



## FAQ'S FOR HYBRID WORK PILOT

### BOSTON OFFICE

UNIVERSITY OF MASSACHUSETTS – PRESIDENT'S OFFICE

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[When will the Hybrid Work Pilot begin?](#)

**(Added September 17, 2021)** The UMass President's Office (UMPO) Hybrid Work Pilot will begin on **Monday, September 27, 2021.**

Individual employee's specific return to on-site work date may vary based on their hybrid position classification as defined in Hybrid Work Pilot Guidelines and based on the specific schedule that has been established by their manager.

Any employee with a question about their specific return to on-site work date should speak with their manager.



## What is my hybrid position classification?

**(Added September 17, 2021)** Decisions about an individual's hybrid position is determined by the Senior Executive Team (SET) member who oversees that department of the UMPO Office. Each position is classified into one of the four categories below:

**Fully On-Site** – These employees report to their on-site business location for their full work week, and they do not work remotely as a regular part of the schedule. (Some incidental remote work may be approved by the department head, but not as part of the employee's regular schedule.)

**Regular Reporting** – These employees report to the on-site work location on a regularly scheduled basis. However, the frequency may vary considerably based on their department's hybrid schedule, the specific job duties of the individual position and the need to physically staff their department's on-site hours. The variation of on-site work may range from one day per month to a few days per week. On the day's employees are not on-site, they are teleworking.

In addition to their regular reporting days, the department heads may direct these employees to report on-site as needed on additional days for meetings, trainings, or other business needs.

**On-Site As Needed** – These employees will have a designated on-site work location. However, they will only report to that location when directed to do so by their department head or supervisor. Department heads may direct the employee to report on-site as needed for meetings, trainings or other business needs. Department heads are expected to provide these employees with reasonable notice, to the extent possible, of the need to report on-site.

**Fully Remote** – These employees work remotely, and there is no expectation that they be available to report on-site on an as-needed basis.

Any employee with a question about their specific position hybrid classification should speak with their manager.

## Do UMPO employees have to get vaccinated against the COVID-19 virus?

**(Added September 17, 2021)** Yes. UMPO employees, including full-time, part-time and contractor employees, whose position is classified as fully on-site, regular reporting, or on-site as needed must be fully vaccinated against COVID-19 or secure an exemption based on medical contraindications or sincerely-held religious beliefs. A person is considered fully vaccinated against COVID-19 two weeks after receiving the second dose of the two-dose vaccine (Pfizer-BioNTech or Moderna) or two weeks after receipt of the single dose of the Janssen (Johnson & Johnson) vaccine. Fully remote employees are strongly encouraged to be vaccinated.

Employees in positions classified as fully on-site and regular reporting must be fully vaccinated by September 27, 2021.

Employees in positions classified as on-site as needed, who are not employed in UITs, must be vaccinated by September 27, 2021.

Employees in positions classified as on-site as needed within UITs must be vaccinated by January 3, 2022.



## How do I provide proof of vaccination?

**(Added September 17, 2021)** Employees can either submit a copy of their vaccination card to Human Resources, or display their “COVID-19 Vaccination Record Card” to a member of the Human Resources team during a private zoom call or in person. The HR staff will record the employee’s name, the dates of your vaccination(s) and the type of vaccine you received. This recorded information will be kept in a confidential file and will not be part of any other employee record or file; the copy of your vaccination card will not be kept on file.

## Can I request a medical or religious exemption from vaccination requirement?

**(Added September 17, 2021)** Yes. An employee may request an exemption to the vaccination requirement based on the existence of medical contraindication to vaccination. In addition, an employee may request an exemption to the vaccination requirement based on a sincerely held religious belief. Click [here](#) to view a copy of the exemption request form.

Please note that employees who seek an exemption may be required to submit documentation to support the request.

## Will employees who secure an exemption be required to take additional precautions in the workplace?

**(Added September 17, 2021)** Yes. Employees who are not vaccinated because they have received an exemption are required to wear a mask in the workplace.

In addition, employees with an exemption are required to participate in regular testing; testing will be offered at no cost to the employee. The specific frequency of the testing may vary depending on the frequency of the employee in the workplace. Employees at the Shrewsbury location should contact Human Resources to be registered for the testing program being coordinated by the UMass Medical School. Human Resources will work with Boston based employees to determine a testing location.

