

ANNOUNCEMENT OF COVID-19 POLICIES FOR BEREA COLLEGE EMPLOYEES EFFECTIVE AUGUST 1, 2021

To the greatest extent possible, Berea College will return to full on-campus operations beginning August 1, 2021. Faculty and staff will return to in-person work, and all existing remote work arrangements will end on that same date.

The cooperation of Berea's students, faculty, and staff in vaccination, masking, social distancing, and other risk mitigation efforts during the past year has had a very significant impact on protecting the health and wellness of the campus community. Because the efficacy of the vaccines is very high and a growing majority of Bereans are vaccinated, it is believed that the risk of transmission of COVID-19 to vaccinated individuals is low for most campus activities. These factors support relaxation of many of the College's existing COVID-19-related policies as we all endeavor to return to more normal operations by the start of the Fall 2021 Term.

However, unvaccinated employees, in particular, are advised of the contagious nature of COVID-19 and warned that they may be exposed to or infected by the virus or its variants by working on the College campus or other locations; interacting with other employees, students, or third parties; and that such exposure or infection may result in personal injury, illness, permanent disability, and even death.

Since the College cannot assure the campus or other work environments will be free from risk of infection from COVID-19, the Administrative Committee has adopted the following health and safety policies for all Berea College employees relating to the risks of COVID-19, effective August 1, 2021. **This announcement supersedes all previous employee policies relating to COVID-19.**

All employees are required to follow these updated COVID-19 mitigation policies until the College determines they are no longer necessary.

COVID-19 HEALTH AND SAFETY POLICIES

Guiding Principles

Because Berea is a residential learning community, where students live, work, and learn together, often in close collaboration with faculty and staff, the College has adopted policies that in some instances are more conservative than state and federal guidance. These include the following:

- Students are required to receive the COVID-19 vaccine prior to the start of the Fall 2021 Term. Exemptions will be considered for medical reasons and sincerely held religious beliefs.
- While not a requirement, the College strongly encourages all employees who are able to do so to receive the COVID-19 vaccine.

- Employees choosing to be vaccinated for COVID-19 will receive a one-time reward of \$250 (considered taxable income) and 300 Humana Go365 points for making a choice that helps protect the welfare of the whole community and potentially reduces individual and group insurance costs. The College's Human Resources Department will issue guidance on how employees may receive these rewards.
- Members of the College community who do not receive the vaccine, or any employee who wishes to have added protection, are strongly urged to wear a mask and practice social distancing, especially indoors.
- Regardless of vaccination status, all members of the community are required to follow the College's reporting instructions if they are experiencing symptoms of COVID-19.

POLICIES FOR REPORTING TO WORK

Daily Health Assessments

- All employees are required to perform daily health assessments, temperature checks, symptom checks, and exposure checks before reporting to work each day.
- By reporting to work, employees certify that they are fit for work and do not have an elevated temperature or [symptoms associated with COVID-19](#).

Symptomatic Employees

- Regardless of vaccination status, employees should report their condition to the College at HealthyatWork@berea.edu if they are experiencing COVID-19 symptoms, including:
 - a temperature of 100.4 degrees Fahrenheit or higher; OR
 - other symptoms associated with COVID-19, such as cough, chills, 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, or diarrhea.
- In the above symptomatic circumstances, employees should:
 - Isolate at home and not report to work;
 - Immediately notify their supervisor and the Human Resources Department at HealthyatWork@berea.edu;
 - Get tested for COVID-19;
 - Monitor their symptoms and call a doctor or use telemedicine if symptoms persist.
- Regular paid sick or vacation leave will be used to cover the time off, as with any other illness.
- Employees may return to work when:
 - A doctor confirms that their symptoms are not caused by COVID-19 and approves their return to work; OR
 - All of the following are true: it has been 10 days since their symptoms first appeared, they have not had a fever for 24 hours (without the use of fever-reducing medications), and other symptoms of COVID-19 are improving; OR
 - They have completed at least 7 days in quarantine and received a negative COVID-19 test on or after the fifth day of quarantine.
- By reporting to work on campus, employees certify that they are fit for duty and do not have an elevated temperature or symptoms of COVID-19.

