



# Standard Administrative Policy and Procedure

**Subject:** COVID-19 Mitigation Measures

**Number:**

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## I. PURPOSE AND POLICY

This policy outlines the University of Wyoming's COVID-19 mitigation measures. The University strives to provide a safe and healthy environment for students, faculty, staff, and visitors and will continue to follow guidance from the Centers for Disease Control (CDC) and any applicable state or local guidelines including but not limited to any orders or directives from the Wyoming Department of Health (WDH) and Albany County Public Health.

## II. ACADEMICS AND RESEARCH

### A. Classroom Behavior

Everyone in classrooms are responsible for maintaining an appropriate learning environment regardless of the mode of instructional delivery. As with other disruptive behaviors, the University has the right to dismiss students from the classroom (Zoom and physical), or other class activities if students fail to abide by these COVID-19 policies.

### B. Class Attendance

The University will adhere to UW Regulation 2-108 (Student Attendance Policy). However, instructors are encouraged to provide additional information on the attendance policy specific to COVID-19, including information specific to course and modality of delivery.

Attendance may be impacted by the COVID-19 pandemic. Any student notified that they have tested positive for COVID-19 or that they have been exposed to someone who has tested positive for COVID-19 may need to self-isolate or self-quarantine. Students should seek guidance from their primary care provider, Student Health, WDH, or the COVID-19 Hub for more information and to verify if they need to self-isolate or self-quarantine. Students will not be penalized for having to self-quarantine or self-isolate. Course materials and assignments will be available for completion in an alternative modality if needed.

The University encourages faculty and staff to provide flexibility to international students who may experience delays due to COVID-19 in their home countries caused by difficulties getting visa appointments or other COVID-19-related travel disruptions. For up-to-date information, please contact the staff at International Students and Scholars, [www.uwyo.edu/iss](http://www.uwyo.edu/iss) or 307-766-5193.

### **C. Research Activities**

All research activities will abide by this policy.

## **III. ATHLETICS**

COVID-19 mitigation measures for athletic-related activities, such as testing, cleaning, quarantine/isolation, and face coverings, will remain flexible to conform to the most up-to-date guidance from the NCAA/applicable conference (Mountain West, Big 12, etc.), the CDC, the U.S. Department of Education, and the WDH. The University's Athletic Primary Care Physician/Medical Director in consultation with the Athletic Director and the President of the University may modify or tailor the Athletic Department's COVID-19 Plan. Certain University-wide policies may not be applicable to student-athletes due to the nature of their athletic activities and the need for close contact among student-athletes in pursuit of such activities. In those circumstances, the Athletic Primary Care Physician/Medical Director shall work with Athletic Department leadership to implement other reasonable measures to ensure the safety of the student-athletes and staff.

## **IV. COVID-19 HUB**

The University's COVID-19 Hub serves as the initial point of contact for all COVID-19-related inquiries and requests, works closely with the WDH, provides assistance and wellness support to students, and will provide a COVID-19 Hotline as needed to provide additional support to the University community: [COVID19@uwyo.edu](mailto:COVID19@uwyo.edu), 307-766-COVID (2683). The WDH provides isolation and quarantine guidance for those who have tested positive and those who have been exposed to COVID-19.

## **V. EARLY CARE AND EDUCATION CENTER (ECEC)**

The University recognizes the importance of the safety of its instructors, children, and families who attend the ECEC. Mitigation measures in the ECEC rooms include washing hands frequently, sanitizing surfaces, distancing when possible, and keeping fresh air flow and air filters running. The ECEC has additional protocol for its operations when a child or staff member tests positive or is exposed to someone who tests positive and to maintain required staff to children ratios.

## **VI. FEDERAL CONTRACTORS**

Executive Order 14042, "Ensuring Adequate COVID Safety Protocols for Federal Contractors" (EO) requires parties that contract with the Federal Government to provide "adequate COVID-19 safeguards" to their workers performing duties in connection with a

federal contract or contract-like instrument. Since the University is a federal contractor, the University complies with the legal requirements of the EO. The University's Office of Research and Economic Development (ORED) and the designated coordinator of workplace safety in consultation with the Office of General Counsel will continue to monitor the process and implementation of the EO requirements that pertain to the University.

## **VII. HEALTH AND SAFETY**

### **A. Individual Health and Safety**

The University recommends all students, faculty, and staff abide by the following preventive guidelines, including:

1. Not coming to campus if you are sick.
2. Minimizing contact with shared surfaces.
3. Washing your hands often with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer.
4. Avoiding touching your eyes, nose, and mouth with unwashed hands.
5. Covering coughs and sneezes with a tissue or use the inside of their elbow.
6. If you exhibit any symptoms, wear a face covering that covers the nose and mouth while indoors in public spaces.

Learn more about [how to protect yourself and others](#) on the CDC website.

### **B. Emergency Sick Leave**

Emergency Leave with Pay allows up to 80 hours of paid leave for full-time employees and a prorated number of hours for part-time employees, based on their assignment full-time equivalency (FTE), per calendar year, for specific COVID-19 related categories. This optional program will remain in effect as determined by Human Resources (HR), in consultation with the President of the University.

Benefited employees must submit a time card in the University's Human Capital Management system (HCM), while hourly non-benefited employees must submit a time card in HCM and complete the Emergency Sick Leave Form. If a benefited employee needs additional time off, employees can utilize their personal sick/comp-time/vacation leave banks.

Qualifying COVID-19-related instances:

1. Sick with COVID-19

2. Caring for someone with COVID-19
3. Quarantined due to exposure to someone with COVID-19
4. Experiencing reaction to COVID-19 vaccine or booster
5. Caring for a child (18 and under or disabled adult child) whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19. If the person is asymptomatic and can work remotely, then sick leave does not need to be used.

