

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 rules. Compliance with rules related to COVID-19, such as the vaccine 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 and required 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 (jbertot@umd.edu), Associate Provost for Faculty Affairs. Any questions or concerns staff non-compliance should be directed to Jackie Richmond (jrichmo1@umd.edu) Assistant Director, University Human Resources.

The COVID-19 Vaccination Requirement

Every faculty member who works on campus must comply with the USM vaccination requirement.¹ Faculty members who have received a medical or religious exemption,² or those who have not complied with the COVID-19

¹ Compliance with the vaccination requirement means submitting proof of full vaccination or receiving an approved medical or religious exemption.

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

vaccination requirement by August 2, 2021, are able to work on campus but are required to:³

- Wear a mask indoors at all times and while outdoors in crowded spaces.
- Comply with regular, twice-a-week COVID-19 testing at intervals of no more than 72 hours between tests.
- Sign a memorandum acknowledging the health risks of being unvaccinated.

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

Unvaccinated faculty members without approved exemptions will not be approved for essential institution-sponsored travel.

Fully vaccinated faculty members 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 impose additional, requirements as conditions warrant.

Procedures to Address Health and Safety Protocol Non-Compliance

When faculty members are not in compliance with required health and safety protocols for unvaccinated individuals, 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.
2. Provide the faculty member with the opportunity to come into compliance (i.e., put on a mask, be tested, sign risk memorandum).
3. Review the observed or reported non-compliance relevant to the health and safety protocols and requirements with the faculty member.
4. Provide the faculty member the opportunity to ask any questions about the relevant health and safety protocol(s) that they violated.

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

5. Remind the faculty member that adherence to the health and safety practices and protocols helps to ensure the safety of all members of the campus community as well as their families and friends.
6. Remind the individual that repeated non-compliance may result in restrictions and/or other corrective actions 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 (i.e., wear a mask, be tested, sign an acknowledgment of risk memorandum), 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, and/or discipline up to and including termination of employment.

Other corrective actions may be taken as determined appropriate to a 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 practices and protocols. Reports may be directed to the appropriate Unit Heads or, the Office of Faculty Affairs, or submitted to the University's [compliance hotline](#).

There shall be no retaliation against any member of the University community for good faith reporting of perceived deviations 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 stop the spread of the virus and its variants. As a responsible member of our University community, you are expected to comply with the required health and safety protocols instituted by the University System of Maryland and 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 requirement(s) to [insert non-compliant behavior(s)]. It is important to demonstrate compliance with established and required health and safety protocols at all times. In addition, non-compliance on campus can jeopardize the health and safety of others on and off campus.

The University takes the safety of its community very seriously. It is important for you to know that repeat non-compliance will be reported to the Office of Faculty Affairs and may lead to restrictions and/or corrective action, if appropriate. 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).