



## **COVID-19 EMPLOYEE GUIDELINES**

### **i. INTRODUCTION**

While it is never possible to eliminate risk entirely, USJ will continue to modify policies, procedures, plans, and facilities as necessary to manage the impact of COVID-19. This document will be updated on an ongoing basis; it is the responsibility of each employee to review it on a regular basis and comply with all protocols. We will make every effort to keep this document current, but in the event Connecticut state guidelines change, we will adhere to the most recent state requirements.

### **I. VACCINATIONS**

Effective June 27, 2022, the University has suspended COVID-19 vaccination requirements for employees and students. Newly hired employees will not be required to provide proof of vaccination or receive an exemption as a condition of employment. Please note that if employee job responsibilities require presence at non-USJ worksites (e.g., for clinical supervision), the employee must comply with the host site's COVID-19 policies, including any vaccination requirements.

Employees and students are required to continue complying with established COVID-related safety guidelines when at work, including wearing a mask when indicated. Faculty teaching in-person courses may require that students wear masks while in class; it is the responsibility of the individual faculty to ensure this request is communicated to students. Employees are encouraged to be respectful of colleagues or students who opt to wear a mask or who request use of COVID-19 safety practices such as physical distancing or virtual meetings.

### **II. DAILY HEALTH ASSESSMENT**

Employees working on campus, including those who have received the COVID-19 vaccine, must conduct symptom monitoring every day before reporting to work, and should not report to campus or other work site if they exhibit symptoms consistent with COVID-19 or other communicable illnesses. As with any other absence, employees should contact their supervisor as early as possible to provide notice of the absence.

### **III. RESPONDING TO POTENTIAL EXPOSURE**

Employees are expected to adhere to [CDC guidelines](#) in effect at the time if either of the following occur:

- Their own positive test result for COVID-19;
- Unvaccinated or partially vaccinated employees only: Close contact with an individual who has tested positive for or displays symptoms consistent with COVID-19.

Staff employees who must isolate because of a positive COVID-19 test or who are absent because of symptoms must use sick time except in the case of those in designated positions that require remote work and who feel well enough to work during the isolation period.

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The table below provides a quick reference regarding when employees are required to quarantine or isolate due to possible COVID-19 exposure. If you are in one of these situations, please read the detailed section below the table for additional information.

<b>Situation</b>	<b>Fully Vaccinated?</b>	<b>Quarantine requirements</b>
I tested positive for COVID-19	YES or NO	<ul style="list-style-type: none"> <li>Isolate for 5 days from the date of the positive test.</li> <li>May return to work on 6<sup>th</sup> day after date of test, if asymptomatic.</li> <li>Must have no fever for at least 24 hours prior to returning to work, without fever-reducing medicines.</li> <li>Wear a mask indoors for at least 5 days after ending isolation (10 days from date of a positive test), even if vaccinated.</li> </ul>
I have symptoms of COVID-19 but I have tested negative for COVID since the onset of symptoms.	YES or NO	<ul style="list-style-type: none"> <li>May return to work immediately following receipt of negative test results, if symptoms have improved.</li> <li>Must have no fever for at least 24 hours prior to returning to work, without fever-reducing medicines.</li> <li>Wear a mask indoors for at least 10 days from onset of symptoms, even if vaccinated.</li> </ul>
I have symptoms of COVID-19 but have not been tested	YES or NO	<ul style="list-style-type: none"> <li>Isolate for at least 5 days from the onset of symptoms.</li> <li>May return to work on 6<sup>th</sup> day after onset of symptoms, if symptoms have improved.</li> <li>Must have no fever for at least 24 hours prior to returning to work, without fever-reducing medicines.</li> <li>Wear a mask indoors for at least 10 days from onset of symptoms, even if vaccinated.</li> </ul>
I had 'close contact' with someone who tested positive or has symptoms of COVID-19	YES	<ul style="list-style-type: none"> <li>No quarantine required if asymptomatic.</li> <li>Wear a mask indoors for 10 days after potential exposure, even if vaccinated.</li> <li>CDC recommends a COVID test on day 5 after exposure.</li> </ul>
	NO	<ul style="list-style-type: none"> <li>Quarantine for 5 days from the date of close contact.</li> <li>May return to work on 6<sup>th</sup> day after last date of contact, if asymptomatic and have not tested positive for COVID-19.</li> <li>Wear a mask indoors for at least 10 days from last date of close contact, even if vaccinated.</li> <li>CDC recommends a COVID test on day 5 after exposure.</li> </ul>
I traveled out of state.	YES or NO	<ul style="list-style-type: none"> <li>Follow requirements issued by the state of Connecticut and/or the CDC.</li> </ul>

