



Script for Supervisors Around Wearing Face Coverings and Following Public Health Orders

Pre-Return Meeting Expectations Talking Points

- I am excited to work together again on campus/in the office.
- Your/our role is important to the university, because...
- To be able to do this we must follow state and county orders and university policies to ensure a healthy environment.
- Together we can all accomplish our unit's objectives and maintain a healthy environment.
- The University is doing many things to make the return successful:
 - Reviewing applications for units to return to campus – we had to request.
 - Allowing no more than 30-50 percent of employees in a workplace at any given time.
 - Communicating through the Pandemic Planning Team the public health orders and expectations for following them on university grounds. Also communicating through a campaign for all students to encourage following public health guidance.
 - Limiting size of groups in classrooms, student activities, faculty and staff meetings, athletic events and other gatherings.
 - Finding ways to educate students, faculty and staff of the expectations while on our campuses and creating process to handle non-compliance.
 - Etc.
- We, including me, are expected to follow these public health precautions. They may change over time. If they do, I will ensure you have the most up to date information.
[\(https://covidrecovery.colostate.edu/public-health-precautions-during-the-semester/\)](https://covidrecovery.colostate.edu/public-health-precautions-during-the-semester/)
 - Complete a symptom report every day that we are reporting to university grounds or working in the field on university business (such as research)
 - Wearing a face covering always while in university buildings, including classrooms, offices and laboratories, a public area such as university housing hallway, community restroom, elevator or lobby, public transportation, or other public space. Face coverings should also be worn outside when you cannot physically distance.
 - Wash hands with soap and water or use hand sanitizer frequently.
 - Avoid gathering in groups when possible.
 - Maintain smart physical distancing of at least 6 feet.
- Doing these things will create the best environment for all of us. Are there any questions?
- I realize that from time to time we may forget to follow these precautions. If so, we will remind each other. Repetitive or intentional violations are a different matter and may be cause for formal disciplinary action.
- The University has created processes for individuals that are unable to wear a face covering for medical (physical or mental health) reasons. That process is handled through OEO. If you are interested in exploring that process feel free to connect with me after this meeting or contact them at oeo@colostate.edu or (970) 491-5836.
- An employee who worked through the Office of Equal Opportunity to obtain an exemption to a face covering due to health reasons will have a letter from the Office of Equal Opportunity or sticker on their university ID indicating an exemption to wearing a face covering has been granted. The employee may share with you one or the other to demonstrate they have an exemption.

- The University has also created a process for individuals to request a Temporary Work Adjustment for employees who may be identified as vulnerable individuals, who care for or live with a vulnerable individual or have childcare needs due to childcare or school closure. More information about this process and the request form can be found at oeo@colostate.edu.
- I am happy that we are all able to return to campus/the office (or remain on campus/the office). I'm here with you if you have any questions or concerns. Please feel free to reach out to me.

The following script can be followed when an employee is not wearing a face covering or following public health guidelines.

If an employee arrives at work and is not wearing a face covering:

"I see you are not wearing a face covering. I realize we are all getting used to the new face covering requirement. Do you need me to help you get one?"

A) If the answer is yes:

- 1.) Offer the employee a face covering to wear if you have one available.
- 2.) Offer to allow the employee to return home (if convenient)/vehicle/office area to retrieve one.
- 3.) Remind employee that they need to remember to wear their face covering every day.

B) If the employee refuses to wear an offered face covering and does not indicate they are unable to wear a face covering:

- 1.) Provide a gentle reminder that the University requires all employees to wear face coverings on all University property as an expectation of the job to comply with state health orders, help slow the spread of COVID-19 and mitigate the risk for others.
- 2.) Remind the employee the only exceptions are for those employees who proceed through the OEO face covering exemption process and are granted an exemption and work adjustment.
- 3.) Again, request that the employee please put on a face covering. Inform them if they refuse, they will be placed on leave without pay pending a consideration of disciplinary action up to, and including, termination of their employment. If the employee says they cannot wear a face covering due to a health impairment, see the recommended script and action in section C, below.
- 4.) If employee refuses to put on an available face covering, the best practice is to conduct step 3) again with the presence of another supervisor or leader from your work area.
 - i. If employee agrees to put on face covering, remind them that face coverings are required and you appreciate their compliance with the state and county health orders. Notify them that you will be sending them an email confirming this requirement and documenting the incident. In the future, you expect them to wear a face covering when asked.
 - ii. If the employee refuses to put on the face covering and does not speak to a health impairment, notify them they are being placed on leave without pay as disciplinary action is being considered. Ask them to leave the workplace. Ensure you have current contact information for them. Contact your HR representative.

- iii. If the employee does not leave or if during the conversation the employee becomes threatening, contact CSU police.
- C) If the answer is no and the employee states they CANNOT wear a face covering (whether they identify a medical reason or not – **please do not seek or inquire about any medical/health information**):
 - 1) Provide a gentle reminder that the University requires all employees to wear face coverings on all University property as an expectation of the job to comply with state health orders, help slow the spread of COVID-19 and mitigate the risk for others.
 - 2) Inform the employee if they believe they have a health impairment that limits their ability or makes them unable to wear a face covering, the Office of Equal Opportunity is a resource and can speak to the process for obtaining a face covering exemption. Inform the employee they cannot be on site without wearing a face covering and should take leave while they are working with OEO.

If an employee, student, or other individual comes to you and complains that an employee is not wearing their face covering:

Thank the individual for bringing the matter to your attention. Follow up by locating the non-face covering wearing employee and engage in the conversation above if you have not received confirmation from OEO that the employee has a face covering exemption.

As a supervisor, if one of your employees seeks an exemption from wearing a face covering, you will receive confirmation of any granted exemption from the Office of Equal Opportunity.