

SLIPPERY ROCK UNIVERSITY OF PENNSYLVANIA
INTEROFFICE CORRESPONDENCE

Office of Human Resources
Office of Emergency Management

DATE: April 20, 2020

TO: All SRU Employees

FROM: Lynne Motyl
Chief Human Resources Officer

Paul M. Novak, Executive Director
Emergency Management Administrator

SUBJ: Mandatory Health and Safety Measures

For the health and safety of all employees, and to comply with the orders of the Pennsylvania Secretary of Health, effective immediately the following mandatory health and safety measures in support of social/physical distancing will be in place.

- If an employee becomes ill, they should STAY HOME. Employees should notify their supervisor in accordance with normal call-off procedures and not report to work
- All employees should be diligent in washing their hands using soap and water for at least twenty (20) seconds or use hand sanitizers. Particular attention to handwashing should be taken before and after eating and break times, and after using the restroom and touching hard surfaces. Keep hands away from touching their faces.
- Employees should work individually – not in teams – maintaining a distance of at least six (6) feet between other employees/individuals at all times. If an emergency situation arises where a work task requires more than one worker, employees are to notify their supervisors PRIOR to beginning work.
- Employees should not eat their lunch or take breaks together in the same area where the social/physical distancing distance of six (6) feet cannot be maintained at all times. The University will provide alternative areas for employees to eat meals and take breaks is social/physical distancing is not able to be achieved in their previously used breakrooms/areas.

- Employees are not to share tools or equipment. If sharing of tools is necessary, employees are to clean and sanitize tools prior to and after each use.
- The use of University vehicles is limited to one employee per vehicle. Sanitize vehicle touch points of door handles, steering wheels, gear shifts and dashboard controls prior to and after each use.
- All employees working on campus are required to wear masks/face coverings while at work.
 - Employees may wear a mask/face covering they bring to work with them or they may use a mask/face covering provided to them by the University.
 - Employees are responsible for having masks/face coverings each workday once provided.
 - Masks/face coverings provided by the University are for use only by the employee it is initially provided to and are not to be shared with other employees
- Employees should follow the guidance set forth below with respect to the use and care of masks/face coverings:
 - Prior to donning (putting on) masks/face coverings, wash hands using soap and water for at least 20 seconds or use hand sanitizer
 - Ensure nose, mouth and chin are covered
 - Avoid touching the mask/face covering while wearing; if adjustments are needed during use, wash hands for at least 20 seconds or use hand sanitizer after adjusting the mask/face covering
 - After doffing (taking off) masks/face coverings, wash hands for at least 20 seconds or use hand sanitizer
 - Place masks/face coverings into a plastic bag until it can be laundered
 - Launder masks/face coverings after each use in hot water using laundry detergent, and dry on high heat

The University requires all employees follow these measures for their own health and safety, as well as the health and safety of other employees. Failure to follow these measures may result in formal disciplinary action.