UC RIVERSIDE

UCR COVID-19 Post Pandemic 07/01/2023 until Spring of 2026

Reporting Procedures for Covered Employees, Supervisors, and HR Partners.

Updated 03/11/2024.

I. Introduction

One of the significant challenges we had to adapt to throughout the COVID-19 pandemic was the necessity for adaptability and adjustments to our standard operational methods and protocols. As we now find ourselves in the post-pandemic phase, our journey has been extensive, and this document aims to highlight several alterations aimed at ensuring the safety of the UCR community.

The purpose of this communication is to offer guidance and clear expectations for supervisors, managers, HR partners, and employees with respect to their respective roles and obligations. This encompasses matters such as notification of close contacts within the workplace, procedures for reporting positive cases occurring at the worksite, conducting thorough case investigations, including mandatory testing during outbreak situations, adhering to face covering mandates, upholding the principle of confidentiality, and managing interactions appropriately.

II. Scope

This standard operating procedure pertains to Academic and Staff personnel, both non-represented and represented, as well as non-employees (such as volunteers and temporary agency workers), volunteers, and Contingent Workers. Notably, UCR students fall outside the purview of this particular procedure. Information regarding COVID-19 standard operating and reporting protocols for students can be found at: https://ehs.ucr.edu/coronavirus/faq_students. Commencing from August 10th, 2023, students are required to document all contact tracing activities through the designated student portal. (Details of this procedure will be furnished separately.)

It's important to note that the protocols applicable to First Responders and Health Care Workers, including those in Acute Care Hospitals and Outpatient Settings), are outlined by the Riverside County Department of Public Health.

III. Covered Employees

All authorized personnel, including non-UCR personnel, who are permitted to be present on campus for work are required to engage in self-monitoring. If they experience any symptoms or receive a positive COVID-19 test result, they must promptly communicate this information through the COVID-19 survey via the Qualtrics system. To enhance security, EH&S is in the process of transitioning to a more robust system integrated within the employee portal. Students will be integrated into this system during the upcoming summer period. Further details, including an informative video, will be made available shortly.

For groups lacking UCR net ID access or computer availability, EH&S will facilitate a COVID-19 survey on the employee's behalf. Both employees and supervisors will be able to report cases

in English or Spanish. The primary objective is to ensure timely responses and sustained communication for these individuals. This tool will also extend to non-UCR employees and supervisors who lack access to the employee portal.

IV. Definitions

Case Investigation (*for the purpose of this standard operating procedure*) is a process used to help identify if other Covered Employees were possibly exposed to a Covered Employee who tested positive for COVID-19.

Close Contact (*for the purpose of this standard operating procedure*)
In indoor spaces of 400,000 or fewer cubic feet per floor (such as homes, clinic waiting rooms, airplanes, etc.), close contact is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes) during a confirmed case's infectious period.

In large indoor spaces greater than 400,000 cubic feet per floor (such as open-floor-plan offices, warehouses, large retail stores, manufacturing, or food processing facilities), close contact is defined as being within 6 feet of the infected person for a cumulative total of 15 minutes or more over a 24-hour period during the confirmed case's infectious period.

Spaces that are separated by floor-to-ceiling walls (e.g., offices, suites, rooms, waiting areas, bathrooms, or break or eating areas that are separated by floor-to-ceiling walls) must be considered distinct indoor airspaces.

Covered Employees (*for the purpose of this standard operating procedure*) are all academic, staff (non-represented and represented) employees, field researchers, non-employees (e.g., volunteer services, temporary agency workers) volunteers, and Contingent Workers (refer to UC Campus Policy 650-28 for the definition of a Contingent Worker or volunteer).

Remote Employees (*for the purpose of this standard operating procedure*) are employees who are performing work that they would normally do on campus, but, due to COVID-19, are performing work remotely from their residence or non-UCR owned or operated/leased space.

On-Campus (*for the purpose of this standard operating procedure*) is any space/facility that is owned or operated/leased by UCR (e.g., UCR Health practices, Palm Desert campus).

PNC (Point and Click). Refers to the existing Electronic Health Record System / Practice Management System (EHR/PMS) utilized by college health and counseling services for student health purposes at UCR. This platform serves as the patient portal for both students and employees, serving as a repository for vaccine records, vaccine attestations, and declinations. Notably, PNC operates independently and does not communicate with other Electronic Health Record Systems. Within the framework of the UCOP vaccine policy, employees are obligated to utilize this system to input any vaccine-related information.

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V. UCR COVID-19 Survey

Covered employees are obligated to complete the COVID-19 survey available through the Qualtrics system or the employee portal on PNC. A bilingual Qualtrics platform, catering to both English and Spanish speakers, is being developed by the team. This new Qualtrics system will be specifically designed for individuals who lack computer access and need to reach out to their supervisors via telephone. Further details will be provided in due course. This obligation applies whenever an employee or a supervisor (acting on behalf of an employee without computer access or a UCR net ID) needs to submit a report.

It is essential to emphasize that within the employee portal, reporting is limited to oneself, and all related communication remains confined within the portal. In alignment with UCR's security standards, no external communication will arise from the portal. A phased approach will be undertaken to gradually integrate COVID-19 screenings into the PNC system. This approach aims to address any operational challenges before implementing the system for all employees.

Reporting is mandatory in the following situations:

1. Positive COVID-19 Test.
2. Display of COVID-19-like symptoms (excluding symptoms caused by known or chronic conditions such as allergies, asthma, etc.).
3. Exposure to an individual who has tested positive for COVID-19 (defined as being in close contact for more than 15 minutes within a 24-hour period).
4. Compulsory COVID-19 testing due to an outbreak event on campus.

