



### POLICY

Ottawa University is committed to providing a healthy and safe environment for all students, employees, and visitors at all University locations.

The University has implemented multiple policies and procedures during the time of the COVID-19 pandemic in our efforts to provide our students, employees, and visitors with a healthy and safe environment.

The University will comply with all laws, rules, and regulations currently in existence, or that may be enacted in the future. Further, the University monitors information published by the Centers for Disease Control and Prevention (CDC), the Federal, State, and Local Governmental agencies, and other reputable organizations and sources. The laws, rules and regulations which currently exist, and as may be amended from time to time, as well as information from these sources, will be considered by the University as it implements and amends, as necessary, its policies relative to controlling the spread of the COVID-19 virus.

To that end, the University is implementing a **Mandatory COVID-19 Testing Policy** which will require weekly COVID-19 tests for all employees and students who are or will be physically present on a University campus facility. **Those employees and students who have provided valid proof of having received a full COVID-19 vaccination will be exempted from this weekly testing.** A full vaccination is both doses of a two-dose vaccination or one dose of a single dose vaccination. In order to be in compliance for a particular week, you must be tested during the testing window of Tuesday through Friday of that week.

This policy will be effective Tuesday, October 5, 2021. Therefore, you will need to have provided valid proof of vaccination by Friday, October 1, 2021, or you will need to provide a COVID-19 test administered between Tuesday and Friday of the week of October 5, 2021, and every week thereafter.

All employees and students who are or will be physically present on a University campus facility, and who have not provided valid proof of vaccination, will be required to submit a COVID-19 test result weekly. Non-exempt employees will be compensated for the time required to be tested each week.

The University will have COVID-19 testing centers located at the two residential campuses (Ottawa, KS and Surprise, AZ). Students and employees at other University locations will need to be tested by a recognized COVID-19 testing facility (Walgreens, CVS, local medical clinic, etc.). No home tests will be accepted.

### HOW WILL THIS POLICY BE ADMINISTERED?

Between now and the effective date of the policy, each student and employee will have the opportunity to provide the University with valid proof of a vaccination through one of two methods.



1. **Online:** Photograph or Scanned Copies (preferred method)
  - a. Students may upload an image of their vaccination card via MyOttawa at [www.ottawa.edu/myottawa](http://www.ottawa.edu/myottawa).
  - b. Employees may upload an image of their vaccination card via Paycom at [www.paycomonline.com](http://www.paycomonline.com) through their employee self-service account.
2. **In Person:** Verification of Hard Copy
  - a. Students and employees may visit the designated office at any campus location during normal business hours and show their vaccination card to the University representative located in that office.

Providing a digital or hard copy of a valid COVID-19 vaccination card will excuse individuals from the weekly COVID-19 testing protocol. Individuals that have not provided valid proof of vaccination will need to follow the weekly schedule outlined below.

- **Friday Prior to Test Week – email notification you need to test**

Individuals who are expected to be physically present on a University campus facility and have not yet provided valid proof of vaccination will receive an email notice of the requirement to submit test results of a valid COVID-19 test administered between Tuesday and Friday of the following week. The Office of Student Affairs/Life (students) and Department of Human Resources (employees) teams will receive a list of individuals required to test.
- **Tuesday-Friday of Test Week – 4 days to test and submit results of test**

Individuals may use an on-campus testing facility, if available, to complete the testing requirement. If an on-campus testing facility is used, individuals' test results will be automatically recorded, and no further action is required for the week unless otherwise advised by Office of Student Affairs/Life (students) or Department of Human Resources (employees).

Individuals who use an off-campus testing facility will need to submit test results of a valid COVID-19 test through one of the two methods:

- **Online:** Photograph or Scanned Copies (preferred method)
  - Students and employees may upload an image of their test results via MyOttawa at [www.ottawa.edu/myottawa](http://www.ottawa.edu/myottawa).
- **In Person:** Verification of Hard Copy
  - Students and employees may visit the designated office during normal business hours at any campus location and show their test results to the University representative located in that office.

NOTE: Individuals who have not submitted valid proof of vaccination or test results by the end of day Wednesday will receive a reminder email to submit test results by Friday.



- **Saturday-Sunday of Test Week – final window to get tested and submit test results**  
All individuals who have not submitted valid proof of vaccination or test results from the testing window must do so by midnight on Sunday.
- **Tuesday Following Test Week – notice delivered that you didn't do what you needed to do**  
All individuals who have not submitted valid proof of vaccination or test results for the prior week will receive a Strike. A notice will be sent to detail consequences and expectations for future adherence to this policy and Student Affairs (students) or Supervisors (employees) will receive a copy of this notice.

### HOW DO I GET TESTED?

Ottawa University will provide testing centers at the following campuses:

- Ottawa, Kansas
- Surprise, Arizona

These on-campus testing centers will be open and available for testing (hours are subject to change based on number of test recipients and specific campus schedules):

- Tuesday – 9:00 a.m. – 5:00 p.m.
- Wednesday – 1:00 – 5:00 p.m.

The specific locations at each campus are as follows:

- Ottawa, KS
  - Zook Conference Room, Schendel Conference Center
- Surprise, AZ
  - Founder's Hall Room 1025

All students and employees may utilize the testing centers on these campuses for purposes of receiving their mandatory weekly test. If you choose to use these on-campus testing centers, your test record and result will be automatically recorded into the University system. You will not need to submit the test results if you use one of these on-campus testing centers.

If you use the on-campus testing centers, the tests will be administered/provided at no charge to the student or employee. However, the student or employee may be asked to provide proof of insurance and a claim for the cost of these tests may be submitted to your insurance carrier.

If you are unable to use the on-campus testing centers, you will need to use an off-campus testing facility. If you use an off-campus testing facility, you will need to submit the result of your test to the University through one of the two methods.

