# COVID-19 Vaccination, Testing, and Face Covering Protocol

**Purpose**

The following policy is intended to be temporary and complies with OSHA’s Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501), and is only in effect in conjunction with and as required for enforcement of the OSHA Emergency Temporary Standard.   
  
Vaccination is a tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Southwestern College encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. However, **should an employee choose not to be vaccinated, this protocol’s sections on testing and face coverings will apply.**

**Scope**

This COVID-19 Protocol on vaccination, testing, and face covering use applies to all employees of Southwestern College (including part-time, seasonal, and student workers) except for employees who do not report to a workplace where other individuals (such as coworkers or customers) are present; employees while working from home; and employees who work exclusively outdoors.

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 protocol will be subject to discipline, up to and including termination.

Employees may be legally entitled to a reasonable accommodation if they cannot wear a face covering (as otherwise required by this protocol) because of a disability, or if the provisions in this protocol for 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 by sending a written and signed request to the Director of Human Resources. All such requests will be handled in accordance with applicable laws and regulations and Southwestern College policies applicable to ADA accommodations.

**Overview and General Information**

**Vaccination**

Any Southwestern College employee that chooses to or is required to be vaccinated against COVID-19 must be fully vaccinated no later than February 9, 2022 to avoid falling under the requirements of this protocol. Any employee not fully vaccinated by that date will be subject to the regular testing and face covering requirements of the protocol, unless or until the employee is fully vaccinated.

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.

Employees will be allowed up to four hours paid time off from their work schedule to seek and obtain any/each dose of an FDA approved COVID-19 vaccine. Time off also includes a reasonable amount of time via paid sick leave to recover from any side effects caused by the vaccine. Time off will be requested and approved through normal Paycom leave request processes.

**Testing and Face Coverings**

All employees who are not fully vaccinated as of the above date will be required to undergo regular COVID-19 testing and wear a face covering when in the workplace. Policies and procedures for testing and face coverings are described in the relevant sections of this protocol.

**Vaccination Status and Acceptable Forms of Proof of Vaccination**

**Vaccinated Employees**

All 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 Paycom ([www.Paycomonline.com](http://www.Paycomonline.com)), by uploading a copy of their documentation.

To upload your Vaccination record, please go to Paycom Employee Self Service, then:  
>> DOCUMENTS >> MY DOCUMENTS >> ADD DOCUMENT >> COVID VACCINATION RECORD >> NEXT >> BROWSE TO UPLOAD FILE >> CLICK ADD.  
  
After adding your document, you will see a list of all of your documents and the COVID VACCINATION RECORD should be at the top if your list is sorted by Modification date.

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 Southwestern College 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.

**All Employees**

All employees, both vaccinated and unvaccinated, must inform Southwestern College 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**](https://uconn.kualibuild.com/app/builder/#/app/6116a93470c971651c9d7187/run) proof of vaccination that indicates full vaccination. | January 10, 2022 |
| Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series). | [**Submit**](https://uconn.kualibuild.com/app/builder/#/app/6116a93470c971651c9d7187/run) 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, 2022 |
| Employees who are not vaccinated. | Submit statement that you are unvaccinated, but are planning to receive a vaccination. | January 10, 2022 |
|  | Submit statement that you are unvaccinated and not planning to receive a vaccination. | January 10, 2022 |

**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 the Director of Human Resources and their supervisor 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.

Requests for duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects will be completed and approved using the normal Paycom leave request/approval process.

**Employee Notification of COVID-19, Removal from the Workplace, and Return to Work**

Any employee who develops symptoms of illness related to COVID-19 should be tested before returning to their normal work schedule. Employees who test positive for COVID-19 should follow the Medical Removal from the Workplace guidelines and Return to Work Criteria below. Southwestern College requires employees to promptly notify Human Resources and their supervisor when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider.

**COVID-19 Positive Test:**

**Employees who have tested Positive and are asymptomatic/are NOT ill**

* Isolate at home for a period of ten days
* Test before returning to work on day six

**Employees who have tested Positive and have symptoms/are ill**

* Isolate at home for ten days and
* If the employee has a fever, the employee must remain isolated until 48 hours after the fever subsides

**EXPOSURE: If in *Close Contact\** to a COVID positive individual**

**Employees who are exposed via close contact to COVID-19 and are:  
1.)** Fully vaccinated and have received Booster or  
**2.)** Completed vaccination cycle (Pfizer or Moderna) within the last six months   
or received J&J Vaccine within the last two months

* No required isolation or quarantine.
* Wear mask when outside of personal space for a period of 10 days.
* Testing is recommended five days after exposure.

**Employees who are exposed via close contact to COVID-19 and are:   
1.)** Unvaccinated or

**2.)** Completed vaccination cycle (Pfizer or Moderna) more than six months ago   
or received J&J vaccine more than two months ago and have not received a booster.

* Isolate at home for a period of five days.
* Receive a negative test before returning to work.
* Wear mask when outside of personal space for a period of 5 days.   
  For unvaccinated employees masking is required during all work hours when on campus.
* Continue to closely self-monitor for any signs of illness/symptoms of COVID-19

*\*Close Contact as defined by the*[*Centers for Disease Control and Prevention*](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)*:   
Someone who was less than*[*6 feet away from infected person*](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html#stay6ft)*(laboratory-confirmed or a*[*clinical diagnosis*](https://ndc.services.cdc.gov/case-definitions/coronavirus-disease-2019-2021/)*) for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes).*

Current symptoms associated with COVID-19 include:

* Fever (above 100.4) or chills
* Cough
* Shortness of breath or difficulty breathing
* Fatigue
* Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

Since these symptoms can change, we ask that all college community members also refer to the [Centers for Disease Control and Prevention](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) website for the most updated information.