Fully remote employees who do not have physical interactions with colleagues are exempt from completing the survey. The primary objective of reporting is to maintain an inclusive list of worksite locations on our campus dashboard to inform the campus community of possible exposures and outbreaks.

The COVID-19 dashboard will be updated daily in accordance with labor code 6409.69(a). This code stipulates that UC locations must encourage employees to periodically verify the information displayed on the worksite posting. Nonetheless, individual employees ultimately hold the responsibility of assessing close-contact situations for themselves.

Source: University of California UC Legal - Office of the General Counsel. (May 8, 2023). EH&S Compliance Advisory: Implementation of Notification, Testing, and Face Covering Requirements under Cal/OSHA's Non-Emergency COVID-19 Prevention Regulations.

VI. Privacy and Confidentiality

UCR is committed to safeguarding individuals' health information and symptoms in a confidential manner. This information will only be accessible to authorized personnel who

require it to address a COVID-19 related situation. It will not be stored within personnel records. To uphold this principle, any personal health information related to Covered Employees must be kept separate from employee personnel files, as outlined in UCR Local Procedure 80: Staff Personnel Records.

Data collected when reporting via Qualtrics or an employee portal or calling the COVID-19 Hotline does not fall under the umbrella of protected health information as defined by the Health Insurance Portability and Accountability Act (HIPAA). Nevertheless, any retained information is managed in accordance with relevant laws. The use of such information will not become part of the employee's personnel file and will only be accessed and employed on a restricted, need-to-know basis.

During the transition from the Qualtrics system to the employee portal for reporting, **employees will have the responsibility of sharing information received from the Occupational Health Coordinator with their supervisor and HR partners, similar to how they would handle any other sick leave situation. It is essential for employees to engage with their supervisor and HR partner to ensure the accurate documentation of leave options and the completion of required paperwork.** This change has been prompted by the necessity to report all cases to Riverside County Health, requiring specific information available in the employee portal, streamlining the reporting process.

Employees may have access to various leave options, which include:

1. Utilization of accrued sick or vacation time.
2. Exploration of alternate leave possibilities, such as Family Medical Leave (FML).
3. Potential eligibility for Workers' Compensation.

Employees should communicate with their HR Partners and supervisor to discuss these leave options, ensuring accurate and prompt compensation. Furthermore, supervisors need to be informed about any employee absences from work, unless remote work has been authorized.

Workers' Compensation

In cases where an employee suspects contracting COVID-19 due to work-related factors at the University, they may qualify for Workers' Compensation benefits. These benefits may encompass hospitalization, surgical and medical treatments, disability compensation, and death benefits. Employees are advised to follow the Workers' Compensation process and submit the Employer's First Report of Injury (EFR) via the provided link. For additional details, please reach out to workerscomp@ucr.edu.

VII. Completing the COVID-19 Survey- under Qualtrics or Employee Portal.

The Qualtrics System: UCR COVID19 Survey is accessible via computer, tablet, or

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smartphone.

A. Covered Employees are required to complete the survey under the following circumstances:

- Upon receiving a positive COVID-19 test result.
- When experiencing COVID-like symptoms. It's important to note that symptoms arising from known or chronic conditions (e.g., allergies, asthma) are not considered for this report.
- After being exposed to an individual who tested positive for COVID-19 (defined as close contact with a known positive person for over 15 minutes within a 24-hour timeframe).
- Following the completion of a mandatory COVID-19 test due to an outbreak event on campus.

B. Covered Employees have the option to use:

- Their personal computer (e.g., desktop, tablet, etc.).
- A smartphone.
- A designated on-campus worksite computer within their department or elsewhere on campus:
  - Computer access will be provided to Covered Employees in facilities, dining areas, housing, and other relevant locations to facilitate survey completion.
  - Covered Employees conducting the COVID-19 survey on-campus will be required to adhere to established protocols, including wearing face coverings, practicing hand hygiene, and following social and physical distancing measures, as well as participating in outbreak-related testing. To prevent the potential spread of COVID-19, departments are responsible for ensuring that designated computers and equipment used by Covered Employees for completing the survey are thoroughly cleaned after each use.

Utilizing the Employee Portal for COVID-19 Survey Submission: Coming up TBD Accessing the UCR COVID19 Survey through the employee portal can be done via computer, tablet, or smartphone.

An account is automatically generated within the UC Path systems once an employee's details are entered 24hrs later the account will be created in PNC. This process requires your UCR net ID and duo access. Upon logging in, you will need to initiate a message. The same process used by students will apply to employees as well. We will notify you once the employee portal is ready for use. For further details, refer to: https://ehs.ucr.edu/document/point-and-click-sop-reporting-covid-19-case

A. Covered Employees are obligated to complete the survey under the

following scenarios:

- After receiving a positive COVID-19 test result.
- If they experience symptoms resembling COVID-19. Notably, symptoms stemming from recognized or ongoing conditions (e.g., allergies, asthma) do not warrant inclusion in this report.
- Following exposure to an individual who tested positive for COVID-19 (defined as close contact with a confirmed positive person for more than 15 minutes within a 24-hour period).
- Subsequent to undergoing mandatory COVID-19 testing due to a campus outbreak event.

