

UVM STAFF UNITED

Know your rights...

Flu and cold season is upon us, as well as the constant anticipation of an increase in COVID cases as we spend more time inside and in person. We want to ensure you know your rights to using your sick time and submitting telework requests.

Admin's policy, which follows the state's, is if you test positive for COVID-19, isolate as soon as you receive your test result – even if you are vaccinated or never have symptoms. Isolation means staying home and away from other people for at least 5 days from the date of your positive test or the start of your symptoms, whichever is earlier. You can end isolation after day 5 if your symptoms have improved AND you have had no fever for at least 24 hours without the use of medicine that reduces fevers.








UVM COVID-19 GUIDELINES

Effective Date: August 23, 2021
Updated: August 9, 2022

The University of Vermont is currently following recommendations from the Vermont Department of Health which can be found [here](#). Additional University-specific guidance including contact information, where applicable, is listed below.

ALL MEMBERS OF THE UVM COMMUNITY⁽¹⁾

 TESTING REQUIREMENTS	 MASK USE	 IDENTIFIED AS A CLOSE CONTACT⁽²⁾	 SYMPTOMS	 TESTED POSITIVE FOR COVID-19⁽²⁾
<p>No requirement for routine testing.</p> <p>The Vermont Department of Health recommends getting tested if you develop symptoms at any time.</p> <p>Students: Schedule an appointment through the Center for Health and Wellbeing and follow the instructions under the Symptoms column.</p> <p>Employees/Affiliates: Follow the instructions under the Symptoms column. You should contact your primary healthcare provider or visit the Vermont Department of Health for testing options.</p>	<p>Optional in most areas.</p> <p>With the exception of vaccines, masks remain one of the best ways to protect you and the people around you from getting or spreading COVID-19.</p> <p>Use of masks is optional in most areas. You may choose to wear a mask at any time, especially when in crowded areas, before important events, when traveling, and other times when the risks are elevated. For more information, see UVM's face covering guidance.</p> <p>REQUIRED: After completing isolation, whenever you are around others, wear a mask for an additional 5 days.</p>	<p>Regardless of your vaccine status, if you are a close contact, you should consider wearing a mask whenever you are around others.</p> <p>Watch for symptoms. If you develop symptoms at any time, get tested and follow guidelines in the SYMPTOMS column.</p> <p>Even if you do not develop symptoms, if you are identified as a close contact but are not fully vaccinated: (1) test on day 4 or later with two antigen tests (rapid self-tests) taken at least 24 hours apart; OR (2) test on day 5 or later with a PCR or LAMP test.</p>	<p>Stay home/in your room and get tested. Do not come to work, to class, or to a UVM facility or location. Wear a mask whenever you are around others.</p> <p>Students: Contact the Center for Health and Wellbeing online or call 802-656-3350 to schedule an appointment for a test.</p> <p>Employees, Affiliates, Visitors, Vendors, and Others: Contact your primary healthcare provider to arrange for a test.</p> <p>Immediately call 9-1-1 if you have trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, or changes in color on your lips, gums, face, around the eyes, or nails.</p>	<p>Isolate as soon as you receive your positive result.</p> <p>Students: If your test was not done through Student Health Services, notify Student Health Services and isolate. You will need to isolate in your on-campus room or in your off-campus residence for at least 5 days⁽³⁾.</p> <p>Employees & Affiliates: Regardless of where your test was taken, notify your supervisor and isolate. You will need to isolate at home for at least 5 days⁽³⁾.</p> <p>Visitors, Vendors and Others: Isolate. Do not come to a UVM facility or location until you have completed your isolation⁽³⁾.</p> <p>Once you have completed isolation, wear a mask for an additional 5 days whenever you are around others.</p>

(1) There is different guidance for healthcare workers. If you are a student, employee or affiliate who is also a healthcare worker, contact the Center for Health and Wellbeing at 656-3350 to discuss your requirements.

(2) If you are a close contact or have tested positive, use the [CDC's Quarantine and Isolation Calculator](#) to determine how long you need to isolate, quarantine or take other steps to prevent spreading COVID-19.

(3) Isolation is AT LEAST 5 days. It may be longer. According to the [Vermont Department of Health](#), you can leave isolation after day 5 if your symptoms have improved AND you have had no fever for at least 24 hours without the use of medicine that reduces fevers. Otherwise, remain in isolation until your symptoms have improved AND you have had no fever for at least 24 hours without the use of fever reducing medication. Continue to wear a mask whenever you are around others for an additional 5 days.



We know there is justifiable anxiety about yourself or others returning to work in-person 5 days after your first positive COVID test. This document is intended to inform you of your rights in terms of sick time, occasional telework, etc. and to guide you in speaking with your supervisor about this.

If you are concerned we encourage you to talk with your supervisor early and often. Our leadership will work with administration to ensure that supervisors are following the guidelines and not unreasonably denying requests.

Your rights: ADA Accommodations

If you [have a medical condition](#) that may put you at greater risk it's important to know your rights. You can read more here about the possibility of requesting an ADA accommodation due to higher risk from COVID-19: [What you should know about COVID-19 and the ADA, the Rehabilitation Act and Other EEO Laws](#)

[Email UVM's ADA Coordinator, Amber Fulcher](#), to inquire about an ADA accommodation.

Your rights: Sick Leave

Sick leave is earned on a monthly basis, with full-time employees earning 12 sick days per year with unlimited accrual, and part-time employees earning sick leave on a pro-rated basis ([See our contract Article 29: Sick and Medical Leaves](#)).

If you are out longer than five consecutive days you may be required to provide a physician's note (see [Article 29.6](#)). **You are not required to provide documentation of your illness for less than 5 consecutive days of absence.**

[Article 29](#) also includes information about extended medical leaves, and [Article 30](#) covers our Sick Leave Bank, wherein employees on extended medical leaves can request additional sick leave, donated by their colleagues, should they run out of their own sick leave and PTO. **For more about how to apply for use of time from the Sick Leave Bank, [visit UVM Staff United's website](#).**

Your rights: Telework and Occasional Telework

Per our contract ([Article 22: Work Location and Telework](#)), requests for telework will be administered per [UVM's operation procedure](#), except that UVMSU employees have the right to grieve a telework denial. **If your request for a telework arrangement is denied for reasons that seem arbitrary or capricious, discuss your options with [your Area Steward](#).** A grievance must be submitted within 10 days of the denial.

When it comes to an illness that may have you feeling well enough to work, but not wanting to be at work in-person, Occasional Telework may be an option. Here's what our contract says about it:

[22.4 Occasional Telework](#)

In certain circumstances (e.g., adverse weather, temporary health issue, training, or other similar circumstances), occasional telework arrangements may be adopted on a case-by-case basis without a formal agreement, focusing on the needs of the organization and the employee.

Should you want to request an "occasional telework" arrangement, ask your supervisor, and let them know the reason (and feel free to refer to our contract). **Should your request be denied for reasons that seem arbitrary or capricious, discuss your options with [your Area Steward](#).** A grievance must be submitted within 10 days of the denial.

