PURPOSE

As a matter of public health and well-being, the purpose of this policy is to establish workplace rules for the effective and appropriate management of faculty and staff issues related to COVID-19 at the University of Miami (“University”).

Additional requirements regarding clinical employees and staff who support the clinical efforts of UHealth are outlined in the requirements of their roles. For more information, see University of Miami Official Communications on Coronavirus Disease.

POLICY

It is the policy of the University to follow the Guidelines for Returning to Normal Operations, as issued by the University’s Office of Emergency Management (prepare.miami.edu). These guidelines must be followed by all faculty and staff employees who are working in or using University facilities/spaces. Employees who are working remotely should continue to do so until they are directed otherwise as outlined in the Return to Work Survey section below. Consistent with other University policies, failure of an employee to follow these guidelines and the procedures outlined below may result in corrective action, up to and including warnings, unpaid leave, and potential termination of employment for non-compliance.

DEFINITIONS

COVID-19: Coronavirus Disease (COVID-19) is an illness caused by a virus that can spread from person to person.

Temporary Emergency Administrative Time: Paid time up to 14 days during which the employee is not required to utilize the employee’s accrued time off because they have been advised by Employee Health to isolate at home and they are unable to work remotely.

Medically-confirmed diagnosis: A medical diagnosis issued by a licensed health care provider based upon physical examination of the individual, interview with the individual, family or both, medical history of the individual and family, and/or clinical findings as reported by laboratory tests and radiologic studies.

Quarantine: Restriction of movement and/or action of individuals who are known to have been exposed to or may reasonably be suspected to have been exposed to a communicable disease and who do not yet show
signs or symptoms of infection. The time, usually in days, between exposure to an illness and the onset of symptoms, which for COVID-19, is up to 14 days.

**Testing:** The University may require employees to undergo a COVID-19 test, as a condition of employment either as part of a return to work survey, as a result of contact tracing, or upon return from travel. Acceptable testing is only a nasal swab for the COVID-19 virus done in an approved lab.

**Work from Home:** Also referred to as remote work or telecommute. Employees do not travel to a central place of work. Instead, employees fulfill their job duties from an alternate location; in the case of COVID-19, this has primarily been their place of residence.

**PROCEDURE**

In preparing for resumption of normal operations, staff employees should continue to work remotely to reduce the number of individuals on campus and the potential spread of COVID-19 unless instructed by their supervisor to return to the workplace. The following procedures for return to the workplace are guided by the four pillars: 1) testing, tracing, tracking; 2) cleaning and disinfecting; 3) protecting personal space; and 4) vaccinating.

**I. TESTING, TRACING, AND TRACKING**

Employees must be free of any symptoms potentially related to COVID-19 to be eligible to report to work. There are several scenarios when an employee will be required to complete a safety screening tool prior to returning to the workplace. A non-exhaustive list of examples include: following a period of telecommuting or other absence; after travel outside of home area; and periodic symptom monitoring as required. Employees may also be required to be tested for COVID-19 through Employee Health.

COVID-19 symptoms include one or more of the following: cough; shortness of breath or difficulty breathing; fever; chills; repeated shaking with chills; runny nose or new sinus congestion; muscle pain; headache; sore throat; fatigue; new gastro-intestinal symptoms; new loss of taste or smell. Additionally, many COVID-19 positive individuals do not present with symptoms. For more information, see [Centers for Disease Control Coronavirus Disease Website](http://www.cdc.gov/coronavirus/2019-ncov/index.html).

**A. RETURN TO WORK SAFELY**

Deans/department chairs or managers must assign and send the safety screening tool to faculty and staff employees who are scheduled to return to work onsite once return to work plans have been approved by senior leadership and the Office of Emergency Management.

When notified to return to the workplace, the faculty or staff member will receive an email link from “COVID-19 Return to Work Onsite” within three (3) days prior to their scheduled return date. Employees are required to attest that all information they provide is truthful and any misrepresentation or false statements will be considered a violation of this policy.

After the employee completes the survey, instructions will be provided on whether they are cleared to return to work or what they will be required to do before returning to the workplace. If the employee is cleared to return to work onsite, the employee will be provided with their return date.

**a. Employee is Not Cleared To Return to Work**

If a faculty or staff member is not cleared to return to work, Employee Health will provide specific instructions and send the employee for testing, if appropriate. When an employee is instructed by Employee Health to
b. Faculty or Staff Member Exhibits COVID-19 Symptoms or is Ill

Faculty and staff employees who are ill should not report to work.