B. Covered Employees have the option to use:

- Their personal computer (e.g., desktop, tablet, etc.).
- A smartphone.
- A designated on-campus worksite computer within their department or elsewhere on campus:
  - Computer access will be provided to Covered Employees in facilities, dining areas, housing, and other relevant locations to facilitate survey completion.
  - Covered Employees conducting the COVID-19 survey on-campus will be required to adhere to established protocols, including wearing face coverings, practicing hand hygiene, and following social and physical distancing measures, as well as participating in outbreak-related testing. To prevent the potential spread of COVID-19, departments are responsible for ensuring that designated computers and equipment used by Covered Employees for completing the survey are thoroughly cleaned after each use.

VIII. Return to work Certification

Once the COVID-19 survey screening is successfully completed, an automated response will be generated by the Qualtrics system. This response will be tailored to the self-reported answers provided during the screening process. Additionally, for those who utilize the employee portal for reporting, there will only be two distinct responses will be generated based on their inputs. The Qualtrics may have variations and continue to cc' Supervisor and HR partners.

I. Covered Employee Directed to test, wear a mask for 10 days, and Monitor for symptoms:

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Close Contacts – (No Quarantine)

Asymptomatic Persons Who are Exposed to Someone with COVID-19 (No Quarantine)	Recommended Actions
- Everyone, regardless of vaccination status. - Persons infected within the prior 30 days do not need to be tested, quarantined, or excluded from work unless symptoms develop. - Persons in healthcare settings should follow recommendations and requirements as listed below. For clinical areas	- Test within 3-5 days after last exposure. - If the antigen test taken is NEGATIVE, at day 3 and day 5 continue to come to campus but you must mask until day 10. - Per CDPH masking guidance, close contacts should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings. - If you develop COVID-like symptoms, stay home, and employees must submit results via the COVID Screening Survey; for students please use the Student Link: Patient portal and begin to isolate – following the instruction provided. - If test result is positive: employees must submit results via the COVID Screening Survey; for students please use the Student Link: Patient portal and begin to isolate – following the instruction provided.

II. Covered Employee Directed to Stay Home and Isolate.

Having informed the campus about your positive COVID-19 test result, it is imperative that you read and follow the important information and resources below.

The University of California, Riverside (UCR) is following the latest guidelines issued by the California Department of Public Health (CDPH), effective January 9, 2024. It is important to note that these updates may affect your current isolation requirements, CDPH recommendations have moved away from five days of isolation and instead focus on the improvement of individuals' clinical symptoms to determine when to end isolation.

If you have <u>tested positive for COVID-19 and have symptoms,</u> please follow these guidelines:
1. **Notify Relevant Parties:**
   - If you are a student, inform your instructors.
   - If you are an employee, notify your supervisor and HR partners.
2. **Isolation:**
   - Isolate yourself until you have been fever-free for at least 24 hours without the use of fever-reducing medication, and your other COVID-19 symptoms are mild and have improved.
3. **Mask Usage:**
   - Wear a well-fitted mask indoors for a period of 10 days starting from the onset

of symptoms or the date of your first positive test.

4. **Mask Removal Criteria:**
   - After ending isolation, you may remove your mask earlier than Day 10 if you have two sequential negative tests that are at least one day apart.
   - If you do not meet this criterion, it is advisable to continue wearing a mask until the tenth day. This applies to indoor environments.
   - Please note that UCR does not authorize the premature termination of isolation or reentry onto campus premises. This is now determined by the improvement of individuals' symptoms, rather than a set number of days, following recent updates from the CDPH. Please refer to point #6 for clarification, as there are various respiratory pathogens akin to COVID-19.

5. **Testing Before Ending Isolation:**
   - We recommend testing negative for COVID-19 before ending your isolation.
   - Avoid contact with individuals at higher risk of severe COVID-19 for 10 days.

6. **Seek Treatment:**
   - If you continue to have symptoms or feel unwell, consult with a healthcare provider as soon as you test positive or if symptoms develop.
   - You may be eligible for antiviral medicines or other treatments for COVID-19, which work best if taken within 5-7 days from the onset of symptoms.

7. **Contact Information:**
   - Students can call Student Health Services at 951-827-3031.
   - Faculty and staff should contact their healthcare provider.
   - As advisable by CDPH: Call 1-833-422-4255 if you are unable to contact a healthcare provider, or use the treatment options to find one.

If you have tested positive for COVID-19 but have no symptoms:

1. **No Self-Isolation Required:**
   - There is no need for self-isolation or remain at home.

2. **Mask Usage:**
   - Wear a well-fitted, high-quality mask consistently when around others in all settings for 10 days after your initial positive test.
   - Keep in mind that even individuals without symptoms can transmit the virus for up to 10 days.

3. **Seek Treatment If Symptoms Develop:**
   - If symptoms develop, contact your healthcare provider for testing for other respiratory pathogens.
   - Especially if you are at high risk for severe illness, consult a healthcare provider as soon as you test positive or if symptoms develop.
   - Antiviral medicines are most effective if taken as soon as possible, ideally within 5-7 days from the onset of symptoms.

4. **Contact Information:**
   - Students can call Student Health Services at 951-827-3031.
   - Faculty and staff should contact their healthcare provider.
   - As advisable by CDPH: Call 1-833-422-4255 if you are unable to contact a healthcare provider, or use the treatment options to find one.

Notification of Close Contacts:
- If you are infected, promptly inform your close contacts and encourage them to get tested between 3 to 5 days after potential exposure.
- Employees on campus must complete a COVID Screening Survey in case of exposure, and students can use the Student Link: Patient portal to notify relevant individuals for testing.

Persons in healthcare settings should follow recommendations and requirements as listed below.

