



Policy Title: 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 “*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 monitor your health and stay home when sick, wear a proper face covering for locations that require one or when asked to do so by others, and continue to follow 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. Please refer to the [University Vaccination Policy](#) for more information.
- **Vaccination Boosters.** The University recommends a booster dose when eligible. A booster does is defined as an additional dose following a primary series. Please refer to the [University Vaccination Policy](#) for more information.
- **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:

- Confirmed positive by PCR or antigen test for COVID-19;
- 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 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 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.

Employee Responsibilities

Regardless of vaccination status, all employees have the following responsibilities:

- Stay home when sick.
- Wear a face covering indoors when required by policy or requested by a University faculty or staff member, or a student representative acting on behalf of the University; optional in all other situations unless signage indicates otherwise.
- Get tested if you have COVID symptoms or have had a close contact exposure to a COVID-19 positive case.

If you test positive for COVID-19, you must notify the University via our [reporting form](#). Please be sure to complete all the fields on the form including vaccination status. Employees do **not** need to complete the reporting if they have had an exposure and/or asymptomatic unless they test positive.

The University must cover the cost of testing for employees who were exposed at the workplace, 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.
- 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 unless otherwise indicated.
- For individuals when returning to work after testing positive for COVID (for 10 days after positive test result). [See procedures for positive individual.](#)
- After a known exposure to a positive case (for 10 full days from date of exposure). [See procedures for exposed individual.](#)
- At the onset of COVID-19 symptoms. [See procedures for symptomatic individual.](#)
- In meeting spaces when an individual(s) present makes the request of others.
- In other special circumstances or for certain indoor events as needed.

Building managers and occupants should **NOT** place their own signage or restrictions on entry points unless discussed with the COVID Task Force in advance.

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 and must follow the University's optional and required face covering protocols as noted. Visitors are not permitted on campus if they are symptomatic or have recently tested positive and are still potentially contagious.
- 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 COVID-19 case managers to any direct report who has tested positive. This guidance will indicate when the employee who has been in isolation 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.

3.0 COVID-19 REPORTING and CONTACT TRACING

3.1 COVID-19 Case Reporting

Effective June 1, 2022, employees ONLY need to complete a reporting form if they have a confirmed positive PCR or antigen test result.

Report Positive Testing. If you test positive through a test performed by your personal care physician, Urgent Care, other testing facility, or rapid antigen test kit, **do not report to work for five days** following your positive test result, immediately contact your supervisor, and use the [reporting form](#) to self-report your case. Please review and abide by the instructions provided on the [University’s COVID webpage](#) for confirmed cases where you will also find additional information and resources.

Symptomatic Reporting. Any employee who is experiencing COVID-19 symptoms should not report to work and must notify their supervisor immediately, however, symptomatic individuals no longer need to complete the COVID-19 reporting form unless or until they have tested positive. Please visit the [University’s COVID website](#) for non-positive symptomatic individuals for more information.

Exposure Reporting. Any employee who has had an exposure risk should notify their supervisor,

however, asymptomatic and symptomatic individuals no longer need to complete the COVID-19 reporting form. Please visit the [University's COVID website](#) for known exposures for more information.

3.2 Contact Tracing

Given our move from a pandemic to endemic approach to COVID-19, the University will only assign a case manager and conduct contact tracing for confirmed positive cases. When a positive individual uses the [reporting form](#) to notify us that they have tested positive, they will receive an email with isolation instructions and a link to a webpage with additional information. Upon receiving a positive report, the Public Safety team will send instructions to the reporting employee and their supervisor, as well as to identified close contacts, when information has been collected.

Isolation is required for employees who test **positive** and are either symptomatic or asymptomatic, regardless of vaccination status.

Quarantine is required for symptomatic individuals 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.

For more information on **isolation procedures**, please visit the [COVID-19: Confirmed Positive webpage](#).

For information pertaining to **quarantine procedures** for individuals who have had a known exposure to a confirmed COVID-19 case and/or is symptomatic but not yet tested positive, please visit the [COVID-19: Exposed and/or Symptomatic webpage](#).

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). As of February 24, the University is no longer required to provide non-accrual sick time for COVID-related absences. Employees ***should no longer use*** the **UltiPro: SCKC19** code and rather should follow standard sick and vacation reporting as noted below.

Sick and Vacation Hours (University Provided/Your Accruals). Staff/administrator employees with earned and unused sick and vacation hours may use the time accordingly when out with

COVID illness. All COVID-19-related vacation and sick time may be used per the Employee Handbook, preapproved by a direct supervisor per the usual process. 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 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 or simply by calling 1-866-695-8622.