



## Memorandum

TO: USG Staff  
FROM: The Office of Human Resources  
DATE: February 3, 2022  
SUBJECT: Reminder and Update to HR Guidance Health & Safety Compliance

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Dear Colleagues,

Thank you for your continued diligence to help keep the Universities at Shady Grove (USG) community healthy and safe. We look forward to seeing many of you back on campus next week as we plan our return on February 7, 2022. This communication is a reminder of expectations pertaining to the health and safety requirements that were previously shared in the [memo](#) from January 21, 2022. Please note that after further consideration and discussion with the Office of the Provost and the University Human Resources (UHR), we have made some updates/additions to the language (**highlighted in yellow**). As you all know we are in a fluid situation and as we navigate through this pandemic, we will continue to reassess the conditions, evolve, and move forward accordingly. We appreciate your support and patience.

### **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 [www.myuhc.umd.edu](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 the 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.

- Prior to returning to campus during the week of February 7th:
  - 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.
  - As shared in the memo on January 29th from the Health and Safety Committee, USG has received a supply of COVID-19 rapid antigen at-home test kits and staff can pick one up from the USG testing clinic on Mondays and Thursdays.
- Regular testing requirement
  - If you are unvaccinated or not up-to-date on your vaccines (including boosted if eligible), regardless of exemption status, you are required to get a PCR-based COVID-19 test twice per week, at least 72 hours apart. You must go to [return.umd.edu](http://return.umd.edu), select "Confirm Test Results" and confirm your negative result to remain in compliance.

- If you are up-to-date on vaccines, but not yet eligible for your booster and do not have any symptoms, you do not need to be tested regularly.
  - 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).
    - Individuals are **required to wear a KN95 mask over their mouth and nose while on the USG campus**. Everyone is urged to **avoid high risk-of-transmission environments** (e.g. no eating in groups, no studying in groups without masks).
    - 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.
      - **There will be some KN95s at the security desk for emergency use.**
      - 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 AND CONSEQUENCES

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.

For staff who fail to remain up-to-date with the vaccine mandate by getting a booster shot, the consequences remain the same as they have been since the fall semester. These employees will have to:

- Sign a memorandum acknowledging the health risks of not being up-to-date with the vaccine mandate. This memorandum will be required of individuals who are eligible to receive the booster but have not done so by January 24.
- Get a COVID-19 test twice each week.

In addition, staff who are eligible to receive the booster, who have not been granted an exemption, and who have not received the booster for more than 14 days after receiving the health risk memorandum, will also receive a written reprimand that will be placed in the employee's personnel file. Reprimands will only be issued to non-compliant staff who had not previously received a letter of reprimand last fall.

Please know that UMD/USG 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](mailto: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,  
Nitshu

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