For clinical areas

Survey at Home:

In the event that the Qualtrics System and employee portal advises the Covered Employee to remain at home, explicit instructions will be provided to the employee, indicating that they should refrain from coming to the campus for a specified period. During this time, it becomes the employee's responsibility to closely monitor their own health. The Covered Employee has the option to return to work once all symptoms have completely subsided and a notable improvement in their condition is evident, as outlined by the California Department of Public Health (CDPH) and Riverside County Health departments, see UCR COVID-19 positive case procedures. If symptoms persist beyond Day 11, obtaining medical clearance from a physician is recommended. Should further medical guidance be required, the employee is encouraged to consult their primary care physician. As of June 30, 2023, many on-campus services that were available during the pandemic have ceased. For those requiring assistance in reporting cases, such individuals can avail of the COVID19 hotline, managed by a single dedicated resource, catering to both employees and students.

Survey Completed on Campus:

When a Covered Employee completes the COVID19 survey while at work, using resources such as a campus computer, and the system advises them to remain at home, the employee will be instructed to follow specific steps. These steps involve wearing a mask, sanitizing high-touch areas, leaving the workplace, and commencing isolation at home. This isolation should be maintained at least until fever-free for at least 24 hours without the use of fever-reducing medications and other symptoms are mild and have improved, alternatively, until Day 11. If COVID-19 symptoms persist without noticeable improvement, seeking medical attention is strongly recommended. Isolation should continue until Day 11 in such cases. It is essential to note that UCR's team of supporting personnel, which was in place until June 30, 2023, is no longer available. The COVID19 hotline, previously staffed by a team, now offers limited assistance for reporting cases to employees and students. For additional medical guidance, employees are advised to engage with their primary care physician.

IX. Roles and Responsibilities

A. UCR Employee/Student COVID-19 Hotline (1.0 FTE funding is limited) or Occupational Health Coordinator (0.50 FTE)

1. In situations where a Covered Employee's report lacks clear information regarding exposure to COVID-19, positive COVID-19 test results, or experiencing symptoms of COVID-19, the UCR Employee/Student COVID-19 Hotline or the EH&S Occupational Health Coordinator will initiate an email containing detailed instructions. Notably, Covered Employees without computer access can utilize designated campus computers to access university email accounts for COVID-19-related correspondence. Additionally, we are beginning to post the protocols that they need to follow in our website.

2. Review the submitted survey to ensure its completion. Provide written guidance based on County and CDPH guidelines for isolation. Refer to: https://ehs.ucr.edu/media/6078/download?attachment

3. Initiate follow-up with Covered Employees if the provided information is incomplete, unclear, or when information is not adequately provided.

4. In accordance with directives from the Department of Public Health, UCOP, and CDC, direct Covered Employees to adhere to appropriate isolation protocols or COVID19 close contact procedures.

5. Contribute contact information to the campus dashboard.

6. Collaborate with Riverside Public Health County to manage outbreak cases on campus, including investigations.

7. As UCR transitions to utilizing the PNC employee portal, the responsibility of communicating with HRBP or supervisors will fall upon the employee, similar to other sick day or medical leave scenarios. Supervisors and HRBP should review the certificates outlining the employees' return-to-work status as outlined in this document. Any forthcoming modifications will be communicated through this document.

8. Notify HR to ensure union representatives' notification requirements are adhered to as outlined by policy: *"The employer shall provide a written notice to the exclusive representative, if any, of confirmed cases of COVID-19 and of employees who had close contact with the confirmed cases of COVID-19 within one business day."*

9. Undertake follow-up procedures for all individuals in close contact within a given case—applicable to both students and employees.

10. Maintain updates and record the count of confirmed COVID-19 cases.
11. Seek consultation with Environmental Health & Safety (EH&S), Facilities Services, and other relevant parties if disinfection protocols are deemed necessary.

B. UCR Covered Employee

UCR Covered Employee Experiencing COVID-19 Related Symptoms, Exposed, and/or Tested Positive

1. If a Covered Employee is exposed, tests positive, or encounters COVID-19 related symptoms, it is imperative for the Covered Employee to submit a report through the Qualtrics Survey/COVID-19 survey. In the near future, employees will have the option to use the employee portal for notifications—further details will be communicated upon completion of this feature. Covered Employees are obligated to adhere to isolation guidelines as stipulated by Riverside County and/or CDPH.

2. In the event that COVID-19 symptoms manifest while a Covered Employee is at home, the following steps should be followed:

   a. Refrain from reporting to work or visiting the campus.
   b. Contact a medical physician for guidance.
   c. Complete the COVID-19 Survey from home using a computer, tablet, or phone.
   d. Respond to calls or emails from the COVID-19 Hotline within 24 hours after completing the UCR COVID-19 Survey.

3. Should COVID-19 symptoms arise while an employee is at work, the following actions are advised:

   a. Immediately isolate oneself from others and maintain the use of a face covering.
   b. Complete the COVID-19 Survey from home using a computer, tablet, or phone.
   c. Notify the supervisor (while practicing safe distancing) about being instructed by the COVID-19 Hotline or the Occupational Health Coordinator to follow the self-isolation protocol.
   d. Leave the workplace without delay to prevent exposing others.

4. Upon receiving guidance from the COVID-19 Hotline or Occupational Health Coordinator to initiate self-isolation protocols, the Employee should:

   a. Seek follow-up with a medical physician.
   b. Obtain a medical note from a physician.
   c. Present a return-to-work note to their department HRBP/Leave Coordinator before resuming work.
   d. During your recovery from COVID-19, if you receive a medical note from a physician, kindly share it only with your supervisor and HR partners.

