

# Face Coverings Toolkit for Supervisors & Co-Workers

The use of face coverings is a college-wide requirement, and it will take everyone working together to keep our campus community safe. If you see someone who has forgotten to use their face covering as outlined in LC State's [Face Coverings Guidelines](#), it's OK to remind them by saying, "Please wear a face covering while on campus," and help them find a reusable or disposable one, if needed. Facilities will include signage reminding employees about face coverings, and additional signage can be printed and posted by managers in their areas as needed ([download signage](#)).

The suggestions below are to help supervisors address some of the employee situations that may arise regarding the use of face coverings.

## Employee doesn't have a face covering.

The college has a limited number of reusable cloth and disposable face coverings to be used as needed, however, it is the expectation that each employee provide their own face coverings (as is often the case for dress code requirements). Face coverings, including those with LC logos, are available for purchase through the LCSC Bookstore.

## Employee has self-identified as medically unable to wear a face covering.

Please maintain the confidentiality of your employee's medical information. Work collaboratively with your employee and consider alternative arrangements when possible. Some options may include:

- Have your employee work remotely.
- Contact Human Resource Services to obtain an alternative means of protection. Options for alternative protection are being evaluated.
- Identify a private office or other suitable space that allows the employee to isolate from other individuals.
- Discuss the possibility of alternative shifts/work times. For assistance, contact Human Resource Services to discuss reasonable accommodations and documentation as appropriate to the circumstances.

## Employee refuses to wear a face covering.

The requirement that employees wear face coverings is important in helping our campus continue operations. If your employee shows up without a face covering, you can offer them a disposable one if available. Through education, help employees understand the importance of everyone following this standard to protect our campus community. Reiterate your expectation that this requirement is followed. If the employee continues to refuse, ask them to offer an alternative solution, and work with them to problem-solve when possible. Contact HRS if you need assistance. If the employee continues to willfully disregard the need for face coverings, risking the health and safety of the campus community, contact the HRS Office to discuss steps for corrective action, which may include progressive disciplinary action.

## Additional resources for all employees:

- [Return To Work and Stay Healthy Statewide Guide \(DHR\)](#)
- [Temporary Reasonable Accommodation Process \(LC State\)](#)

