

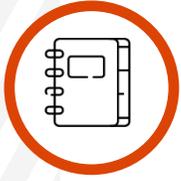
Updated Information for Supervisors

September 2021

*Faculty Affairs and
University Human Resources*



Oregon State
University



Content

- Employee Vaccination Program
 - Guidance
 - Real Life Scenarios
 - Supervisor Focus
- Face Coverings
 - Guidance
 - Real Life Scenarios
- COVID-19 Notification Plan for Employees
- Quarantine and Isolation Standards
- Resource Reminders

BEAVER HEALTHY

Beaver Nation is Ready



Prevent

Compliance with the COVID-19 program is required at OSU. Face coverings are required indoors, outdoors when physical distancing cannot be maintained.

[Vaccine Requirement](#) [Face Covering Requirement](#) [Safety & Success Policy](#) [OSU Pathway to Fall](#) [CDC's Guidance for IHE's](#)



Notify

All OSU community members are required to utilize OSU's Positive Case Notification Protocols to notify of positive cases.

[Positive Case Notification Guidance](#) [Classroom Notification Guidance](#) [Quick Guide: Supervisors](#) [Quick Reference: Students](#)



Contain

All OSU community members are required to follow OSU's isolation and quarantine protocols.

[Isolation/Quarantine Guidelines](#) [Employee COVID Leave](#) [Testing](#)



Care

We can do this together. Care and support each other. Be accountable.

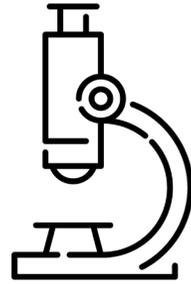
[Support: Employees](#) [Support: Students](#) [Compliance Guidance - General](#) [Compliance Guidance - Classrooms](#)



Succeed

Resources are available to assist you in teaching, learning, research and engagement.

[Teaching Faculty Resources](#) [Employee/Supervisor Resources](#) [Student/Learner Resources](#) [Extension & Engagement Resources](#)



**Employee
Vaccination
Program**



Employee Vaccination Program





Employee Vaccination Program

- Clear online process
- Mandatory educational module before claiming an exemption



OSU Employees

Advancing vaccinations is a priority and our shared obligation as we continue to implement the university's "Pathway to Fall" plan. A high rate of vaccination among our students, faculty and staff is needed to support the safety and well-being of our community and the communities in which we operate, as well as allow for the greatest access to in-person learning. When large numbers within a population are immunized, viral spread will be significantly reduced. Getting vaccinated not only protects the person who is vaccinated, but will help protect others, particularly those at higher risk.

Oregon State University's Vaccination Program requires all students and employees participating in on-campus courses or any in-person university activities or university-provided or sponsored services to be fully vaccinated against COVID-19 disease. Exemptions from immunization for certain specified medical or non-medical reasons are allowable, in alignment with Oregon law.

Per the Centers for Disease Control guidelines for institutions of higher education, fully vaccinated means it has been two weeks or longer since receiving: (1) both doses of either the Pfizer or Moderna vaccine, or (2) the single dose of the Johnson & Johnson vaccine. (For employees abroad who are returning to the U.S., the CDC provides further information that fully vaccinated means a vaccine approved for emergency use by the World Health Organization and its timing protocol.)

The vaccination requirement applies to both students and university employees so that we achieve the highest level of population protection from COVID-19. Non-compliance with this requirement will result in disciplinary action, including inability to participate in in-person activity. OSU students are required to complete a similar process, but must provide vaccination dates that are then verified by Student Health Services.

COVID-19 is a highly contagious respiratory virus that affects people of all ages. The virus can cause mild to moderate illness, but can also lead to dangerous and long-term medical problems, hospitalization and death. This is particularly the case for those with underlying medical conditions, such as cardiovascular disease, diabetes, chronic respiratory disease and cancer. The virus spreads through respiratory secretions related to speaking, singing, yelling, coughing, and sneezing. Infected individuals can spread the virus to others. Infected individuals may not realize they have the virus and can spread the virus to others.

