

OBERLIN

COLLEGE & CONSERVATORY

Employee COVID-19 Acknowledgment

- 1.) You **MUST** take your temperature prior to reporting to work each day. If you have a temperature above 100.4 you may not report to work.
- 2.) If you do not feel well while at work, please, do not stay at work. Inform your Manager or Supervisor, proceed home and properly document your time away from work. Contact your health care professional as needed.
- 3.) You are being issued three (3) reusable masks. You will be required to keep your mask clean and in good repair. Masks should be laundered before use. Wear the mask with the white lining side against your face. The mask must cover your nose, mouth and chin when worn. Employees may also wear their own masks at any time.
- 4.) You must wear a mask when you are on campus, unless you are working alone or are unable to wear one for health reasons. If you are unable to wear a mask, you must document your health status with the Department of Human Resources. When outside, you should wear a mask when you are within 6 feet of others. You may remove your mask in your office IF you have an office with a door that you can close.
- 5.) Meetings should be conducted via Zoom. If they must be done in-person, you must meet in an office or conference room where you can be separated by at least a 6-foot open space between guests. In person meetings are limited to 10 people or less.
- 6.) Employees should not congregate in work rooms, kitchens, copier rooms or other common areas where people socialize. Please practice social distancing guidelines and keep 6 feet apart when possible.
- 7.) Practice cough and sneeze etiquette in the workplace and public areas. Wash hands thoroughly and frequently with soap and water for at least 20 seconds. Follow **all** signage in your work area as it applies to COVID-19.
- 8.) If you feel that you need to talk with someone about stress, please contact the Department of Human Resources for information regarding COVID-19 Resources for Employees. <https://www.oberlin.edu/human-resources/covid-19-resources-employees>
- 9.) If you be are in a high-risk category and are concerned about returning to work, please consider speaking to the Department of Human Resources and applying for an ADA accommodation. <https://www.oberlin.edu/human-resources/covid-19-resources-employees>

Should your mask be lost or become damaged, please contact the Environmental Health and Safety Office at ehs@oberlin.edu for replacement.