

## **KCU Employee Shared Community Commitment**

Your health and safety, as well as the health and safety of others in our KCU community, are our highest priorities. As we continue to respond to the ongoing Covid-19 pandemic, it is critical that we each do our part to help ensure we all remain safe and healthy.

We plan to continue to follow our procedures as we enter the new calendar year, as well as other best practices based on guidance from the CDC and our local governments. Accordingly, it is critical that you read and follow the information provided and acknowledge your willingness and commitment to comply with all such practices, as we continue to work on campus. These are shared community commitments that are essential for all members of our campus community to remain safe.

Although neither KCU, nor anyone else, can guarantee any individual will not be exposed to, or contract COVID-19, the practices identified herein are necessary so that we may be as safe as reasonably possible in our day-to-day work. We will add to these practices as more information becomes available and in response to instructions from our government. Thank you for helping us keep you, your family, your friends, your co-workers, our students, and our community safe.

## **KCU Employee Responsibilities**

**Health and Safety Practices** - Upon arriving to work, it is imperative that employees follow the University's health and safety practices at all times. These include but may not be limited to those summarized [here](#).

We have various signs posted throughout the workplace to help you remember these rules and safety procedures. Please help others by reminding them of these rules and safety procedures when needed. Please contact Human Resources if you believe anyone is not complying with our rules and safety practices, or someone says that they feel sick, sounds sick, or appears sick. This will help us remind people about the importance of safety and ensure people who are sick are not at work.

**Covid-19 Vaccination Policy** - In accordance with KCU's commitment to the protection and safety of our students, faculty and staff, the University implemented a [COVID-19 Vaccination Policy](#) for all employees, effective Nov. 29, 2021, until further notice. The policy requires the following:

- All full-time personnel to be fully vaccinated or to provide weekly results of a negative COVID-19 test.
- All full-time employees hired after Nov. 29, 2021, are required to be fully vaccinated prior to starting their position with KCU, unless the employee has received an approved exemption for medical or religious reasons.
- All part-time employees, regardless of date of employment, are required to be fully vaccinated, unless the employee has received an approved exemption for medical or religious reasons.

All employees granted an exemption for medical or religious reasons, are required to provide weekly results of a negative COVID-19 test. More details and procedures can be found [here](#).

**Surveillance Testing** – As part of KCU's ongoing campus surveillance testing, KCU may require that employees submit to COVID-19 testing. Surveillance testing is a key component of our continued efforts to monitor the prevalence of COVID-19 and limit its spread. An added offering is the ability for anyone to complete a walk-in test during any of the scheduled testing events, regardless of being selected as a participant in that week's testing pool. Surveillance testing is free and usually takes less than five minutes. All on-campus students and all full-time faculty and staff can expect to be randomly selected for testing as part of our mitigation efforts.

**Analysis of contacts.** At all times, you need to consider whether anyone in your household has COVID-19 (or an illness with the symptoms of COVID-19), or if you have been in contact with anyone who is sick in your household. If you have been in contact with anyone with a confirmed case of COVID-19, please immediately notify your direct supervisor and Score 1 for Health at 1-877-425-0251 and follow their guidance.

**Becoming Ill during the Day.** It is critically important that you leave work immediately if you develop a fever or experience any COVID-19 symptoms. Please call or email your direct supervisor and Score 1 for Health at 1-877-425-0251 to notify them of your departure. Please do not approach anyone if you are feeling ill. Immediately after becoming ill or being notified that someone you were in contact with has a confirmed case of COVID-19, create a highly detailed list of each place you visited on campus, each person with whom you spent time (more than approximately 15 minutes), any person with whom you had contact with less than 6 feet between you, and all surfaces you believe you touched the last time you were on campus. If you receive a positive Covid-19 test, please call or email your direct supervisor and Score 1 for Health at 1-877-425-0251 to notify them of your diagnosis.

This Advance Contact Tracing (ACT) is imperative to preventing the spread of COVID-19 within our community. Please know we prefer your list be over-inclusive. If you have a confirmed case of COVID-19, are exhibiting symptoms of COVID-19 or have been in close contact with someone diagnosed with COVID-19, KCU may require that you provide your ACT list to Score 1 for Health for necessary notifications.

Given the uncertainties inherent in mitigating the risks associated with this pandemic, you are acknowledging your willingness to comply with all KCU required practices and procedures implemented to mitigate the spread of COVID-19 and any other communicable disease.