

Section:	VII.2.4	
Title:	Campus Health and Safety – Interim	
Effective Date:	July 28, 2021	
Approved By:	Vice President for Operations	
Responsible Unit:	Operations (609) 771-3494	
Related Documents:	<ul style="list-style-type: none"> • COVID-19 Special Requirements • COVID-19 Testing Special Requirements • COVID-19 Student Vaccination Special Requirement • COVID-19 Employee Vaccination Special Requirements • TCNJ Health and Safety Incident Report Form 	
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
9.0	July 28, 2021	Revised
8.0	June 14, 2021	Revised
7.0	June 8, 2021	Revised
6.0	May 19, 2021	Revised
5.0	May 12, 2021	Revised
4.0	March 4, 2021	Revised
3.0	February 5, 2021	Revised
2.0	January 21, 2021	Revised
1.0	September 30, 2020	New policy; initial release

I. INTRODUCTION

The purpose of the Campus Health and Safety (CHS) policy is to make clear TCNJ’s commitment to provide a safe and healthy environment for all students, faculty, staff and visitors and to formalize the strategy for achieving and maintaining campus-wide compliance with all campus, health, and safety laws and regulations.

TCNJ is committed to providing a safe and healthy working environment for all members of the campus community. All TCNJ activities are to be conducted in a manner that ensures the protection of students, faculty, staff, visitors and property.

II. DEFINITIONS

N/A

III. POLICY

TCNJ is dedicated to promoting good health, well-being, and safety for its students, faculty, staff, and visitors. The policy objective is to ensure compliance with all applicable health, safety and campus protection laws, guidelines, regulations and requirements.

I. ROLES AND RESPONSIBILITIES

a. Employees¹ shall:

- i. Participate in mandated training programs and perform activities as trained.
- ii. Adhere to federal, state and College safety requirements and guidelines.
- iii. Properly use TCNJ supplied materials and equipment.
- iv. Exercise good judgment in carrying out work assignments and in following established procedures and protocols.
- v. Promptly report unsafe conditions, campus health hazards, or injuries and illnesses to the employee's supervisor or program director.
- vi. Give due consideration to personal safety and the safety of others while performing assigned tasks.
- vii. Follow all safety rules and regulations that apply to the work area.
- viii. Use personal protective equipment and follow safety measures as required.
- ix. Comply with requirements established by Human Resources prior to returning to work after an illness or injury.

¹ student employees acting within the capacity of the on campus jobs are also responsible for meeting these same expectations.

b. Students shall:

- i. Participate in mandated safety training programs and perform activities as trained.
- ii. Strictly adhere to federal, state and College safety requirements and guidelines.
- iii. Follow all safety instructions in the use of facilities, equipment, and materials.
- iv. Use personal protective equipment and follow safety measures as directed.

II. ENFORCEMENT AND RESPONSE TO NON-COMPLIANCE

- i. Every TCNJ student and employee contributes to the health and safety of the workplace and educational environment. Employees functioning in a supervisory role/capacity and students in leadership roles have a heightened responsibility to ensure that safe conditions, practices and training are provided and followed.
- ii. Members of the campus community shall cooperate fully with all aspects of this CHS policy and any related program. Failure to comply with CHS policies, programs and procedures may result in referral to the Offices of Student Conduct or Human Resources for consideration of disciplinary action. To ensure the health and safety of the campus, individuals may, consistent with applicable College disciplinary policies and agreements, be subject to interim suspension of employment in the case of employees or interim removal from campus housing or suspension in the case of students. Individuals found in violation of this policy may be subject to discipline up to and including termination of employment or dismissal from the College.

