



Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: January 21, 2022
SUBJECT: HR Guidance on Telework and Health & Safety Compliance

Dear Colleagues,

Thank you for your continued diligence to help keep the Universities at Shady Grove (USG) community healthy and safe. The Omicron variant has forced us all to maintain flexibility and patience as we continue to deal with this pandemic. As announced by the Executive Director, Dr. Anne Khademian, and the Health and Safety Committee on January 11th, USG will continue limiting operations on campus and encourage everyone to operate as virtually as possible until February 7, 2022. Having said that, please note that we are open for the Spring 2022 semester and are expecting in-person activities and classes that we will continue to support. This communication is to provide some clarification regarding telework/hybrid work and expectations pertaining to the health and safety requirements as we plan to return to campus.

TELEWORK

- USG Staff (regular, contingent I/II, student staff) and Faculty (regular, hourly) will continue to telework as much as possible until February 7, 2022, as we continue to operate in a limited capacity. After February 7, service centers will resume both in-person and virtual service options.
- Please work directly with your individual supervisors to determine if your position is suitable for telework and/or if you need to report on campus. Note that not all positions are suitable for telework. The decision to telework should be based on your job responsibilities.
- Supervisors are strongly encouraged to be understanding and equitable in their decisions of approving telework, be mindful of social distancing, and stagger schedules as much as possible.
- At this time, the Office of Human Resources is not asking for any updated telework agreements unless there are critical changes to the arrangement/job duties and/or your telework arrangement was only valid till the end of the Fall semester. As we continue to reassess conditions, we will notify you if there is any change to this guideline.

- Please continue to complete your timesheet as usual and select "Telework Days" for the days you telework.

HEALTH AND SAFETY REQUIREMENTS

All employees including student staff must fully comply with the UMD/USG health and safety protocols.

- **Vaccine Booster Requirement** - Every faculty member, staff member, and student plays a vital role in the health and safety of our community.
 - All USG/UMD faculty, staff, and students are required to remain up to date with the vaccine mandate by obtaining an mRNA (Pfizer or Moderna) vaccine booster by January 24 or within 14 days of [becoming eligible](#).
 - This requirement does not include the Johnson & Johnson vaccine because the CDC no longer recommends this vaccine in most cases. Individuals who initially received a Johnson & Johnson were sent a direct email from the University Health Center on acceptable boosters. The message stated "If you received the Johnson & Johnson booster on or before 1/12/2022, you will be considered compliant at this time. After 1/12/2022, the Johnson & Johnson booster will not meet the booster requirement."
 - Please upload your booster information at <http://www.myuhc.umd.edu/> by clicking on "Enter My COVID-19 Vaccination Information."
 - Those who have been exempted from the COVID-19 vaccination mandate are not subject to this booster requirement.
 - If you would like to request a COVID-19 booster exemption due to medical reasons, please download the form here and follow the instructions on it.
 - If you would like to request a COVID-19 booster exemption due to religious reasons, please access the electronic form here and follow the instructions on it.
 - Faculty, staff, and students who are not [up-to-date with their vaccine](#) by receiving a booster when eligible, including those with an approved medical or religious exemption, will be required to test twice weekly and sign a risk memorandum until they become up-to-date.
 - For questions about meeting the vaccination requirements, please contact the UMD HEAL Line (301) 405-HEAL.
- **Testing Requirement** - It is important to remember our shared responsibility to mitigate the spread of COVID-19. Having everyone take a test immediately before our collective return is essential in helping us prevent positive cases from reaching our campus.
 - All faculty, staff, and students must be tested by a rapid antigen test (including home tests) within two days prior to their return to campus. For most staff/faculty members this would be prior to returning during the week of February 7th. Please note that all faculty, staff, and students must make their

own arrangements to be tested. For more information and community resources, please visit our [USG Onward](#) page.

- We recognize that many staff and faculty members may be working on campus leading up to that date, however, the testing prior to coming to campus the week of February 7th is a safety precaution as we return to full density.
 - For this test, you are NOT required to upload your test results. This testing protocol is part of our collective responsibility to help minimize infection and mitigate spread within our community.
 - If you test positive, you must contact the HEAL LINE at (301) 405-HEAL. You must NOT report to campus and follow all applicable CDC, state, county, and campus guidance for isolation and testing, which includes isolating for a minimum of five full days. A negative rapid antigen test at the beginning of day six is required prior to ending isolation and returning to campus. Additionally, everyone residing in the State of Maryland must [report a positive self-test to the state](#).
 - For more isolation and quarantine information, please visit the UMD HEAL LINE page.
- **Face Coverings** - Proper wearing of masks and face coverings remains one of our most effective methods to reduce transmission.
 - Masks must be worn at all times while indoors, including in all offices (except while working alone in a private office), and dining areas (except while actively eating and drinking).
 - KN95 masks are required in all classroom settings and recommended everywhere.
 - Please note that on January 18th KN95 masks were distributed on behalf of the Health and Safety Committee for our staff, faculty, and student staff. The primary contact for students and partner institution staff and faculty to obtain their masks should be their PD's.
 - Please see below location details for supplies for each department
 - OIT: Building III, 2nd floor kitchenette area
 - Facilities: Building III Shop
 - MCAS & CISC: Kitchenette area connecting the two suites in Building IV
 - CCC: Kitchenette area in the CCC suite
 - CSEF: Building III SAS kitchenette area
 - CES: Delivered to offices
 - TAPS: Delivered to office
 - Advancement, Auxiliary Services, Business Office, Executive Office, Office of Human Resources, Marketing, Executive Office - Mask delivered on each person's desk.
 - KN95 masks are reusable unless they are soiled, broken, or no longer fit correctly over the face.

