

# COVID-19

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SUPERVISOR'S TRAINING



# WHAT, WHEN, WHY, WHERE, HOW ...

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- Employees will inevitably have many questions
- Appropriate responses are key to a successful and safe return to campus

# EMPLOYEES WHO REPORT SYMPTOMS - WHAT DO I SAY?

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- My employee advises they are experiencing COVID-19 symptoms
  - Any employee who is experiencing symptoms MUST be told to stay at home or leave campus by their supervisor. If they reported symptoms via the CampusClear app, they will be instructed not to come to campus and to contact HR
  - Supervisors are required to report symptomatic employees to Human Resources ([dambrosi@fdu.edu](mailto:dambrosi@fdu.edu)) or ([smiller@fdu.edu](mailto:smiller@fdu.edu)) so appropriate follow up outreach can be made
  - Remember – all employees have to complete the CampusClear app daily. If they are not cleared, they are not allowed to report to campus
  - It is the supervisors responsibility to confirm your on-campus employees have completed the questionnaire and are cleared to work on a daily basis by having the employee show their “Good to Go!” screen from their phone
  - Employees who continuously forget to complete the app, should be disciplined in accordance with the University policy. Noncompliance is a violation of the University’s Code of Conduct and may result in sanctions up to and including termination for you in your supervisory role as well as your employees who are habitually noncompliant
  - NO work requirement is more important than the health and safety of our community

# EMPLOYEES, STUDENTS, CONTRACTORS, VENDORS WHO CONTRACT COVID-19 - WHAT DO I SAY/DO?

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- My employee, etc. states they have a suspected or confirmed COVID-19 test
  - Per the New Jersey Department of Health, employees must be told they are required to isolate for 10 days. In addition, employees must be fever free for 24 hours prior to returning to campus
  - All suspected and confirmed employee, contractor, and vendor cases MUST be reported to Rose D'Ambrosio, Vice President of Human Resources at [dambrosi@fdu.edu](mailto:dambrosi@fdu.edu)
  - All suspected and confirmed student cases MUST be reported to Student Health Services on their respective campus.
  - You may NOT discuss health information of your employees with anyone except Human Resources. Confidentiality is a MUST!
  - Remember – we must be compliant with our Contact Tracing responsibilities for the health and safety of our community

# A FAMILY MEMBER IS IMPACTED BY COVID -19 – WHAT DO I SAY?

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- An Employee who reports they have been in **close contact** with a family member who has been diagnosed with COVID-19 must be informed to stay home or leave campus to self-quarantine for 14 days before returning to campus. The employee should be directed to contact Human Resources. You as a supervisor must notify Human Resources
- **Close contact** is defined by the CDC as any individual who was within 6 feet of an infected person for at least 15 minutes starting from within 2 days before illness onset (or asymptomatic patients 2 days prior to a specimen collection) until the time the patient is isolated
- As the supervisor you can direct employees to work remotely during a quarantine. If that is not possible, they should be directed to Human Resources to discuss leave options
- Should any employee need a leave of absence or an accommodation due to a family member with COVID-19 or childcare issue, they must be directed immediately to Stefanie Miller ([smiller@fdu.edu](mailto:smiller@fdu.edu))

# EMPLOYEES WHO REPORT HIGH RISK – WHAT DO I SAY?

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- Unless divulged voluntarily, NEVER ask an employee for personal health information
- Simply instruct your employee to contact Stefanie Miller, Director of Employee Benefits ([smiller@fdu.edu](mailto:smiller@fdu.edu)) to discuss the need for an accommodation
- Should your employee request an accommodation, you will be notified by Human Resources to discuss possible accommodation options

# SOCIAL DISTANCING – WHAT IS MY RESPONSIBILITY?

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- Your staff should always be 6 feet apart – 2 arms' lengths
- Groups larger than 10 are NOT permitted
- Employees MUST adhere to all policies and posted signage
- Employees with offices should be reminded to close their office door when possible
- Employees should be encouraged to schedule meetings via telephone or virtually
- Be a good example – it goes a long way!

