

WEST VIRGINIA STATE UNIVERSITY

ADMINISTRATIVE POLICY #003

Title: COVID-19 PERSONNEL POLICY

Section 1. General

1.1 Scope/Purpose: This policy is intended to mitigate the risks of spread of COVID-19 as staff, faculty, and certain students begin to return to work on campus. All staff and faculty are expected to follow and model compliance with this policy in order to sustain a healthy campus while the community recovers from a global pandemic. It is important that we all diligently adhere to these health precautions. Faculty and staff are strongly encouraged to get vaccinated.

This policy is subject to frequent change with the introduction of additional public health guidelines from local, state, and federal authorities. Any policy amendments or updates will be communicated immediately and will take effect as of the date and time of publication. It is expected that this policy, or subsequent versions of it, will be in force until further notice, but may be modified at any time.

1.2 Authority: Authority and responsibility for this policy has been delegated to the Vice President for Business and Finance by the University President.

1.3 Applicability: This policy applies to all West Virginia State University employees, including all Faculty (including graduate students), Staff, Student Employees, and Temporary Employees.

1.4 Supersedes: N/A. New policy.

1.5 Effective date: 08/11/2020

Revised: 8/3/2021

Section 2. Definitions

2.1. "Essential Employee" means an employee in a position who may be required to remain at

their work location or to report to work to protect, recover and continue operations when the University is faced with an institutional emergency.

2.2 “Administrator” means the provost, the dean of each school, and the vice president who leads

each department or business unit

Section 3. Statement

3.1 It is the intent of the University to comply with all applicable federal and state laws in connection with an employee who contracts COVID-19. Students, employees and visitors are encouraged to immediately report information related to the potential occurrence of the Coronavirus within the campus community. In the event of a case of the Coronavirus within the campus community, the University will review and monitor the situation on a case-by-case basis and work with local, state and federal authorities, as necessary, to determine the appropriate course of action.

Section 4. Procedures

4.1 Training: Prior to or immediately following an employee’s return to campus for work, the employee must complete COVID-19 training through the University’s online training platform, Safety Skills.

4.2 Continuity of Operations: Each individual college or business unit of the university is in the best position to determine which functions are Essential Services and which “essential employees” must perform those duties on campus in order to provide those Essential Services. Thus, the provost, the dean of each school, and the vice president who leads each department or business unit is given the authority to determine which employees must report to work in person and in what manner. Depending on roles and personal circumstances, some employees may continue to work remotely for an extended period. When making this determination, administrators should take into consideration employees who may be at

higher risk if they contract COVID-19 and those who are members of a vulnerable population. Administrators should also consider employees who have caretaking obligations as a result of COVID-19, such as caring for children whose schools are closed.

4.3 Reporting: Employees who have been diagnosed, exposed to, or show signs of the Coronavirus, whether symptomatic or not, are required to immediately share that information with Joseph Davenport, Safety and Chemical Hygiene Officer. Relatedly, if an employee notices a colleague is exhibiting COVID-19 symptoms, he or she is not prevented from communicating to a supervisor about the co-worker's symptoms and identity. Medical information relating to the Coronavirus of an employee will be disclosed to responsible University officials only on a strictly limited need-to-know basis.

4.4 COVID-19 Testing: All students, faculty and staff are required to undergo testing for COVID-19. Until and unless the University develops its own testing capabilities onsite for faculty and staff, individuals will need to coordinate their own testing through their own health providers or through public health testing facilities. With that in mind, the University will strive to arrange on-campus testing sites for our campus community. Test results must be provided to the Safety and Chemical Hygiene Officer, immediately upon receipt. In the event of a positive or suspected COVID-19 diagnosis, staff and faculty are required to cooperate fully with the University's self-isolation, contact tracing, and notification protocols, in alignment with the Centers for Disease Control and Prevention (CDC) and state and local health authorities. Additionally, the University reserves the right to require future testing throughout the year.

