EGSC COVID-19 Employee 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 applies to employees. The EGSC COVID-19 Student Face Covering Policy addresses the accommodation process for students and the enforcement of the face covering policy.

Request for Reasonable Accommodation: Employees that are unable to wear a face covering meeting the above definition due to medical reasons may request an accommodation by submitting the Employee Reasonable Accommodations Form and supporting medical documentation, including a letter from the employee’s treating physician, to Human Resources. Human Resources will review and verify the medical condition and communicate this verification to the employee. The employee will then communicate with his or her immediate supervisor regarding the specific accommodation. Through interactive dialogue and review of the employee’s work area and job responsibilities, the reasonableness and suitability of the accommodation will be evaluated and alternatives identified where applicable.
**Enforcement:** Enforcement of face coverings for employees will be the responsibility of supervisors. The following illustrate an employee out of compliance with the face covering policy:

- Employee is not wearing a face covering;
- Employee is not properly wearing a face covering (mouth and/or nose exposed, etc.);
- Employee is wearing a face covering that is damaged (holes, tears, etc.);
- Employee is wearing a face covering with vents or valves; and
- Employee is wearing a mask that does not meet the face covering definition and the employee has not received an accommodation.

Supervisors will respond to non-compliance by first asking the employee to change their behavior to be in compliance with the face covering policy. This may be a request to put on a face covering or put on a face covering that is in compliance with this policy. Refusal to comply with the request will result in the employee being sent home. Repeated refusals to comply will result in further disciplinary action up to and including suspension or termination.