

Issued: 08/13/2021

POLICIES

Responsible Official: Executive Vice President/Provost and
Executive Vice President/Chief Financial Officer

Responsible Office: Dean of Students and Human Resources

Purpose

Informed by the latest science and public health guidance, the measures described in this policy are critical to protecting the University community in response to COVID-19.

Policy

Health & Safety Measures Compliance Expectations for Faculty, Staff, Students and Visitors

The University is a community, and as such, we seek to maintain the health and safety of all members by engaging in appropriate personal hygiene measures and following recommended guidance from federal, state and local health officials, including, but not limited to wearing face masks, maintaining social distancing, reducing density, etc. as recommended. The University is continuously monitoring current conditions, reviewing recommendations and publishing current health and safety measure requirements on our Coronavirus Updates website located at:
<https://www.memphis.edu/coronavirusupdates/>

Faculty, staff, students and visitors are expected to monitor current health and safety measure requirements posted to our website and through other official communication channels including, but not limited to University email. Definitions related to those requirements appear in this policy. Failure to comply with the University's published health and safety measure requirements is a violation of this policy and will be treated as a violation of the University's expectations for students and/or employees, resulting in discipline, up to and including removal from the campus community. Visitors and guests may be removed and barred from returning to the campus and/or engaging in activities sponsored by our community.

Symptom Monitoring

Students, faculty and staff who are experiencing any of the symptoms listed below, should not come to campus and should get tested.

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Congestion or runny nose
- Diarrhea
- Cough
- Fatigue
- Headache
- Sore throat
- Nausea or vomiting

All individuals should monitor symptoms using

<https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html>

Testing and Notification

Members of the University community who test positive must stay at home, isolate and report the result to the University. Community members who may have been exposed should also inform the appropriate University office and follow instructions regarding quarantine, etc. Employees should contact Human Resources at hr@memphis.edu or 901.678.3573. Students should contact the Office of the Dean of Students at deanofstudents@memphis.edu.

University staff will guide the community member through University protocols and provide relevant resources.

Enforcement

What to do if there is a violation of these expectations:

All employees and students are responsible for adhering to this policy and the guidelines specified on the [COVID-19 Guidelines](#). As a community, members should expect that other members respectfully and compassionately hold each other accountable for everyone's safety and wellbeing. A limited number of face masks may be available from the Dean of Students and Human Resources.

Faculty members instructing courses have the discretion and authority to enforce an immediate removal of a student causing a classroom disturbance or not adhering to this policy during the class period in which the disturbance occurred. Additional requests for removal of a student from the classroom must be made to the Dean of Students pending completion of the University's disciplinary

process. Faculty should immediately report classroom disturbances to their department chair and the Dean of Students.

The Department of Human Resources in collaboration with supervisors are responsible for enforcing this policy. Supervisors have the discretion and authority to enforce an immediate removal from an office or service location of an individual who is not compliant with this policy. Supervisors should immediately report such removal to the appropriate campus authority (Human Resources, Academic Affairs, Dean of Students and/or Police Services depending on the relationship of the individual with the University).

Employees who repeatedly or flagrantly violate these community expectations will be referred to the employee discipline process. Supervisors may be empowered to send a non-compliant employee home in consultation with Human Resources.

Likewise, students who repeatedly or flagrantly violate these community expectations may be referred for discipline under the Student Code and, if appropriate, immediately removed from campus by the Dean of Students. Referrals for student discipline may be made to studentaccountability@memphis.edu.

Students who forgot a mask can obtain one for free at the Dean of Students Office, University Center Room 359. Employees who forgot masks can attain a disposable mask from Human Resources, Administration Building room 165.

Definitions

The following definitions for health and safety measures will apply when required according to the University's Coronavirus Updates website and through other official communications, including email:

Face Masks (includes face shields)

The institution sent a campus wide communication regarding mask use on January 13, 2022 stating masks are strongly recommended to be worn by all persons while indoors and in places where maintaining appropriate social distancing is not possible. View the state law regarding masks (14-2-104)

<https://www.memphis.edu/coronavirusupdates/guidelines/tennessee-2021-sb9014-chaptered.pdf>

- Face masks **should** fit appropriately and:
 - Fully cover an individual's nose and mouth;
 - Fasten securely with ties or ear loops and allow the individual to remain hands-free;
 - Fit snugly but comfortably against the side of the face;
 - Can be disposable or reusable; and
 - Should be made of breathable material.
- In accordance with guidance from health authorities, the following are NOT acceptable face masks:
 - Open-chin triangle bandannas;
 - Costume masks; or
 - Helmets.
- There are specific instances when a face mask isn't required to be worn:
 - In a campus dining location while sitting stationary and eating.
 - In the individual's residence hall room, including the bathroom facility while attending to one's own hygiene. (Students are **highly recommended** to wear a mask from their individual bedroom to a communal bathroom).
 - In an individual's closed office space, separate from other students and employees.
 - In an individual's private vehicle parked on campus.
- Face masks may also **highly recommended** in outdoor settings on campus if safe social distancing and gathering practices are not possible, unless subject to an exception.

There are no current communications regarding social distancing. If the University sends any guidance regarding social distancing, the terms listed below will apply.

Social Distancing when required by messaging through official communication channels

All members of the University community, including visitors and vendors, are responsible for following social distancing and safety measures:

- Social/physical distancing of six feet or more is required in all in-person environments. Classroom exceptions require approval from the Provost and any other facility/campus ground exceptions must be approved by the Chief Financial Officer.

- Elevators should only be used by one individual per elevator car, unless otherwise noted. Individuals not requiring the use of an elevator are encouraged to take stairs whenever possible to ensure that those members of our community requiring the elevator for mobility have access.
- Limitations on campus space usage (capacity, setup, timeframe, etc.) must be followed.
- All student organizations will be required to follow restrictions on programming and activities issued by the Office of Student Leadership and Involvement.

FAQ's

Refer to the [University's COVID-19 website](#) for additional information and related FAQs.

Links

University's COVID-19 website

<https://www.memphis.edu/coronavirusupdates/>

Revision Dates

GE2040 - Issued April 15, 2021

GE2040 - Issued as Interim Policy August 24, 2020

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Research	Student Affairs
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>