



# ***Interim COVID-19 Policies for All Employees***

Authorized by the President's Cabinet

Effective: June 1, 2020

Latest Revision: April 27, 2021

[www.redlands.edu/employee-covid-policies-pdf](http://www.redlands.edu/employee-covid-policies-pdf)

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## 1.0 SCOPE and APPLICABILITY

### 1.1 Guidance, Monitoring and Adaptation

The University of Redlands places the highest priority on the health, safety, and well-being of our community, while supporting the operational continuity of academic programs. 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 times of discomfort or inconvenience as we adjust to new ways of doing things; however, we must always remember that we take these steps not solely for ourselves but for safety of the entire University community.

Our policies for operation during the pandemic are derived from ongoing guidance issued by Federal (<https://www.cdc.gov/>), California (<https://covid19.ca.gov/>, for COVID, and <https://www.labor.ca.gov/coronavirus2019/>, for issues related to labor and employment) and San Bernardino County authorities (<https://sbcovid19.com/>).

Prevention measures for the Redlands main campus were developed using California's [COVID-19 Industry Guidance for Institutions of Higher Education](#), in the context of California's [Blueprint for a Safer Economy](#), which includes a website that provides the current tier/operational status of San Bernardino County.

Adjustments to our COVID-19 prevention practices are informed by close monitoring of official guidance relative to conditions and case levels on our campuses. Pandemic status and more information may be found via the [UR Ready website](#). For questions or clarification of interpretation, please consult with your direct supervisor or the Director of Human Resources.

### 1.2 Mandatory Compliance

Effective immediately and until further notice, these "*Interim COVID-19 Policies for All Employees*" temporarily supersede our normal operational policies. **All employees must comply with the interim policies articulated in this document.**

All employees are expected to adhere to the risk-reduction steps described in the [Employee Safety Acknowledgement](#). These requirements apply at all times and in all spaces on campus. 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.

Community members can report COVID-19 prevention compliance issues by using a [Communication Record form](#), contacting Public Safety by phone at 909-748-8888, or texting the keyword TIP UOFR to 888777.

## 2.0 HEALTHY WORK POLICY

### 2.1 General

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

- Practice. Continue to wear proper face coverings, practice physical distancing, and observe appropriate pandemic safety precautions at all times.
- Vaccination. Starting July 1, 2021, the University will require a full course of COVID-19 vaccination for all students, faculty, and staff who come onto a U of R campus, with a pathway for exemption for medical, religious, or personal reasons. For more information or to sign up for an appointment, visit <https://www.redlands.edu/clinic/>. A full course of vaccination is defined as two doses for Pfizer and Moderna vaccines or one dose of the Johnson & Johnson vaccine. Those who meet exemption criteria will continue to be subject to COVID-19 testing requirements and strict health and safety protocols (see next section). Additional information on submitting vaccination records or filing for an exemption will be forthcoming.
- Work Location. To prepare for our fall in-person semester, we have begun a phased reopening of all offices to be completed by June 1 for most employees but no later than July 1 for everyone. A continued temporary remote work arrangement may be granted and requires approval by the respective Cabinet member. Any such arrangement will have a designated end date no later than September 1, 2021. The Cabinet is evaluating a new telecommuting policy for post-pandemic use that will be released later this year.
- Campus Access. Employees may not bring children or elders to campus, even if the children or elders are well. This is to help maximize the physical distancing guidance from public health officials and will remain in effect through the duration of this policy.
- Time Sheet Accounting. See the “Sick and Vacation Hours” section for more information.

### 2.2 Procedures for Well Employees & Those Who Are Vaccinated

#### 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;
- Exposed to someone with a confirmed case of COVID-19 (meaning significantly exposed via enclosed space, substantial time exposure, proximity, or nature of activity);
- Feeling unwell (any type of illness, not just COVID-19 symptoms);
- 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.

