



## COVID-19 Face Covering Procedure

### Purpose

The COVID-19 virus spreads primarily via very small respiratory droplets ejected from the nose and mouth while talking, breathing, coughing, etc., and face coverings are recognized as the most effective tool for minimizing the risk of person to person transmission.

### Background

The OSHA COVID-19 Emergency Temporary Standard (ETS) on Vaccination and Testing generally requires covered employers to establish, implement, and enforce a written mandatory vaccination policy (29 CFR 1910.501(d)(1)). However, there is an exemption from that requirement for employers that establish, implement, and enforce a written policy allowing any employee not subject to a mandatory vaccination policy to either choose to be fully vaccinated against COVID-19 or provide proof of regular testing for COVID-19 and wear a face covering in lieu of vaccination (29 CFR 1910.501(d)(2)).

### Procedure

1. All employees, students, visitors, and contractors must wear a face covering when they are:
  - a. within buildings owned and controlled by the College;
  - b. occupying a vehicle with another person for work purposes; and,
  - c. when conducting business on behalf of the College at a facility not controlled by the College.
2. Face coverings must:
  - a. completely cover the nose and mouth;
  - b. be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source);
  - c. be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers;
  - d. fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and
  - e. be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.
  - f. Acceptable face coverings include cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.
3. Obtaining face coverings:
  - a. Faculty and Staff will be provided masks upon request.
  - b. Students, Visitors, and Contractors must provide their own personal face coverings and should only come to campus with them.

4. The following are exceptions to the requirement to wear face coverings:
  - a. When an individual is alone in a room with floor to ceiling walls and a closed door.
  - b. For a limited time, while an individual is eating or drinking or for identification purposes in compliance with safety and security requirements.
  - c. When an individual is wearing a respirator or facemask.
  - d. Where it has been determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).
5. Individuals may request an exception from compliance with the face covering requirements if face coverings are medically contraindicated for them, as a reasonable accommodation under the Americans with Disabilities Act (ADA). Students or Employees also may be legally entitled to a reasonable accommodation under Title VII of the Civil Rights Act of 1964 if the provisions in this procedure conflict with a sincerely held religious belief, practice, or observance.
  - a. Any student who believes they have a justifiable reason that will not allow compliance with the requirements of this procedure should submit a request for reasonable accommodation to Student Success Services, Office of Accessibility.
  - b. Employees requiring an accommodation should contact the Human Resources and submit an Employee Accommodation Request Form. The request must be supported by appropriate documentation.
  - c. All requests must be submitted with sufficient time for review and action before returning to campus.
6. Sanctions
  - a. Students who fail to comply with this procedure will be in violation of the Campus Code of Conduct, and may be sanctioned accordingly;
  - b. Compliance with this procedure is considered a condition of employment, and employees who fail to comply will be in violation of Personnel Actions for Violation of Employment Standards and may be subject to formal disciplinary action.
  - c. Visitors who fail to comply with this procedure will be considered in violation of the Campus Safety Guidelines and will be required to immediately leave the campus.
  - d. Contractors with employees who fail to comply with this Procedure may be considered in breach of contract for failure to comply with the Campus Safety Guidelines.