

Policy:	5.23 Face Covering Requirement
Scope:	Faculty and Staff
Draft Date:	6/30/2020
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All faculty, staff, students, and visitors will be required to wear face coverings (cloth face covering, surgical mask, etc.) while on campus in accordance with this policy.

The Face Covering Requirement becomes effective July 13, 2020 and may be modified or ended as COVID 19 conditions require.

The health and safety of the Gator community (students, faculty, and staff), especially of vulnerable individuals, is of utmost importance. In light of CDC guidance, and to protect fellow Gators against COVID 19, cloth face coverings must be worn by all individuals (faculty, staff, students, and visitors) on campus in the following areas:

- Indoor public areas on campus (includes all non-private office, lobbies, restrooms, classrooms, teaching laboratories, conference rooms, common study areas, and break rooms); and
- Outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain.

This policy will be amended as needed in response to conditions on campus.

LSCO recommends that all individuals on campus have at least three face coverings available to use throughout a week in order to begin each day with a new or cleaned cloth face covering. Those cloth face coverings should follow the current CDC recommendations. At a minimum, cloth face coverings must be made of multiple layers of tightly woven cotton fabric. Some common household materials may block particles more effectively than cotton. Adding a layer of filter material within a cloth face covering is recommended.

The primary purpose of wearing a face covering is to reduce the amount of virus spreading from the wearer (who may not know they are spreading the virus) into the environment and to others. The secondary purpose of the face covering is to reduce the likelihood that large droplets containing virus that are generated by others may enter the nose and mouth of the wearer.

The use of a face covering does not replace the continued need to maintain physical distances from others, at least 6 feet, but instead augments physical distancing and helps us further reduce the likelihood of virus transmission.

Exceptions/waivers for both areas and individuals will be evaluated on a case by case basis. Students who are asking for a modification to a policy (including wearing a face covering) due to a disability should work with the Student Services Office. Employee and visitor requests for exemptions based on a disability will follow the Reasonable Accommodation Requests Under the

Americans with Disabilities Act. For areas or occupations where wearing a face covering is not feasible and is not based on a disability, a request for an exception to this policy may be made by sending a written request to the [Executive Director of College Affairs](#) that includes: the request, the reason that face coverings are not feasible, and the additional safety measures taken to further mitigate the risk in the absence of face coverings.

Face coverings made by an individual must meet the CDC guidelines:

- fits snugly but comfortably against the side of the face
- completely covers the nose and mouth
- is secured with ties or ear loops
- includes multiple layers of fabric
- allows for breathing without restriction
- can be laundered and machine dried without damage or change to shape
- launder masks daily

Disposal face coverings:

- disposal face coverings should be only be reused if they are not visible dirty, soiled or torn. Disposal face coverings should be place in a clean brown paper bag, plastic container, or bag for a few days prior to wearing again.

Face Coverings NOT recommended:

- Neck gaiters and simple bandanas, as they are single layer material and do not fit snug to the mouth and nose
- Face coverings with exhaust valves
- Scarves, which tend to be made of porous material
- Face shields in most cases. (Face shields do not protect the wearer from aerosols containing the virus, and others from an infected wearer. Face shields are appropriate in situations where close contact with a potentially infected person may expose the wearer to respiratory droplets caused by speech, cough, or sneezing.)

TIPS for wearing a face covering during the COVID 19 pandemic:

- Face coverings must be used in conjunction with physical distancing (6 feet social distancing), engineering controls (barriers between people) and/or administrative controls (reduced number of people at events).
- Face coverings may reduce the spread of viruses and droplets from the wearer to others.
- Face coverings may reduce the likelihood that droplets from others enter the wearer's nose or mouth.
- Face coverings may reduce the spread of aerosols from asymptomatic and pre-symptomatic COVID 19 carriers.
- Face coverings become contaminated as you wear them, both from yourself and from the environment around you. You should treat them as contaminated and avoid self-contamination or contamination of others by unsafe handling.

- Remember to wash your hands frequently and to avoid touching your face as much as possible.

Face coverings must be put on properly:

- Face coverings should fully cover your nose and mouth.
- Face coverings should be held in place firmly with straps.
- When you are putting on a face covering, do so by the straps and adjust the covering to cover your nose and mouth, being careful not to touch your face in the process.
- Once your covering is in place, wash your hands, and wash your hands after each time you adjust your covering.

Face coverings must be taken off properly to avoid self-contamination:

- Remove face coverings by the straps and move it gently away from your face. Be careful not to touch your eyes, nose, and mouth when removing.
- If your face covering is disposable, then promptly throw it away; do not place it into your pocket, backpack or where it may contaminate your belongings.
- If you have a disposable face covering that you have to reuse, it should be only be reused if they are not visible dirty, soiled or torn. Disposal face coverings should be place in a clean brown paper bag, plastic container, or bag for a few days prior to wearing again.
- If you have a reusable cloth face covering, make sure you wash it after each use (a washing machine is fine). Learn more about how to wash your face covering (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>).
- Wash your hands after handling a used face covering.

Compliance:

- The first step in increasing compliance with our face covering requirement is for all of us to demonstrate the behavior ourselves. Secondly, we all need to become comfortable giving a polite reminder in passing to a student, employee, or visitor who fails to follow the campus face covering policy. For example, for someone who is not wearing a face covering, you might say, "Excuse me, I wanted to let you know that face coverings are required at LSCO." There is no need to feel self-conscious about making such a remark, nor is there the need to demand action or wait for a reply. Let's all follow these simple suggestions to ensure compliance and protection of our Gator Community.
- Noncompliance with face covering requirements will be handled through existing employee discipline, faculty discipline, and student judicial processes.
- If it is the first time a student is not wearing a face covering, instructors are advised to remind the student and the entire class about the policy and the Gator Respect Statement. Students can be instructed where they can get a face covering in the event they have forgotten to bring one to campus. Please note that an instructor has authority and discretion in managing the classroom environment, including

handling issues related to face covering noncompliance. If a student repeatedly violates the face covering policy, the instructor is advised to refer them to the Dean of Student Services.

- If a staff employee is repeatedly witnessed not following the face covering policy, please contact the staff employee's supervisor, or contact human resources if the supervisor is unavailable.
- If a faculty member is repeatedly witnessed not following the face covering policy, please contact the faculty member's Dean, or contact the Office of the Provost if the Dean is unavailable.
- We understand some people may disapprove of wearing a mask. While the college respects those individual opinions, research has shown that wearing a face mask is the most important, and a potentially life-saving tool to slow the spread of COVID-19. We did not take the decision to require face coverings lightly. In the interest of public health, however, we are committed to this practice for the greater good of the community.
- Some people who disagree with the concept of requiring face coverings have called it "unconstitutional." However, to be unconstitutional, a restriction must infringe a fundamental right such as freedom of speech or invasion of privacy or otherwise treat people unequally. Requiring faculty, staff, students, and visitors to wear face covering in a campus building, is a narrowly tailored and minimally intrusive mechanism, which is justified by the significance of the college's interest in helping to stop the spread of a highly contagious and deadly virus for the safety of the campus community.

Related Information:

- [How to Make Cloth Face Coverings](#)
- [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)
- [Recommendation Regarding the Use of Cloth Face Coverings, Especially in Areas of Significant Community-Based Transmission](#)
- [How to Safely Wear and Take Off a Cloth Face Covering](#)

CERTIFICATION STATEMENT

This Policy and Procedure Manual has been approved by the following individuals in their official capacities and represents Lamar State College Orange policy and procedure for the date of this document until superseded.

Director of Human Resources; senior reviewer of this Policy and Procedure
Vice President for Finance and Operations
President
