

PROCEDURE TITLE:	MASKING, TESTING & REPORTING COVID-19 VACCINATION STATUS FOR EMPLOYEES
PROCEDURE NO.:	4.93:2
RELATED POLIC(IES):	4.93REV
PAGE NO.:	1 OF 4
RESPONSIBLE ADMINISTRATOR(S):	VICE PRESIDENTS; DESIGNATED ADMINISTRATORS
EFFECTIVE DATE:	09/13/2021
NEXT REVIEW DATE:	09/13/2022
APPROVED BY:	PRESIDENT

## 1.0 PURPOSE

- 1.1 The purpose of this procedure is to ensure compliance with Policy 4.93Rev and Policy 5.42 specifically related to masking, testing for Covid-19, and the reporting of Covid-19 vaccinations in order to protect public health essential to sustaining the University's vital missions of education and student life experiences.
- 1.2 The provisions of this procedure are subject to future mandatory federal, state, or local laws, ordinances, regulations, or university policies. If any such future governmental action imposes greater obligations than this procedure, the stricter requirements shall supersede the requirements of this procedure and will be effective upon notice to affected members of the University community. A global email to staff shall be considered proper notice under this subsection.

## 2.0 AUTHORITY AND RESPONSIBILITY

- 2.1 The University's Health Team is responsible for monitoring federal, state, and local health orders and/or guidance in order to inform the development and implementation of University safety and health protocols and guidelines applicable to students, faculty, staff and campus visitors.
- 2.2 The Department of Human Resources will collaborate with the SSU Health Team and ensure protocols and guidance are current and communicated broadly to the applicable audience.
- 2.3 Upon the publication of protocols and/or guidance, all employees, students, and visitors are required to comply.
- 2.4 Requests for an exception or exemption from such safety and health protocols must follow the exemption/accommodation process established and communicated by the University's Department of Human Resources.
  - 2.4.1 Compliance with the results of the exemption/accommodation review process is required.

## 3.0 MASKING PROTOCOLS

- 3.1 Masking requirements will be determined considering such factors as the local and regional vaccination rates, incidents of Covid-19, and recommendations of the local health department and University's Health Team. Unless rescinded or modified by the President or Board of Trustees, the provisions of Policy No. 5.42, effective on August 12, 2020, remain in full force and effect.

### 3.2 Masking Requirements

- 3.2.1 Requirements related to masking on campus, (inside and/or outside buildings) will be published and communicated to the campus community.
- 3.2.2 All employees are required to comply with or be exempt from published masking protocols as long as they remain in effect.

## 4.0 SELF REPORTING OF VACCINATION STATUS

- 4.1 The reporting of an individual's vaccination status following the University's method as described in section 5.0 of this procedure is encouraged.
- 4.2 Employees who voluntarily report that they are vaccinated for Covid-19 will not be subject to routine testing (reference 5.3 for other testing requirements).
- 4.3 Employees who choose not to report their vaccination status will be subject to required testing on a regular/routine basis.

## 5.0 TESTING PROTOCOLS

- 5.1 Testing requirements will be established considering the most prudent approach to ensuring the safety and health of the campus community, in the discretion of the President. Testing may be required of employees who are partially or fully vaccinated.
- 5.2 Testing of individuals who self-report that they are unvaccinated or who choose not to provide their vaccine documentation to the SSU Health Team:
  - 5.2.1 Faculty and staff who have not been verified as fully vaccinated by the SSU Health Team will be subject to testing weekly or on such other schedule as determined by the Health Team.
    - 5.2.1.1 Fully vaccinated is defined as being two weeks post-vaccination from the last required dose of the regime for the specific vaccine.
    - 5.2.1.2 Faculty and staff may report their vaccine through the SSU App or by emailing [covid19@shawnee.edu](mailto:covid19@shawnee.edu).
    - 5.2.1.3 Instructions on how to download and use the SSU App may be found at [shawnee.edu/health-pass](http://shawnee.edu/health-pass).
- 5.3 Testing of individuals who feel ill, have traveled, or have been exposed to COVID-19:
  - 5.3.1 Faculty and staff who are ill with COVID-type symptoms, have been exposed to COVID-19 (per criteria below), have traveled internationally or are unvaccinated and have traveled domestically will be expected to confirm negative test results [per CDC guidelines](#) before returning to in-person work.
  - 5.3.2 An individual is "exposed" if they have had contact with another person who tested positive for COVID-19. Contact is defined as:
    - 5.3.2.1 Being less than 6 feet apart from the person for greater than 15 minutes (less than 15 minutes if not masked); and

5.3.2.2 The interaction was 2 days or less prior to the onset of the person's symptoms or positive test results.

5.4 A vaccinated employee with possible COVID-19 exposure who cannot work remotely or who works in an area critical to university operations may be permitted to continue in-person work before a negative test is produced.