## Vaccinated Employees

*Fully vaccinated people can:*

- Visit with other fully vaccinated people indoors without wearing face coverings or physical distancing.
- Visit with unvaccinated people (including children) from a single household who are at low risk for severe COVID-19 disease indoors without wearing masks or physical distancing. This includes employees, students, and invited contractors, vendors, and visitors. Please continue to follow the interim pandemic guidelines for all non-University visitors located at: <https://www.redlands.edu/urready/info-for-visitors/>.
- Participate in outdoor activities and recreation without a face covering at small outdoor gatherings, or when dining outside with friends from multiple households. In certain crowded settings and venues, face coverings are still required.
- Resume domestic travel without testing before or after travel or self-quarantine after travel.
- Be **exempted** from:
  - Routine screening testing if asymptomatic.
  - Quarantine and testing following a known exposure if asymptomatic (with some exceptions for specific settings).
  - Testing before leaving the United States for international travel (unless required by the destination) and self-quarantine after arriving back in the United States.

*For now, fully vaccinated people should continue to:*

- Take precautions in public, including all campus spaces, like physical distancing.
- Wear face coverings, practice physical distancing, and adhere to other prevention measures when visiting with unvaccinated people who are at [increased risk for severe COVID-19](#) disease or who have an unvaccinated household member who is at increased risk for severe COVID-19 disease.
- Wear face coverings, maintain physical distance, and practice other prevention measures when visiting with unvaccinated people from multiple areas or households.
- Avoid medium- and large-sized in-person gatherings.
- Get tested if experiencing [COVID-19 symptoms](#).
- Follow all guidance issued by the University.
- Follow CDC and health department travel requirements and recommendations.

## 2.3 Work Options

**Telecommuting.** 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:

- Employees who must self-isolate or quarantine, when required by public health officials, a health care provider, or the University.
- Employees who must provide active care of immediate family members because of disruptions from COVID-19, including closures of schools or daycare centers.
- Employees with specific underlying 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 (<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.

**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.

**Working on Campus.** Any employee coming on campus to work or visit, no matter the duration or frequency, must adhere to these policies until further notice:

- **Daily Health Check and Testing.** Prior to working/accessing campus at any University location, employees are required to:
  1. Complete a **daily health check**, and;
  2. Complete a **weekly COVID-19 test** (unless fully vaccinated).

**Testing Exemption.** You are exempt from the weekly surveillance testing requirement if you have received the full course dose of a COVID vaccine (two doses for Pfizer and Moderna; one dose for Johnson & Johnson) at least two weeks ago.

Those who are exempt from weekly testing still need to follow University health and safety protocols, including completion of the daily health check on the Redlands app for those coming onto a U of R campus. Additionally, if you develop COVID-19 symptoms, you must notify the University via our [reporting form](#), so we can respond appropriately and request you receive a diagnostic test.

- Symptomatic Employees. Employees who exhibit flu-like symptoms, respiratory symptoms, or unexplained fever must:
  1. Stay home (or leave work immediately);
  2. Complete a [reporting form](#), and;
  3. Notify their supervisor — please see 3.1 below. Before returning to work, employees who have been ill or potentially exposed to COVID-19 should follow instructions provided by their health care provider and comply with procedures as directed by their University Contact Tracing Case Manager.
- Prevention/Protective Gear
  - **Face Coverings.** All employees on campus must wear appropriate face coverings when in the presence of others. The University will provide a face covering if one is not available. Coverings must fully shield your mouth and nose. Currently, the Centers for Disease Control and Prevention (CDC: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>) encourages wearing well-fitting masks with “two or more layers of washable, breathable fabric.” If your mask has only one layer, doubling up on adds more protection. If your mask has two or three layers, or a pocket for adding a filter, its effectiveness is significantly better. Two tissues folded in half (for four layers), a coffee filter, or an activated carbon filter are a few filter suggestions. We suggest wearing a cloth mask placed over a surgical mask.
  - **Gloves.** Employees with positions that include touching items often used by others (credit cards, computers, copiers, trashcans, etc.) must wear disposable gloves and change them regularly throughout the day. Gloves will be provided by the University.
- Physical Distancing and Proximity Precautions. 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. Additional protective gear and appropriate face coverings are required when working in close proximity to other members of the community.
- Meetings. Limit the length of in-person meetings to one hour or less when possible in areas with good ventilation. For meetings that include unvaccinated persons, the number of attendees should be limited to how many can fit in a space and still practice physical distancing. You may also continue to use *Webex* and *Teams* even if all attendees are onsite.
  - **Meetings between fully vaccinated people.** Indoor meetings between fully vaccinated people who do not wear face coverings or physically distance from one another are likely low risk. For example, if you are fully vaccinated, it is likely a low risk for you to meet in-person with other fully vaccinated people inside meeting rooms if other health and safety measures are followed (hand washing, cleaning surfaces you touch, etc.).
  - **Meetings between fully vaccinated people and unvaccinated people.** Indoor meetings between fully vaccinated people and unvaccinated people who do not wear face coverings or physically distance from one another are likely low risk for

