



**Policy Title:** Interim COVID-19 Policy for All Employees  
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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.

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 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 always observe appropriate pandemic safety precautions as indicated in this policy.
- **Vaccination**. As of July 1, 2021, the University requires a full course (primary series) COVID-19 vaccination for all faculty and staff who come onto a U of R campus, with a pathway for exemption for medical and religious reasons. A full course (primary series) vaccination is defined as two doses of 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.
- **Vaccination Booster**. As of February 1, 2022, the University requires a booster dose when eligible. A booster dose is defined as an additional dose following a primary series. Please refer to the [University Vaccination Policy](#) for more information.
- **Campus Access**. All campuses are now open to employees, students, 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:

- Tested positive for 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 the University, public health officials, or a health care provider.

If any of these situations apply to you, please contact your supervisor.

## 2.3 Vaccination Status and Employee Responsibilities

To establish they have received a vaccination, employees must present written evidence of immunization, including a booster dose when eligible, 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 more information, including instructions for uploading documentation and requesting an accommodation or exemption from the vaccination policy.

***You are considered fully vaccinated by the **University** once you receive the required booster.***

- Five months after completing a primary Pfizer or Moderna COVID-19 vaccination series.
- Two months after receiving a J&J/Janssen COVID-19 vaccine.

***You are considered fully vaccinated by the **CDC**:***

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

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.

Please refer to the following table for employee responsibilities based on vaccination status.

## Employee Responsibilities

Vaccination Status	Employee Responsibilities
<b>Fully Vaccinated per University</b> (Primary Series + Booster)	<p>You must:</p> <ul style="list-style-type: none"> <li>Wear a face covering indoors when required; optional in all other situations</li> </ul> <p>You do <b>not</b> need to:</p> <ul style="list-style-type: none"> <li>Complete the daily health check</li> <li>Get a weekly surveillance testing</li> </ul>
<b>Fully Vaccinated per CDC and Booster Eligible</b> (Primary Series completed and eligible to receive booster)	<p>You must:</p> <ul style="list-style-type: none"> <li>Wear a face covering indoors when required; optional in all other situations</li> <li>Get a booster within 3 weeks of becoming eligible</li> </ul> <p>You are <b>exempt</b> from:</p> <ul style="list-style-type: none"> <li>Completing the daily health check</li> <li>Weekly surveillance testing (until eligible and for three weeks post-eligibility date)</li> </ul> <p>If you do not get a booster within three weeks of eligibility, you will need to:</p> <ul style="list-style-type: none"> <li>Complete a weekly COVID-19 surveillance test until you receive the booster vaccine; show test results to supervisor</li> </ul>
<b>Fully Vaccinated per CDC</b> (Primary Series)	<p>You must:</p> <ul style="list-style-type: none"> <li>Wear a face covering indoors when required; optional in all other situations</li> <li>Complete a weekly COVID-19 test; show test results to supervisor</li> </ul> <p>You are <b>exempt</b> from:</p> <ul style="list-style-type: none"> <li>Completing the daily health check</li> </ul>
<b>Unvaccinated/Exempt</b>	<p>You must:</p> <ul style="list-style-type: none"> <li>Wear a face covering indoors when required; optional in all other situations</li> <li>Complete a daily health check using the UR Ready App</li> <li>Complete a weekly COVID-19 surveillance test; show test results to supervisor</li> </ul>

If you develop COVID-19 symptoms or have had a known exposure (*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 get tested, for any individual required to test per University policies and in response to the contact tracing process.

## 2.4 Face Coverings

As of March 21, 2022, face coverings are optional in most situations for faculty, staff, students, and visitors, regardless of their vaccination status, while indoors on all U of R campuses.

The following apply universally, regardless of vaccination/booster status:

- Masking is *optional* for social events of any size, with or without food, on or off campus. There will be no limit on gathering sizes.
- Masking is *optional* for all University campuses and spaces. This includes instructional spaces (see next bullet for exceptions to masking in instructional spaces) offices, libraries, recreational facilities, dining facilities, common spaces, residential communities, and athletic facilities.
- Masking in instructional spaces (classrooms, labs, performance spaces, etc.) will be *at the discretion* of each faculty member. Students **must** comply if asked to wear a mask in an instructional setting. Faculty are encouraged to communicate mask requirements in advance if they intend to require masks in their classes to ensure students come prepared.
- Masking is *required* while accessing the Student Health Center and when utilizing University shuttles.
- Masking is *required* in meeting spaces when an individual(s) present makes the request of others.
- Masking may be *required* in other special circumstances or for certain indoor events as needed.

