

## Policy on Violations of Berea College Healthy at Work Standards

The following policy addresses employee and student behaviors contrary to the Berea College Healthy at Work standards, effective July 1, 2020. This guide is intended to remind employees of their obligations to observe these workplace health standards, outline discipline for non-compliance and offer support to individuals having difficulty adhering to these standards. Coaching should be the priority to change the behavior.

### **Types of behaviors essential to Healthy at Work success.**

The following list includes behaviors that are to be followed by everyone:

- At least six feet of Social Distancing from others in all possible cases;
- Complying with the “Face Mask Policy During COVID-19 at Berea College” (available on the College’s [COVID-19 Policies and Communications](#) website);
- Following department/building restrictions in common areas such as lobbies, waiting rooms, meeting rooms, etc., and following specific department/building PPE requirements including masks, gloves, etc.;
- Participating in shared responsibilities of cleaning common surfaces and areas; and
- Adherence to daily temperature and health checks.

Questions about specific standards should be referred to Leslie Kaylor and Mike Morris, co-authors of Berea College’s Healthy at Work Handbook.

### **Methods to assist co-workers and students in being successful.**

If an employee observes someone violating a standard and feels comfortable, gently remind them of the College’s Healthy at Work standards. Do not confront anyone or try to physically stop them from violating the standards. Maintain social distancing when approaching a person violating a standard.

### **Methods of reporting violations to the standards.**

If employees feel comfortable, they may report a violation of the Healthy at Work standards by the following method. The more information provided (e.g., names, pictures etc.), the better we can be of assistance. To report a violation, please email [Healthyatwork@berea.edu](mailto:Healthyatwork@berea.edu). If a person is identified and a violation of these standards is confirmed, the following disciplinary actions are authorized:

<b>Employee Violations</b>	
<b>First Incident</b>	A notice to the employee and their supervisor will be sent via email or hand-delivered. This notice will cite the incident, describe the applicable standard, list assistance options available and encourage the employee to make a plan for success. A copy of this notice will be provided to the appropriate member of the Administrative Committee.
<b>Second Incident</b>	Employee will be moved to the next step of progressive discipline which would include a final written warning for noncompliance to the Healthy at Work standards.
<b>Third Incident</b>	Employee will face a final step of progressive discipline, including an unpaid suspension of not less than two (2) weeks. Depending on the nature of the

	violation(s), employee may face additional discipline as determined by Human Resources and the responsible member of the Administrative Committee.
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**Students**

Reports of Healthy at Work violations by students should be sent to Student Life, please email [LSL@berea.edu](mailto:LSL@berea.edu). If a student is identified and a violation of these standards is confirmed, the following disciplinary actions are authorized:

<b>Student Violations</b>	
<b>First Incident</b>	A letter will be sent to the student and his or her academic advisor and labor supervisor.
<b>Second Incident</b>	The student will be suspended for the duration of the public health emergency by summary action of the Vice President for Student Life.

Questions or comments on this policy can be directed:

- by employees to HR Director Steve Lawson, [lawsonst@berea.edu](mailto:lawsonst@berea.edu); and
- by students to Associate VP for Student Life Gus Gerassimides, [gerassimidesg@berea.edu](mailto:gerassimidesg@berea.edu).