

OFFICES, WORKPLACES & COMMON AREAS



The Mount Safe Initiative seeks to safeguard the health and well-being of all members of the Mount community during the COVID-19 crisis while fostering student success. Our policies and procedures will be updated as our knowledge about and understanding of the virus evolves.

DETAILS

- Plexiglass shields will be in place in some areas (such as identified reception areas) where physical distancing is not possible.
- If possible, meetings and communication should be virtual. Physical distancing will be maintained for in-person meetings.
- Community members who exhibit COVID-19 symptoms, are COVID-19 positive or have been in contact with a COVID-19 positive person must stay home and self-isolate if possible. The university will arrange for isolation housing for students who are unable to do so.
- All community members and visitors will be required to complete a daily temperature check and complete a daily health questionnaire to verify that they are permitted on campus.
- To reduce the density of employees on campus, some offices may use a variety of scheduling options such as alternating shifts, staggered start times, or teleworking.
- All classrooms and public areas will be cleaned daily by our custodial staff in accordance with CDC guidelines.
- Hand sanitizer dispensers have been installed throughout all buildings.

- Only visitors with official university business will be permitted on campus. In general, visitors will be restricted to buildings where they are conducting business.
- Business travel will be limited to essential business and international travel is prohibited.

YOUR ROLE

- Everyone is required to wear a face coverings while indoors and when in the presence of others. The face covering may be removed while alone in a private office.
- Everyone will maintain physical distancing (6 feet or two arm's length) between each other and between work stations.
- Please do not share folders, papers, staplers or other items or disinfect them between users.
- Please wipe down your workspace with disinfectant at the end of each day and maintain a clean work environment. Wipe down shared equipment (copiers, coffee makers) after each use.

Please be considerate of your fellow Mounties by complying with these policies.