



Faculty & Staff Acknowledgment: COVID-19 Safety Requirements & Your Responsibility

The University of Redlands places the highest priority on the health, safety, and well-being of the Redlands community on all its campuses, while protecting the continuity of academic programs and University operations.

In order to do this and maintain the safety of all members of our community during the COVID-19 pandemic, we each must play an important role. This may mean some inconvenience as we adjust to new ways of doing things; however, we must always remember we take these steps not solely for ourselves but for the safety of the entire University community.

All employees are required to adhere to the risk-reduction steps in this document, and described in more detail in the [Interim COVID-19 Policies for All Employees](#) and the Pandemic Operations Plan. **These requirements apply at all times and in all spaces at all University of Redlands campus locations.** There may be spaces where modifications to these requirements are necessary. In such situations, the unique requirements for those spaces will be posted and publicized, and all persons utilizing those spaces must always abide by those requirements while in those spaces.

By signature below, I affirm that I have reviewed the [Interim COVID-19 Policies for All Employees](#) and agree to abide by the University of Redlands COVID-19 safety requirements by signing below. These policies and expectations may change as local regulations and circumstances evolve.

Personal Health Check & Training

All employees are required to self-report their health status daily using the University of Redlands application before arriving to a campus. Employees must also watch a COVID-19 safety video before returning to work at a campus location for the first time. The training email will come from automated-messages@foundry.net.

Face Coverings

All employees must wear a face covering in the presence of others, including in shared office spaces, or when in any common space used by others. Coverings may consist of a bandana, surgical mask, scarf, etc. and must fully shield the mouth and nose. When you leave your office or car, you should have a face covering on at all times. Even when wearing a face covering, continue to maintain at least six (6) feet between yourself and others. A face covering is not a substitute for physical distancing. Employees engaged in work that is strenuous and/or outdoors are exempted from this requirement provided physical distance is maintained, and access to occupied indoor space is restricted.

Physical Distancing

In accordance with CDC guidance, employees must maintain a distance of six (6) feet or more and minimize face-to-face contact with others to the greatest extent possible (unless closer interaction is ***absolutely required*** to perform your job duties).

Physical Distancing/Duration for Meetings

Limit the length of in-person meetings to one hour or less (face coverings must be worn for the duration of the meeting). Hold in-person 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. When possible, continue to use WebEx and Teams even if some or all of the attendees are onsite.

Handwashing and Disinfecting

Employees should wash their hands regularly and disinfect personal items, especially after being in shared spaces or when others visit your workspace.

Reporting

Employees who are sick with COVID-related symptoms not related to another illness (such as flu-like symptoms, respiratory symptoms, or unexplained fever) should stay home or leave work immediately and notify their supervisor. The employee or the supervisor should also complete this [form](#) to notify the COVID Response Team.

Reporting in the Event of Symptoms and/or Exposure

Reporting to the University is critical so that we can assist you and take action to minimize risk to others in our community. Faculty and staff should use this [reporting form](#) and also notify their direct supervisor. If unable to complete the online reporting form, please notify the Public Safety at (909) 748-8888.

Any employee who is notified of another employee who is experiencing COVID-19 symptoms not related to another illness, has had an exposure risk, or has tested positive for COVID-19, should use this [reporting form](#) and also notify their direct supervisor.

Before returning to work, employees should contact their health care provider for instructions regarding return to work.

Testing

Employees are required to adhere to the University's surveillance testing protocol, which may be modified as pandemic conditions change.

Restricted Building Access

Only approved persons will be allowed in campus buildings. These are limited to students, University employees, or others who are contracted by the University to provide a service or otherwise approved by the University to enter a University building. Everyone on a U of R campus must follow the University's face-covering and physical-distancing protocols. Also, due to these restrictions, employees present on campus should have their ID card, which can be accessed via the Redlands app, on a lanyard at all times. Employees are also asked to limit guests on campus whenever possible.

Business Travel

University business travel (domestic and international) is at the discretion of each employee's supervisor as long as [CDC travel restrictions](#) are followed and prior approval is received from the respective Cabinet member.

If traveling recreationally, all employees are asked to be responsible and follow [CDC travel guidelines](#) in order to minimize risk.

Enforcement

If a situation that poses inappropriate or excessive risk occurs, you can take action by addressing it directly with the individual. Employees can also report issues via [this link](#), or contact Public Safety by phone at 909-748-8888 or by texting the keyword TIP UOFR to 888777.

By working on-site during the COVID-19 pandemic, you agree to abide by these expectations, regardless of personal beliefs, to limit possible risk to oneself and others. Failure to do so may result in action by the University. Specific action will depend upon the individual situation.

Voluntary Execution

I have carefully read this Acknowledgement, fully understand its terms and conditions, understand that the terms and conditions are contractual and not a mere recital, and I sign this Acknowledgement freely and voluntarily as my own free act without inducement.

SIGNED:		DATE:	
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(Please provide a signed copy of this Acknowledgement to your direct supervisor. A signed copy is required before you can work onsite at any campus location no matter the duration of your onsite work.)