



Policy Type

Policy Title:	Face Covering
Policy Number:	1732
Date Adopted:	08/12/2020
Version:	3.0
Review Cycle:	Bi-Annually
Date Last Reviewed:	03/17/2022
Office Responsible:	Human Resources
Reviewing Committee:	Leadership Council
Related Policies:	
Related Laws:	Americans with Disabilities Act (ADA)
Related Code of Regulation:	

Policy Summary:

All Jackson College personnel, students, and visitors will be required to wear an acceptable face covering in designated spaces, while Jackson College is still in a Pandemic Alert Level one(I) thru five (V). Jackson College alert levels are determined by the college President.

Policy Scope:

This policy applies to all Jackson College faculty, staff, administrators, students and visitors.

Policy Statement:

When the face covering must be worn and by whom is determined by the college alert level in addition to, Governor's Executive Orders, Legislation, MI Safe Start guidelines, Reintegration Task Force Guidance & Recommendations and campus readiness. Direction from the President will ultimately make the final determination.

When wearing a facial covering at work the face covering must:

- Cover your nose and mouth
- Not be torn or soiled and fit snug over mouth and nose
- Not display inappropriate graphics or language

Masks are a supplement to—not a substitute for—other preventive measures. They are intended as an added layer of protection on top of physical distancing and other common sense protections, like frequent handwashing, use of hand sanitizer, working and conducting some activities remotely, getting vaccinated and staying home when sick or experiencing common symptoms of coronavirus.

Exceptions where a face covering is not required include situations where you are, however masks are still strongly encouraged:

1. Inside, in a single enclosed private office
2. eating or drinking
3. alone inside a JC owned/rented vehicle or utility vehicle

4. a child under the age of 2 years old or a person who is unable to remove a face covering without assistance
5. required to wear other respiratory PPE to perform your job/task
6. granted a reasonable accommodation
7. engaged in physical activity or recreation outdoors at a social distance
8. communicating with someone who is hearing impaired or otherwise disabled where the ability to see the mouth is essential to communication; alternative face covering should be used
9. receiving a service for which temporary removal of the face covering is necessary
10. actively engaged in a public safety role, including but not limited to law enforcement, firefighters or emergency medical personnel
11. Outdoors

Sanctions:

The goal of the College is to reinforce a safe campus during the pandemic. Discipline shall be consistent with the unique facts and circumstances surrounding repeated violations of the policy by employees or students.

1. Students who engage in any activity that violates the Face covering policy are subject to disciplinary action pursuant to the process outlined in the Student Rights and Responsibilities Handbook, which provides for a range of sanctions including expulsion.
2. Employees who engage in any activity that violates the Face covering policy are subject to disciplinary action pursuant to the process outlined in contracts and manuals which provides for a range of sanctions including dismissal.
3. Visitors and guests who violate mask policies in designated spaces or events may be asked to vacate the event/space.

Definitions:

Acceptable face covering: For the purposes of this policy, “acceptable face covering” must seal as tightly as possible to the face. The CDC does not recommend the use of face shields as a substitute for cloth face coverings.

Physical Distance: For the purposes of this policy, “physical distance” is defined as being at least six (6) feet of physical separation between yourself and others.

Change Log

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
08/12/2020	1.0	Initial Release	Executive VP/COO
09/01/2020	2.0	Updates	Executive VP/COO
03/11/2022	3.0	Updates to guidelines	Executive VP/COO