EGSC COVID-19 Student Face Covering Policy

Adopted by President’s Cabinet 8/12/20
EGSC’s COVID-19 Health and Safety Protocols, in compliance with USG policy, include the provision for face coverings while inside campus buildings and facilities. A safe campus environment is a shared obligation. It is essential that every member of the campus community do their part by following the EGSC health and safety protocols. It is the personal responsibility of all persons on campus to follow the protocols for the health and safety of themselves and others on campus.

“Effective July 15, 2020, University System of Georgia (USG) institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

• Face coverings are not required in one’s own dorm room or suite, when alone in an enclosed office or study room, or in campus outdoor settings where social distancing requirements are met.

• Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff or students.

• Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.”

Definition: A protective face covering is appropriate if it covers both the mouth and nose of the individual, fits over the chin, fits snugly against the sides of the face, is securely attached to the individual’s face, is made of cloth or other tightly woven fibers or similar materials, and significantly limits the aerial transmission of respiratory droplets from the wearer’s mouth or nasal cavities to others in close proximity to the wearer. A face covering with a vent or valve is not acceptable.

Scope: This policy specifies the enforcement of face covering policies for students.

Request for Reasonable Accommodation: Students who are unable to wear a face covering meeting the above definition due to medical reasons must request an accommodation by filling out the Voluntary Declaration of Disability form and providing supporting medical documentation to East Georgia State College’s Counseling and Disability Services. The Counseling and Disability Services will review and verify the medical condition and communicate this verification to the student. Counseling and Disability Services will notify the student via mail or email of the results of this review indicating whether the student does or does not meet criteria to receive accommodations based on their current documentation. If an accommodation is granted, students will be given a letter outlining their accommodation for an alternative face mask and the student’s instructors will be notified of the accommodation. Students are required to present this letter to any EGSC faculty or staff member who requests to see it.
Enforcement: Enforcement of face coverings for students will be the joint responsibility of faculty, staff, and the Office of Student Conduct. The following illustrates a student out of compliance with the face covering policy:

- Student is not wearing a face covering;
- Student is not properly wearing a face covering (mouth and/or nose exposed, etc.);
- Student is wearing a face covering that is damaged (holes, tears, etc.,); or
- Student is wearing a mask that does not meet the face covering definition and the student has not received an accommodation or cannot produce EGSC documentation of that accommodation (i.e., a letter from Counseling and Disability Services.)

The **EGSC COVID-19 Student Face Covering Policy Flowchart** (attached) describes the process to be used for students not in compliance with this policy. If students are out of compliance with the face covering policy and enter an EGSC facility, then faculty or staff members may request the students put on a compliant face covering or adjust their face coverings to meet the requirements.

If a student will not or cannot immediately comply with the EGSC face covering requirement, the faculty or staff member will request to see a letter of accommodation. If the student cannot produce one, then the student is excused from the facility to retrieve an appropriate face covering or their letter of accommodation. The student cannot return without either an appropriate face covering or a letter of accommodation. At this point, the faculty or staff member will report the student to the Office of Student Conduct for documentation purposes.

- **1st Incident**: The Office of Student Conduct will meet with the student regarding the importance of health and safety and following USG and CDC guidelines. The student will receive an oral warning.
- **2nd Incident**: The Office of Student Conduct will issue the student a written reprimand and an oral warning that continued issues will result in a Failure to Comply violation. The sanction for this second incident will be to re-view videos on safe return to campus.
- **3rd Incident**: The Office of Student Conduct will escalate the violation to a formal Failure to Comply Code of Conduct violation, with the following sanctions.
  - 1st offense “failure to comply” sanctions: Compliance with original request, 20 Hours Community Service (or educational sanction), Probation for Semester.
  - 2nd Offense “failure to comply” sanctions: compliance with original request, 40 hours Community Service (or educational sanction), probation for a year.
  - 3rd offense “failure to comply” sanctions: Immediate suspension from EGSC and indefinite probation upon return
EGSC COVID-19 Student Face Covering Policy Flowchart

**Definition:** A protective face covering is appropriate if it covers both the mouth and nose of the individual, fits over the chin, fits snugly against the sides of the face, is securely attached to the individual’s face, is made of cloth or other tightly woven fibers or similar materials, and significantly limits the aerial transmission of respiratory droplets from the wearer’s mouth or nasal cavities to others in close proximity to the wearer. A face covering with a vent or valve is not acceptable.

1. **Student arrives in an EGSC facility without face covering.**
   - EGSC Faculty or Staff Member requests student put on face covering.
   - Student complies. No further action needed.
2. **Student does not put on face covering because ...**
   - Student forgot face covering.
     - Student is excused from class/facility to retrieve face covering and/or accommodation letter. EGSC Faculty or Staff Member reports incident to Office of Student Conduct.
   - Student refuses to put on face covering with no acceptable reason not to.
     - Student has a medical accommodation for not wearing a face covering.
       - EGSC Faculty or Staff Member can ask to see accommodation letter from Disability Services.
         - Letter presented. No further action needed.
       - Student cannot produce letter.
3. **Student is excused from class/facility to retrieve face covering and/or accommodation letter. EGSC Faculty or Staff Member reports incident to Office of Student Conduct.**

- **1st Incident:** Conversation with Student Conduct re: health and safety; oral warning.
- **2nd Incident:** Written Reprimand and Warning that continued issues will result in Failure to Comply violation. Sanction will be to re-view videos on safe return to campus.
- **3rd Incident:** Escalated to Formal Failure to Comply
  - **1st offense sanctions:** Compliance with original request, 20 Hours Community Service (or educational sanction), Probation for Semester.
  - **2nd Offense sanctions:** Compliance with original request, 40 hours Community Service (or educational sanction), probation for a year.
  - **3rd offense sanctions:** Immediate suspension from EGSC and indefinite probation upon return.