



Name of Policy	COVID 19 - Face Covering Policy
Description of Policy	This policy is in accordance with federal and state workplace safety requirements and the Governors Executive Orders 1512, 1509, and 1507. Alcorn State University has issued a face covering policy for all University personnel, students, staff, contractors, and visitors who are on campus amid the COVID-19 pandemic.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organizational unit, etc.</i>)
	<input type="checkbox"/> Staff only <input type="checkbox"/> Students only <input checked="" type="checkbox"/> Staff, students, contractor, and visitors
Policy status	<input checked="" type="checkbox"/> New policy <input type="checkbox"/> Revision of existing policy

Approval authority	Sr. Vice President for Finance and Administration
Governing authority	Human Resources
Responsible officer	Chief Human Resource Officer

Approval date	August 3, 2020
Effective date	August 3, 2020
Approval date of last revision	
Effective date of last revision	
Date of policy review*	January 2021

**unless otherwise indicated, this policy will still apply beyond the review date*

Related legislation, policies, procedures, guidelines and local protocols	Governors Executive Orders 1512, 1509, and 1507
--	---

Suggested headings for Table of Contents

1. Background	2
2. Purpose	2
3. Scope/Application.....	2
4. Policy Statement and Principles.....	2
5. Roles and Responsibilities	3
6. Review.....	3
7. Further Assistance	3
8. Glossary of Terms/Definitions*	4

1. Background

Research shows that transmission of COVID-19 is greatly reduced and lives are saved when all individuals wear face coverings while in public. Because many cases of COVID-19 are mild or asymptomatic and COVID-19 can be transmitted days before an individual with the virus is symptomatic, the community is best protected when all individuals mask up. It is the shared responsibility of the entire ASU community to protect not only their health, but the health of those who are most vulnerable for serious illness and death from COVID-19.

2. Purpose

Face covering will help to slow the spread of the virus, and are part of a multi-layered approach for COVID-19 prevention. Other preventive measures – including physical distancing, frequent hand washing, routine disinfecting of high touch surfaces, and minimizing the duration of contact with others – need to be maintained even while wearing a face covering.

3. Scope/Application

Alcorn State University requires all students, staff, faculty and visitors to wear a face covering that covers the mouth and nose while anywhere on ASU property (including the Natchez campus and Vicksburg facility). This includes when inside buildings (classrooms, public restrooms, meeting rooms, libraries, Dining Hall, offices and office spaces where two or more gather and six-foot physical distancing cannot be achieved), outdoors and on ASU transportation. Face coverings are also required outdoors when six-foot physical distancing cannot be achieved.

4. Policy Statement and Principles

This policy is in accordance with federal and state workplace safety requirements and the Governors Executive Orders 1512, 1509, and 1507. Alcorn State University has issued a face covering policy for all University personnel, students, staff, contractors, and visitors who are on campus amid the COVID-19 pandemic. Many types of cloth face coverings are acceptable, including homemade masks, scarves, bandanas and handkerchiefs, but face coverings that seal as tightly as possible to the face are preferable to those that fit loosely. The Centers for Disease Control and Prevention does not recommend the use of face shields as a substitute for cloth face coverings. However, they may work in addition to a face covering when sustained close contact with other people is expected.

Exceptions where a face covering is not required include when individuals are:

1. Indoors in a single enclosed private office with the door closed or in assigned residence hall room/suite
2. Eating or drinking, while maintaining social distance (at least six-feet of physical separation between you and others).
3. Alone in a private motor vehicle or utility vehicle used for university business.
4. A child under the age of 2 years or someone who is unable to remove a face covering without assistance.
5. Required to wear assigned respiratory protection for the job tasks you are performing.
6. Granted a reasonable accommodation under the Americans with Disabilities Act (ADA). For information on requesting such accommodations, please contact the Office of Human Resources Management at hrm.alcorn.edu.
7. Engaged in physical activities or recreation in a distanced manner

8. Involved in an activity, including certain types of instruction, where wearing a face covering may be infeasible or present a safety hazard providing that a risk assessment is performed and reviewed by Health and Disability Services.
9. Communicating with someone who is hearing impaired or otherwise disabled and where the ability to see the mouth is essential to communication; in such circumstances, alternatives such as clear face coverings and other accommodations will be explored.
10. Giving a speech for broadcast or an audience while maintaining physical distance of at least six feet from others (very limited applicability).
11. Receiving a service for which temporary removal of the face covering is necessary to perform the service.
12. In instances where wearing a face covering poses a documented health risk

5. Roles and Responsibilities

Under the University's COVID-19 Continuity Plan, units are required to conduct an assessment to determine the required PPE for their employees. Please refer to the Centers for Disease Control and Prevention (CDC) guidance on face coverings with regard to type and fit, wearing, and washing. This is a public health emergency and everyone on ASU campus is responsible to communicate these requirements to others as necessary.

6. Review

This policy will be updated as needed to comply with the Governor's mandate as set forth by the Executive Orders 1512, 1509, and 1507.

7. Further Assistance

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://governorreeves.ms.gov/covid-19/#executiveOrders>

<https://www.alcorn.edu/discover-alcorn/coronavirus>

<https://www.alcorn.edu/discover-alcorn/a-brave-start>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

https://msdh.ms.gov/msdhsite/_static/14,0,420.html

https://www.ada.gov/emerg_prep.html

8. Glossary of Terms/Definitions*

Face Coverings - For the purposes of this policy, a face covering means any cloth face covering, such as facemask, bandana or scarf, that covers the nose and mouth, and ties around the ears or the back of the head. It must be secured under the chin and fit snugly against the sides of the face.

REVIEWED BY:

/s/ Wanda C. Fleming, Ph.D. 08/03/2020
Originator Date

/s/ Cornelius Wooten, Ph.D. 08/03/2020
Vice President Date

/s/ Alfred L. Galtney, J.D. 08/03/2020
Chief Compliance Officer Date

APPROVED:

/S/ Felecia M. Nave, Ph.D. 08/03/2020
President Date