C. UCR Covered Employee's Supervisor/Manager

1. Review the automated Qualtrics email and reiterate to employees that COVID-19 is treated like any other medical condition and/or leave and to follow the guidance provided.

2. Adjust schedules accordingly when an employee is not authorized to report to work. When notified about a positive COVID-19 case, guide the employee to complete the COVID-19 Survey or provide assistance throughout the process. Example of questions is available in this document.

3. Until further notice, and while the Qualtrics data remains updated, the system will copy supervisors when a Covered Employee is instructed not to report to work or to follow COVID-19 close contact protocols.

4. As necessary, furnish a list of Covered Employees who may have come into contact with a positive COVID-19 case to the email address COVID19@ucr.edu or the department HRBP/Leave Coordinator. This supports the coordination of case investigations.

5. Avoid inquiring about personal protected health or medical information from Covered Employees.

6. Refrain from sharing any personal protected health or medical information of Covered Employees with other colleagues in the department or organizational unit.

7. Only request Covered Employees to work remotely if instructed to isolate when they meet additional requirements as specified here. Please note that if a Covered Employee has been exposed to a positive case (close contact with an infected individual) and is asymptomatic, they might be permitted to work remotely if their job function allows for it. Nevertheless, discussions involving the supervisor/manager, Covered Employee, and department HRBP/Leave Coordinator are necessary to explore these options.

8. In the instance that a Covered Employee lacks access to a smartphone, tablet, or computer, provide information about designated on-campus computer locations for their use. In the future, UCR will work on enabling supervisors to report cases on behalf of employees. Details are yet to be determined.

D. UCR Department HRBP/Leave Coordinator

1. After confirmation of a positive case via Qualtrics, employee reports, or communication from a supervisor, the department's HRBP/Leave Coordinator initiates contact with the affected employee. While COVID-19 leaves are no longer offered, during this interaction essential information concerning other forms of leave may be

provided, encompassing available choices, requisite forms, and subsequent actionable steps.

As our operational methods transition to encompass the employee portal, individuals/employees will be required to independently engage their supervisors and HR associates for leave-related matters. It's crucial to recognize that in instances where HR partners depart or shift departments, a new designee should be listed.

The process of updating the system to send automated notification will need to be updated, until it is updated in the system, there will need to be a manual process for notifying the HRBP or Leave Coordinator or Designee. To ensure accuracy, kindly notify hrpolicy@ucr.edu and COVID19@ucr.edu thereby facilitating a request for a manual and system update of this information.

2. Initiates follow-up communication with the Covered Employee and their supervisor within 24-48 hours to outline the upcoming course of action.

3. If additional exposure incidents arise, seeks guidance from the COVID-19 Hotline on the appropriate course of action. This includes determining whether further individuals should undergo isolation and identifying other stakeholders (such as Workers' Compensation, Disability Management, etc.) who need to be informed.

4. During instances of outbreaks, HRBPs fulfill their responsibility to promptly send out outbreak letters to affected employees, adhering to a timeframe of less than 24 hours. These correspondences are specifically directed toward employees operating within a designated location. This mandate is obligatory, and it is essential to emphasize compliance. Furthermore, EHS Occupational Health will post outbreak information on our website and site locations.

5. The HRBP/Leave Coordinator equips both the Covered Employee and their supervisor, and will furnish employees with the necessary documentation that is required for a smooth transition back to work duties.

E. Environmental Health & Safety (EH&S)

1. In compliance with legal requirements, EH&S promptly informs Cal/OSHA within 8 hours of receiving notification when a Covered Employee is hospitalized due to a COVID-19 illness. The notification submitted includes essential details: the Covered Employee's name, department, and the name of the hospital. In the event of a

significant outbreak involving 20 or more cases, EH&S collaborates with Riverside County and Cal/OSHA to ensure comprehensive notification.

2. Collaborates with Facilities Services to coordinate disinfection efforts when a positive test result is received within 7 days from the last day the Covered Employee was present on campus. a. Gathers the necessary data to formulate an effective disinfection protocol.

3. For confirmed positive cases, Covered Employees have the option to submit an Employee's First Report (EFR) with Workers' Compensation. This report collection process is overseen by Workers' Compensation and aligns with the workers' compensation procedures as prescribed by the California Labor Code.

F. Workers' Compensation (WC)

1. Gathers information from the department HRBP/Leave Coordinator concerning on-campus employees who have tested positive for COVID-19 (limited to confirmed cases).
2. Conducts an evaluation based on the following criteria:
    a. Whether the Covered Employee received a positive test result within 14 days of working at the worksite.
    b. Identifies the last day the Covered Employee was present at the worksite.
    c. Determines whether the Covered Employee had interactions with others while on-site.
3. Establishes contact with the Covered Employee:
4. Validates the accuracy of the information provided by the department HRBP/Leave Coordinator.

G. Facilities Services

1. Establishing Guidelines for Sanitizing Buildings/Offices with Confirmed Cases

2. Facilities Services will define specific procedures for disinfecting buildings and offices in cases where a positive COVID-19 test result is received within 7 days of the last day a Covered Employee was present on campus.

3. Providing Information to Groups without Computer Access: For groups of employees who do not have access to computers as part of their daily operations, Facilities Services (FS) will generate a daily printed list of buildings where outbreaks and positive cases have been

identified. This list will be made available for employees to review before they commence their shifts and will be updated daily.

