

**MEMORANDUM**

February 12, 2021

To: UOG Community

From: Thomas W. Krise, Ph.D., President



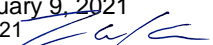
Subject: UOG COVID-19 Voluntary Employee Testing and Vaccination Procedure

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The University has updated the attached COVID-19 Voluntary Employee Testing Policy to include vaccination procedures.

Any UOG employee who voluntarily participates in COVID-19 testing or vaccination during work hours will be placed on administrative leave with pay for period of time they are participating in the testing or vaccination.

For more information about this policy, contact the UOG Human Resources Office at 735-2350 or email: [uoghro@triton.uog.edu](mailto:uoghro@triton.uog.edu)

<b>Policy Name</b>	University of Guam COVID 19 Voluntary Employee Testing and Vaccination Leave Procedure				
<b>Article No.</b>		<b>Article Title</b>	Policies of the UOG President		
<b>Approval Authority</b>	President	<b>Created/ Adopted/Effective</b>	July 1, 2020	<b>Most Recent Review</b>	February 9, 2021
<b>Responsible Executive</b>	Chief Human Resources	<b>Revision Tracking</b>	Revised to include voluntary vaccination		
<b>Responsible Office</b>	Human Resources Office	<b>Policy/Procedure contact / website where document is maintained</b>	uoghro@triton.uog.edu		
<b>Initiation / Review / Consultation / Approval History</b>	Drafted by General Counsel – June 24, 2020 Reviewed by Admin Council – July 1, 2020 Approved by President – July 1, 2020 Revision drafted by General Counsel – February 5, 2021 Revision Reviewed by President’s Council – February 9, 2021 Revision Approved by President - February 12, 2021 				

**Section 1. Effective Date**

**1.000. Effective Date.** The effective date of this procedure shall be July 1, 2020 and this policy shall remain in effect through the duration of the COVID-19 pandemic emergency that was declared on March 14, 2020 by the Governor of Guam which is hereafter referred to as “Pandemic Emergency.”

**Section 2. COVID-19 Voluntary Employee Testing Procedure**

**2.000. Application.** The COVID-19 Voluntary Employee Testing and Vaccination Procedure shall be applicable to all University of Guam (UOG) employees.

**2.200. COVID-19 Voluntary Employee Testing and Vaccination**

**A. Voluntary Testing and Vaccination.** During work hours, any UOG employee may voluntarily participate in any COVID-19 Testing Program by taking a test to determine whether the employee has the COVID-19 virus or by taking a test to determine whether the employee has had the COVID-19 virus in the past, whether or not the employee has any symptoms of the COVID-19 virus, and any UOG employee may voluntarily receive the COVID-19 vaccination.

**B. Notice of Participation & Administrative Leave.** UOG employees participating in a COVID-19 Testing or Vaccination Program as set forth in Section A above during their work hours shall give their immediate supervisor notice of their participation in such testing or vaccination program and shall be placed on Administrative Leave with pay for the period they are participating in a COVID-19 Testing or Vaccination Program as set forth in Section A above. The employee’s immediate supervisor shall notify UOG’s Human Resource Office (HRO) as soon as possible or no later than the next work day, of the employee’s voluntary participation in a COVID-19 Testing or Vaccination Program.

**Reporting COVID-19 Test Results.** In accordance with 10 G.C.A. §25103, the employees who voluntarily participate in a COVID-19 Testing or Vaccination Program as set forth in Section A above, shall deliver their test results or copies of their vaccination cards to UOG HRO no later than the next work day after receiving their test results or vaccination card. The test results shall be retained in the employees' files and shall be made available for inspection upon request by a representative of the Director of the Department of Public Health and Social Services, Government of Guam. UOG HRO shall inform the immediate supervisor of any employee who fails to deliver their test results or vaccination cards as required herein. The employee's immediate supervisor shall take the appropriate action which may include amending the employee's Administrative Leave status to unexcused absence for any employees who misrepresent their participation in a COVID-19 Testing or Vaccination Program.

**Quarantine.** Employees who experience any symptoms of the COVID-19 virus during their voluntary participation in a COVID-19 Testing Program or whose test results indicate that they are infected with the COVID-19 virus shall not report to back to work and shall comply with quarantine requirements imposed or recommended by the health care professionals conducting the COVID-19 Testing Program.