

Dear UM Faculty & Staff,

The following information is provided as an update and follow-up to the procedures recently published in *Vallo Voice (COVID-19 Isolation and Self-Monitoring Protocol for Fall 2021 Semester)*.

Please be advised of the following temporary administrative guidance, which became effective for employee COVID-related reports received in HR on or after Aug. 16, 2021, **updated Monday, Sept. 20, 2021, as indicated below in bold font and highlighted in yellow**. This information is specific to our UM workforce and addresses how we will respond to situations that directly affect our employees during the remainder of the fall 2021 semester.

Confirmed Positive: Employees who test positive for COVID-19 will be required to follow the guidelines stated in the [Protocol document](#), which includes a 10-day isolation period. Employees who are able to work from home should do so (i.e., if symptoms allow and the employee's duties are conducive to remote work). Employees who cannot work from home will receive paid leave for the 10-day isolation period. Employees should indicate whether they are working from home or utilizing paid leave for COVID-19 in the **comment section** of their time sheet/leave report. An employee must notify HR and indicate the specific dates/hours they are unable to work on their time sheet or leave report. **Effective with COVID-related reports received in HR on or after Oct. 1, 2021, the University will grant a total of 80 cumulative hours of paid leave for missed work when an employee is not able to work from home.** Medical documentation/results affirming the positive test will be required before working from home or paid leave will be approved.

Children/Disabled/Elder Care: Employees who must **supervise or care for** children and disabled/elderly relatives or others **residing in the same household as the employee** under isolation or quarantine restrictions due to close contact or testing positive during a 14-day quarantine or 10-day isolation period should work from home if possible (i.e., if symptoms allow and the employee's duties are conducive to remote work). Employees who cannot work from home will receive paid leave for the 14-day quarantine or 10-day isolation period. Employees should indicate whether they are working from home or utilizing paid leave for COVID-19 Child/Disabled/Elder Care in the comment section of their time sheet/leave report. An employee must notify HR and indicate the specific dates/hours they are unable to work on their time sheet or leave report. **Effective with COVID-related reports received in HR on or after Oct. 1, 2021, the University will grant a total of 80 cumulative hours of paid leave for missed work when an employee is not able to work from home.** Medical documentation, a positive test, school notice or other attestation affirming the circumstances will be required before working from home or paid leave will be approved.

Close Contact: Employees who come in close contact with someone who has tested positive for COVID-19 are no longer required to exit the workplace to quarantine, regardless of vaccination status (per Alabama law). However, in accordance with the [Protocol document](#), employees determined by UM personnel as having been in close contact with someone who has tested positive for COVID-19 are asked to:

1. Get a COVID-19 PCR test within 3 to 5 days from last exposure (the most recent contact with the person who tested positive).
2. Wear a mask and maintain physical distance of at least 3 feet from others for 14 days from last exposure.

3. Monitor symptoms for 14 days from last exposure and get tested for COVID-19 if symptoms develop.
4. Regularly clean hands and high touch surface areas.

Employees should report all confirmed positive, caregiver and close contact COVID-19 situations to their supervisor and to Human Resources so that arrangements for duties and/or a leave of absence can be properly be addressed. Additionally, tracking this information is critical to our goal of reducing the negative impacts of COVID-19 on our campus community. Accordingly, University administration will continue to monitor the COVID-19 situation and reserves the right to change protocol and this temporary employee guidance when the safety of our faculty, staff and students warrant.

Please direct questions regarding the information contained in this message to Human Resources.

hr@montevallo.edu or 205-665-6055