

Policy: Interim COVID-19 Policy	Policy Number: I-6.17
Policy Owner(s): Human Resources	Original Date: May 13, 2020
Last Revised Date: May 26, 2021	Approved Date: June 2, 2021

I. **POLICY:** John Carroll University (“the University”) is committed to the health and safety of all members of its community, consistent with its mission of caring and respecting each person. The University also is committed to complying with all public health orders and guidance, and seeks to adopt best practices for the prevention and response to COVID-19. In light of the COVID-19 pandemic, the University adopts this interim policy to set out requirements and procedures to comply with federal, state and local public health directives and to establish best practices to help protect the health and safety of its community members.

All employees are obligated to comply with all requirements and procedures outlined in this policy and with other health and safety directives or notices issued by the University related to the COVID-19 pandemic. Employees who do not comply with this policy and procedures will be subject to warnings and/or appropriate corrective action for continuing violations.

As our knowledge of COVID-19 evolves and new directives and guidance are issued, this policy will be updated periodically based on new directives or guidance from public health officials and/or health and safety best practices adopted by the University. The University will provide electronic notice to employees with updates to this policy; the updated policy will become effective upon the issuance to employees of the electronic notice.

- II. **PURPOSE:** To outline health and safety requirements and procedures for employees, contractors, and visitors related to the COVID-19 pandemic
- III. **SCOPE:** All employees, contractors, and visitors to John Carroll University’s campus

IV. **DEFINITIONS:**

Fully Vaccinated: In general, an individual is considered [Fully Vaccinated](#): ±

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or

- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

Face Mask or Face Covering: A face [Mask or Face Covering](#) that covers the individual's nose and mouth. (See CDC guidance on masks: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>).

V. PROCEDURES:

- A.** All employees, contractors and visitors are expected to comply with this policy and all requirements of the University related to health and safety procedures to prevent the spread of COVID-19 and respond to cases of COVID-19 on campus. The University and all employees are obligated to comply with all orders and directives of federal, state and local health authorities related to COVID-19.
- B.** Employees are expected to conduct their work on campus, unless their supervisor and Human Resources has approved a telecommuting work arrangement under the University's Telecommuting Policy, or has approved a work accommodation under the Reasonable Accommodation Policy permitting them to work from home.
- C.** Employees, contractors and visitors who are [Fully Vaccinated](#) are not required to wear a [Mask or Face Covering](#) at any time on campus, and are not required to physically distance from others on campus. Supervisors and other employees should respect the preference of those on campus who choose to wear a [Mask or Face Covering](#) while on campus.
- D.** Employees are strongly encouraged to voluntarily provide documentation to Human Resources to confirm that they are [Fully Vaccinated](#).
- E.** Supervisors and employees should not inquire whether another employee is [Fully Vaccinated](#). Supervisors and employees should consult with Human Resources regarding concerns about the vaccination status of any employee.
- F.** Contractors are expected to comply with this policy and its requirements related to COVID-19., including but not limited to recommendations related to face coverings, hygiene measures, and reporting cases, except to the extent these provisions are applicable only to employees. Per CDC guidance, it is recommended that contractors who are not [Fully Vaccinated](#) wear face coverings at all times inside a building on campus, except when alone in an assigned room on campus. Contractors who are not [Fully Vaccinated](#) are strongly encouraged that they wear Face

Coverings outside, especially when physical distancing cannot be maintained. (See Section G below on Face Coverings.)

- G.** Visitors to the University campus are expected to follow the provisions of this policy related to COVID-19, including but not limited to recommendations related to Face Coverings, and reporting cases, except to the extent these provisions are applicable only to employees. Per CDC guidance, it is recommended that all visitors who are not [Fully Vaccinated](#) wear a [Mask or Face Covering](#) at all times inside any building on campus, except when alone in an assigned room on campus. (Information on face coverings for employees is described in Section G below.) Visitors who are not [Fully Vaccinated](#) are strongly encouraged to wear a face covering when outside a building as well, and in particular when physical distancing cannot be maintained.

