

# **Saint Joseph's College**

## **Policy Guidebook**

### **Human Resources**

**Section Name:** Environmental Health & Safety

**Section Number:** 10.05

**Effective Date:** 6/22/2020

**Revision Date:** 7/21/2020

**Revision Date:** 9/11/2020

**Revision Effective Date:** 9/14/2020

### **SUBJECT: COVID-19 Face Masks & Personal Protective Equipment**

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#### **Purpose:**

Saint Joseph's College is committed to providing a healthy working and learning environment for the entire campus community. One of the most effective ways to reduce the spread of viruses such as COVID-19 is by wearing a face mask, especially when inside and in close proximity to others. When an entire community establishes a culture of wearing face masks indoors and in other settings where social distance can't be ensured, the risk of transmission from one person to another is significantly lowered.

Wearing an appropriate face mask does more than protect the wearer; it also protects other people around and those close to you. Using appropriate methods to socially distance when possible, and wearing a face mask, protects our colleagues, families and friends, especially those in our lives who are particularly at risk, as well as those who aren't. Not only is wearing an appropriate face mask and maintaining proper social distance a shared responsibility, it is an extension of our College Core Values of Community, Compassion and Respect.

#### **Mandatory Participation and Applicability:**

All Students, Faculty, Staff, Alumni, Contractors, Vendors, and Visitors on Campus

#### **Procedure:**

All students, faculty, staff, and anyone on campus, are required to wear a face mask within the College buildings within any indoor, common space environments/areas. Face masks should be worn when entering the buildings and during the duration of the stay inside the building. Common areas within the buildings on campus include, but

are not limited to, hallways, classrooms, auditorium, labs, conference rooms, dining areas, bathrooms, elevators, library, office areas, lobbies, etc.

Exceptions to this face mask requirement while indoors on campus are limited to private offices with the door closed and occupied by one person, as well as private rooms with the door closed up to the maximum occupancy within the student residential buildings. Similar to a restaurant, face masks may be removed while seated at a dining table to eat, when in the bathroom and using the sink and shower, and also when in the fitness room during a workout, providing the established safety protocols are followed.

For any person outdoors on College property, and when the recommended social distancing cannot be ensured and maintained with a minimum 6-foot separation between individuals, a face mask is also required. Any college-owned property includes, but is not limited to, buildings, college grounds, rights of way, parking areas, walkways, recreational and sporting facilities, and college-owned vehicles.

The CDC recommends wearing a mask with two or more layers to stop the spread of COVID-19. Wear the mask over the nose and mouth and secure it under the chin. Face masks must be free of discriminatory and offensive language and symbols. If an individual wears an inappropriate face mask, they will be requested to remove and replace their face mask with an appropriate face mask immediately.

Face coverings such as neck gaiters, bandanas, and scarfs are not acceptable types of face masks, and, consequently, should not be worn on campus. The CDC does not currently recommend the use of face shields as a substitute for masks.

Recognizing that this decision impacts all members of our community, face masks and other PPE will be available to all students, faculty, and staff, at no cost. The CDC recommends proper methods to put on and remove face masks. It is the responsibility of the employee to properly place, wear, remove, and clean the face mask (for reusable masks). Disposable face masks should be placed in appropriate receptacles.

The success of this policy depends on the thoughtfulness, consideration, and cooperation of everyone. Any changes or modifications to this policy will be communicated directly to all members of the College community. In addition, the policy will remain in compliance with any State of Maine mandate, Executive Order, and following the guidance of the CDC.

**Face Mask Alternatives and Medical Accommodations:**

Wearing a face mask may not be feasible in every situation on campus. For some people, because wearing a face mask may exacerbate a physical or mental health condition, it may lead to a medical emergency, or result in a significant safety concern.

Whenever possible, the College will consider the appropriate alternatives to increase the possibility of wearing a face mask or to reduce the risk of COVID-19 spreading if it is not possible to wear one. In cases where individuals have a need to wear a face shield instead of a mask, these CDC considerations should be followed: use face shields that wrap around the sides of the wearer's face and extend below the chin; or use hooded face shields.

Additionally, there may be a medical need for a student, faculty or staff to request an accommodation regarding face masks. For example, people who are deaf or hard of hearing, or those who communicate with a person who is hearing impaired, may not be able to wear face masks if lipreading is necessary to communicate.

The College is committed to making reasonable accommodations to students and employees with known disabilities, unless the accommodation would pose an undue hardship. Medical accommodations for students may be requested through the ADA office within the Academic Center for Excellence. For faculty and staff, medical accommodation requests can be requested through the Human Resources Office.

**Enforcement:**

Everyone is required to observe the Saint Joseph's College "*COVID-19 Personal Protective Equipment & Face Masks*" policy. Enforcement of this policy is viewed as the shared responsibility of all those in the campus community. The primary goal is to achieve voluntary compliance by educating students, faculty, staff, alumni, contractors, vendors and visitors on campus about the policy.

- The policy relies on the courtesy and cooperation of the entire campus community. All members of the campus community, including vendors and visitors, are asked to observe this policy.
- The President, Vice Presidents, Deans, Directors, Supervisors and Department Heads shall ensure that this policy is communicated to everyone within their areas of responsibility.
- Everyone is responsible for following and enforcing the policy. Problems should be brought to the attention of the appropriate supervisor, faculty members or responsible administrator.

- While campus community members (faculty, staff, and students) may utilize the College's Anonymous Tip form to report incidents of non-compliance (<https://www.sjcme.edu/life-and-community/safety-and-security/anonymous-tip-form/>), they may also use the dedicated COVID-19 report form available at the *Prepared with Purpose* website. Additionally, individuals may email questions or concerns to [coronaquestions@sjcme.edu](mailto:coronaquestions@sjcme.edu).
- Violations of this policy will follow appropriate conduct and/or discipline procedures. Campus Life will be responsible for student violations. Deans, Supervisors, and Human Resources will be responsible for faculty and staff violations.
- It is the responsibility of all members of the Saint Joseph's College community to comply with this policy. Failure to follow this policy may lead to disciplinary action, up to and including dismissal and being exited from campus.