

## WORKING DURING THE COVID-19 PANDEMIC POLICY

### PURPOSE

Westfield State University is committed to providing all faculty, librarians, and staff a safe return to the workplace, with increased communication, heightened information regarding precautions taken, and expectations of a shared responsibility to mitigate the risk of COVID-19 infection across campus. This policy serves to provide clarification regarding expectations of employees as they return to campus, to supplement the Returning to the Workplace Guide.

### POLICY

All employees are expected to abide by all federal and state regulations implemented to mitigate the spread of the COVID-19 pandemic, including the following:

- Face coverings or masks are required for all employees on campus when in open areas or common spaces including, but not limited to cubicles, classrooms, labs, restrooms, kitchens and eateries, hallways, restrooms, and in-office gatherings where six feet of physical distancing may not be possible to maintain. (Westfield State does not have common corridors with 6 ft. clearance, therefore masks should be worn at all times unless in a private office). Employees are expected to provide their own masks, except for Dining Services and Facilities and Operations where masks will be provided as a required part of their role. There are no acceptable alternatives or workarounds to the wearing of a mask.
- COVID-19 testing will be provided for employees on a voluntary basis, at no cost to the employee.
- The University will continue with restricted access to buildings until further notice. Employees may access their workplace building using their University ID. Only visitors with University business should be permitted on campus. Appointments and entrance to campus buildings for visitors will be coordinated by the respective department or division and will be logged in by the respective campus department (refer to the Visitor Guideline Procedure issued on August 12, 2020). These restrictions and procedures are necessary to facilitate contact tracing, if required.
- University IDs are required to be visibly displayed at all times when on campus.

# Westfield State University

Policy concerning:

APPROVED: August 21, 2020

Section: Personnel

Number: 2220

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REVIEWED:

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Employees who do not comply with the aforementioned requirements may be subject to disciplinary action.

## **REVIEW**

This policy will be reviewed by the Associate Vice President of Human Resources and updated as required, but no less than annually.