

# **Auburn University at Montgomery Policies and Procedures**

**Title:** COVID-19 Campus Health Policy

**Responsible Offices:** Office of Human Resources  
Office of Student Affairs

## **I. PURPOSE AND SCOPE**

This policy requires the use of certain measures to reduce transmission of COVID-19 among AUM students, faculty, and staff during the COVID-19 public health emergency. These measures will enable the university to continue its vital missions of teaching, research, and service consistent with relevant public health guidance.

This policy applies to the conduct of all students, faculty, and staff while on AUM's campus, which includes all property owned by AUM or leased for use by AUM.

This policy also applies to contractors, vendors, and visitors in the manner described below.

## **II. EFFECTIVE DATE**

Effective: July 6, 2020  
Revised: August 13, 2020

This policy may be amended or rescinded by the Chancellor at any time, depending on campus conditions, government directives, public health guidance, and other appropriate considerations. Such changes will be communicated promptly to the campus.

## **III. RESPONSIBILITY**

The Office of Human Resources and the Office of Student Affairs implements and administers this policy. Supervisors, managers, academic leadership, and faculty (with respect to their students during in-person instruction) must undertake good faith efforts to enforce the requirements described in this policy.

## **IV. POLICY PRINCIPLES AND PROCEDURES**

### **Social Distancing**

Social distancing is one of the best recommended tools for limiting exposure to and slowing the spread of the COVID-19 virus.

**Students, employees, and visitors should maintain social distancing at all times, when feasible, as follows:**

- Stay at least 6 feet (about two arms' length) from other people.
- Avoid unnecessary grouping and congregating of people.
- Adhere to posted signage that regulates pedestrian traffic flow (*e.g.*, one-way directional signage for hallways and stairwells) and use of certain close-quarters spaces (*e.g.*, signage restricting elevator occupancy).

Employees, in consultation with their supervisors, must ensure that their workspaces are set up for social distancing measures to the greatest extent possible.

All restroom facilities will display signs that encourage frequent hand washing as guided by county, state, and federal public health agencies.

All in-person meetings must follow social distancing practices. Where feasible, employees are encouraged to hold meetings using remote collaboration tools, even among employees who are working on campus.

### **Face Coverings**

Public health authorities recommend use of face coverings to minimize transmission of COVID-19, in addition to social distancing. Face coverings are to be used in addition to – and not as a substitute for – social distancing.

Consistent with CDC guidelines, **students, employees, and visitors must wear face coverings while indoors at all times, while outdoors when within six feet of another person, and when riding in enclosing vehicles with another person in connection with university business and activities (including Warhawk Transit)**, except in the following circumstances:

- When working alone in a reasonably enclosed or private indoor workspace (*e.g.*, personal offices, library study spaces);
- When eating at appropriate social distance;
- When in private rooms and suites in residence halls;
- When use of face coverings as described herein is inconsistent with applicable laws, regulations, or government directives, or with relevant and accepted industry best practices;
- When the individual is younger than three years old; and
- When the individual has received an exemption.

Requests for exemptions based on disability accommodations must be directed to the Center for Disability Services. All other requests for exemptions must be directed to the Dean of Students (student requests) or the Office of Human Resources (employee requests).

For purposes of this section, appropriate face coverings include face masks and any other covering that is consistent with federal and state public health guidance (*e.g.*, tightly

woven cloth or fabric face coverings consistent with CDC guidelines). These face masks are preferable to face shields. Face coverings must be worn to cover the wearer's mouth and nose. If face shields are used without a mask, the shield should wrap around the sides of the wearer's face and extend to below the chin.

Individual facilities, units, and offices may impose different or more stringent requirements, upon approval of the Chancellor. Facility-specific requirements that differ from those stated in this policy also may be communicated via on-site signage.

### **COVID-19 Testing**

All students returning to campus for the Fall 2020 semester must be tested for COVID-19 within fourteen days prior to arriving to campus.

Free tests will be offered through GuideSafe™, a health and safety initiative offered by the State of Alabama. Students may also present tests administered by other providers consistent with CDC and other public health guidelines.

Students and employees also will be subject to testing as part of the GuideSafe™ sentinel testing program.

Students and employees who test positive for COVID-19 must not come to campus until cleared by an appropriate medical professional. Residential students may be required to relocate to an on-campus isolation facility.

### **Self-Screening & Healthcheck Assessment Tool**

To mitigate transmission of and exposure to COVID-19, students and employees should monitor their health on a daily basis before coming to campus.

Before coming to campus each day, students and employees must fully and accurately complete the Healthcheck symptom survey.

Students and employees also should evaluate their personal health according to the following questions:

- Have you had a fever in the last 48 hours (exceeding 100.4 degrees Fahrenheit)?
- Have you experienced new loss of taste or smell?
- Are you experiencing a cough, shortness of breath, or sore throat?
- Have you experienced vomiting or diarrhea in the last 24 hours?
- Have you been in close contact with a confirmed case of COVID-19 (*i.e.*, within six feet for fifteen minutes or more with an individual believed to be positive for COVID-19)?

Students and employees who receive a risk score of "greater risk" from the Healthcheck symptom survey OR answer yes to any of the major symptoms above must not come to campus and must contact their supervisor (for employees) or the Office of Student

Affairs (for students). In addition, such individuals are advised to contact their primary care physician or Warhawk Health Services.

In addition, residential students who receive a risk score of “greater risk” from the Healthcheck symptom survey OR answer yes to any of the major symptoms above must follow instructions from appropriate university officials regarding housing modifications, including the Dean of Students. Such students may be required to relocate to an on-campus isolation facility.

Employees and students must comply with applicable public health isolation and quarantine orders and other governmental directions.

Additional information and guidance can be found on the “AUM – Coronavirus Update” website: <http://www.aum.edu/coronavirus>

### **Vendors, Contractors, and Visitors**

Vendors, contractors, and campus visitors must follow the social distancing and face covering requirements discussed in this policy.

Vendors, contractors, and campus visitors who have tested positive for COVID-19 or who are experiencing COVID-19 symptoms must comply with their employer’s health protocols (if applicable) and must not engage in any on-campus activities until cleared by an appropriate medical professional.

## **V. SANCTIONS**

Employees who violate this policy are subject to discipline in accordance with the Personnel Policies and Procedures Manual and the Faculty Handbook.

Students who violate this policy are subject to referral to the disciplinary processes described in the Student Handbook.

Individuals who engage in harassing, discriminatory, bullying, or retaliatory behavior may be subject to investigation and sanction under other applicable AUM policies.

## **VI. INTERPRETATION**

The Chief Human Resources Officer and the Dean of Students have the authority to interpret this policy. Supervisors, managers, academic leadership, and faculty (with respect to their students during in-person instruction) must undertake good faith efforts to enforce the requirements described in this policy.