



UNIVERSITY OF THE OZARKS

# EMPLOYEE VACCINATION, TESTING AND FACE COVERING POLICY

SPRING 2022



Wear mask



Wash hands



Avoid contact



Use soap &  
Antibacterial gel



Cough on  
your elbow



Keep your  
distance



Regular  
sleep

# COVID-19

## **PURPOSE:**

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. University of the Ozarks encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees and students. However, should an employee choose not to be vaccinated, this policy's sections on testing and face coverings will apply.

## **SCOPE:**

This COVID-19 Policy on vaccination, testing, and face covering use applies to all employees of University of the Ozarks, except for employees who do not report to a workplace where other individuals (such as coworkers or students) are present; employees while working from home; and employees who work exclusively outdoors.

## **ALL EMPLOYEES**

All employees are encouraged to be fully vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. Employees who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing and wear a face covering at the workplace.

All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Employees not in compliance with this policy will be subject to discipline.

Employees may request an exception from vaccination requirements (if applicable) if the vaccine is medically not advised for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by the employee with the "[Reasonable Accommodation Request Form](#)" for a Covid-19 Vaccine Exemption and sent to the Director of Human Resources @ [kaschlut@ozarks.edu](mailto:kaschlut@ozarks.edu). All such requests will be handled in accordance with applicable laws and regulations. The employee will be notified in writing of the approval/denial of their request.

## PROCEDURES:

### Overview and General Information

#### TESTING AND FACE COVERING REQUIREMENT

Any University of the Ozarks employee that chooses to be vaccinated against COVID-19 must be fully vaccinated no later than January 10<sup>th</sup>, 2022. Any employee not fully vaccinated by January 10<sup>th</sup>, 2022 will be subject to the regular testing and face covering requirements of the policy.

To be fully vaccinated by January 10<sup>th</sup>, 2022 an employee must:

- Obtain the first dose of a two-dose vaccine no later than January 10<sup>th</sup>, 2022; and the second dose no later than approximately 28 days later from the date of the first dose; or
- Obtain one dose of a single dose vaccine no later than January 10<sup>th</sup>, 2022.

**Vaccinated Employees:** Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. An employee will be considered partially vaccinated if they have received only one dose of a two-dose vaccine.

**Unvaccinated Employees:** Testing will take place in the Mabee Gymnasium testing room, located across from the athletic offices. It will be a PCR test and, if that test result comes back as positive, they will be required to follow University isolation guidelines. Testing will take place weekly on Wednesdays from 8am to 9am. If you miss this testing time slot, you will need to test independently and submit a test result within 48 hours.

#### COVID-19 MANDATORY ON-CAMPUS TESTING

**Vaccinated Employees:** All employees who are fully vaccinated as of January 10<sup>th</sup>, 2022 will not be required to test.

**Partially Vaccinated Employees:** All employees partially vaccinated exceeding 30 days from their first dose will be required to undergo regular COVID-19 testing until they receive their second shot in the vaccine protocol.

**Unvaccinated Employees:** All employees who are not fully vaccinated as of January 10<sup>th</sup>, 2022 will be required to undergo regular COVID-19 testing and wear a face covering when in the workplace.

#### SURVEILLANCE TESTING

**All Employees:** All employees regardless of vaccination status will be subject to surveillance testing after returning from Spring Break and Winter Breaks. Additional surveillance testing might be required pending further development of the pandemic.

**Vaccinated Employees:** All fully vaccinated employees will be exempt from weekly mandatory testing.

**Unvaccinated Employees:** All employees who are not fully vaccinated will be required to comply with this policy for testing.

Employees who report to the workplace at least once every 7 days:

- (A) must be tested for COVID-19 at least once every 7 days; and

(B) if you miss the weekly on-campus testing appointment, you must provide documentation of the most recent COVID-19 test result to Michelle Loving, COVID-19 Coordinator no later than the 2 days (48 hours) following the date on which the employee weekly testing appointment (every Wednesday 8am-9am).

