

## MEMORANDUM

July 7, 2020

To: UOG Community

From: Thomas W. Krise, President



Subject: **UOG COVID-19 Voluntary Employee Testing**

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Håfa Adai UOG Community,

The Department of Public Health and Social Services has expanded COVID-19 testing in recent weeks. As a community partner, we recognize the continued need to wear masks on campus, practice social distancing, and encourage testing. To this end, the University authorizes supervisors to approve administrative leave for employees requesting to get tested.

The specific requirements are outlined in the COVID-19 Voluntary Employee Testing Policy, which I have approved on July 1, 2020. Employees shall be placed on administrative leave for the period they are participating in a COVID-19 Testing Program. The supervisor will immediately notify UOG's Human Resources Office as soon as possible or no later than the next work day of the employee's voluntary participation in a COVID-19 Testing Program.

As a voluntary participant in the program, an employee who participates must submit test results to HRO no later than the next workday after receiving the results.

If you have any questions or concerns, please direct inquiries to our Human Resources Office at 735-2350.

<b>Policy Name</b>	University of Guam COVID 19 Voluntary Employee Testing Policy				
<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>	June 30, 2020
<b>Responsible Executive</b>	Office of General Counsel	<b>Revision Tracking</b>			
<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 30, 2020 Reviewed by Admin Counsel – June 30, 2020 Approved by President – July 1, 2020				

**Section 1. Effective Date**

**1.000. Effective Date.** The effective date of this policy 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 Policy**

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

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

**A. Voluntary Testing.** 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.

**B. Notice of Participation & Administrative Leave.** UOG employees participating in a COVID-19 Testing Program as set forth in Section A above during their work hours shall give their immediate supervisor notice of their participation in such testing program and shall be placed on Administrative Leave with pay for the period they are participating in a COVID-19 Testing 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 Program.

**C. Reporting COVID-19 Test Results.** In accordance with 10 G.C.A. §25103, the employees who voluntarily participate in a COVID-19 Testing Program as set forth in

Section A above, shall deliver their test results to UOG HRO no later than the next work day after receiving their results and 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 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 Program.

**D. 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.