Employee Guidelines

Over the next few months, as events unfold, our goal is to keep you informed. With each day, we learn more about COVID-19, its ability to spread, and severity of symptoms in a variety of individuals. State Tech is confident it can resume near normal operations this fall but is prepared to continue operations in a variety of conditions. The general guidelines are stated above. The employee guidelines below represent our plan, as of today, to provide a safe learning environment for our faculty, staff, and students. These guidelines could change as local, state, and national COVID-19 guidelines evolve.

Employees will follow the following guidelines:

- Faculty will offer classes as close to “normal” as possible with a priority on safety.
- Employees will wear face masks or shields when in certain Scenarios (Scenarios 3-5). Employees may request N95 masks or face shields. Contact HR at hr@statetechmo.edu for request.
- Employees will work on campus unless they have a doctor’s note that indicates the employee cannot come to campus. Plexiglas protective barriers can be requested in high traffic areas. Contact HR at hr@statetechmo.edu for request.
- Employees will try to keep doors to their areas open or control who is opening and closing to help with sanitizing.
- Employees will disinfect equipment and furniture before and after each student’s use. Disinfectant should not be used on equipment that is not water resistant. For example, in computer labs hand sanitizer should be used when entering and exiting the room instead of disinfectant on computers and keyboards. Custodian staff will sanitize facilities nightly and high touch areas regularly throughout the day. Submit School Dude requests for additional disinfectant products and supplies, if needed.
- Employees should avoid using other employee’s desks, offices, or work tools and equipment. Limit paper document usage.
- Enforce Covid-19 State Tech guideline for campus community well-being.