



COVID-19 Health & Safety Protocols, Compliance & Enforcement Procedures – Employees

1.0 Purpose

Every employee at Morgan State University (MSU) is expected to comply with all applicable COVID-19 protocols imposed by Federal, State, or local public health officials, and/or the University and complete all necessary requirements. These COVID-19 Health & Safety Protocols, Compliance & Enforcement Procedures outline the current health and safety protocols and steps to be taken by MSU if an employee is found to be non-compliant with any health and safety protocols implemented by MSU.

Please note that these health and safety protocols are subject to change in accordance with any applicable Federal, State, and local public health regulations and guidance, as well as any decisions made by MSU.

2.0 Current Health and Safety Protocols

MSU has mandated the COVID-19 vaccine for all employees. Employees may request medical or religious exemptions to the vaccine. All health information provided to MSU will be kept confidential. The health and safety protocols for vaccinated and unvaccinated employees are depicted in Table 1 and described below.

Table 1 – Current Health and Safety Requirements

	Vaccination Verified	Employees with Exemptions ¹
Masking Indoors	✓	✓
COVID-19 Screening Questions	✓	✓
Weekly COVID-19 Testing (twice per week)		✓
COVID-19 Reporting	✓	✓

¹ “Employees with Exemptions” are those individuals who have not been vaccinated with the COVID-19 vaccine AND have received written approval from the University of a medical or religious exemption to receiving the COVID-19 vaccine.

2.1 Masking

To best protect the MSU community, all employees, regardless of vaccination status, are required to properly wear a mask or appropriate face covering while indoors where other people are present, including on MSU BEAR Transit, and in common areas including but not limited to hallways, stairways, restrooms, and elevators. Recognizing that masks or appropriate face coverings may vary, all must:

- Fit snugly and comfortably against the sides of the face;
- Be secured with ties, strap(s) or ear loops OR be a continuous piece of cloth that encircles the head while covering the nose and mouth;
- Cover the mouth AND nose (no mesh or open holes) and extend below the chin;
- Allow for breathing without restriction;
- Be able to be laundered without damage or change to shape (if reusable); and
- Be appropriate for the workplace (no profanity, inappropriate images, etc.).

Cloth face coverings primarily prevent exposures to others when the wearer coughs or sneezes. Cloth face coverings do *not* replace or supersede any applicable job-specific PPE requirements.



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2.2 COVID-19 Screening Questions

Daily health screenings are required at MSU for ALL employees, regardless of vaccination status, prior to entering an MSU building or facility. By completing these questions, employees can assist with greatly reducing the risk of transmission from one person to another while on campus.

2.3 COVID-19 Testing

Employees with exemptions (medical or religious) are required to submit to COVID-19 testing at the University twice per week. Employees will schedule their appointment and receive their results using the Point & Click system.

Employees who are vaccinated may be required to test if asked as part of larger campus monitoring efforts. The University Health Center and/or Office of Human Resources will provide guidance on this situation.

Employees participating in the testing program are required to cooperate and respond to any communication from the University Health Center or Maryland Department of Health.

2.4 COVID-19 Reporting

Employees are required to report positive COVID-19 cases to the Office of Human Resources (OHR), whether the test was conducted on or off campus.

Regardless of vaccination status, if an employee tests positive for COVID-19, they are required to:

- Isolate for 10 days from the time symptoms appeared or from the date of their positive COVID-19 test.
- Cooperate with the University and/or Maryland Department of Health for contact tracing purposes.

If an employee with an exemption (medical or religious) is in close contact with someone who has COVID-19, they are required to quarantine for 14 days. If a fully vaccinated employee is in close contact with someone who has COVID-19, they will be required to self-monitor and quarantine for 5 days. All close contacts will be required to be tested prior to/upon their return to campus.

3.0 Circumstances Initiating Enforcement

All employees are required to comply with the health and safety protocols outlined in these Procedures. Enforcement measures (as set forth in Section 4.0 below) will be taken for those individuals who do not comply with the measures outlined above.

