



Office of Human Resources | West Chester University
201 Carter Drive, Suite 100 | West Chester, PA 19383 | 610-436-2800 | fax: 610-436-3464 | www.wcupa.edu

Memorandum

Date: April 22, 2020

To: West Chester University Faculty and Staff

From: William J. Helzlsouer, Associate Vice President and Chief Human Resources Officer

A handwritten signature in blue ink, appearing to be "WJH", with a stylized flourish at the end.

RE: COVID-19 On Campus Safety Precautions and Employee Social Distancing Requirements

Colleagues,

West Chester University Administration continues to be working steadily to monitor, plan, and address the complex COVID-19 (novel coronavirus) pandemic as it impacts the Commonwealth of Pennsylvania and the United States.

It is the obligation of all members of the West Chester University community to protect one another and ensure a safe University. In response to that obligations and in accordance with the April 19, 2020 order from the Pennsylvania Secretary of Health, all employees working on campus are obligated to the following:

1. All employees working on campus are required to wear masks while at work.
2. Employees should work individually and not in teams, maintaining at least six (6) feet of social distancing at all times.
3. Employees should not share tools and other work instruments. If absolutely necessary, these items should be cleaned before being shared.
4. Employees should not eat lunch or take breaks together/in the same area if six (6) feet of social distancing cannot be maintained at all times.
5. Employees are encouraged to wash hands often for at least twenty (20) seconds and avoid touching their face.
6. If employees are sick, they should not report to work and follow their normal call-off procedures.
7. Employees are encouraged to use available cleaners to disinfect work areas often.

For those faculty and staff whose work does not require them to be on campus, they are directed to refrain from coming to campus. Going forward, should you require access to your physical office/lab/or other workspace to retrieve items necessary to perform a work function, you are obligated to obtain approval from your chain-of-command in advance. This approval should be obtained before notifying the Office of Public Safety (610-436-3311) of your arrival on campus. In notifying the Office of Public Safety you are obligated to provide a date, time, and approximate duration of your time on campus.

Should you then come to campus with prior approval from your chain-of-command and notice to the Office of Public Safety, you must do so while maintaining social distance, at least six (6) feet from others, and while wearing a mask. No employee should report to campus without prior approval and proper notice.

These directives are made out of an abundance of caution and to ensure the safety and security of the University community. While we know that these precautions may have a significant impact on your work and the work of the University, health and safety are the primary responsibility of all members of this community.

If there are any questions or concerns related to this memorandum, you are strongly encouraged to discuss it with your chain-of-command.

I thank you in advance for your time and consideration in this matter. Stay safe and healthy.