



THE UNIVERSITY OF
ALABAMA AT BIRMINGHAM

Entry Guidance for Supervisors for Employees in Workgroups A & F

This document was created to provide general guidance to supervisors as employees begin to transition from modified business operations to campus. These guidelines are intended to align with and do not supersede existing University policies and handbooks.

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Introduction

UAB Human Resources is committed to supporting our workforce during these unprecedented times. This guidance is intended to be a resource for faculty and staff as UAB begins to transition back to campus.

UAB is committed to maintaining a safe environment for its employees, and the transition back from Modified Business Operations will be informed by state and local laws, as well as guidance from health organizations such as the CDC. Some of the authorities informing UAB’s transition back from Modified Business Operations include Alabama’s Safer at Home Order, the City of Birmingham’s Face Covering Ordinance and COVID-19 Curfew, and the CDC’s Interim Guidance for Administrators of US Institutions of Higher Education and Guidance for Businesses and Workplaces.

UAB has published numerous resources for COVID-19 related issues, including [Information and Messages about Coronavirus \(COVID-19\)](#), and [UAB’s COVID-19 Resources for UAB Employees](#), both of which contain valuable information for the UAB community as it prepares to return from Modified Business Operations.

This guidance is a supplement to the information and resources linked above and is intended to provide information about how to apply certain UAB policies when faced with the unique challenges presented by COVID-19 as UAB’s faculty and staff return to campus.

As information about the novel coronavirus and COVID-19 continues to develop, UAB HR will update this guidance as needed, and UAB will continue to update the resources related to COVID-19 linked above. Any questions related to this Guidance should be directed to [UAB HR Employee Relations](#).

1. Non-Compliance with Health and Safety Guidelines

Each member of the UAB community must be personally responsible for general health and safety monitoring and act to facilitate and maintain compliance with established guidelines. To sustain a culture of safety, there must be increased vigilance, monitoring, effective structures for reporting concerns, and appropriate corrective action for non-compliance.

1.1 Reporting

Prompt sharing of good faith concerns directly with the parties involved at the time is encouraged so that such concerns can be addressed immediately.

If you suspect that an employee is reporting to work sick, please notify your supervisor. In evaluating if an employee is sick while at work, supervisors can ask some limited questions about whether the employee has symptoms of illness (“Are you sick?” “Do you have a fever?” “How are you feeling?”), but managers should not inquire about an employee’s underlying medical condition, if any. Contact HR to discuss ways to address these concerns.

If you observe that a department is not enforcing the health and safety rules appropriately or fairly, you may discuss your concerns with your supervisor. For guidance on addressing your concerns, please contact Human Resources or the Office of the University Ombudsperson. If you are unable to resolve your concerns with your supervisor, you may submit your complaint in writing to one of the following, as appropriate:

Staff and Faculty

HR Consultant
HR Employee Relations
Office of the Chief Human Resources Officer
Office of the Provost
Office of the Vice President for Diversity, Equity and Inclusion
Office of Compliance & Risk Assurance
Title IX Office (for complains involving sex-based discrimination)

Anonymous reporting through the UAB Ethics Hotline (<https://www.uab.edu/ethics/file-a-report-online/options>) is available for all UAB community members.

Trainees

All trainees also have program directors and an appropriate reporting structure to whom they can share their concerns.

1.2 Progressive Steps to Ensure Compliance

When identified, failure to adhere to established guidelines should be reported to supervisors. Reported concerns will be reviewed to understand the circumstances and identify the actions necessary to correct non-compliance and prevent it from recurring. In partnership with HR, supervisors should take the appropriate corrective action with the individuals involved. Consequences for failure to adhere to health and safety guidelines are commensurate with the gravity of the behavior and underlying root causes and typically follow a progressive approach as outlined in the UAB Progressive Discipline Policy (HR Policy 603). Persistent failure or willful disregard for health and safety guidelines will result in more serious consequences including but not limited to, revocation of the employee's clearance to return to campus, written counsel, suspension, and/or termination of employment.

1.3 Prohibition Against Retaliation

Retaliation against an individual who, in good faith, complains about or participates in an investigation of an allegation of discrimination or harassment is prohibited. Any individual who feels he or she has been retaliated against, or has been threatened with retaliation, should report that allegation immediately to the Office of the Vice President for Diversity, Equity and Inclusion, the Office of the Chief Human Resources Officer or the Office of Compliance & Risk Assurance. See also UAB's [Duty to Report and Nonretaliation Policy](#).

