



## Face Covering Guidelines Enforcement Directive

Employees are required to wear facial coverings and observe physical distancing as a condition of employment, as well as for the health and safety of themselves, their colleagues, and the LC State community. Face coverings or face shields may be obtained in the Human Resource Services department if the employee does not have one.

Department supervisors are required to ensure all of their employees have a thorough understanding of these requirements. Employees who do not comply should be reminded of the safety protocols and be provided additional education and training as needed.

If an employee refuses to comply after additional education and training, contact your Human Resource Services department to discuss the appropriate corrective action.

Corrective action will be as follows:

<b>First Offense</b>	Supervisor must communicate the guidelines and this directive to the employee to make sure she/he understands that face coverings and safety protocols are a requirement for <b>ALL</b> employees, students, and community members.
<b>Second Offense</b>	Written Reprimand.
<b>Third Offense</b>	Written reprimand, and employee is sent home for the remainder of the day without pay.
<b>Final Offense</b>	Disciplinary action, up to and including termination of employment.

If an employee states she/he is unable to wear a face covering due to a health condition, refer the employee to the temporary reasonable accommodation process <https://www.lcsc.edu/hr/temporary-reasonable-accommodation-process/>. Campus employees with concerns that other employees are not complying should speak directly with their supervisor.

### Policies for Reference:

LC State Policy 3.117, Dismissal of Faculty and Other Exempt Employees for Cause:

<https://www.lcsc.edu/media/6043927/3117-dismissal-of-faculty-and-exempt-employees-for-cause.pdf>

LC State Policy 3.120, Separation of Classified Employees:

<https://www.lcsc.edu/media/5952117/3120-separation-of-classified-employees.pdf>

State Board of Education Policy II.L. Discipline, Adequate Cause, All Employees: <https://boardofed.idaho.gov/board-policies-rules/board-policies/human-resources-policies-section-ii/discipline-adequate-cause-all-employees-ii-l/>