff onsite at any time. This will be necessary to provide the required social distancing. Managers will be provided guidance regarding occupancy as part of the planning process.

During this planning period, you will be asked to 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 level? 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 I identify the workforce needed to manage departmental operations? The work environment will be different (details provided in the next section), so decisions will need to be made with the environmental considerations in mind. How will you complete the work with less to no in-person contact with visitors or other colleagues?

1. Questions to ask:
   a. Which employees need to return first? These should only include those who are critical to operations and cannot effectively complete their work from home.

    b. Who needs to be onsite to complete their job? Can the work be redesigned to reduce or eliminate the need to be onsite? Be creative and innovative in how work can be accomplished.

    c. Can you justify why an employee needs to be onsite and not remote? We will receive challenges from employees and unions. We need to have the appropriate documentation.

    d. When do remote workers need to come onsite for meetings or other reasons?

    e. Verify that scheduling is consistent and equitable. Consult with HR to verify that no protected categories are disparately impacted, that vulnerable populations have been considered and that collective bargaining agreements have been followed.

    f. Verify that the plan is consistent with the Fair Labor Standards Act. Does your schedule compensate correctly for exempt/non-exempt status, breaks and overtime? Are you including any possible compensation for time spent waiting to enter the building, providing medical information or donning and doffing protective equipment?

2. Evaluate the current telework process. What has worked? Which processes can be completed remotely? Can employees be supervised by a remote leader? Will the employee require access to equipment and data that is only available onsite or can access be provided remotely?

3. Assess privacy and cybersecurity concerns for those working remotely or hybrid. Work with IRT for any additions or changes needed.

4. Establish what the expectations will be for those who are working remotely. This may be different than it has been during this initial period.

5. How will new hires (primarily faculty appointments) be onboarded remotely? How will meetings and trainings occur remotely?

6. Consider alternate schedules.
    a. Extending hours and days so employees can be in the office at different times. Scheduling employees on Saturdays or Sundays or on different shifts will permit more employees to be onsite.
    b. Alternating onsite and remote work (i.e. Week 1 onsite MWF, Week 2 TH)

7. How do I need to reassign work or reassign people to complete the necessary work? During this 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 12-24-month period.

8. 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.

Work with HR for any questions. When completed, submit to HR for review and approval.

9. 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?

10. Research will have specialized needs and requirements. Information related to those requirements will be available on the Division of Research website. General guidelines are included in the appendix.

Step 2   Managing employees who are afraid to return or refuse to return to the workplace.

As part of the effort to address the on-going pandemic situation and to establish a return to campus work environment, Rowan has established a set of protocols ensuring reasonable measures will be in place for a safe working environment for all of its employees. Although it is understandable to be apprehensive, Rowan will implement processes to fairly and consistently review requests for accommodation using governmental directives and CDC guidelines. Some of these accommodating measures may be University-wide, and others may vary by department, depending on specific departmental realities and requirements.

These measures may include (but are not limited to) things such as staggered shifts, mandated use of protective equipment, temperature scans, social distancing, and room occupancy limitations. These specific accommodating measures that will be applicable to each department and each employee will be announced to employees by their management teams as return-to-campus plans are finalized.

In instances where an employee feels that the applicable University or departmental accommodating measures may not reasonably and adequately address the employee's particular set of health-related circumstances, the employee may request from the University further accommodations or modifications.

These requests will be considered on a case-by-case basis to see if any further reasonable accommodations/modifications can be provided to address the employee's circumstances beyond the accommodating measures already adopted by the University and/or department or otherwise not addressed by other relevant University policies or governmental laws/programs. The goal of considering employee requests for accommodations/modifications is to approach the issue from as many viable reasonable alternatives and methods as possible.

1. Employees requesting not to return to campus should be directed to the Office of Employee Equity.

2. The employee seeking further accommodations/modifications will need to submit an accommodation form and will be required to provide necessary documentation, including medical or familial documentation. Employees also will be required to list and prioritize as many reasonable options as possible. Doing so will assist the University in developing the most pertinent and reasonable response to the employee's further accommodations/modifications request.

3. Please note that the submission of such a request for further accommodation/modifications does not guarantee that any such further reasonable accommodation/modifications can be found or granted.

4. If an employee's request cannot be accommodated, HR will meet with the employee to discuss other options, including:
   a. Reassignment to another position or another department where remote work can be accommodated.
   b. Voluntary furlough options.
   c. Families First Coronavirus Response Act leaves, FMLA, NJ leaves or personal leave.