4.5 Personal Protective Equipment (PPE): While on campus, employees are required to wear a facemask while in any university owned or leased building except when the employee works in an office and can close their office door, they may remove their mask. However, when another employee enters the space, the

mask should be put back on. Masks of an inappropriate or vulgar nature will not be tolerated.

4.5.a N95 Respirators: Any employee who voluntarily chooses to wear N95 respirators while at work must immediately contact the Safety and Chemical Hygiene Officer so that training can be assigned. The employee will also be given a flyer describing the limitation of face masks in comparison with N95 respirators. The employee must sign and return an acknowledgement document that they have been trained by the Office of Environmental Health and Safety on the use, donning, doffing, maintenance of their N95 mask and its limitations.

4.6 Temperature Screening: Employees will be recommended to do self screening and temperature checks before entering the workplace or building. As with all medical information, the fact that an employee had a fever or other symptoms would be subject to confidentiality requirements. Employees who have any symptoms of COVID-19 or other respiratory illness should stay at home and not return to campus until they have been advised that it is safe to do so by their health care provider or their State or local health department.

4.7 Soliciting Health Information from Employees: Upon entry to campus all employees are required to answer a series of COVID-19 screening questions. An employee's response to any of the screening questions may not allow the employee to report to campus for work. In those instances, where an employee is not allowed to report to campus for work, every effort should be made to allow the employee to work remotely from home during the quarantine.

4.8 Exclusion from the Workplace: Given the current pandemic, at this time, the University shall exclude individuals with COVID-19, or those exhibiting its symptoms, from the workplace for health and safety reasons. Additionally, the University will send employees

home if they have been diagnosed with COVID-19, or are displaying symptoms associated with COVID-19, such as fever, chills, cough, shortness of breath and sore throat, new loss of smell or taste, or gastrointestinal problems.

4.9 (ADJUST)

4.10 Identification and Isolation of Sick People: Due to the contagious nature of COVID-19, it is necessary for the responsible University officials to be aware of all persons diagnosed with, exposed to, or who exhibit symptoms of the Coronavirus. In consultation with the University's Safety and Chemical Hygiene Officer and the Assistant Vice President for Business and Human Resources, and to the extent the University is aware of such exposure, an Administrator shall inform employees who have been in contact with an infected individual that they may have had close contact with someone who has or may have COVID-19. Every effort will be taken to address the issue in a sensitive and responsible manner and not reveal the identity of the individual or the medical diagnosis. Employees may be asked to temporarily work from an alternative work location so that the infected employee's work area can undergo a thorough cleaning and sanitation.

4.11 Returning Individuals to the Workplace:

Positive Cases:

An employee who receives notification that they have tested positive for COVID-19, is responsible for contacting their supervisor for guidance on the possibility of working remotely from home. An employee who works remotely, must complete the Telework Plan Agreement Form prior to remote work. This form can be found on the Human Resources' webpage and should be signed by the supervisor and Vice President and then forwarded to Human Resources. If an employee does not have the capacity or approval to work from home, then the employee should contact Human Resources.

Employees who have been diagnosed with COVID-19 are not allowed to return to work until they have been cleared to do so by their health care provider or their State or local health department. The employee must provide the Safety and Chemical Hygiene Officer with a doctor's release, and the Safety and Chemical Hygiene Officer will release the employee back to campus for work.

Quarantine or Isolation Order:

An employee who receives notification that they are required to quarantine, is responsible for contacting their supervisor for guidance on the possibility of working remotely from home. An employee who works remotely, must complete the Telework Plan Agreement Form prior to remote work. This form can be found on the Human Resources' webpage and should be signed by the supervisor and Vice President and then forwarded to Human Resources. If an employee does not have the capacity or approval to work from home, then the employee should contact Human Resources.

During the quarantine/isolation order, the employee should monitor their symptoms closely and are also expected to follow the health guidance from their physician and the local, state, and federal health officials. If an employee is directed to quarantine/isolate due to close contact with a positive case, an employee must complete the mandatory quarantine/isolation period as directed and must also be released by their physician prior to returning to campus for work. Additionally, the employee must be tested and produce a negative test prior to returning to campus.

