



Interim COVID-19 Policies for All Employees

Authorized by the President's Cabinet

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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.

On June 15, 2021, Governor Gavin Newsom relaxed many COVID restrictions and community interactions are resuming to their pre-pandemic state. To maintain the health and safety of our community that includes a mix of vaccinated and unvaccinated individuals, the University will continue to employ some mitigation strategies proven to reduce the risk of COVID transmission.

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.**

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 as indicated in this policy.
- **Vaccination**. As of July 1, 2021, the University requires a full course of COVID-19 vaccination for all 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). Please refer to the [University Vaccination Policy](#) for more information.
- **Work Location**. To prepare for our fall in-person semester, we have begun a phased

reopening of all offices to be completed no later than July 1 for most employees. 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. All campuses are now open to employees, visitors, vendors, and guests.
- Time Sheet Accounting. See the “Sick and Vacation Hours” section for more information.

2.2 Working on Campus

All employees coming on campus to work or visit, no matter the duration or frequency, must adhere to these policies until further notice. Employees who are well are expected to report to work onsite (*no matter their vaccination status*) per the schedule determined by their supervisor unless they have been:

- Caring for someone with a confirmed case of COVID-19 and have not been vaccinated;
- Exposed to someone with a confirmed case of COVID-19 and have not been vaccinated (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.

Vaccination Status

To establish they have received a vaccination, employees must present written evidence of immunization from the designated site or from an authorized healthcare provider, unless an exemption from this policy has been granted. Please refer to the [University Vaccination Policy](#) for instructions.

To request an accommodation or exemption from the vaccination policy, employees are required to submit a request using the COVID-19 [Accommodation or Exemption Request Form](#).

An employee has the right to decline to state if they are vaccinated or not. In that case, the University must treat the individual as unvaccinated and must not take disciplinary or discriminatory action against the employee.

2.3 Daily Health Checks & Weekly Testing

Vaccinated Individuals

You are **exempt** from completing the daily health check and from the weekly surveillance testing requirement if you have received the full course dose of a COVID vaccine. An individual being **fully**

vaccinated under this policy is defined as receiving **all** required doses of an FDA (or like non-US entity) authorized SARS-COV-2 (COVID-19) vaccination. You are considered fully vaccinated by the CDC:

- 2 weeks after your second dose in a 2-dose series, such as the Pfizer or Moderna vaccines.
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

Unvaccinated Individuals

Prior to working/accessing campus at any University location, **unvaccinated** individuals are required to:

1. Complete a ***daily health check***, and;
2. Complete a ***weekly COVID-19 test***.

Weekly testing completion will need to be recorded using the UR Ready app (as is the current process) ***and documented outcome of each weekly test must be shared with the employee's supervisor***. Providing results of a weekly test is necessary to accommodate exemptions while also protecting the health and safety of our community. Failure to comply with the weekly testing requirement while it is in place and/or falsely reporting a test taken will result in disciplinary action up to and including termination.

All Employees

If you develop COVID-19 symptoms (*even if vaccinated*), you must notify the University via our [reporting form](#), so we can respond appropriately and request you receive a diagnostic test. Please be sure to complete all the fields on the form including vaccination status.

The University must cover the cost of testing as well as paid time to the following individuals:

- Symptomatic unvaccinated employees, regardless of whether there is a known exposure.
- Unvaccinated employees after an exposure or during an outbreak.
- Vaccinated employees after an exposure if they develop symptoms.
- All employees in a major outbreak.

2.4 Face Coverings

As we transition back to in-person living and learning, we will take extra precautions to keep our community safe. Therefore, at this time, we require all faculty, staff, students, and visitors to wear face-coverings, regardless of their vaccination status, while indoors on all U of R campuses. This change begins Monday, August, 2, 2021, and will remain in effect until further notice.

Vaccinated and Unvaccinated Individuals

Face coverings **are required** indoors at all times and in vehicles **except**:

- When alone in a room/workspace or vehicle.
- When eating and drinking (adhere to physical distancing).
- When an accommodation is required.
- When job duties make a face covering infeasible or create a hazard.

Face coverings **are not** required outdoors but are recommended for unvaccinated persons outdoors where six feet of physical distancing cannot be maintained.

Upon request, the University must provide approved respirators (such as N95 face coverings) to any unvaccinated employee who works with others indoors or in a vehicle.

