

3357:13-18-25 Policy on Face Covering Required During Pandemic (COVID-19)

- (A) This policy applies to all persons, including but not limited to, all employees (faculty, staff, student employees), third-party business entities, visitors, and students (herein referred to as “all persons”) on any North Central State College campus.
- (B) The purpose of this policy is to protect the health and safety of the North Central State College community by reducing the risk of virus transmission.
- (C) Policy Statement: North Central State College requires all persons to wear face coverings at all times when on any College campus and using or accessing shared or communal spaces at any College worksite.
 - (1) Six feet of physical distancing, often referred to as social distancing, remains important in slowing the spread of the virus. Even when physical distancing can be maintained, a face covering is required as an additional public health measure to help prevent the spread of the virus from a person who may be carrying the virus but does not have symptoms. A face covering is not considered personal protective equipment (PPE) and does not protect the wearer from the virus. Employees whose jobs require the use of PPE will be provided with appropriate face masks to meet PPE standards applicable to their positions.
 - (2) Cloth face coverings are just one protective measure, and are not a substitute for physical distancing, regular hand washing and hand sanitizing, and additional cleaning protocols.
 - (3) When persons are in close proximity (less than six feet) for a prolonged period of time (15 minutes or more), both a face covering and a face shield/physical barrier are required.

Examples of when cloth face coverings are required include:

- (a) When entering or exiting buildings
- (b) When traveling in a vehicle with another person on College business
- (c) When using or traveling through any common areas and shared spaces in buildings, even if another person is not immediately visible or present in the space at that time
- (d) Restrooms
- (e) Kitchens and kitchenettes
- (f) Break rooms
- (g) Elevators
- (h) Conference rooms
- (i) Libraries
- (j) Hallways and corridors
- (k) Shared workspaces and offices
- (l) Private offices when more than one person is present
- (m) Classrooms
- (n) Laboratories where more than one person may be present
- (o) In outside areas when not maintaining a six-foot social distancing

(D) Procedures: Face coverings must securely cover one's nose and mouth, should not be reversed, moved or removed unnecessarily, should not be shared with others, and must be kept clean. Single-use face coverings must be properly and safely discarded after each use. Face covering or N95 mask with one-way exhalation valves are not acceptable as they are designed to allow droplets to pass through the covering. The College will provide face coverings for anyone in need; employees should let their supervisor know if they need to be provided with a face covering.

According to the Centers for Disease Control and Prevention guidance, an effective cloth covering will:

- (a) Fit snugly but comfortably against the sides of the face
- (b) Be secured with ties or ear loops
- (c) Include multiple layers of fabric
- (d) Allow for breathing without restriction
- (e) Be able to be laundered and machine-dried without damage or change to shape

(E) Enforcement: All persons accessing North Central State College campuses, facilities or worksites are expected to comply with this policy, without exception. Anyone not wearing a face covering as expected will be asked to leave the facility immediately. Anyone refusing to wear a face covering or noticed multiple times without a face covering may lose any privileges or ability to access College facilities.

(F) Inquiries and Reports: Inquiries regarding this policy should be directed to the office of Human Resources. Reports of any violations of this policy may be made to an employee's supervisor or Human Resources. All persons with concerns about adhering to this policy for medical reasons are encouraged to contact Human Resources or the Specialized Support Services Office to discuss possible accommodations.

(G) Duration: This policy will be in effect until further notice.

Effective: July 28, 2020

Expires: July 1, 2025

Review dates: 7/28/20