All departments who invite visitors to campus in advance must notify the visitors ahead of their arrival of the recommendation 1) that visitors who are not [Fully Vaccinated](#) should wear a [Mask or Face Covering](#) while inside any campus building and 2) that visitors who are not [Fully Vaccinated](#) bring a Face Covering to wear when coming onto the campus.

H. Physical or Social Distancing:

If employees are [Fully Vaccinated](#), they are not required to maintain 6-foot physical or social distancing from others while on campus, whether inside buildings or outside on campus property. Per CDC guidance, it is recommended that all employees, visitors or contractors who are not [Fully Vaccinated](#) maintain physical or social distancing of a minimum of 6 feet from others at all times, including in shared workspaces, desks or workstations.

1. The University cannot guarantee that it will be able to adjust workspaces, desks or workstations to accommodate the 6-foot physical distancing needs for those who are not [Fully Vaccinated](#), unless the employee has an accommodation plan under the Reasonable Accommodation Policy.
2. A supervisor or department chair can contact the Facilities Department or Risk Management for guidance on office furniture redesign, the installation of temporary barriers, or other preventative measures.
3. When in place, all employees must comply with floor markings (i.e. tape or other visual cues to indicate 6-foot distances) and

posted signs regarding physical distancing and other preventative protocols.

I. Symptom Assessment:

Employees, visitors and contractors are asked to monitor themselves for symptoms of COVID-19.

1. All employees, visitors and contractors should be aware of the symptoms of COVID-19, which include: 1) fever or chills, 2) cough, 3) shortness of breath or difficulty breathing, 5) fatigue, 6) muscle or body aches, 7) new headache, 8) new loss of taste or smell, 9) sore throat, 10) congestion or runny nose (other than related to seasonal allergies), 11) nausea or vomiting, and/or 11) diarrhea.
2. If an employee, visitor or contractor has a temperature of 100.4 degrees or higher or any other symptoms of COVID-19 or has tested positive or been diagnosed with COVID-19, the employee, visitor or contractor may not come to campus and should notify their supervisor and Human Resources.
3. Employees who come to campus exhibiting symptoms of COVID-19 will be asked to leave campus immediately.
4. Employees who are not [Fully Vaccinated](#) and who have tested positive for or been diagnosed with COVID-19 may not return to campus until all of the following have occurred: 1) 10 days after the onset of the symptoms, AND 2) the symptoms have fully resolved, AND 3) 24 hours have passed since the cessation of a fever without use of any fever-reducing medication. If an employee continues to exhibit any symptoms of COVID-19 but wishes to return to work (i.e. cough etc.), the employee may be asked to provide clearance from a health care provider before returning to work. Employees who test positive for COVID-19 but have not experienced symptoms of COVID-19 are required to self-isolate away from campus for 10 days following the receipt of the positive test.
5. Employees who are not [Fully Vaccinated](#) and who have been in close contact (within 6 feet) with an individual who has been diagnosed with or tested positive for COVID-19 must quarantine off-campus for a minimum of ten (10) days without testing or a minimum of seven (7) days after receiving a negative test result (which must occur on day 5 or later).
6. [Fully Vaccinated](#) employees who have been in close contact (within 6 feet) with an individual who has been diagnosed with

or tested positive for COVID-19 are not required to quarantine unless the employee is exhibiting symptoms of COVID-19.

7. Employees, contractors and visitors must cooperate with the University and with public health officials in providing information related to any positive or suspected cases of COVID-19, including as needed for contact tracing, identification of exposed individuals, and other health or safety concerns.

J. Face Coverings:

Per CDC guidance, it is recommended that an employee, visitor or contractor who is not [Fully Vaccinated](#) and is working on campus wear a [Mask or Face Covering](#) (see <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>) to cover their nose and mouth. Appropriate wearing of face coverings is critical to minimize the risk of the spread of COVID-19.