5. Rowan Medicine Department of Psychiatry will provide assistance to employees who are fearful and would benefit from discussing their fears and concerns with a mental health professional. The employee will be provided the full privacy and HIPPA protection afforded to all patients. If more than one phone session is necessary, the employee will be assisted to find additional resources. This benefit is limited by available resources. Employees also may access the benefits available through the New Jersey Employee Assistance Service.

Step 3 Departmental Communications

During this planning stage, consider 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. Rowan will continue to communicate a unified message and the communication will be readily available. As a leader, your message will be specific to your department.

1. Be prepared with communication to describe the return to work, the schedule and what safety measures and requirements will be in place.

2. Recruit unofficial leaders and employee champions to help share the message.

3. Communicate the message in multiple formats so everyone, both remote and onsite, has access to the message. Check in by phone, text, and email.

4. Communication is a two-way function. Prepare avenues and opportunities for feedback and for ways for your employees to feel heard. Consider a sub-committee of stakeholders to assist with the necessary planning and implementation.

5. Implement and enforce non-retaliation policies. Employees have a right to raise concerns about the safety of their workplace, report unhealthy conditions or question the conditions of their employment.

Step 4　　　　　　Policies and Training

Human Resources, in concert with our healthcare partners and others, will revise policies and will develop training to ensure that employees understand process, procedures and expectations.

1. Policies will be created or revised as follows:
   a. Sick Leave and Centralized Call-off Reporting, Attendance and Return to Work
   b. COVID-19 Workplace Expectations
   c. Accommodation Policies
   d. Flexible Scheduling
   e. Telecommuting
   f. Reassignment Policies
   g. Return-to-Work Complaint Process
   h. Leaves
   i. Ethical and Professional Requirements for a Safe Environment

2. Training will be required and/or available as follows:
   a. Return-to-Work training will be required for all employees to provide an understanding of the new workplace. Employees must complete this training prior to return to onsite work.
   b. Change Management Training.
   c. Managing Crisis Communication.
   d. Managing Remote Teams.
   e. Managing Leave Requests.

Step 5   **Next Steps**

Consider assigning one or more COVID Response Coordinators for your department. As we implement the return to campus for employees and students, we will need to communicate frequently regarding health protocols, supplies such as masks and cleaning supplies, possible exposures, visitor requirements, etc. Coordinated communication and response will assist efficiency. These coordinators can be included on COVID-specific communications and will provide necessary response redundancy.

The following forms are attached can be found on the HR website.

1. Staff Assignment Report (pending)
2. Job Description   (pending)

Please complete the job description for each employee (or employee title) considering the new workflow. If a job description already exists, you may utilize that document and make any updates on the document.

Complete the Staff Assignment Report indicating whether the employee will be onsite or remote and what the employee's schedule will be if onsite. If you believe the employee may need reassignment due to change in workflow, please indicate and Human Resources will contact you. Managers should not engage in discussions related to medical concerns or accommodations. Please refer them to Human Resources. HR will engage with you related to any possible accommodation.

We realize that this assignment report will continue to change and evolve as operations change and expand. HR is here to assist and will provide a dedicated email and phone number to answer your questions.
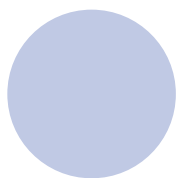
WORKPLACE ENVIRONMENT

A critical component of returning employees to work is an assessment of the work site and the implementation of processes and procedures, social distancing, protective equipment, engineering controls, enhanced cleaning protocols and building access control.

Below is an assessment of the processes currently under review. This is NOT an all-inclusive list and will continue to evolve as more scientific data and operational planning occur.

1. **Social Distancing**
   - Occupancy will be restricted in the workplace. Occupancy limits will be assigned by Facilities.
   - Employees should remain at least 6 feet apart to the fullest extent possible.
   - 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.
   - Restrooms will be marked and reconfigured as possible. 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 and coffee 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 possible. Employees should be scheduled so they are staggered when arriving.
   - Elevator use should be minimized and should be single use where possible.
   - Meetings should occur via video. Any in-person meetings will require the use of approved table and desk configurations.
   - If weather permits, in-person meetings and other activities requiring less social distancing should be held outside.