In the event that a faculty member believes he or she is experiencing symptoms potentially consistent with COVID-19, the faculty member should call Employee Health to complete a health evaluation. The University may require a faculty member who is ill or exhibits any symptom potentially consistent with COVID-19 to stay away from campus until they have produced medical certification advising that they are clear to return.

If a staff member exhibits any symptom potentially consistent with COVID-19, the manager may ask the employee if they have COVID-19 or any associated symptoms, been in contact with a person confirmed as having COVID-19, and whether the employee has been to a doctor. Employees who arrive to work with symptoms or develop symptoms associated with COVID-19 during the workday will be sent home and referred to Employee Health to complete a health evaluation. The outcome of the evaluation will determine the next steps to which the employee must adhere, which may include resuming work, staying home to quarantine and monitor symptoms, testing, or seeking additional medical advice. Employees may not return to work until they are cleared by Employee Health to return.

The University may require a staff member not to report to work until they have produced medical certification advising that they are clear to return to work.

After three (3) consecutive days of illness of any kind, staff members are required to contact leave coordinators in Human Resources at umloa@miami.edu. For additional information, please see the University's Family and Medical Leave and the University's Americans with Disabilities Act and Reasonable Accommodations Policies.

c. Employees at Higher Risk of Severe Illness

The Centers for Disease Control (CDC) has identified that older adults (age 65 years and older), and individuals of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

Staff employees who are 65 years and older or who are certified as having an underlying medical condition that poses a severe risk for contracting COVID-19 will be given priority consideration to work from home where possible. If the employee’s job cannot be performed remotely, the employee may use their accrued vacation, PTO, holiday and sick/EIB time.

Staff employees requesting an absence from work due to an underlying medical condition that places them at greater risk of severe illness if they contract COVID-19 must provide a medical certification from their healthcare provider to the University’s Leave Management office at umloa@miami.edu to use their accrued vacation, PTO, holiday, sick/EIB time or associated loan bank. If a staff employee’s accrued time off is...
exhausted, the employee can take a loan of future sick/EIB time accrual of up to 21 days. If the 21 days is exhausted, the staff employee may request an unpaid leave of absence of up to 90 days per the policy. To access the Workplace Requests Related to COVID-19 form, click here.

Faculty members may request teaching accommodations through the Office of Faculty Affairs. To access the form, click here.

**B. RETURN TO WORK VIDEO MODULE**

All employees are required to complete a training module on workplace requirements for COVID-19 as part of their return to work onsite. The training module will be made available electronically by the end of July. Individual responsibility and a commitment to abide by health guidelines are key to the success of the institutional efforts to promote a healthy and safe workplace. The training module will encourage a partnership among members of the University community to be safe and responsible in their actions and choices to assist with the protection of the campus. It is imperative for employees to take responsibility for their actions and adhere to the guidelines to protect themselves and others.

**C. CONTACT TRACING**

If an employee has reported to work onsite and learns that they are positive for COVID-19, the University will conduct contact tracing of them. Employees are required to supply the University with information necessary to trace their on-campus contacts within a reasonable period prior to and after they have tested positive for COVID-19. Contact tracing is the process of identification of persons who may have come into contact with the employee and subsequent collection of further information about these contacts.

The goals of the University in contact tracing are to interrupt ongoing transmission and reduce the spread of an infection; alert contacts to the possibility of infection and offer preventive counseling or prophylactic care; and offer diagnosis, counseling and treatment to already infected individuals. By tracing the contacts of infected individuals, testing them for infection, treating the infected and tracing their contacts in turn, the University aims to reduce infections in the population.

**D. TRACKING DISEASE EVOLUTION**

The University has established systems and protocols to determine the prevalence of COVID-19 infection within members of the University community. In addition to the required COVID-19 testing outlined in this policy, the use of serologic (antibody) testing in a voluntary, random sample of students, faculty, and staff may be conducted if warranted to identify and mitigate the spread of disease.

Employees will also be required to monitor and report symptoms.

**II. CLEANING AND DISINFECTING**

In order to minimize transmission from person to person in the workplace, the University has implemented additional safety and physical distancing requirements. These requirements are designed to limit the spread of COVID-19 by reducing campus density, decreasing the opportunities for close contact between individuals, and utilizing appropriate equipment and practices.

In the best interest of the health and safety of our community and based on recommendations from government and public health officials, employees are required to wear a face covering while in all public areas, or when six feet of separation between individuals is not possible.