4. Non-Exposure Status for FS Staff in Potential Outbreak Locations: When FS staff are assigned to work in a building or location where there has been a potential outbreak or during the infectious period, it's important to note that this group of workers is not categorized as part of the exposed group. For example, if FS workers clean a particular suite where positive COVID-19 cases were present between 8 a.m. and 5 p.m., and the FS workers come in after 7:00 p.m., they are considered as merely passing through and do not share any overlap with the exposed group or crew of workers. Consequently, they are exempt from outbreak-related requirements and protocols.

X. Contacts

Contact	Phone	Email/Website
UCR COVID-19 Hotline	1-844-827-6827	COVID19@ucr.edu
HR Policy	951-827-0289	hrpolicy@ucr.edu
Workers' Compensation	951-827-4207	workerscomp@ucr.edu
Environmental Health & Safety (EH&S)	951-827-5528	ehs@ucr.edu

XII Related Resources

- **Employee's First Response (EFR) –** https://risk.ucr.edu/efr
- **Environmental Health & Safety website** – https://ehs.ucr.edu/coronavirus
- **Governor's Executive Order N-62-20** – https://www.gov.ca.gov/wp- content/uploads/2020/05/5.6.20-EO-N- 62-20-text.pdf
- **HR Local Procedure** – Local Procedure-80: Staff Personnel Records
- **Qualtrics Survey** – Qualtrics System: UCR Daily Wellness Check Survey
- **Riverside County Department of Public Health** – www.rivcoph.org/coronavirus
- **San Bernardino County** – http://sbcovid19.com/
- **UCR Return to Work Guide** – https://campusreturn.ucr.edu/return-work-guide
- **California Department of Public Health** https://www.cdph.ca.gov/Programs/CID/DCDC/pages/covid-19/guidance-for-face-coverings.aspx

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- **Workers' Compensation** – risk.ucr.edu/Workerscomp

XIII Frequently Asked Questions

Q1. If a Covered Employee experiences symptoms, tests positive, or has been exposed to a positive case, who should they notify?

A1. All Covered Employees are required to either complete the Qualtrics System: UCR COVID-Survey or contact the UCR Employee COVID-19 Hotline at 1-844-827-6827. It is also essential for Covered Employees to inform both their supervisor and HR Partners.

Q2. What occurs once a Covered Employee finishes the UCR COVID-19 Check Survey or contacts the COVID-19 Hotline?

A2. Once a positive case or exposure is confirmed, the COVID-19 Hotline will instruct the Covered Employee to initiate isolation. The employee is responsible for notifying the department HRBP/Leave Coordinator. Subsequently, the Covered Employee's department HRBP/Leave Coordinator will inform the supervisor about the employee's absence and guide the Covered Employee through the appropriate leave process.

Q3. How do we identify potential exposure among other Covered Employees?

A3. Following Cal/OSHA guidelines, employees should regularly review the COVID-19 dashboard and building locations to assess possible exposure. While the COVID-19 and Occupational Health Coordinator strives to notify close contacts, it is crucial that this information is provided through the COVID-19 survey. In the case of outbreaks, appropriate signage will be displayed. This designated group will communicate with HR, who will then inform respective areas and employees. It's important to note that supervisors are not responsible for conducting case investigations.

Q4. What is the process for determining if a Covered Employee is cleared to return to work?

A4. Generally, Covered Employees should adhere to the guidelines of Riverside County or CDPH. Given the uniqueness of each situation, the department's HRBP/Leave Coordinator will guide the supervisor through the steps necessary for the Covered Employee's return to work. A release to return to work note from a licensed medical physician is required for Covered Employees prior to resuming work.

Q5. Is exposure covered under Workers' Compensation or considered a personal illness?

A5. The Department HRBP/Leave Coordinator will collaborate with the Covered Employee when completing leave of absence paperwork and notify Workers' Compensation as needed. In the case of a work-related illness leading to hospitalization, the supervisor should complete an Employer's First Report (EFR).

Q6. Can Covered Employees apply for administrative leave?

A6. The Covered Employee's department HRBP/Leave Coordinator will advise them of available leave options and inform the supervisor accordingly.

Q8. When should offices, buildings, or campuses be closed down?

Revision 03/11/2024

A8. In the event of a suspected outbreak, the occupational health coordinator will communicate with the Riverside County Public Health Department. An outbreak notice will be posted on our website along with accompanying instructions. Refer to: https://ehs.ucr.edu/coronavirus/dashboards

Q9. Will Covered Employees be compensated for the time taken to complete the Qualtrics COVID-19 survey?

A9. Yes, even though the survey is expected to take less than 5 minutes, Covered Employees will be compensated during that time.

Q11. If a Covered Employee completes the survey incorrectly, who should they contact?

A11. Covered Employees should email the COVID-19 Hotline at COVID19@ucr.edu to report the error. The Hotline will delete the survey, and the Covered Employee will be guided to retake the survey.

Revisions:

☐ 03/11/2024 – Revisions made to Notice of Workplace COVID-19 Outbreak letter to include updated CDPH guidance regarding individuals who choose not to test and were identified as close contacts.

☐ 02/20/2024 – Revisions made to align with current guidance from Riverside County and CDPH Isolation Guidance and Cal/OSHA's COVID-19 Prevention Non-Emergency Regulations.

☐ 08/15/2023 – Revisions made to align with the current guidance from CDPH and Riverside County, and the office of legal counsel, considering the end of the federal Public Health Emergency on May 11, 2023, and the conclusion of California's COVID-19 State of Emergency on February 28, 2023. Also, updated information on COVID-19 vaccination requirements for federal employees and contractors.