2. **Enhanced cleaning and building maintenance**
   - Offices, restrooms, high traffic areas, classrooms etc. will be equipped with soap and sanitizer.

- Deep cleaning will occur. Staggered work schedules will assist Environmental Services to schedule more focused cleaning in areas that have been used that day.
- HVAC filters changes increased, building controls set to increase fresh air as conditions permit.
- Assess structural barriers including plexiglass or directional barriers.
- Badge access where possible
- Work orders and cleaning will be scheduled to minimize contact

3. **Employee Safety**

   Employee Safety will be coordinated between public health officials, Environmental Health and Safety, and Human Resources. The following requirements will be addressed:
   - Face masks/Cloth Face Coverings: Face masks or face coverings must be worn by all staff 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 work spaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others near you. 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.
   - Employees will be required to document temperature and symptoms as dictated by public health officials.
   - Review of OSHA requirements.
   - Sick employees are expected to remain home and to secure appropriate clearance prior to returning.
   - Employees will be required to track contacts, visitors and any areas visited outside of their assigned work area.
   - Employees will abide by safety rules, including building access and touch surface contact (i.e. time clocks, shared copiers, lab equipment).
   - Employees will complete assigned trainings and follow policies and procedures as required.

4. **Visitors**

   Visitors are discouraged and should be scheduled in advance to prevent social distancing concerns. Visitor logs will be required.

PROCESS AND POLICIES

Questions may be directed to:

Human Resources   hr@rowan.edu   HR Covid Hotline 856-256-4139

Rowan University Employee Request Form
COVID-19-Based Further Accommodation/Modification

As part of Rowan University's efforts to address the on-going pandemic situation and to re-establish a return to campus work environment, Rowan seeks to establish a set of protocols ensuring reasonable measures will be in place for a safe working environment for all of its employees. With this goal in mind, Rowan strives to implement practicable return measures as recommended by relevant authorities (including governmental and other reliable sources). Some of these accommodating measures may be university-wide, and others may vary by department, depending on specific departmental realities and requirements. These measures may include (but are not limited to) things such as staggered shifts, mandated use of protective gear, temperature scans, and room-occupancy limitations. The specific accommodating measures that will be applicable to each department and each employee will be announced to employees by their supervisory and management teams as return-to-campus plans are finalized.

In instances where an employee feels that the applicable university or departmental accommodating measures may not reasonably adequately address the employee's particular set of health-related circumstances, the employee may request from the University further accommodations or modifications. These requests will be considered on a case-by-case basis to see if any further reasonable accommodations/modifications can be provided to address the employee's circumstances beyond the accommodating measures already adopted by the University and/or department or otherwise not addressed by other relevant University policies or governmental laws/programs.

Please note that the submission of such a request for further accommodation/modification does not guarantee or imply that any such further reasonable accommodation/modification can be found or granted. Also, please specifically note that a further accommodation/modification may be granted to the employee, but the granted further accommodation/modification may differ from the specific one requested by the employee. Further, please note that if a request is made that should be addressed by another university policy or governmental law/program, this request may be redirected to that other avenue and addressed under those parameters.

The following page is to be completed by the employee and the employee's medical provider, who is to certify to the accuracy of the employee's request and be reasonably available for any relevant follow-up with the University in furtherance of the consideration and/or processing of the employee's request.

Please return all completed forms and documentation to the Office of Human Resources (Benefits) for consideration. Completed Requests should be sent to HR@rowan.edu and also Mroz@rowan.edu

COVID-19-Based Further Accommodation/Modification Request Form

Name of Employee: _____

University E-mail Address: _____ **Phone Number**: _____

Job Title: _____ **Department**: _____

Immediate Supervisor: _____ **Department Head**: _____

Description of Circumstances for which Employee is seeking Further Accommodations/Modifications:
_____
_____
_____
_____
_____

Description of Further Accommodations/Modifications Sought: _____
_____
_____
_____
_____
_____

Explanation as to why Existing Workplace Accommodations/Modifications in place do not Suffice: ____
_____
_____
_____
_____
_____

(PLEASE NOTE, EMPLOYEE MUST ALSO HAVE HIS/HER MEDICAL PROVIDER COMPLETE THE MEDICAL PROVIDER'S CERTIFICATION, WHICH IS ATTACHED TO THIS FORM AS WELL)

Consent for Release of Information:

I, _____, hereby give my written consent for the Office of Human Resources to release information considered pertinent (psychological and/or medical) with necessary University personnel for the sole purpose of determining eligibility and implementation of any further accommodations/modifications requested or deemed necessary.

