



**Interim COVID-19 Policies for All Employees**  
**(Effective June 1, 2020)**  
**[Authorized by President's Cabinet]**

As the University continues to monitor the local, national, and worldwide incidence of COVID-19, all employees ***MUST*** comply with the following policies and guidance. This information will change as the situation evolves and further direction and guidance is provided by local, state, and federal officials. Questions may be directed to the Director of Human Resources or your direct supervisor.

The University of Redlands places the highest priority on the health, safety, and well-being of the Redlands community, while protecting the continuity of academic programs and essential functions. Effective immediately and until further notice, existing University policies are temporarily adjusted. These policies will continue to be revisited regularly and employees should continue to monitor their Redlands email for updates. **These “Interim COVID-19 Policies for All Employees” temporarily replace all previous policies.**

San Bernardino County currently allows many businesses to open in a limited fashion, and California is progressing along its [four-phase reopening plan](#).

The following healthy work policy and guidelines are in place until further notice:

- Continue to practice social distancing and other safety precautions at all times.
- For employees who are not essential to the day-to-day on-campus operations, and whose work has been ***designated by their supervisor*** as mostly performable remotely, the supervisor has the option of allowing them to remain at home and perform duties remotely (see Interim Telecommuting Policy).

**WELL EMPLOYEES**

Employees who are well and have been instructed to work on-campus are expected to report to work per the schedule determined by their supervisor unless they have been:

- Caring for someone with a confirmed case of COVID-19;
- Been exposed to someone with a confirmed case of COVID-19 (meaning significantly exposed via enclosed space, substantial time exposure, proximity, or nature of activity);
- Instructed to refrain from reporting to work by public health officials, a health care provider, or the University.

If any of these situations apply to you, please contact your supervisor. See the “Sick and Vacation Hours” section for more information.

## **ALTERNATIVE WORK OPTIONS**

In order to provide for ongoing operations, and assuming state and local ordinances permit, employees who are not ill but who are unable to work their normal work schedule onsite due to situations relating to COVID-19 may be approved by their supervisor for continued telecommuting. These situations may include, but are not limited to, the following situations:

- Employee self-isolation or quarantine requirements, when required by public health officials, a health care provider, or the University.
- The active care of others because of disruptions from COVID-19, including immediate family members due to closures of schools or daycare centers for employee children or elders.
- Employees with specific underlining health conditions that make them at increased risk of complications of COVID-19. These conditions include asthma, chronic obstructive pulmonary disease (COPD), hypertension, heart disease, cancer, autoimmune disorders, active immunosuppression as by chemotherapy, diabetes, liver disease, chronic kidney disease undergoing dialysis, and morbid obesity (per the Centers for Disease Control and Prevention (CDC), <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>).
- Employees who rely on public transportation to get to work where options are unreasonably limited or cannot be made safe to use during the pandemic.

Employees may not bring children or elders to campus, even if the children or elders are well. This is to help maximize the social distancing guidance from public health officials and will remain in effect through the duration of this policy.

Please refer to the Interim Telecommuting Policy for more details.

## **RETURNING TO CAMPUS**

Any individual coming on campus must adhere to these policies:

- All employees on campus must wear face coverings when in the presence of others. The University will provide a face covering if one is not available. Coverings may consist of a bandana, surgical mask, scarf, etc. Coverings must fully shield your mouth and nose.
- Employees with positions that include touching items often used by others (credit cards, computers, copiers, trash cans, etc.) must wear disposable gloves and change them regularly throughout the day. Gloves will be provided by the University.
- Employees are encouraged to work with supervisors to reconfigure workspaces to comply with social distancing requirements. For example:
  - ✓ Rope off areas/seating
  - ✓ Remove furniture
  - ✓ Use protective barriers for workspaces
  - ✓ Label traffic patterns for common areas/places with queues as is currently done in grocery stores
  - ✓ Implement social distancing protocols
- Limit the length of in-person meetings to one hour or less. When possible,