2. Dress Code (including face coverings and PPE)

UAB does not have a University-wide dress code or uniform policy. During the return from Modified Business Operations, departments should follow their regular procedures with respect to uniforms or appropriate attire.

2.1 Face coverings

Face masks or face coverings must be worn by all employees working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, etc.). The mask or cloth face covering is not a substitute for social distancing. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again.

Type	Protection	Appropriate for	Use Guidelines	Reuse	Fabrication
 Homemade Cloth Mask	May protect the wearer and those around them from large droplets coming from coughs or sneezes	For community members following use guidelines	Wearers should practice physical distancing, handwashing, and avoid touching their faces	Can be reused when properly cleaned.*	Can be easily made at home using breathable materials such as cotton or cotton blend
 Clinical Mask	Resistant to fluids and will filter small particles	For frontline health workers	Health workers should follow institutional protocol	Health workers should follow institutional protocol	Must be made using medical-grade polypropylene following fabrication guidelines
 N95 Respirator	Filters 95% of very small particles when tightly fitted	For frontline health workers. Community use is discouraged so more masks are available for healthcare workers.	Requires professional fit-testing to be fully effective	Extended use or reuse requires following CDC guidelines	Manufactured using specialized materials and processes

2.2 Personal Protective Equipment (PPE)

UAB encourages employees to take any personal safety precautions they choose during the return from Modified Business Operations. Any safety precautions, including use of PPE, however, should not unduly interfere with operational needs. If problems arise from an employee’s choice to use PPE or take other safety precautions, leaders should contact their assigned HR Consultant or HR Employee Relations for additional guidance.

3. Employee Illness

3.1 Sick Employees

Employee illness and absences

If an employee is sick at work, they should be sent home. Employees who develop even mild symptoms consistent with COVID-19 must cease working, don a facemask if not already wearing one, and notify their supervisor prior to leaving work. Symptoms should be reported using [UAB Healthcheck](#) and the employee *may not return to work until cleared by Employee Health*.

If an employee does not report to work when scheduled, managers should contact the employee to find out why the employee is absent. If the employee is sick, the manager should ask if the symptoms are among those consistent with COVID-19. If so, the

manager should instruct the employee to contact their personal health care provider and complete [UAB Healthcheck](#).

Family member illness

Employees living with someone diagnosed with COVID-19 should complete [UAB Healthcheck](#) and NOT report to work until cleared to do so by Employee Health.

Employee requests for time off to care for a sick family member in their household should be handled under the usual policies. This will include coordination with Human Resources in the event that an employee needs a leave of absence.

3.2 Employees diagnosed or exposed to COVID-19

UAB has [published guidance](#) related to employee diagnosis or exposure to COVID-19. (See Employee Health FAQs in link). For questions that are not covered by the existing guidance, or for questions about interpreting or applying the guidance, please contact Employee Health or HR Employee Relations.

In addition to the linked guidance, please be advised that no one should ask employees to disclose their personal health information, or question employees about personal matters in an effort to determine if they have exposed to COVID-19. Supervisors should not permit interoffice conversations about perceived health issues of co-workers or other personal information related to COVID-19. Please handle any issues related to diagnoses or exposure to COVID-19 privately, and disclose information on a need-to-know basis and in accordance with UAB's HIPAA policies.

Related UAB Policies and other resources:

- A. [Info for Staff: Employee Health FAQs](#)
- B. [HIPAA Core Policy: Use & Disclosure of Health Information](#)
- C. [EEOC Guidance on Pandemic Preparedness in the Workplace](#)

4. Attendance

UAB will continue to follow its [Attendance Policy](#) during the return from Modified Business Operations. Employees are required to report to work, in uniform if applicable, and be prepared for duty at the beginning of their work period.

Departments have discretion in the implementation of this policy, however, as long as they are consistent in their application of the policy. During the return from Modified Business Operations, leaders should be mindful of potential difficulties imposed by

COVID-19 and related safety measures which may impact attendance. These potential difficulties include:

- Limited or delayed public transportation
- Inability to obtain vehicle service/repairs due to business closures
- Delays or difficulties related to closures of schools and childcare facilities

During the return from Modified Business Operations, UAB HR advises leaders to be flexible in enforcement of the Attendance Policy, where appropriate. Leaders can contact their assigned HR Consultant or HR Employee Relations for further guidance on enforcement of the Attendance Policy.

