

# EMORY UNIVERSITY

## “HOW-TO” GUIDE FOR SUPERVISORS: REMINDING OTHERS TO WEAR FACE COVERINGS

To reduce the spread of COVID-19, Emory University now requires that everyone wear face coverings while on campus. The health and safety of our community depends on compliance with this new requirement. As a leader, it is your responsibility to ensure your employees comply by wearing masks. Here are some tips:

### MODEL THE BEHAVIOR

As a leader, your actions speak volumes. Wear your face covering properly and at all times to show others what healthy behavior looks like. By modeling the behavior, you encourage others to do the same.



### ENSURE SIGNAGE IS POSTED

Make sure your unit has signs posted about wearing masks in key areas. If you need to request signage, contact Campus Services: [www.campserv.emory.edu](http://www.campserv.emory.edu).



### CLEARLY COMMUNICATE

Clearly communicate to your team what compliance looks like. Reiterate that masks must be worn at all times when on campus, both indoors and outdoors. Guidelines for usage can be found on the HR website: [www.hr.emory.edu](http://www.hr.emory.edu).



### HOLD OTHERS ACCOUNTABLE

Emory is encouraging all community members to remind each other to wear a mask. As a leader, you have even more responsibility to ensure compliance across campus. Let your employees know that they can always bring their concerns about compliance directly to you.



### LISTEN TO UNDERSTAND

If an employee is having issues with compliance, calmly bring it to their attention and ask questions about what is keeping them from wearing a mask. Acknowledge their feelings but make sure they understand their responsibility to the health and safety of our community.



### TAKE ACTION WHEN NEEDED

Have a plan as to how you will address issues. You should handle an employee's non-compliance with wearing a mask in the same way that you would handle any disciplinary matter. Document any warnings you issue and follow Emory's progressive discipline procedures. Contact Employee Relations if you need assistance.



### IF SOMEONE STATES THEY ARE UNABLE TO WEAR A MASK

Individuals with asthma, chronic obstructive pulmonary disease (COPD), other respiratory disabilities, or other types of disabilities may not be able to wear a mask. In these cases, employees should contact the Department of Accessibility Services to explore potential accommodations: <https://accessibility.emory.edu>.



### USE FSAP FOR EMOTIONAL HELP

These are difficult times for everyone and you shouldn't try to take on the role of psychologist or counselor. If an employee needs emotional help, direct them to Emory's Faculty Staff Assistance Program (FSAP). Call 404-727-WELL (9355).

