

<b>Ivy Tech Community College</b> Public Safety and Emergency Preparedness		
COVID-19: Use of Face Coverings	Effective Date: June 14, 2020	Revision Date: August 19, 2020
Standards: <a href="#">CDC Use of Cloth Face Coverings</a> <a href="#">FDA Use of Cloth Face Coverings</a> <a href="#">OSHA 1910.134- Respiratory Protection</a> <a href="#">Ivy Tech Full Time Employee Handbook</a> <a href="#">Ivy Tech Code of Student Rights and Responsibilities</a>		Revision Schedule: Bi-monthly

**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 in public. 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 shall wear a face covering so designed as to contain potentially contaminated droplets. Individuals working in an individual workspace or office and those participating in outdoor events that allow for a minimum of 6 feet of social distance are recommended, but not required, to utilize a face covering. 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 inside of all Ivy Tech buildings, unless otherwise specified in this policy.
- ii. Face coverings and masks shall be snug fitting around the nose, mouth, and face.
- iii. 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).
- iv. 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.

- v. 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.
  - vi. Employees working alone in an office or performing a solo-related job task are not required to wear a face covering.
  - vii. Students, faculty, staff, contractors, and guests consuming food or drink are not required to wear a face covering if:
    - 1. They are able to maintain social distancing of at least 6 feet, and
    - 2. Are stationary, and
    - 3. Are in a location designated for such purposes.
  - viii. Those presenting in a lecture or broadcast speaker setting may utilize a face shield instead of a face mask if:
    - 1. The lecturer or speaker utilizes a face shield that extends beyond the sides of the face and below the chin while completely covering the nose and mouth, and
    - 2. All other participants are wearing masks and are a minimum of 6 feet from the speaker at all times or a greater distance whenever possible.
- 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.
    - 4. Refusal to wear a face covering under this policy and without any other accommodation in place is reason for the College to refuse entry to the individual in question until such compliance is gained.
- f. *Addressing Compliance Concerns*
  - i. Students, faculty, staff, guests and contractors shall refrain from addressing compliance concerns related to this policy directly with individuals not wearing a face covering. It will not be publicly evident if an individual not wearing a face covering has been granted accommodation under this policy. Individuals with concerns may address concerns by contacting:
    - 1. Students: Vice Chancellor for Student Success.
    - 2. Employees: Their direct supervisor or human resources.
    - 3. Contractors: The Ivy Tech employee responsible for managing the contractor's work on campus.

## Appendix A: Frequently Asked Questions

### **I am an employee and need to request an ADA accommodation to the Use of Face Coverings Policy. What is the process?**

Employees must complete the ADA Accommodation Request Form and submit completed form to the local Human Resources Office. The form can be found here (insert hyperlink). Human Resources will review requests, supporting documentation and engage in an interactive process with employee, supervisor, and medical provider if necessary. Human Resources will contact employees if any additional information is needed upon evaluating the request.

### **One of my co-workers is not complying with the face coverings policy. Should I notify my supervisor?**

Yes. Supervisors are responsible for ensuring their employees are following college policy. If you have concerns about an employee's compliance with the face coverings policy please talk with your immediate supervisor. You should not confront an employee directly.

### **I am a supervisor and have been informed that an employee, not under my supervision, appears not to be complying with the face coverings policy. What is my next step?**

Please notify the employees' immediate supervisor of the concern. If you are unsure who the employee in question's immediate supervisor is, contact Human Resources. You should not confront the employee directly.

### **Are there exceptions to the face coverings policy for employees?**

Yes, with an approved accommodation.

### **I am an employee and need to request an exemption to the Use of Face Coverings Policy. What is the process?**

It is the responsibility of the employee to notify their supervisor and Human Resources in writing of the request for exemption to the facial coverings policy based on religious beliefs. Human Resources will contact employees if any additional information is needed upon evaluating the request.

### **One of my co-workers is not complying with the face coverings policy. Should I notify my supervisor?**

Yes. Supervisors are responsible for ensuring their employees are following college policy. If you have concerns about an employee's compliance with the face coverings policy please talk with your direct supervisor. You should not confront an employee directly.

### **I am a student and need to request accommodations to the Use of Face Coverings Policy, how do I do that?**

Accommodation requests are reviewed through each campus's Disability Support Services. To start the process, complete the [Request for Access Accommodations](#) or [contact your local DSS](#) office for assistance.

### **What should I do if I see a student not wearing a mask when they should?**

There is no way to tell if a student or employee has a disability or other reason that accommodations to the Use of Face Coverings Policy may have been made. Students and employees should refrain from questioning or challenging students directly about the use of masks. If a faculty member has specific questions about a student's accommodations, please contact your Campus DSS or Student Success office.