4.12 Travel: At this time, all University-sponsored non-essential travel is prohibited in accordance with the Governor's Memorandum dated May 4, 2021. "Non-essential travel" includes without limitation, travel for events such as out-of-state, national, or regional conferences or continuing education seminars. Essential travel requests should be made in writing to the President (or designee) for approval.

All personal travel continues to be discouraged. This includes both domestic travel outside the state of West Virginia

and international travel. All CDC Guidelines should be followed with personal travel..

Non-essential University-sponsored domestic travel shall be postponed or canceled. These restrictions will not apply to University-sponsored travel required to return to campus by community members who are currently studying or working remotely.

For employees planning personal, non-university travel, it is highly recommended that you utilize extreme caution and judgement during your domestic/international travel, taking care to avoid travel to places identified by the Centers for Disease Control (CDC) as being high risk for COVID-19. Please understand that should you do so against the advice of the University, any and all state, local, and/or federal requirements shall be enforced prior to you being able to return to campus. Subject to change with CDC and Governor directives.

4.13 Camps and Events: On-campus camps and events are required to follow state, federal, and

local safety guidelines, as well as those of the CDC the World Health Organization, and any other governing bodies. We will continue to monitor these recommendations and the latest medical and public health information available to make adjustments as warranted.

4.14 Infection Control Practices: We encourage all members of the University community to employ the following techniques to reduce contracting or spreading of COVID-19:

- Get vaccinated,
- Stay home if you are not feeling well,
- Implement a staggered work schedule to reduce the number of employees in the workplace at any given time. Relatedly, consider phasing employees back to the workplace in waves or for certain days each week and gradually build towards having the entire workforce back to the workplace in any given day,
- Keep at least six feet between yourself and another person,
- Avoid close contact, including handshakes and hugging,

- Limit in-person meetings,
- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available,
- Avoid touching your eyes, nose, and mouth with unwashed hands,
- Cover your mouth and nose with a tissue or use the inside of your elbow when you cough or sneeze. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol,
- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs, and;
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

4.15 Workplace Cleaning and Sanitation: The University will take the necessary steps to implement frequent cleaning and disinfecting of frequently touched surfaces in the workplaces, such as workstations, door handles, bathrooms, pantries and elevator panels.

4.16 Signage: Staff and faculty are required to follow any signage or instruction regarding the use of common spaces, hallways, or pathways through campus.

Section 5. Employee Leave Benefits

5.1 All eligible employees who wish to apply for the leave benefits under the Families First Coronavirus Response Act (FFCRA) and/or the Family Medical Leave Act (FMLA) should contact the Department of Human Resources. Applicability will be determined in accordance with federal law. In addition, any employee who has exhausted all of his or her paid time off, will be granted three additional days of paid leave.

Section 6. Confidentiality and Assurance against Retaliation

6.1 WVSU will ensure confidentiality of information received as a part of this policy and to protect the privacy of all parties involved. Retaliation against employees and/or students who report concerns is strictly prohibited and may be grounds for disciplinary action.

Section 7. Disciplinary Procedure

7.1 Employees found in violation of this policy are subject to disciplinary action in accordance with the WVSU Employee Handbook, Faculty Handbook, and WVSU Board of Governors Policies.

Section 8. Request for Accommodations

8.1 Currently, medical conditions that necessitate reasonable accommodations related to COVID-19 are being addressed as Americans with Disabilities Act (ADA)

Accommodations. In accordance with the ADA Amendments Act, certain factors do not meet the definition of a disability. Reasonable modifications will be determined on a case-by-case basis. When applicable, other provisions may run concurrently with accommodations, such as FMLA, FFCRA, leave and other University programs. In these cases, employees will be referred to Human Resources.

Section 9. Non-Discriminatory Application

9.1 West Virginia State University strives to ensure that all policies and procedures are implemented in a fair and non-discriminatory manner. Any employee who feels like they are being discriminated against is strongly encouraged to file a report with the University's Equal Employment Opportunity Officer.