Employees Exposed to Someone with Confirmed COVID-19

- Vaccinated employees who have been exposed to someone with confirmed COVID-19 and who are not experiencing symptoms need not quarantine or test and may continue to report to work on campus.
- Unvaccinated employees who are considered a close contact to someone with confirmed COVID-19 must quarantine for 10 days. A close contact is defined as being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.
- Regular paid sick or vacation leave will be used to cover the time off, as with any other illness.
- Unvaccinated employees may return to work on campus when they have completed 10 days in quarantine if they are not experiencing symptoms.

WORKPLACE POLICIES

Testing

All employees may be subject to periodic surveillance testing for COVID-19. Regular testing may be required in certain departments and operations, particularly those interacting with children or other members of the public. If implemented, the College will make arrangements for testing on or close to campus during the workday, and the College will pay for such testing.

Masks or Facial Coverings

- Vaccinated employees need not wear masks or facial coverings, indoors or outdoors, but may do so as matter of personal preference.
- Unvaccinated employees are strongly encouraged to wear masks or facial coverings indoors.

Distancing

- Vaccinated employees need not maintain a 6-foot distance from others, indoors or outdoors.
- Unvaccinated employees are strongly encouraged to maintain a 6-foot distance from others indoors.

Meetings and Gatherings

- In-person meetings are permitted.
- Meeting participants should consider mask and distancing guidelines based on their vaccination status and any personal preference.
- Hold in-person meetings in open, well-ventilated spaces when possible. This includes all campus and off-campus work locations.
- As needed, the organizer of a meeting or gathering may choose to use videoconferencing or teleconferencing to include employees who prefer not to join an in-person meeting.

RELATED POLICIES

Campus Activities and Events

Certain campus activities and events, particularly those involving indoor venues that are focused on the student experience at Berea, may be restricted to students and vaccinated employees. These may include campus dining venues, indoor exercise spaces, certain athletic competitions, convocations, and other events. Announcements concerning these restrictions will be made through the President's Office or the Human Resources Department.

Travel

- All employees are permitted to engage in College-sponsored travel for essential work, as approved in advance by their supervisor. (*Essential work* means activities that are part of the employee's regular work responsibilities.)
- Vaccinated employees are permitted to travel for non-essential work such as conferences and other professional development opportunities using College funding. Unvaccinated employees are not permitted to travel for such non-essential work using College funding.
- People traveling internationally should consult health and other advisories from the [Centers for Disease Control and Preventions](#) and the [Department of State](#) and obtain approval from the vice president of their division.

Remote Work

Remote work arrangements will end on July 31, 2021.

Paid Leave

Effective June 30, 2021, COVID-19-related paid leave will be eliminated. Regular sick and vacation leave will be used if time off is needed for COVID-19-related illness.

Accommodation Requests

Reasonable accommodations for employees relating to COVID-19 may be available as provided by law. Requests for accommodations should be addressed to the Human Resources Department. All such requests, including requests for remote work accommodations, will be evaluated in accordance with federal and state laws and College policies. Accommodations may not be possible in all instances.

The College reserves the right to make temporary adjustments to employee work assignments, when necessary to promote the health of the campus community during the COVID-19 health emergency.

Confidentiality

Any medical information employees share with their supervisor or Human Resources will be kept confidential with the exception that, for the purposes of enhancing workplace safety, supervisors will be informed which of their direct reports have not confirmed vaccination. Supervisors are required to handle such information confidentially. Employees may be notified of their potential exposure to someone who is confirmed or suspected to have COVID-19; however, whenever possible, reasonable efforts will be made to protect the identity of the

individual with confirmed or suspected COVID-19. Employees should not enquire of co-workers as to their vaccination status.

Compliance; Risk of Illness

Compliance with these policies does not remove all risk of illness from COVID-19, nor does it make it inherently safe to return to campus or other work locations.

Employees are responsible for their own decisions with respect to COVID-19 vaccination, and employees assume the risk of not being vaccinated or others being unvaccinated. The College disclaims any responsibility for illness, death, or lost work relating to COVID-19.

Failure to comply with the College's COVID-19 health and safety policies could endanger co-workers, students, and the public and may result in discipline, up to and including proceedings for termination.

Other Protective Measures

As a private employer, the College reserves the right to re-introduce social distancing and mask requirements and to institute other protective measures, including mandatory vaccination requirements, for all employees at any time in response to a resurgence of COVID-19.

Questions

The College's COVID-19 policies may be updated as conditions change. Any questions or concerns should be directed to the Human Resources Department.