

Dear Faculty and Staff:

Wiley College has entered into the campus-wide quarantine posture, January 12-22, 2022 (with the understanding that the quarantine may continue due to rates of COVID-19 spread and issues of safety). Our efforts last semester during the campus-wide quarantine and vaccination policy and regular testing decreased the impact of COVID-19 on our campus. Given the circumstances, we continue to be vigilant to create the safest environment possible. Therefore, faculty and staff must adhere to these protocols to ensure the “bubble” is effective.

- **Wiley College continues to adhere to a general no guest/visitor policy.** Any guests or visitors on campus are here on official campus business (contractors), have been registered with the College, and participated in our on-site testing program. Any of these official guests or visitors must be wearing their masks.
- **Wiley College is a mask-required campus.** All employees must wear their masks at all times while on campus (when you are in shared spaces with others, even outside).
- **Wiley College requires faculty and staff to participate in mandatory and random COVID-19 testing.**
- **All meetings are to be held virtually.** Staff and faculty should not have in-person contact with one another (including riding in cars). Adhering to 6ft. or more social distancing practices limits the likelihood that employees have significant exposure to COVID-19. Staff that share vehicles for Wiley College business must adhere to the mask-wearing policy within the vehicle.
- Complete daily health checks (also known as health screenings), including temperature and COVID-19 symptom self-checks, before coming to work and entering a campus building (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>). The individual must monitor themselves and not access any campus locations if they are symptomatic. Faculty and staff who test positive or have had significant exposure must notify Human Resources (kmoody@wileyc.edu) for further instructions.

Reporting:

Violations of Wiley College’s COVID-19 Prevention Protocols will be addressed through the College’s conduct policies and processes as described below and include accountability measures for faculty and staff.

Employees who have concerns related to an individual's failure to comply with this policy, or any other COVID-19 related policy, should report the concern to the individual's supervisor(s) or the Office of Human Resources if the supervisor is not immediately available. The appropriate Wiley authority will determine if the expectations have been violated and, if so, will follow the disciplinary actions listed:

A. First Violation- Written Warning

B. Second Warning- One Week Suspension Without Pay

C. Third Warning- Termination of Employment

The disciplinary action will be made by the appropriate supervisory authority in consultation with Human Resources. The employee will be notified of the decision and may file a written appeal to the Office of Human Resources within 48 hours of receipt of the decision. The employee will be notified of the outcome of the appeal within two business days of receipt of the appeal and will be considered final.

To learn more about protocols for students, please visit: <https://www.wileyc.edu/pandemic-response/>