The use of face coverings is a university-wide requirement, and it will take everyone working together to keep our campus community safe. If you see someone who has forgotten to use their face covering, it’s ok to remind them by saying, “Please wear a face covering while on campus,” and help them find a reusable or disposable one, if needed. Use the suggestions below to help you address some of the employee situations that may arise regarding the use of face coverings. For additional details, review the Stage 4 Employee Operations Guidelines and Supervisor Checklist.

My employee doesn’t have a face covering.

The University has ordered reusable cloth face coverings and will be providing all employees with 2 per person. They are scheduled to arrive in late July/early August. Until they arrive, please continue to have employees use personal face coverings. If you have employees working on-site who do NOT currently have access to a cloth face covering and they need one for immediate use, please submit the Face Covering Request Form and they will be provided from our current (limited) inventory. If you need disposable face coverings for visitors, request them through the Bengal Depot Order Form.

My employee has self-identified as medically unable to wear a face covering.

Please maintain the confidentiality of your employee’s medical information. Work collaboratively with your employee and consider alternative arrangements when possible. Some options may include:

- Have your employee continue working remotely.
- Contact Disability Services to obtain an alternative means of protection. Options for alternative protection are being evaluated.
- Identify a private office or other suitable space that allows the employee to isolate from other individuals.
- Discuss the possibility of alternative shifts/work times.

For assistance, contact HR or Disability Services to discuss reasonable accommodations and documentation as appropriate to the circumstances.

My employee refuses to wear a face covering.

The requirement that employees wear cloth face coverings is important in helping our campus resume/continue operations. If your employee shows up without a face covering, you can offer them a disposable one (request through Bengal Depot Order Form). Through education, help employees understand the importance of everyone following this standard to protect our campus community. Reiterate your expectation that this requirement is followed. If the employee continues to refuse, ask them to offer an alternative solution, and work with them to problem-solve when possible. Contact HR if you need assistance. If the employee continues to willfully disregard the need for face coverings, risking the health and safety of the campus community, contact the HR Office to discuss steps for corrective action, which may include progressive disciplinary action.

My employees are in conflict with one another regarding the use of face coverings in the workplace.

As a leader, you set the standard for your team and should lead by example. Emphasize a culture of compassion, helping your employees empathize with other perspectives, and encouraging respectful dialogue. Empower employees to communicate their wishes regarding the use of face coverings, and provide them ready-to-print flyers if desired. It is equally important for those who are able to wear face-coverings to also understand and respect that some individuals cannot wear them due to medical circumstances. If there is a situation where employees must interact and have different abilities related to face coverings, encourage them to think creatively and use technology (email, phone, chat, Zoom, etc.) as needed. If you wish to talk through any particular situation, please contact HR; hru@isu.edu, 208-282-2517.