



## **COVID-19 Conduct Policy and Disciplinary Process**

### **Introduction**

Wiley College has adopted this temporary administrative policy to immediately address any behaviors that violate community standards for protecting everyone's health. Faculty and staff who choose not to wear a face covering or follow existing public health safety standards shall face immediate disciplinary action, including termination of employment.

The provisions of this policy may change depending on health conditions and state of Texas mandates. Faculty and staff should consult this website for updates.

### **Conduct Expectations for Faculty and Staff**

Faculty and staff are required to comply with all applicable Covid-19-related policies. In addition to the above, faculty and staff are required to take the necessary measures to keep themselves and the community safe including, but not limited to, the following:

- Complete all required safety trainings.
- Comply with all testing, quarantine, isolation and contact tracing protocols as directed by the College, as well as those required by local, state or federal officials.
- Wear face coverings that fit securely and snugly against the sides of the face, and cover the nose and mouth as required by Wiley College policies. Face coverings must be in proper place before entering a Wiley College campus building.
- Comply with all maximum occupancy requirements, signage, and floor markings posted in all campus spaces.
- Maintain physical distance (6 feet) from others, to the greatest extent possible.
- Complete daily health checks (also known as health screenings), including temperature and [COVID-19 symptom checks](#), prior to entering campus or coming to work (as applicable). The individual must monitor themselves for COVID-19 symptoms and must not access any campus locations if they are symptomatic. Faculty and staff who are symptomatic may not be on campus and should notify their supervisor and contact their medical provider for further instructions.
- Faculty and staff will follow their department's protocols to clean high-touch areas and shared items.
- Frequently and thoroughly maintain hygiene by regular hand washing with soap and warm water or use of hand sanitizer (when soap and water are not available) throughout the day, and before and after entering classrooms, work areas or other common areas.
- Abide by all policies related to visitors/guests on campus.

- Be respectful and attentive to anyone who needs help or a reminder about community expectations.
- Avoid bias-based discrimination. The current COVID-19 outbreak has provoked bias and discriminatory behaviors against people of certain racial and ethnic backgrounds. We know that the virus does not differentiate with respect to race, ethnicity, national origin, gender, sexual orientation, age, socio-economic status, or physical ability. During this time of great uncertainty based on the COVID-19 pandemic, faculty and staff are expected to treat others with the respect every human being deserves and not promote, participate in, or allow their own bias to impede the access and opportunity of others in their community.

## **Disciplinary Process**

### **A. Reporting**

Violations of this policy will be addressed through the College's conduct policies and processes as described below and will 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 College authority will determine if the expectations have been violated and, if so, will follow the disciplinary actions as listed below.

### **B. Disciplinary Action**

Disciplinary actions assigned to faculty or staff are intended to align with potential and actual impact to community health and safety.

For the duration of the pandemic (until statewide requirements are lifted), employee disciplinary procedures will be modified to ensure adherence to the state of Texas obligations to maximize health and safety.

- 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 as final.