Before taking corrective action based on unapproved absences for consecutive shifts, leaders are encouraged to attempt to contact employees, either directly or through an emergency contact, to make certain the employee is not in a position where (s)he is unable to notify the department of being unable to come to work due to illness.

Related UAB Policies and other resources:

- A. [Attendance Policy](#)
- B. [Discipline Policy](#)
- C. [Time Tracking and Recordkeeping](#)

5. Work Schedules/Hours (including Alternative Work Schedules)

Departments have discretion to set employee work schedules and hours as needed for operations. [UAB's Working Hours Policy](#) does not prescribe set hours that employees are required to work.

In returning from Modified Business Operations, departments should consider modifications to work hours to minimize potential risk of coronavirus infection, including social distancing and sanitation measures. Modification of work hours can form part of a comprehensive approach to minimizing risk, which may include additional measures such as [Telecommuting or Alternative Work Schedules](#). Leaders are encouraged to review UAB's currently available options for [Alternative Work Schedules](#), which allow employees to work reduced schedules, and consider whether such an arrangement is appropriate.

Staffing Options: Once staff members have been instructed to return to work on-site, there are several options departments should consider to maintain required social distancing measures and reduce population density within buildings and work spaces.

Remote Work: Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor, can be done in on a full or partial day/week schedule as appropriate.

Alternating Days: In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing: The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements. (See Enter/Exit Controls for further details).

Related UAB Policies and other resources:

- A. [Temporary Telecommuting Guidelines](#)
- B. [Staff Temporary Telecommuting Agreement](#)
- C. [Faculty Temporary Telecommuting Agreement](#)
- D. [Alternative Work Schedules](#)
- E. [Alternative Work Schedule 32 hour template](#)
- F. [Alternative Work Schedule 10 month template](#)
- G. [Working Hours Policy](#)
- H. [Attendance](#)
- I. [Time Tracking and Recordkeeping](#)
- J. [Work \(Rest\) Breaks and Meal Policy](#)
- K. [UAB Faculty Handbook Section on Modified Duties \(faculty only\)](#)

6. Childcare and Caregivers

6.1 Childcare

Employees unable to come to work due to a COVID-19 day care or school closure that requires them to be home with their child may work remotely if operationally feasible; if

remote work is not operationally feasible, employees may use available leave balances. (e.g. vacation, personal holiday, or other accrued leave).

Effective April 1, 2020 through December 31, 2020, the Families First Coronavirus Response Act (FFCRA) created a new form of paid sick leave called Emergency Paid Sick Leave (EPSLA) for certain leave events related to COVID-19, as well as the Emergency Family Medical Leave Act (EFMLEA) which provides a new reason for employees to take FMLA leave in relation to the current COVID-19 pandemic.

Depending on the circumstances, an employee taking off as a result of school/daycare closures may be able to apply for these benefits. More information regarding these benefits and eligibility is accessible on the [UAB Leave of Absence](#) website.

Childcare resources for employees can also be found at on the [Human Resources COVID-19 resources page](#).

6.2 Caregivers

Employees unable to work due to their own or a family member's COVID-19 illness should use available leave balances. (e.g. sick leave, vacation, personal holiday, or other accrued leave)

It is important that employees do not bring their children or other family members to work to ensure compliance with safety and risk-reduction measures.

7. Accommodations under the ADA

When an employee makes a work accommodation request related to COVID-19, leaders should contact their HR Consultant or Employee Relations, and should partner with Employee Health. This guidance covers some of the likely accommodation requests related to COVID-19 that leaders may receive.

7.1 Accommodations Overview

An employee may request an accommodation because the employee has a disability or identifies as having one or more of the CDC's COVID-19 higher-risk factors. These risk factors include:

- Age
- Chronic lung disease or moderate to severe asthma

- Immunocompromised
- Severe obesity
- Diabetes
- Chronic kidney disease and undergoing dialysis
- Liver disease

Please visit the [CDC's website](#) for the complete list of higher-risk factors identified by the CDC, and additional information. Generally, fear of contracting COVID-19 is not recognized as a valid reason for a work accommodation. However, an employee may state that their concern about contracting COVID-19 exacerbates an existing disability, in which case an accommodation may be appropriate.

Finally, employees may request an accommodation for an exemption or modification of guidelines related to face-coverings or other Personal Protective Equipment (PPE).

