



Name of Procedure	Enforcement of COVID-19 Face Covering Policy
Governing policy	COVID 19 - Face Covering Policy
Description of Procedure	Implementation and Enforcement
Procedure 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, contractors, and visitors
Procedure status	<input checked="" type="checkbox"/> New procedure <input type="checkbox"/> Revision of existing procedure

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 governing procedural review*	January 2021

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

Related legislation, policies, procedures, guidelines and local protocols	COVID-19 Face Covering Policy Governors Executive Orders 1512, 1509, and 1507
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Suggested headings for Table of Contents

1. Governing Policy	2
2. Scope/Application.....	2
3. Disciplinary Actions	2
4. Review.....	3

1. Governing Policy

COVID 19 - Face Covering Policy - 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.

2. 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.

3. Disciplinary Actions

Employees: Employees are expected to comply with the face covering requirement as a condition of employment, as well as for the health and safety of themselves, their colleagues, and the Alcorn State University community. Departments are required to ensure all of their employees have a thorough understanding of these requirements. Employees who do not comply should be reminded of the policy by their supervisor and provided additional education and training. If, after additional education and training, an employee refuses, or fails to comply, contact human resources (HR) to initiate the appropriate corrective action.

If an employee states they are unable to wear a mask due to a health condition, refer the employee to Human Resources. Campus employees with concerns that other employees are not complying should speak with their supervisor, or report it to HR.

Failure to comply with this mandate will result in disciplinary action up to and including termination. Generally, the following steps will be taken to address issues of non-compliance. However, strict adherence to stated progressive discipline steps outlined below are not required and acceleration of disciplinary action taken may occur as warranted.

1. The 1st violation of this mandate will result in a written warning, along with counseling the employee of the university's mandatory face covering policy will be discussed, as well as the next levels of disciplinary action that could be taken.
2. The 2nd violation of this mandate will result in suspension (without pay) from work for a period of 3-5 days, along with a written reprimand, and notification that the next level of disciplinary action will result in supervisory recommendation of Termination from employment.
3. The 3rd violation of this mandate will result in supervisory recommendation of Termination of employment.

Students: Student are expected to follow face covering requirements at all times when on campus. If a student is without a face covering in accordance with this policy, verbal caution should be issued. Students are not required to wear a face covering when inside their private on-campus residence. If a student refuses to comply with the policy, they will be subject to disciplinary action as enumerated in the Student Handbook under the Student Code of Conduct.

Members of the public, and visitors on campuses: Alcorn State University is committed to maintaining a respectful, productive, inclusive, and equitable workplace, and discrimination and other conduct that is inconsistent with our values, and not in compliance with our policies will not be tolerated. If someone is seen without a face covering in accordance with the Face Covering policy, you should not confront them beyond a polite verbal request for compliance to educate, encourage, and persuade individuals to wear face coverings. Please notify Campus Security for non-compliance.

Accommodations for Medical Conditions

If an employee indicates compliance with the mandatory face covering policy is not possible due to medical or other reasons, the employee will be referred to the Office of Human Resources Management. The employee may also request accommodation as indicated by completing the Reasonable Accommodation Questionnaire, located at https://www.alcorn.edu/uploaded/files/finadmin/hr/REASONABLE_ACCOMMODATION_QUESTIONNAIRE.pdf, and by submitting the request to hrm@alcorn.edu to initiate the ADA interactive process.

4. Review

These processes will be updated/modified as needed to comply with guidance from the Center for Disease Control, Mississippi State Department of Health, and Governor Issued Executive Orders.

REVIEWED BY:

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

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

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

APPROVED:

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