PURPOSE:

The University of Richmond is committed to promoting the health and safety of all employees and to compliance with the applicable provisions of Virginia Occupational Safety and Health (VOSH) Standard for Infectious Disease Prevention of the SARS-CoV-2 Virus That Causes COVID-19, 16VAC25-220 (the VOSH Standard).

The purpose of this policy is to specify the protocols implemented by the University to comply with the VOSH Standard.

SCOPE:

This policy applies to all University employees, contractors and subcontractors.

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**POLICY STATEMENT:**

SEC-2009.1 – Policy

All University employees, contractors, and subcontractors are required to comply with the University’s COVID-19 policies, procedures, and protocols, including this policy. The University’s COVID-19 policies, procedures and protocols, available on the University’s [COVID-19 Response Website](#), are incorporated into this policy by reference.

SEC-2009.2 – Vaccine Requirements

- Unless granted an exemption by the University, all employees working on campus are required to be fully vaccinated against the SARS-CoV-2 virus.
- Employees make request an exemption from the University’s vaccine requirement for medical reasons, if receipt of the vaccine is contrary to an employee’s sincerely held religious belief, or if the employee holds a strong personal conviction against receiving the vaccine.
- All employees are required to report their vaccine status to the University.
- Information regarding reporting vaccine status and seeking an exemption is available on the University’s COVID-19 Response website.

SEC-2009.3 – Workplace Assessment

- The University has assessed campus departments for hazards and job tasks that could potentially expose employees to the SARS-CoV-2 virus or COVID-19 disease.
- This assessment is used to inform decisions about the implementation of risk mitigation measures in the workplace.

SEC-2009.4 – Employee Symptom Monitoring, Reporting of Symptoms and Test Results, Access to Records

- Employees should self-monitor for signs and symptoms of COVID-19. Information about the signs and symptoms of COVID-19 is available from the Virginia Department of Health website and resources to assist employees to self-monitor include information on the UR COVID website.
- Employees are should report signs and symptoms of COVID-19 to their health care provider and, when no alternative diagnosis has been made, to the University’s COVID-19 Support Center.
- Supervisors shall instruct their direct reports who are experiencing symptoms of COVID-19 not to come to campus to work or, if on campus, to leave campus. Supervisors shall also notify or instruct the employee to notify the University’s COVID-19 Support Center.
- Employees are required to report any positive COVID-19 test to the University’s COVID-19 Support Center.

- Supervisors who are notified that a direct report has tested positive for COVID-19 shall instruct that individual not to come to campus to work or, if on campus, to leave campus. Supervisors shall also notify or instruct the employee to notify the University’s COVID-19 Support Center.

- Employees will be given access to the employee's own SARS-CoV-2 virus and COVID-19 disease related exposure and medical records that are maintained by the University.

SEC-2009.5 – Returning to Work After Experiencing Symptoms, Having a Positive COVID-19 Test, or Being a Close Contact

- Employees who are experiencing symptoms of COVID-19 shall not report to work on campus or, if on campus at the time of symptom onset, shall not remain on campus.

- Employees who experience symptoms of COVID-19 are not permitted to return to work on campus until they have been cleared by your health care provider or have a negative COVID-19 PCR test, which will be provided at no cost to the employee. However, employees who feel able to do so may work remotely until they are able to return to work on campus, provided that the nature of their position permits remote work and their supervisor approves such remote work.

- Employees who test positive for COVID-19 are not permitted to return to work on campus for 10 full days following the date of onset of symptoms or the date of the positive test, whichever is earlier. Employees who are no longer experiencing symptoms of COVID-19 may return to work on campus on the 11th day following the date of onset of symptoms or the date of a positive test, whichever is earlier.

- Employees who are in isolation following a positive COVID-19 test and who feel able to do so may work remotely until they are able to return to work on campus, provided that the nature of their position permits remote work and their supervisor approves such remote work.

- Employees who are identified as close contacts of an individual who tests positive are subject to the University’s quarantine protocols, which are based on guidance from the CDC and the Virginia Department of Health.

SEC-2009.6 – Required Notifications

A. Close Contacts.

1. The University will notify any employee identified through the contact tracing process as an actual or potential close contact that they may have been exposed to the virus that causes COVID-19. Such notification will take place within 24 hours of the time the employee is identified as an actual or potential close contact.

2. The University will notify employees of contracts, subcontractors, or other third parties who are identified through the contact tracing process as an actual or potential close contact of a University employee, student, or volunteer. Such notification will take place within 24 hours of the time the employee is identified as an actual or potential close contact and may be made through the employer of the close contact.
3. Unless the individual who is confirmed to have COVID-19 consents, the University will not disclose the identity of that individual to their actual or potential close contacts.

B. *The Virginia Department of Health (VDH).*
1. The University shall notify VDH if two or more employees working on campus test positive within a 14-day period.
2. The University shall make such notification within 24 hours of learning that this requirement has been triggered.
3. Such notification shall be made in the manner specified by VDH and shall include the name, date of birth, and contact information of each employee who tested positive.
4. Thereafter, the University shall continue to report positive cases until the Richmond and Henrico Health District closes the outbreak investigation.

