



Policy: Interim COVID-19 Policy	Policy Number: I-6.17
Policy Owner(s): Human Resources	Original Date: May 13, 2020
Last Revised Date: September 20, 2021	Approved Date: January 10, 2022

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 or guidance 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 University requirements or protocols. The updated policy will become effective upon the posting of the revised policy.

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, as well as volunteers and AmeriCorps service members to the extent applicable to such individuals. Cooperating teachers who are employed by school districts, or other organizations or entities and supervise JCU students in an off-campus educational internship setting are not subject to this policy. Human Resources may determine that other individuals acting in a capacity not on JCU’s campus

or who do not interact with the campus community may not be subject to this policy.

IV. DEFINITIONS:

Booster: Additional dose of COVID-19 vaccine, of any type, needed periodically to “boost” the individual’s immune system. See CDC guidance on boosters: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/booster-shot.html>

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
- 2 weeks after any booster shot required by the Centers for Disease Control (CDC) to be required to be considered fully vaccinated, but not including booster shots deemed optional by CDC

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/about-face-coverings.html>)

Up-to-Date on Vaccinations: An individual is up-to-date on vaccinations if they meet any of the following:

- Received a [Booster](#) of any vaccine, or
- Received a primary series of Pfizer or Moderna vaccine in the last six (6) months, or
- Received a primary dose of the Johnson & Johnson vaccine within the last two (2) months.

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, as well as with the requirements of the University and as outlined in this policy.

- 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, volunteers, and visitors are required to wear a [Mask or Face Covering](#) indoors, except when alone in an assigned office or work area, at all times while in University buildings or property on campus. Employees, contractors, volunteers, and visitors are not required to wear a Mask or Face Covering outdoors. Supervisors and other employees should respect the preference of those on campus who choose to wear a [Mask or Face Covering](#) while on campus in locations not required by this policy or by health officials' directives or guidance.
- D. Based on federal, state and local guidance or University health and safety determinations, the University may alter the requirements for Masks or Face Coverings, physical distancing, or other health and safety protocols at any time. Employees and other members of the campus community will be notified in writing about changes to the University COVID protocols by Human Resources, the COVID Task Force, or another appropriate office.
- E. Employees are required to provide documentation to Human Resources to confirm that they are [Fully Vaccinated](#) or have received a [Booster](#).
- F. Consistent with federal guidance and directives from health officials, the University requires all John Carroll University students, faculty, and staff (as well as volunteers and AmeriCorps service members) to be [Fully Vaccinated](#) and to present proof of full vaccination by Monday, November 16, 2021 or for new employees upon hire. Employees, volunteers, and AmeriCorps service members must comply with the stated process for producing a copy of their vaccination card. Only if the individual is unable to produce their vaccination card (i.e. card is lost etc), may the University permit an employee to submit an attestation of vaccination. Such attestation must meet the requirements set by the University. In such an instance, employees and volunteers are to use the COVID-19 Vaccination Attestation provided by Human Resources to report their vaccination status. Vaccination status and documentation will be maintained in a private and secure manner by Human Resources, consistent with applicable law. Employees and volunteers who do not cooperate with the vaccination requirement will be subject to appropriate and necessary health and safety measures (including but not limited to weekly testing, possible restrictions on use of certain facilities, and other measures), as well as other appropriate actions or corrective actions consistent with the University's policies applicable to employees. Individuals should contact Human Resources for questions regarding the vaccination requirement.

Should federal or state health authorities alter the requirements to be considered Fully Vaccinated or the University determines such action is needed, the University may alter its vaccination requirement to include the obligation to receive a Booster. Employees, volunteers and service members will be notified by Human Resources or another appropriate University official should this be required.

