

## Face Covering or Mask Guidelines For Employees

Effective Dates: These guidelines were implemented in May 2020 and remain in effect for the duration of the federal, state and/or local regulations related to COVID-19. Albion College reserves the right to extend these guidelines beyond governmental requirements if it deems necessary for the safety of students and employees.

Albion College will require employees to wear a face covering or mask when on campus in accordance with the mandate issued by Governor Whitmer. Research clearly indicates that an infected person wearing a mask may reduce spreading the disease to others. Since a person infected with COVID-19 may not exhibit symptoms for several days, they may unknowingly spread the virus when interacting with others. However, there has not been research to support that an uninfected, healthy person will avoid getting the virus by wearing a mask. Employees are encouraged to visit the [Centers for Disease Control and Prevention](#) or [World Health Organization](#) websites for the most reliable and current information on COVID-19.

### Definition of terminology used in this document:

- Face Covering or Mask: as described in communication from the [CDC](#).
- Public Indoor Space: Entrances/exits, hallways, stairwells, elevators, bathrooms, common areas, lobbies, computer labs and some designated buildings on campus (Kellogg Center, Campus Safety, Library, Dow, Kresge Gym, Depot, Baldwin, Washington Gardner, Goodrich, Ludington Center, Herrick) - Masks must be worn at all times.
- Individual Workspaces: The designated individual workspace of an employee, for example a private office, cubicle, reception area, etc. If social distancing (6+ feet) can be maintained from other individuals or a physical barrier (e.g. door, cubicle wall) is present, no mask is required. When more than one person is occupying an individual workspace, all individuals must wear a mask.
- Outdoor Space Face covering and mask guidelines are to be adhered to in outdoor work situations when two or more individuals are gathered and social distancing can not be adhered to.
- Work-Related Travel is any travel in which an employee will be conducting official college business. During work-related travel, all college-approved policies and procedures are to be followed. Employees should review the related policies and requirements of the off-campus location in advance of the visit and adhere to whichever policies are stricter.

### Is it mandatory that I wear a face covering or mask while at work?

Yes. For those who are medically able to do so, whenever and wherever is possible as indicated in this guidance.

Employees on campus must wear a face covering or mask when inside public spaces as well as when in outside spaces where social distancing is compromised or difficult to maintain.

While making exceptions will not be the norm, if you feel you have a reasonable explanation for refusing to wear a mask, you must first contact your supervisor who will work with Human Resources if accommodations are necessary. All

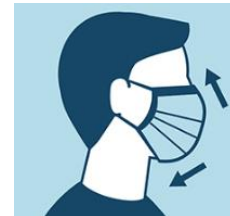
religious protections under Title VII and medical accommodations under the Americans with Disabilities Act (ADA) will be respected and should be coordinated with Human Resources.

Will I be issued a face covering or mask since the College is requiring me to wear one?

Yes. The College will issue every employee working on campus a face mask to be worn in a manner indicated in the [CDC guidance](#) (below). Employees may also provide their own face covering as long as it meets the guidance provided by the [CDC](#).

### How to Wear a Cloth Face Covering

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to the shape



Can I reuse my cloth face covering or mask?

Yes. The face mask provided by the College is reusable and machine washable. Your mask should be routinely washed depending on the frequency of use. Do not wear a wet face covering or mask.

What if I lose my face covering or mask, or it is damaged, or left at home?

Please go to Human Resources or Campus Safety to pick up a replacement.

Can I get in trouble if I do not wear a face covering or mask?

Yes. If it is determined that you are to wear a face mask and you refuse, you will be subject to progressive discipline. Forgetting to put it on will not be viewed as refusing to wear it.

Do I have to wear a face covering or mask in my office or workspace?

If you are working alone in your office or individual workspace, you are not required to wear a face mask. When more than one person is occupying an individual workspace, all individuals must wear a mask.

What are my options if someone doesn't have a face covering or mask on near me?

Remind the individual of the requirement for a face covering or mask. Direct them to Human Resources or Campus Safety where they can pick up their own face covering or mask.

Do I still have to practice social distancing while wearing a face covering or mask?

Yes. Wearing cloth face coverings is an additional public health measure the College is taking to reduce the spread of COVID-19. The CDC recommends that in addition to wearing a face mask, you stay at least 6 feet away from other people, perform frequent hand cleaning, as well as other everyday hygienic preventive actions. A cloth face covering is not intended to protect the wearer, but it may prevent the spread of the virus from the wearer to others. This would be especially important if someone is infected but does not have symptoms. View CDC's guidance on [how to protect yourself](#).

Who should I ask if I am not sure if my situation requires that I wear a face covering or mask?

Please contact your supervisor.

*If you have to ask, put on a mask.*

Revised Date: May 15, 2020