1. Employees, visitors and contractors who are not [Fully Vaccinated](#) are strongly encouraged to wear a [Mask or Face Covering](#) at all times inside any building except when the person is alone in an assigned office or work area.
2. Employees, visitors and contractors who are not [Fully Vaccinated](#) are strongly encouraged to wear a Face Covering when outside a building as well, and in particular when physical or social distancing of 6 feet cannot be maintained or when they will interact with other members of the University community and the general public.
3. Supervisors or employees should contact Human Resources to discuss and create a written accommodation plan if wearing a [Mask or Face Covering](#) is not possible due to health issues or other functional work reasons.
4. Employees, visitors and contractors who are not [Fully Vaccinated](#) must provide their own [Mask or Face Covering](#), but if an employee needs a Face Covering/Mask to wear at work, the University will make available Face Coverings, when possible. Face Coverings can be picked up from a location designated by Risk Management and Facilities. Disposable masks should be placed in the trash when use is finished.
5. For individuals who are not [Fully Vaccinated](#), CDC indicates that the wearing of a Mask or Face Covering is an additional public health measure to reduce the spread of COVID-19 in addition to (not instead of) 6-foot physical or social distancing, frequent

hand washing, disinfection of work areas and common spaces, and other everyday preventive actions.

K. Hygiene Measures:

1. Per CDC guidance, it is recommended that employees, contractors and visitors engage in proper disease prevention hygiene measures, including frequent hand washing with soap and water (for at least 20 seconds), hand sanitizing, covering your cough with a tissue or elbow, and other additional hygiene protocols as recommended by the University and federal, state and local public health officials. Such employees should avoid touching their eyes, nose or mouth.
2. Departments should disinfect common work areas and common spaces, as appropriate.
3. Employees should minimize sharing of work materials and office supplies, as appropriate.

L. Efforts should be made to enable natural workplace ventilation when possible.

M. Meetings or Gatherings:

1. The University will comply with all directives, if any, of the State of Ohio and other public health officials related to meetings and gatherings.
2. Meeting organizers may continue to utilize Zoom or other virtual platforms for group meetings, especially when employees are approved for a telecommuting or work accommodation that permits them to work from home.
3. The University reserves the right to limit the number of employees present in any location on campus, if needed for public health purposes and to comply with federal, state or local directives.

N. Department Plans:

Individual department supervisors and department chairs should develop area plans for their employees to follow in their department that are consistent with this policy. These plans may address specific issues and needs in the particular work area related to prevention and protection of employees, students, and visitors. These plans will be dependent upon the services that the department is asked to provide. Supervisors and

department chairs should consult with Risk Management or Human Resources regarding questions regarding departmental plans.

O. Reporting Cases

1. An employee must notify immediately Human Resources or the Health Center if the employee has tested positive or been diagnosed with COVID-19 and has been on campus from 2 days prior to the onset of symptoms (or 2 days prior to the positive test result for asymptomatic individuals) to the time of individual's isolation, or is under quarantine for possible exposure.
 - a. The dates when the employee was on campus, as well as the building areas which they occupied and others they had contact with, must be disclosed to Human Resources.
2. All employees must cooperate with the University and any local public health officials in determining appropriate steps for limiting and tracking potential exposure to others while on campus.
3. Any concerns related to COVID-19 cases or risk issues should be directed to the COVID-19 Task Force or the Office of Risk Management.

P. Accommodation Process

Employees who seek a workplace accommodation related to COVID-19 should contact Human Resources to request an accommodation and engage in the accommodation process under the University's Reasonable Accommodation Policy.

Q. Enforcement:

Employees who fail to comply with this policy or other health and safety directives of the University or public health officials related to COVID-19 will be subject to warning or other appropriate corrective action.

VI. CROSS REFERENCE:

Ohio Department of Health Coronavirus Website:
<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home>

CDC webpages for workplace safety:
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/participate-in-activities.html>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/duration-isolation.html>

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

[Interim COVID-19 Employee Response Policy](#)