

COVID-19 Protocols — Faculty and Staff, New Jersey Campuses — August 15, 2022

When to Self-Isolate and Contact HR

Employees should not come to work, should self-isolate off campus, and must contact Human Resources if they test positive for COVID-19 or have any symptoms of the virus.

Isolation

Faculty and staff who test positive for COVID-19 should notify their primary care provider and Human Resources and isolate at home for 5 days, away from others in your home, and wear a high-quality mask if you need to be around others at home or in public during this time. If after 5 days you are fever-free for 24 hours without the use of medication, and your symptoms are improving, or you never had symptoms, you may end isolation after day 5. Regardless of when you end isolation, avoid being around people who are more likely to get very sick from COVID-19 until at least day 11. You should wear a high-quality mask through day 10.

For those with moderate illness (shortness of breath or difficulty breathing) or severe illness (hospitalized) or those with a weakened immune system, it is recommended that you isolate at home through day 10 but consult your physician before ending isolation.

Please note that if after your isolation periods your COVID-19 symptoms worsen, restart your isolation at day 0 and contact your healthcare provider if you have questions about your symptoms or when to end isolation.

If you are an older adult or at high risk of getting severely ill from COVID-19, ask your primary health provider about available treatments, even if symptoms are initially mild.

If an individual has access to a test and wants to test, the best approach is to use an antigen test towards the end of the 5-day isolation period. Collect the test sample only if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation). If your test result is positive, you should continue to isolate until day 10. If your test result is negative, you can end isolation, but continue to wear a well-fitting mask around others at home and in public until day 10.

Exposed to COVID-19

The Centers for Disease Control and Prevention (CDC) is no longer recommending quarantine for those exposed to someone who tests positive for COVID-19 but recommends wearing a high-quality mask when around others for 10 days and if the individual has access to a test, take the test on day 5.

Symptom Monitoring

Employees are asked to self-monitor their symptoms each day. All employees must be free of ANY symptoms potentially related to COVID-19 before coming to work that day, even if they have been fully vaccinated. Employees experiencing COVID-19 symptoms should contact their supervisor and Vice President for Human Resources Rose D'Ambrosio at dambrosi@fdu.edu or via phone at (201) 692-2706 and get tested immediately. If the test is positive, follow the Isolation protocols above. If negative, isolation can end immediately. Everyone is reminded that medical information about any individual is confidential. Rose D'Ambrosio can provide further guidance on appropriate steps to be taken in handling the confidential information of any employee.

Symptoms of COVID-19:

- Cough
- Shortness of breath
- Sore throat
- Abdominal pain
- Nausea
- Muscle aches
- Headache
- Diarrhea
- Congestion or runny nose
- Vomiting
- Extreme fatigue
- Loss of sense of smell/taste
- Chills/shaking
- Fever greater than 100.4 degrees Fahrenheit
- Respiratory illness

All employees who work on campus (whether full-time or on limited days only) are required to notify Rose D'Ambrosio if they have been diagnosed with COVID-19 or have a positive test for the infection.

Medical Accommodations

Employees who have a disability or medical condition that impacts their ability to return to work on campus may request a temporary workplace accommodation by completing the [Medical Accommodation](#) application. Upon receipt of the completed application, a representative from Human Resources will follow up regarding next steps. Please note that medical accommodations provided for the 2021-22 academic year have expired. If you need to apply for a medical accommodation for 2022-23, please submit an application. Employees may of course continue to request an accommodation for a medical condition or disability unrelated to COVID-19.

COVID-19 Vaccine for Employees

Vaccines are required for all FDU faculty, staff and students who will be attending classes or activities on our New Jersey campuses. Faculty and staff are strongly encouraged to be up-to-date with their vaccinations, which means getting booster shots as soon as they are eligible.

The University made arrangements with [Atlantic Health Systems](#) and [Holy Name Hospital](#) to make it convenient for our community members to receive a vaccine. The facilities are within close proximity to the Florham and Metropolitan campuses. Vaccines are also now available at most pharmacies.

