

EMORY UNIVERSITY

“HOW-TO” GUIDE: REMINDING OTHERS TO WEAR FACE COVERINGS

To reduce the spread of COVID-19, Emory University now requires that everyone wear face coverings while on campus. The health and safety of our community depends on compliance with this new requirement. Achieving compliance on our campus is **everyone’s responsibility**. If you see someone on campus who is not wearing a mask, please let them know that face coverings are now required. It isn’t always easy to approach people, so these tips will help guide you:

MODEL THE BEHAVIOR

Wear your face covering properly and at all times to show others what healthy behavior looks like. By modeling the behavior, you encourage others to do the same.



SAY THANKS

Offer a positive reinforcement to people who do wear masks by saying, “Thank you for wearing a face covering,” or “I appreciate that you’re wearing a mask.”



USE SIGNAGE

Make sure signage about the requirement of wearing masks is posted in key areas. If you need to request signage, contact Campus Services.



KINDLY REMIND

If you see someone on campus who is not wearing a mask, kindly and respectfully let them know that it is now required at Emory.



BE FRIENDLY & HELPFUL

When you talk to someone about wearing a mask, be sure you do so in a nice and friendly way. You are helping them, not reprimanding them.



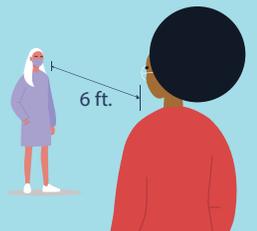
AVOID CONFRONTATION

Don’t engage with anyone who becomes angry. If someone becomes confrontational, simply walk away. You’ve already done your part by letting them know to wear a mask.



STAY SAFE

Always maintain a physical distance of 6 feet or more between others, even if everyone is wearing a mask, but especially if someone isn’t wearing a mask.



REPORT REPEAT VIOLATIONS

If you become aware that someone is continuing to violate the face covering requirement, please be sure to let your supervisor or HR leader know.



All Emory University employees who have been approved to work on campus have agreed to observe the face covering requirement as part of the Community Compact.

If you are a supervisor who needs tips for helping employees understand the importance of wearing masks, please see our **“How-To” Guide for Supervisors**.