III. REPORTING

- i. All life-threatening situations and other health, safety and security emergencies as well as any health and safety incidents that occur or are discovered outside of normal business hours should be immediately reported to Campus Police Services by calling 911 or 609-771-2345.
- ii. Employees (including student workers who encounter the situation in their role as a College employee) shall report all safety incidents, job-related illness or injury or property damage, unsafe behavior, hazardous work conditions and “near miss”

(injury, incident, illness or damage that was avoided, but that demonstrates an unsafe condition or behavior) (collectively, “health and safety incidents”) on the TCNJ Health and Safety Incident Report Form and notify their supervisor. The TCNJ Health and Safety Incident Report Form may also be located electronically on the HR website at <https://hr.tcnj.edu>.

- iii. Students in residence halls shall report health and safety incidents to the Residence Hall staff (Community Advisor or Residence Director). Students shall report other health and safety incidents on the [Public Report Form](#). For concerns related to the health and well-being of a particular student(s), students should submit a [TCNJ Cares Referral](#).

IV. SPECIAL REQUIREMENTS

- i. From time to time, special circumstances, such as the coronavirus pandemic, may require additional health and safety special requirements (“Special Requirements”) to address those special circumstances. Such Special Requirements shall be consistent with this Policy and shall be issued by a Campus Health and Safety Administrator, who shall be designated by the President. The Special Requirements shall be referenced in the “Related Documents” section above. All students, employees and visitors shall comply with all applicable Special Requirements.

COVID-19 SPECIAL REQUIREMENTS

TCNJ is dedicated to promoting good health, well-being, and safety for its students, employees and visitors. In order to minimize the spread of COVID-19 and other airborne pathogens, the College mandates compliance with the practices set forth below, which are intended to be consistent with guidelines from the Centers for Disease Control and Prevention (CDC) and the State of New Jersey.

1. Employees, students and visitors must comply with all federal and State of New Jersey requirements related to COVID-19, including, but not limited to, quarantine and isolation requirements, limitations on social gatherings, testing requirements, and cooperation with contact tracing.
2. All students are required to be vaccinated pursuant to the COVID-19 Student Vaccination Special Requirements unless granted an exemption in accord with that Special Requirements.
3. All unvaccinated individuals must practice “Social Distancing” while indoors on campus. Social Distancing, means keeping a safe space between yourself and other people who are not from your household. To maintain Social Distancing, stay at least 6 feet (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces. Social Distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing cloth face coverings, avoiding touching your face, and frequently washing your hands with soap and water for at least 20 seconds and if water is not readily available then use alcohol based hand sanitizer that contains at least 60% alcohol. In addition, all individuals must comply with quarantine and isolation requirements.
4. While indoors on campus, all unvaccinated individuals are required to wear a face covering that covers at least their nose and mouth. Face coverings may be removed only when an individual is in a room alone with the door closed or while consuming food and/or beverage. Face coverings may help prevent people who have COVID-19 from spreading the virus to others on campus. Wearing a face covering will help protect people around the mask wearer, including those at higher risk of severe illness from COVID-19 (even vaccinated individuals). The College will provide a face covering to every student and employee who requests one. For guidance regarding wearing and cleaning your face covering and selecting a face covering that meets the College’s requirements, see [CDC guidance](#).
5. All persons living, coming to campus (including vendors and visitors) or an extension of the campus (e.g., off-site classes), or participating in college-sponsored programs (e.g., internships, student teaching, clinical placements, travel, community engagement activities) must complete a daily self-checkup to monitor their health and possible exposure to the coronavirus on the days they are on campus. Students living in the residence halls must complete the daily self-checkup before leaving their room for the first time each day. Visitors are asked to complete this checkup

before coming to campus. The daily self-checkup is available in the TCNJ Roar app or via an [online web form](#).

