

Interim Policy on COVID-19 Testing for Employees

I. Scope of Authority

Due to the COVID-19 Pandemic and current COVID-19 vaccination adoption rates among the employee population, all employees must complete mandatory twice weekly COVID-19 testing during the 2021-22 academic year. Individuals may be exempted from mandatory testing if:

- 1) they are fully vaccinated and have registered that vaccination with Baylor University (complete vaccination registration and upload documentation of vaccination card at baylor.edu/vaccine); or
- 2) they are within 180 days of a COVID-19 infection (email documentation of a positive test to Health_Services@baylor.edu)

Employees are expected to comply with all directives related to this interim policy. This expectation will remain in place until the University makes an official announcement otherwise. Each of us, as a member of a Christian community, has a responsibility to make decisions that place the health and wellbeing of all members of our community as our highest priority as we work together to acquire education in a mutually healthy way.

II. University Notification and Compliance

As stated in University policy, each Baylor employee is personally responsible for checking his or her Baylor email on a regular and recurring basis for receipt of official University correspondence. The written notice regarding testing that has been sent to the employee at his or her Baylor email account constitutes full and adequate notice of these requirements.

Because regular testing is so important to maintaining the health and safety of our campus community, it is vital that each employee follows the requirements of this interim policy. In the event there is a complaint of alleged noncompliance, the failure to comply will be reviewed by Human Resources as consistent with the [Standards of Personal Conduct Policy](#) and this interim policy. Should an employee be found responsible for violating this interim policy then the employee may be subject to disciplinary action. Employees should understand this interim policy has been implemented to protect their safety as well as the safety of the community.

III. Enforcement Process

Due to the importance of testing to mitigate the spread of the virus, it is vital that each employee follows the requirements of this interim policy. In the event there is a complaint of alleged noncompliance, Baylor Human Resources will notify the employee

and their manager of the alleged complaint. If the allegations of noncompliance are found to be true and accurate, the manager will require the employee's compliance with the interim policy. Should the employee choose not to comply, appropriate action(s) will be initiated as outlined in Section II above.

VI. Policy Updates

This requirement is in place until further notice by Baylor University and is subject to change based on guidance from the Centers for Disease Control and Prevention (CDC) and in coordination with the City of Waco and state of Texas health directives.