

From: [SOM Administration](#)
To: SOMALL-L@LISTSERV.TULANE.EDU
Subject: Tulane School of Medicine Message For Staff Working Remotely
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Tulane University School of Medicine Staff Workforce Update

Saturday, 16 May 2020

Message for SCHOOL OF MEDICINE Staff Working Remotely

By now, SOM staff members who have been working remotely should have been contacted by their supervisor and told whether or not they are expected to return to work on Monday, May 18.

If you have been working remotely since March 16, and have not heard whether you should return to work this Monday, May 18, please contact your supervisor.

If you have been working remotely since March 16, please only return to campus on Monday, May 18 if you have been notified by a supervisor to do so.

Face Coverings

Beginning May 18th, the School of Medicine will require all employees working on campus to wear face coverings whenever they are in shared workspaces or common areas.

- You should wear a face covering when arriving on campus on Monday, May 18, to enter the buildings. Additional face coverings will be provided to you after you arrive.

- You may wear your own face coverings or the face coverings provided by the school while on campus.
- You must wear a face covering in common areas such as lobbies, hallways, elevators and elevator lobbies, reception areas, classrooms, student study spaces, restrooms, etc.
- You are not required to wear a face covering if you are alone in a private office, but you should have one available for times when another employee comes into the office.

Social Distancing

Social distancing means keeping space between people in the workplace. Social distancing is one of the best tools we have to protect employees from being exposed to this virus. To practice social or physical distancing, you should stay at least 6 feet (about 2 arms' length) from other employees whenever possible during the workday, and not gather in groups larger than ten people.

Employees with Symptoms of Illness

Employees with respiratory or gastrointestinal illnesses may not come to campus until all symptoms have been gone for 48 hours. Please notify your supervisor if you have any symptoms, and do not come to work. If you come to work with symptoms or develop symptoms while at work, you will be sent home until all symptoms have been gone for 48 hours. Your supervisor may require you to obtain COVID-19 testing through Occupational Health before returning to work.

We look forward to seeing you back on campus, and in the meantime, be safe and stay well.