**Time-Off Policies**

Staff should continue to follow the college’s standard practices for requesting time off using Paycom. Faulty should continue to follow their department’s standard practices for requesting time off.

**Accrued Leave Time**

The College provides generous leave benefits to its employees. Authorized leaves of absence from work generally include vacation leave, sick leave, bereavement leave, family leave for the birth or adoption of a child, leave under the Family & Medical Leave Act (FMLA), designated holidays, jury duty, and military duty.

Sick leave is to be used by employees for absences due to personal illness, injury, dental or medical appointments. The same can also be authorized for the employee's family or household if the employee is the individual primarily relied upon to render care to the child, elder, spouse or domestic partner or other member of his/her family or household. Sick leave should be the primary type of accrual used for COVID-19-related absences.

College staff and administration also earn paid vacation days that may be used for rest, recreation, and personal business during the year. These hours may be accessed for COVID-19-related absences if sick leave has been exhausted.

Employees are expected to attend work regularly and report to work at regularly scheduled work times unless their absence is otherwise authorized and approved. The college’s leave time and accrual policies can be found in the employee handbook.

**Family Medical Leave Act**

An employee who works for a covered employer, is eligible for FMLA, and is sick, or is caring for a family member who is sick with COVID-19 may be entitled to leave under the FMLA under certain circumstances. An FMLA-eligible employee can take up to 12 weeks of unpaid, job-protected leave in a designated 12-month leave year for specified family and medical reasons, including a serious health condition as defined by the FMLA.

There is currently no federal law requiring employers to provide leave to employees caring for a child whose school is closed or whose care provider is unavailable due to COVID-19 reasons. However, given the potential for significant illness under pandemic scenarios, employees who are affected by school closures should work directly with their supervisor to discuss potential options.

**Medical Removal from the Workplace**

Southwestern College has also implemented a protocol for keeping COVID-19 positive employees from the workplace in certain circumstances. Southwestern College will immediately remove an employee from the workplace if they have received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate). Employees are to remain at home until they meet the return to work criteria as noted below.

Employees who are at home because of a positive COVID-19 test or diagnosis should use accumulated sick leave and/or vacation hours during their stay, unless they are both able and willing to work remotely during their time at home. If an employee is both able and willing to work, the employee will not be required to use sick leave and/or vacation hours. The guidelines for working remotely are below.

Guidelines for Employee Working Remotely:

* The expectations to perform your job duties remain the same as if you are working from your office (e.g., attend meetings remotely, interface with your co-workers as required, be responsive during established work hours, and complete assigned work timely).
* The employee accepts responsibility for maintaining the security and confidentiality, if required, of all work-related information, data, documents, and other materials kept at their remote workplace or stored on personal electronic equipment.
* The employee must be able to access necessary documents and resources remotely, including email and voicemail.
* While working remotely, any time off or overtime will be pre-arranged according to department guidelines and consistent with the laws and policies that govern employment.

**COVID-19 Testing and Face Covering**

**Testing**

All employees who are not fully vaccinated will be required to comply with this protocol for testing.

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

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

(B) must provide documentation of the most recent COVID-19 test result to Lock Schnelle (alternatively, Human Resources in his absence) no later than the seventh day following the date on which the employee last provided a test result.

Any employee who does not report to the workplace during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to the workplace):

(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 Lock Schnelle (alternatively Human Resources in his absence) upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this protocol, they will be removed from the workplace until they provide a test result.

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.

Southwestern College will maintain on-campus testing for employees (at no cost to the employee) for the foreseeable future. The testing procedure may be completed any weekday from 7:30 a.m. until 9:30 a.m. in Pound’s Lounge in the Roy Smith Student Center. If testing is completed at the on-campus testing site, results will be automatically reported to Lock Schnelle (or alternatively, Human Resources in his absence). Employees testing on campus should test on the same day of the week each week to maintain the proper timeline.

Employees may also test at other locations if convenient. In such cases, the employee will send a copy of the test result to Lock Schnelle (alternatively, Human Resources in his absence) via email within the seven day requirement each week. Employees assigned to sites other than Winfield who wish to test at other locations for convenience may be reimbursed up to $10 per week for documented testing expenses.

**Face Coverings**

Per OSHA’s Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501),Southwestern College will require all employees who are not fully vaccinated to wear a face covering. 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.

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.

Employees may obtain a Southwestern College logo face mask from the Marketing and Communications office. Logos other than Southwestern College may be worn, but such logos must be of a generally-accepted non-offensive nature.

The following are exceptions to 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 facemask.
4. Where Southwestern College 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).

**New Hires**

All new employees are required to comply with this protocol as a condition of employment. New employees must provide the required documentation of vaccination status prior to reporting to their first day of work. New employees who are unvaccinated must also provide a negative test result no older than seven days prior to their first day of reporting to campus and immediately comply with the face covering requirements. Potential candidates for employment will be notified of the requirements of this protocol 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 protocol to Human Resources.