**C. Enhanced Cleaning**

The University will provide enhanced cleaning services consistent with CDC and Occupational Safety and Health Administration (OSHA) recommendations regarding cleaning and sanitizing.

**VIII. HEALTHCARE SETTINGS**

The University will consider community transmission rates and CDC infection prevention and control recommendations for healthcare settings. COVID-19 vaccinations and face coverings are recommended for everyone in a healthcare setting. The University will comply with all Federal mandates related to COVID-19 that apply to healthcare facilities. This includes the Centers for Medicare and Medicaid Services Omnibus COVID-19 Health Care Staff Vaccinations rule as may be amended (see section XI below).

**IX. QUARANTINE AND ISOLATION**

Faculty, staff, students, and visitors must follow the quarantine and isolation guidance provided by the WDH. The University will no longer provide separate quarantine and isolation housing for on-campus students.

Since CDC considers shared housing such as residence halls to be a lower risk congregate setting because of the lower risk of severe health outcomes associated with young adults, the University will follow CDC general population guidance for isolation and quarantine in cases of students, faculty, and staff with symptoms consistent with COVID-19, confirmed COVID-19 or close contact with someone with COVID-19. In specific circumstances where the student population may be at higher risk, UW may follow CDC isolation and quarantine guidance for high-risk congregate settings.

**X. FLEXIBLE WORK ARRANGEMENTS**

See the University's [Flexible Work Arrangement Policy](#).

## **XI. TRAVEL AND TRANSPORTATION**

Business-related travel shall conform to standard pre-COVID-19 University [travel policies](#) and any applicable local, state, federal, or national guidelines for the intended destination.

## **XII. UW-CASPER**

UW-Casper students and employees must abide by UW COVID-19 policies, Natrona County Public Health, and WDH directives. Those UW-Casper students living in Casper College (CC) residence halls are expected to abide by CC Student Life and Housing rules. UW-Casper will continue to work with Casper College to ensure students and employees have safe learning and working spaces.

## **XIII. VACCINES**

Per the Centers for Medicare and Medicaid Services Omnibus COVID-19 Health Care Staff Vaccination rule, employees of Student Health Services, the Family Medicine Residency Programs in Casper and Cheyenne, the Albany County Community Health Clinic, and the UW Speech and Hearing Clinic are required to be vaccinated (religious and medical exemptions available).

For all other units, the University is recommending, but not mandating, the COVID-19 vaccine for faculty, staff, and students. However, the University will continue to strongly encourage and incentivize staff, faculty, and students to voluntarily take the COVID-19 vaccine. Additionally, UW requires that all faculty, staff, and students report their vaccination status. For employees, a [quick reference guide](#) has been created to help report vaccinations within the University's HCM. Students who receive their COVID-19 vaccinations should upload documentation to the Student Health Service patient portal as soon as their vaccine series is complete.

## **XIV. VISITORS**

While on University-owned property or when conducting University business or activities, including instruction and research, visitors must observe the same health and safety requirements as students, faculty, and staff. Visitors acknowledge that there are risks of harm, including injury, illness, death, or monetary loss, related to exposure to COVID-19. The University is not responsible for any potential exposure or damages related to a visitor's possible exposure to COVID-19 while on University-owned property or participating in University business or activities. Should visitors choose not to abide by this policy while on campus, they will not be permitted to participate in work, events, activities, research, or other engagements and may be asked to leave campus.

## **XV. CONTINGENCY PLAN**

This policy is informed by health and safety recommendations from the CDC and the WDH, and the University's COVID-19 response may be modified based on the evolving environment and virus transmission. In the event the University needs to adapt to changing

circumstances, the University may implement or reinstate a number of COVID-19 mitigation actions, including but not limited to physical distancing, testing, enhanced cleaning/disinfection, mandatory face coverings, or modifications to its COVID-19 policy or other applicable University policies.

**Responsible Division/Unit:**

**Source:**

**Links:**

**Associated Regulations, Policies, and Forms:**

**Approved:** 7-17-18

## Appendix - Definitions

**Centers for Disease Control (CDC):** The CDC is a federal branch of the Department of Health and Human Services that “works 24/7 to protect America from health, safety and security threats, both foreign and in the U.S. Whether diseases start at home or abroad, are chronic or acute, curable or preventable, human error or deliberate attack, CDC fights disease and supports communities and citizens to do the same.” See [www.CDC.gov](http://www.CDC.gov)

**Contact Tracing:** Identifying and monitoring people who may have come into close contact with an infectious person. The Wyoming Department of Health will conduct contact tracing of all positive COVID-19 cases among the student, faculty and staff population and provide for a rapid response to COVID-19 cases on campus.

**COVID-19:** COVID-19 is a respiratory virus that is spread by respiratory droplets from infected people and caused by SARS-CoV-2 and is short for “Coronavirus Disease 2019” (CDC).

**Isolation:** The University follows the CDC’s guidance (link to [CDC](http://www.CDC.gov)) in which isolation is used to separate people infected with COVID-19 from those people who are not infected. People who are in isolation should separate themselves until it is safe for them to be around others and as recommended by CDC.

**Quarantine:** Quarantine is used to keep someone who might have been exposed to COVID-19 away from others as recommended by CDC. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should separate themselves from others and monitor their health, seeking immediate medical attention should they begin to show symptoms common with COVID-19.

**Social Distancing:** Social distancing requires individuals to maintain at least 6 feet of physical space between themselves and other people and to not gather in large groups.