The CDC recommends all individuals obtain the vaccine, reporting that the vaccines currently authorized for use in the United States are highly effective at preventing COVID-19. COVID-19 vaccination is an important step in stopping the pandemic, protects people from getting sick or severely ill with COVID-19, and may also protect others around them.

According to the CDC, the vaccines are safe and effective, and studies have shown they prevent severe illness and death from the virus. For more information, visit the [CDC website](#).

The University will provide up to 4 hours of paid time for employees to obtain their COVID-19 vaccine if scheduled during work hours. Individuals who experience side effects from the vaccine should use paid sick/personal time in accordance with University policy and the New Jersey Paid Sick Leave Act.

The University will review requests for medical and religious exemptions.

Instructions to Upload Vaccine Records

Vaccine records must be uploaded to the University's employee portal. This information will be maintained as confidential medical information by Human Resources. Please do not provide any additional medical information when submitting proof of your vaccination. Vaccination records should be uploaded to Medicat by following the [instructions here](#). Medicat is a secure program, and only limited staff in Human Resources will have access to this system.

Instructions to Upload Medical or Religious Exemption Forms

Employees requesting a medical or religious exemption from vaccination will be required to complete [this exemption form](#) and upload the request to the Medicat employee portal. Requests for medical exemption will require documentation from your health care provider to support the reason for the exemption. Instructions for uploading to Medicat can be [found here](#). Medicat is a secure program, and only limited staff in Human Resources will have access to these records.

Leave of Absence

The University will seek to make a reasonable accommodation for those employees who themselves have a disability or medical condition that impacts their ability to return to campus. In addition, employees who are not otherwise entitled to an accommodation may be eligible to use both paid and unpaid time off in accordance with [University policy](#), and federal and state laws. Please consult with Human Resources to review these options. Family Medical Leave/Temporary Disability benefits are outlined in the University's leave policies. Please contact Stefanie Miller, Assistant Vice President of Human Resources (smiller@fdu.edu), for more information. While the University is sensitive to other circumstances, the general expectation is that employees work on campus. Medical and disability issues should be directed to Human Resources through the process outlined above. Other special circumstances can be discussed with the employee's direct report/supervisor.

Employees who indicate the inability to work due to the necessity of taking care of school-aged children in the event of school closures may be eligible to use both paid and unpaid time off in accordance with University policy ([Time Away From Work | Fairleigh Dickinson University \(fdu.edu\)](#)), and federal and state laws. Please consult with Human Resources to review these options. Paid sick leave is described in the Employee Handbook. Family Medical Leave/Temporary Disability Benefits are outlined in the University's leave policies. Please contact Stefanie Miller (smiller@fdu.edu) for more information.

Face Coverings

Face coverings throughout the New Jersey campuses, in classrooms and elsewhere, are no longer required except in health-care settings and any other settings mandated by law. While the face covering requirement is no longer in effect, as case numbers continue to rise with the spread of more transmissible variants, we encourage the use of face coverings in indoor public spaces and promote a mask-friendly environment where anyone who wishes to wear a mask can and should do so.

Hygiene Protocols

According to the CDC, one of the most effective ways to stop the spread of COVID-19 from person to person, and throughout the entire community, is to engage in proper hygiene including the following:

- Wash hands frequently with soap and water for at least 20 seconds, especially after you have been in a public place after touching an item or surface that may be frequently touched by other people, and after blowing your nose, coughing, sneezing, or touching your face.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol when soap and water are not available. Cover all surfaces of your hands and rub them together until they feel dry.

- Avoid touching your eyes, nose and mouth, and wash your hands after touching your face, and cover cough and sneezes with a tissue or your elbow.
- Clean and disinfect high touch areas routinely.
- Avoid using shared refill cups and do not share utensils and tools/equipment with colleagues.