Choosing to forego vaccination puts the individual at risk for getting the disease, along with the associated risk of long-term health problems or death. Individuals who elect not to be vaccinated against COVID-19 may put others they interact with at risk.

Due to this risk to others, OSU reserves the right to require isolation for those who show symptoms of, or test positive for, COVID-19 per CDC and OHA guidelines. Per OSU policy, unvaccinated employees who return to in-person learning or other university activities, and are exposed to someone with the disease will be required to quarantine for up to 14 days. Isolation and quarantine will be required to be completed off campus. In order to minimize risk of viral spread, unvaccinated individuals may be required to undergo regular screening tests for COVID-19.

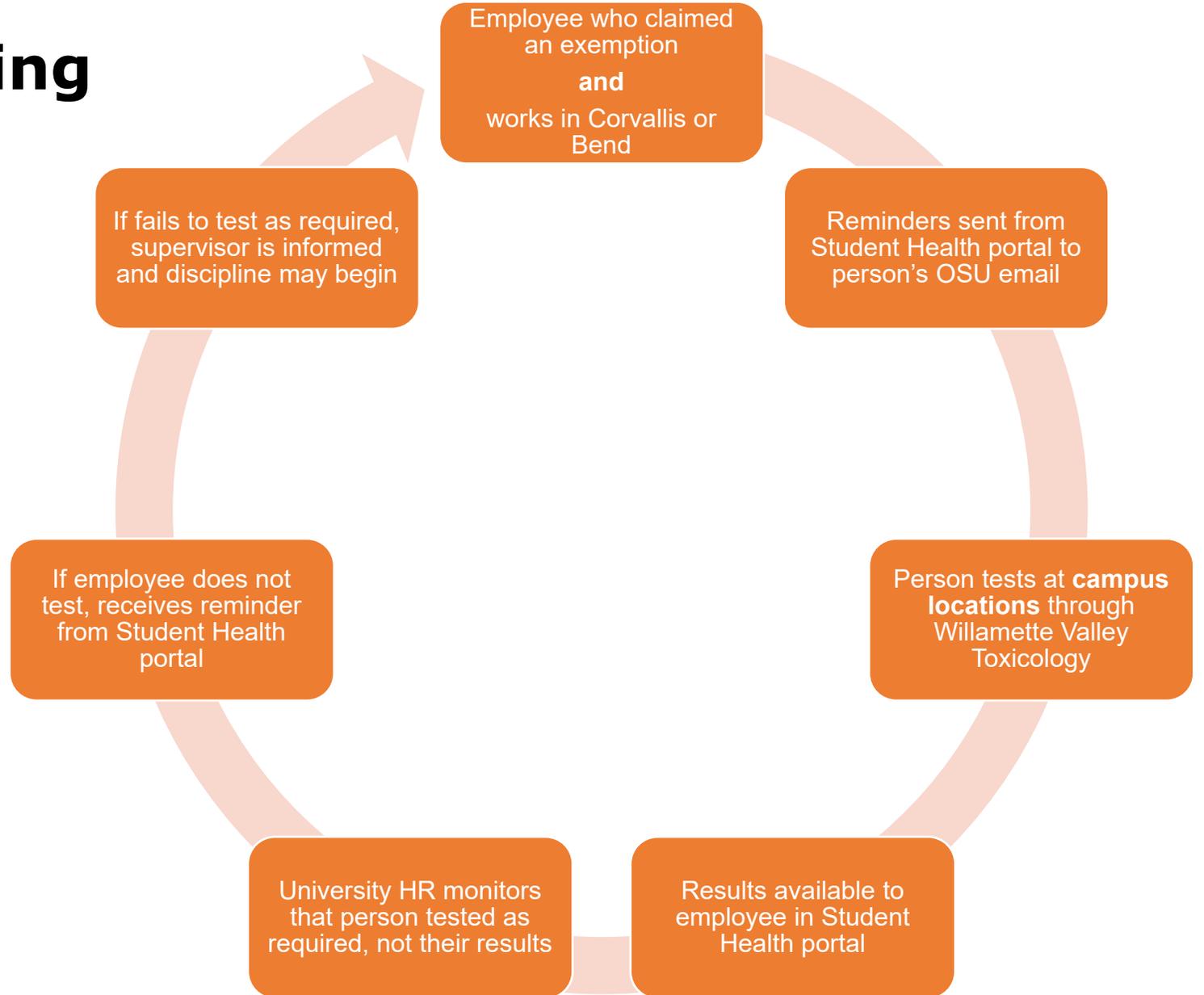
Please help promote accurate public health information: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/facts.html>. For frequently asked questions regarding the COVID-19 vaccine, click here. <https://covid.oregonstate.edu/faq>