C. *The Virginia Department of Labor and Industry (DOLI).* The University shall notify DOLI if two or more employees working on campus test positive within a 14-day period. The University will make such notification within 24 hours of learning that this requirement has been triggered.

D. *Other Notifications.* The University shall make such other notifications as are required by applicable law and regulation, including 16 VAC 22-220-40.

**SEC-2009.7 – Physical Distancing**

- The University shall maintain a [Physical Distancing Framework](#) that specifies protocols for maintaining physical distancing on campus. Employees are required to comply with the Physical Distancing Framework.
- The University will use a variety of methods to promote physical distancing, including verbal announcements, written announcements, signs and other visual cues.
- The University will limit the capacity of breakrooms, common areas, and lunchrooms and require physical distancing for employees who are not fully vaccinated.
- The University’s Physical Distancing Framework shall specify the physical distancing requirements in work vehicles. The University shall use the hierarchy of hazard controls to mitigate set forth in 16 VAC 22-220-40(F) to mitigate the risk of transmission of COVID-19.

**SEC-2009.8 – Masks/Face Coverings**

- The University shall maintain a [mask/face covering policy](#) that shall be consistent with the requirements of 16 VAC 22-220-40(G).

**SEC-2009.9 – Sanitation and Disinfecting**

All University custodial staff members will complete annual hazard communication training that meets applicable Virginia Occupational Safety and Health (VOSH) hazard communication standards. All employees are required to follow manufacturers’ instructions for the use of disinfecting chemicals and products.
A. *Locations where Individuals with COVID-19 or Symptoms of COVID-19 Worked.* Work locations on campus where an individual who had a positive COVID-19 test or diagnosis or who exhibited symptoms of COVID-19 will be cleaned and disinfected prior to allowing other employees to access the location as set forth below.

1. If less than 24 hours have passed since the individual who had a positive COVID-19 test or diagnosis or who exhibited symptoms of COVID-19 was present, the space shall be cleaned and disinfected.

2. If more than 24 hours have passed since the individual who had a positive COVID-19 test or diagnosis or who exhibited symptoms of COVID-19 was present, the space need only be cleaned, although the University may choose to disinfect as well, depending upon the circumstances.

3. If more than three days have passed since the individual who had a positive COVID-19 test or diagnosis or who exhibited symptoms of COVID-19 was present, the space shall be cleaned in accordance with the University’s standard cleaning protocols.

4. All common spaces, including bathrooms, frequently touched surfaces and doors shall be cleaned at least once every 12 hours if individual who had a positive COVID-19 test or diagnosis or who exhibited symptoms of COVID-19 was present or daily if no one was present who had a positive COVID-19 test or diagnosis or who exhibited symptoms of COVID-19.

B. *Shared Tools, Equipment, Work Vehicles, and Workspaces.* All shared tools, equipment, work vehicles, and workspaces shall be cleaned prior to transfer from one employee to another, unless both employees are fully vaccinated.

C. *Cleaning and Disinfecting Supplies.*

1. The University shall ensure that cleaning and disinfecting products are available to those employees who are required to engage in cleaning or disinfection.

2. The University shall use only disinfecting chemicals and products indicated in the EPA List N for use against SARS-CoV-2 or non-EPA registered disinfectants that otherwise

*SEC-2009.10 - Contractors and Subcontractors*

- The University will notify contractors and subcontractors, including any contractors providing temporary staff, of the need to exclude from work on campus any of their employees, agents, or volunteers who are exhibiting symptoms of COVID-19 or who have tested positive for COVID-19.

- The University will notify contractors and subcontractors, including any contractors providing temporary staff that their employees, agents, or volunteers may not return to work on campus until they have an alternative diagnosis, a negative COVID-19 test, or, in the event of a confirmed case of COVID-19, more than 10 days have passed since the onset of symptoms or the date of the positive test, whichever is earlier, and the individual is no longer symptomatic.

- To the extent permitted by applicable law, University contractors and subcontractors, including any contractors providing temporary staff are required to notify the University of the presence of an employee, agent, or volunteer on campus between 48 hours prior and 10 days after the onset of COVID-19 symptoms or a positive COVID-19 test, whichever is earlier.
SEC-2009.11 Raising Concerns

Any member of the University community may raise a concern of a potential violation of this policy by contacting the University’s Ethics and Compliance Helpline 804 287-1800 or Ethics and Compliance Reporting Form. Reports may be made 24 hours a day, 7 days a week and may be made anonymously. Anyone reporting a good faith concern regarding a violation of this policy will be covered under the University’s Policy Prohibiting Retaliation.

RELATED POLICIES:

- Physical Distancing Framework
- Mask Policy

POLICY BACKGROUND:

This is a new policy created to meet Virginia (Occupational Safety and Health (VOSH) regulatory requirements.

POLICY CONTACTS:

- Director of Employee Health and Safety
- Senior Associate Vice President for Human Resources