

July 6, 2020

Dear Colleagues,

Today the Campus Safety Committee posted the College's policies and guidelines for addressing the COVID-19 pandemic. You can find all of the policies on the COVID-19 page of our website, [Coronavirus Information](#). The policies will be continually updated as circumstances warrant and we will notify you of any significant changes as we draw closer to our August 31 start date. We hope you will take some time to familiarize yourself with the policies and incorporate the guidelines into your work routines.

One policy in particular that I would like to draw your attention to is the policy on wearing masks on-campus. For your convenience I have attached a copy of that policy to this post. In short, **all members of the RMC community are expected to wear a mask while in any campus building and/or classroom.** There are just two exceptions to the policy: 1. Employees are not required to wear a mask in the privacy of their offices, assuming your office is not a shared space and you are able to maintain at least 6' of separation from guests/visitors; 2. Students in the privacy of their own residence hall rooms.

The College has ordered cloth masks for all employees but unfortunately, they have yet to arrive. Until our order is received, we would ask that you use a cloth mask from your home. If you currently do not have a cloth mask, disposable masks are available through Campus Facilities. Please contact Joanne Bohlman, joanne.bohlman@rocky.edu or Keith North, keith.north@rocky.edu to request a supply of disposable facemasks.

Face masks are the first line of defense in protecting the community from the virus. As we have seen, one person with COVID can easily expose dozens of others putting their health and livelihoods in jeopardy. Masks help to mitigate that risk and as such, it is imperative that we all do our part to protect the College community and to model safe behaviors as students begin to return to the campus. Please help us protect the community by diligently wearing a face covering while in campus buildings and classrooms.

If you have questions about this or any of the COVID-19 policies, please do not hesitate to contact me, Human Resources or Campus Safety. As always, we thank you for your cooperation and for your assistance.

Respectfully,

Brad Nason

Executive Vice President
Dean of Students