

GEORGIAN COURT UNIVERSITY

THE MERCY UNIVERSITY OF NEW JERSEY

Employee Conduct & Work Rules Policy in Response to the COVID-19 Pandemic

Objective

Georgian Court University (GCU) adopts this Employee Conduct and Work Rules Policy for returning to work during the ongoing COVID-19 pandemic. The intent is to ensure orderly operations and provide the healthiest possible work environment. GCU expects all employees and others who are engaged to provide services, such as adjuncts, temporary personnel, consultants, and independent contractors, to follow these rules of conduct while on university premises, attending university functions, or otherwise performing work-related activity.

In addition to maintaining and enforcing this policy to protect the interests and health safety of all employees and the institution, GCU complies with all applicable federal, state, and local laws and regulations concerning employer/employee rights and obligations.

Procedures

GCU is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the university remain healthy and free from COVID-19. Though it is not possible to list all forms of behavior that will directly impact the spread of the virus, the following are examples of behavior that would be considered GCU rules of conduct, as prescribed by the CDC, that will help prevent the spread of the virus. Not following these rules may result in disciplinary action, up to and including termination of employment. This list is not intended to be exhaustive.

- Employee will be required to submit to an initial health screening questionnaire when returning to work and will be considered healthy until the university is notified otherwise.
- Employees must “social distance” and remain at least six (6) feet from all people at all times.*
- Respiratory etiquette: Employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available). Employees should then throw the tissue in the trash and wash their hands afterward.
- Stay home when sick.
- Meetings should be conducted virtually whenever possible.
- If meetings cannot be conducted virtually, meetings must conform to the size restrictions for indoor gathering in place by state/federal regulations. In addition, social distancing guidelines must be followed.
- Employees must wear face coverings at all times when in campus buildings (with the exception of private offices), in any place of instruction, interacting with other employees or the public, and using university vehicles.

*Exceptions are allowed when the nature of the position requires the employee to be less than six feet from another person (e.g., athletic trainer).

- Do not gather in groups.
- Stay out of crowded places and avoid gatherings.
- Employees must not share elevators (if available). Only one person is permitted in an elevator at a time.
- If a task involves working in an area where other individuals are present, maintain social distancing. If not possible, do not enter until they are finished or ask them to leave the area.
- Practice good personal hygiene. Wash hands frequently using soap and running water for 20 seconds. Use hand sanitizer (containing at least 60% alcohol) if soap and running water is not readily available.
- Wipe down/disinfect your immediate work area upon arrival and prior to leaving. This includes university vehicles. Wipe down/disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Acceptable face coverings include both cloth and disposable masks as well as face shields.
- Properly use and maintain both face coverings and gloves and any other required personal protective equipment (PPE) for the tasks you are performing. As a matter of course, gloves are generally not required; however, a face covering is.
- Please continue to minimize the spread of illness by washing hands frequently, covering a cough or a sneeze; avoiding touching your eyes, nose, and mouth; avoiding shaking hands; avoiding close contact with people who are sick; staying home if you are ill; and routinely sanitizing personal spaces.