

POLICIES

Issued: 08/24/2020

Responsible Executive Vice President of Academic Affairs, Provost and
Official: Executive Vice President of Business and Finance, Chief
Financial Officer

Responsible Dean of Students and Human Resources
Office:

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.

Definitions

Policy

**Expectations for Faculty,
Staff, Students, and Visitors**

The University is a community, and as a community, we seek to maintain the health and safety of all members by wearing face masks, maintaining social distancing, and engaging in appropriate personal hygiene measures. Failure to comply with this policy 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.

Hand Washing/Sanitizing

- All members of the University community, including visitors and vendors, must wash hands often with soap and water for at least 20 seconds.
- If soap and water are not readily available, a hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol must be used.

Social distancing

- All members of the University community, including visitors and vendors, are responsible for the 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 1 individual per elevator car and 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.

Face Masks (this can include face shields)

- To protect the health and well-being of the University and wider community, the University is requiring all individuals, including students, faculty, and staff, to wear a mask that covers the mouth and nose while on campus grounds, in all University of Memphis facilities, classrooms, shared office spaces, public spaces, and campuses (Main Campus, Park Avenue, Lambuth, Millington, Collierville, and Law School.)
- Faces masks are not a substitute for social distancing.
- Face masks must 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:
 - Neck gaiters;
 - Open-chin triangle bandanas;
 - 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 will still need 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 also required in outdoor settings on campus if safe social distancing and gathering practices are not possible unless subject to an exception.
- Restrictions in University owned and controlled housing include:
 - Campus residents will have access to their floor and building only;
 - Visitation is suspended until further notice;
 - Gatherings are not permitted in any rooms, common areas or lounges/lobbies; and
 - Residents may not visit other residents in rooms.
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Symptom Monitoring

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

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

All individuals should monitor symptoms using <https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html>

Enforcement and Protocols

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.

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 [Return to Campus Plan](#). 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 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, 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 Deans of Students Office University Center Room 359. Employees or Faculty who forgot masks can obtain them at Human Resource Administration Building room 165.

FAQs

Links

<https://www.memphis.edu/coronavirusupdates/plan/index.php>

Revision Dates

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Research	Student Affairs
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