

March 19, 2020

As we move forward through a remarkably fast-moving and evolving environment, CCM will continue to focus on two main priorities. First, we will make every effort to support the health and well-being of our employees and students. Second, we will continue making every effort to provide a high quality educational experience for our students.

The following **Frequently Asked Questions/Answers** may help provide guidance as we navigate the uncharted territory. We will add questions and answers as needed and reserve the right to revise the responses as the situation evolves.

**Am I supposed to work during the closure of the campus?**

The College remains operational at this time. Most employees are expected to work remotely to the extent possible. Some employees may be asked to work at the campus, which will continue to implement deep-cleaning and sanitizing methods to best protect against the spread of COVID-19.

**I am prepared to work remotely but I don't have the tools needed. How do I access my files from off campus?**

To access your files while off campus, click on this [link](#) for the Self-Service Portal with detailed instructions. If you encounter any challenges, email the Solution Center ([solutioncenter@ccm.edu](mailto:solutioncenter@ccm.edu)). Be in touch with your supervisor with any special needs to work remotely.

**What if I need to access work that is in my workspace on-campus?**

There may be the need for employees to obtain materials from on-campus. Employees should consult with your supervisor with information regarding these needs that will then be reviewed by the appropriate vice president.

**What is the plan for communication?**

We will continue to communicate with employees and students by email, posting on CCM's dedicated [COVID-19 Information and Resource Center](#), and if necessary we will send communications through Titan Alerts and student texting.

**I have received inquiries from students who want assistance as well as access to labs, the library, accessibility services and testing. When and how will these areas be available to students?**

The Academic Support Center (TASC) will be expanded to become TASC+ to serve as a largely online support center where students can access information, receive support with library services and advice on unique situations, get connected to key faculty, staff, and administrators as necessary, work with an ombudsperson to resolve complex issues, and receive information on county social services to help with issues such as food and housing insecurity, mental health, and other life issues. TASC+ can be reached by email at [TASC+@ccm.edu](mailto:TASC+@ccm.edu) and the appropriate individual will respond.

**What is the plan for access to the Testing Center?**

Vice Presidents Enright and Marlin are exploring options to support course assessment depending on the course and instructor's decisions.

**Am I going to be paid for the time the college campus is closed or has limited access to buildings and people are asked to work remotely to the extent possible?**

We are very grateful to all our employees who have embraced these restrictions and are committed to serving our students remotely by working from home rather than from their work location. All full-time employees will be paid their regular pay while we remain in a limited access work mode with the expectation that everyone will work remotely to support our students and maintain services. Employees should remain in contact with their supervisors and follow their direction regarding work assignments. Refer to your bargaining unit contract for special circumstances.

**If I am diagnosed with COVID-19, what should I do?**

You should notify Vice President of Human Resources Vivyen Ray (vray@ccm.edu) as soon as possible and forward medical documentation confirming the diagnosis immediately but not later than four business days to the Benefits Manager Karyn Norberg (knorberg@ccm.edu). Diagnosed employees should stay home and follow medical direction regarding treatment and absence from work. Employees will be absent from work for the time period specified by their health-care provider in accordance with the provided documentation using any accumulated leave time available to them.

**What if I am currently on sick leave?**

Employees on sick leave prior to March 16 and on or after March 23 will be charged sick time in accordance with regular policies and procedures and Statute 18A:30-1.

18A:30-1. Definition of Sick leave is hereby defined to mean the absence from his or her post of duty of any person because of personal disability due to illness or injury or because he or she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in his or her immediate household.

**If I have been diagnosed with or exposed to a confirmed COVID-19 case, when can I return to work?**

Employees who have been exposed to or diagnosed with the COVID-19 virus must notify Vice President of Human Resources Vivyen Ray (vray@ccm.edu) immediately and 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 are notified that they have been exposed to a confirmed case).

**What if I have been asked to self-quarantine, have to care for the illness of a family member, or need to care for a dependent child whose school has closed due to infectious disease control?**

Employees who elect to self-quarantine, who are asked to leave the workplace due to exhibiting symptoms of an infectious disease and/or who are required to quarantine by Public Health

officials; thereby, may take Sick Leave in accordance with the following laws which may be applied concurrently:

EMPLOYEE ILLNESS OR QUARANTINE:

- Family Medical Leave: <https://www.dol.gov/agencies/whd/fmla>
- New Jersey Earned Sick Leave: <https://www.ccm.edu/wp-content/uploads/pdf/hr/Paid-Sick-Leave-Announcement.pdf>

EMPLOYEE ABSENCE TO CARE FOR THE ILLNESS OF A FAMILY MEMBER:

- Family Medical Leave: <https://www.dol.gov/agencies/whd/fmla>
- New Jersey Family Leave: [https://www.nj.gov/oag/dcr/downloads/posters/8x11\\_flaposter.pdf](https://www.nj.gov/oag/dcr/downloads/posters/8x11_flaposter.pdf)
- New Jersey Earned Sick Leave: <https://www.ccm.edu/wp-content/uploads/pdf/hr/Paid-Sick-Leave-Announcement.pdf>

EMPLOYEE REQUIRED TO CARE FOR A DEPENDENT CHILD WHOSE SCHOOL HAS CLOSED DUE TO INFECTIOUS DISEASE CONTROL:

- New Jersey Earned Sick Leave: <https://www.ccm.edu/wp-content/uploads/pdf/hr/Paid-Sick-Leave-Announcement.pdf>

Applications for leave for full-time and part-time employees are found at: <https://www.ccm.edu/faculty-staff/eforms/>. Send an email to Vivyen Ray at [vray@ccm.edu](mailto:vray@ccm.edu) for more information.

**What if I was scheduled to take vacation time over Spring Break, March 16-20, 2020?**

Employees scheduled to use vacation leave during March 16 – March 20, 2020 will not be charged vacation leave.

**What if I run out of earned sick leave?**

Employees with an insufficient bank of paid time off (PTO) may carry a negative balance; however, if they leave the college before earning enough PTO, the employee's final pay will have a deduction for the unearned leave time.

**This is a scary time for me. Are there services available to support me through this time?**

The college offers an Employee Assistance Program (EAP), in conjunction with RWJ Barnabas Health, for full-time employees that is 100 percent confidential. Eligible employees are entitled to six free sessions in person or on the phone. To make use of the EAP, call 1-800-300-0628.

A listing of [Mental Health and Counseling Services](#) by county can also be found on the college's COVID19- Information and Resource Center.

Other resources include:

- [Morris County Resource List](#)

- [New Jersey Council of County Colleges Resources for New Jersey Community College Students and Community Members Affected by the Coronavirus](#)
- [World Health Organization Coping with stress](#)