- G.** Individuals may seek medical and non-medical exemptions from Vaccination Requirements. Vaccination exemption forms (available [here](#)) must be completed by the date identified by the COVID-19 Task Force for each semester. Non-medical exemption requests may be based on sincerely held religious beliefs or other such basis determined to be permitted by the University. Medical exemption requests from employees and volunteers will be reviewed by Human Resources, in consultation with the JCU Health Center, as part of an interactive accommodation process. Non-medical exemption requests will be reviewed by Human Resources as part of an interactive process, in consultation as need with a Non-Medical Exemption Committee consisting of representatives from Human Resources, Mission & Identity, and the Diversity, Equity and Inclusion Office. If a request for an exemption is granted, the employee or volunteer will be required to comply with other health and safety measures, such as participating in weekly surveillance testing and/or producing a weekly negative test, wearing a mask even after the University Mask or Face Covering requirement is no longer in place, or other measures to protect the health and safety of the campus community. The University reserves the right to amend or alter the exemption process or exemption categories, based on federal, state or local directives, or University health and safety determinations.
- H.** Supervisors and employees should not inquire whether another employee is [Fully Vaccinated](#) or have received a [Booster](#). Human Resources is permitted to ask about vaccination status of any employee, and will maintain vaccination records in a manner consistent with federal and state requirements and University practices. Supervisors and employees should consult with Human Resources regarding concerns about the vaccination status of any employee.
- I.** 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.
- J.** Visitors and AmeriCorps service members 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. Americorps service members also are required to comply with the vaccination requirement.

All departments who invite visitors to campus in advance must notify the visitors ahead of their arrival of the requirements on wearing a [Mask or Face Covering](#) while inside any campus building and bringing a Mask or Face Covering to wear when coming onto the campus.

K. 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, volunteers, 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.

L. 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 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 right away. Human Resources will consult with the JCU Health Center regarding appropriate and necessary isolation for employees or volunteers.

3. Employees who come to campus exhibiting symptoms of COVID-19 will be asked to leave campus immediately.
4. Isolation for COVID Positive Employees: Employees who have tested positive for or been diagnosed with COVID-19 regardless of vaccination status or symptoms may not return to campus until all of the following have occurred: 1) 5 days have passed since a positive test or diagnosis, AND 2) the symptoms are resolving or are getting better, AND 3) 24 hours have passed since the cessation of fever without use of any fever-reducing medication. If these three (3) items are met, the employee may return to campus and continue to wear a mask at all times for five (5) additional days.

Employees who have tested positive for or been diagnosed with COVID-19 and who continue to have symptoms or a fever after the initial 5 days may not return to campus for five (5) additional days and then only if the individual does not have a fever and symptoms are not resolving.

5. 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.
6. Quarantine for Employees who Have Been Exposed: Employees who are Up-to-Date with Vaccinations and who have been in close contact (within 6 feet) with an individual who has been diagnosed with or tested positive for COVID-19 is not required to quarantine, but must wear a Mask or Face Covering for ten (10) days following the last exposure when around others. Such employees should test on day 5, if possible. If such employees develop symptoms or test positive, they should isolate away from campus.
7. Employees who are not [Up-to-Date](#) with Vaccinations 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 five (5) days after the last exposure and if possible receive a negative test result on day 5 after exposure, and then wear a Mask or Face Covering for five

- (5) additional days when around others .
8. Employees who have tested positive or been diagnosed with COVID-19 in the past 90 days and have been in close contact (within 6 feet) of an individual who has been diagnosed with or tested positive for COVID-19 should wear a mask for ten (10) days when around others. If such individuals develop symptoms or test positive, they should isolate off campus.
 9. Current requirements for quarantine and isolation are available at <https://coronavirus.ohio.gov/static/docs/covid-19-guidance-quarantine.pdf>. The University will issue updated quarantine and/or isolation requirements as those are updated by federal or state health authorities.
 10. 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.

M. Masks or Face Coverings:

Per CDC guidance, it is required that all employees, visitors or contractors working on campus wear a [Mask or Face Covering](#) while indoors in any University building or property (see <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html> and <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.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 must 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. 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.
3. Employees, visitors and 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.

4. CDC indicates that the wearing of a Mask or Face Covering is an important 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.

N. 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.

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

P. 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. As appropriate and authorized, 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 or visitors present in any location on campus or at any University-sponsored event, if needed for public health purposes and to comply with federal, state or local directives.

Q. 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.

R. 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 or monitoring 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.

S. 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.

T. 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>

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

[Interim COVID-19 Response Policy](#)