

# Employee Accountability Matrix:

## Responses to Employee (Faculty & Staff) Non-Compliance Working Onsite

	1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident	
Failure to Wear Mask and Assigned PPE (face shield, Plexiglas protect shield)	<p><b><u>Low (Unintentional)</u></b></p> <ul style="list-style-type: none"> <li>-Forgot mask at home</li> <li>-Stepped out of work area/cubicle/office and left the mask behind</li> <li>-Forgot to wear assigned PPE</li> </ul>	<p><b><u>Sanction</u></b> -Verbal Warning</p> <p><b><u>University Response</u></b> -Provide educational materials (return-to-work guidelines and policies, repeat the USC Health, Hygiene, and Safety Training.)</p> <p>-Provide mask and/or PPE or send the employee home</p>	<p><b><u>Sanction</u></b> -Issue written warning that includes disciplinary action language (including possible termination as a next step)</p> <p><b><u>University Response</u></b> -Provide mask and/or PPE or send employee home</p>	<p><b><u>Sanction</u></b> -Potential unpaid suspension or termination</p> <p><b><u>University Response</u></b> -Place employee on administrative leave pending investigation (Faculty Affairs or HR)</p>
	<p><b><u>High (Intentional)</u></b> -Refusal to wear a mask or assigned PPE</p>	<p><b><u>Sanction</u></b> -Issue written warning that includes disciplinary action language (including possible termination as a next step)</p> <p><b><u>University Response</u></b> -Provide educational materials (return-to-work guidelines and policies, require repeat of the USC Health, Hygiene, and Safety Training)</p> <p>-Employee must meet with HR Partner/Faculty Representative</p> <p>-Provide mask and/or PPE or send the employee home.</p>	<p><b><u>Sanction</u></b> -Issue written warning that includes disciplinary action language (including possible termination as a next step)</p> <p><b><u>University Response</u></b> -Place employee on administrative leave pending investigation (Faculty Affairs or HR)</p>	<p><b><u>Sanction</u></b> -Potential Termination</p> <p><b><u>University Response</u></b> -Place employee on administrative leave pending investigation (Faculty Affairs or HR)</p>
Failure to Physically Distance	<p><b><u>Low (Unintentional)</u></b></p> <ul style="list-style-type: none"> <li>-Failed to physically distance the required six feet</li> </ul>	<p><b><u>Sanction</u></b> Verbal Warning</p> <p><b><u>University Response</u></b> -Provide educational materials</p> <p>-Must repeat the USC Health, Hygiene, and Safety Training</p>	<p><b><u>Sanction</u></b> -Issue written warning that includes disciplinary action language (including possible termination as a next step)</p> <p><b><u>University Response</u></b> -Issue written warning</p>	<p><b><u>Sanction</u></b> -Potential unpaid suspension or termination</p> <p><b><u>University Response</u></b> -Place employee on administrative leave pending investigation (Faculty Affairs or HR)</p>
	<p><b><u>High (Intentional)</u></b> -Refusal to adhere to physical distance of six feet -- even if asked</p>	<p><b><u>Sanction</u></b> -Issue written warning that includes disciplinary action language (including possible termination as a next step)</p> <p><b><u>University Response</u></b> – Provide educational materials (return-to-work guidelines and policies, including the repeat of the USC mandated Health, Hygiene &amp; Safety Training)</p>	<p><b><u>Sanction</u></b> -Potential unpaid suspension</p> <p><b><u>University Response</u></b> -Place employee on administrative leave pending investigation (Faculty Affairs or HR)</p>	<p><b><u>Sanction</u></b> -Potential Termination</p> <p><b><u>University Response</u></b> -Place employee on administrative leave pending investigation (Faculty Affairs or HR)</p>

For faculty, all mentions of sanctions and university response in this matrix will be subject to the processes provided in the Faculty Handbook, including the roles of the Committee on Professional Responsibility and the Provost.

