

MEMORANDUM

March 3, 2022

TO: University of Guam Employees
FROM: Thomas W. Krise, President 
SUBJECT: **President's Directive 2022-03:
Employee Scheduling for Continued Operations and Updated Isolation and Quarantine Guidance**

This directive adjusts current University of Guam guidance and reflects changes from the Governor's Executive Order (EO) 2022-04 and Department of Public Health & Social Services (DPHSS) Guidance Memos 2022-09 and 2022-04, Amendment 1.

This directive addresses the continuation of student support services and UOG operations should one or more employee within a department either **1) come into contact with a COVID-positive individual, and/or 2) test positive for COVID-19**. This directive is subject to change on short notice based on evolving guidance through the Governor's EOs and DPHSS Guidance Memos.

President's Directive 2022-03 provides for the following operational requirements:

- **UOG remains fully open.** Where applicable and allowable, supervisors will structure employee schedules to rotate between working on campus and working remotely. These adjusted work schedules will help prevent the possible exposure to or spread of COVID-19 among multiple employees in an office or department. The rotating schedule will help to ensure that students, external and internal customers, and visitors conducting business on-campus continue to receive in-person or on-site UOG services. This provision will remain in place until further notice. Deans and directors have the authority to adjust schedules as the situation dictates based on their department's needs. This rotating work schedule does not apply to employees with separate, individual offices unless approved by their supervisor.

NOTE: Employees who are authorized to telework or work remotely are required and expected to physically report to duty within two hours of receiving notice from their supervisors.

- **ALL EMPLOYEES remain required to be fully vaccinated against COVID-19 or have an approved accommodation.** Employees will continue to submit proof of vaccination using the secure online at [HIPAA-compliant form at https://url.uog.edu/submit-covid-info](https://url.uog.edu/submit-covid-info).
- **Employees seeking an accommodation.** Please contact Ms. Elaine Faculo-Gogue, Interim EEO/ADA/Title IX Director, from 8 a.m. to 5 p.m., Monday to Friday, at (671) 735-2971 or by email at efgogue@triton.uog.edu.

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- **Employees who are not vaccinated.** Employees who are not vaccinated and have received an approved accommodation **ARE NOT REQUIRED** to submit weekly negative PCR or antigen tests.
- **Pfizer-BioNTech COVID-19 Booster Shots and Additional Doses of Pfizer-BioNTech and Moderna.** The Pfizer-BioNTech COVID-19 Booster Shots and additional doses of Pfizer-BioNTech and Moderna are not required for fully vaccinated employees or students. However, those who are eligible are urged to get vaccinated and boosted. Submission of booster immunizations records are not required.
- **Isolation and Quarantine Guidance.** UOG has aligned with current DPHSS guidance on isolation and quarantine procedures. Employees and students who have been in close contact with individuals who have tested positive for COVID-19 **ARE NOT REQUIRED** to quarantine or get tested if they don't feel sick and have no symptoms.

Please refer to the attached file: *2-PRESIDENT'S DIRECTIVE 2022-03 - UOG-Adapted-IsolationQuarantine-FlowChart - 2 Mar 2022.*

- **Official travel:** The prohibition on official travel shall continue, regardless of funding source and subject to exceptions made on a case-by-case basis by the vice presidents or designee. Only fully vaccinated employees or employees with an approved accommodation may request and participate in official travel. Official travel must consider the enroute requirements, requirements at the destination, and requirements upon return at the time of travel to ensure it is feasible and authorized for the round trip to occur safely and without undue delays.

General campus safety protocols for official on/off-campus activities

- **When to Quarantine, Isolate, or Get Tested:** Everyone should review and become familiar with the latest DPHSS Guidance Memos regarding when it's necessary to get tested and the timeframes for quarantine or isolation. UOG employees should follow the University's adapted Isolation & Quarantine Guidelines flowchart (attached). The UOG flowchart resembles that of DPHSS' current guidance. Deans and directors have the authority to implement stricter measures based on their specific situations within their areas of operation. Mask wearing, sanitizing, and sign-in/seating charts (for contact tracing) remain in effect.
- **COVID-19 Vaccine Boosters:** Boosters are urged for all employees and students who received their second dose of the Pfizer or Moderna vaccine five or more months ago or their Johnson & Johnson vaccine 60 or more days ago. Boosters are being offered free of charge by DPHSS. <https://vaccinate.guam.gov/vaccination-schedule/>.
- **Surgical Masks:** Use of KN95, KF94, N95, or 3-layer surgical masks are recommended for employees and students working and attending classes on campus. Cotton, neoprene, and other fabric-only masks are not recommended, as they may not provide adequate protection against the new COVID-19 variant. KN95 masks are available upon request, while supplies last. (Note: 3-layer masks and KN95 masks may be purchased at the Triton Store.)

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Contact Information

For more information and to report non-compliance, email covidsafety@triton.uog.edu.

This directive will be added to the UOG COVID-19 Updates and Operations website at <https://www.uog.edu/covid-19/#Operations>.

Attachments: UOG Isolation & Quarantine Guidelines flowchart, COVID-19 Safety at UOG info sheet, and UOG Recommended Face Masks graphic