EMPLOYEE SIGNATURE:_____ **Dated**:_____

COVID-19-Based Further Accommodation/Modification
Medical Provider Certification

(PAGE 1/2)

Name of Employee: _____

Name of Medical Provider: _____

Medical Provider Address: _____
_____
_____
_____
_____

Phone Number: _____ **E-mail address:** _____

Description of Circumstances Faced by Employee for which Employee is seeking Further Accommodations/Modifications: _____
_____
_____
_____
_____

Medical Rationale Explaining Why Employee Needs Further Accommodations/Modifications and why existing protective measures do not suffice: _____
_____
_____
_____
_____
_____
_____

COVID-19-Based Further Accommodation/Modification
Medical Provider Certification

(PAGE 2/2)

Further Accommodations/Modifications Requested: (Please check and describe)

_____ **Enhanced Social Distancing**. How many feet apart: _____

_____ **Separate/limited Workspace Area**. (Description of Altered Workspace Parameters): _____
_____
_____

_____ **Additional Personal Protective Equipment**. (Description of Personal Protective Equipment): ___
_____
_____
_____

_____ **Alterations to work schedule**. (Description of Altered Work Schedule): _____
_____
_____
_____

_____ **Offsite work**. (Description of Parameters, including proposed length of time): _____
_____
_____
_____

_____ **Other**. (Please describe in full detail): _____
_____
_____
_____
_____
_____
_____

Physician Signature: _____

License #: _____

Date: _____

HUMAN RESOURCES SECTION:

Disposition of Request: **APPROVED**: _____   **NOT APPROVED**: _____

If REQUEST APPROVED:

    Description of further accommodation(s)/modification(s) granted: _____
_____
_____
_____
_____
_____

    End date of further accommodation(s)/modification(s) granted: _____
_____

    Any other relevant details: _____
_____
_____
_____
_____

If REQUEST RE-DIRECTED TO ANOTHER UNIVERSITY POLICY OR GOVERNMENTAL LAW OR PROGRAM:

    What policy/law/program: _____
_____
_____

_____   _____

HR Signature: **Dated:**

Print Name:

Print Title:

HUMAN RESOURCES REFERENCE:

Checklist:

1.   All relevant physician's notices received, reviewed, and contacted (if necessary):

          Physician name:

              -notes:

          Physician name:

              -notes:

          Physician name:

              -notes:

2. Employee's Supervisor/Manager contacted and consulted regarding feasibility of further accommodation/modification requested:

          Name of Supervisor/Manager:

              -notes:

          Name of Supervisor/Manager:

              -notes:

3. Review of whether employee request is more appropriately handled under another law or benefit:

FMLA/FLA	___	Unemployment	___	Other:_____
ADA	___	TDI	___	
FFCRA	___	Permanent Dis	___	
CARES	___	W/C	___	

4. Notification provided to employee's supervisor/manager:

          Who:_____   Date:_____

PROFESSIONAL RESPONSIBILITY STATEMENT

Name_____

Banner ID_____

To minimize the risk to public health while performing work at Rowan -students, staff and faculty are expected to adhere to public health practices to minimize the spread of COVID19. As an academic and healthcare entity, we are ethically responsible to provide for the care and safety of our patients, colleagues and students.

By signing this form you agree to adhere to the behaviors and expectations below.

These have been discussed with you by

_____Department Supervisor _____ (date)

As a Rowan employee, I understand it is my responsibility, to the best of my ability, to promote and enforce these public health behaviors.

_____ I will limit my exposure to COVID-19 by maintaining social distancing guidelines professionally and personally.

_____ I will wear the appropriate personal protective equipment and practice proper handwashing techniques frequently.

_____ I agree to closely monitor my health and will not enter a University or clinical building or participate in face-to-face research activities if I develop or display symptoms of COVID-19, including but not limited to fever, respiratory distress and dry cough.

_____ As required, I will monitor my temperature daily. I will not enter a University or clinical building or participate in face-to-face research activities if my temperature exceeds 100 degrees Fahrenheit. I will respond accurately to daily intake procedures and will provide notification immediately if I feel I have become symptomatic during the work day.

_____ I agree to decontaminate work surfaces at the beginning and end of my work or as directed.

_____ I agree to follow other Rowan guidelines developed to protect our patients and to protect the public health as necessary.

