

FACE COVERING (MASK) POLICY

I. Policy Section

14.0 Risk Management

II. Policy Subsection

14.18 Face Covering (Mask) Policy

III. Policy Statement

Grand Rapids Community College, “GRCC”, is committed to providing a safe and healthy workplace and educational environment. Due to health and safety concerns related to the COVID-19 pandemic, and pursuant to CDC and Kent County Health Department recommendations, all employees, students and visitors must wear a Face covering in the following circumstances:

- in outdoor spaces accessible to others if six (6) feet of separation from non-household members cannot be consistently maintained;
- in indoor work spaces designated for the individual, when six (6) feet of separation from non-household members cannot be consistently maintained, or in indoor work spaces designated for the individual when 6 feet of separation from non-household members can be consistently maintained but no additional safeguards are present;
- and in any shared spaces, including at service desks, during in-person meetings, classrooms, in restrooms and hallways, regardless of whether those spaces are currently occupied by others.

IV. Reason for Policy

As a result of the COVID-19 pandemic, health organizations, including the Center for Disease Control (CDC) and Kent County Health Department recommend that individuals wear a Face covering (mask) in certain settings. In addition, the Governor’s Executive Orders require Face coverings in most public spaces. This Policy addresses when Face coverings must be worn on campus.

In the event the CDC, Kent County, and/or other health officials change the requirements and/or recommendations for the use of Face coverings, this Policy may be modified or rescinded.

V. Entities Affected by This Policy

All GRCC employees, students, members of the Board of Trustees and visitors to the campus

VI. Who Should Read This Policy

All GRCC employees, students, members of the Board of Trustees and visitors to the campus

VII. Related Documents

14.13 Communicable Disease Policy

VIII. Contacts

Executive Director, Operational Planning (Policy Owner)
Vice President for Finance and Administration
Executive Director, Human Resources
Director of Equal Opportunity Compliance

IX. Definitions

- A. Face covering (mask): A cloth material that covers a person's nose and mouth. Other masks such as N95 medical masks and similar clinical masks are also acceptable Face coverings, but GRCC encourages those masks be prioritized for medical settings. Face coverings may be secured to the head or simply wrapped around the lower face. They can be made of a variety of materials and may be factory-made or made by hand. The CDC does not recommend the use of face shields as a substitute for Face coverings, and face shields do not meet the definition of Face covering for purposes of this Policy.

X. Procedures

- A. Expectation of Wearing a Face covering: All employees, students, and visitors (including vendors, contractors and other guests) must wear a Face covering in the circumstances described below. The examples provided are meant to help explain the reasoning, but do not include every situation that may arise.

Employees, students and visitors must wear a Face covering:

1. In outdoor spaces accessible to other students, employees, or visitors, if six (6) feet of separation from non-household members cannot be consistently maintained.
 - a. For example, two students or employees (who do not live in the same house) are walking next to one another from the parking ramp to RJF. They must both wear a Face covering.
 - b. However, two students or employees who run into each other on the commons area and call out to one another from a distance of more than six (6) feet do not need to wear a Face covering.
2. In indoor work spaces designated for the individual, unless six (6) feet of separation from non-household members can be consistently maintained AND additional safeguards (partitions, sneeze guards, etc.) are present.
 - a. Two student employees who share a cubicle area are working next to one another at adjacent computers. They must both wear a Face covering.
 - b. However, employees working in cubicles more than 6 feet apart may take their Face covering off when they arrive in their cubicle only if sneeze guards or partitions are present. In those cases, they may work without it until they need to interact with others or go into a shared space.
3. In any shared spaces, including at service desks, during in-person meetings, classrooms, in restrooms, break rooms and hallways. Face coverings are required in these spaces regardless of whether anyone else is currently also sharing that space.
 - a. For example, a student working at a table in the Cook building hallway should wear a Face covering, even if no one else is in the hallway, as other students and employees may pass by.
 - b. However, a student in an enclosed study room in the Business lab may remove their Face covering, provided there are no other people within the room.
 - c. For example, a student at the front desk of the Enrollment Center is interacting with an employee; both should be wearing a Face covering.

