TO: Faculty and Staff

FROM: Greg Rose, Dean and Director
       Maryjo Mundey, Human Resource Business Partner

DATE: July 7, 2021

RE: Guidelines for using campus vehicles under COVID-19 protocol for Marion campus vehicles

Effective immediately if you are using a campus vehicle to travel to a university related function the following guidelines will be in place for the Marion campus:

1. No more than 4 individuals in a vehicle at any time.
2. Masks are required if you are not vaccinated.
3. To ensure fresh air flow, two windows should be at least slightly open and on opposite sides (example – driver’s window and opposite side rear seat or front passenger and opposite side rear seat). If the A/C is being used, it must be on the fresh air setting, not the max or recirculation, both of which reduce the amount of fresh air brought in.
4. Upon return of the vehicle, please use the provided sanitizing wipes to wipe down all touch points (steering wheel, gear shift, door handles, etc.).

These guidelines are subject to change as university protocol changes.