

### **C.2.1.9 (Procedure) Use of Face Coverings/Social Distancing at College District Sites**

Responsible Department: Enterprise Risk Management

Based on Board Policy: C.2.1 Environmental Health and Safety

Approved: 6-25-20

Last Amended:

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The College District seeks to provide a workplace and learning environment free from recognized hazards likely to cause serious physical harm or death, including Coronavirus/COVID-19 or other pandemic exposures. According to the Center for Disease Control (CDC), asymptomatic and pre-symptomatic individuals can be highly contagious and spread the disease when interacting in close proximity with individuals. CDC recommends the use of cloth face coverings (“masks”) in public, and at institutions of higher education in particular, to slow the spread of the virus and help persons who may have the virus and do not know it from transmitting it to others. The Governor of Texas, Bexar County, and City of San Antonio also advocate, or may require, the use of masks in public and group settings.

This procedure implements proactive steps, recommended by CDC, to help protect employees, faculty and students when they return to work, teach and learn at the physical campuses after sheltering at home during the COVID-19 pandemic.

#### **I. Requirement of Face Coverings.**

- A. Masks Defined.** A mask is defined for this procedure as a face covering, which need not be medical-grade, but may include manufactured disposable masks, manufactured or home-made cloth masks, scarves, bandanas, or handkerchiefs. Masks must cover the nose and mouth and extend under the chin. Disposable masks should be properly discarded after use in a trash can, receptacle, or bin. Cloth masks should be washed at home. Instructors of hearing-impaired students will be issued special masks to wear so that students may read their instructor’s lips if technology is not available to otherwise assist the student.
- B. Employees.** Employees are required to wear masks upon entry to the worksite, and as required or encouraged in public settings. Employees are required to wear masks at work, going to and from buildings, at indoor and common areas, and at congregate outdoor events. Employees who do not wear masks will not be allowed to work or remain at work, unless they accept available masks furnished by the College District. Repeated non-compliance may subject an employee to disciplinary action, up to and including termination of employment, unless a legitimate reason exists for non-compliance with this procedure as determined by the College District.
- C. Students.** Students are required to wear masks on campus and upon entry to any campus building, and as required or encouraged in public settings. Students are required to wear masks during their entire presence on campus, in all buildings, at indoor and outdoor common areas, going to and from buildings, and at congregate outdoor events. This requirement may be stated by faculty in a class syllabus. Students at clinical sites must wear masks or respirators approved by CDC as required by the clinical site. Students who

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do not wear masks will not be allowed to remain in any classroom, laboratory, or campus, unless they accept available masks furnished by the College District. A faculty member may enforce the mask requirement in the classroom and may report a non-complying student to the Student Conduct officer for determination of any violation of the Student Code of Conduct, unless a legitimate reason exists for non-compliance with this procedure as determined by the College District. As an alternative to complying with the mask requirement, a student may register before the beginning of a semester for online classes or be transferred to online learning when feasible with the student's agreement.

- D. Visitors.** Non-employees and non-students will not be allowed entry into college or district buildings, including education centers, unless they are wearing masks. Visitors without masks will be asked to leave the premises or campus. Social distancing must be practiced.

## **II. Social Distancing For Employees and Students.**

- A.** Along with wearing masks, when at work and on campus, employees and students are required to practice social distancing, even in classrooms and common indoor areas.
- B.** Employees and students should avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- C.** If a face-to-face meeting is unavoidable, employees should minimize the meeting time, choose a large meeting room and sit at least six feet from each other. Person-to-person contact such as shaking hands is not permitted.
- D.** Employees and students are not to congregate in work rooms, kitchens, break rooms, copier rooms or other areas where people socialize.
- E.** Employees are encouraged to bring lunch and eat at their desks or away from others.
- F.** Employees and students should avoid unnecessary travel on College District business under circumstances where effective social distancing is not possible.

## **III. Other.**

- A.** Employees and students should follow the CDC basic guidelines: wash hands frequently with soap or sanitizer; cover mouths with tissue when sneezing or coughing; discard used tissues in wastebaskets; clean and disinfect touched surfaces; and stay home if sick.

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Alcohol-based hand sanitizers are installed on the floors of the District Support Operations Building and in restrooms and other locations at college campuses.

- B.** Employees and students are not required to wear at work medical, surgical, or N-95 respirators, unless such items are required in a clinical classroom or laboratory or at an off-campus clinical teaching site.
- C.** Employees, students, and visitors, including contractors, lease-holders and their employees, who do not or refuse to comply with this procedure and leave campus voluntarily may be escorted off campus by campus police.