B. Implementation of Requirement:

1. It is the responsibility of any GRCC employee (faculty, administrators and supervisors) who is in an oversight capacity with others (classroom faculty with students within their class, supervisor with supervisees, etc.) to monitor compliance with this Policy. Faculty or supervisors who observe their students or supervisees without a Face covering should:

- a. Notify the individual of GRCC's requirement to wear a Face covering.
 - b. Notify the individual where a Face covering may be found, if they need one, or any other feasible alternatives (rescheduling, virtual meetings, etc.)
 - c. If an individual refuses to put on a Face covering, the GRCC faculty or supervisor should ask them to leave. If there are safety concerns, Campus Police should be called.
 - d. If the individual did not comply, after the immediate situation is resolved, the GRCC faculty or supervisor should contact the Office of Student Life and Conduct for students or Human Resources for employees to follow up on any appropriate discipline.
 - e. If the individual is a visitor, Campus Police should be called for follow-up.
2. In an effort to cultivate a culture of accountability, everyone is responsible for reminding each other of GRCC's policy regarding face coverings. Any GRCC employee interacting with an individual not wearing a face covering should:
- a. Notify the individual of GRCC's requirement to wear a Face covering.
 - b. Notify the individual where a Face covering may be found, if they need one, or any other feasible alternatives (rescheduling, virtual meetings, etc.)
 - c. If an individual refuses to put on a Face covering, the GRCC employee should notify the individual they cannot assist them further. If there are safety concerns, Campus Police should be called.
 - d. If the individual did not comply, after the immediate situation is resolved, the GRCC employee should contact the Office of Student Life and Conduct for students or Human Resources for employees to follow up on any appropriate discipline.
 - e. If the individual is a visitor, Campus Police should be called for follow-up.
- C. Availability of Face coverings: If possible, employees, students and visitors should provide their own Face coverings to wear in compliance with this Policy. If an employee, student or visitor does not have access to a Face covering, they may pick up a Face covering by visiting GRCC Campus Police or Student Life & Conduct.
- D. Non-discrimination: Any interactions or enforcement under this Policy are subject to GRCC's prohibition on discrimination, as described in the Equal Opportunity and Non-discrimination policy and other relevant non-discrimination policies. This Policy may not be enforced in a discriminatory fashion based on age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status or genetics.
- E. Communication: Notice of the requirements of this Policy will be posted on all building entrances and common areas, as well as online. This Policy will be shared in GRCC

Today and included in GRCC's Administrative Policy listings at www.grcc.edu/generalcounsel/policies.

F. Exceptions: The following exceptions, as outlined in relevant laws and executive orders, may exempt someone from the requirement to wear a Face covering under this Policy:

1. When exercising, only if wearing a Face covering would interfere with the activity and 6 feet social distancing can be consistently maintained;
2. When the activity requires the use of the mouth for anything other than talking, such as playing an instrument, acting, singing, or eating;
3. When the person is in an indoor work spaces designated for the individual where six (6) feet of separation from non-household members can be consistently maintained AND additional safeguards (partitions, sneeze guards, etc.) are present.
4. When specific areas have approved plans that require Face covering use beyond that defined in this Policy, such as in laboratories or clinical settings;
5. Visitors to the campus who are younger than four (4) years old;
6. Law enforcement officers acting in the event of an emergency;
7. When giving a speech for broadcast or an audience, as long as the speaker is more than six feet from the audience. This exception does not apply to regular classroom lectures. For purposes of planning for such an event, the designated area should work with the Executive Director of Operational Planning to discuss additional recommended safety measures; or
8. When an individual has a condition defined as a disability under the ADA that limits the use of a Face covering. Notice of the disability will be considered a request for a reasonable accommodation under the ADA, and GRCC will follow an interactive process to discuss with the individual possible accommodations, which may include virtual classes, designated "mask breaks," etc.
 - a. Requests for accommodation for students should be directed to Disability Support Services, and for employees, should be directed to the Director of Equal Opportunity Compliance. Requests for accommodations for visitors should be directed to the office they are visiting; departments who need assistance in providing accommodations can reach out to the Director of Equal Opportunity Compliance.
 - b. Accommodations of alternate Face coverings: Employees or students who require others to use a clear Face covering for communication purposes should make the request accordingly. Students should make the request of Disability Support Services, and employees may make the request of the Director of Equal Opportunity Compliance. Campus visitors should request accommodations through the office they are visiting.

XI. Forms

XII. Effective Date

This policy goes into effect August 25, 2020.

XIII. Policy History

August 2020: New policy was created at the recommendation of the COVID-19 response team.

XIV. Next Review/Revision Date

August 2021.