Please choose one of the following:

- I attest that I am fully vaccinated against COVID-19
- I am claiming a Medical Exemption
- I am claiming a Non-Medical Exemption



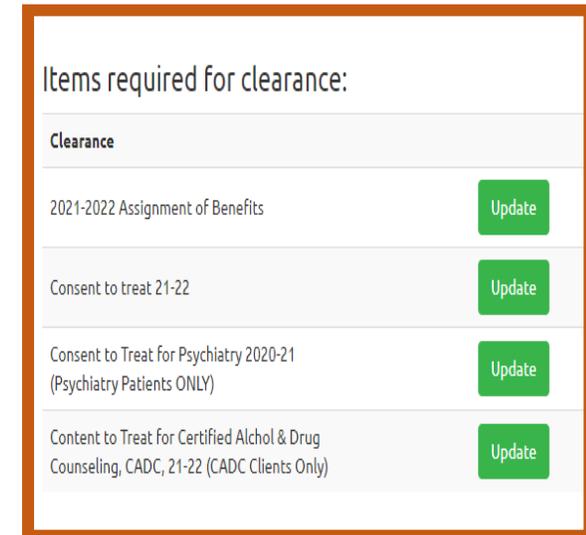
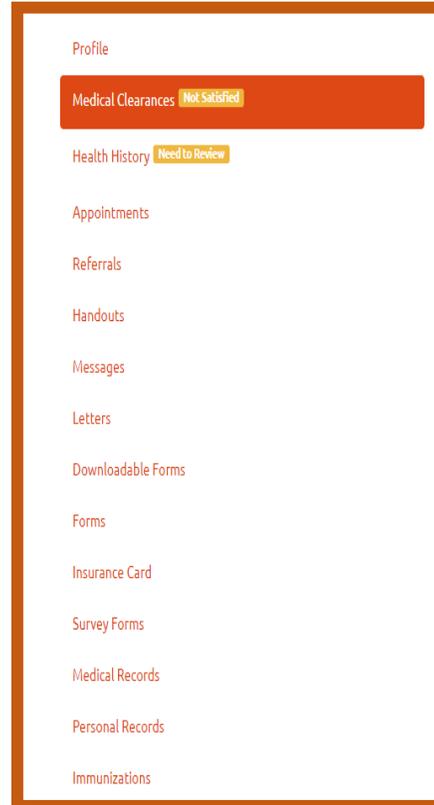
Employee weekly testing process





Preparing to test

- Log in to the Student Health Patient Portal at <https://myhealth.oregonsate.edu/>
- Go to your Medical Clearances
 - Update the Consent to Treat 21-22
 - Update the 2021-2022 Assignment of Benefits
- Go to any Messages in your profile and follow instructions there





Real Life Scenario 1

I claimed a medical exemption based on my health care provider's advice. When do I start testing?

- Start now! With your supervisor's permission you can be tested during work hours.
- **Corvallis**
LaSells Stewart Center: M-F 10 a.m. – 3 p.m. as of Sept. 8, 2021 (offline btw. Sept. 18-21)

Student Experience Center: M-F 10 a.m. – 3 p.m. as of Sept. 22
- **Bend**
Ray Hall 302, Mon/Tue 10 a.m. – 2 p.m., Mon 3:30 p.m. – 7 p.m. as of Sept. 13



Real Life Scenario 2

I usually work remotely, but occasionally have to visit the Corvallis campus for work meetings. Am I covered by the vaccination program?



