

# Shawnee State University

POLICY TITLE:	FACIAL COVERING (MASK) POLICY
POLICY NO. :	5.42
ADMIN CODE:	3362-5-42
PAGE NO.:	1 OF 4
EFFECTIVE DATE:	08/12/2020
NEXT REVIEW DATE:	AS NEEDED BUT NO LATER THAN AUGUST 2023
RESPONSIBLE OFFICER(S):	PROVOST, HUMAN RESOURCES, DEAN OF STUDENTS
APPROVED BY:	PRESIDENT, PER EMERGENCY AUTHORITY OF BOT

## STATEMENT OF POLICY

This policy governs the use of cloth/fabric facial masks and facial coverings by faculty, staff, students, and visitors.

### 1.0 PURPOSE OF CONTENTS/MAJOR CHANGES

- 1.1 In the wake of the COVID-19 Pandemic, health organizations, including the Centers 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 indoor settings and in most public spaces. This policy addresses when masks must be worn while on campus.
- 1.2 The provisions of this policy are subject to the requirements of any future mandatory federal, state, or local laws, ordinances, regulations, or orders. If any such future governmental action imposes greater obligations than this policy, the stricter requirements shall automatically supersede the requirements of this policy.
- 1.3 This policy is in force until such time that the Board of Trustees approves a replacement policy or the President exercises emergency authority to revise or rescind the policy, whichever occurs first.

### 2.0 STAKEHOLDERS MOST IMPACTED BY THE POLICIES

This policy affects all individuals physically present on University property.

### 3.0 KEY DEFINITIONS

- 3.1 **Facial covering (mask)** means a cloth/fabric material that covers a person's nose and mouth. Other masks such N95 medical masks and similar clinical masks are also

- acceptable facial coverings. Face masks that are cloth/fabric and are clear are considered acceptable facial covering.
- 3.2 **Face shields** may be in the form of clear plastic that would provide some protection from coughs, sneezes and other respiratory discharges, but which does not fit snugly against the face. Face shields are permitted for use by faculty only when delivering lecture content. Face masks are required before and after the lecture (in accordance with University protocols). Face shields or other coverings that do not fit snugly against the face are not considered face masks for purposes of this policy.
- 3.3 **Indoor space** means any enclosed University building or structure, including academic and administrative buildings, on any University-owned or operated property. When alone in a private office, an individual is not required to wear a facial mask.

#### 4.0 POLICY DETAILS

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 a distance of at least six feet from other individuals, and must wear a facial covering outdoors when social distancing is not possible.

- 4.1 **IMPLEMENTATION:** It is the responsibility of supervisors and classroom instructors to ensure compliance with this Policy.
- 4.2 Supervisors and instructors are expected to ask anyone not wearing a mask to comply with the campus policy and/or the law and indicate where the person can get a mask if they do not have one. Such action should be taken whether the person is not wearing a mask indoors, or is not wearing a mask outdoors and not practicing social distancing. If, after the request has been made, the individual refuses to wear a mask, supervisors and instructors should ask the individual to vacate the campus immediately and report violations to the Office of Student Conduct (if a student), the Office of the Provost (if faculty), or to Human Resources (if staff). Repeat violations may require that the Department of Public Safety (DPS) be contacted. If a visitor, upon request, refuses to wear a mask, any member of the University community who sees the violation may report it to DPS.
- 4.2.1 Each student and employee is expected to bring his or her own mask. Purchasing additional masks is the responsibility of the individual. Additional masks will be available for purchase on campus.
- 4.2.2 Any enforcement actions under this Policy are subject to the University'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, military status, or marital status.

- 4.3 **COMMUNICATION:** This policy will be circulated to all faculty, staff, and students and signs will be placed on all University buildings indicating that masks are required.
- 4.4 **EXCEPTIONS:** Masks are not required in the limited situations in 4.4.1 through 4.4.3, below. In each of these situations, individuals should maintain social distancing as much as possible.
- 4.4.1 When the activity requires the use of the mouth for anything other than talking, such as playing an instrument or eating;
- 4.4.2 When the person is alone in an enclosed individual office, or in their personal residence hall room or apartment;
- 4.4.3 When giving a speech for broadcast or an audience, as long as the speaker is more than six feet away from the audience or during the time that an instructor is delivering course content in a lecture provided that the instructor is wearing a face shield while delivering the course content.
- 4.5 **REQUEST FOR EXEMPTION FROM WEARING A FACE MASK:** When an individual has an underlying medical condition, is at higher risk for severe COVID-19 complications as defined by the Centers for Disease Control (CDC), has a mental health condition, or other factors believed to warrant consideration for an exemption to wearing a face mask, the individual should make a request for an accommodation as soon as possible after the issue becomes known. An interactive process to consider the exemption may include a request for additional information and medical documentation along with an evaluation of steps necessary to effectively deliver instruction or enable the successful completion of an employee's work requirements. Students seeking accommodations for a disability should contact the Office of Accessibility Services. Employees seeking any type of accommodation should contact the Human Resources office. Until the determination has been made regarding a potential accommodation, such individuals must wear a mask as required by this policy and should work with their supervisors or instructors/faculty members to make alternative arrangements. Individuals who are deaf or hard of hearing and depend upon lip reading should contact Accessibility Services or Human Resources about obtaining any necessary clear masks to facilitate communication.
- 4.6 **PHYSICAL ACTIVITIES/ATHLETICS**
- During physical activities, athletic practices, athletic events, or classes that require exercise, individuals should abide by the requirements of the specific facility in which the activity is occurring, including the James A. Rhodes Athletic Center. For intercollegiate athletic events, participants and spectators are required to follow this policy and any requirements of the National Association of Intercollegiate Athletics (NAIA) which may be stricter than the requirements of this policy.

## 5.0 ACCOUNTABILITY

Failure to follow this Policy and any associated procedures may subject SSU employees to disciplinary action, up to and including dismissal from employment at the University, consistent with applicable procedures and where applicable, Collective Bargaining Agreements. Students who fail to follow the Policy or any associated procedures may be subject to discipline under the Student Conduct Code.

### History

Effective: 08/12/2020