Leaders should NOT *seek out employees who may have a higher-risk factor or otherwise might need an accommodation for COVID-19.*

Pregnant employees should be following infection prevention guidelines (e.g., handwashing, social distancing, etc.). If employees have medical needs related to pregnancy, they should be referred to Employee Health and the [UAB HR Leave of Absence website](#).

7.2 Addressing requests for accommodation related to COVID-19

When an employee requests an accommodation related to COVID-19, leaders should proceed with the following approach:

- If the employee is unable to work or telework due to a personal medical condition, the employee should request a medical leave of absence.
- If an employee's medical professional has recommended that the employee be absent from work or take a leave of absence, the employee should request a medical leave of absence.
- If an employee requests an accommodation, leaders should explore whether there is a work accommodation that allows the employee to continue working.
 - Considerations for reasonable work accommodations include:
 - Telework
 - Change in work hours

- Alternating shifts
- Staggered scheduling
- Change in the way job duties are performed

If leaders need additional guidance or help identifying appropriate accommodations contact the UAB [AWARE Program](#). The AWARE program provides disability-management services when an employee's job is affected by a physical, mental, or emotional impairment. In addition, the AWARE Program coordinates requests for reasonable accommodations. Click [here](#) to learn more about the AWARE Program.

Related UAB policies and other resources:

The following policies and contacts may provide additional guidance on this subject:

- [Equal Employment and Discriminatory Harassment Policy](#)
- [Hiring Individuals with Disabilities](#)
- [Leave Without Pay](#)
- [Faculty Handbook 4.5.5 – Modified Duties](#)
- [EEOC Guidance on Pandemic Preparedness and the ADA](#)
- [AWARE \[Always Working to Advocate, Retain & Employ\]](#)
- [Employee Health](#)

8. Discipline

UAB will continue to follow its [Policy on Discipline](#) during the return from Modified Business Operations. While employees are expected to follow all workplace rules, and should be held accountable if they do not, UAB HR advises that when considering disciplinary action, management should be mindful of difficulties imposed by COVID-19 and related safety measures. These potential difficulties include those listed in the Attendance section above, as well as issues arising from the use of face coverings or adherence to social distancing or sanitation requirements.

Leaders should contact an HR Consultant or HR Employee Relations with any questions related to discipline during the return from Modified Business Operations.

Related UAB Policies and other resources:

[Discipline Policy](#)

[Disciplinary Documentation](#)

[Termination of Employment](#)

9. Hiring

UAB has implemented [temporary hiring restrictions](#), which apply to all faculty and staff positions, including temporary and part-time positions. For positions that are critical to business operations and included in the categories enumerated in the published guidance, departments can request an exception to the hiring suspension. For information regarding permissible and impermissible health-related questions and/or health screenings for positions hired during the return from Modified Business Operations, please contact an HR Consultant, HR Employee Relations, and/or Employee Health.

Related UAB Policies and other resources:

- A. [Temporary Hiring Suspension Announcement](#)
- B. [Promotions and Transfers](#)
- C. [Faculty Promotion and Tenure](#)
- D. [EEOC Guidance on Pandemic Preparedness in the Workplace](#)

10. Leave (including FMLA, FFCRA, Sick and Vacation)

Employees requesting leave for reasons related to COVID-19 should submit their requests pursuant to the leave provided by the Families First Coronavirus Response Act (FFCRA), which includes the Emergency Family & Medical Leave Expansion Act (EFMLEA) and Emergency Paid Sick Leave Act (EPSLA). Information about the FFCRA, including how to apply for leave, [has been published by UAB HR](#). Additionally, below is an overview.