_____ I understand that failure to follow these expected behaviors would be detrimental to the Rowan community and to public health efforts and may result in disciplinary action.

_____ I will comply with the policies and procedures established by Rowan University and affiliates for the protection of our students, patients, colleagues and visitors.

Signing this commitment to public health practices means that you have read, understand and respect the efforts described above.

_____   _____

ROWAN SCHOOL OF OSTEOPATHIC MEDICINE
EMPLOYEE WORK PROCESS TO PROVIDE SAFE PATIENT CARE

Policy for all SOM employees;

- Many employees have been working in clinical operations. Employees are expected to continue to abide by the recommendations outlined in the prior HR document effective April, 2020
- Policies include social distancing and maintaining a distance of 6 feet from others. Mask will continue to be properly worn at all times unless in an office alone.
- Currently all employees must go through the screening process prior to going to work if a screening process is available. This may change in future phases. Please leave enough time especially during heavy traffic times. Employees will be compensated for anything beyond de minimis time spent waiting for screening.
- In locations where screening sites are not available Home monitoring of temperature is expected prior to entering any Rowan building. If there are any questions in regard to COVID exposure, it should be reported to the department supervisor and employee health.
- To prevent exposures, employees should eat alone in a vacant room or break room or in their car.

Rowan SOM **"Culture of Safety"**
- Speak up when colleagues do not abide with social distancing or mask wearing.
- Be patient when waiting in screening lines
- Privacy and confidentiality is a core value. It is expected that all employees will not discuss any employee, patient or student that may have or be suspected of a COVID infection.

Employee Illness and Return to Work
- Employees exhibiting signs of illness including fever are expected to remain home.
- Employees who become ill and call out of work **should follow their department's call out policy. The department administrator or their designee must contact employee health with the person's name and determine if the reason was COVID or potential of COVID exposure. Questions asked will be based solely on possible symptoms of COVID. Employee Health will determine if they must be cleared by Dr. Schachter prior to return. (All call outs for respiratory, sinus or fever, will need clearance by Dr. Schachter to return). The department can contact Dr. Schachter by email <u>schachter@rowan.edu</u> or cell 609-221-7828 to provide the information.**
- As clinical providers, some employees will be required to abide by state law in regard to COVID testing. This will be supervised by employee health. Employees are required to consent to COVID testing if deemed necessary by employee health.
- Your ethical requirements as a healthcare employee requires that you answer truthfully at all Rowan screening sites. Any COVID test results must be reported to employee health.

<u>Covid patient care policies can be found on the SOM HR website or from your supervisor.</u>

RESEARCH RETURN
Guidelines will be distributed by the Division of Research

Steps Prior to Re-Starting Research

Anyone (PI, students, faculty, and staff) working in a University research space will be required to complete the following steps:

Step	Process	Completed by:	Location of Documentation/Form
1	**Rowan University Critical On-Campus Research Continuity Request Form | COVID-19** (students and post-doctoral trainees and staff should be named on the form of the Principal Investigator, PI)	PI	Google form at URL: https://forms.gle/PV5iHTBrtxEEnLeKA
2	Complete a **basic training module (developed by HR)** found in Banner	ALL	Banner
3	Complete and sign the **Professional Ethics Agreement Form**	ALL	Banner
4	Pass the conditions described in the **EH&S Rowan University Research Re-Start Checklist** located in BioRAFT	PI	BioRaft
5	Completing the **Employee Training SARs CoVID-19** created and administered by EH&S	ALL	Banner

6	Cooperate with contact tracing	ALL	Each Individual Maintains List; Makes available only upon request
7	Students and Postdoctoral Trainees will be required to have a mandatory meeting with the Associate Dean and/or Dean prior to returning to the laboratory (check with the dean's office for schedule of re-start research meetings)	Undergraduate Students; Graduate Students; Postdoctoral Trainees	Dean's Offices will maintain list of attendees
8	Check Appendix I of this document to see whether your Specific Unit (College/School/Department) has developed local plans for re-starting research and follow the guidelines within that document	ALL	College/School-Specific guidelines may apply; If applicable, they can be found at the end of this document (Appendix I)

ALL = every researcher who will have on-site access

PI = Principal Investigator of the research group requesting access

Essential employees currently having lab access must still follow (applicable) steps 1-8 for record keeping purposes.