



Policy

FACE COVERINGS, FACULTY AND STAFF
EFFECTIVE DATE: JULY 2020

FS.305.1

PURPOSE

The purpose of the COVID-19: Use of Face Coverings policy is to provide guidance for the required and voluntary use of cloth face coverings by students, faculty, staff, and visitors of Dakota College at Bottineau due to the SARS-CoV-2/COVID-19 pandemic. The Centers for Disease Control and Prevention (CDC) has issued guidance recommending everyone use cloth face coverings when social distancing of at least 6 feet cannot be accomplished. The use of cloth face coverings prevents the spread of droplets that could contain the SARS-CoV-2 virus and is not intended to provide respiratory protection as defined by the Occupational Safety and Health Administration (OSHA).

POLICY

All individuals on Dakota College at Bottineau (DCB) property or participating in an official DCB event, who are not able to otherwise maintain social distancing of at least 6 feet shall wear a face covering so designed as to contain potentially contaminated droplets. DCB will provide five (5) washable and reusable cloth masks to each employee and five (5) washable and reusable cloth masks to each registered student. Those individuals required to wear a face covering are permitted to utilize a cloth mask provided by the College, a cloth mask made in accordance with CDC recommendations, or another reasonable substitute face covering that allows for droplet capture. The use of face coverings is recommended even in instances where social distancing of at least 6 feet is possible.

PROCEDURES

a. General Use and Requirements of Face Coverings

- i. It is expected that face coverings shall be worn by students, faculty, staff, contractors, and visitors when it is not otherwise possible to maintain social distancing of at least 6 feet.
- ii. Face coverings are recommended to be worn by students, faculty, staff, contractors, and visitors at all times in shared spaces. Shared spaces include, but are not limited to, conference rooms, classrooms, lab spaces, hallways, and lounges.
- iii. Face coverings and masks shall be snug fitting around the nose, mouth, and face.
- iv. Face coverings and masks shall be worn in such a manner that it does not fully cover the face and eyes (i.e. Halloween style or character masks).
- v. Students, faculty, staff, contractors, and guests may use a mask of their choosing or making, provided it is constructed in accordance with CDC recommendations and in accordance with all other College policies.
- vi. Employees working alone in an office or performing a solo-related job task are not required to be wearing a face mask.

b. Reusable Cloth Face Masks for Employees

- i. The College shall provide each employee with five (5) reusable cloth masks.
- ii. If, during the course of their duties, a reusable cloth mask becomes damaged or destroyed, a replacement will be provided at no cost to the employee.
- iii. The College will maintain a log of masks provided to include the employee's name, the date the masks were provided, and how many were provided.

c. Reusable Cloth Face Masks for Registered Students

- i. The College shall provide each registered student with five (5) reusable cloth masks.
- ii. Students must pick up their own masks. They cannot have someone pick it up on their behalf.
- iii. Each student is eligible to pick up a mask once they are registered for courses.
- iv. Masks can be picked-up during posted campus hours.

d. Expectations of Members of the Public

- i. Members of the public are expected to follow all guidelines as described under "Procedures-Section a" of this policy.
- ii. The College shall take reasonable steps to make disposable masks available in those areas where social distancing is not practical, and service of the public is required.

e. Enforcement

- i. When a face covering is required in accordance with this policy, enforcement of non-compliance without a bonafide exception shall be as follows:
 1. Students: When in a classroom setting, the faculty member in charge of the classroom shall address the non-compliance as a classroom management issue and request the face covering be used. Continued refusal by the student will result in potential referral through the student conduct process.
 2. Employees: Supervisors shall address non-compliance directly with employees. Employees shall refrain from addressing non-compliance or perceived non-compliance with other employees and should instead report issues to their direct supervisor.

Members of the Public: Members of the public shall first be offered a disposable face mask, when possible. If the individual refuses, they will be asked to leave and given options of how they can be served