Leave Type	Emergency Paid Sick Leave Act (EPSLA)	Emergency Family and Medical Leave Expansion Act (EFMLEA)
Eligibility	<p>Applies to Workforce A & Faculty currently active.</p> <p>EXCLUDES</p> <p>All faculty in the School of Medicine</p> <p>All employees in Workgroup C in the School of Medicine, UAB Hospital, and affiliates</p>	<p>Applies to Workforce A & Faculty employed at least 30 days</p> <p>EXCLUDES</p> <p>All faculty in the School of Medicine</p> <p>All employees in Workgroup C in the School of Medicine, UAB Hospital, and affiliates</p>
Qualifying Reason	<p>Employee Illness/symptoms</p> <ol style="list-style-type: none"> 1. Quarantine or isolation order by federal, state or local authority 2. Employee advised by health care provider to self-quarantine due to concerns related to COVID-19 3. Employee has symptoms of COVID-19 and is seeking a medical diagnosis <p>Family member illness/childcare</p> <ol style="list-style-type: none"> 4. Employee is caring for an individual under Federal, State, or local quarantine or who was advised by a health care provider to self-quarantine 5. Employee is caring for a son or daughter due to school/childcare closure 6. "Substantially similar condition" <p>AND Employee cannot work or telework</p>	<p>Employee cannot work or telework due to closure of school or childcare for son or daughter because of COVID-19.</p>
Duration	<p>Up to 2 weeks paid sick leave</p>	<p>Up to 12 weeks assuming employee has not already exhausted FMLA</p>
Pay Details	<p>If taking for self (1),(2)(3), then full pay up to \$511/day. If taking for family (4)(5)(6), then</p>	<p>First 10 days unpaid. Remaining 10 weeks, 2/3 pay up to \$200/day. Cannot be supplemented with Vacation/Sick/PH</p>

	2/3 pay up to a max of \$200/day	
Period Validity	From April 1- Dec 31. No look back	From April 1- Dec 31. No look back
How to Apply	Fill out form and supporting documents on leaves website	Fill out form and supporting documents on leaves website
How to track/process	Leaves team will create/submit ACT docs and track leave in Campus Kronos/eLAS using new pay codes	Leaves team will create/submit ACT docs and track leave in Campus Kronos/eLAS using new pay codes
Coming soon (by April 30 or sooner)	Online application process similar to other leaves	Online application process similar to other leaves
Other details	https://www.uab.edu/humanresources/home/records-administration/leave-of-absence/ffcra-leave	https://www.uab.edu/humanresources/home/records-administration/leave-of-absence/ffcra-leave

If an employee does not qualify for leave under the FFCRA, UAB’s regular leave policies may apply, including the [Family and Medical Leave of Absence Policy](#), [Sick Time](#) and [Vacation](#) policies.

Employees may not use sick time based on concerns or fears that they may contract COVID-19. During the return from Modified Business Operations, however, leaders should be mindful of the fact that employees may be more cautious than usual in coming to work if they feel sick, that physicians may be busier than usual, and that testing for COVID-19 may not be readily accessible. Accordingly, leaders are advised to be flexible in requiring physician’s statements supporting an employee’s use of sick time.

Faculty (including those with nine-month appointments) are reminded that the [UAB Faculty Handbook and Policies](#) addresses the following leave issues in Section 4: Holidays, Vacation, Sick Time, Sabbatical, and Personal Leave. The Faculty Handbook also addresses Modified Duties in [Section 4.5.5](#).

Related UAB Policies and other resources:

- A. [Families First Coronavirus Response Act \(FFCRA\) Leave](#)
- B. [Family and Medical Leave of Absence Policy](#)
- C. [Sick Time](#)
- D. [Vacation](#)
- E. [Attendance Policy](#)
- F. [UAB Faculty Handbook & Policies](#)

11. Performance Evaluations/Management

Faculty and Staff should follow their regular performance evaluation and/or performance management procedures. To comply with social distancing requirements and otherwise reduce risks related to COVID-19, however, performance management meetings can be held via videoconference.

For assistance in managing employees who are still telecommuting during the return from Modified Business Operations, UAB has published an [Activity Progress Tracking Tool](#) and [Activity Progress Tracking Guidelines](#).

Annual performance evaluations and tenure and pre-tenure reviews for faculty should be continuing as usual, except that the timing of tenure and pre-tenure reviews may be adjusted as described above under "Hiring." [Section 2.15.7 of the UAB Faculty Handbook](#) requires that tenure-earning faculty be reviewed at least every two years for progress toward the award of tenure. [Section 2.14 of the Handbook](#) sets forth the process for annual evaluations of faculty, which has not been changed.

Related UAB Policies and other resources:

- A. [Performance Evaluations](#)
- B. [Activity Progress Tracking Tool](#)
- C. [Activity Progress Tracking Guidelines](#)
- D. [UAB Faculty Handbook & Policies](#)

12. Telecommuting/Telework

While UAB transitions back from Modified Business Operations, bringing employees back to the workplace in phases will support UAB's efforts to adhere to appropriate social distancing and sanitation procedures, and reduce the risk of spreading COVID-19.

Employees who continue to work remotely must complete a new Temporary Telecommuting Agreement outlining the temporary telecommuting arrangement timeline. UAB has published [Technology Resources for Remote Work](#) to assist employees in effectively working from home.

