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 indoors with others. CDC recommends the use face coverings (“masks”) when indoors with others when vaccination is unverified to slow the spread of the COVID-19 virus. This procedure implements proactive steps to help protect employees, faculty and students as they work, teach and learn at the physical campuses.

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. To be effective, 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 may request special masks to wear so that students may read the instructor’s lips if technology is not available to otherwise assist the student.

B. Employees. Employees are strongly encouraged, but not required, to wear masks upon entry to the worksite.

C. Students. Students are strongly encouraged, but not required, to wear masks on campus and upon entry to any campus. Students of clinical programs must comply with the requirements of the clinical program/site regarding the wearing of masks or respirators. Mask requirements may not be set in other areas, classrooms, or offices. Students who do not comply with clinical program/site requirements will not be allowed to participate in programs where masks are required.

D. Visitors. Visitors are strongly encouraged, but not required, to wear masks on College District property.

II. Social Distancing.

A. All persons are asked to practice social distancing on College District property.

B. Employees are strongly encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible.
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: 6-25-2020
Last Amended: 5-21-2021

C. Face-to-face meetings should be minimized. In such meetings, employees should: limit meeting time, preferably not to exceed 90 minutes; choose a large meeting room; and sit socially distanced from each other.

D. Employees and students are not to congregate in work rooms, kitchens, break rooms, copier rooms or other areas where people socialize.

E. Employees eating on premises should do so outdoors, at their desks, or socially distanced 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. Alcohol-based hand sanitizers are installed on the floors of the District Support Operations Building and in restrooms and other locations at college campuses.