It is not appropriate for anyone to retaliate against an individual for wearing face coverings.

During Outbreaks

In outbreaks, all employees must wear face coverings indoors and outdoors when six-foot physical distancing cannot be maintained, regardless of vaccination status.

The University must provide respirators to any employee in the exposed group for voluntary use when there is a major outbreak. The respirator must be the right size, and the employee must receive basic instruction on how to get a good “seal,” or fit. Cal/OSHA is requiring voluntary respirators because California is phasing out physical distancing, a well-fitting respirator reduces the risk of infection better than physical distancing alone, and because respirators are now readily available.

2.5 Physical Distancing

Physical distancing and barrier requirements regardless of employee vaccination status have been eliminated. The University will evaluate the need to reinstate physical distancing and/or the use of barriers if there is an outbreak on campus (3 or more cases in an exposed group of employees) or there is a major outbreak (20 or more cases in an exposed group of employees).

Barriers and physical distancing measures may still be used if desired, and it is recommended that unvaccinated persons physically distance indoors.

2.6 Additional Workplace Guidance

- Workspaces. Use supplies provided by the University or brought from home (sanitizing wipes and hand sanitizer) regularly to keep your work areas clean. Continue to use wipes to clean when leaving any University space.
- Business & Personal Travel. University business travel (domestic and international) is at the discretion of each employee—with approval from their supervisor—provided CDC travel restrictions are followed. Personal travel (domestic and international) is at the discretion of each employee.
- Hygiene. Continue to 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. Visitors are permitted in office spaces and on our campuses. Visitors must follow the University's face covering protocols based on their vaccination status.
- Smoking/Vaping. Follow smoking/vaping restrictions, stay in permitted outdoor areas, and take extra care to remain well separated from trafficked areas.

2.7 Non-Retaliation, Privacy, & Equity

One's vaccination status is private health information, and the University will handle vaccination records and declination forms with the same care it does for other personal medical information. Requesting (via Human Resources) proof of COVID-19 vaccination, in and of itself, is not a protected inquiry. Nor is asking colleagues if they are vaccinated. Both the [Equal Employment Opportunity Commission](#) and [California Department of Fair Employment and Housing](#) have indicated that asking whether an employee is vaccinated is permissible as long as the question is limited solely to vaccination status. However, follow-up questions to colleagues such as to why someone did not receive the vaccine may elicit information that is considered protected medical information. Employees do not need to disclose their exemption reason to anyone other than Human Resources.

The University of Redlands is committed to creating and maintaining a community free of all forms of discrimination, harassment, and retaliation. Thus, the University prohibits discrimination and harassment of employees based on their COVID-19 immunization status. Our post-pandemic campuses will be different from our pre-pandemic environments, and we recognize the potential for new forms of discrimination and harassment based on vaccination status.

The University can only act to remedy and prevent specific acts of discrimination, harassment, or retaliation from reoccurring if it is made aware of such conduct. If you believe you are experiencing any of these acts based on your vaccination status, you can contact the [Director of Equity and Title IX Coordinator](#) and/or report an incident using the [online form](#). Behaving in a harassing and/or discriminating manner could result in disciplinary action, up to and including termination.

2.8 Guidance for Managers

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 follow the guidance provided by our internal COVID-19 case managers/contact tracers given to any direct report who has tested positive, is exhibiting symptoms, and/or has had a known exposure. This guidance will indicate when the employee who has been in isolation or quarantine may 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.

Managers and supervisors will only have access to their direct reports vaccination status which will be tagged in UKG as follows: (1) Vaccinated, (2) Exempt, and (3) Temp Exempt. No other information will be accessible. Managers and supervisors will use this information to ensure proper health and safety protocols are being followed as determined by vaccination status.

Managers and supervisors must confirm the weekly testing results for their unvaccinated direct reports. Test results will not be collected or stored by the University, but employees are encouraged to keep their own records of past test results.

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*¹ 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

¹ **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>.

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 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 of a fellow employee. No personal information will be shared in the memo.

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 contact² 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.

² 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.

- 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 is required 3-5 days following a known exposure to someone with suspected or confirmed COVID-19.

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 quarantine³ 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://sbcovid19.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 **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>.

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 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 is from 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 or simply by calling 1-866-695-8622.