

# FACE COVERING POLICIES AND PROCEDURES

## FACE COVERING REQUIREMENTS

- I. Effective immediately
- II. Panola College seeks to provide a workplace and learning environment that is healthy and safe for students, faculty, and staff. Considering CDC guidelines and Governor Abbott's executive order (dated July 2, 2020), face coverings must be worn by all individuals (faculty, staff, students, and visitors) on campus while:
  - a. inside any public building
    - i. e.g., classrooms, shared lab spaces, lobbies, restrooms, elevators, stairwells, common spaces in residence halls, conference rooms, break rooms, library, College Store, and all common areas within college-owned and leased buildings.
    - ii. Outdoor spaces when social distancing of at least 6 (six) feet is difficult to reliably maintain.
- III. **Non-compliance**
  - a. Students
    - i. Students may not be allowed to remain in any classroom, laboratory, or other campus location if found in non-compliance.
    - ii. Faculty may enforce the face covering requirement in the classroom and may report a non-complying student through the student disciplinary process outlined in the Pathfinder Student Handbook.
    - iii. As an alternative to complying with the face covering requirement, a student may register before the beginning of the semester for online courses or be transferred to online learning when feasible with the student's agreement.
  - b. Employees
    - i. Employees may not be allowed to work or remain at work if found in non-compliance.
    - ii. Continued non-compliance may subject the employee to disciplinary action, unless a legitimate reason exists for non-compliance with this procedure as determined by the College.

## FACE COVERING DEFINITION, CARE, AND MAINTENANCE

**I. Definition**

- a. A mask is defined in this policy as a face covering that is generally a piece of material used to completely cover the nose and mouth. It does not need to be medical grade, but may include manufactured disposable masks, manufactured or homemade cloth masks, scarves, bandanas, or neck gaiters.

**II. Proper Use**

- a. Proper use, care, and maintenance of face coverings are the responsibility of each community member.
- b. According to CDC guidelines, a face-covering should cover the user's face from the bridge of their nose to under their chin, completely covering the nose and mouth.
- c. It should fit snugly against the sides of the face but allow the user to breathe easily. It should be loose-fitting but still secure enough to stay in place.
- d. Face coverings should not be placed around the neck or up on the forehead.
- e. Face coverings should not be touched without first washing your hands or using hand sanitizer to disinfect.

**III. Care and Maintenance**

- a. Individuals should consider having more than one face covering to allow for proper washing and drying after every use.
- b. Disposable masks should be properly discarded promptly after use in a trash receptacle; do not place it into your pocket, backpack or where it may contaminate your belongings.

**EXEMPTIONS**

- I. Students and employees may be exempt from wearing a face covering if they meet any of the following:
  - a. Any person younger than 10 years of age
  - b. Any person with a medical condition or disability that prevents wearing a face covering
  - c. Any person while the person is consuming food or drink, or is seated at a restaurant to eat or drink
  - d. Any person while the person is exercising outdoors or engaging in physical activity outdoors, and maintaining a safe distance from other people not in the same household
  - e. Any person while the person is giving a speech to an audience

- f. While in a building or participating in an activity that requires security surveillance, screening, or identification
- g. An employee working alone in their assigned office and does not have visitors in their office

## II. **Medical and Disability Exemptions**

- a. Requests for accommodations and exemptions will be made on a case-by-case basis. Documentation from a medical professional may be required to assist with determining whether reasonable accommodations can be provided, such as wearing a face shield in lieu of a face covering.
  - i. Students who cannot wear a face covering for medical or other reasons should complete the Student Face Covering Accommodation Request Form and visit the disability services office to be considered for a waiver.
  - ii. Employees, contractors, and visitors who cannot wear a face covering for medical or other reasons should complete the Face Covering Accommodation Request Form and visit the human resources office to be considered for a waiver.

## **FACE COVERING DESIGNS**

- I. Face coverings utilized on college property are prohibited from displaying discriminatory, vulgar, offensive, or harassing language, art, or symbols. Any violations of this guideline are subject to employee or student discipline and the item in question may be ordered off campus property immediately.

## **HARASSMENT**

- I. Harassment, discrimination, bullying or retaliatory behavior towards those who are or are not wearing a face covering is strictly prohibited. College officials or their agents shall investigate all allegations and officials shall take prompt and appropriate disciplinary action against employees or students found to engage in these behaviors.