Related UAB Policies and other resources:

- A. [Temporary Telecommuting Guidelines](#)
- B. [Staff Temporary Telecommuting Agreement](#)
- C. [Faculty Temporary Telecommuting Agreement](#)
- D. [Technology Resources for Remote Work](#)
- E. [Activity Progress Tracking Tool](#)
- F. [Activity Progress Tracking Guidelines](#)

13. Travel

Due to the COVID-19 outbreak, [UAB has suspended university-sponsored travel outside the United States, and has discouraged non-essential personal travel in accordance with CDC recommendations](#). (See Required Review of Domestic Travel, Events and Visitors published 3/11, Travel Advisory published 3/9, and Travel Restrictions and Updates published 3/4 in link). Any updates and changes to this directive will be communicated and posted to the UAB website.

Related UAB Policies and other resources.

- A. [Travel](#)
- B. [Travel guidance \(published 3/4, 3/9, and 3/11\)](#)

14. UAB Equipment

UAB equipment utilized while telecommuting during Modified Business Operations must be inspected and returned to the appropriate UAB/UAB Medicine Department/Unit.

Related UAB Policies and other resources.

- A. [Temporary Telecommuting Guidelines](#)
- B. [Staff Temporary Telecommuting Agreement](#)
- C. [Faculty Temporary Telecommuting Agreement](#)

15. Visitors/Guests

In returning from Modified Business Operations, UAB departments are encouraged to communicate to vendors, regular visitors and guests UAB's COVID-19 management practices. This may include that no person enter their buildings for non-essential purposes as well explaining that while onsite all visitors must follow required social distancing and sanitation procedures.

Related UAB Policies and other resources:

- A. [Review of Domestic Travel, Events and Visitors \(published 3/11\)](#)

16. Mental and Emotional Support

Some of our employees are on the frontlines of this extraordinary and challenging situation. It is critical that all employees take steps to care for their mental and physical wellbeing. Our Employee Assistance and Counseling Center (EACC) is available to support employees. In addition, [EACC](#) is offering telephonic and virtual sessions with an EAP Counselor to help ensure you receive support remotely.

Additionally, HR has developed a resources webpage designed to help employees and their families navigate the COVID-19 health crisis. Please visit go.uab.edu/covid19HRresources.

17. Work Environments

Working in Office Environments

If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared work space/room. Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open work spaces with multiple through-ways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment). Masks/face coverings should be worn by any staff in a reception/receiving area. Masks/face coverings should be used when inside any UAB facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

Using Restrooms

Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators

Please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers upon departing the elevator.

Meetings

Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools

(e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.). In person meetings are limited to the restrictions of local, state and federal orders.

Classrooms

Social distancing will be practiced in classrooms and instructional labs. UAB has adopted a model of teaching for the Fall semester that will be a hybrid between face-to-face instruction and remote learning, in order to accomplish this social distancing. Classrooms and instructional labs should be used only for assigned instructional purposes. Separate guidance will be issued on classroom and instructional lab usage.

Communication

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, Jabber, etc.).

Meals

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation. If you are eating in your work environment continue to follow proper social distancing guidance by maintaining 6 feet distance between you and others. Only remove your mask or face covering in order to eat, then put it back on. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

Meal periods are considered personal time, generally employees are encouraged to leave the immediate work area in order to eat and relax but this may not be feasible. Meal periods are not considered work time for pay purposes and employees should perform work related tasks during approved meal periods and breaks. Nonexempt employees must punch (badge) out/in for meal periods.

Related UAB Policies and other resources:

- A. [Working Hours Policy](#)
- B. [Attendance](#)
- C. [Time Tracking and Recordkeeping](#)

- D. [Work \(Rest\) Breaks and Meal Policy](#)
- E. [Termination of Employment of Tenured Faculty](#)

18. COVID 19 Checklists for Employees/Students and Supervisors

This guidance may change as we receive new or additional guidance from the CDC, Alabama Department of Public Health, Jefferson County Department of Public Health and/or University officials.

Employees/Students who are symptomatic, have a close contact exposure, or receive a positive COVID diagnosis

- Report:** To determine whether testing or work restrictions are necessary, update UAB Healthcheck. Once this action is taken Employee Health/Student Health will provide guidance on next steps. Close contact is defined as being within 6 feet of the COVID positive person for greater than 15 minutes.
- Notify:** Notify your supervisor (or their designee) and provide (1) the last date you were on campus, (2) the location where you worked on campus.
- Isolate:** If you have are symptomatic, have a close contact exposure, or have received a positive COVID diagnosis, you should not return to campus until Employee Health/Student Health has released you to do so.

