

Department Chairs' Quarterly Workshop

COVID-19 Policy Compliance for Faculty and other Academic Appointees

UCI Academic Personnel Office
October 21, 2020

Message sent to all
campus employees
on September 15
from **Chancellor
Howard Gillman**

COVID-19 Safety Procedures/Directives

- All the COVID-19-related campus procedures and directives are intended to keep the UCI community healthy by limiting the spread of COVID-19.
- Issues with non-compliance should be addressed with care and understanding. **The overarching goal is to de-escalate rather than intensify a situation.**

Today's Agenda

- Brief Overview of COVID-19 Campus Safety Directives
- Best Practices for Informing Faculty of Directives
- How to Handle Non-compliance with Campus Safety Directives

What are the COVID-19 Safety Directives?

Individual Directives

- Training (Return to Campus Safety)
- Daily Symptom Checker
- Flu Vaccination
- Face Coverings and Physical Distancing

Other Campus Directives

- Invited Guest/Visitor
- Gatherings/Meetings
- Contact Tracing

Best Practices for Informing Faculty of Directives

- Campus-wide emails about each of the COVID-19 Safety Directives have been sent
- We recommend that deans and chairs reinforce the importance of compliance in their regular communications to faculty
- CPOs in Schools/Units have ServiceNow* dashboard access
 - *check with your CPO to find out how reminders about non-compliance are being sent to individuals*
 - *CPOs will inform chairs of patterns of non-compliance by individual faculty*

*ServiceNow dashboard is an application that monitors the compliance with the COVID-19 Safety Directives for the entire campus.

How to Handle Non-Compliance with COVID-19 Campus Safety Directives

- Reach out to academic appointee to have a conversation about the following:
 1. *Ensure that academic appointee is aware of directives.*
 2. *Discuss if there is a reason for the non-compliance and if academic appointee needs an accommodation or exemption.*
 3. *If no valid reason for non-compliance, discuss with academic appointee need for compliance and ways to ensure compliance.*
 4. *Chairs should document the above conversation, for example, summarized in an email and sent to the individual.*
- If academic appointee continues to refuse to comply with directives, then chair would work with Academic Personnel to implement administrative action and/or discipline measures, such as not allowed to return to campus until in compliance.

Case Scenario/Discussion #1

Since we are working remotely, I don't think I need to get the flu shot.

Flu Vaccination-UC wide Presidential Directives

- University of California-wide Executive Order was issued on September 29, 2020, that all UC employees, including faculty/academic appointees, are to comply with the Flu Vaccination Program.
- The Executive Order is an important proactive measure to help protect members of the UC community — and the public at large — and to ameliorate the severe burdens on health care systems anticipated during the coming fall and winter from influenza and COVID-19 illnesses.

Flu Vaccination-UC wide Presidential directives

All employees are to take one of the following actions no later than October 31, 2020:

- Receive the 2020-2021 flu vaccine

OR

- Obtain approved medical exemption

OR

- Complete the interactive process requesting disability or religious accommodations.

Compliance with the Flu Vaccine Directive

- Chief Personnel Officers (CPOs) are responsible to monitor compliance using the ServiceNow dashboard.
- Individuals who do not certify that they have received the 2020-2021 flu vaccine and do not have an approved exemption or accommodation will not have access to University facilities.

Compliance with the Flu Vaccine Directive (cont'd)

- For those who do not qualify for an exemption/accommodation, and do not get vaccinated:
 - the chair/supervisor will work with the affected employee to find alternatives (to the extent possible) so they can continue to work remotely
 - Example: Faculty who can be teaching, doing research and providing service remotely
 - But if alternative work/arrangement is not possible, there may be consequences as determined by the chair/supervisor.
 - Example: Academic appointee who needs to be present in a lab on campus, does not qualify for exemption/accommodation, but refuses to get vaccinated.
 - *If unable to provide an alternative work arrangement, please inform AP at outset.*

Case Scenario/Discussion #2

- Chair is informed that Faculty member has not completed the daily symptom checker in the past three weeks. Faculty member states to the chair they don't have time to complete on a daily basis.