- All non-student employees whose job duties require them to interact with people outside their household are required to comply with the vaccination program. The only exception is for people with approved accommodation. Please complete your attestation or claim an exemption ASAP.
- Because your job duties include work at the Corvallis campus, you will also be required to test weekly at a campus location if you claimed an exemption from being vaccinated.





Common questions: vaccination program

- **What should I do if I've had one vaccine dose and am waiting for my second dose or are in the waiting period before being fully vaccinated?**
 - All non-student employees must complete an attestation form or seek an exemption through the current medical or non-medical declination process by September 15. If the employee has completed the declination form, while they await obtaining their second dose or the waiting period before being fully vaccinated, they must participate in the weekly testing. Once the employee has received both vaccinations and waited the requisite timeframe, they should resubmit an attestation form by reaching out to your HR Strategic Partner.
- **How will I know if I'm in compliance with the program?**
 - [Oregon State University requires employees and students](#) who work, learn or engage with others in-person as part of their job duties, to be fully vaccinated from COVID-19. If you completed an online attestation that you are fully vaccinated, that is all you need do for now. If you claimed an exemption, you must complete weekly testing to be in compliance.
- **What happens if an employee philosophically objects to being vaccinated?**
 - The employee should complete their employee declination and be prepared to test weekly at a campus location. Weekly proof of testing (not results) will be sent to University HR. If the employee fails to complete the employee declination or fails to complete weekly testing, the supervisor will be contacted via email about possible disciplinary steps.



More common questions: vaccination program

- **What will happen if an employee who has declined to be vaccinated fails to test weekly or refuses to test weekly?**
 - The employee will receive email reminders for a brief period. If testing still does not occur, the employee and supervisor will be contacted about possible disciplinary steps.
- **Is there a public list I can see (including as a supervisor) that shows which employees have completed their attestation and who is subject to weekly testing?**
 - Compliance with the vaccination program is an expectation of OSU employment. Employee and Labor Relations will notify supervisors at the point an employee is not in compliance.
- **What should I do if I become fully vaccinated after having originally declined?**
 - Thank you for making the decision to be vaccinated. Please contact your HR Strategic Partner to update your records.



Supervisor Focus: Managing Employee Compliance

How will I be supported as a supervisor if I have an employee who is unwilling to comply?

Employee and Labor Relations (ELR) will work alongside supervisors to encourage compliance with those employee(s) that are not yet compliant. Employees who are not in compliance with the current OSU vaccination program because they have either (1) not completed an attestation form or (2) sought exemption through the medical or non-medical declination program and do not complete the required weekly testing will receive initial notification from ELR, with the supervisor on copy. This communication will remind the employee of their obligation to comply with the vaccination program and provide resource links to further compliance information.

Recognizing the concern that there may be a non-compliant individual working within the unit, supervisors are encouraged to speak with a [Senior Employee and Labor Relations Officer](#) to discuss whether interim measures may be appropriate to implement, while the unit works to bring the employee into compliance.



Supervisor Focus: Managing Employee Compliance

What action occurs if the employee refuses to participate in the program?

If the employee does not come into compliance, ELR will work directly with the supervisor on an individualized escalation plan of progressive discipline. ELR and the supervisor will follow a plan that engages the employee in progressive discipline – informal communication, formal discipline (e.g., Written Reprimand), more severe formal discipline (e.g., Suspension), up to and including termination.

As a reminder, supervisors must maintain confidentiality regarding any employees who are out of compliance or are undergoing disciplinary action.



Face Coverings



Face Coverings



Face coverings are required inside in most situations.

Face coverings are also required outside when physical distancing can't be maintained.

See the full policy for details:
<https://covid.oregonstate.edu/face-covering-guidance-public-health-policy>

When in doubt, Mask Up!



Real Life Scenario 3

What should I do if I see someone in a public space not wearing a face covering?