Any employee who does not report to the workplace during a period of 7 days or more days:

(A) must be tested for COVID-19 within seven days prior to returning to the workplace; and

(B) must provide documentation of that test result to Michelle Loving, COVID-19 Coordinator upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they may not return to work until a negative test result is provided.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

## FACE COVERINGS

**All Employees:** All are required to wear a face covering for indoor gatherings larger than 10 persons. Face coverings are required in all classroom settings regardless of capacity size. Outdoor gatherings will be evaluated on a case-by-case basis.

**Vaccinated Employees:** All employees who are fully vaccinated as of January 10<sup>th</sup>, 2022 will be mask-optional for indoor gatherings of 10 or less.

**Partially and Unvaccinated Employees:** University of the Ozarks will require all employees who are not fully vaccinated to wear a face covering indoors at all times and outdoors in gatherings of 10 persons or more.

### Face coverings must:

- (i) completely cover the nose and mouth;
- (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source);
- (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers;
- (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and
- (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.
- (vi) Please note: face shields are not an acceptable form of face covering.

Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings

will be implemented, along with the other provisions required by OSHA’s COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.

The following are exceptions to University of the Ozarks’ requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or face covering.
4. Where University of the Ozarks has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee’s mouth for reasons related to their job duties, when the work requires the use of the employee’s uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

## VACCINATION STATUS AND ACCEPTABLE FORMS OF PROOF OF VACCINATION

### All Employees

All employees, both vaccinated and unvaccinated, must inform University of the Ozarks of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

Vaccination Status	Instructions	Deadline(s)
Employees who are fully vaccinated.	Submit proof of vaccination that indicates full vaccination.	January 10 <sup>th</sup> , 2022
Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.	January 10 <sup>th</sup> , 2022
Employees who are not vaccinated.	Submit statement that you are unvaccinated, but are planning to receive a vaccination by the deadline.	January 7 <sup>th</sup> , 2022
	Submit statement that you are unvaccinated and not planning to receive a vaccination.	January 7 <sup>th</sup> , 2022

### Partially and Fully-Vaccinated Employees:

All fully and partially-vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted via:

<https://eaglenet.ozarks.edu/MyOzarks/employees/CovidVaccination.aspx>

Acceptable proof of vaccination status is:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or

5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances University of the Ozarks will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

"I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

An employee who attests to their vaccination status in this way should to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine. This attestation should be emailed to Karen Schluterman, Director of Human Resources at [kaschlut@ozarks.edu](mailto:kaschlut@ozarks.edu).

## SUPPORTING COVID-19 VACCINATION

An employee may take up to four hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four hours to get the vaccine must send their supervisor and Karen Schluterman, Director of Human Resources an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., sick leave, to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.

Employees may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary.

## EMPLOYEE NOTIFICATION OF COVID-19 AND REMOVAL FROM THE WORKPLACE

**All Employees:** University of the Ozarks will require all employees to promptly notify Michelle Loving, COVID-19 Coordinator and/or via the Daily Certification link or via email at [mloving@ozarks.edu](mailto:mloving@ozarks.edu) when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider.

**Partially and Unvaccinated Employees:** Completion of the Daily Certification form is required for staff and faculty whom are not fully vaccinated intending to be physically present on-campus, to include residing in University housing. Failure to complete the daily self-certification can impact the university's ability to provide an

appropriate learning and living environment. As such, failure to complete the daily certification form can constitute a violation of the University policy.

The University continues to act in good faith to fulfill its obligation to protect, to the extent possible, members of the University community from COVID-19. The information collected from the daily survey will be used to help the University address your needs and prevent the spread of COVID-19.

### **Return to Work Criteria**

Under CDC's "Isolation Guidance," asymptomatic employees may return to work once 5 days have passed since the positive test and wear a mask 5 days thereafter, and symptomatic employees may return to work after all the following are true:

- At least 5 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If an employee has severe COVID-19 or an immune disease, University of the Ozarks will follow the guidance of a licensed healthcare provider regarding return to work.

### **NEW HIRES:**

All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

### **Confidentiality and Privacy:**

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

### **Questions:**

Please direct any questions regarding this policy to Karen Schluterman, Director of Human Resources at [kaschlut@ozarks.edu](mailto:kaschlut@ozarks.edu).