

COVID-19 Workplace Policy

PRIMARY PURPOSE

William Woods University's policies and protocols are designed to protect the safety of our faculty and staff (employees), students and the public with whom we interact. Vaccination remains the most effective approach to limit transmission of COVID-19, thus we highly recommend the COVID-19 vaccine for our campus community. Campus policies pertaining to COVID-19 are subject to change based on the campus climate and/or the introduction of additional public health guidance from the local, state, and federal authorities. Any policy updates will be communicated immediately to the campus community.

EXPECTATIONS

All employees are expected to comply with the guidelines outlined in this document as they would the Employee and Faculty Handbooks and all other WWU policies. Failure to do so may result in disciplinary action.

SYMPTOM MONITORING

Employees reporting to the workplace should conduct symptom monitoring every day before reporting to work, including monitoring for a fever by taking a body temperature reading each day. You must be free of any symptoms potentially related to COVID-19 to be eligible to report to work. The most up to date COVID-19 related symptoms can be found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. A fever is defined by WWU as 100.4 degrees or higher.

Supervisors may approve remote work for employees displaying symptoms who are able to successfully complete their duties and responsibilities listed on their job description. Otherwise, employees will need to take paid leave during this time. Employees should refer to the Borrowed Leave policy, which will remain in place for COVID-19 related absences. Employees are required to stay home until they are free from the symptoms listed above and they have been fever free for at least 24 hours without the use of fever reducing medication. Employees will be expected to self-certify that they have been symptom free upon return to work following an illness.

PREVENTION GUIDELINES

Employees should be familiar with and follow current COVID-19 prevention strategies, as outlined by the CDC: [How you Protect Yourself & Others](#). Vaccines and social distancing when possible are the leading prevention strategies to protect individuals from COVID-19.

Face coverings:

***Due to the rise in COVID-19 cases, the university will begin the academic year with mandated face coverings for all faculty, staff, and students when indoors, in classrooms, or**

meeting spaces where physical distancing is not possible. This policy will be reviewed frequently and adjusted as needed.

Current CDC guidance states all individuals (regardless of vaccination status) wear a face covering (defined as material that keeps the nose and mouth covered) in all situations where physical distancing is not possible. This requirement includes all indoor facilities, including but not limited to classrooms, hallways, common areas, larger offices with multiple employees working in close proximity and/or with regular visitors, in Tucker Dining hall (except when seated and eating) and in all other campus buildings. Face coverings are not required when working alone in a personal office or in a large office when employees are adequately distanced or have plexiglass or other protective barriers, such as cubicle walls, separating their workspaces.

When face coverings are no longer mandated, the policy is as follows. Fully vaccinated employees will not be required to wear face coverings on campus and will not need to quarantine if exposed to COVID-19 unless they are showing symptoms. Vaccinated employees are welcome to wear a face covering if they choose as an extra mitigation effort. Employees are empowered to require masks be worn in their personal space or in classrooms regardless of vaccination status if desired. As such, even vaccinated employees should continue to have a mask available while on campus should they be asked to wear it.

Employees who are not fully vaccinated will continue to wear face coverings on campus and follow required protocols, including quarantine for up to 14 days upon exposure to a known COVID-19 case. Face coverings are expected in all situations for unvaccinated employees where physical distancing is not possible (this does not include when alone in a workspace). It is also recommended that unvaccinated employees practice physical distancing when possible, to minimize their risk of quarantine and isolation due to contact with someone who has tested positive for COVID-19.

If you feel you are unable to comply with the face covering policy, please contact Human Resources. Each office area is encouraged to keep a number of disposable masks available for visitors that may arrive without one. These are available through our Central Purchasing in the Business Office by contacting either Julie Houseworth or Cherie Snyder.

Other Prevention Guidelines:

- All employees are encouraged to practice physical distancing while on campus whenever possible, especially those employees who are unvaccinated.
- Access may be limited to common areas where employees are likely to congregate.
- Other personal protective equipment and supplies, such as gloves, gowns, face shields, goggles, etc are generally not required, but each supervisor may want to consider if these protective measures are necessary for certain positions under specialized circumstances.

- Disinfecting spray, wipes and hand sanitizer will be provided to each office upon request. Employees are encouraged to diligently clean and disinfect their office spaces as needed. Maintenance staff will disinfect frequently touched surfaces in common areas, such as door handles, once a day.
- Digital meetings through Zoom or similar platforms are encouraged. In person meetings should be limited to the occupancy limit of the meeting space and should be in a room large enough to allow for physical distancing.
- Electronic delivery of paper items is encouraged between offices when possible.
- All employees are required to either wear their nametag or ID badge at all times while on campus.
- Employees are expected to model these prevention behaviors for our students in an effort to keep our campus community safe.

GUIDELINES FOR POSITIVE COVID-19 CASES ON CAMPUS

- Positive COVID-19 cases among students, faculty, and/or staff are anticipated on campus. It is possible that employees may be exposed to COVID-19 on campus or outside of campus. Employees must recognize the expectation that we will continue to work and serve students on campus. If an employee tests positive, Human Resources must be notified immediately.
 - The university will work with contact tracing staff or local health officials to determine potential exposure on campus from positive employee and student cases on campus. Any employee that is found to have been in direct contact with a positive case will be notified as soon as possible. Direct contact is defined by the CDC as contact of less than 6 feet for more than 15 minutes, regardless of the use of a face covering.
 - The employee testing positive and any employee found to be a direct contact of an employee or any other outside exposure must follow the Quarantine and Isolation Guidelines below.
 - A thorough cleaning of the workspace used by the infected individual will be conducted as soon as possible by maintenance staff.
 - The employee name and information will only be shared with public health officials and WWU administrators whom have an interest in the employee's health and the health of the William Woods community.
- Employees will be required to follow CDC guidelines regarding release from isolation after having a positive COVID-19 test result. The employee must self-certify that they are released to return to work and may also need to provide a physician's release upon returning to campus.