6. The College has formed a COVID Outreach Team whose function is to: (i) monitor the incidence of COVID-19 cases among the TCNJ community; (ii) assist in identifying and informing individuals who may have been exposed to the coronavirus through a TCNJ contact; (iii) educate the campus community generally and those testing positive for COVID-19 and their close contact in particular about their testing, isolation and quarantine obligations and (iv) report to and work with the local and state public health authorities charged with contact tracing and conducting case investigations through the Contact Tracing Unit. All persons living on or coming to campus must make themselves accessible to and cooperate with the COVID Outreach Team and Contact Tracing Unit.
7. All campus community members are expected to cooperate with public health authorities (i.e., contact tracers) to reduce the spread of COVID-19. To encourage compliance with the CHS policy and encourage reporting, any student sharing information regarding COVID-19 with a contact tracer, the College, or the local health department shall be eligible for [amnesty](#) from certain Student Conduct Code violations.
8. Any questions, concerns, or reports of non-compliance with these COVID-19 Special Requirements should be directed to covidcomply@tcnj.edu.

Sources:

- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- <https://covid19.nj.gov/>

COVID-19 TESTING SPECIAL REQUIREMENTS

TCNJ is dedicated to promoting good health, well-being, and safety for its students, employees and visitors. In order to assist in identifying campus members who have contracted COVID-19 and minimizing the spread of COVID-19, the College mandates compliance with the practices set forth below.

1. The College has determined that periodic serial testing for the virus that causes COVID-19 is a critical component of an effective strategy to reduce the risk of the spread of COVID-19 and to protect the health of those who will come to campus.
2. All unvaccinated students who have been granted a medical or religious exemption from the COVID-19 vaccination requirement shall be subject to mandatory periodic COVID-19 testing pursuant to the testing protocol established by the College. Students (whether vaccinated or unvaccinated) who participate in face-to-face College related off-campus programs or activities (e.g., clinical rotations) shall be subject to the monitoring and testing requirements of their site.
3. All unvaccinated employees who perform any work on campus² shall be subject to mandatory weekly COVID-19 testing requirements pursuant to the testing protocol established by the College. Employees who do not perform any work on campus are also eligible to participate in the on-campus testing program.
4. All students and employees (whether vaccinated or not) may be subject to symptomatic testing, or random asymptomatic testing, or if there is evidence of substantial or high transmission of COVID-19 in the community or the College determines other circumstances warrant such testing to protect the health and safety of the campus community, regular serial testing.
5. The COVID-19 tests shall be administered on campus at no cost to any student or employee who is tested on campus, provided that those individuals who are tested on campus (the “Tested Individuals”) submit health insurance information to the testing administrators and cooperate in the submission and processing of insurance claims for costs associated with the testing, for which claims the College shall be the ultimate beneficiary.
6. The results of testing shall be provided both to the Tested Individual and to the College. Tested Individuals shall cooperate with the College or public health contact tracing efforts in the event of a positive test and cooperate in providing any authorization that allows the testing administrator to provide test results to the College.

² For purposes of these Special Requirements, the phrase “perform any work on campus” means any activity or work on campus that does not include minimal (less than four hours per week) or incidental presence on campus (e.g., to pick up mail from the campus mailroom, to pick up items from an office or workspace, etc.) provided there is no in-person contact within 6 feet of other individuals for more than 15 minutes over a 24 hour period during the minimal or incidental presence on campus.

7. Those who have reported to the College a positive test for COVID-19 may qualify for a temporary test exemption during the 90-day period following that positive test.
8. Those subject to the testing requirement are permitted to submit COVID-19 test results from an alternative testing provider in lieu of participating in the on-campus testing protocol, but those choosing to do so would be responsible for any costs associated with those alternative tests.
9. Any questions, concerns, or reports of non-compliance with these COVID19 Special Testing Requirements should be directed to covidcomply@tcnj.edu.

COVID-19 STUDENT VACCINATION SPECIAL REQUIREMENTS

For the Fall 2021 semester, TCNJ plans to resume in-person activities. The objective of these Special Requirements is to minimize outbreaks of COVID-19 within the TCNJ community, to prevent or reduce the risk of transmission of COVID-19, and to promote the public health of the community. Accordingly, TCNJ is requiring that all students be fully vaccinated with a COVID-19 vaccine authorized by the U.S. Food and Drug Administration (FDA) or authorized for emergency use by the World Health Organization (WHO). Compliance with these Special Requirements allows the campus community to achieve some semblance of normalcy, to get back to College activities and safely resume in-person interactions. Information about COVID-19 vaccinations for TCNJ students can be found at the [COVID-19 Vaccination Requirement](#) webpage.

