KEAN
OFFICE OF HUMAN RESOURCES

COVID-19 and Other Respiratory Illnesses

At Kean University, the wellbeing of our community is our top priority. To help reduce the spread of respiratory illnesses on campus, including COVID-19, we ask all employees to **stay home if you are feeling sick**—especially if you are experiencing symptoms such as fever, cough, congestion, sore throat, or fatigue. Seek medical care and testing, if appropriate. Please remember to follow all appropriate call out procedures, including informing your direct supervisor of your absence in a timely manner and submitting appropriate sick time via Workday.

As of February 2026, if you test positive for COVID-19:

- There is **no** mandatory quarantine period.
- You may return to work when, for at least 24 hours, both are true:
  - Your symptoms are getting better overall, **and**
  - You have not had a fever (and are not using fever-reducing medication).
- Upon your return, you should wear a mask around others and practice physical distancing for the next **five day**s to help reduce the risk of spreading COVID-19 on campus.

Extended Leave

If you are unable to return to campus due to medical reasons related to a respiratory illness (or if your absence is 5 days or longer), you will need to request a leave of absence.

You may request a leave of absence through Workday and upload the Medical Certification from your doctor. You may utilize accrued sick time or other Paid Time Off (PTO) during an approved leave of absence. If you have any questions regarding leave of absence, please do not hesitate to reach out to Lorice Thompson-Greer (lgreer@kean.edu or 908-737-3309).

Thank you for doing your part to keep our campus healthy and well.

Kean University Office of Human Resources

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