Although we are following the CDC and [California Department of Public Health](#) in removing masking as a requirement, we want to be clear that masks will continue to be welcome on our campuses for all those who wish to continue taking extra precautions.

For those who are concerned about working and learning in a mask-optional environment, there are a few things to keep in mind.

1. You may continue to wear a mask if you choose. One-way masking with an N95 mask provides a high level of personal protection to those who are concerned about their personal risk or risk to those around them. These masks are available to any faculty, staff, or student upon request and at no cost.
2. The University will continue to monitor conditions and reinstate mitigation measures as necessary.
3. Don't question someone or make assumptions about them because of their choice to wear or not wear a mask. Some may choose to wear a mask, say no to a social engagement, or otherwise exercise more caution than others.
4. If a classmate or colleague asks you to wear a mask, please do so to be supportive, even if not required. Keep in mind they may be at a higher risk, immunocompromised, caring for others at a higher risk, or feeling less comfortable in a mask-optional environment.

Upon request, the University must provide approved N95/K95 and surgical face coverings to any employee who works with others indoors or in a vehicle.

## 2.5 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.

## 2.6 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.

## 2.7 Guidance for Managers and Supervisors

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 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) Vaccinated with Booster, (3) Exempt, and (4) 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 outside of the workplace, or has tested positive for COVID-19, should notify their 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 Public Safety team will initiate contact tracing and other follow-up protocols. 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.

**Isolation** is required for employees who test **positive** and are either symptomatic or asymptomatic.

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

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.

Public Safety contact tracers will send instructions to the reporting employee and their supervisor, as well as to identified close contacts, when information has been collected.

**The following table outlines the current isolation and quarantine protocols used by our contact tracing team.**

<b>CONFIRMED POSITIVE CASE (PCR or Rapid Antigen Test)</b>	
<b>Individual Status</b>	<b>Instructions</b>
Requirements for ALL employees (including student employees) regardless of vaccination status, previous infection, or lack of symptoms.	<ul style="list-style-type: none"><li>• Isolate at home for at least 5 days from the date of testing or onset of symptoms.</li><li>• Isolation can end and employees may return to the workplace after 5 days if symptoms are not present or are resolving, <b>AND</b> a diagnostic specimen (Antigen test preferred) collected on day 5 of isolation or later, tests negative.</li><li>• If employee is unable or chooses not to test and their symptoms are not present or are resolving, isolation can end, and employee may return to the workplace after day 10.</li><li>• If an employee has a fever, isolation must continue, and the employee may not return to work until the fever resolves.</li><li>• If an employee's symptoms (other than fever) are not resolving, they may not return to work until their symptoms are resolving or until day 10 from the positive test.</li><li>• Employee must wear face coverings around others for a total of 10 days after the positive test, especially in indoor settings.</li></ul>

