



January 22, 2021

To: Wabash Faculty and Staff
From: Cathy Metz
Re: Guidelines for Employees

To provide for physical distancing, we will continue remote work, staggered schedules, and other strategies for reducing the density of people on campus. When on campus, you should wear a mask when around others and in high-traffic places, keep physical distance, wash your hands frequently, and stay home if you are ill. Compliance with these guidelines is required; failure to comply may result in discipline. Please report any health or safety concerns to Cathy Metz.

If you have any health-related requests for working accommodations ([COVID-19](#) or otherwise), please make the request to Director of Human Resources Cathy Metz via email (hr@wabash.edu) or telephone (765-361-6418). No details are necessary in an initial email or call. Cathy will tell you what details she needs. If you or a family member tests positive for COVID-19, please contact Cathy Metz for further instructions.

Monitor your [health symptoms](#) daily before coming to work and complete the [COVID Pass app](#) daily. If you do not regularly work on campus, you must use the COVID Pass app for 10 days prior to coming to campus. If you exhibit any [symptoms of COVID-19](#), DO NOT come to work; seek medical care and notify your supervisor that you will not be coming to work and discuss remote work options. Please consult with your primary care provider regarding any health questions, and with Cathy Metz about any work-related questions.

Face masks must be worn in the presence of others or in public areas where physical distancing measures are difficult to maintain. Maintain physical distance of at least six feet from others. If you are working alone in your office, you do not need to wear a mask. For more information on proper face mask usage see the [CDC guidelines](#).

Sneeze or cough into your sleeve or elbow, not your hands. Wash your hands for at least 20 seconds with soap and water after coughing, sneezing, blowing your nose, touching your face, using the restroom, before eating, touching your mask, or if you have been in high-contact situations. If soap and water are not readily available, use a hand sanitizer with at least 60% alcohol. Avoid sharing personal items and work supplies with others. If you need to access a shared item, e.g., water fountain or copier, please sanitize the items you touched after each use.

Be mindful of your well-being and take steps to cope in healthy ways, including adequate sleep, healthy food choices, regular exercise, talking with friends, taking media breaks, and avoiding alcohol and drugs. Even though we may be physically distanced, find ways to connect with others, and seek professional help if you need it. Resources are available through the College's [Employee Assistance Program](#).

Stay alert for revisions to these guidelines, which may occur as circumstances evolve.

