



Policy Owner:	Office of Human Resources
Applicability:	Faculty, Staff and other individuals approved to work on campus
Effective Date:	August 27, 2020
Revision Date:	August 23, 2021

COVID-19 Workplace Safety Policy

Policy Statement

This policy document provides interim workplace procedures and expectations for all University employees in response to ongoing exigent circumstances impacting Salve due to the COVID-19 pandemic. All Salve employees who are working on campus are expected to follow the guidance and procedures established by Salve to promote the safety and wellbeing of the Salve campus community.

Salve employees are expected to familiarize themselves with Salve guidance and procedures and the evolving guidance provided by the U.S. Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and the State of Rhode Island (RI) including the RI Department of Health (RIDOH). Salve will post guidance from these organizations to inform employees of recent updates.

Salve employees must periodically review the information provided by the University to remain aware of up-to-date information on continued preparedness, action and response to COVID-19.

Employees who fail to observe COVID-19 workplace safety requirements may be subject to discipline.

COVID-19 Vaccinations

Our mercy mission calls us to support the common good and to make decisions that consider our most vulnerable community members who are at higher risk for infection. In order to ensure a vibrant learning and residential experience for our students that is free of most COVID-19 restrictions, we must achieve the highest level of vaccination possible among our Salve Regina population.

As of June 8, 2021, Salve Regina University requires that all members of its community, including students, faculty and staff, obtain a COVID-19 vaccine for the 2021-2022 academic year. Faculty and staff may provide proof of vaccination securely and confidentially via the [employee submission form](#). No other medical information should be provided.

Medical and religious exemptions will be considered on an individual basis. Please use the [exemption request form](#) to request an exemption based on a bona fide medical or religious reason. Forms should be printed, completed and returned the Office of Human Resources via mail or in person to ensure confidentiality.

Additionally, per the CDC, if you have a condition or are taking medications that weaken your immune system, you may NOT be fully protected even if you are fully vaccinated. Talk to your healthcare provider. Even after vaccination, you may need to continue taking all [precautions](#).

Under current state guidelines, individuals who are vaccinated will be exempted from regular COVID-19 testing and campus mask requirements. However, if state guidelines change, vaccinated employees may be required to be tested in certain circumstances.

Non-vaccinated individuals will be required to undergo regular testing, as described below. Additionally, non-vaccinated employees should follow the [CDC guidance](#) on how to protect themselves and others.

COVID-19 Testing Program

All employees will be expected to follow the University's COVID-19 testing requirements. Specifically, non-vaccinated employees will be required to participate in the ongoing surveillance testing program on-campus. The frequency of testing will be based on the transmission rates in Newport County and the State of RI, which can change on a weekly basis. Communications regarding the testing program will be provided on an as needed basis to the University community.

Symptom and Risk Screening

All employees and other individuals approved to work on campus must self-monitor for symptoms of COVID-19 and complete an at home daily symptom and risk self-screening prior to coming to campus. If, based on this screening, the employee has any symptoms or risks related to COVID-10, the employee must notify the Office of Human Resources and remain off campus until they are approved to return to work on campus by the Office of Human Resources. Employees must adhere to quarantine and isolation requirements based on CDC guidance and communicated by the Office of Human Resources.

Social Distancing

Salve will support social distancing as required by the Rhode Island Department of Health and the CDC. Employees are also expected to follow these requirements to keep themselves and others safe. Employees approved for vaccination exemptions should review and follow the CDC's Guidance for Unvaccinated People. This includes the recommendation for unvaccinated people to stay 6 feet apart from others outside of their household.

Cleaning and Disinfecting

All employees must continue to maintain clean personal workspaces by wiping down work areas, shared equipment and following other department-specific protocols. Cleaning supplies have been provided to all departments, and hand sanitizer dispensers will be installed/available at building entrances. Additional supplies can be requested from the Office of Facilities.

Face Masks and Enforcement

All must employees must continue to follow mask wearing guidance provided by the University. This may change for vaccinated employees, depending on transmission rates. Unvaccinated employees must wear cloth face coverings or surgical masks at all times, indoors and outdoors, when around others that are not part of their household. Employees may use their own coverings at work as long as they are in compliance

with [CDC facemask guidance](#). Upon request, the University will provide disposable or cloth masks to employees that need them. They can be obtained at the Offices of Human Resources and Safety and Security.

Personal Hygiene

All Salve employees must continue to practice safe hygiene, including:

- hand washing
- cleaning personal workspaces
- cleaning common use equipment such as shared printers.

COVID-19 Vaccination Records and Test Results

All employee vaccination records will be maintained in the Office of Human Resources. These records will only be shared, if requested, with the Rhode Island Department of Health, other employees or contractors of the University on a need-to-know basis, and any other person or entity as required by law.

If an employee tests positive for COVID-19 through an off campus care provider or testing site, it is expected that they share the results with the Office of Human Resources so that, if needed, proper disinfection of their office space can be performed and contact identification processes can begin, both in an effort to stop the spread of the disease. Test results may be shared with other employees or contractors of the University on a need-to-know basis and any other person or entity as required by law.

If an employee elects to have asymptomatic COVID-19 testing through the third party testing company selected by the University, the testing company will maintain confidentiality of an employee's COVID-19 test results and will share an employee's test results only with the employee tested, the Rhode Island Department of Health, the Office of Health Services, the Office of Human Resources, other employees or contractors of the University on a need-to-know basis, and any other person or entity as required by law.

Salve IDs

All employees are required to wear their Salve ID badge in plain view while on the Newport campus.

If your identification badge is lost or stolen, you must obtain a replacement. Lost or stolen cards should be reported to the Card Office in McKillop Library, as soon as possible.

Social Gatherings

No social gatherings, formal or informal, in excess of the number of people allowed by the State of Rhode Island may take place on campus.

Consequences for Violating this Policy

All members of the community must take seriously and follow the Salve Regina University COVID-19 Workplace Safety Policy. Corrective action will be taken if employees working on campus violate this policy, up to and including suspension/administrative leave without pay, or termination of employment or association with the University, in accordance with applicable (e.g. staff, faculty, student) progressive disciplinary procedures.