



Living and Working Responsibly Agreement

For faculty, staff & students

Students, staff, and faculty all play an important role in building and sustaining a culture of accountability and personal responsibility at HLGU. Every person on campus will be asked to agree to live and work responsibly so we have the best chance of remaining in-person, on-campus for the entirety of the 20-21 academic year. Living responsibly assumes the following:

Please initial each statement after reading

_____ **Distancing** – I will do my best to physically distance from others whenever possible. I understand there are some situations where it may not be possible to maintain a 6-foot distance. I understand in those events, wearing face coverings, practicing good hygiene, and engaging in additional sanitization may be necessary.

_____ **Face Coverings** – All HLGU faculty, staff, and students will be provided an HLGU-branded face mask. I may choose to wear face coverings on campus at any time and I am required to wear them in public areas and classrooms until at least September 8, 2020 or further notice from administration. Masks are also required for any indoor events with groups over 50 and are recommended in the following areas:

- In class
- Inside all buildings
- Dorm commons

We ask students to respect the wishes of instructors and wear masks during class if the faculty member makes that request.

_____ **Sanitization** – All HLGU faculty, staff, and students will be provided hand sanitizer and all classrooms and common areas are equipped with sanitization tools. Living responsibly includes all faculty, staff, and students playing an active role in keeping our areas clean. I agree to washing my hands often with soap and water, use hand sanitizer, wipe down surfaces before and after use, as well as keeping clothing, belongings, personal and shared spaces clean.

_____ **Monitoring Symptoms** -- I will self-monitor my health and stay home from classes and/or work and report to a medical professional if any COVID-19 or flu symptoms are present. I understand HLGU reserves the right to require a COVID-19 test of any faculty, staff, and students.

_____ **Travel During the Semester** – I understand part of living responsibly during this time includes limiting non-essential travel and HLGU encourages all faculty, staff, and students to avoid highly populated areas and/or COVID-19 hot spots if at all possible.

_____ **Disclosure Exposure** – I agree to disclose any direct exposure to someone diagnosed with COVID-19. HLGU reserves the right to require a COVID-19 test and require quarantine of any faculty, staff, and student.

_____ I understand HLGU will do everything possible to mitigate the risk/exposure of COVID19 on campus. I agree to do my part in limiting exposure of COVID-19 on HLGU campus.

Name: (please print): _____

Signature: _____ **Date:** _____

Faculty/Staff: Please return agreement to the Office of Human Resources by August 24th, 2020

Students: Please return agreement to the Student Life Office by August 24th, 2020