1. Accessibility to COVID-19 Vaccination
 - A. TCNJ plans to continue hosting vaccination opportunities on campus as long as there is sufficient demand.
 - B. As of the date of the issuance of these Special Requirements, vaccines are provided free of charge to all people living in the United States, regardless of their immigration or health insurance status.
2. The following documents will be accepted as evidence of COVID-19 vaccination provided that the type of acceptable COVID-19 vaccine and the date each dose of vaccine was administered are stated on the document:
 - A. CDC COVID-19 Vaccination Record card.
 - B. An official record of COVID-19 vaccination from the New Jersey Immunization Information System (NJIS) or other State immunization registry.
 - C. A record of COVID-19 vaccination signed on office letterhead by a licensed physician, nurse practitioner, physician's assistant, registered nurse or pharmacist.
 - D. A military immunization or health record from the United States Armed Forces documenting COVID-19 vaccination.
3. Students must upload proof of vaccination into the TCNJ Online Wellness Link, OWL, at <https://tcnj.medicatconnect.com/>.
4. Exemptions – The College will consider applications from students for exemption from the COVID-19 vaccine requirement as described below. Students who receive an exemption from the COVID-19 vaccine requirement shall be subject to additional restrictions and requirements to ensure the health and safety of the campus community.
 - A. Students whose entire course of study is entirely web-based or who are enrolled in a fully online program may be exempted from the

requirement of a COVID-19 vaccine. To qualify, the student must have no physical presence on campus. The student must submit a written signed statement explaining how their course of study will not require the student's physical presence on campus. (Students should understand that without a medical or religious exemption, they should have no expectation that any particular class, course of study or program that is not otherwise offered to all students in a web-based or fully online format, will be available to them in that format.)

- B. A student may be considered for exemption from the COVID-19 vaccine requirement if they have a medical contraindication for COVID-19 vaccination and if failure to receive this immunization does not prevent fulfillment of the essential functions and/or curricular requirements of the academic program. Conditions comprising valid medical contraindications to vaccine administration are those set forth by the Centers for Disease Control and Prevention. Said student must provide a written statement from their healthcare provider licensed to practice medicine in the United States or a foreign country stating that a specific immunization is medically contraindicated, and giving the reasons for and duration of this contraindication.
- C. A student may be considered for exemption from the COVID-19 vaccine requirement if the student (or the student's parent or guardian if the student is a minor) provides a written signed statement explaining how immunization conflicts with their bona fide established and sincerely held religious beliefs or practices. A general philosophical or moral exemption to the vaccination will not be sufficient for an exemption on religious grounds.
- D. Written statements required by paragraphs 4.A-C should be submitted by the student to the College by uploading the appropriate information into TCNJ's [Online Wellness Link](#) (OWL). Absent such a statement, a student's lack of confidence in or comfort with, or objection to the available vaccines will not be sufficient for an exemption.
- E. All exemption related documents shall become part of the student's immunization/vaccination record and shall be reviewed periodically by a health professional to determine whether the exemption shall remain in effect and whether additional restrictions shall apply. In the event an exemption no longer exists, the student must then comply with these Special Requirements.

5. Exemption Accommodations – Upon approval of one of the exemptions listed above, the College shall consider reasonable accommodations so long as the failure to be vaccinated will not prevent the student from fulfilling their curricular requirements. Accommodations may include restrictions or requirements to which vaccinated students are not subject, such as regular COVID-19 testing or limitations on or exclusion from certain campus activities.

