



Supervisors

What to do if an employee refuses to wear a mask or face covering

Wear masks or face coverings.

Effective July 1, 2020, a [mask or face covering](#) must be worn at all times when in any enclosed or indoor space on University campuses and properties-with some exceptions.



Wearing a mask or face covering is just **one way** we all can help to prevent the spread of COVID-19:

- Practice physical distancing
- Wash hands with soap and water,
- Minimize how often we touch our faces
- Monitor our health
- Stay home if we feel sick.

What to do if wearing a mask or face covering is required but an employee is not wearing one:

- 1. Talk with the employee** and remind them that a mask or face covering is required.
- 2. If the employee doesn't want to wear a mask or face covering**, find out why (i.e. "Tell me why you don't want to wear a mask or face covering.")
- 3. If the employee requires accommodations** for health or disability reasons, the employee should be referred to unit HR, who will consult with the [Disability Resource Center](#) or appropriate campus resources.
- 4. If the employee does not require accommodations** for health or disability reasons, provide them with a mask or face covering. If the employee still refuses to wear a [mask or face covering](#), send them home for the day and consult with unit HR. Refusal to wear a mask on a repeated basis will become a performance issue and disciplinary action may become necessary.