

Heritage University COVID-19 Policies and Procedures

Revised September 15, 2021

Introduction

Heritage University plan of action in response to the Corona Virus pandemic.

Because information is constantly evolving, we will continue to update and revise this plan in accordance with the Yakima County Health District, Washington State Department of Health, and U.S. Department of State, the Centers for Disease Control and Prevention (CDC)

Health and safety continue to be the University's top priorities. Any decisions are based on the needs of our community and are grounded in scientific information.

All employees, students, and visitors that seek access to campus must abide by the following protocols while on the Heritage University campus.

1. Agree to not come to campus if they are experiencing COVID-19 like symptoms
2. Be fully vaccinated and disclose that information
3. Wear a facemask or covering indoors at all times
4. Follow social distancing protocols and stay three feet apart
5. Agree to testing if symptomatic
6. Report if you have tested positive for COVID-19 or been exposed to someone who has tested positive for COVID-19.

Individuals that do not comply with protocols will be informed of the expectations and asked to comply immediately; if individuals refuse to comply, they may be asked to leave campus or be reported to administration for corrective action.

Administrative Responsibility

Oversight of all COVID-19 related policies and procedures are developed at the discretion of the President.

- The Office of Human Resources is responsible for the implementation of policies and procedures pertaining to employees, including but not limited to full-time employees, part-time employees, faculty, staff, adjunct instructors, and consultants.
- The Office of Student Affairs is responsible for the implementation of policies and procedures pertaining to Students, work-study students, part-time students, graduate, and undergraduate students, and student employees.

Attestation

Anyone who is experiencing COVID-19 symptoms, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea will not be allowed on campus and should stay home or leave immediately.

The University reserves the right at any time to require employees and/or students to leave and submit to testing for COVID-19 and disclose results.

- The Office of Human Resources has authority over employees and consultants.
- Office for Student Affairs has authority over students and will cover the costs of testing.

Vaccination

Heritage University seeks to have all employees and students submit to being vaccinated against SARS-CoV-2 virus that causes the coronavirus disease (COVID-19) if they are coming to campus to work, attend classes, or use our facilities. Three exemptions may be requested by students:

1. A medical exemption (requires documentation from a healthcare provider),
2. Sincerely held religious convictions (requires documentation or reference from clergy), or
3. Exceptional extenuating circumstances (requires a statement or explanation) and only applies to students at this time. **Extenuating circumstances are only valid for this semester and will be revised in the Spring.**

Employees of Heritage University are eligible to apply for a medical exemption or religious exemption.

The portal on MyHeritage.edu is the repository for vaccination record submission or exemption requests. All exemptions are approved for vaccinations only. Heritage University will not entertain exemptions from wearing a mask unless medical documentation from a Washington State Healthcare provider explicitly states the condition listed in the ICD-10 that prevents the individual from wearing a mask. If approved, a face shield will be required to be worn at all times indoors and must cover the entire face as defined as going one inch below the chin.

Heritage University reserves the right to update any vaccination policies, dates, and timeline to comply with state regulations and proclamations.

Reporting

Anyone experiencing COVID-19 symptoms, diagnosed with COVID-19, exposed to someone with COVID-19, or living with family members who have contracted COVID-19 should STAY HOME, then **report their exposure or positive case to the University's COVID hotline at 509-865-8660.**

- Employees must report their absence to their supervisor.
- Students should report their absence to their instructors, and the Office of Student Affairs.

All positive cases, exposures, or presumed positive cases of COVID-19 are required to be reported to the University as required by the Yakima County Health District. This applies to both Toppenish and TriCities campuses.

Masking

Masking is one of the most effective ways to prevent the spread of COVID-19. The most common method of transmission and spread is through droplets or spray that are released when people talk. To be effective, masks must fit tightly around the face and cover the nose and entire mouth.

When a mask must be on

- Everyone on the campus will wear a mask indoors in common areas, such as bathrooms, classrooms, hallways, conference rooms and when moving around in the café.
- Mask must be put on prior to entering a building.
- Masks must be worn when two or more people are meeting in an office space or conference room.

When a mask can be removed it should only be for a limited time.

- Masks are not required outdoors, unless social distancing is not possible
- Mask may be removed when individuals are sitting down and actively eating in the café
- Masks may be removed when individuals are in their private office space when the door is closed
- Masks may be removed when individuals are working in their designated cubical space and that space is single occupancy and behind Plexiglas
- Masks may be removed temporarily when individuals are protected behind Plexiglas

Repeated violation of this policy could warrant corrective action or dismissal from Heritage University.

Social Distancing and Maximum Occupancy

Social distancing is defined as being three feet away from another person with a mask on. Social distancing must be maintained at all times in all public spaces including classrooms, conference rooms and in personal offices. Occupancy is based on how many individuals can fit into a space and remain three feet apart from one another. A full-arm's length away and then some is about three feet.