<b>SUSPECTED COVID-19 CASE OR EXPOSURE TO KNOWN CASE/CLOSE CONTACTS</b>	
Individual Status	Instructions
<b>Symptomatic</b>	
<ol style="list-style-type: none"> <li>1. <b>Have received any</b> recommended COVID-19 booster vaccine, <b>OR</b></li> <li>2. Completed the primary series of Pfizer or Moderna vaccine (within the last 5 months), <b>OR</b></li> <li>3. Completed the primary series of Janssen COVID-19 vaccine within the last 2 months</li> </ol> <p>(Includes persons previously infected with COVID, including within the last 90 days.)</p>	<ul style="list-style-type: none"> <li>• Quarantine at home/on campus at onset of symptoms and test immediately. <ul style="list-style-type: none"> <li>○ If negative, individual does not need to remain in quarantine, but needs to test again on day 5 following onset of symptoms.</li> <li>○ If positive, individual needs to follow isolation instructions noted above.</li> </ul> </li> <li>• After quarantine, continue to wear a mask around others for 10 additional days above and beyond University masking policy.</li> <li>• Individual should take care to limit contact with others to the extent possible for 14 days after exposure or onset of symptoms.</li> </ul>
<ol style="list-style-type: none"> <li>1. Completed the primary series of Pfizer or Moderna vaccine (over 5 months ago) and <b>have not received any</b> recommended COVID-19 booster vaccine, <b>OR</b></li> <li>2. Completed the primary series of J&amp;J over 2 months ago and <b>have not received any</b> recommended COVID-19 booster vaccine, <b>OR</b></li> <li>3. Have <b>not</b> received any COVID-19 primary series (Pfizer, Moderna, Janssen/J&amp;J) vaccination</li> </ol>	<ul style="list-style-type: none"> <li>• Quarantine at home/on campus for 5 days after their last close contact with a person who has COVID-19.</li> <li>• Test immediately, then again on day 5 following exposure/onset of symptoms.</li> <li>• Quarantine may end and exposed employee may return to the workplace after day 5 if symptoms are not present <b>AND</b> a diagnostic specimen (Antigen test preferred) collected on day 5 or later tests negative.</li> <li>• Employees must wear face coverings around others for a total of 10 days after exposure, especially in indoor settings.</li> <li>• If an exposed employee tests positive for COVID-19, they must follow the isolation requirements above.</li> </ul>
<b>Asymptomatic</b>	
<ol style="list-style-type: none"> <li>1. Have received any recommended COVID-19 booster vaccine, <b>OR</b></li> <li>2. Completed the primary series of Pfizer or Moderna vaccine (within the last 5 months) and are not yet eligible for the recommended COVID-19 booster vaccine, <b>OR</b></li> <li>3. Completed the primary series of Janssen/J&amp;J vaccine within the last 2 months and are not yet eligible for the recommended COVID-19 vaccine booster</li> <li>4. Have tested positive for COVID-19 in the past 90-days</li> </ol>	<ul style="list-style-type: none"> <li>• Quarantine at home/on campus until a negative diagnostic test (Antigen test preferred) is obtained 3-5 days after the last exposure to a person who has COVID-19. <ul style="list-style-type: none"> <li>○ If negative, employee does not need to remain in quarantine.</li> <li>○ If positive, employee needs to follow isolation instructions noted above.</li> </ul> </li> <li>• After quarantine, continue to wear a mask around others for 10 additional days after exposure, especially in indoor settings, above and beyond University masking policy.</li> <li>• Individual should take care to limit contact with others to the extent possible for 14 days after exposure or onset of symptoms</li> <li>• Monitor health symptoms daily and report to your contact tracer if you develop symptoms.</li> </ul> <p><i>If individual develops symptoms, they need to</i></p>

<b>SUSPECTED COVID-19 CASE OR EXPOSURE TO KNOWN CASE/CLOSE CONTACTS</b>	
<b>Individual Status</b>	<b>Instructions</b>
	<i>quarantine and get tested immediately.</i>
<ol style="list-style-type: none"> <li>1. Completed the primary series of Pfizer or Moderna vaccine (over 5 months ago) and <b>have not received any</b> recommended COVID-19 booster vaccine, <b>OR</b></li> <li>2. Completed the primary series of Janssen/J&amp;J over 2 months ago and <b>have not received any</b> recommended COVID-19 booster vaccine, <b>OR</b></li> <li>3. Have not received any COVID-19 primary series (Pfizer, Moderna, Janssen/J&amp;J) vaccination</li> </ol>	<ul style="list-style-type: none"> <li>• Quarantine at home/on campus for at least 5 days after the last close contact with a person who has COVID-19.</li> <li>• Must test on day 5 following exposure.</li> <li>• Monitor health symptoms daily and report to your contact tracer if you develop symptoms.</li> <li>• Quarantine may end and exposed employee may return to the workplace after day 5 if symptoms are not present <b>AND</b> a diagnostic specimen (Antigen test preferred) collected on day 5 or later tests negative.</li> <li>• If employee is unable or chooses not to test and does not have symptoms, quarantine can end and the employee may return to the workplace after day 10.</li> <li>• After quarantine, continue to wear a face covering for 10 days after exposure, especially in indoor settings, above and beyond University masking policy.</li> <li>• If an employee tests positive for COVID-19, they must follow the isolation requirements above.</li> <li>• If an employee develops symptoms, they must follow quarantine requirements pending the results of a test.</li> </ul>

**Note:** An individual who has tested positive for COVID-19 within the past 3 months and recovered should use an antigen test for the 90-day period after their last positive test.

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

**Eligibility.** With specific approval of their supervisor or 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 the University, public health officials, or a health care provider.

**Temporary Sick Hours (Non-Accruals).** 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)

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

Supervisors are responsible for ensuring all direct reports have received proper training and understand the COVID 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](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.
- 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.

## 6.0 RESOURCES FOR EMPLOYEES

Employees have access to the Employee Assistance Program (EAP) offered through Health Advocate. Separate from health insurance, the EAP program offers up to eight free face-to-face sessions with a licensed therapist. All information is kept 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.