Daily Symptom Checker

- Purpose: State and county guidelines indicate that employees should assess themselves each morning before coming into an office where others will be present. To assist employees in this daily assessment, the UCI Working Well Daily Health Check-In application has been developed as part of the new Working Well™ program. One needs to complete, even if just to check that one is working remotely that day.
- [How to complete](#): The check-in is available via email and mobile app. ServiceNow App for check-in takes only a few seconds every day!
- If an employee is unable to use email/app, they should call the UCI Employee Experience Center (EEC) each workday at 949-824-9918 to complete the assessment by phone with an EEC customer service representative.

Case Scenario/Discussion #3

- Faculty member continues to invite guests to visit them on the UCI campus.

Invited Guest Executive Directive (ED)

To check whether this ED applies, ask the following questions:

1. Does the ED apply?
 - *This ED applies to all UCI-controlled properties except, UCI Health System, UCI's COVE (Applied Innovation's return to campus plan applies), and Residents in UCI Student Housing locations (student housing policies apply).*
2. Is the individual a Guest under the ED?
 - *Definition: Anyone who is a non-UCI affiliated individual (i.e.: not a student, faculty member, staff member, vendor, contractor) coming onto UCI controlled property for University-related business is considered a Guest.*
 - *Rule: UCI Hosts must not invite anyone onto UCI controlled property if the Guest's purpose is not for University-related business.*

Invited Guest Executive Directive Cont.

3. Can the “visit” be accomplished using alternative methods (virtual or remote)?

➤ *Rule: If it can be done using alternative methods, the Guest should not be invited onto UCI controlled property.*

■ 4. Before any Guest may be invited to UCI campus, the Host must obtain approval from the Designated Approver in the School/Unit prior to the visit.

– *If approved Guest must follow all safety EDs during visit to UCI.*

Gatherings Executive Directive

To determine whether this Gathering ED applies, ask the following:

1. Is my gathering of two or more individuals on UCI controlled property that are not from the same “Living Unit” and are not one of the following areas/activities:
 - *UCI Dining facilities;*
 - *In-person academic instruction and related activities pursuant to an approved plan;*
 - *UCI Health System; and Intercollegiate Athletics?*
2. Is it reasonably feasible to hold the gathering using alternative methods (virtual or remote)?
 - *If yes, holding an in-person gathering would be in violation of the ED. If not, proceed to the next step.*

Gatherings Executive Directive (cont'd)

3. For any gathering that is planned to take place, the Host needs to secure approval from the Designated Approver.
4. If there is a gathering, it must comply with the following:
 - *Comply with current public health guidelines;*
 - *Comply with the face-covering ED;*
 - *Have physical distancing of at least 6 ft between attendees*
 - *Be outdoors when feasible;*
 - *Ensure attendees do not exhibit COVID symptoms; and*
 - *Ensure that food or beverages provided to attendees does not involve sharing of implements (plates, cups, etc.)*

Case Scenario/Discussion #4

- Chair is informed of a faculty member who does not wear a mask while on campus
- Use the steps in Slide 6 to have the conversation with the individual who is out of compliance, and follow through if the non-compliance persists.

Questions?

COVID-19 Information & Resources

- ✓ Additional COVID-19 related info can be found at: <https://ap.uci.edu/covid19/>
- ✓ COVID-19 related FAQs: <https://ap.uci.edu/covid19/covid-19-academic-review-faqs/>
- ✓ Academic Personnel Review Guidance: https://ap.uci.edu/wp-content/uploads/CAP-AP-statement-of-files-affected-by-COVID-19_July302020_Final.pdf
- ✓ COVID-19 Wellness resources: <https://ap.uci.edu/covid19/covid-19-wellness-resources/>
- ✓ Remote instruction: <https://provost.uci.edu/faculty-resources-for-educational-continuity/remote-delivery-course-resources-2/>