

From: [Delgado Human Resources Office](#)
To: [FacultyStaff](#)
Subject: Welcome Back! Reminders to Faculty & Staff
Date: Wednesday, June 16, 2021 2:02:51 PM

We are excited to welcome everyone back! Our goal is to work collaboratively as we navigate the new normal.

Continued COVID-19 Mask-Wearing Requirement

While the Centers for Disease Control and Prevention announced on May 13, 2021, that fully vaccinated people no longer need to wear a mask or physically distance (where allowed by state or local law). Delgado Community College **will continue to require all employees to wear a mask and maintain a distance of 3 feet while working, where possible.** This decision was made as we have a responsibility to ourselves and each other. Additionally, we ask that employees refrain from asking questions regarding co-workers' vaccination status as this is protected information under the Health Insurance Portability and Accountability Act (HIPAA).

Current procedures will continue:

- Continue to use the Delgado Pre-Screening app or handy QR Codes daily to gain clearance before arriving at your workplace on campus.
- If you have been exposed or in contact with someone that has tested positive for COVID-19, please notify your supervisor and Human Resources.
- Continue to maintain a three-foot social distance from others at all times, where possible.
- Only two individuals in the elevator and restrooms at a time.
- As a courtesy, do not enter a co-worker's workspace without permission.
- Allow virtual options for all meeting participants from their work location (i.e. work office or conference room).
- Practice good hygiene, including covering your mouth when coughing or sneezing, using hand sanitizer stations when entering common areas, and washing your hands multiple times a day.

We will periodically review this practice and keep you informed of any changes. As state and federal authorities release new health and safety guidance and requirements related to the coronavirus pandemic, we will continue to update our employees on our related business practices as needed.

Reminders

- Summer Schedule will continue through July 30, 2021, Monday- Thursday -7:30am - 6:00pm; **Supervisors are asked to work with staff. Any deviation from this schedule must be pre-arranged with your supervisor and should be documented in writing within your department in the event of an audit.**
- All hourly employees must continue to sign in, their time in and time out including lunch breaks daily.
- We will continue to *require* Adobe Sign for all Human Resources transactions currently using

Adobe Sign, as well as other forthcoming transactions when instructed by the Office of Human Resources.

- If you have been using Delgado's equipment while working remotely, please make arrangements with the OIT department to return the equipment.

Thank you all for respecting work rules and each other as we continue to return back to normal. Please contact your manager or Human Resources if you have any questions.

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