☐ 10/22/2020 – Updated to reflect new CDC guidance released on 10/21/2020. IV.B. Close Contact was added to the list of definitions. IX.B.4-5 included asymptomatic and symptomatic information, and was revised to include CDC guidance on the 14- day quarantine period.

☐ 10/12/2020 – Added the survey name change and link to the survey. Made changes to language reflect name changes and to properly identify/reference sections within the document.

☐ 08/28/2020 - Added an appendix with instructions for UCR Covered Employees working at UC locations/facilities with different COVID-19 guidelines or procedures.

☐ 08/17/2020 - Clarified section IX. Procedures, B. Covered Employees, Experiencing COVID-19 Related Symptoms, Exposed and/or Tested Positive, by moving information from number 3 and adding it to a newly created number 4.

☐ 08/05/2020 - Removed reference to case forms. Removed reference in the Response to suspected COVID-19 cases: Guide for Department Leads, Supervisors, Chairs and more document that stated HR would conduct case investigations.

APPENDIX

UCR Covered Employees who work at other UC locations/facilities (e.g., Kearney Agricultural Research and Extension Center, Lindcove Research, and Extension Center) should follow COVID-19 guidelines for those locations/facilities as long as they are not less than UCR's COVID-19 standard operating procedures.

Example of Outbreak Letter

UC RIVERSIDE

Important - Notice of Workplace COVID-19 Outbreak
The outbreak period is from XX/XX/XXXX to XX/XX/XXXX*

This notice informs you that a workplace outbreak has been identified in Organization XX, specifically in the location Building Floors XX. The exposure timeframe is from XX/XX/XXXX to XX/XX/XXX. As part of our efforts to manage the outbreak, we have implemented a protocol for all employees working on-site in the affected area to follow.

*The workplace will no longer be considered an outbreak location if one or fewer new COVID-19 cases are detected in the exposed group within a 7-day period, according to section 3205.1(a)(2).

Please share this official notice with all workers in the XXXX Building worksite.

Here are the steps that all on-site employees/workers during the exposure period must follow:

1. Regardless of vaccination status, **all workers in the exposed group must wear face coverings indoors or outdoors when less than six feet from another person unless a medical exception applies.** Free masks (N-95 and/or surgical) can be requested at https://ehs.ucr.edu/coronavirus/facecoverings .

2. It is required that all workers test immediately and at least once a week until the worksite is no longer considered an outbreak location*. Free COVID-19 Antigen Kit tests are available on campus via the online request form.Other local community testing options are available: https://covidclinic.org/ or https://myturn.ca.gov/testing.html.

- All test results must be recorded by submitting a COVID-19 survey. Employees must submit via the COVID-19 screening; for students, please use the Student Link Patient Portal. There is a selection in both systems for this situation: **"I'm reporting the results required COVID test due to a campus outbreak event"** (See image below)

Which of the following would you like to report?

I am COVID positive.

I have potential COVID symptoms.*

I was exposed to a COVID positive person (i.e. I was in close contact with a known positive person for more than 15 minutes in a 24 hour period).

I am reporting the result of a required COVID test due to a campus outbreak event.

- If tested within 3-5 days of close contact and results are negative, you may continue working after reporting it through the online survey.
- If tested within 3-5 days of close contact and the results are positive, you must follow UCR COVID-19 procedures for positive cases and report the positive test. Employees must submit via the COVID-19 Survey; for students please use the Student Link Patient Portal.
- Testing is not required for employees who were absent from the workplace during the relevant exposure time frame or who recently recovered from COVID-19 within the last 90 days and do not have symptoms.

If you choose not to test AND you were identified as a close contact:
- **Employees displaying symptoms who decline testing must refrain from work for a minimum of 24 hours from the onset of symptoms. They can only return when they have been free of fever for at least 24 hours without fever-reducing medication, and their symptoms are mild and improving.**
- **Notify your department HR Partner, supervisor and copy COVID19@ucr.edu informing them of your decision not to test and discuss leave options with them to ensure appropriate compensation.**
- **Asymptomatic employees who refuse testing are not required to be excluded from work but must wear a face covering for ten days. Check the EH&S COVID-19 dashboard daily for updates at https://ehs.ucr.edu/coronavirus/dashboards**

If you have any questions about the testing requirement, please contact your department's Human Resources Partner.

We would like to remind you that your health and safety are our top priority. We appreciate your cooperation in following these protocols to help manage the outbreak. EH&S has been notified and will assess protocols and building conditions.

If someone needs to be included in this notification, or if you have any questions, please email the COVID Management Resource Center at covid19@ucr.edu or call (844) 827-6827.

Thank you for your attention to this important matter.

UCR's COVID-19 Management Team

Supervisor Chart COVID-19 Positive Case or Exposure

Reported Employee Positive Case

Everyone, regardless of vaccination status, previous infection, or lack of symptoms.

Employee Notified to Stay Home Until: Early Return (under certain circumstances may return from isolation)

- ❑ Symptoms are mild and improving **AND**
- ❑ No fever for at least 24 hours without the use of fever reducing medicine **AND**
- ❑ Employee must wear a well-fitting mask* around others for a total of **10 days**

Standard Return (may return on Day 11)

- ❑ If Symptoms other than fever, are not improving continue to Isolate until day 10
- ❑ If the confirmed case has severe symptoms or is at high risk of serious disease or has questions concerning care, they should contact their healthcare provider for available treatments.
- ❑ After you have ended isolation, **if the symptoms recur or worsen, get tested again and if positive, restart isolation at Day 0 and Submit a COVID Screening Survey.**

Supervisor Reminders: UCR COVID-19 Symptom Monitoring and Reporting Procedures for Covered Employees and Supervisors

Do Not ask the employee for proof of a negative COVID-19 test result

Do Not ask the employee about personal protected health or medical information.

