

Faculty COVID-19 Health & Safety Compliance Expectations, Procedures and Consequences

Expectations of Faculty Members

The health and safety of our University community depends on everyone complying with all health and safety guidelines and requirements. Compliance with rules related to COVID-19, such as the vaccine and booster mandate, will help to reduce the spread of COVID-19 on our campus. Information for members of our community regarding health and safety expectations is available on the [4Maryland](#) health and safety protocols page.

It is the University's expectation that every faculty member will comply with the established health and safety protocols, and it is every faculty member's responsibility to do so. Unit heads and faculty members should periodically review the [4Maryland website](#), as health and safety expectations related to the pandemic may change over time. This document articulates the procedures to address the conduct of faculty members who deviate from required health and safety practices and protocols.

Any questions or concerns regarding this guidance for faculty members should be directed to John Bertot (jbortot@umd.edu), Associate Provost for Faculty Affairs. Any questions or concerns regarding staff non-compliance should be directed to Jackie Richmond (jrichmo1@umd.edu), Interim Director, University Human Resources.

The COVID-19 Vaccination Requirement

Every faculty member who works on campus must comply with the USM and University vaccination and booster requirements.¹ Faculty members who have

¹ Compliance with the vaccination requirement means submitting proof of up to date vaccination, to include the booster when eligibility requirements are met as defined by the [CDC](#), or receiving an approved medical or religious exemption.

received a medical or religious exemption,² and those who do not have an up-to-date vaccination status, are able to work on campus but are required to:³

- Wear a mask indoors at all times and while outdoors in crowded spaces. KN95 masks are required in all classroom settings and recommended everywhere.
- Comply with regular, twice-a-week COVID-19.
- Sign a memorandum acknowledging the health risks of not maintaining up-to-date vaccination status.
- [Pledge electronically](#) to abide by all University established health and safety protocols.

Submission of falsified vaccination documentation or falsified COVID-19 testing documentation will result in discipline up to and including termination.

Faculty members who do not maintain an up-to-date vaccination status and those who do not have approved exemptions will not be approved for essential institution-sponsored travel.

Faculty members with up-to-date vaccination status are required to wear a mask indoors at all times, but are not required to be tested regularly.

The University Health Center may update its guidance, or issue additional requirements, as conditions warrant.

Procedures to Address Health and Safety Protocol Non-Compliance

When faculty members (regardless of vaccination status) are not in compliance with required health and safety protocols, the University will engage in a progressive approach intended to encourage compliance. Non-compliance does not include inadvertent or isolated deviations from the established rules. In the case of observed or reported inadvertent or isolated instances of non-compliance by a faculty member, the Unit Head should:

1. Provide the faculty member an opportunity to verify the accuracy of the observed or reported non-compliance.

²Faculty members may submit a request for a medical/religious exemption via the return.umd.edu website.

³"On campus" for purposes of UMD means physically working on the main campus in College Park or in one of UMD's buildings/facilities/locations on or off campus.

2. Provide the faculty member with the opportunity to come into compliance (e.g., complete the required community pledge, obtain the COVID-19 booster when eligible, put on a mask, be tested, sign risk memorandum if not up-to-date with their vaccination).
3. Review the observed or reported non-compliance and the relevant health and safety requirements with the faculty member.
4. Provide the faculty member with the opportunity to ask any questions about the relevant health and safety protocols that were violated.
5. Remind the faculty member that adherence to the health and safety protocols helps to ensure the safety of the faculty member and all members of the campus community, as well as their families and friends.
6. Remind the faculty member that continued non-compliance may result in restrictions and/or other corrective action by the University, up to and including termination.

The Unit Head should follow up with an e-mail to the faculty member regarding non-compliance (see Appendix A for an example), with a copy to the Associate Provost for Faculty Affairs (jbortot@umd.edu). For continued non-compliance, the supervisor should follow the procedures below.

Refusal to Comply or Repeat Occurrences of Non-Compliance

If a faculty member refuses to comply with a Unit Head's requests to abide by University health and safety requirements (e.g., complete the required community pledge, obtain the COVID-19 booster when eligible, wear a mask, be tested, sign risk memorandum if not up-to-date with their vaccination), the Unit Head should ask the faculty member to leave campus and immediately notify the Office of Faculty Affairs.

Should a faculty member not comply with University health and safety expectations on additional occasions, the Unit Head should contact the Office of Faculty Affairs. When the Office of Faculty Affairs is made aware of additional non-compliance by the same faculty member, the Associate Provost for Faculty Affairs will consult with the appropriate Unit Heads (e.g., Chair, Director, Dean) and the Senior Vice President and Provost to determine possible University restrictions and/or corrective actions. Depending on the nature of the non-compliance, the University:

- May issue another reminder to the non-compliant faculty member regarding the University's health and safety requirements and the need for faculty members to comply.

- May impose restrictions on the faculty member's activities, such as not approving travel and/or rescinding approved travel; not approving and/or rescinding approved sabbatical (tenured faculty) or professional leave (permanent status librarian faculty) requests; and not approving and/or rescinding professional leave without pay requests.
- May take corrective action(s) including but not limited to the removal of the non-complying faculty member from the workplace, imposition of Leave without Pay status (in progressive increments – 5, 10, 15 days – for each violation after an initial warning), and/or discipline up to and including termination of employment.

Other corrective actions may be taken as determined appropriate in relation to the faculty member's non-compliance. The Senior Vice President and Provost will make the final determination regarding faculty member discipline.

Reporting Deviations and Retaliation

Any member of the University community may report deviations from required health and safety protocols. Reports may be directed to the appropriate Unit Heads, the Office of Faculty Affairs, or the University's [compliance hotline](#).

There shall be no retaliation against any member of the University community for good faith reporting of perceived deviations from health and safety protocols by University faculty members.

Appendix A: Initial Non-Compliance Sample E-mail

Dear (Faculty Member Name):

As we discussed on [insert date], protecting the health and safety of the University community during the COVID-19 pandemic is essential to preventing the spread of the virus and its variants. As a responsible member of our University community, you are expected to comply with the health and safety protocols instituted by the University System of Maryland and the University in response to best practices and guidance from the Centers for Disease Control and Prevention (CDC) and state, local, and University health officials in order to ensure the safety of our campus community.

As we discussed, you were found not to be in compliance with the University's health and safety requirement(s) to [insert non-compliant behavior(s)]. It is essential for you to comply with the University's health and safety protocols at all times, as non-compliance jeopardizes the health and safety of both you and other members of the campus community.

The University takes the safety of its community very seriously. It is important for you to know that continued non-compliance will be reported to the Office of Faculty Affairs and may lead to corrective action. It is my hope that this will not become necessary. Please contact me if you have any questions about the content of this letter.

cc: John Bertot, Associate Provost for Faculty Affairs (jbortot@umd.edu).