- hold meetings in spaces with good ventilation and room for social distancing. The number of attendees should be limited to how many can fit in a space and still practice social distancing. Continue to use WebEx and Teams even if all attendees are onsite.
- University business travel (domestic and international) is at the discretion of each employee as long as CDC travel restrictions are followed.
  - Use supplies provided by the University or brought from home (sanitizing wipes and hand sanitizer) regularly to keep your work areas clean. Use wipes to clean when leaving any University space.
  - Adhere to hand washing guidelines and other safety hygiene measures (don't touch your face; if you are sick with any symptoms of a cough, cold, unexplained fever, or flu-like illness, you must stay home, etc.)
  - Minimize visitors in office spaces on campus. Visitors must follow the University's face-covering and social-distancing protocols. When expecting visitors, employees should alert visitors of the protocols in place and arrange to let them into the building, as all external doors will remain locked.
  - Follow smoking/vaping restrictions to select, permitted outdoor areas as always, however, take extra care to remain separated from trafficked areas by a very large margin.

**PAY FOR COVID-19 ABSENCES**

Employees may be paid any scheduled hours they are unable to work for the following purposes relating to COVID-19, only with specific approval of their supervisor or the Director of Human Resources:

- COVID-19 illness of the employee or immediate family members.
- Employee self-isolation or quarantine requirements, when required by public health officials, a health care provider, or the University.
- The active care of others because of disruptions from COVID-19, including immediate family members due to closures of schools or daycare centers for the employee's children or elders. Employees may not bring children or elders to campus, even if the children or elders are well. This is to help maximize social distancing and will remain in effect through the duration of this policy.
- The employee is not essential to day-to-day operations on campus and is unable to perform work duties remotely. This policy applies only during the interim period until the San Bernardino County Department of Public Health signals full return to work.

Employee time reports should never reflect more than the normally scheduled hours for a full week. The only exception would be when staff employees actually work more than their normally scheduled weekly hours as requested/approved by their supervisor and respective Cabinet member.

## **ESSENTIAL ON-CAMPUS EMPLOYEES**

In the event of closing all or part of the University and/or offices, certain employees must report to work on campus to provide services essential to residential life, campus safety, the protection of physical assets, or the continuity or resumption of academic programs and operations. Essential on-campus employees will be determined and notified as appropriate by a University Cabinet member or the employee's direct supervisor.

## **GUIDANCE FOR MANAGERS OF ON-CAMPUS EMPLOYEES**

- Managers and supervisors must not pressure employees to come to campus if they are ill with COVID-19 or flu-like illnesses or need to stay at home to care for dependents who are ill with COVID-19 or flu-like illnesses.
- Managers and supervisors ***must*** verify with the Director of Human Resources before allowing an employee who has been off work due to illness and/or similar COVID-19 reasons to return to campus.
- A “doctor’s note” or documentation of dependent care responsibilities may not be required from employees when using sick time, except in very rare cases where abuse of paid sick time is suspected or when qualifying an employee’s FMLA (Family and Medical Leave Act) or EFMLA (Emergency Family and Medical Leave Expansion Act) absences.

## **SICK AND VACATION HOURS**

Staff/Administrator employees with earned and unused sick and vacation hours may use the time accordingly. Sick time must follow the Employee Handbook policy and *may not* be required to be used for COVID-19 reasons (see “Well Employees” section for more information). Contact the Director of Human Resources for more information.

All non-COVID-19 related vacation and sick time may be used per the Employee Handbook; however, it must be preapproved by a direct supervisor per the usual process.

## **ENFORCED SOCIAL DISTANCING**

- Individuals on campus must remain a minimum of six (6) feet away and/or separated by a solid barrier from all other individuals unless closer interaction is ***absolutely required*** to perform their job duties, and then face coverings are required.
- Employees must minimize face-to-face contact with other employees or individuals to the greatest extent possible.
- Virtual meetings should be conducted when possible.