QUARANTINE AND ISOLATION GUIDELINES FALL 2021

Employees testing positive for COVID-19 are required to isolate. Employees that are determined to be direct contacts of an individual testing positive for COVID-19 must quarantine.

Quarantine: Unvaccinated Individuals and/or Symptomatic Vaccinated Individuals

Upon notification of being a direct contact with a positive COVID-19 individual, the employee will be sent home and asked to work remotely for 14 days. If the employee is unable to complete their job duties remotely, accumulated leave or borrowed leave must be used. Employees should monitor symptoms daily.

Modified Quarantine: Vaccinated Individuals with no symptoms

In order to qualify for a modified quarantine, the employee must provide proof of vaccination status to HR and must be fully vaccinated, which is defined as 14 days after the second dose.

Employees may report to work but will be under a modified quarantine. Employees must monitor symptoms carefully each day and quarantine at home if any COVID-19 symptoms develop. Face coverings and physical distancing are required at all times. Face coverings are required inside buildings unless sitting alone in a closed office and are also required outside. Employees may continue to eat in Tucker Dining Hall during a modified quarantine period but must be able to maintain physical distance of at least 6 feet. Employees are encouraged to use the FreshX app with Fresh Ideas to order ahead and pick up from the dining hall.

Individuals in modified quarantine can be released if they have a negative rapid test that is administered by a designated health care representative on day 5 from exposure. Employees may choose to follow these testing guidelines to be released from modified quarantine after 5 days or a traditional 14-day quarantine must be followed. Employees must work with their supervisor to determine the best course of action.

Isolation: Individuals with positive or presumed positive COVID-19 test

Employees must isolate any time they test positive for COVID-19 regardless of vaccination status. Employees must isolate off campus and must not access campus during the isolation period. The minimum period of isolation is 10 days from onset of symptoms and employees must be released by a personal physician.

Natural Immunity:

Natural immunity occurs when an individual has been diagnosed with COVID-19 within the past 90 days and recovered. Any exposure within 90 days where the employee remains asymptomatic, are not required to quarantine. The employee must test for COVID-19 on day 5 from exposure at the health center on campus to ensure they remain COVID free.

COVID-19 VACCINATION

The University strongly encourages all employees to receive a COVID-19 vaccine as soon as possible. For more information regarding the COVID-19 vaccinations, including its effectiveness and safety, visit the [CDC website](#). Employees are encouraged to participate in the vaccine incentive program offered by the University by completing the vaccination form on OwlNet prior to September 1, 2021.

REMOTE WORK

Any employee with a legitimate reason for continued remote work, such as an employee with a compromised immune system or caregiving responsibilities that prevent the employee from returning, should discuss specific circumstances with Human Resources and/or their supervisor. A physician's note may be required for reasonable accommodations. Continued remote work must be approved by the employee's cabinet level supervisor. Any supervisor with employees that work remotely will be required to track, monitor, and evaluate the effectiveness of the employee's work from home.

TRAVEL

Essential business travel should be limited to those situations where business cannot reasonably be conducted without face-to-face interaction or visits to specific locations. Your cabinet-level supervisor must approve all business travel (including trips that were previously approved).

Faculty and staff are encouraged to engage in online or virtual professional development opportunities when possible in order to reduce risk of exposure to COVID and to reduce budget expenditures. There are many opportunities for virtual conferences and meetings, and those venues are preferred. Many venues are beginning to reopen, and while virtual options are still encouraged, employees should use their best judgement and obtain prior approval from their supervisor for all professional development or other non-essential business travel.

Employees engaged in business travel must follow the guidelines below.

- Employees should notify their supervisor of travel plans.
- Follow any state and local travel restrictions currently in place. Employees should research vaccination requirements at their travel destination, along their travel route and aboard their chosen method of transportation. It is possible that some state and local governments may put in place travel restrictions, stay-at-home or shelter-in-place orders, mandated quarantines upon arrival, or even state border closures while you are traveling. Just because there are no restrictions at the time you plan to leave does not mean there won't be restrictions in place when you arrive or upon your return to campus.
- Employees should monitor for symptoms carefully upon returning to work.

VISITORS ON CAMPUS

Any visitors, guests, or vendors that will be unaccompanied at multiple locations on campus must check in to campus at a designated area (Admissions, EQS, Maintenance, Information Desk, or Human Resources) and must complete and sign a questionnaire certifying they are symptom free and have not knowingly had close contact with anyone testing positive for COVID-19 within the past 14 days. Visitors will be given a visitor badge which must be worn while on campus.

Original: 6/16/2020

Revision 1: 7/16/2020

Revision 2: 7/22/2020

Revision 3: 9/1/2020

Revision 4: 3/1/2021

Revision 5: 8/5/2021

Revision 6: 9/15/2021