

# Universal Masking: Non- Compliance and Disciplinary/Corrective Action

7/24/20

# Universal Masking

- The EVMS Academic Occupational Health and Safety Committee (AOHSC) approved universal masking for EVMS campus on May 13, 2020.
- Upon AOHSC approval, universal masking became part of the Board-approved HR Communicable Disease Policy.
- Universal masking means that **all employees (faculty, staff, and residents), volunteers and visitors** are required to wear a mask or face covering when entering EVMS facilities.
- For more information on universal masking, please see: [https://www.evms.edu/covid-19/evms\\_ramp-up/ppe\\_masking\\_and\\_hand\\_hygiene/](https://www.evms.edu/covid-19/evms_ramp-up/ppe_masking_and_hand_hygiene/)

# Reporting Non-Compliance

Individuals who are observed multiple times as failing to comply with universal masking should be reported as follows:

- Employees and volunteers should be reported to Human Resources at 757-446-6043 or [evmsshr@evms.edu](mailto:evmsshr@evms.edu).
- Students, including visiting students, should be reported to Student Affairs at 757-446-5841 or 757-447-4704 or [obsteiaj@evms.edu](mailto:obsteiaj@evms.edu).
- Patients should be reported to 757-451-6200
- All others should be reported to the [EVMS Compliance and Ethics Hotline](#) (1-800-461-9330).

Please provide as much detail as possible so that the individual(s) not wearing a mask can be identified.

# Non-Compliance & Disciplinary Action

## **Employees:**

- Human Resources will review reports of employee non-compliance with universal masking and determine if disciplinary action is warranted.
- All employee disciplinary action will be taken in accordance with the EVMS Disciplinary Action Policy, which outlines progressive disciplinary action of verbal reprimand, written reprimand, probation, and separation (termination).

## **Students (Including Visiting Students):**

- Student Affairs will review reports of student non-compliance with universal masking and determine if sanctions are warranted under the Code of Student Conduct.
- Code of Student Conduct sanctions are progressive and may consist of the following: verbal warning, written notification for student's educational record, related educational experiences, loss of privileges/suspension from campus. Repeated or egregious violations may result in recommendation for dismissal.

# Non-Compliance & Corrective Action

## **Volunteers:**

- Human Resources will review all reports of volunteer non-compliance with universal masking and shall determine appropriate corrective action.

## **Patients:**

- Corrective action for patients shall be taken at the sole discretion of EVMS Medical Group.

## **All Others:**

- Appropriate corrective action for all other parties will be determined on a case-by-case basis. These actions may include but are not limited to remedial training or suspension from campus for a temporary or indefinite period of time.

# EVMS Supervisor and Leadership Role in Ensuring Compliance

- It is critical that EVMS supervisors and leadership lead by example and wear masks as required.
- Supervisors and leadership must reinforce universal masking by providing routine communications to employees about the requirement and the important role of masking and other approved protective measures in keeping the department and the EVMS community healthy.