the *vaccinated* people. Therefore, the level of precautions taken should be determined by the characteristics of the *unvaccinated* people, who remain unprotected against COVID-19.

- **Workspaces.** 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. Employees are encouraged to work with supervisors to reconfigure workspaces to comply with physical 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 physical distancing protocols
  
- **Business & Personal Travel.** University business travel (domestic and international) is at the discretion of each employee—with approval from their supervisor--if CDC travel restrictions are followed. Personal travel (domestic and international) is at the discretion of each employee. Per State recommendations, we encourage employees to postpone non-essential travel until fully vaccinated. See <https://covid19.ca.gov/travel/#current-travel-recommendations> for more information, as guidance changes frequently.

*If you are vaccinated:*

- You do not need to get tested before your departure unless your travel destination requires it.
- You do not need to quarantine upon return unless you are symptomatic.
- You do not need to complete a COVID test upon return (an antigen or molecular viral test on Day 5 or later), but we recommend you do so especially if you have traveled internationally or to a COVID hot zone.

*If you are unvaccinated:*

- Avoid non-essential travel.
- If you must travel, get tested (an antigen or molecular viral test) 1-3 days before travel, and 3-5 days after you return.
- After travel, self-quarantine for 7 - 10 days. Quarantine may be shortened to 7 days if all travelers in the household are asymptomatic and test negative with an antigen or molecular viral test on Day 5 or later. If you cannot work from home during your quarantine period, see “**Temporary Sick Hours Provided by California Mandate (Non-Accruals)**” for information on using the SCKC19 code to record non-work days spent in quarantine post travel.

- **Hygiene.** 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.)
- **Visitors.** Minimize visitors in office spaces on campus. Visitors must follow the University's face-covering and physical-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. Visit <https://www.redlands.edu/urready/info-for-visitors/> for specific guidelines for visitors, guests, contractors, and vendors.
- **Smoking/Vaping.** Follow smoking/vaping restrictions, stay in permitted outdoor areas, and take extra care to remain well separated from trafficked areas.

## 2.4 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 ensure employees who have tested positive, are exhibiting symptoms, and/or have had a known exposure follow the guidance provided by our internal COVID-19 case managers/contact tracers before allowing an employee who has been in isolation or quarantine 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.

## 3.0 COVID-19 REPORTING and CONTACT TRACING

### 3.1 Reporting

**Symptomatic Reporting.** All known or suspected COVID-19 illnesses, exposures, or potential symptoms must be reported immediately so the University may take appropriate public health measures. Faculty, staff, and administrators should use our [reporting form](#) if they experience symptoms of COVID-19, such as flu-like symptoms, respiratory symptoms, or unexplained fever (see the [Centers for Disease Control and Prevention](#) symptom list). This reporting is an important part of containing the spread of COVID-19.

**Exposure Reporting.** Any employee who is notified of another employee who is experiencing COVID-19 symptoms, has had an exposure risk, or has tested positive for COVID-19, should notify their direct supervisor and complete a submission to the [reporting form](#).

