I. PURPOSE
The purpose of the COVID-19: Use of Face Coverings policy is to provide guidance for the required and voluntary use of cloth face coverings by students, faculty, staff, and visitors of Ivy Tech Community College (Ivy Tech). In response to the SARS-CoV-2/COVID-19 pandemic, the Centers for Disease Control and Prevention (CDC) has issued guidance recommending everyone use cloth face coverings when social distancing of at least 6 feet cannot be accomplished. The use of cloth face coverings prevents the spread of droplets that could contain the SARS-CoV-2 virus and is not intended to provide respiratory protection as defined by the Occupational Safety and Health Administration (OSHA).

II. POLICY
All individuals on Ivy Tech property or participating in an official Ivy Tech event, who are not able to otherwise maintain social distancing of at least 6 feet shall wear a face covering so designed as to contain potentially contaminated droplets. Ivy Tech will provide two (2) washable and reusable cloth masks to each employee and one (1) washable and reusable cloth mask to each registered student. Those individuals required to wear a face covering are permitted to utilize a cloth mask provided by the College, a cloth mask made in accordance with CDC recommendations, or another reasonable substitute face covering that allows for droplet capture. The use of face coverings is recommended even in instances where social distancing of at least 6 feet is possible. The use of face coverings in the practice of an individual’s religion or as otherwise medically necessary remains welcome at Ivy Tech and is not changed or impacted by this policy.

III. PROCEDURES
   a. General Use and Requirements of Face Coverings
      i. Face coverings shall be worn by students, faculty, staff, contractors, and visitors when it is not otherwise possible to maintain social distancing of at least 6 feet.
      ii. Face coverings are recommended to be worn by students, faculty, staff, contractors, and visitors at all times in shared spaces. Shared spaces include, but are not limited to, conference rooms, classrooms, lab spaces, hallways, and lounges.
      iii. Face coverings and masks shall be snug fitting around the nose, mouth, and face.
      iv. Face coverings and masks shall be worn in such a manner that it does not fully cover the face and eyes (i.e. Halloween style or character masks).
v. Employees of the College shall wear either a College nametag, College issued identification, or both, prominently displayed above the waist at all times while wearing a mask or face covering.

vi. Students, faculty, staff, contractors, and guests may use a mask of their choosing or making, provided it is constructed in accordance with CDC recommendations and in accordance with all other College policies.

vii. Employees working alone in an office or performing a solo-related job task are not required to be wearing a face mask.

b. Reusable Cloth Face Masks for Employees
   i. The College shall provide each employee with two (2) reusable cloth masks.
   ii. If, during the course of their duties, a reusable cloth mask becomes damaged or destroyed, a replacement will be provided at no cost to the employee.
   iii. Each Campus and Systems Office shall maintain a log of masks provided to include the employee’s name, the date the masks were provided, and how many were provided.
   iv. Employees who are required, through the course of their normal duties, to utilize a mask that provides accommodation for their own or another’s disability, shall be provided with two (2) masks that provide reasonable accommodation for that disability.

c. Reusable Cloth Face Masks for Registered Students
   i. The College shall provide each registered student with one (1) reusable cloth mask.
   ii. Students should receive a mask from their home campus to ensure they only receive one.
   iii. Students must pick up their own masks. They cannot have someone pick it up on their behalf.
   iv. A student is eligible to pick up a mask once they are registered for courses. Staff will confirm registration in Banner at the point of pickup.
   v. Masks can be picked-up during posted campus hours, as recommended by local reconstitution plan
   vi. Students should be directed to check-in at the front desk or reception center as an initial starting point. They would then be directed to the campus-specific distribution location.
   vii. Campuses should decide which distribution location works best for them. Two suggestions are creating a location distribution station in a large space or utilizing the Express Enrollment Center.
   viii. Students receiving a mask should be marked on SGASTDN with the activity code of MASK as having received a mask. For the term, 202020 should be entered.

d. Expectations of Members of the Public
   i. Members of the public are expected to follow all guidelines as described in Section III a. of this policy.
   ii. The College shall take reasonable steps to make disposable masks available in those areas where social distancing is not practical and service of the public is required (i.e.- Express Enrollment Centers).

e. Enforcement
i. When a face covering is required in accordance with this policy, enforcement non-compliance without a bonafide exception shall be as follows:

1. Students: When in a classroom setting, the faculty member in charge of the classroom shall address the non-compliance as a classroom management issue and request the face covering be used. Continued refusal by the student will result in potential referral through the student conduct process.

2. Employees: Supervisors shall address non-compliance directly with employees. Employees shall refrain from addressing non-compliance or perceived non-compliance with other employees and should instead report issues to their direct supervisor.

3. Members of the Public: Members of the public shall first be offered a disposable face mask, when possible. If the individual refuses, they will be asked to leave and given options of how they can be served virtually.