# Employee Accountability Matrix:

## Responses to Employee (Faculty & Staff) Non-Compliance Working Onsite

		1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident
Failure to Follow Trojan Check Process	<p><b><u>Low (Unintentional)</u></b></p> <p>-Forgot to check-in</p>	<p><b><u>Sanction</u></b> Verbal Warning</p> <p><b><u>University Response</u></b> -Provide educational materials (Return-to-work guidelines and policies, require the repeat of the USC Health, Hygiene, and Safety Training)</p> <p>-Employee will be required to complete the Trojan Check process or a paper check-in form</p>	<p><b><u>Sanction</u></b> -Issue written warning that includes disciplinary action language (including possible termination as a next step)</p> <p><b><u>University Response</u></b> -Employee will be required to complete the Trojan Check process or a paper check-in form</p>	<p><b><u>Sanction</u></b> -Potential unpaid suspension or termination</p> <p><b><u>University Response</u></b> -Place employee on administrative leave pending investigation (Faculty Affairs or HR)</p>
	<p><b><u>High (Intentional)</u></b></p> <p>-Refusal to check-in</p>	<p><b><u>Sanction</u></b> -Issue written warning that includes disciplinary action language (including possible termination as a next step)</p> <p><b><u>University Response</u></b> -Provide educational materials (return-to-work guidelines and policies, including the completion of the Health, Hygiene, and Safety Training. The employee must complete a paper check-in form, and/or complete the Trojan Check process.</p>	<p><b><u>Sanction</u></b> -Potential unpaid suspension</p> <p><b><u>University Response</u></b> -Place employee administrative leave pending investigation (Faculty Affairs or HR)</p>	<p><b><u>Sanction</u></b> -Potential Termination</p> <p><b><u>University Response</u></b> -Place employee administrative leave pending investigation (Faculty Affairs or HR)</p>
Failure to Report/Self-Isolate if Diagnosed or Exposed to COVID-19	<p><b><u>Tested Positive for COVID-19</u></b></p> <p>-Aware of exposure to someone diagnosed with COVID-19</p> <p>-Refusal to report or self-isolate for the required time</p>	<p><b><u>Sanction</u></b> -Issue final warning that includes disciplinary action language (including possible termination as a next step)</p> <p><b><u>University Response</u></b> -Immediate removal from the workplace is required.</p>	<p><b><u>Sanction</u></b> -Potential unpaid suspension or termination</p> <p><b><u>University Response</u></b> -Place employee on administrative leave pending investigation (Faculty Affairs or HR)</p>	<p><b><u>Sanction</u></b> -Potential unpaid suspension or termination</p> <p><b><u>University Response</u></b> -Place employee administrative leave pending investigation (Faculty Affairs or HR)</p>

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## Responses to Employee (Faculty & Staff) Non-Compliance Working Onsite

	1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident	
Failure to Comply with Sanitation and Disinfection Requirements	<p><b><u>Low (Unintentional)</u></b> -Failure to clean after use of routine areas and common equipment, such as copiers, shared keyboards, etc.</p>	<p><b><u>Sanction</u></b> -Verbal Warning</p> <p><b><u>University Response</u></b> -Provide educational materials (return-to-work guidelines and policies, employee will be required to complete a review of the USC Health, Hygiene, and Safety Training)</p>	<p><b><u>Sanction</u></b> -Issue written warning that includes disciplinary action language (including possible termination as a next step)</p> <p><b><u>University Response</u></b> -Employee will be required to complete additional safety training on Trojan Learn -Provide educational materials</p>	<p><b><u>Sanction</u></b> -Potential unpaid suspension or termination</p> <p><b><u>University Response</u></b> -Place employee on administrative leave pending investigation (Faculty Affairs or HR)</p>
	<p><b><u>High (Intentional)</u></b> -Refusal to wash and sanitize hands -Any other unsafe practice such as the use of hands while sneezing or coughing</p>	<p><b><u>Sanction</u></b> Written Warning</p> <p><b><u>University Response</u></b> -Provide educational materials (return-to-work guidelines and policies, including a review of the USC Health, Hygiene, and Safety Training)</p> <p>-Employee will be required to complete the Trojan Check process or a paper check-in form.</p>	<p><b><u>Sanction</u></b> -Potential unpaid suspension</p> <p><b><u>University Response</u></b> -Place employee on administrative leave pending investigation (Faculty Affairs or HR)</p>	<p><b><u>Sanction</u></b> -Potential Termination</p> <p><b><u>University Response</u></b> -Place employee on administrative leave pending investigation (Faculty Affairs or HR)</p>
Provided Inaccurate Information in Trojan Check	<p><b><u>Low (Unintentional)</u></b> Inaccurate Due to Error</p>	<p><b><u>Sanction</u></b> -Verbal Warning</p> <p><b><u>University Response</u></b> -Provide educational materials (Must follow the required Health, Hygiene, and Safety Training, and all required safety guidelines and policies).</p> <p>-Must complete Trojan Check or paper check-in form.</p>	<p><b><u>Sanction</u></b> -Issue written warning that includes disciplinary action language (including possible termination as a next step)</p> <p><b><u>University Response</u></b> -Required to complete Trojan Check or a paper check-in process</p>	<p><b><u>Sanction</u></b> -Potential unpaid suspension or termination</p> <p><b><u>University Response</u></b> -Place employee administration leave pending investigation (Faculty Affairs or HR)</p>
	<p><b><u>High (Intentional)</u></b>  -Purposely</p>	<p><b><u>Sanction</u></b> -Issue written warning that includes disciplinary action and language (including possible termination as a next step)</p> <p><b><u>University Response</u></b>  -Require meeting with HR Partner/Faculty Representative, and supervisor</p>	<p><b><u>Sanction</u></b> -Written Warning</p> <p><b><u>University Response</u></b> -Sanctions for intentional violations will involve unpaid suspension. University response will involve placement on administrative leave pending investigation (Faculty Affairs or HR).</p>	<p><b><u>Sanctions</u></b> -Potential Termination</p> <p><b><u>University Response</u></b> -Place employee on administrative leave pending investigation (Faculty Affairs or HR)</p>

For faculty, all mentions of sanctions and university response in this matrix will be subject to the processes provided in the Faculty Handbook, including the roles of the Committee on Professional Responsibility and the Provost.