



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

**Revised November 4, 2020**

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 physical 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);
- 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. 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:

- 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 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 (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 physical 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.

### **WORKING ON CAMPUS**

Any employee coming on campus, no matter the duration or frequency, to work or visit 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 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
- Limit the length of in-person meetings to one hour or less. When possible, hold meetings in spaces with good ventilation and room for physical distancing. The number of attendees should be limited to how many can fit in a space and still practice physical 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 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.
- 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.
- Take your temperatures before working at any University location, and if you are sick with flu-like symptoms, respiratory symptoms, or unexplained fever please stay home (or leave work immediately), notifying your supervisor; before returning to work, employees should call their health care provider for instructions regarding return to work if they have been ill.

### ***Enforced Physical 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.

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.

#### **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 Vice President for Administration or 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.

#### **COVID-19 REPORTING AND CONTACT TRACING**

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

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 also use this [reporting form](#) and notify their direct supervisor that they have done so.

If you test positive through a test performed by your PCP, Urgent Care, or other testing facility, please immediately contact your supervisor to self-report your case. Contact tracing and other follow-up protocols will automatically begin. 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 and those with whom infected individuals have come in contact. Contact tracers will also work with these individuals to help interrupt disease spread, requesting 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.

#### **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.

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

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

### ***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 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 12/31/20. Using this option does not impact 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.

## **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.

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" for how to report a positive test and/or exposure.

### ***University of Redlands Employee COVID-19 Safety Pledge***

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 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 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.

As we transition from remote to onsite operations, all employees are expected to adhere to the risk-reduction steps described in the employee safety pledge. 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.

## **CONFIRMED COVID-19 DIAGNOSIS/KNOWN EXPOSURE**

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.

- Sick individuals will be asked to isolate\* at home until 14 days after last exposure and maintain physical 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 and disinfected.

- 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 to the contact tracer the name and phone number of anyone they have been within 6 feet of, with or without use of face coverings. 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 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. ***The point of contact must be available even during off-hours to ensure the process can proceed quickly.***
- 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 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

\* ***Isolation***: Isolation keeps someone who is infected with the virus away from others, even in their home.

\*\* ***Close Contact***: 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.

\*\*\* ***Quarantine***: 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.

## Quick References

### ▶ Case

- ▶ Someone who has COVID-19
- ▶ Usually has a positive laboratory test
- ▶ Suspect or probable case
  - ▶ Someone exposed to a case who develops symptoms, even if they have not had a test yet

### ▶ Contact

- ▶ Someone who had contact with a case while they were infectious
  - During their illness
  - 2 days before their illness began
- ▶ Three kinds of contact
  - Physical contact
  - Close contact: within 6 feet for 15+ minutes (10 or 30)
  - Proximate contact: more than 6 feet but in the same room for an extended period

### ▶ Isolation

- ▶ Keeps sick people separate from healthy people
- ▶ Restricted to home or hotel
- ▶ Separate space in hospital to limit contact
- ▶ For duration of infectiousness
  - 2 days before onset
  - At least 10 days after onset of illness; symptoms must be improving **and** no fever within the past 3 days

### ▶ Quarantine

- ▶ Restricts movement and contact of healthy people who have been exposed
- ▶ For 14 days since the last contact with the person who is infected

## Timeline of Infection: Infectious Period

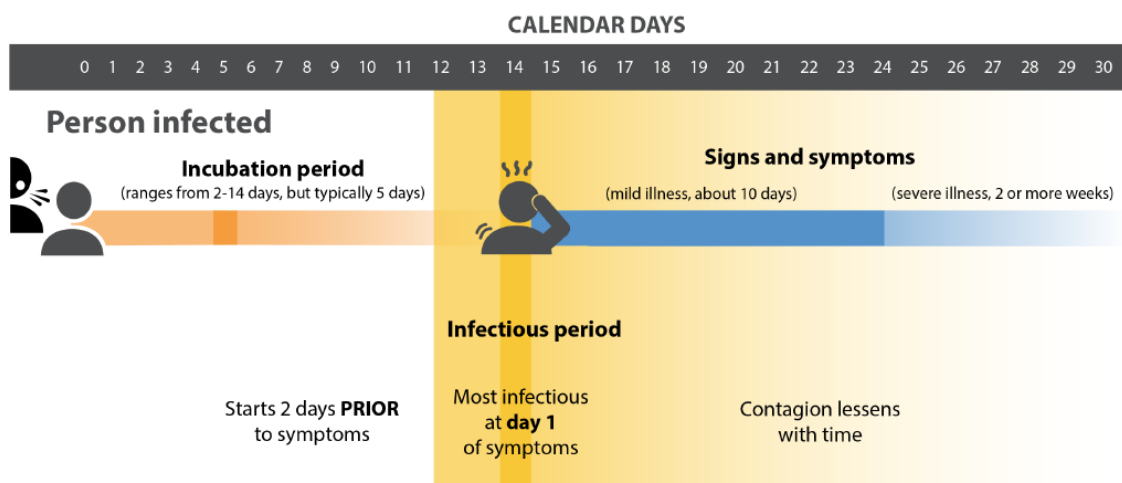


Image source: Center for Teaching and Learning, Johns Hopkins Bloomberg School of Public Health.



## Timeline of Infection: Infected Contact

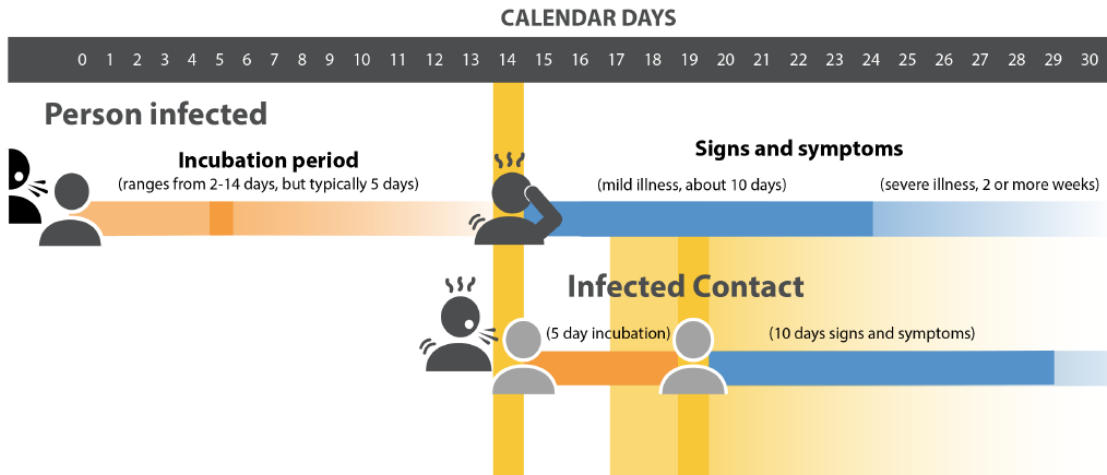


Image source: Center for Teaching and Learning, Johns Hopkins Bloomberg School of Public Health.

## Timeline of Infection: Window of Opportunity

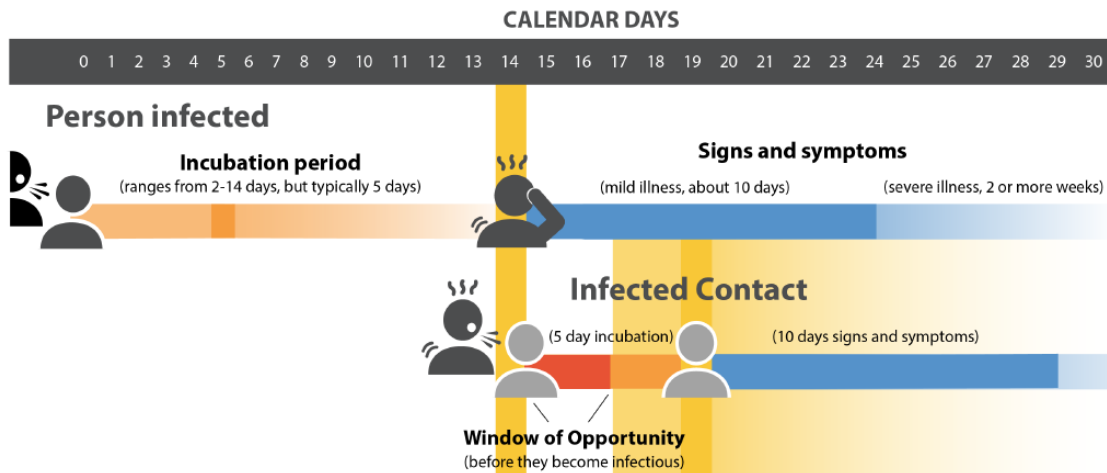


Image source: Center for Teaching and Learning, Johns Hopkins Bloomberg School of Public Health.

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## 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.

## 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 simply by calling 1-866-695-8622.

### Easy to Reach



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