3.1 Non-Compliance with Vaccine Mandate

Those individuals who

- (i) have not received any doses or only 1 dose (except those who received the Johnson and Johnson vaccine) of the COVID-19 vaccine, or
- (ii) who have not submitted their vaccine verification information and have not received written approval of a medical or religious exemption, or



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- (iii) have failed to comply with any of the health and safety protocols set forth in these Procedures, are deemed to be “Non-Compliant”.

Non-Compliant employees will be issued a formal notice in accordance with Phase One of Enforcement Actions (see Section 4.0 for additional details).

3.2 Masking/Face Coverings

Supervisors must report, in writing, non-compliance of the mask or appropriate face covering protocol by employees to OHR. Employees failing to comply with the masking requirement are subject to disciplinary action.

3.3 COVID-19 Testing

On a weekly basis, OHR will receive a list of employees who were tested (no results will be provided). Employees with exemptions (medical or religious) who did not test twice that week will be subject to enforcement.

Vaccinated employees, who are asked to test due to experiencing COVID-19 symptoms, will be subject to enforcement if they refuse to test.

3.4 COVID-19 Reporting

Employees will be subject to enforcement measures for the following circumstances:

- Failure to notify MSU of positive test result (if tested outside of MSU) or any other follow-up information when requested by the University Health Center.
- Failure to participate in contact tracing.
- Failure to following up with the University Health Center when an individual is referred to their personal health care provider for further direction.
- Failing to properly follow quarantine or isolation directives for a specified time period.
- Returning to campus before being cleared to return.
- Choosing to remain off work when medically cleared to return.
- Refusal to adhere to any other medical directive of the University Health Center or a personal health care provider.
- Falsifying medical documentation to alter (shorten or extend) the return to work date.
- Failure to comply with any other stated health and safety guidance which would bar access to University buildings.
- Referral to answer COVID-19 screening questions.

4.0 Enforcement Actions for Employees

The Office of Human Resources (OHR) has discretion to review other aspects of these Procedures and all related protocols to determine other types of infractions or circumstances affecting campus health/safety which may warrant application of these enforcement protocols. Such cases may include, but not be limited to issues regarding failure to consistently complete the screening questions or failure to adhere to a valid directive from a supervisor, manager or any other appropriate MSU official related to COVID case management. Discretionary decisions regarding compliance will be made in conjunction with the University Health Center and departmental



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management as necessary. Departments and/or supervisors seeking guidance on compliance issues should contact OHR (employeehealth@morgan.edu) for further consideration. Enforcement actions will be administered in two phases.

4.1 Phase One

Once noncompliance is confirmed in accordance with this protocol, the employee will be issued a formal notice advising of the specific compliance issue and steps necessary to remediate. Phase One notice of action may include:

- Denial of campus access as applicable based on work status, until the matter is resolved;
 - For staff, telework is not an alternative when an employee is out of compliance. Employees will be required to use annual or personal leave.
 - ****Note - Faculty conducting courses in person must be prepared to adjust to remote instruction or make alternative arrangements in the event access is denied****
 - Denial of campus access is in effect until the employee is in compliance (i.e., received vaccine, been approved for a medical or religious exemption, complying with testing, etc.)
- Requirement to contact MSU immediately to provide information or otherwise remediate the issue;
- The appropriate OHR contact information and associated timeframe within which the issue must be remediated;
- Notice that failure to remediate as directed will result in MSU taking appropriate action pursuant to Phase Two of this protocol; and
- Concurrent notification to the most appropriate supervisor for departmental planning and coordination purposes

4.2 Phase Two

In the event an employee fails to resolve the compliance issue as directed within ten (10) business days of the Phase One notice, MSU reserves the right to take corrective or disciplinary action assessed in view of the individual's work status/assignment and any other pertinent circumstances.

Corrective and/or disciplinary action in Phase Two may include, but not be limited to:

- Written warning/counseling advising as to consequences of further non-compliance; Formal disciplinary action up to and including termination of employment depending on severity of infraction;
- Loss of pay for hours not worked as a result of campus access being denied, where such hours are determined to have been missed intentionally;
- As applicable to faculty and in accordance with the Policy and Procedures For Termination Of A Faculty Member for Cause – official censure or other action that may affect the faculty member's meritorious standing; or
- Any other action deemed appropriate by the University upon review of the specific circumstances.