Students who have been granted a medical or religious exemption from the vaccine must:

- wear a mask and observe physical distance requirements while indoors on campus
- submit to COVID-19 testing requirements pursuant to the COVID-19 Testing Special Requirements and the testing protocol established by the College
- quarantine if they have been identified as a close contact of someone who has tested positive for the COVID-19 virus, even if they themselves have tested negative

Students who have been granted a medical or religious exemption from the vaccine and who are participating in or wish to participate in a clinical rotation (e.g., at a hospital) or student teaching assignment at an off-campus site (collectively, a “Field Experience”) must, in addition to the above requirements:

- comply with the requirements of their off-campus site
- acknowledge and accept that their unvaccinated status may limit or even eliminate their options for a Field Experience and that could impede or prevent their successful completion of a degree program and/or licensure in a particular discipline or profession

Students with an exemption will not be permitted to:

- live in the residence halls
- participate in club, organization, recreation, cultural or campus activities that involve high contact with others and for which physical distancing is not feasible and enforced.

Other accommodations will be considered on a case-by-case basis.

6. Resources

- A. CDC - COVID-19 Vaccine - <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>
- B. NJ COVID-19 Vaccine - <https://covid19.nj.gov/pages/vaccine>
- C. N.J.S.A. 18A:61D-1 *et seq.*
- D. N.J.A.C. 8:57-6.1 *et seq.*
- E. TCNJ COVID - 19 Vaccination Requirement - <https://health.tcnj.edu/covid-19-vaccination/>

COVID-19 EMPLOYEE VACCINATION SPECIAL REQUIREMENTS

For the Fall 2021 semester, TCNJ plans to resume in-person activities. The objective of these Special Requirements is to minimize outbreaks of COVID-19 within the TCNJ community, to prevent or reduce the risk of transmission of COVID-19, and to promote the public health of the community. Accordingly, TCNJ is requiring that all employees who are not members of a bargaining unit, as well as all employees in the bargaining unit represented by The College of New Jersey Federation of Teachers (AFT), Local 2364 be fully vaccinated with a COVID-19 vaccine authorized by the U.S. Food and Drug Administration (FDA) or authorized for emergency use by the World Health Organization (WHO). In addition, the College continues to strongly encourage that all other employees be fully vaccinated with a COVID-19 vaccine and continues to advocate for vaccine requirements with other TCNJ unions. Achieving high levels of immunity and compliance with these Special Requirements should allow the campus community to achieve some semblance of normalcy, get back to certain College activities and safely resume in-person interactions.

1. Accessibility to COVID-19 Vaccination
 - A. TCNJ plans to continue hosting vaccination opportunities on campus as long as there is sufficient demand.
 - B. As of the date of the issuance of these Special Requirements, vaccines are provided free of charge to all people living in the United States, regardless of their immigration or health insurance status.

2. The following documents will be accepted as evidence of COVID-19 vaccination provided that the type of acceptable COVID-19 vaccine and the date each dose of vaccine was administered is listed:
 - A. CDC COVID-19 Vaccination Record card.
 - B. An official record of COVID-19 vaccination from the New Jersey Immunization Information System (NJIIIS) or other State immunization registry.
 - C. A record of COVID-19 vaccination signed on office letterhead by a licensed physician, nurse practitioner, physician's assistant, registered nurse or pharmacist.
 - D. A military immunization or health record from the United States Armed Forces documenting COVID-19 vaccination.