- First, be prepared *before* this happens by re-familiarizing yourself with standards in the [Covid-19 Safety and Success policy](#). Acknowledge that we are all responsible to uphold university policy and many of us have strong opinions about face coverings. Practice working through the situation with someone you trust.
- When the situation occurs, ask the person if they are aware of the requirement. If the person self-corrects, thank them. If not, ask person to put on a face covering and thank them if they comply. If person is unwilling to put on a face covering due to personal opinion, you may ask them to leave the building. Alternatively, if the employee refuses to put on a mask and refuses to leave the space, you may leave the space.
- Employees who refuse to wear a face covering in public spaces without a legitimate accommodation may be subject to disciplinary action.

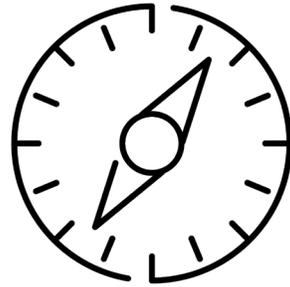


Real Life Scenario 4

One of my colleagues says that they're never going to get vaccinated.

I work with this person every day and their statement makes me anxious. What can I do?

- 1. We know that vaccination and face coverings reduce risk. Get vaccinated if you can.
- 2. Wear a face covering at least as often as OSU policy requires. You are welcome to wear a face covering more often.
- 3. Talk with your supervisor about possible transitional flexibility during Fall. Each situation is different.
- 4. Talk with your health care provider about your anxiety if you wish. They may be able to help.
- 5. Remember that vaccination may not be an option for your colleague due to their medical situation or religious beliefs. Both are protected by law.



**COVID-19
Notification Plan
for Employees**

COVID-19 NOTIFICATION PLAN EMPLOYEES



EMPLOYEE RESPONSIBILITIES

Notify your supervisor if you have been onsite at any OSU location in the previous 14 days and meet any one of the following conditions:

- Test positive for COVID-19.
- Receive a COVID-19 diagnosis.
- Experience COVID-19 symptoms.
- Believe you have been exposed to COVID-19 and are not [fully vaccinated](#).
- If a student reports to you that they meet any of the above conditions, refer to the [COVID-19 Notification Plan for Students](#).



SUPERVISOR RESPONSIBILITIES

- **DIRECT EMPLOYEE TO AVAILABLE RESOURCES:**
Share the positive COVID-19 communication [form](#) and contact email for OSU's Protected Leave Team (fmla@oregonstate.edu).
- **NOTIFY OTHERS OF POTENTIAL EXPOSURE:**
Inform relevant point of contact and confirm communication plan for close contacts and affected employees *while* protecting medical privacy and identity of infected person.
- **HELP REDUCE VIRUS SPREAD:**
Ensure the employee has an [isolation plan](#) and review quarantine and isolation [guidelines](#).
- **HR ADVOCATE [FORM](#):**
Supervisor to complete if employee asks to file a workers compensation claim.



NOTIFY OTHERS (within 24 hours)



POINT OF CONTACT

Get in touch with the designated contact for your location.



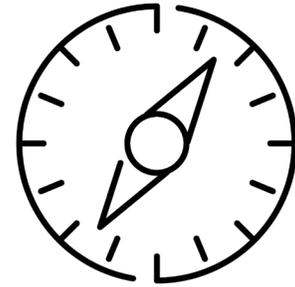
CLOSE CONTACTS

Co-workers or other contacts who were within 6 feet of identified employee for more than 15 minutes.



AFFECTED EMPLOYEES

Employees in the same facility or same well-defined portion of facility, such as a particular floor (Oregon OSHA definition).



**Quarantine
and Isolation
Standards**

Quarantine and Isolation Guidelines

Unvaccinated

Vaccinated

If you are experiencing COVID-19 symptoms with no known exposure to a positive case

Isolate & Get Tested Immediately

Isolate until test result is known.

If **positive**: Isolate for a minimum of 10 days from the start of the symptoms, and symptoms have improved, and you have had no fever for at least 24 hours without fever-reducing medications.

If **negative**: Continue isolating until all symptoms have improved, and you have had no fever for at least 24 hours without the use of fever-reducing medications.

I have fully recovered from COVID-19 in the past 90 days

Isolate and contact your primary care provider to discuss symptoms.

If you are a close contact of a confirmed or presumptive case of COVID-19

I am unvaccinated:

I have no symptoms:

Get tested immediately and complete a full 14-day quarantine.

