

Ivy Tech Community College Public Safety and Emergency Preparedness		
COVID-19: Use of Face Masks	Effective Date: June 1, 2020	Revision Date: July 30 th 2021
Standards: CDC Use of Face Masks FDA Use of Cloth Face Masks OSHA 1910.134- Respiratory Protection		Revision Schedule: N/A

I. PURPOSE

The purpose of the COVID-19: Use of Face Masks policy is to provide guidance for the required use of face masks by students, faculty, staff, and visitors at Ivy Tech Community College (Ivy Tech). The use of face masks is primarily to prevent 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, owned or controlled, or participating in an official Ivy Tech event, shall wear a face mask so designed as to contain potentially contaminated droplets. The type of face mask and the manner to which it is worn should conform to the [CDC recommendations](#). No part of this policy shall be construed to inhibit the use of face masks by an individual’s practice of their religion or as otherwise medically necessary.

III. PROCEDURES

a. General Use and Requirements of Face Masks

- i. Face masks shall be worn by all students, faculty, staff, and visitors while inside any Ivy Tech building, owned or controlled, and while participating in any Ivy Tech sponsored in-door event.
- ii. Face masks and masks shall be snug fitting around the nose, mouth, and face.
- iii. Face masks and masks shall be worn in such a manner that it does not fully cover the face and eyes.
- 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 mask.
- v. Employees may use a mask of their choosing or making, provided it is constructed in accordance with [CDC recommendations](#).

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.

c. Reusable Cloth Face Masks for Registered Students

- i. Students have the ability to obtain a cloth or disposable face mask from their home campus.

- ii. Masks can be picked-up during posted campus hours, as recommended by local reconstitution plan
 - iii. 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.
 - iv. 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.
- d. *Expectations of Members of the Public*
- i. Members of the public are expected to wear a face mask while inside any Ivy Tech building.
 - ii. The College shall take reasonable steps to make disposable face masks available for all guests that enter an Ivy Tech building.