I. **Overview**

The University of Wisconsin Oshkosh promotes and maintains a safe learning and working environment for our students, faculty, staff, and visitors. UW Oshkosh and the UW System are closely monitoring the global public health concern related to the novel coronavirus (COVID-19) through trusted authorities, including the Center for Disease Control and Prevention (CDC), U.S. Department of State, and World Health Organization.

As the University returns to daily life on all three campuses, it is important that all members of our University community are empowered to report instances of non-compliance.

As such, a reporting form and process has been created so that all issues regarding COVID-19 related compliance can be reported and managed. This form and process, along with the below FAQ’s, will be made present on the Titans Return page, through the mobile app, and in various other mediums as outlined in this group’s Compliance Strategy SOP.

II. **Applicability:**

This policy applies to all faculty, staff, students, visitors, guests, and external entities, on any property owned, leased, or managed by any entity or component of the University of Wisconsin Oshkosh.

III. **Procedure for All Alert Levels:**

A. Any issue of COVID-19 non-compliance can be reported using the online form. This form runs through Maxient, a software used by the Dean of Students Office, to ensure that all possible privacy and confidentiality needs are met. Maxient also allows for tracking of reports.

B. The individual completing the report will receive a message following completion saying that someone may follow up for more information.

C. When a form is submitted, the Associate Dean of Students will receive the information.

D. The Associate Dean of Students will serve as the gatekeeper for all reports.

   1. The Dean of Students office will handle any compliance issues regarding students.
2. Any employee issues will be sent to Human Resources.
3. Any gray-area issues (reports about facilities, departments, or other unforeseen reports) will be referred to the Compliance Team leader.

**E. Reporting a person with an issue of non-compliance:**
1. If you observe a person not following expectations, you could gently remind the individual of the expectation.
2. If the behavior isn’t corrected, you should fill out the online reporting form.

**F. Employee Issues of Non-Compliance:**
1. The guidelines that are established as part of the Titans Return plan are considered workplace expectations for all employees. If an employee chooses not to follow these expectations, they will be treated the same as if they were not following other workplace expectations or policies.
2. The Human Resources office will follow-up on all reports of employees not following the guidelines established.
3. Supervisors are may be expected to follow-up on reports of employees not following the guidelines established. Supervisors should document all verbal warnings and informal attempts to correct the behavior.
4. If the issue persists, the supervisor should contact the Office of Human Resources for assistance in addressing the issue.

**G. Student Issues of Non-Compliance:**
1. The Dean of Students office will follow-up on all reports of students not following the guidelines established.
2. Individuals completing the form will be contacted by the Dean of Students office if more information is needed.

**H. Face Covering Requirements**
1. Persons not meeting face covering requirements may be reported through this process

**I. Physical Distancing Parameters**
1. Persons or facilities not meeting physical distancing parameters may be reported through this process

**J. Hygiene**
1. Persons or facilities not meeting hygienic requirements may be reported through this process

**K. Disinfection**
1. Persons or facilities not meeting disinfection requirements may be reported through this process

**IV. Guidance Documents/Policy Links:**
B. Titans Return Website: [https://uwosh.edu/titans-return](https://uwosh.edu/titans-return)
C. UW Oshkosh SOP PND-20-01: Hygiene Practices
D. UW Oshkosh SOP PND-20-02: Disinfecting Practices (Non-Custodial)
V. Templates/Forms:

- FAQ's:
  - Who receives the form once it is submitted?
    - The Dean of Students Office receives the form. All student conduct issues are managed by that office. All employee issues are referred to Human Resources. All other issues are referred to the COVID-19 Compliance Team.
  - Will my information be kept confidential if I report someone who is not complying with the health/safety guidelines?
    - While all attempts will be made to keep your information private, we cannot guarantee confidentiality.
  - What happens after I report someone?
    - The Dean of Students Office will review the submission and follow up with you if they have questions. If you have reported an individual, they will be contacted and
  - What if I can't answer every question on the form?
    - Please provide as much information as possible. If it is a cleaning issue, and you have an opportunity, a photo may be helpful.
  - What if I don’t report it right away?
    - For the health and safety of all, it's important to file your report as soon as possible. It’s everyone’s responsibility to help our community stay safe. Don’t assume someone else will report it.
  - Will I be told what happened to my report?
    - If it is a spacing or cleaning concern, you may notice a change in that space after the situation has been investigated. In most circumstances, if the case involves an individual, you will not know the outcome due to confidentiality.
  - If there was more than one person, can I just fill out one report?
    - If more than one individual was involved, we encourage you to fill out the report multiple times. An easy way to do this would be to copy and paste any of the long answers from one report to the next.

VI. Definitions

VII. Revision History:
Created: 7/13/20
Revised/Reviewed: