

**MEMORANDUM**

**TO:** Faculty and Staff

**FROM:** Christine W. Curtis   
Provost and Executive Vice President for Academic Affairs

Laurel Long  
Associate Vice President for Human Resources

**SUBJECT:** Expectation and Enforcement of Health and Safety Requirements for Presence on UAH's Campus during the COVID-19 Pandemic

**DATE:** August 11, 2020

On August 1, 2020, The University of Alabama System issued the "Comprehensive Health and Safety Plan: Summary of Plan Revisions," which provides the latest health and safety requirements for the three UA System campuses during the COVID-19 pandemic. The Summary states,

The health and safety of our UA System campuses is our top priority. UA System employees and students, regardless of their personal opinions, must recognize their obligation to themselves, their peers, and the surrounding community to strictly abide by all health and safety requirements. Compliance is critical to ensure a safe return and safe operations in the coming weeks.

Failure to comply with all COVID-19 related policies and requirements will result in swift and meaningful enforcement measures. To mitigate the risk of exposure and spread of COVID-19 on our campuses, all students, faculty, and staff must strictly adhere to state and local health ordinances, and all System and campus guidelines.

In addition, the Summary requires that "campus policies must remain consistent with this Plan and current health guidance." The UAH interim Policy 02.01.71 Safety and Health Requirements for Presence on UAH's Campus During the COVID-19 Pandemic complies with the UA System Health and Safety Plan and will be updated as needed to remain in compliance.

The requirements set forth by the UA System Comprehensive Health and Safety Plan and Return to Campus Plans as modified by the Summary of Plan Revisions are endorsed by the UA System's Comprehensive Health and Safety Task Force and supported by the Chancellor and the Board of Trustees.

The Summary calls upon us, the UAH faculty and staff, to comply with the following requirements:

- ✓ Training (Required for Entry)
- ✓ Charger Healthcheck (Required for Entry and Remaining on Campus)
- ✓ Testing for COVID-19 (Required for Entry)
- ✓ On-Campus Instruction Calendar (Required)

- ✓ Face Coverings (Required)
- ✓ Physical Distancing (Required)
- ✓ Student and Academic Event Limitations (Required)
- ✓ Compliance and Enforcement (Required)

In the Summary, the Board of Trustees and Chancellor St. John make it clear that it is our responsibility and obligation to comply with all health and safety requirements. The attached “Expectation and Enforcement Notice” codifies the enforcement of the health and safety requirements in interim Policy 02.01.71 by stating,

To emphasize the importance of adhering to the Policy, *stringent sanctions and discipline will be administered for violations*. While the University expects all faculty, staff, and students will be responsible and compliant members of the campus community as we navigate this academic year, any individual that violates the Policy will be met with sanctions/discipline intended to strongly address the risks their behavior creates.

The Employees section on page 3 of the Expectation and Enforcement Notice is divided into two parts: Campus Return Requirements and On-Campus Safety Requirements. These requirements apply to both full-time and part-time faculty and staff.

Please note: Employees who believe they need a medical or other accommodation to enable them to complete the steps required to return to campus or, upon returning, comply with all mandated safety measures should address those issues with and obtain approval from their supervisor and Human Resources prior to returning to campus.

**Campus Return Compliance:** As stated above, the sanctions for noncompliance with Campus Return Requirements are stringent. The Expectation and Enforcement Notice states,

Failure to complete the COVID-19 Testing, COVID-19 Training, or enroll in the Charger Healthcheck will result in an employee being sent home without pay. If that employee does not complete the COVID-19 Testing, COVID-19 Training, and enroll in the Charger Healthcheck after three business days, the employee’s employment will be terminated. Termination of a faculty member will follow the procedure set forth in the UAH Faculty Handbook.

For the sanctions described above, the appeal process given in the Staff Handbook applies for staff. The appeals process described in the Faculty Handbook applies for faculty.

**On-Campus Safety Requirements:** The required on-campus safety measures, including but not limited to wearing a face covering, completing Healthcheck every three days, and practicing social distancing, “**must** be followed” to be in compliance. The Expectation and Enforcement Notice states:

If an employee fails to follow the on-campus safety requirements, the following progressive discipline by a supervisor will apply:

**FIRST VIOLATION—** Verbal Counseling

**SECOND VIOLATION**— Written Counseling

**THIRD VIOLATION**— Final Warning and a three-day unpaid suspension

**FOURTH VIOLATION**— Termination of Employment

For the sanctions described above, the appeal process given in the Staff Handbook applies for staff. The appeals process given in the Faculty Handbook applies for faculty. Supervisors are encouraged to counsel and educate employees regarding safety and health requirements prior to initiating the progressive discipline process. Human Resources for staff and Academic Affairs for faculty will provide supervisors templates for disciplinary letters. Supervisors must consult with Human Resources for staff and Academic Affairs for faculty prior to issuing Written Counseling, Letters of Warning or initiating termination procedures.

The Summary alerts us that we can express our concern if we believe that someone is violating these health and safety requirements. The summary states, “Anyone concerned that a member of the UA System community is violating these health and safety requirements may report their concerns anonymously through the UA System Hotline. The Hotline is available 24 hours a day, 7 days a week by calling 1-866-362-9476 or visiting [online](#).”