3. Employees who are required to be vaccinated under these Special Requirements must upload proof of vaccination to their TCNJ Oracle Cloud account. Directions to complete the process are here: [COVID-19 Vaccination Reporting Instructions](#).
4. Employees who are encouraged but not required to be vaccinated will qualify for an exception to certain requirements of the COVID-19 Special Requirements and COVID-19 Testing Special Requirements by uploading proof of vaccination to their TCNJ Oracle Cloud account. Directions to complete the process are here: [COVID-19 Vaccination Reporting Instructions](#).
5. Exemptions – The College will consider requests from employees for exemption from the COVID-19 vaccine requirement as described below. Employees who receive an exemption from the COVID-19 vaccine requirement shall be subject to additional restrictions and requirements to ensure the health and safety of the campus community.
 - A. An employee may be considered for exemption from the COVID-19 vaccine requirement if they have a medical contraindication for COVID-19 vaccination. Conditions comprising valid medical contraindications to vaccine administration are those set forth by the Centers for Disease Control and Prevention. The employee must provide a written statement from their healthcare provider licensed to practice medicine in the United States or a foreign country stating that any COVID-19 immunization is medically contraindicated, and giving the reasons for and duration of this contraindication.
 - B. An employee may be considered for exemption from the COVID-19 vaccine requirement if the employee provides a written signed statement explaining how immunization conflicts with their bona fide established and sincerely held religious beliefs or practices. A general philosophical or moral exemption to the vaccination will not be sufficient for an exemption on religious grounds.
 - C. Written statements required by paragraphs 5.A-B should be submitted by the employee to the College by uploading the appropriate information into the employee's TCNJ's Oracle Cloud portal. Absent such a statement, an employee's lack of confidence in or comfort with, or objection to the available vaccines will not be sufficient for an exemption.

- D. All exemption related documents shall become part of the employee's confidential personnel file and shall be reviewed periodically by a health professional to determine whether the exemption shall remain in effect and whether additional restrictions shall apply. In the event an exemption no longer exists, the employee must then comply with these Special Requirements.
6. Supervisors will be provided the names of employees under their supervision who have completed verification of vaccination. An employee may request withholding of such notification to the supervisor. Employees who have uploaded their vaccine documentation but request withholding of notification to their supervisor must continue to use face coverings and practice social distancing.
7. Applicability of Certain Special Requirements – For employee who are not subject to the vaccination requirement, the applicability of certain COVID-19 Special Requirements and COVID-19 Testing Special Requirements is dependent upon whether the employee has uploaded documentation demonstrating vaccination.
- A. Upon verification of an employee's submission of proof of vaccination, the restrictions or requirements to wear face covering requirements, practice social distancing and submit to regular COVID-19 testing shall no longer apply to that employee, provided, however, that the College may in the future, due to changing circumstances or guidance, require vaccinated employees to comply with such requirements with written notice to employees.
- B. Employees who have not uploaded their vaccine documentation must continue to:
- wear a mask and observe physical distance requirements while indoors on campus
 - submit to COVID-19 testing requirements pursuant to the COVID-19 Testing Special Requirements and the testing protocol established by the College
 - quarantine if they have been identified as a close contact of someone who has tested positive for the COVID-19 virus, even if they themselves have tested negative

- C. Employees who have uploaded their vaccine documentation but request withholding of notification to their supervisor must continue to:
 - wear a mask and observe physical distance requirements while indoors on campus.

8. Resources

- A. CDC - COVID-19 Vaccine - <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>
- B. NJ COVID-19 Vaccine - <https://covid19.nj.gov/pages/vaccine>

TCNJ Health and Safety Incident Report Form

All health and safety incident reports shall be handled, to the extent practical and appropriate under the circumstances, in a manner that will protect the privacy interests of those involved.

Reporter Details:

Name: _____

Contact Number: (_____) _____ - _____

Email Address: _____

Supervisor Name: _____

What best describes the Health & Safety Incident

- Injury/Illness
- Property Damage
- Near Miss
- Hazard
- Unsafe Behavior

- Other: _____

Is the Reporter the affected person?

- Yes
- No

Were others affected by the incident:

- Yes/ Name(s): _____
- No

Were there any witnesses:

- Yes/Name(s): _____
- No

Incident Details:

Incident details (e.g. what happened or could potentially happen):

Date of Incident _____/_____/20____

Time of Incident _____:_____

Did this occur on or off campus?

- On
- Off

Campus Location

Building: _____

Level/Floor: _____

Room Number (if applicable): _____