**Report Positive Testing.** If you test positive through a test performed by your personal care physician, Urgent Care, or other testing facility, please immediately contact your supervisor and use the [reporting form](#) to self-report your case.

## 3.2 Contact Tracing

Upon receiving a report, the University will initiate contact tracing and other follow-up protocols. The University has a team of more than 20 certified contact tracers who have completed the Coursera course developed by the Johns Hopkins Bloomberg School of Public Health. They will be deployed to identify people with COVID-19, as well as those with whom infected individuals have come in contact. Contact tracers will also work with these individuals to help interrupt disease spread, and request isolation and self-quarantine as necessary, according to public health guidelines. Contact tracers will use a standard template to ensure consistency in the contact tracing process. Assistance is available for Spanish-speakers.

## 3.3 Confirmed COVID-19 Diagnosis/Known Exposure

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

**Isolation.** Sick individuals will be asked to *isolate*<sup>1</sup> at home for at least 10 days from the date symptoms first appeared and maintain physical distance (at least 6 feet) from others at all times. Before being around others, sick individuals must be fever-free without the use of fever-reducing medication for at least 24 hours while other COVID-19 symptoms must be improving (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).

- The employee will designate a point of contact (supervisor or other) for the period of isolation. ***The point of contact must be available even during off-hours to ensure the process can proceed quickly.***
- For persons who never develop symptoms, isolation and other precautions can be discontinued 10 days after the date of their first positive test.
- For persons with severe illness, they may produce replication-competent virus beyond 10 days that may warrant extending duration of isolation and precautions for up to 20 days after symptom onset. Return to work will require a consultation with the employee's medical professional.

**Sanitation.** The University will close off areas used by any sick person and will not use them until they have been cleaned and disinfected.

**Contact Tracing.** The University will initiate contact tracing. Contact tracing is the process of identification of persons who may have been in recent contact with an infected person and subsequent collection of further information about these contacts. The employee will provide to the contact tracer the name and phone number of anyone they have been in significant contact with (within 6 feet of, with or without use of face coverings, sustained for at least 15 minutes, in an enclosed space within the past 5 days before either testing or symptoms). The contact tracer will

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<sup>1</sup> **Isolation** keeps someone who is infected with the virus away from others, even in their home. See: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>.

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 need to stay home and self-monitor for symptoms.

**Notification.** A University-wide memo (in English and Spanish) will be sent to the community within 24-hours of notification of a positive case.

**Return to Work.** Return to work is dependent on medical provider guidance and/or public health guidelines as provided to the employee by the contact tracer.

### 3.4 Suspected COVID-19 Case or Exposure

Quarantine is required for employees who have a *suspected* case of COVID-19, or have had *close contact<sup>2</sup> with someone who has tested positive*.

CDC guidance defines “close contact” as:

- Being within 6 feet of someone who has COVID-19 for a total of 15 minutes or more.
- Providing care at home to someone who is sick with COVID-19.
- Having direct physical contact with the person.
- Sharing eating or drinking utensils.
- Exposed via a sneeze, a cough, or respiratory droplets.

Per CDC guidance, quarantine requirements apply as follows:

- People who have been in close contact with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months.
- People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again if they do not develop new symptoms.
- People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
- People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease within the last three months and show no symptoms.

Fully vaccinated employees with no COVID-like symptoms do ***not*** need to quarantine following an exposure; however, testing following an exposure is still recommended.

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<sup>2</sup> 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.