## What happens if an employee does not comply with the COVID-19 vaccination requirement?

**(Added September 17, 2021)** Employees who do not comply with the COVID-19 vaccination requirement by either providing proof of vaccination or securing an exemption may be subject to discipline up to and including being placed on an unpaid leave of absence. The duration of the unpaid leave period will not be indefinite, and employees on an unpaid leave who continue to not comply with this requirement may be terminated from employment.

## Can an employee request to work remotely on a full-time basis?

**(Added September 17, 2021)** Employees who occupy positions that are classified by the Hybrid Work Pilot Guidelines as on-site as needed, regular reporting and fully on-site can request a medical accommodation to work fully remote in accordance with the Americans with Disabilities Act (ADA). If an employee is seeking such an accommodation under the ADA, they will need to provide the Senior Benefits Generalist, Katie Temple, with medical documentation that supports that position. If supported by documentation, then Human Resources and the employee’s department head will assess whether the employee can perform all the essential functions of the position while working remotely. Once that assessment is complete, UMPO may make the accommodation.



As is the case with all ADA accommodations, the employer may properly and periodically ask for updated medical documentation to support the underlying claim and may periodically review whether all the essential functions are being performed while the accommodation is in place.

The process for requesting an ADA accommodation to work remotely is a separate process than requesting a medical exemption under the vaccination requirement, and it is a separate process than determining the hybrid classification status of a position. The hybrid classification status of a position is determined by the SET member and (where applicable) the department head, not the Human Resources Department.

## Do new hires in the UMPO need to be vaccinated?

**(Added September 17, 2021)** Yes. With the exception of employees classified as fully remote, all new hires are required to be fully vaccinated by the first day of their employment. (For example, a newly hired UITS employee in a position classified as on-call as needed must still be vaccinated by their first day of employment. They do not have until January 3, 2022 to be vaccinated.)

## Are vendors and/or visitors who visit the UMPO required to be vaccinated?

**(Added September 17, 2021).** Vendors and/or visitors who have badge access and who frequently report on-site must be fully vaccinated.

Vendors and/or visitors who do not have badge access must follow the requirements set by building management. Building management is not requiring proof of vaccination to access the building.

## What is the check in process for vendors and/or visitors visiting the UMPO?

**(Added September 17, 2021).** All vendors and/or visitors will need to enter through the UMass Club on the 32nd floor.

UMPO departments are required to fill out a [Visitor Log](#) and submit to the receptionist at the UMass Club in person before the vendor and/or visitor arrives. When the vendor and/or visitor arrives, the receptionist will contact the individual listed on the form and the employee will need to come to the UMass Club to meet their visitor. The UMPO department is responsible for placing their vendor or visitor on the Beacon Street security list and informing the vendor and/or visitor where to check in.

The UMPO department is responsible for coordinating visitor access during hours when the club is not open.

## Do employees who are employed through vendors and temporary agencies need to be vaccinated?

**(Added September 17, 2021)** Yes. Employees employed through temporary employment agencies who work on-site at a UMPO location are required to be vaccinated by September 27<sup>th</sup> or must secure an exemption through their employer based on medical contraindications or sincerely-held religious beliefs.

The Unified Procurement Services Team (UPST) has contacted all temporary employment agencies and vendors who have employees reporting on-site and informed them that their employees must abide by the UMPO COVID-19 vaccination requirement. Detailed information regarding vaccination requirements for vendors can be found at <https://www.umassp.edu/upst/suppliers-doing-business-umass>.



## Are masks required in the building?

**(Added September 17, 2021)** Building management is requiring masks by all tenants, visitors and vendors, regardless of vaccination status, in all indoor locations. Masks may be removed when in an enclosed space alone, or briefly when actively eating or drinking.

## Do employees at the UMass campuses need to get vaccinated?

**(Added September 17, 2021)** Yes. Non-union employees on all of the campuses need to be vaccinated. Unionized employees whose union has reached agreement with the campuses are also required to be vaccinated; current union agreements account for 95% of University's workforce being covered by the vaccination requirement. The campuses are in active negotiations with the remaining unions.

