

Face-Covering (Mask) Policy

- I. **Statement of the Policy:** This policy governs the use of cloth/fabric facial masks by faculty, staff, students, and visitors.
- II. **Purpose.** In the wake of the COVID – 19 Pandemic, health organizations, including the Center for Disease Control (CDC), recommend that individuals wear a facial covering (mask) in certain settings. The CDC currently recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. In addition, the Governor’s current executive orders require masks in most public spaces. This Policy addresses when masks must be worn while on campus.

In the event the CDC and/or government officials change the requirements for the use of masks, this Policy may be modified or rescinded.
- III. **Stakeholders Most Impacted by the Policies:** This Policy affects all individuals physically present on college property.
- IV. **Key Definitions:**
 1. **Facial covering (mask)** means a cloth/fabric material that covers a person’s nose and mouth. Other masks such as N95 medical masks and similar clinical masks are also acceptable facial coverings. Note: Face shields or other coverings worn in public settings that do not fit snugly against the face do not provide the safest approach and should be worn in combination with other masks or personal protective equipment, unless used in the classroom, or during instructional settings with physical/social distancing, or as an approved accommodation.
 2. **Indoor space** means any enclosed college building or structure, including academic and administrative buildings, on any college - owned or - operated property.
- V. **Policy.** All faculty, staff, students, and visitors must wear a mask when in indoor spaces, except as noted in this policy. When outside, individuals should maintain distance of at least six feet from other individuals and use a mask when social distancing is not possible.
- VI. **Implementation:** It is the responsibility of supervisors and classroom instructors to monitor compliance with this policy. Supervisors and instructors should ask anyone not wearing a mask to comply with the campus policy and/or the city ordinance and indicate where the person might get a mask if they do not have one. If, after the request has been made, the individual refuses to wear a mask, supervisors and instructors should report violations to the Student Development and Success, Dean of Students and Associate Provost (if a student), the Provost’s office (if faculty), or to Human Resources (if staff). If a visitor, any member of the college community who sees the violation should report it to the Campus Safety.
 - A. Each student will be provided one non-surgical grade cloth Valkyrie mask. Each employee

will be provided one non-surgical grade cloth Valkyrie mask upon their return to campus. Purchasing additional masks is the responsibility of the individual. Additional masks will be available for purchase on the campus.

- B. Our approach to enforcement is grounded in the “education first” model that attempts to provide a learning opportunity in each situation. Both these learning opportunities and any enforcement actions under this policy are subject to the college’s [Non-Discrimination Policy](#) and may not be enforced in a discriminatory fashion based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status.
- C. Students, staff, and faculty who require others to use a clear mask for communication purposes should make the request to the appropriate office. For students, the request should be made to Disability Services for Students and for faculty or staff to the Office of Human Resources

VII. **Communication:** This policy will be widely circulated to all faculty, staff, and students and signs will be placed on all college buildings indicating that masks are required.

VIII. **Exceptions:** In each of these situations, individuals should maintain social distancing as much as possible:

1. When the individual suffers from a medical condition that prevents the use of a mask. These situations will be considered requests for accommodation under the Americans with Disability Act (ADA). Students making such a request should direct the request to Disability Services for Students. Faculty and staff should direct such requests to the Office of Human Resources;
2. During physical activities, athletic practices, athletic events, or classes that require exercise; however, individuals should abide by the requirements of the specific facility in which the activity is occurring;
3. When the activity requires the use of the mouth for anything other than talking, such as playing an instrument, acting, singing, or eating;
4. When the person is alone in an enclosed individual office, or is in their personal residence hall room or apartment;
5. When specific offices have return to work plans that require mask use beyond that defined in this policy. Research and lab activities will also have specific requirements.
6. When communicating with someone who is hearing impaired or otherwise disabled and where the ability to see the mouth is essential to communication; or
7. When giving a speech for broadcast or an audience, as long as the speaker is more than six feet from the audience. This exception does not apply to regular classroom lectures.

IX. **Accountability:** Failure to follow this policy and any associated procedures may subject Converse employees to disciplinary action, up to and including dismissal from employment by the college, consistent with applicable procedures and may subject students to discipline under the Student Conduct Policies.

1. **Responsible Office:** Academic Affairs for faculty (Provost)
Student Affairs for students (Vice President for Student Affairs)
Human Resources for staff (AVP for Human Resources)
Public Safety for visitors (Director of Public Safety)
2. **Enforcement Official:** Academic Affairs for faculty (Provost)
Student Affairs for students (Vice President for Student Affairs)
Human Resources for staff (AVP for Human Resources)
Public Safety for visitors (Director of Public Safety)

X. **Additional Information:** The COVID – 19 pandemic and the health care response to it are developing and in flux. The college will monitor developments closely and revise this policy as necessary.

XI. **FAQ's:**

1. **Question:** Are masks required in class?
Answer: Yes, masks are required for all students and faculty in the classroom.
2. **Question:** If I'm speaking to a large group of people, such as in a lecture hall, do I have to wear a mask?
Answer: Yes. This activity does not fall under the exemption for giving a speech for broadcast or an audience.
3. **Question:** May I wear a face shield instead of a mask in public settings?
Answer: No, face shields cannot be worn in lieu of a mask in public settings. According to medical experts, face shields without masks do not adequately stop the transmission of germs through the air. However, face shields can be used as an accommodation for employees and students with other protective measures implemented such as physical/social distancing, frequent hand hygiene, etc., to reduce the transmission of germs while in the classroom or working in an office.

Exception for Faculty in the Classroom: face shields are approved in the following settings: classroom situations, or instructional settings with physical/social distancing, or as part of an accommodation.





4. **Question:** What should I do if I feel I am being targeted for enforcement while others are not being targeted?
Answer: If you feel this policy is being enforced in a discriminatory fashion, contact the Student Development and Success, Dean of Students and Associate Provost (if a student), the Provost's office (if faculty), or to Human Resources (if staff).
5. **Question:** Are masks required in dining facilities?
Answer: Masks should be worn as much as practical during a meal, including

when selecting and paying for food.

6. **Question:** How long is this policy in effect?
Answer: The policy is in effect until further notice.
7. **Question:** Do I have to wear a mask in my apartment or personal residence hall room?
Answer: No, but you must wear one in the hallways, communal spaces of residence halls, and shared restrooms of residence halls.
8. **Question:** May I conduct my staff meetings if not everyone is wearing a mask?
9. **Answer:** Not unless you hold your meeting outside and each participant maintains more than a six-foot distance from each other.
10. **Question:** Do I have to wear a mask outside?
11. **Answer:** No, unless you are unable to maintain a distance of at least six feet from other individuals, in which case you must wear a mask.

XII.

See details regarding mask use and care below.

Type and Intended Use of Face Coverings/Masks				
Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).		These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.	