



COVID-19 SAFETY CORRECTIVE ACTION GUIDE

The purpose of this briefing is to alert faculty and staff that Concord University takes its safety responsibilities seriously including enforcing employee compliance with COVID-19 Safety Standards. The following chart reflects appropriate progressive disciplinary action related to breaches of COVID-19 safety protocols, particularly with the wearing of facemasks.

Offense	Nature of Offense	Corrective Action
First Offense	Facemask Violation	Verbal Warning – to file
Second Offense	Facemask Violation	Written Warning – to file
Third Offense	Facemask Violation	Five (5) Day Suspension without Pay
Fourth Offense	Facemask Violation	Termination for Cause
First Offense	If reports to work symptomatic but with a facemask	Written Warning – to file
First Offense	If reports to work symptomatic and without a facemask	One (1) day Suspension* Without Pay pending test results
First Offense	If reports to work, is symptomatic without a facemask, test positive	Five (5) Day Suspension* Without Pay
Future Offense	Facemask violation	Termination for Cause
		*Faculty Suspension may be deferred

Additional safety and health violations will be dealt with promptly and severely. Progressive discipline shown is as an example. Individuals with prior of other offenses may accelerate the discipline action.