COVID-19 FACE COVERING POLICY

INTRODUCTION
While keeping a physical distance of at least six feet from other people, practicing good hygiene measures (e.g., frequent hand washing, avoiding touching the face, covering coughs and sneezes), and staying home when ill are the best-known protections against COVID-19, wearing a face covering that covers the nose and mouth can help protect you and others.

In order to help ensure the health and safety of the Seattle University campus community and the public, face coverings are required to be worn on campus at Seattle U:

- Indoors when other people are present; this includes common areas, such as classrooms, hallways, stairways, restrooms, and elevators
- Outdoors when keeping a six-foot distance from others may not be possible

This requirement is in accordance with federal and state workplace safety requirements and with state and local public health directives. The policy is in effect until otherwise communicated.

APPLICABILITY
This policy applies to all Seattle University faculty, staff, students, contractors, volunteers, vendors, and visitors, on-site at any Seattle University location, unless specifically exempted below.

EXEMPTIONS
Job-specific PPE requirements:
Face coverings do not replace required job-specific PPE, such as medical/procedure masks, face shields, or respirators.

Medical or health risk:
Face coverings are not required when:

- A medical professional has advised that wearing a face covering may pose a health risk to the person wearing the covering or impair their breathing; or
- Wearing a face covering would create a safety risk to the person as determined by local, state, or federal regulators or workplace safety guidelines; or
- The person is physically unable to put on or remove the face covering without assistance; or
• The person is deaf or hard of hearing and uses facial and mouth movements as part of communication; or
• The person is a child aged 12 years or younger. Children age two and under must not wear a face mask due to the risk of suffocation. Children age three to 12 are not required to wear a face covering, but if they do, they should be supervised by an adult.

Additional accommodations will be determined on a case-by-case basis with Human Resources and the Student Health Center. Individuals may be required to provide documentation to substantiate their need for an exception or accommodation.

Independent workspaces, outdoors, private residential unit:

Face coverings are not required when:
• Working or spending time alone in a personal workspace, office, or other areas on campus
• Working or spending time outdoors (e.g., walking, exercising) and at least a six-foot distance can be maintained
• Operating a single-occupancy vehicle
• Teleworking (i.e., not reporting on-site to a University work location)
• Inside a private on-campus residential unit
• Eating or drinking; a six-foot physical distance between people is required when eating and drinking and during breaks.

UNIVERSITY AREA RESPONSIBILITIES
Work areas or departments are required to conduct an assessment to determine the required PPE for their employees. Units are required to provide all employees working on-site at their SU work location with a face covering or job required PPE and replace them when necessary. However, employees are responsible for laundering their University-issued reusable cloth face coverings and may use a personally purchased alternative face covering as appropriate.

Employees must be trained on the proper use, care, storage, and disposal of face coverings and PPE.

POLICY ENFORCEMENT
In the Workplace:
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 SU community. Area or department supervisors 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 as needed.

If, after additional education and training, an employee refuses to comply, contact HR to initiate the appropriate corrective action or standard of conduct process.
If an employee states they are unable to wear a mask due to a health condition, refer the employee to the accommodation request process. Campus employees with concerns that other employees are not complying should speak with their supervisor or report it to HR.

**Students:**
Students 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, a polite verbal request for compliance should be made to educate, encourage, and persuade individuals to wear face coverings. Students do not need to wear a mask when inside a private on-campus residential unit.

If a student refuses to comply with the policy, the student should be referred to the Dean of Students. It is not appropriate to notify law enforcement.

Additional training and guidance regarding student enforcement will be available in fall 2020.

**Members of the public, and visitors on campus:**
Seattle University is committed to maintaining a respectful, productive, inclusive, and equitable workplace, and discrimination and other conduct that is inconsistent with our values will not be tolerated. If you see someone without a face covering in accordance with this policy, you should not confront them beyond a polite verbal request for compliance to educate, encourage, and persuade individuals to wear face coverings. It is not appropriate to notify law enforcement.

**RESOURCES**
- [Public Health- Seattle & King County Directive to Wear Face Coverings](#)
- [Governor Inslee’s Safe Start plan](#)
- [Washington State Labor & Industries Requirements for COVID-19 Prevention in the Workplace](#)