Do Not share the employee's personal protected health or medical information with others.

Do Not require the employee to work from home if they have been instructed to isolate, unless employee and supervisor agree and arrange temporary work from home assignments.

Do Not ask the employee if they are experiencing COVID-19 symptoms.

Do monitor the Campus Dashboard for potential outbreaks. The COVID19 Hotline does not provide clearances anymore. Employees are to monitor and follow the protocol listed above employees should obtain medical guidance when necessary.

Asymptomatic Persons Who are Exposed to Someone with COVID-19 (No Quarantine)

❑Employee to monitor health, wear a mask, test within 3-5 days after last exposure.

❑If the antigen test taken is NEGATIVE, at day 3 and day 5 **continue to come to campus but you must mask until day 10**.

❑If you develop COVID-like symptoms, stay home, and employees must submit results via the COVID 19 Screening Survey; for students please use the Student Link: Patient portal and begin to isolate – following the instruction provided.

❑If test result is positive: employees must submit results via the COVID 19 Screening Survey; for students please use the Student Link: Patient portal and begin to isolate
-See Positive Case Box.

Resources:

- N95 mask Request

- COVID-19 Testing Options

UCR

02/23/2024

English ⌄

UC RIVERSIDE

COVID-19 Screening Survey
UCR COVID Hotline 844-UCR-6UCR

Please Note: This survey is no longer a daily check in requirement. **You are only required to complete this survey if you are an employee or a student reporting**:

- A positive COVID-19 test
- COVID-like symptoms (symptoms from a known or chronic condition (e.g. allergies, asthma, etc.) are not considered COVID-19 symptoms for this report)
- Exposure to someone who tested positive for COVID-19 (close contact with a known positive person for more than 15 minutes in a 24 hour period)
- Completion of your required COVID-19 test due to a campus outbreak event.

LEGAL DISCLAIMER:

This survey is a tool based on generally-available information related to the coronavirus (COVID-19). It is not intended to provide official medical advice, treatment, or diagnosis. The use of this tool is not intended to nor does it create a doctor-patient relationship between you and a healthcare provider. If you have specific medical concerns, you should contact your primary care provider. If you think you or someone you care for is having a medical or mental health emergency, call 911 or go to the nearest hospital. Do not attempt to access emergency care through this survey. Information gathered through this tool does not constitute protected health information under the Health Insurance Portability and Accountability Act (HIPAA), however, any information retained is done so in compliance with applicable law(s). The use of information gathered by this tool will not be made a part of the user's personnel file and will be accessed and utilized on a limited, need-to-know basis. By using this tool you acknowledge, understand, and agree to the above-listed information and consent to the retention and use of information you input into the tool.

Which of the following would you like to report?

○ I am COVID positive.

○ I have potential COVID symptoms.*

○ I was exposed to a COVID positive person (i.e. I was in close contact with a known positive person for more than 15 minutes in a 24 hour period).

○ I am reporting the result of a required COVID test due to a campus outbreak event.

* If you are experiencing symptoms from a known or chronic condition (e.g. allergies, asthma, etc.) you should not consider these COVID-19 symptoms for this report.

I would like to report the following symptoms (check all that apply).

☐ Cough
☐ Shortness of breath
☐ Loss of taste
☐ Loss of smell
☐ Fever
☐ Chills
☐ Muscle/body aches
☐ Headache
☐ Sore throat
☐ Nausea or vomiting
☐ Diarrhea
☐ Severe fatigue
☐ Congestion or runny nose

When did your symptoms begin?

←| August 2023   →|

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

What was the last date you were around this person?

←| August 2023   →|

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

What was the date you were tested for COVID?

←| August 2023   →|

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

What were your test results?

O Negative

O Positive

O Positive, but I've been cleared by the COVID Management Resource Center, Student Health Services or a Human Resources representative

Do you currently have any COVID symptoms*?

O Yes

O No

* If you are experiencing symptoms from a known or chronic condition (e.g. allergies, asthma, etc.) you

should not consider these COVID-19 symptoms for this report.

What date did your symptoms begin?

←| August 2023   →|

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Do you live on campus?

○ Yes

○ No

What is the name of the campus dorm/apartment you live in?

Housing Name

When was the last date you worked or came to campus or another UCR property?

←| August 2023   →|

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

To the best of your ability, please indicate any individuals whom you had close contact on campus, a clinic or another UCR property with for more than 15 minutes within a 24 hour period over the last 7 days.

	Full Name of Individual	Email Address	Affiliation	Is this someone in your unit or department?	Date of Interaction
Individual 1			⌄	⌄	
Individual 2			⌄	⌄	
Individual 3			⌄	⌄	
Individual 4			⌄	⌄	
Individual 5			⌄	⌄	

How many buildings were you in where you spend more than 15 minutes in a 24 period in the last 14 days?

○ 1
○ 2
○ 3
○ 4
○ 5

Building Location Loop

What is the name of the ${lm://Field/1}${lm://Field/2} building ?

Building Name [   ] ⌄

Floor [   ] ⌄

Please list all of the rooms you were in.

[   ]

Screening Survey Ending Block

In the course of the investigation, you may receive a call from the UCR COVID-19 Management Team at (844) 827-6827. Please be sure to answer.

What is the best phone number to reach you?

[   ]