- **I AM 4Maryland Pledge** - All USG/UMD faculty, staff, and students must [electronically sign a new spring 2022 pledge by January 24 to abide by all health protocols](#).

COMPLIANCE

For the purpose of this guidance, non-compliance is defined as any behavior that fails to comply with the University's COVID-related health and safety requirements for the workplace (i.e. vaccinations, masking, testing), which, if continued, could undermine our ability to safeguard the health and safety of our community. Supervisors will have the ability to retrieve reports to confirm vaccination status.

UMD has adopted the progressive discipline approach that applies to vaccinated as well as the unvaccinated staff who fail to adhere to current health and safety requirements. Detailed information can be found [here](#).

While we expect each USG community member to assume personal responsibility, we understand that mistakes and oversights with compliance will likely occur. Generally, issues with compliance will be addressed with care, understanding, and information sharing. The overarching goal with compliance will be to de-escalate rather than intensify a situation, while at the same time ensuring campus safety. Suggested responses to observed non-compliance include:

Not wearing a face covering:

- **Ask:** Ask if the individual is aware that face coverings are necessary/required. If you are the individual's supervisor, you may ask if the employee has some sort of medical reason that makes them unable to wear a face covering. If so, direct them to Leave Management in the Office of Staff Relations at umdleave@umd.edu.
- **Offer:** Offer a face-covering if non-compliance continues.
- **Leave:** Ask the person to leave or remove yourself from the area.
- **Report:** For ongoing violations and/or egregious violations, please report to the USG Office of Human Resources.

TIME OFF FOR VACCINATION/BOOSTERS

Protecting the health and safety of our campus community is a top priority. Employees may use Administrative Leave to get COVID-19 vaccines, additional doses and boosters, and the seasonal flu vaccine.

Administrative Leave

- Regular and Contingent II staff and faculty may record up to a total of two hours of Administrative Leave (Admin Lv - COVID VAX) for appointments to get the COVID-19 booster shot and/or flu shot.
- Administrative Leave may be used on two separate days.

- Record no more than two hours of Administrative Leave on the timesheet as “Admin Lv-COVID VAX.”
- To ensure minimal disruption to work, provide your supervisor with as much advance notice as possible of your appointment date and time.
- This Administrative Leave is available for use immediately. Time records will not be adjusted retroactively.

IN THE EVENT YOU TEST POSITIVE

- Please contact the UMD Heal Line at (301) 405-HEAL for guidance. In case no one answers the phone, please leave a voice message with your UID. Continue to monitor your email as they may contact you via email.
- Please inform your supervisor as you would need to isolate and follow CDC guidelines as noted in this communication above. If you are capable of teleworking, you may continue to do so. If you are sick and unable to telework, please use your accrued sick leave.
- If you are comfortable you can reach out to any close contacts to let them know of your status and that the contact identification team may be in touch with them. If you are not comfortable and would like to remain anonymous, then you should let the HEAL Line know and the ECI (Early Contact Identification Team) will notify the close contacts of their exposure without revealing any of the personal information of the staff member.

IN THE EVENT OF EXPOSURE

- Close contacts are someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period.
- If you are [up to date](#) on your vaccines, you do not need to quarantine unless you are experiencing symptoms. However, you should wear a mask when around others and watch for symptoms for 10 days after you had the last contact with someone with COVID-19. You should also get tested 5-7 days after exposure, and should also be tested if you develop symptoms.
- If you are not [up to date](#) on your vaccines, you will need to:
 - Self-quarantine for 5 full days.
 - Monitor for COVID-19 symptoms, and check your temperature twice daily.
 - Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.
 - If you test negative, you may end your quarantine and return to campus. However, you must wear a well-fitted mask when around others, and continue to monitor your symptoms until 10 days after you last had close contact with someone with COVID-19.
 - If you develop any symptoms or test positive, you will need to isolate. Contact the HEAL line for additional instructions.

For more isolation and quarantine information, please visit the [UMD HEAL LINE](#) page.

RESOURCES

- [Manager Guidance](#)
- [Consequences for health and safety non-compliance](#)
- [UMD HEAL LINE](#)
- [U.S. Department of State COVID-19 Traveler Information](#)
- [CDC Guidance for Travel](#)
- [State of Maryland Guidance for Travelers](#)

Should you experience any symptoms, regardless of your vaccination status, please STAY HOME and contact your health care provider and/or the UMD HEAL LINE.

Thank you all for your help in our many efforts to keep the USG community safe and healthy.

Regards,

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