Additionally, it is expected that all employees will self-monitor symptoms and apply these safety practices while in the workplace:
• Wash hands often with soap and water for at least 20 seconds – use an alcohol-based hand sanitizer (at least 70% alcohol) if soap and water are not available.
• Avoid touching eyes, nose, and mouth with unwashed hands.
• Avoid close contact with people and gathering in shared spaces such as lunch rooms.
• Adhere to limits in the elevators and rest rooms and wash hands after touching shared spaces.
• Practice clean desk protocols by keeping desks surfaces and the surrounding areas free of clutter. Clean and disinfect personal items and desk prior to use and at the end of the workday. Avoid sharing common office supplies, such as pens and notebooks.
• Develop sanitizing procedures for work areas with commonly used or shared equipment, tools, computers, copiers, etc.

III. PROTECTING PERSONAL SPACE

A. MASKS OR FACE COVERINGS

Masks or face coverings are mandated to be worn in all public areas at all times, including common workspaces, meeting rooms, classrooms, etc. These requirements may be expanded and/or modified by governmental officials from time to time and any such official mandates must be followed. Please see, for example, Miami-Dade County Emergency Order 20-20 and all amendments thereto, City of Miami Order Number 20-16 and all amendments thereto, and City of Coral Gables Emergency Order Regarding Face Coverings/Masks and all amendments thereto.

Employees who have conditions that prevent them from wearing a face mask must inform their department chair or manager and may be asked to produce medical certification. Leaders must consult with HR to ensure that contact with others is limited if work is required on site.

Appropriate use of face masks or coverings is critical in minimizing risks to others. The mask or cloth face covering is not a substitute for physical distancing. The fabric design or pattern for cloth face coverings should be appropriate for the workplace and it is advisable to wash these daily. A reusable cloth face covering will be included in return to work kits issued to employees.

B. PHYSICAL DISTANCING

It is important to keep physical distance from others when possible. Employees should use the following safety practices:

• Maintain a minimum of six feet (about two arm’s length) of distance from other people.
• Follow posted signage reminders to practice physical distancing in shared areas.
• Avoid gathering in groups in common areas in buildings.
• Continue to limit group meetings by utilizing distance communication tools, like Zoom.

C. STAFFING OPTIONS

As staffing on-site increases and operations expand, University administration will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. Testing will be a critical part of assessing the impact of increased staffing. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented.

Once staff employees have been instructed to return to work onsite, there are several options departments should consider to maintain required physical distancing measures and reduce population density within buildings and workspaces.

a. Remote Work: Staff may work remotely to fulfill some or all of their work responsibilities to reduce
b. **Alternating Days:** In order to limit the number of individuals and interactions among those on campus, departments may schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

c. **Staggered Reporting/Departing:** The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

### IV. INFLUENZA VACCINATION

It is the policy of the University that all employees receive an annual influenza vaccination or possess an approved exemption, medical or religious. Based on guidelines from the Centers for Disease Control and Prevention (“CDC”), employees must receive an influenza vaccination during the University’s annual designated vaccination period.

Applicants for positions who accept an offer of employment during the influenza season, must receive an influenza vaccination prior to commencing work with the University. Said applicants will be given five (5) workdays from the date of their acceptance of employment to receive their vaccination or provide proof of vaccination to the Employee Health Office. An applicant who does not comply with this condition of employment will have their offer rescinded. All vendors or visitors not covered by this policy are highly recommended to receive the influenza vaccination and take precautions outlined while visiting any University campus or facility.

### V. CONFIDENTIALITY

If a dean/department chair or supervisor learns and confirms that an employee has COVID-19, or has symptoms associated with the disease, the leader must keep all medical information confidential. The information that an employee has symptoms of, or a diagnosis of COVID-19, is medical information. However, during this pandemic, the manager must report this medical information to Employee Health so they may take actions consistent with guidance from the Centers for Disease Control (CDC) and other public health authorities, including contact tracing.

The manager is prohibited from confirming or revealing the employee's identity to any individual other than to Employee Health or a designated public health official who is authorized to receive this information. Such designated representative may interview the employee to get a list of people with whom the employee possibly had contact through the workplace, so that the University can then take action to notify those who may have come into contact with the employee.

### Attachments

No Attachments
## Approval Signatures

<table>
<thead>
<tr>
<th>Approver</th>
<th>Date</th>
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<tbody>
<tr>
<td>Stephanie Linares: Asst. Director University Compliance Services</td>
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<td>Mary Harper Hagan</td>
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<td>Beverly Pruitt: Assistant Vice President &amp; Title IX Coordinator</td>
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## Applicability

University of Miami, University of Miami Ambulatory Care Surgery, University of Miami Hospital and Clinics, University of Miami Laboratories, University of Miami Medical Group