For employees who have a *suspected* case of COVID-19, or have had *close contact* with someone who has tested positive, University policy and procedural steps include:

1. **Report.** Employees have a duty to report this information to their supervisor. Employees must also report to their primary care provider and seek guidance for testing.
2. **Contact Tracing.** The University will initiate contact tracing.
3. **Quarantine.** Employees with a suspected case or exposure must quarantine<sup>3</sup> for 10 to 14 days since the last direct contact with positive COVID-19 person. Local public health authorities make the final decisions about quarantine requirements, based on local conditions and needs. In San Bernardino County, see: <https://sbccovid19.com/quarantine-and-isolation-calculator/>. CDC guidance states that quarantine can end:
  - After day 7 after receiving a negative test result (test must occur on day 5 or later)
  - After day 10 if no testing is done and if no symptoms have been reported during daily monitoring

Even when conditions are met and a shorter quarantine period is possible, ***employees must continue symptom monitoring through Day 14.***

### 3.5 Quick Reference

<p><b>Case:</b></p> <ul style="list-style-type: none"> <li>• Someone who has COVID-19</li> <li>• Usually has a positive laboratory test</li> </ul> <p><b>Suspect or probable case:</b></p> <ul style="list-style-type: none"> <li>• Someone exposed to a case who develops symptoms, even if they have not had a test yet</li> </ul>	<p><b>Contact:</b></p> <p>Someone who had contact with a case while they were infectious:</p> <ul style="list-style-type: none"> <li>• During their illness</li> <li>• 2 to 5 days before their illness began</li> </ul> <p>Three kinds of contact:</p> <ul style="list-style-type: none"> <li>• Physical contact</li> <li>• Close contact: within 6 feet for ≥ 15 minutes</li> <li>• Proximate contact: more than 6 feet but in the same room for an extended period</li> </ul>
<p><b>Isolation:</b></p> <ul style="list-style-type: none"> <li>• Keeps sick people separate from healthy people</li> <li>• Restricted to separate rooms in a home shared with others or at a hotel</li> <li>• Separate space in hospital to limit contact</li> <li>• For duration of infectiousness           <ul style="list-style-type: none"> <li>○ 2 days before onset</li> <li>○ At least 10 days after onset of illness; symptoms must be improving <b>and</b> no fever within the past 3 days</li> </ul> </li> </ul>	<p><b>Quarantine:</b></p> <ul style="list-style-type: none"> <li>• Restricts movement and contact of healthy people who have been exposed</li> <li>• For 7 to 14 days since the last contact with the person who is infected (dependent on testing and symptoms)</li> </ul>

<sup>3</sup> **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, or they may have the disease but be asymptomatic. Quarantine is a preventive precaution until actual condition is confirmed by testing. See: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.

### 3.6 Johns Hopkins University Infection Timeline Illustration

#### Timeline of Infection: Infectious Period

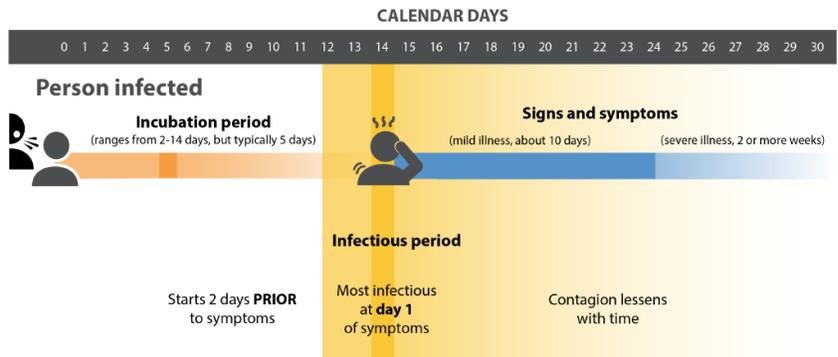
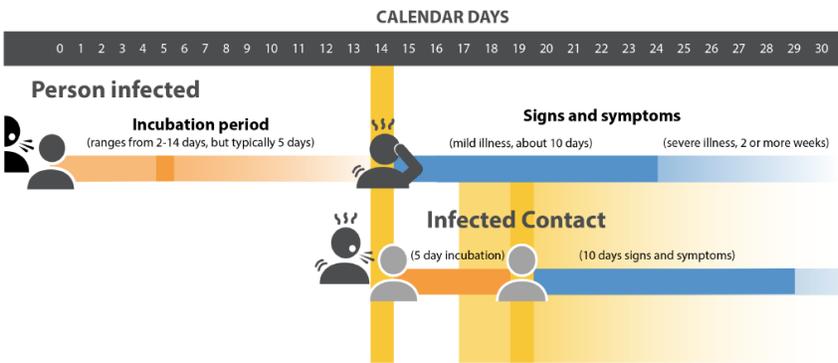
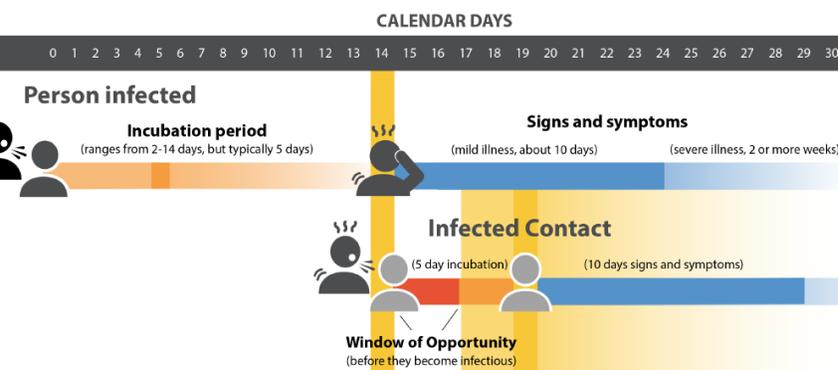