Supervisors/Departmental Leadership

- Report and Isolate:** If you receive notice that an employee/student is symptomatic, has a close contact exposure, or has received a positive COVID test, direct the employee/student to update their [GuideSafe™ Exposure Notification App](#). Ask the employee/student to go home.
- Notify:** When an employee/student with the department tests positive for COVID 19, supervisors may announce this to their department using the messaging below, **but no names or details are allowed to be given**. Even if a Positive Employee/Student has self-disclosed to others, supervisors should not confirm or discuss the identity of a positive employee/student. Supervisors can inform their department that close contacts will be notified individually and that if they were not individually contacted, then they are not considered close contacts. Where a departmental structure is in place this should be undertaken by the organization or executive administrator and chair who should also communicate with other units which may share the space. The identity, circumstances, and/or condition of the COVID positive employee/student cannot be disclosed to other employees or students.
- Assist with Contact Tracing:** UAB Employee Health and UAB Student Health conduct contact tracing to identify “close contacts” of the positive employee/student and will

communicate directly with supervisors to identify and communicate with these individuals in order to provide guidance regarding appropriate next steps. Close contact is defined by being within 6 feet of the positive employee/student for greater than 15 minutes. Supervisors should cooperate with Employee Health/Student Health in identifying and communicating with close contacts of positive employees/students, if requested. The identity of the positive employee/student cannot be disclosed to the close contacts or other employees/students. No details of the positive employee's/student's circumstances or condition are to be shared with close contacts or other employees/students. In accordance with CDC and ADPH guidance, contact tracing does not occur without a confirmed positive test.

- **Clean:** Contact building services (GRP-covid19resp@uab365.onmicrosoft.com). In the case where a departmental structure is in place the department should do this. Determine whether enhanced cleaning of affected work spaces and/or communal areas is necessary only for a positive COVID-19 test result. Your organization or executive administrator/chair can assist with this determination, if needed and they may also consult occupational medicine. If additional enhanced cleaning occurs, communicate back to the department that the area has been cleaned. Specialist areas such as laboratories will not be cleaned unless requested.

Helpful information

Building Services: GRP-covid19resp@uab365.onmicrosoft.com

Occupational Medicine: occmmed@uab.edu

Link to Healthcheck www.uab.edu/healthcheck

SAMPLE EMAIL FOR NOTIFICATION OF COVID-19 POSITIVE EMPLOYEE/STUDENT

The welfare and safety of our employees and students during this time is our primary concern. I am writing to inform you of a recent development relating to COVID-19.

We recently learned that one of our valued [employees/student] within [name of the unit or department] has tested positive for COVID-19. We cannot generally share any personal information about this individual or information regarding his/her condition, but we have already communicated with those in close contact with the individual to alert them to possible exposure. If you have not been contacted as one of the close contacts, then you have not been identified as one. We believe it is important you know about this development so you may pay even closer attention to your health and any coronavirus symptoms you experience.

As a reminder, UAB already has enhanced cleaning protocols in place. If it is determined that someone who is symptomatic or who has tested positive for COVID-19 has accessed a portion of a campus facility, building services will clean the potentially affected area. If you see cleaning, it does not necessarily mean you are a close contact or have been exposed. As stated above, you will be contacted by the appropriate officials if you are considered a close contact.

This is not a time to panic. It is, however, a time to be attentive and engaged regarding the steps we need to take as a community during this public health crisis. Stopping the spread of COVID-19 has become a social responsibility for all us. It is critical that we comply with the University's safety and health guidelines. This includes wearing a mask/face covering at all times

when on campus except at a workstation/private office that is in an enclosed space where no other personnel are present and practicing social distancing. Additionally, before starting work and before you leave any room in which you have been working, you must wipe down all work areas with sanitizing wipes. This includes shared space or equipment (e.g., copiers, printers, computers, keyboards, mouse, phone, equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).

In closing, if you feel ill and/or are exhibiting any possible COVID-19 symptoms, you should update your Healthcheck. Once you complete the form it will indicate whether you need to be tested and provide appropriate guidance if testing is necessary. [Employee Health/Student Health] will follow up with you about the results and next steps.

[End sample email](#)