## Will employees be required to provide proof of receiving a booster shot?

**(Added September 17, 2021)** Currently, the Food and Drug Administration (FDA) has not approved booster doses for the general public; the FDA has approved booster doses only for immunocompromised individuals. Should the FDA approve booster doses for the general public, UMPO will decide at that time regarding whether employees will be required to provide documentation of a booster shot.

## Is the vaccine safe?

**(Added September 17, 2021)** The CDC has found the vaccines fully authorized or under emergency use authorization to be safe and effective at preventing severe illness, hospitalization and death. Additional information on the safety and effectiveness of the vaccines can be found at <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>.

## How do I find out where I can be vaccinated and/or tested for COVID-19?

**(Added September 17, 2021)** The COVID-19 vaccine is now widely available, and can be obtained from your primary care physician, a local pharmacy such as CVS, Walgreens or Rite Aid, and at other locations listed on <https://vaxfinder.mass.gov/> or <https://www.vaccines.gov/>.

Testing for COVID-19 is also widely available in Massachusetts. More information regarding testing sites can be found at <https://www.mass.gov/info-details/find-a-covid-19-test>.

If you need assistance with accessing the vaccine or available testing sites, please contact Katie Temple, who will be happy to assist you.





## What if an on-site employee tests positive for COVID-19?

(Added September 17, 2021) Employees should complete a [daily health check](#) prior to reporting on-site, and remain home if they have any symptoms of COVID-19. In addition, employees with symptoms of COVID-19 should contact their healthcare provider to be tested for COVID-19.

Individuals who are positive for the virus should **not** report on-site, regardless of vaccination status, even if they do not have symptoms. Individuals should follow public health guidance, which includes isolation.

- **Individuals with COVID-19 with Symptoms:** [CDC](#) and [Massachusetts Department of Public Health](#) guidelines state that individuals who are positive for COVID-19 and are symptomatic must isolate for:
  - 10 days from the day symptoms first appeared, and
  - 24 hours with no fever without the use of fever-reducing medications, and
  - Other symptoms of COVID-19 are improving.
- **Individuals with COVID-19 without Symptoms:** [CDC](#) and [Massachusetts Department of Public Health](#) guidelines state that individuals who test positive for COVID-19 and are asymptomatic (have no symptoms) must isolate for:
  - 10 days after testing positive, and
  - Still have no symptoms of COVID-19

For **close contacts** of individuals who are positive for COVID-19, [CDC](#) and [Massachusetts Department of Public Health](#) guidelines base the requirement to quarantine upon vaccination status of the close contact.

- **Individuals who are vaccinated:** According to the CDC, individuals who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they don't have symptoms, and wear a mask indoors in public for 14 days following exposure or until the results from their COVID test taken 3-5 days after exposure is negative.
- **Individuals who are not vaccinated:** Individuals who are not vaccinated should quarantine for 14 days.

Individuals will be notified by the local department of public health if they are a close contact.

## What IT equipment is the employee allowed to bring to their telework location?

(Added September 17, 2021) Employees with a hybrid work schedule will be required to use their University owned/provided laptop when teleworking. Employees will be allowed to take their designated equipment home with them, though no additional equipment will be provided for teleworking. The equipment available to take home consists of University owned:



- Laptop
- Wireless keyboard/mouse
- External camera (if provided)
- Monitor(s)
- Docking station

The employee is responsible for safely transporting the equipment between their telework location and their on-site office.

Equipment will not be augmented to allow both an on-site office set-up and telework set-up. Exceptions for additional equipment where accommodations are needed must be approved by the Chief Human Resources Officer, or designee.

[How are the HVAC systems maintained and how often are the air filters changed?](#)

**(Added September 17, 2021)** The building HVAC ventilation systems are maintained per manufacturing standards and the air filters are replaced approximately four times per year following a preventative maintenance schedule.

[How often does building cleaning occur?](#)

**(Added September 17, 2021)** Building management will continue to undertake their daily cleaning schedules, which includes frequent disinfecting of high-touch points, and will adhere to state guidance and best practices issued by the CDC. Employees are responsible for cleaning their assigned workspace.

UMPO will continue to have supplies available on-site which includes disinfecting wipes or sprays, hand sanitizer, disposable surgical masks, gloves and tissues.

[What is the status of building amenities?](#)

**(Added September 17, 2021)** The Fitness Center, Tenant Bike Room, and UMass Club are available. Rebecca's Café is closed with no plans to reopen.