## **FACE COVERINGS AND GLOVES**

- All employees on campus must wear a face covering when in the presence of others. The University will provide a face covering if one is not available. Coverings may consist of a bandana, surgical mask, scarf, etc. Coverings must fully shield your mouth and nose.
- Employees with positions that include touching items often used by others (credit cards, computers, copiers, trash cans, etc.) must wear disposable gloves and change them regularly through the day. Gloves will be provided by the University.

## EDUCATION AND TRAINING

Education and training on these and all the health-at-work protocols is required prior to returning to work. Supervisors will be responsible for ensuring all direct reports have received proper training and understand the temporary protocols in place.

All employees are asked to know the signs and symptoms of COVID-19 and what to do if symptomatic:

- Stay home when you are sick (or leave work immediately) and notify your supervisor.
- Call your health care provider's office in advance of a visit.
- Limit movement in the community and wear a face covering in public.
- Call your health care provider for instructions regarding return to work if you have been ill.

## CONFIRMED COVID-19 DIAGNOSIS/KNOWN EXPOSURE

Employees who test positive for COVID-19 must notify their supervisor. The University will respond swiftly but carefully to both protect other employees from exposure and to respect the privacy of any sick individual. The University will not disclose the identity of any affected employee.

- Sick individuals will be asked to quarantine\* at home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times.
- The University will notify local health officials of any case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
- The University will close off areas used by any sick person and will not use them until they have been cleaned.
- The University will initiate contact tracing. Contact tracing is the process of identification of persons who may have been in contact with an infected person and subsequent collection of further information about these contacts. The employee will provide the name and phone number of anyone they have been within 6 feet of, with or without use of face coverings. Lists will be provided to the contact tracing team at the Student Health Center, which will reach out by phone to those who have been exposed.
  - The University will use information collected through contact tracing to determine if any individuals exposed to a person diagnosed with COVID-19 needs to stay home and self-monitor for symptoms.
- The employee will designate a point of contact (supervisor or other) for the period of isolation.
- Return to work is dependent on medical provider guidance and public health guidelines.

If employees have a **suspected** case of COVID-19 or have had **close contact\*\* with someone who has tested positive** (i.e., they were within 6 feet of an infected person for at least 15 minutes, with or without a mask), the following steps will be taken:

- Employees have a duty to report this information to their supervisor.
- Employees must quarantine\* for 14 days since the last direct contact with positive COVID-19 person.

- Employees have a duty to report to their primary care provider and seek guidance for testing.
- The University will initiate contact tracing.

Close contact with someone who has tested positive is considered to be with a:

- Household member
- Intimate partner
- Individual providing care in a household without using recommended infection control precautions
- Individual who has had close contact (< 6 feet) for ≥15 minutes

\* Quarantine: Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. These people may have been exposed to a disease or may have the disease and are asymptomatic.

\*\* For COVID-19, a [close contact](#) is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

### CONTINGENCY PLANNING

We have a plan to respond to another wave of COVID-19 infections if it occurs after employees return. The plan addresses how to dial down operations and what can be reversed. We will continue to:

- Respond swiftly to any COVID-19 diagnosis by use of quarantine of ill employees and tracing and isolation of contacts, under the guidance of the San Bernardino County Department of Public Health.
- Monitor official updates.
- Be prepared for restrictions to tighten again.
- Be responsive to employee sensitivities.

### RESOURCES FOR EMPLOYEES

As a reminder, all employees have access to the Employee Assistance Program (EAP) offered through Health Advocate. Separate from any health insurance, the EAP program offers up to eight face-to-face sessions free of charge with a licensed therapist. All information is kept strictly confidential and it not shared with the University. Employees can visit Health Advocate’s website at [members.healthadvocate.com](https://members.healthadvocate.com) or by simply calling 1-866-695-8622.

#### Easy to Reach



866.695.8622



[answers@HealthAdvocate.com](mailto:answers@HealthAdvocate.com)  
[HealthAdvocate.com/members](https://HealthAdvocate.com/members)