Image source: Center for Teaching and Learning, Johns Hopkins Bloomberg School of Public Health.

#### Timeline of Infection: Infected Contact



#### Timeline of Infection: Window of Opportunity



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## 4.0 PAY FOR COVID-19 ABSENCES (Sick and Vacation Hours)

**Eligibility.** With specific approval of their supervisor or the Director of Human Resources, employees may be paid for scheduled hours they are unable to work for the following reasons relating to COVID-19:

- COVID-19 illness of the employee or immediate family members.
- Employee 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.

**Temporary Sick Hours Provided by California Mandate (Non-Accruals).** A new State law provides COVID-19 sick leave to any impacted employee. If you are unable to work (onsite or remotely) because of COVID-19 illness that requires isolation, or if you have been asked to quarantine because of known exposure, you are entitled to:

- up to 80 hours (10 business days) of paid sick leave (full-time employees), or
- up to the amount of hours needed to equal the regularly scheduled hours over a two-week period of paid sick leave (part-time employees)

This new California provision is effective **9/19/20 through 9/30/2021**. Using this option does not reduce your personal sick day accruals awarded by the University. When using this option, employees (exempt and non-exempt) must record their time using the following code in UltiPro: SCKC19.

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.

**Sick and Vacation Hours (University Provided/Your Accruals).** 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 or 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, preapproved by a direct supervisor per the usual process.

As stated above, 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.

## 5.0 EDUCATION AND TRAINING

Education and training on these and all the University's health-at-work protocols is required prior to returning to work (more training details will be announced soon). Supervisors will be responsible for ensuring all direct reports have received proper training and understand the temporary protocols in place. 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](mailto:automated-messages@foundry.net).

All employees are asked to know the signs and symptoms of COVID-19 and what to do if symptomatic or exposed to someone who is symptomatic:

- Stay home when you are sick (or leave work immediately) and notify your supervisor.
- Stay home if you have been exposed to someone with COVID-19 and/or if you are living with someone who is exhibiting COVID-19 symptoms or who has tested positive for COVID-19 and notify your supervisor immediately.
- 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.

Please refer to previous section "COVID-19 REPORTING and CONTACT TRACING" for how to report a positive test, symptoms, and/or exposure.

## 6.0 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](http://members.healthadvocate.com) or simply by calling 1-866-695-8622.

### Easy to Reach



866.695.8622



answers@HealthAdvocate.com  
HealthAdvocate.com/members

## 7.0 CONTINGENCY PLANNING

A contingency plan is in place to respond to a wave of COVID-19 infections if one 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.