Based upon updated CDC and Pennsylvania Department of Health guidelines, Messiah University has developed the following employee policy for wearing masks on campus. It is important to note that these masking protocols can be rescinded for everyone when Messiah University obtains “community immunity” (the current recommended collective vaccination rate of 70 percent). Until we achieve that threshold, however, the University will continue to proactively protect the public health and safety of our campus community this summer with the following protocols:

Outdoors

- No mask is required for anyone, regardless of vaccination status, if greater than six feet of physical distance is maintained.

- If six-foot physical distance cannot be maintained outdoors, masking is required—unless an employee is fully vaccinated, and has submitted documentation of vaccination with the Engle Center and has shared confirmation with their supervisor.

Indoors

Public spaces

Public spaces are places on campus where individuals from off-campus and/or different campus areas, offices, departments and populations are present in a sporadic, high-use and unmonitored way. This would include areas like the Campus Store, the library, dining venues, high-traffic building/office lobbies and hallways, rest rooms and other common-use areas.

In these busy and open public indoor spaces, the vaccination status of others is not readily or easily known. Therefore, **all individuals, regardless of vaccination status, should continue to wear their masks in Messiah’s public indoor spaces for the sake of public health and safety.** We ask your cooperation in that, if you are in doubt as to whether an area is an indoor public space, please wear your mask.

**Note:** The University does provide limited exceptions for fully vaccinated employees, who are assigned to regularly work in public indoor spaces, to not have to wear a mask (in consultation with their supervisor and after submitting documentation of vaccination to the Engle Center).

Employee team spaces

Team spaces are individual offices or other common spaces that are occupied by individuals who regularly work together and where vaccination status of those present can be known and confirmed to the employee supervisor as described above.

- **Fully vaccinated individuals,** who have submitted documentation of their status to the Engle Center, and have shared confirmation to their supervisor, **no longer need to mask in**
indoor team spaces, regardless of the vaccination status of anyone else in the team space.

- **Unvaccinated individuals, or those vaccinated individuals who have not submitted documentation to the Engle Center** and shown confirmation to their supervisor, *will remain masked in both public and indoor team spaces.*

- **As is current policy, unvaccinated individuals may still work unmasked when by themselves in an office space with the door closed.**

**Meeting spaces**

- **Fully vaccinated Messiah employees** who are in indoor meeting spaces outside of their regular team space (e.g., a conference room anywhere on campus) *may be unmasked in the meeting space, regardless of the vaccination status of others in the room,* if they have submitted documentation of vaccination to the Engle Center and have shared confirmation with their supervisor.

- Note that these guidelines do not apply to classroom instruction during the summer months. Those protocols are provided separately by the Provost’s Office.

**How to submit documentation of vaccination to the Engle Center**

It is important for the University to be able to document both partial and full vaccination status of its employees. **Accordingly, please upload documentation after each dose of your vaccine.** To upload documentation of your COVID-19 vaccination to the Messiah Health Portal:

1. Sign into the portal using your Messiah credentials here: [Messiah Health Portal](#)
2. Under MY FORMS, click on the COVID IMMUNIZATION HISTORY
3. Enter the corresponding vaccine dates and information into the specified boxes
4. Upload a photo of your vaccine card
5. Hit SUBMIT
6. Wait patiently for the Engle Center staff to verify your vaccination status (we will try to do this quickly, but please allow 3-4 business days)
7. After you have uploaded documentation of your **final** vaccination dose (second dose of a two-dose series or first dose in a single-dose vaccination) you will receive a confirmation email.
8. You may share this confirmation email to document proof of your vaccination status to your supervisor if you choose (for the purpose of masking, testing, travel quarantine and other protocols).

If you have already submitted documentation of your vaccination status using the prior system, thank you! You will receive an email later next week confirming upload of your COVID-19 vaccination record that you may use as confirmation to your supervisor.

The University will continue to monitor updates from the federal and state public health authorities and will communicate any additions or changes to this protocol via Messiah’s mass email system and at the Together@Messiah website at [www.messiah.edu/together](http://www.messiah.edu/together). Thank you for your cooperation in helping us to care for our campus community and our visitors during the summer months.

*Appreciatively, the Messiah University Integration and Response Team*