

Dear Presidents,

We wish to take this opportunity to share our appreciation for those employees who are working on campus during this time and to reiterate that the health and safety of our community members is of the utmost importance. As such, it is imperative that we follow public health guidelines to maintain a safe campus environment. According to Governor Wolf's order, all employees, either working on campus daily or coming to campus intermittently, must wear a face mask and maintain social distancing of at least six feet from other individuals.

There are some exceptions to the requirement of wearing a face mask. Individuals working independently in private spaces are not required to wear a mask, nor is this required while eating. If eating with others, social distancing should be maintained. An employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or would create an unsafe condition in which to operate equipment or execute a task. Otherwise, please wear a mask when working around or encountering others, indoors and outdoors.

We encourage everyone to exercise the following routine hygiene etiquette as this is the best way to prevent the spread of infection:

- Do not shake hands
- Do not share headsets, phones, food or drinks
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available
- Avoid touching your mouth, nose, or eyes
- Cover coughs/sneezes with your arm or a tissue
- Microsoft Teams meetings are encouraged during this time (in person meetings of 25 or more are prohibited)
- Avoid exposure to others who are sick
- Stay home if you are not feeling well (except to visit a health care professional) and avoid close contact with others
- Get adequate sleep, exercise, and eat well-balanced meals to ensure a healthy immune system
- Clean and disinfect frequently touched objects and surfaces

As always, the health and safety of our students, and employees is our top priority. We will continue to keep our campus community informed as we move through the upcoming weeks and learn of any lifted or updated safety requirements.

Thank you for your cooperation.

Human Resources