

POLICY: FACE COVERING REQUIRED DURING COVID-19 PANDEMIC, JULY 27, 2020

Applies to: All persons, including but not limited to, all employees (faculty, staff, researchers, trainees, visiting scholars, student employees), third-party business entities, visitors, and students, authorized to enter any Truman State University buildings and work sites.

Purpose: To protect the health and safety of the Truman State University community by reducing the risk of COVID-19 transmission.

Policy Statement: Truman State University requires all persons to wear face coverings at all times when inside University-owned and controlled buildings and also when a minimum of six feet of physical distancing is difficult to maintain, with the following exceptions:

- When working in a private and enclosed office or laboratory space that is not shared with any other individual.
- When eating or drinking in a common dining area or break room that has been designated and approved for employee breaks with physical distancing protocols marked and observed.
- Outdoors when a social distance of at least six feet can be maintained.
- When an alternative has been approved as part of the Americans with Disabilities Act or religious observance accommodation processes.

Six feet of physical distancing, often referred to as social distancing, remains important in slowing the spread of the COVID-19. 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 COVID-19 virus.

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.

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 coverings or N95 masks with one-way exhalation valves are not acceptable as they are designed to allow droplets to pass through the covering.

The University will provide one reusable, washable cloth facial covering to students, staff and faculty. Everyone is encouraged to have at least one additional face covering. Face coverings are available for purchase at the University Bookstore in the Student Union Building and many other retail establishments throughout the community.

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

- Fit snugly but comfortably against the sides of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric

- Allow for breathing without restriction
- Be able to be laundered and machine-dried without damage or change to shape (Cloth masks should be washed after each use.)

Enforcement: All persons accessing Truman State University facilities or worksites are expected to comply with this policy, without exception.

Employee violations of this policy should be reported to an administrator in the facility or to an employee's supervisor. Employees not complying with the policy will be subject to corrective action as appropriate for failure to comply with University policy. This could include a verbal or written warning. Repeated violation of this policy could result in suspension and/or termination of employment.

Employees who have concerns about adhering to this policy for medical or religious reasons are encouraged to contact the Office of Human Resources to discuss possible accommodations.

Vendors visiting campus should be informed of this policy prior to their visit by the person arranging the service; that person will also address violations of the policy.

Visitors to campus or students who are not in compliance should be informed of the policy. A limited supply of disposable masks will be available to assist with compliance. If they choose not to comply, they should be asked to leave the building. In a situation where the person refuses to comply with the policy and refuses to leave the facility, an administrator or supervisor in the building should be called to address the situation.

Students who do not comply with the policy will be subject to discipline through the Office of Student Affairs.

Duration: This policy will take effect on July 27, 2020, and will be in effect until further notice.