# HOW DO I MANAGE MEAL BREAKS?

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- Employees should be encouraged to eat in their private offices with their door closed or outside
- If eating in an open work space, ensure your employees are socially distanced.
- Rearrange break rooms, etc. so tables and chairs are not facing each other. If necessary remove chairs and tables or mark social distanced seating positions
- Use visual cues to encourage social distancing
- Remember – all employees may only remove facial coverings and masks while eating



# OFFICE SIGNAGE, MOVING DESKS, ETC. – WHO'S RESPONSIBLE?

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- Supervisors are responsible for posting the necessary signage in their offices
- Facilities will NOT move furniture
- Supervisors are responsible for positioning desks and rearranging work spaces
- Remember – it is important the appropriate signage is posted and work space in your department comply with social distancing

# GENERAL HYGIENE – WHAT’S MY ROLE?

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- Necessary cleaning supplies, wipes, will be provided by Facilities
- Encourage employees use alcohol based hand sanitizer
- All employees are responsible for disinfecting highly touched shared services (copy machines, printers, light switches, etc.).
- Cleaning supplies should be visible to ensure frequent sanitizing of shared office equipment.
- Discourage shared use of any office equipment – remove communal coffee makers, staplers, scissors, pens, etc.
- **EVERYONE** must do their part to maintain a safe and healthy work environment.

# FACE MASKS/CLOTH FACE COVERINGS – WHY ARE THEY IMPORTANT?

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- To protect the health and safety of the community, the requirement to wear a face mask/cloth face covering is mandatory. Insufficient face coverings are neck gaiters, bandanas, scarves, face coverings with exhalation valves, plastic face shields, mesh material or contain holes of any kind
- Any employee not following this mandate is in violation of the Code of Conduct Policy
- Reports of violations must be directed to Rose D'Ambrosio ([dambrosi@fdu.edu](mailto:dambrosi@fdu.edu))
- Should an employee state a medical reason preventing the use of a mask, they must contact Stefanie Miller ([smiller@fdu.edu](mailto:smiller@fdu.edu))
- Please ensure your staff are appropriately wearing face coverings which should cover both their mouth and nose. Please note, FDU will provide each employee with 2 cloth face masks and supervisors will be responsible to distribute to their staff
- To request masks, supervisors must contact the Campus Executive office prior to their employees first day on campus. The Campus Executive office will deliver the masks during your initial week of re-occupancy. To request masks: Florham Campus (ext. 8082); Metro Campus (ext. 2460)

# COMMUNICATION – WHAT’S THE BEST METHOD?

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- Encourage non-verbal communication such as a thumbs up or a wave
- Phone, Zoom, Jabber and all other non face-to-face communication is best
- Encourage these methods of communication
- Be a good example!

# SUPERVISING EMPLOYEES WORKING REMOTELY OR HYBRID – HOW DO I DO THAT?

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- Ensure you are in frequent contact with your employees
- Hybrid employees (on-campus no more than 2 days per week) – ensure their work schedule is communicated clearly, and effectively meets the demands of your department
- Develop measures to ensure productivity

# OTHER ASSISTANCE – HOW CAN I HELP?

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- If your employee expresses extreme stress due to the pandemic, please refer to the FAQ's on Return to Work which includes emotional support resources. This document may be found at <https://www.fdu.edu/coronavirus-update/faqs/>
- You may also refer your employee to Stefanie Miller ([smiller@fdu.edu](mailto:smiller@fdu.edu)) for additional resources
- Remember – Never ask Personal Health Questions

# IMPORTANT NOTES – WHAT DO I NEED TO KNOW?

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- **Ensure your on-campus employees have completed the CampusClear daily questionnaire every work day.** Please note, everyone should be in the habit of completing the questionnaire 7 days per week
- Ensure your employees are following proper protocols for hygiene and the wearing of face masks
- Ensure social distancing is being adhered to in your department
- Report all confirmed and suspected cases of Covid-19 to Human Resources for employees, contractors and vendors and to Student Health Services for student cases
- Refer all accommodation questions to Human Resources
- If any employee feels unsafe while on campus, they should report their concerns immediately to Public Safety
- Never ask for personal health information, and any employee health information that is revealed to you is Confidential!