If you utilize one of the on-site testing centers, these tests will be administered at no cost to you. If you are located at a campus which does not have an on-site testing center, you will need to utilize a recognized off-campus COVID-19 testing facility (Walgreens, CVS, local medical clinic, etc.). No home tests will be accepted. In most cases you should be able to get tested at no charge. You can find testing



centers here: <https://www.hhs.gov/coronavirus/testing/>. To the extent you are charged for this off-campus test, you may submit the cost of the off-campus test (maximum reimbursement per test is \$35) to the University for reimbursement of any un-insured costs. If you are located at a campus which does have an on-site testing facility, and you choose to use an off-campus facility instead, you will be responsible for all costs associated with that test.

- **Online:** Photograph or Scanned Copies (preferred method)
  - Students and employees may upload an image of their test results via MyOttawa at [www.ottawa.edu/myottawa](http://www.ottawa.edu/myottawa).
- **In Person:** Verification of Hard Copy
  - Students and employees may visit the designated office location during normal business hours at any campus location and show their test results to the University representative located in that office.

### DESIGNATED OFFICE LOCATIONS

1. OTTAWA, KANSAS
  - a. Students – Office of Student Life located in the Administration Building.
  - b. Employees – Department of Human Resources located in the Tauy Jones Hall.
2. SURPRISE, ARIZONA
  - a. Students – Office of Student Affairs located in Founders Hall.
  - b. Employees – Chief Administrator Office, Keith Johnson, located in Founders Hall.
3. OVERLAND PARK, KANSAS
  - a. Students and Employees – Overland Park Campus, Chad Taldo’s office
4. BROOKFIELD, WISCONSIN
  - a. Students and Employees – Brookfield Campus, Brian Patterson’s office
5. PHOENIX, ARIZONA
  - a. Students and Employees – Phoenix Campus, Security Office

### IMPACT OF TEST RESULTS

If your COVID-19 test result is positive, meaning you have contracted the COVID-19 virus, you will immediately move to the current COVID-19 Protocols in place for your campus for those who have contracted the virus.

If your COVID-19 test result is negative, you may continue to come to campus and will be subject to continued compliance with this policy.

### WHAT ARE THE CONSEQUENCES FOR NOT COMPLYING WITH THIS POLICY?

Upon receiving Strike 1, Strike 2, or Strike 3, the following consequences will be enforced:

#### STUDENTS

- Strike 1: A warning email is sent to notify the student that they have not submitted valid proof of vaccination or a COVID-19 test result and need to do so immediately (see the weekly



schedule discussed earlier in this policy). The Office of Student Affairs will also be notified and may notify other departments you work with closely (athletics, music, forensics, etc.).

Strike 2: The student's account is placed on hold and the student may not participate in any extra-curricular activity (athletic events, athletic practices, student events, student activities, etc.) until they have provided valid proof of vaccination or a COVID-19 test result. The Office of Student Affairs also will be notified and may notify other departments you work with closely (athletics, music, forensics, etc.).

Strike 3: Along with the Strike 2 consequences noted above, the student may not attend face-to-face classes, will have to make appropriate arrangements with their instructor to continue in each course, and will meet with their Adawe Mentor/Advisor to determine next steps, up to and including withdrawal from the University.

### EMPLOYEES

Strike 1: A warning email is sent to notify the employee and their manager that they have not submitted proof of vaccination or a COVID-19 test result and need to do so immediately (see the weekly schedule discussed earlier in this policy).

Strike 2: A warning email is sent to notify the employee and their manager that they have not submitted proof of vaccination or a COVID-19 test result and need to do so immediately (see the weekly schedule discussed earlier in this policy). This will be the second such notification (Strike 2).

Strike 3: Along with the Strike 2 consequences noted above, the employee will be placed on unpaid administrative leave for a period of 14 days. During that 14-day period the employee may provide valid proof of vaccination or submit a COVID-19 test result. If neither of these occur within that 14-day window, employee may be subject to termination.

### EXCEPTIONS TO POLICY

As previously stated, the University has implemented multiple policies and procedures during the time of the COVID-19 pandemic in our efforts to provide our students, employees, and visitors with a healthy and safe environment. This **Mandatory COVID-19 Testing Policy** is another such policy and therefore exceptions to compliance will be limited.

Any student or employee who has a documented medical reason as to why they are not to be tested for the COVID-19 virus will be exempt from this policy. The University will work with these individuals to accommodate this exception. A student who has a documented medical reason should notify a Student Affairs/Life representative. An employee who has a documented medical reason should notify the Department of Human Resources.



Any student or employee who has a documented religious reason as to why they are not to be tested for the COVID-19 virus will be exempt from this policy. The University will work with these individuals to accommodate this exception. A student who has a documented religious reason should notify a Student Affairs/Life representative. An employee who has a documented religious reason should notify the Department of Human Resources.

Any other exception to this policy will need to have the approval of the chief executive officer of the University. A student who wishes to be exempt from this mandatory testing policy for reasons other than medical or religious should work with a Student Affairs/Life representative. An employee who wishes to be exempt from this mandatory testing policy for reasons other than medical or religious should work with the Department of Human Resources.

### **HOW LONG WILL THIS POLICY BE IN PLACE?**

This **Ottawa University Mandatory COVID-19 Testing Policy** for individuals not vaccinated against COVID-19 will remain in effect until:

1. A specific campus reaches a vaccination rate for all students and employees of 80% or higher. At that point that campus may cease the mandatory testing. However, should that campus later fall below the 80% vaccination rate, the mandatory testing policy will be resumed as described in this policy statement.
2. University administration determines the policy is no longer needed.

**END OF POLICY**