- If **positive**, isolate for 10 days from the date of your test.
- If **negative**, quarantine for a full 14 days, test again 5-7 days after initial exposure. Additional testing may be needed if symptoms emerge.

I have symptoms:

Get tested immediately and complete a full 14-day quarantine.

- If **positive**, isolate for a minimum of 10 days, and COVID symptoms have improved, and you have had no fever for 24 hours without the use of fever-reducing medications.
- If **negative**, continue quarantine and get tested again 5-7 days after exposure.

I am vaccinated:

I have no symptoms:

You do not need to quarantine.

Get tested 3-5 days after exposure.

- If **positive**, isolate for 10 days from the date of your COVID test.

Wear a face covering around others indoors for 14 days or until you have a negative test result.

I have symptoms:

Get tested immediately and isolate until test results are in.

- If **positive**, continue isolating for a minimum of 10 days and until all COVID symptoms have improved.
- If **negative**, continue isolation until all symptoms have improved.

I have fully recovered from COVID-19 in the past 90 days

I have no symptoms:

- No need for testing, quarantine, or isolation unless symptoms develop within 14 days of exposure. If symptoms develop, isolate and contact your primary care physician.

I have symptoms:

- Isolate and contact your primary care provider to discuss symptoms. Discontinue isolation when all symptoms have improved, and you have had no fever for 24 hours without the use of fever-reducing medications.

Note: In specific circumstances, quarantine requirements for vaccinated and unvaccinated students or employees may be changed at the direction of the Local Public Health Authority (LPHA). OSU students, faculty, and staff are to adhere to these quarantine and isolation guidelines unless otherwise directed by the LPHA.

Print your own copy:

<https://oregonstate.ap.p.box.com/s/imeach1cwymj16l4xopfwwrnufv02rk2>



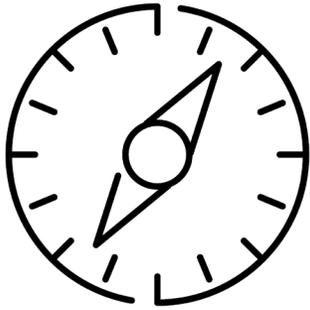
Updated Quarantine and Isolation Guidelines

Detailed guidance for employees and students at <https://oregonstate.app.box.com/s/bag6fngjy4dvt/klyurwmx255u/mgmto>

Distinguishes what's needed based on whether person is unvaccinated/partially vaccinated or fully vaccinated

Also matters whether person has been on-site at any OSU location in the last 14 calendar days or have interacted with people outside the household for work purposes

Refer to the guidance **every time** a situation occurs, because guidance changes



Resources

When you need a hand



Beyond Benefits: **Employee Assistance Program**

- Phone **1-855-327-4722**
guidanceresources.com
 - Organization web ID: **OSUbeyond**
- Available 24 hours a day, 7 days a week/ Confidential
- Areas of focus include family needs, financial needs, mental/emotional support needs and legal needs.



EAP Recorded Webinars

- <https://beav.es/3qc>



Care.com

- Help finding childcare, eldercare, pet sitting, home care, tutors, pod teachers and more.
- Create a free profile using your ONID email at www.care.com/OSU



Helpful Tools and Resources

- Questions: coronavirus.health@oregonstate.edu
- OSU's latest COVID-related updates
<https://covid.oregonstate.edu/latest-updates>
- OSU's COVID-related FAQs
<https://covid.oregonstate.edu/faq>
- Find your building manager
<https://my.facilities.oregonstate.edu/buildingMgr/export/PDF/OSU-Building-Managers..20200826.121541.pdf>
- OSU-Cascades Facilities: Submit a work order at <https://facilities.osucascades.edu/> or contact Steve Pitman (steve.pitman@osucascades.edu)
- Environmental Health & Safety guidance on COVID-19 prevention in the workplace
https://ehs.oregonstate.edu/sites/ehs.oregonstate.edu/files/pdf/prevention_workplace_covid19_v2_4june_2020.pdf

THANK YOU!



**Oregon State
University**