

Employee vaccine reporting update and testing program

In the university's continuing effort to ensure the health and safety of our campus communities, both students and employees of Virginia Tech are required to get the COVID-19 vaccination or receive a vaccine exemption due to a medical condition or sincerely held religious belief.

As Virginia Tech announced on Aug. 19 - <https://vtx.vt.edu/articles/2021/08/president-vaccine-statement.html>, all employees, including full and part-time faculty, staff, and wage in all Virginia Tech locations, have until Oct. 1 to receive their COVID-19 vaccination or file for a vaccination exemption - <https://oea.vt.edu/ada-accessibility-services/resources/covid-vaccine-exemptions.html> with Virginia Tech's Office for Equity and Accessibility.

Currently, 88 percent of employees have reported their vaccination information.

Beginning the week of Aug. 23, the university started its surveillance testing program for the 2021-22 academic year with students who have received a vaccination exemption. Beginning the week of Aug. 30, employees will begin participating in the testing program.

Employees who have a vaccination exemption will be required to participate in weekly surveillance testing. Additionally, until an employee provides a record of their vaccination information and are fully vaccinated (two weeks following final dose), they will be required to participate in weekly testing. No exemptions will be granted from testing.

Blacksburg, Roanoke, and Washington D.C. metro area employees will receive notices weekly to schedule their test. The notice will provide the scheduling link as well as a list of testing locations. For employees who do not live near one of these three main campuses, they will receive a test kit by mail each week, which they will need to complete and return for analysis. Test results for employees will typically be available in 48 – 72 business hours; instructions for how to view test results is included in the scheduling email.

Once an employee registers their vaccination information in the university's secure COVID-19 Vaccination Status Self-Reporting form - <https://apps.es.vt.edu/vaccinereporting>, they will be removed from the university's surveillance testing program. For detailed instructions on how to

registering vaccination information, visit <https://ready.vt.edu/vaccinations.html#instructions>.

Failure to receive the vaccination and report vaccination information or file for an exemption by the Oct. 1 deadline will result in disciplinary action up to and including termination. Information about the testing program - <https://ready.vt.edu/testing.html> and frequently asked questions - <https://ready.vt.edu/faq.html> are available on the Ready site.

Reporting a positive COVID-19 case, exposure, and other public health reminders for employees, supervisors

The information that follows details steps for employees around reporting a positive COVID-19 case or close contact to a COVID-19 case. Please visit the Virginia Tech Ready site at <https://ready.vt.edu/> for the latest COVID-19 related updates for the university community.

Employees that receive a positive COVID-19 test should:

NOTE: The following guidance applies to both vaccinated and unvaccinated individuals who test positive for COVID-19.

1. Begin isolating at home or return home from work.
2. Do not report to work.
3. Report positive test results to your direct supervisor and email results details to reportacase@vt.edu.
4. Await further isolation guidance from the Environmental Health and Safety office's Case Management Team.
5. Contact a health professional with any questions about symptoms.

Employees that are notified that they are a close contact with a positive COVID-19 case should:

1. Begin quarantining at home or return home from work.
2. Do not report to work.
3. Report close contact to your direct supervisor and email reportacase@vt.edu.
4. Await further isolation guidance from the Environmental Health and Safety office's Case Management Team.
5. Wear a mask or face covering, even if you are vaccinated.
6. Contact a health professional with any questions about symptoms.

Please visit the positive cases, isolation, and quarantine page at <https://ready.vt.edu/positive-cases-isolation-quarantine.html> within the Ready site for additional information on employee leave, asymptomatic testing, and the latest supervisor guidance.

Leave update: Public Health Emergency Leave (PHEL) reactivated Sept. 1

Public Health Emergency Leave (PHEL) will be reactivated with remaining balances available for use, effective Sept. 1, 2021. Any PHEL hours used during the current leave year, beginning Jan. 10, 2021 up to the expiration in July, should have been recorded in the Leave and Hours Worked System and any remaining balance will become available for use on Sept. 1. Employees who exhausted available PHEL hours (up to 80 hours for full-time employees) within the current leave year will not receive an additional allotment of PHEL hours.

Please note: PHEL guidance prior to Sept. 1, 2021 is not applicable, updated guidelines outlining acceptable situations for PHEL usage are provided below.

Public Health Emergency Leave (PHEL) - <https://www.hr.vt.edu/benefits/leave/public-health-emergency-leave.html> is available to employees for many COVID-19 related leave needs including:

- PHEL may be used to attend to an employee's own illness due to a confirmed positive test for COVID-19. The employee's return to the workplace must comport with the CDC's recommendations.
- PHEL may be used to attend to an immediate family member who has contracted COVID-19 through a confirmed positive test.
- PHEL may be used to quarantine due to exposure to COVID-19 if unable to continue your job duties remotely.
- Up to 8 hours of PHEL may be used to obtain a COVID-19 vaccine and/or recover from side-effects resulting from obtaining the vaccine.
- Once the allotment of PHEL is used, employees may use appropriate and available leave balances (Traditional or VSDP Sick Leave, Family-Personal Leave, Annual Leave, Compensatory Leave, Overtime Leave, Recognition Leave) or Leave without Pay.

Employees are required to provide documentation to their manager or department HR representative to confirm a COVID-19 diagnosis or exposure. Documentation can include a note from a health care provider or public health agency. In addition, departments should document PHEL approval for other reasons outlined above. Departments are required to maintain this documentation per University Policy No. 2000: Management of University Records - <https://policies.vt.edu/2000.pdf>. Employees should work with their supervisor to confirm eligibility for PHEL.

PHEL leave is inactive from July 10 – Aug. 31, 2021 in the Leave Reporting and Time Worked System. If leave is needed due to COVID-19, employees will need to use their own applicable leave balances.

In addition to the PHEL benefit, employees can use any applicable leave available for COVID-19-related leave needs. For questions regarding leave, please contact the Human Resource's Leave Team at hrleave@vt.edu.

University offices to close at 2 p.m. for Sept. 3 football game

The university has approved the closing of administrative and non-instructional university offices on the Blacksburg campus at 2 p.m. on Friday, Sept. 3. The closing will reduce on-campus faculty and staff presence to help relieve traffic congestion and facilitate other operational procedures for the football game that night against the University of North Carolina. The kickoff for the game will be at 6 p.m.

Classes will not be cancelled and other critical operations will remain open. Faculty and staff directly supporting classroom instruction and other critical university operations should work their normal schedule. Employees supporting classroom instruction or other critical university operations during the authorized closing will receive compensatory time based on the start and end time of their work schedule.

Faculty and staff who telework on authorized telework arrangements on this day are expected to continue working their normal schedule and will not receive compensatory leave.

On-campus locations for COVID-19 testing will close at noon Friday.

Employees who are departing campus are strongly advised to remove their vehicles from the parking lots before 2:10 p.m. in order to avoid traffic and parking challenges associated with the game. Details related to leave reporting will be provided in the monthly leave notice which will go out via email on or around Sept. 10.

Lots/roads that must be cleared include: Stadium Lot, Coliseum Lot, Track/Soccer Lot, Maintenance Lot, Chicken Hill Lot, Engel Hall Lot, Beamer Way, Washington Street, and the perimeter of the Duck Pond (Cage) Lot.

Employees that remain on campus after 2 p.m. must move their vehicles to the Perry Street Garage, the interior section of the Duck Pond Lot (cage), or spaces around the Drillfield.

For questions about leave during an authorized closing, refer to University Policy No. 4305: Authorized Closings Leave and Compensation Policy - <https://policies.vt.edu/4305.pdf>. If employees have additional questions, contact your supervisor or HR representative.