Protocol for Shared Spaces

All open common areas, bathrooms and scheduled classrooms will be cleaned on a daily basis by the University's cleaning contractor. The cleaning will include the use of an EPA-registered disinfecting product on all high common touch points. Private offices will be cleaned weekly by Facilities and Auxiliary Services. Sanitizing wipes and/or alternate disinfecting products will be available for departments. If common surfaces are touched, employees should wash their hands with soap and water. Employees should frequently wipe down commonly touched surfaces such as:

Computers
Printers
Desks and tables
Copiers
Single serve coffee machines
Light switches and door knobs
Faucets
Cabinet doors, drawers and counter tops
Break areas and conference rooms
Water coolers/dispensers

University Travel

All University-sponsored domestic travel for students, faculty, and staff has been reinstated. All usual departmental approvals, budget, procurement policies and procedures, and University-sponsored off-campus student trip protocols must be adhered to.

International travel for students, faculty and staff has been reinstated. The University will continue to monitor the current state of country conditions related to the COVID-19 pandemic and other health and safety threats. All employees must continue to register their international travel trips with the Office of Risk Management prior to departure so that the destination country(ies) can be assessed and trips recorded for international travel insurance verification. Current U.S. State Department Travel Advisory information can be accessed here: [U.S. State Department Travel Advisories](#). All usual departmental approvals, budget, business travel and procurement policies and procedures must be adhered to. Employees can register their international travel trips by writing to the Office of Risk Management: riskmgmt@fd�.edu.

As is routine, student study-abroad experiences must be reviewed and approved in

accordance with established Office of Study Abroad Authorization policies and by the Offices of Study Abroad and Risk Management.

Please note, as guidance on travel may change, additional information may be forthcoming, especially as it pertains to University-sponsored travel.

Resources for Employees

The University acknowledges that these uncertain times can be a source of stress for our employees and their family members. As such, we feel it is important to provide the FDU community with emotional support resources. Below are resources available to all employees, as well as benefits for “employees enrolled in the University’s medical plan with UnitedHealthcare.”

For All Employees

Optum Emotional Support Help Line at 1-866-342-6892 is free of charge and available to anyone, so you can share it with family and friends. Caring professionals will connect people to resources. It is open 24 hours a day, seven days a week. Available nationwide.

For Employees Covered by UnitedHealthcare

Talkspace is a group of more than 5,000 licensed therapists that provide therapy via video (virtual) and through a secure text platform. Consumers communicate with therapists using texts and audio and visual recordings via the Talkspace secure platform. Please visit the Talkspace flier for more information. Copayment and deductible/coinsurance applies depending on your plan and will be charged weekly via credit card. You may use Talkspace as often as desired per week once copayment for that week has been paid.

Sanvello App – To help cope with stress and anxiety, you may find Sanvello a helpful app to download. You can learn new skills, join group conversations, find useful techniques and track your emotions to help you feel calmer and in control. There’s a Staying Socially Connected community that provides support as COVID-19 shifts our daily routines. You can download Sanvello for free from therapy Store or Google Play.

United Behavioral Tele-mental Health provides quick and easy access to behavioral health professionals from your mobile device, tablet, or computer. These visits are part of your behavioral health benefits through UnitedHealthcare. The cost for a behavioral health virtual visit is your Mental Health outpatient copay or deductible/coinsurance in the CDHP and is an in-network only benefit. To find a provider, log into www.myuhc.com, then click on Find a Doctor>Mental Health Directory>People>Provider Type>Telemental Health Providers. Call the provider to set up a time for your visit. Members may also call UnitedHealthcare’s EAP for quick help and then be referred to an in-network mental health provider if more care is needed. You may access the EAP

by calling 888-887-4114 or the number on the back of your UnitedHealthcare ID card.

Health Advocate will assist employees, their spouses or domestic partners, dependents, parents and parent-in-law. Health Advocate can be contacted by calling 855-558-2004. Health Advocate's clinical team can provide support related to the COVID-19 pandemic in the following ways:

- Obtain a detailed history and current status and guide the member to contact their Primary Care Physician (PCP) or other health care provider, if necessary;
- Discuss and help guide the member to the current recommendations from the CDC and state and local health departments relevant to their situation;
- Provide educated material based on the CDC recommendations regarding prevention of COVID-19 exposure avoidance;
- Discuss emotional well-being and guide the member to additional resources as needed (EAP, community support, etc.); and
- Discuss employer benefit coverage (if available).