

INFECTIOUS DISEASE CONTROL POLICY FOR COLLEGE EMPLOYEES

It is the goal of County College of Morris (CCM) in the event of an infectious disease outbreak to reasonably operate effectively and help ensure that all essential services are continuously provided and that employees are safe within the workplace. CCM will take appropriate and reasonable steps to protect the workplace during any such time period.

CCM is committed to providing complete and timely information about the nature and transmission of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

In the event of an infectious disease outbreak, this policy and related procedures replaces and supersedes any other college policies and procedures on the following topics. It is understood that the policies herein are subject to change upon directives from Local, County, State and/or Federal agencies.

Preventing the Spread of Infection in the Workplace

Under the OSH Act, employers are responsible for providing a [safe and healthy workplace free from recognized](#) hazards likely to cause death or serious physical harm that includes providing protections for employees during a public health emergency or a health emergency confined to CCM. CCM reserves the right to implement safety measures as mandated and/or as recommended by local, state and Federal officials. Measures mandated or permitted may include quarantining, wearing face coverings unless not advised to by a physician, social distancing, vaccinations, and weekly testing. As always CCM will adhere to requirements of NJLAD, OSHA, OCR, EEOC, the ADA and any government orders.

CCM will take reasonable steps to provide a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. An emergency management team will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

All employees are requested to cooperate in taking reasonable steps to reduce the transmission of infectious disease in the workplace. A generally acceptable strategy of frequent hand washing with warm, soapy water for at least 20 seconds; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets are encouraged. We will also maintain alcohol-based hand sanitizers throughout the workplace and in common areas. We may require employees to practice social distancing as much as possible and may change work schedules and/or work locations if social distancing cannot be accomplished within the regular work environment. We encourage employees to consult with their medical providers or local public health officials to obtain information on making an informed decision on obtaining vaccines to common viruses such as COVID-19, Influenza, Pneumonia, etc., as a measure to prevent the spread of viral infectious disease.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face challenges reporting to work due to an infectious disease outbreak not related to CCM, should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with their supervisors and Vice President about the potential to work from home temporarily or on an alternative work schedule.

Travel

During periods of an infectious disease outbreak, travel may be restricted. During such times, employees are not permitted to travel out of state for college purposes without approval from their respective vice president. Business-related travel out of the continental United States must receive the approval of the college president and the chair of the Board of Trustees. Employees traveling to or employees returning from travel to locations designated by the CDC or New Jersey State Government as a threat are required to notify their Vice President and the Office of Human Resources before returning to campus. The employee will be required to follow the CDC recommendations for self and/or public health official-imposed quarantine. The college reserves the right to require a second medical opinion. Current leave policies will be applied to these types of absences, if applicable. Employees should check the College website regularly for updates to restrictions which may change rapidly.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. During the pendency of an infectious disease outbreak, we encourage employees with symptoms of infectious diseases to stay home and consult with a medical provider. Depending upon collective bargaining agreements and/or CCM policies, paid sick time and other benefits may be available to compensate employees who are unable to work due to illness. Review your union contract or contact Human Resources for additional information.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms which may include but are not limited to fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. An employee with an infectious disease should remain at home until they are symptom free without the use of medications for the amount of time designated, in accordance with current CDC recommendations. Generally, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are fever free without the use of medications. Employees who report to work while ill will be sent home in accordance with these health guidelines. The appropriate Vice President and Human Resources should be contacted; however, before sending the employee home.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, the Office of Human Resources will request medical information to confirm your need to be absent, to show whether and how an absence

relates to the infection, and to know when it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is limited to those permitted by law.

Request for Temporary Alternative Work Arrangement and/or Accommodation

Employees considered vulnerable due to underlying health concerns during an outbreak may request an alternative work arrangement and/or a leave of absence within the guidelines of federal and state sick leave laws, collective bargaining agreements and Board of Trustees policy. The employee should discuss their circumstances with their direct supervisor first. The Division Vice President; in consultation with the Office of Human Resources, will review the employee's request for an accommodation for final approval. In the case of a medical leave, documentation from a health provider will be required and should be sent to the Office of Human Resources only. HIPPA guidelines will be followed to ensure the confidentiality of the employee's medical information.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak impacting the CCM community, CCM may issue directives implementing social distancing guidelines to minimize the spread of the disease among the staff and students.

During the workday, employees may be required to:

1. Wear face coverings as mandated by public health officials or by the college. If unable to wear a face covering due to a medical reason, contact Human Resources to apply for a medical accommodation.
2. Practice social distancing as mandated by public health officials or by the college.
3. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
4. When a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands.
5. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
6. Avoid congregating in work rooms, pantries, copier rooms or other areas where people socialize.
7. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
8. Encourage others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials, and information ready for fast pick-up or delivery.

9. Work staggered schedules or work remotely (if the position may be performed remotely) if social distancing is difficult to maintain. The Division Vice President and the Human Resources office must be consulted before changing work locations or schedules.
10. While most large gatherings should be avoided during an outbreak, in-person meetings must be approved by the Administration.
11. Notify their supervisor and Human Resources if they exhibit symptoms of an infectious disease while at work. The employee must leave campus or isolate themselves in a designated area until transportation can be arranged.

Essential Personnel

Each division Vice President will designate essential personnel needed to staff emergency operations in the event of a partial or total closure of the college. Essential personnel may be required to report to the campus or may be designated to work remotely. The college will issue computer equipment as necessary. Essential personnel who fail to report for duty may be subject to disciplinary action unless documentation is provided to certify the illness of the employee and/or a member of the employee's family. Comp time or overtime must be approved in advance of the employee working additional hours.

Code of Conduct

Employees are expected to treat all members of the CCM community with dignity and respect.

In the workplace, this means, among other things, that employees must comply with reasonable directions of college officials and must not refuse or fail to comply with the instruction of a supervisor or other person in authority intended to facilitate the employee's proper and timely performance of the responsibilities of the employee's position. Failure to comply with college policy, procedures and protocol during a health emergency may result in disciplinary actions in accordance with collective bargaining agreements and college policies.

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