

# Heritage University COVID-19 Policies and Procedures

## Revised August 8, 2022

### Introduction

#### **Heritage University plan of action in response to the coronavirus 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. Wear a facemask or covering indoors when asked
3. Report if you have tested positive for COVID-19 or have symptoms of COVID-19..
4. Disclose vaccination status
5. Agree to testing as requested by administration

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 of Heritage University.

- 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.

## Student Vaccination Requirements

Heritage University seeks to have all students submit to being vaccinated against the 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. Because vaccinations do not prevent individuals from contracting COVID-19, Heritage University students may request one of the following exemptions.:

1. Medical Exemption: Students must have their healthcare professional complete the Vaccine Proclamation - Medical Questionnaire, and the form must be uploaded online.
2. Religious Exemption: Sincerely held religious convictions or beliefs.
3. Temporary Exemptions: Temporary Exemptions, may be approved when students will not be attending any in-person instruction and do not plan on coming to campus or have other mitigating situations that may prevent them from getting vaccinated this semester.

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 reserves the right to update any vaccination policies, dates, and timeline at any time and may do so to comply with federal or state regulations and proclamations, or to promote safety based on new or updated scientific information.

## Reporting

Anyone experiencing COVID-19 symptoms or diagnosed with COVID-19 should STAY HOME, then **report their positive case to the University's COVID hotline at 509-865-8660**. Students should also report their absence to their instructors. This applies to both Toppenish and Tri-Cities 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

- People who have been exposed to COVID-19 should wear a mask until five days have passed without symptoms
- Masks must be worn when a faculty member sets that requirement for their classroom

- Masks must be worn when another person asks an individual to wear one in proximity to them

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

### Privacy, Confidentiality, and Professional Etiquette

Health or safety emergency exception to FERPA's consent requirement permits 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 the 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 hard copies 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 of 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 encouraging parents to exercise caution with bringing children on campus.

## Notifications and Contact Tracing

When a student or employee contacts the HU COVID Hotline, they will be instructed to follow protocol based on their testing status. The process provides 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 five days and are not allowed on campus until after five days from the date they tested and a negative test. They must also be symptom-free for 24 hours with no fever without the 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.
- [CDC Quarantine and Isolation Calculator](#) – HU will use the CDC's calculator to determine the need or length of time away from campus.

## Updates and Changes

At any time, Heritage University Administration reserves the right to change, revise, update these policies and procedures updated August 8, 2022.