



Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: August 4, 2021
SUBJECT: Guidance on Vaccination and Health & Safety Compliance

Dear Colleagues,

We welcome you back to USG in this first week of our **Phase II Return to Campus Plan**. As shared previously, the University System of Maryland (USM) has issued a vaccine mandate currently in effect for every individual who returns to campus, except for those individuals who have been granted a medical or religious exemption. The deadline for vaccination compliance was **Monday, August 2**. If you have not done so already, please confirm your vaccination status or request an exemption as soon as possible at return.umd.edu. There are significant consequences for those who fail to comply with vaccination and other health and safety requirements, including progressive discipline and termination.

VACCINATION COMPLIANCE

If You Are Fully Vaccinated, you:

- will not have to wear a mask (but are welcome to if you choose)
- will not need to be tested regularly
- will not need to quarantine if you come in close contact with a positive individual unless you have symptoms of COVID-19.

If You Are Fully Unvaccinated, regardless if you have received an exemption, you:

- are required to wear a mask indoors at all times and while outdoors in crowded spaces
- are required to comply with regular, twice-a-week on-campus COVID-19 testing.
- are required to sign a forthcoming memorandum acknowledging the health risks of being unvaccinated (both, the employee and the supervisor will receive a copy of this memo).

Staff who are not granted an exemption and who remain unvaccinated for more than two weeks after receiving the document mentioned above will receive a written reprimand (automatically generated by UMD) for failure to follow institution policy. The reprimand will be placed in the staff member's personnel file, but will not be used as a basis for subsequent discipline upon proof of vaccination. For additional guidance regarding vaccination compliance, including what may and may not be done by supervisors and employees, please read [Tips For Navigating the UMD Vaccine Requirement](#).

If You Are Partially Vaccinated:

If you have received the first dose of a two-dose vaccine regimen (Pfizer or Moderna), please upload the date of your first dose as soon as possible so you may be moved to a "Pending" compliance status. Log in to myUHC.umd.edu and choose "Enter My COVID-19 Vaccination Information" from the home page. DO NOT upload an image of an incomplete vaccination card showing only one dose. Instead, complete only the Date 1 / Vaccine 1 fields and choose "Done".

When you receive the second dose, please visit myUHC.umd.edu and add your second vaccine dose documentation to reach full compliance. Your vaccine regimen will then be verified by the University Health Center (UHC) and, once approved, you will be compliant.

If you have received the first and only dose of the single-dose Johnson & Johnson vaccine, please upload the information to reach full compliance.

If you are fully vaccinated and have uploaded all the necessary documentation, and your status still shows "Pending Approval", please complete the [COVID-19 Compliance Support Request](#) and the Health Center can assist in the resolution of your issue.

HEALTH AND SAFETY COMPLIANCE

Supervisors should regularly review UMD compliance reports on return.umd.edu (Resources > Compliance Administration) to determine whether any of their direct reports are required to follow additional health and safety protocols (masking, testing). If a staff or faculty member does not comply with masking, testing, or any other health and safety requirements, progressive discipline will be implemented, up to and including termination. Please review the [consequences of health and safety non-compliance for staff](#) on UHR's Return to Campus webpage. For guidance on addressing staff non-compliance, please contact USG's Office of Human Resources. For faculty non-compliance, please contact the Office of Faculty Affairs (faculty@umd.edu or 301-405-6803).

USG's commitment to the health and safety of our community remains paramount. We ask that each of you consider your health and the health of others, and comply with the vaccine mandate as well as health and safety requirements. Getting vaccinated and following safety protocols remains the best way to ensure that we have a rich experience during the

forthcoming fall semester. We understand that many of you may have questions and concerns based on recently released CDC guidance on masking for vaccinated individuals. Our Health and Safety Team at USG continues to monitor Montgomery county's as well as USM's public health guidance, and any adjustments to our requirements will be communicated to all.

Should you have any questions, please do not hesitate to contact the Office of Human Resources.

Regards,
Nitshu

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