Please respect workspaces. No one should enter an office without a properly worn mask or without asking for permission. Occupant of an office must put a mask on before anyone is allowed to enter their office space. Individuals that have a private office, have the right to protect themselves and may ask to meet via zoom, in a conference room, or outside. Some offices are equipped with Plexiglas, please do not touch, or move the Plexiglas or peak around the plexiglass, and never enter a persons' personal workspace without asking, this includes cubical spaces and reception areas

Privacy, Confidentiality, and Professional Etiquette

Health or safety emergency exception to FERPA's consent requirement permit Heritage University to disclose Personal Identifiable Information (PII) from the education records if doing so to appropriate parties in connection with an emergency if knowledge of that information is necessary to protect the health or safety of a student or other individuals. Heritage University will work to limit the use of PII when implementing contact tracing measures or other discussions related to administration of these policies and procedures. However, confidentiality cannot be guaranteed.

Disclosure of Vaccination Status is allowed, however asking if someone is vaccinated should only be done in private. Anyone can choose to disclose their vaccination status.

- Supervisors can ask employees in private if they are vaccinated
- Staff can ask students in private if they are vaccinated
- Faculty can ask students in private if they are vaccinated

Individuals are not required to disclose their vaccination status and may decline to respond. In such cases, supervisors should consult with Human Resources regarding the vaccination status of their staff. Chairs of Academic Departments may contact the Office of Student Affairs to inquire about vaccination status for the purpose of contact tracing and internship placements. Anyone that elects to not disclose their status should state, "I do not feel comfortable disclosing that information to you." Vaccination status or illness due to COVID-19 is not protected under FERPA. **No one should ever ask why someone is not vaccinated.**

If Heritage University learns that student(s) in attendance are out sick due to COVID-19, university officials may disclose information about the student's illness under FERPA to other students and employees without prior written student consent.

Heritage University reserves the right to verify vaccination information from the Washington State Immunization Information System. Heritage University will not retain any hardcopies or electronic copies of vaccination cards. All cards are uploaded to a secure website with restricted access. Please do not email your vaccination card to university officials. You may be asked at any time to show proof vaccination at events, but you should never give anyone your vaccination card.

Heritage University is required to report positive COVID-19 cases to the Yakima County Health District.

Accredited programs, extracurricular programs/activities, or academic programs that place students in other organizations such as hospitals, schools, or State agencies may have strict vaccination requirements. Such organizations may also need to comply with State mandates or other policies adopted during the pandemic. As such, Heritage University officials have the right to disclose to faculty chairs the vaccination status of these students. Students that have an approved exemption from Heritage University should in no way assume those exemptions are valid at other organizations. Heritage University has no jurisdiction over such organizations and students who are seeking an

exemption for placement in those organizations must comply with those requirements and procedures. Students that have valid medical and religious exemptions are also not guaranteed placement or entry at those sites given Heritage University students are considered guests.

Children on Campus

Heritage University fosters a supportive environment that supports parents seeking to continue their education. Yet with COVID-19, we are strongly discouraging the presence of children on campus, and any child that does come to campus temporarily must wear a mask if over the age of two and the parents should check them in as a guest.

Guests on Campus

Anyone not currently registered, employed, or listed as regular vendor or contractor must check in at the main office in the Student Services Center, building number 2000.

Notifications and Contact Tracing

When a student or employee contacts the HU COVID Hotline, they are instructed to leave a message with a call back number, their Identification Number, and a brief message. Within 24 hours, often sooner, the person will be contacted by a Heritage University employee to do an intake. The Intake process consists of a series of questions to help with contact tracing and to provide guidance to the individual on when they can return to campus; if they should isolate or quarantine; resources and testing options, and any other questions they might have regarding their exposure.

- Positive Test - Individuals that test positive are required to isolate, for a minimum of ten days and are not allowed on campus until after 10-days from the date they tested. They must also be symptom free for 24 hours with no fever without use of fever-reducing medication. Students should contact their instructors to make arrangements to make up missing lectures, assignments, or tests. Staff and faculty should notify their supervisor to make arrangements for leave or to work from home. Faculty should contact their students and department chair to ensure their classes have coverage.
- Presumed Positive – Individuals that have symptoms or are living with a person, or who have come into close contact (without a mask for more than 15 minutes) with a person who has COVID-19 are presumed positive and should quarantine until they can get tested. Testing should occur three to five days after exposure

Anyone awaiting test results should report to the hotline and follow up once those results are received prior to returning to campus.

Notification will be sent to the entire campus when someone tests positive for COVID-19.

If a classmate tests positive, the instructor will be notified and asked to share that information with the entire class roster. In the event there is evidence of secretion (sneezing/coughing) or spread, the entire class will be asked to quarantine and take classes online. If there is not evidence of secretion, the class will be notified to monitor their symptoms for 3-5 days and take extra precautions.

Updates and Changes

At any time, Heritage University Administration reserves the right to change, revise, update these policies and procedures updated September 15, 2021