5.4.1 If permitted, the individual will be expected to wear personal protective equipment and practice enhanced hygiene (i.e., wear KN-95 mask, maintain social distance, wear gloves when possible, and frequently wash hands) unless and until negative test results are received by the SSU Health Team.

## 6.0 TESTING PROCESS

6.1 Faculty and staff who do not self-report that they have been vaccinated for COVID-19 are responsible for scheduling their COVID-19 test with the SSU Health Team per instructions issued by the SSU Health Team. Such testing may be on a weekly basis or on such other schedule as determined by the Health Team.

6.1.1 To comply with the testing requirements, faculty and staff must register for testing online at <https://www.shawnee.edu/health>.

6.1.2 If a faculty or staff member completed a test at another facility prior to the scheduled on-campus testing date, they may submit their test results to [covid19@shawnee.edu](mailto:covid19@shawnee.edu).

6.1.3 If a faculty or staff member fully works off-campus or has some other reason for not reporting for testing, they are expected to email that information to [covid19@shawnee.edu](mailto:covid19@shawnee.edu) prior to the date such testing is scheduled.

6.2 Faculty or staff who feel ill or have been exposed to COVID-19 will be advised by the SSU Health Team when testing should be conducted based on the date of exposure or symptom onset.

6.2.1 Vaccinated individuals typically test on day 12 or thirteen after a known exposure.

6.2.2 Unvaccinated individuals typically test on day 5 or six after a known exposure.

6.3 Testing will normally be performed at the SSU Health Clinic located at Hatcher Hall, 1001 4th Street, Portsmouth, OH 45662. Faculty and staff will be notified if a different location is designated.

6.4 The results of a COVID-19 test will be provided to the individual by King's Daughters Medical Center (KDMC) through MyChart, phone, secure email, or a secure texting app. If a positive result is realized, the individual will be quarantined in accordance with University protocols.

6.5 There will be no charge for COVID-19 tests performed by the SSU Health Team.

6.6 All information provided to the SSU Health Team is confidential and will be maintained in accordance with applicable health privacy laws. Under certain

circumstances, SSU Health Team members may be legally required to report information to the local health department and other permissible parties.

## 7.0 REQUEST FOR EXEMPTION/ACCOMMODATION

- 7.1 Exemptions from the above testing and masking requirements may be permitted in accordance with applicable federal, state, or local laws, ordinances, regulations, or orders.
- 7.2 When an individual has an underlying medical condition, is at higher risk for severe COVID-19 complications as defined by the Centers for Disease Control and Prevention (CDC), has a mental health condition, or other factors believed to warrant consideration for an exemption from being tested or masked, the individual must request an accommodation within 24-hours after the issue becomes known.
- 7.3 An interactive process to consider the exemption may include a request by the Health Team representative for additional information and medical documentation along with an evaluation of steps necessary to effectively deliver instruction or enable the successful completion of an employee's work requirements.
- 7.4 Employees seeking any type of accommodation should contact the Department of Human Resources. Until the determination has been made regarding a potential accommodation, such individuals must comply with testing and masking requirements as established by Policy 5.42 and are expected to work directly with their supervisors to make alternative work arrangements, if needed.

## 8.0 ACCOUNTABILITY

- 8.1 The University expects full compliance with these procedures (or approval of exemption from them following University processes for that purpose) and all health and safety protocols issued by the President, the SSU Health Team and the Department of Human Resources. This expectation is established for the sole purpose of avoiding and limiting the spread of infectious and communicable diseases, including Covid-19 and/or variants in the community.
- 8.2 Failure to follow this procedure for masking and testing protocols may subject employees to disciplinary action, up to and including dismissal from employment and in accordance with applicable university policies, procedures and collective bargaining agreements.

### History

Effective: 09/13/2021