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.