

Section:	VII.2.4	
Title:	Campus Health and Safety – Interim	
Effective Date:	September 30, 2020	
Approved By:	Vice President for Facilities	
Responsible Unit:	Facilities (609) 771-2353	
Related Documents:	<i>COVID-19 Special Requirements</i> <i>TCNJ Health and Safety Incident Report Form</i>	
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
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.

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.

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

- 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 and employees must complete the mandatory training ("Returning to Campus Training") prior to coming to campus.
3. All individuals must practice "Social Distancing" while 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 on campus, all individuals² are required to wear a face covering that covers at least their nose and mouth. Face coverings may be removed indoors only when an individual is in a room alone with the door closed or while consuming food and/or beverage. Outdoors, face coverings may be removed only when a minimum of 6 feet of distance from others can be maintained. 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 you, including those at higher risk of severe illness from COVID-19. The College will provide a face covering to every student and employee. 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: (i) complete a daily self-checkup to monitor their health and possible exposure to the coronavirus on the days they are on campus and (ii) record and submit the locations on campus that they visit (either using the TCNJ

² This does not apply to children under 2 years of age. Other individuals seeking a health related exception must consult with the Accessibility Resource Center.

Roar app or paper form). 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/>

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): _____