

COVID-19 POLICIES FOR BEREA COLLEGE EMPLOYEES REVISED AS OF TUESDAY SEPTEMBER 14, 2021

Berea College has returned to full on-campus operations with certain limitations and restrictions. Faculty and staff have returned to in-person work for the Fall 2021 Term, and all existing remote work arrangements have ended.

The cooperation of Berea's students, faculty, and staff in vaccination, masking, social distancing, and other risk-mitigation efforts continues to have 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 remains relatively low for most campus activities where a high percentage of participants are vaccinated.

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

Since the College cannot assure the campus that all work environments will be free from risk of infection from COVID-19, the Administrative Committee has adopted the following health and safety policies for Berea College employees relating to the risks of COVID-19. **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 and others 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. Exemptions are permitted only for medical reasons and sincerely held religious beliefs in accord with the College policy.
- Employees working in the Child Development Lab should receive their first COVID-19 vaccine prior to October 15, 2021, and are **required** to be fully vaccinated by December 1, 2021.
- While not a requirement, the College **strongly encourages** all other 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.

- All members of the College community and visitors to campus are required to wear a mask indoors and urged to practice social distancing
- 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 (see Appendix A for list of symptoms).
- 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.
- In the case of positive test results, isolation must occur for a minimum of 10 days and until symptom-free and fever-free for 24 hours.
 - Regular paid sick or vacation leave will be used to cover the time off, as with any other illness, unless a temporary work-from-home accommodation is approved (<https://4efrxppj3711sgsbr1ye6idr-wpengine.netdna-ssl.com/covid-19/wp-content/uploads/sites/160/2021/09/Temporary-Flexible-Work-Accommodation-Program.pdf>).
- Vaccinated and unvaccinated 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
 - They no longer have symptoms and have received a negative COVID-19 test; 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.
- By reporting to work, 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

- When positive test results emerge, the College will engage in contact tracing to determine the close contacts of infected individuals.
- Regular paid sick or vacation leave will be used to cover COVID-19-related time off, as with any other illness, unless a temporary work-from-home accommodation is approved.

- **Vaccinated employees** who have been exposed to someone with confirmed COVID-19 and who are not experiencing symptoms need not quarantine or be restricted from work but do require testing as a precaution between the 3rd and 5th day from exposure, unless directed otherwise by the Madison County Health Department or other health department with jurisdiction. In the interim, they should mask in public and maintain social distancing from others until receiving a negative test. They should also continue to monitor for symptoms for up to 14 days as a precaution.
- **Unvaccinated employees** who are considered a close contact to someone with confirmed COVID-19 must quarantine for up to 10 days and must test at the 5th to 7th day from exposure. If negative and symptom free, they can return to work after the 7th day. However, the employee should continue to monitor for symptoms for up to 14 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.
- If **either vaccinated or unvaccinated persons** begin to experience COVID-19 symptoms and/or test positive, they will need to isolate for a minimum of 10 days, returning to work only when they are symptom-free and fever-free for 24 hours. Employees must use sick or vacation leave for the duration of the quarantine, as with any other illness, unless they are approved for a temporary accommodation.

WORKPLACE POLICIES

COVID-19 Testing

Regular testing will be helpful in locating asymptomatic cases, which according to scientific information can also be infectious. Vaccinated members of the community will be tested according to a monthly schedule at no cost to the individual. Unvaccinated persons will be tested according to a weekly schedule at no cost to the individual, reflecting their greater likelihood of becoming infected. PFE school-based employees will be tested according to the school system's testing requirements. Testing for CDL personnel will be conducted in accord with policy adopted for that program. Positive tests will result in required isolation as described in the previous section.

Masks or Facial Coverings

Vaccinated and unvaccinated employees **must** wear masks in public campus indoor settings.

Distancing

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

Workplace Meetings and Gatherings

- In-person, virtual, or hybrid (in-person and virtual) meetings and gatherings are permitted.
- In-person meeting participants are required to mask and follow distancing guidelines in public indoor settings.

Teaching

- Faculty and students are expected to remain masked while indoors regardless of the setting as long as more than one person is present. Consider meeting outside for classes, advising sessions, and departmental meetings if maskless interactions are preferred.
- Where feasible, faculty may make reasonable efforts to socially distance students through managing interactions and workflow in classrooms, labs and studios—for example, distancing students queuing up to use equipment.
- Students participating in music ensembles, theatrical, or dance productions may be unmasked during practices and performances if faculty deem it essential. As with students participating in athletics, they may be obliged to participate in more frequent COVID-19 screenings during the duration.

RELATED POLICIES

COVID-19 Dependent-Care Policy

If an employee's child is excluded from regular care or schooling for COVID-19-related reasons, employees must complete the Request for Temporary Adjusted Work Accommodation form to determine what arrangements can be made in relation to altered hours or remote work that may allow the employee to continue working and avoid taking sick or vacation leave.

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 ended on July 31, 2021.

Paid Leave

COVID-19-related paid leave was eliminated on June 30, 2021. Regular sick and vacation leave will be used if time off is needed for COVID-19-related illness, unless an accommodation is approved.

Accommodation Requests

Reasonable accommodations for employees relating to COVID-19 may be available as provided by law. Requests for accommodations should be submitted via the Request for Temporary

Adjusted Work Accommodation form. All such requests, including requests for remote work accommodations, will be evaluated in accordance with federal and state laws and College policies. Exemptions or accommodations may not be possible in all instances, particularly where this would pose an undue hardship on College operations or particular programs.

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. Non-management employees should not inquire 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 institute other protective measures, including mandatory vaccination requirements, for all employees at any time in response to 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.

For Reference

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>

Appendix A COVID-19 Symptoms

From the CDC website (www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

COVID-19 symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever 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

Generally, when one has only the symptoms associated with seasonal allergies, one should not consider these to constitute COVID-19 symptoms. The following list of seasonal allergies is generally accepted:

- Itchy, watery eyes
- Postnasal drip
- Sneezing
- Coughing
- Wheezing
- Congestion
- Dark under-eye circles
- Hives
- Sore throat
- Ear discomfort/blockage
- Headache

However, if you think you are experiencing seasonal allergies, you should also monitor your temperature regularly and should a fever develop, you must consider the possibility of COVID-19 infection and be tested immediately.

Finally, there are the respiratory symptoms that can occur either in COVID-19 or when seasonal allergies become particularly severe. These have potentially life-threatening consequences and merit immediate treatment by a medical professional.

- Shortness of breath
- Asthma attack (in the most severe cases)

More information regarding COVID-19 is available at the CDC website and can be found at link below:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/index.html>.