

# GEORGIAN COURT UNIVERSITY

THE MERCY UNIVERSITY OF NEW JERSEY

## Employee Self-Isolation and Quarantine Policy

Georgian Court University takes the health and wellness of the campus community very seriously. In the event one of our community members should come in direct contact with any highly infectious disease, our policy for self-isolation and quarantine is as follows:

- Immediately notify your immediate supervisor, who will then notify the Office of Human Resources.
- The Office of Human Resources will be in touch to gather the following:
  - An inventory of locations you have visited on campus in the recent past (based on CDC guidelines).
  - Identification of any colleague(s) with whom you have had recent contact; all identities will be kept confidential.
- Identified colleagues will be notified of their exposure by the Office of Human Resources, asked to self-isolate as recommended by federal/state guidelines, and instructed to contact their personal physician for further medical advice.
- The Office of Human Resources will initiate required notifications to health officials (if applicable).
- Anyone who is in self-isolation/quarantine should notify the Office of Human Resources of any changes to their health status.
- Employees who are in self isolation or quarantine because they may be contagious will be paid as if working their normal work schedule for the duration of any period of self-isolation or quarantine that is medically necessary to ensure the affected employee is no longer contagious.
- Individuals who have any other related health concerns and wish to request a reasonable accommodation should contact the Office of Human Resources. Any requests for accommodation will be considered on a case-by-case basis.

By taking these precautionous steps to prevent the spread of any infectious disease, we are ensuring the continued well-being of our community.

Please contact the Office of Human Resources with any questions or concerns.