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- A. Employee has tested positive for COVID-19, whether vaccinated or unvaccinated
- Employee must isolate for 5 days from the date of the positive test (specimen collection). Employee may return to work on the 6<sup>th</sup> day after the date of test if they remain asymptomatic, or if symptoms have significantly improved and the employee has been fever-free for 24 hours without the use of fever-reducing medication.
- B. Employee has symptoms consistent with COVID-19
- Employee must isolate for 5 days from the date symptoms appear. Employee may return to work on the 6<sup>th</sup> day after symptoms first appeared, and 24 hours have passed with no fever, and other symptoms have improved (e.g., cough, shortness of breath).
  - Employee may return to work immediately if a negative COVID test occurs after the onset of symptoms, and if symptoms have improved, including no fever for 24 hours without the use of fever-reducing medications.
- C. Employee has been in ‘close contact’ with an individual who has tested positive for COVID-19 or has symptoms consistent with COVID-19
- Employees with up-to-date vaccinations:**
- Are not required to quarantine due to ‘close contact’ if asymptomatic.
  - Should wear a mask in public indoor settings for 10 days after exposure.
  - Are recommended to get tested on day 5 after the date of exposure.
- Employees not fully vaccinated:**
- Should quarantine for 5 days from the last date of ‘close contact’.
  - Wear a mask for at least 10 days from the last date of ‘close contact’.
- D. Employee has traveled internationally or been on a cruise
- Follow requirements issued by the state of Connecticut and/or the CDC

**IV. MASKS**

USJ is currently “mask optional” for all employees, regardless of COVID-19 vaccination status, except in the following circumstances:

- Masks may be required for everyone in some large gatherings. Notice of this requirement will be announced for each event.
- Faculty members may require that masks be worn by everyone in their classrooms, labs, or offices; staff employees may require that masks be worn by anyone within their own workspace.
- Masks may be required in the Gengras Center or School for Young Children. Those facilities will establish their own policies based on what is best for their students.
- Masks are required in Student Health Services/The Beekley Center for Student Health and Wellness.

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**V. PHYSICAL DISTANCING (“SOCIAL DISTANCING”) & CLEANING**

Employees are encouraged to maintain a safe distance from co-workers and students whenever possible.

Employees should [wash hands](#) frequently throughout the day, consistent with CDC guidelines. A hand sanitizer that contains at least 60% alcohol may be used when soap and water is not easily accessible. Employees should cover all coughs and sneezes with a tissue or the inside of their elbow, and wash hands immediately after.

While the University’s Facilities team provides regular cleaning to all work and educational spaces, all employees should take ownership of ensuring cleanliness of shared resources such as door handles, light switches, copier/printer buttons, water dispensers, and so forth.

**VI. REPORTING CONCERNS**

Employees with COVID-related concerns, including safety protocols, non-compliance, or emerging concerns should report their concerns to the Director of Human Resources and/or the appropriate Provost/Vice President (or President for those departments that report directly to the President). Retaliation against any person for raising concerns about COVID-related issues is prohibited and may result in disciplinary action. An employee who believes they have been subject to retaliation regarding COVID-related issues should report their concerns to the Director of Human Resources.

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