

## Guidelines for Mask Wearing at Augustana

We've had several questions about when and where masks are required on campus as well as concerns from employees about colleagues and visitors who are not wearing masks. As we all adjust to a return to campus work, we hope this guidance from the Augie Strong Task Force will be helpful.

- **Face masks are required.** All employees at Augustana are expected to wear a face covering when on campus as well as to complete a daily screening when working on campus. As we prepare for the return of students to campus, the role modeling of employees will be crucial to our success. Cloth masks are recommended and should fit close to the face and cover both your nose and mouth.
- **Working alone.** When working alone, without others around, facemasks can be removed. This includes private work areas both inside and outside. When moving from an individual work area on campus, employees should wear a face mask given the likelihood of encountering others or using shared spaces. For example, walking from a workstation to a copy machine or restroom is a time when a face covering should be worn.
- **Working with others.** If you are indoors, we require face mask usage anytime you are meeting with others even if you are able to be more than six feet apart. For this reason, virtual meetings may be more effective. If you are outdoors and can maintain a distance of greater than 6 feet, masks may not be needed.
- **Walking alone outdoors.** A face mask is not required to be worn but should be available should you come into contact with others. When classes resume or during particularly busy times on campus, it will be nearly impossible to walk outside in some areas without encountering others.
- **Walking with others outdoors.** A face mask should be worn whenever you are within six feet of another person, even if you are outdoors, so in most every case, walking outdoors with a colleague, visitor or vendor would require face mask usage. In short, those giving tours to prospective students, student-athletes, vendors, donors or others should be wearing a mask as should the campus visitors.
- **Visitors.** Those visiting campus should follow the same requirements as employee, including going through a quick screening and using a face mask. Disposable masks are available at public safety and have been provided to those areas with frequent visitors, along with no contact thermometers. We encourage you to let visitors know they will be required to wear a face mask and remind them of this upon arrival. Screening of visitors is available at public safety, if you do not have the necessary equipment available.
- **Hold each other accountable.** It is the responsibility of each and every employee to take seriously the actions that will help keep campus as safe as possible. If you see someone not wearing a mask, we encourage you to provide a reminder of the requirement. If this is a frequent occurrence reach out to the Office of Human Resources, and we can ask the manager/supervisor to provide additional guidance. Like

any rule violation, those who continue to not follow college policies, corrective action will occur.

**These guidelines apply to all employees, visitors, vendors or others on campus this summer. If you have any questions, please send those to the Office of Human Resources.**