



Office of Human Resources | West Chester University  
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## Memorandum

Date: November 18, 2020

To: West Chester University Faculty and Staff

From: William J. Helzlsouer, Associate Vice President and Chief Human Resources Officer 

RE: COVID-19 On Campus Safety Precautions and Employee Social Distancing Requirements

Colleagues,

On November 17, 2020, Secretary for the Pennsylvania Department of Health, Dr. Rachel L. Levine, MD issued and updated an order requiring universal face coverings in response to an increase in the number of positive COVID-19 cases in the Commonwealth of Pennsylvania. The updated order is attached. In order to ensure compliance of the Secretary of Health's order, this memorandum replaces my previously provided April 22, 2020 memo regarding masks and face coverings.

Please note, it is the obligation of all members of the West Chester University community to protect one another and ensure a safe University. In response to that obligation and in accordance with the November 17, 2020 order from the Pennsylvania Secretary of Health, all employees working on campus are obligated to the following:

1. All employees working on campus are required to wear masks while at work. Masks which cover the nose and mouth must be worn at all times, including outdoors, but for the following cases:
  - a. If wearing a face covering while working would create an unsafe condition in which to operate equipment or execute a task as determined by local, state, or federal regulators or workplace safety guidelines.
  - b. If wearing a face covering would either cause a medical condition, or exacerbate an existing one, including respiratory issues that impede breathing, a mental health condition or a disability.
    - i. In these cases, please contact the Office of Human Resources to discuss a reasonable accommodation.
  - c. When necessary to confirm the individual's identity.
  - d. While obtaining a service that requires the temporary removal of the face covering, such as dental services.
  - e. When working alone and isolated from interaction with other people with little or no expectation of in-person interaction.
    - i. This specifically is defined as a single individual working in four (4) wall office environment with the door closed.

- f. If an individual is communicating or seeking to communicate with someone who is hearing-impaired or has another disability, where the ability to see the mouth is essential for communication.
2. Employees should work individually and not in teams, maintaining at least six (6) feet of social distancing at all times.
3. Employees should not share tools and other work instruments. If absolutely necessary, these items should be cleaned before being shared.
4. Employees should not eat lunch or take breaks together/in the same area if six (6) feet of social distancing cannot be maintained at all times.
5. Employees are encouraged to wash hands often for at least twenty (20) seconds and avoid touching their face.
6. If employees are sick, they should not report to work and follow their normal call-off procedures.
7. Employees are encouraged to use available cleaners to disinfect work areas often.

For those faculty and staff whose work does not require them to be on campus, they are directed to refrain from coming to campus.

These directives are made in response to the attached order and out of an abundance of caution and to ensure the safety and security of the University community. While we know that these precautions may have a significant impact on your work and the work of the University, health and safety are the primary responsibility of all members of this community.

If there are any questions or concerns related to this memorandum, you are strongly encouraged to discuss it with your chain-of-command.

I thank you in advance for your time and consideration in this matter. Stay safe and healthy.