



Approved By: Cabinet
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Category: General College
Responsible Office: Finance and Administration
Office Number: (585) 245-5601

COVID-19 Face Mask and Preventative Measures

I. SCOPE

SUNY Geneseo Employees, Students, Auxiliary Organizations (Campus Auxiliary Services, Research Foundation), Contractors, Tenants, and Visitors

II. DEFINITIONS

- A. **Direct Contact:** When a person leaves their work station and walks about their office space, enters a hallway, transverses a building or goes outside and has the potential to come within six feet of another person.
- B. **Face Mask:** Includes but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) and medical masks, must meet the following criteria:
 - 1. fit snugly but comfortably against the side of the face;
 - 2. completely covers the nose and mouth;
 - 3. includes multiple layers of fabric;
 - 4. allows for breathing without restriction; and
 - 5. if cloth, can be laundered and machine dried without damage or change to shape.
- C. **Face Shield:** Provide barrier protection to the facial area and related mucous membranes (eyes, nose, lips) and are considered an alternative to goggles. They should cover the forehead, extend below the chin and wrap around the side of the face to the ears. Face shields are not meant to function as primary respiratory protection and should be used concurrently with a medical mask (for droplet precautions) or a respirator (for airborne precautions).
- D. **Medical Mask:** (also known as surgical mask or medical face mask) Reduce the transfer of saliva and respiratory droplets to others and help block blood and other potentially infectious materials from the skin, mouth and nose of the wearer. They have multiple layers of different nonwoven fabric materials, which are fused together.
- E. **N95 Respirator:** Provide protection against inhalation of very small infectious airborne particulates using a filtering facepiece respirator. These respirators are

indicated for use when in direct contact with patients with COVID-19. N-95 respirators require medical clearance, training and fit testing.

- F. **Personal Protective Equipment (PPE):** Equipment worn to minimize exposure to a variety of hazards. Examples of PPE include items such as gloves, goggles, face shields, foot protection, protective hearing devices (e.g. earplugs, muffs), hard hats, respirators and full body suits.

III. POLICY STATEMENT

- A. In response to the COVID-19 pandemic, SUNY Geneseo has adopted a Face Mask and Preventative Measures Policy. This Policy highlights the protections that are required and implemented to ensure the health and safety of our campus community including students, faculty, staff, visitors and contractors.
- B. Each individual has a personal responsibility to adhere to this policy to ensure our community members are safe and healthy. Being personally responsible means you take ownership of what you do and how it may impact others. Face masks slow the spread of the virus by preventing people who may have the virus and do not know it from spreading the disease.
- C. Face masks may help prevent people who have COVID-19 from spreading the virus to others. Wearing a mask will help protect people around you, including those at higher risk of severe illness from COVID-19 and workers who frequently come into close contact with other people (e.g. stores and restaurants). Face masks are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings. The spread of COVID-19 can be reduced when masks are used along with other preventative measures including physical distancing, cleaning and disinfecting frequently touched surfaces and frequent handwashing.

IV. POLICY

- A. All members of the campus community are required to wear a face mask when in direct contact with other persons except where doing so would inhibit or otherwise impair that individual's health. We strongly encourage all individuals to wear the masks that were provided by SUNY Geneseo.
 - 1. **Outdoors:** All employees, students and visitors are required to have a face mask readily available on their person (e.g. around neck) when on campus outdoors and to put their face masks on when it is NOT feasible to maintain physical distancing measures (i.e. at least 6 feet of separation between others). If sharing a vehicle, all persons aboard the vehicle shall wear a face mask.
 - 2. **Indoors:** Anyone entering any campus building must put on a face mask prior to entering the building and to continue to wear the face mask in common areas such as elevators, lobbies, hallways, classrooms,

laboratories, restrooms, when traveling around the building and working in shared spaces. Additionally, face masks are required in common areas of residence halls, dining halls, library spaces, College Union, bookstore, other retail locations and gathering spaces across campus. Face masks can only be removed when alone in a cubicle, office, individual residence or other designated area following physical distancing guidelines.

- B. For the purpose of this document only, masks are not included in the definition of PPE.** Face masks are worn by a person to prevent community spread from an asymptomatic person. PPE, on the other hand, is equipment worn by a person to protect themselves from real or potential hazards (e.g. safety glasses, lab coats, respirators)

The CDC does not recommend or endorse any strategies for personal protective equipment (PPE) use that differ from standard infection prevention and control (IPC) practice.

- C. Employees who are unable to wear a face mask due to a medical condition or other protected reason may submit a request for a reasonable accommodation by contacting the Office of Diversity and Equity or going to the webpage at <https://www.geneseo.edu/ReasonableAccommodation>.
- D. Students who are unable to wear a face mask due to a medical condition or other protected reason may submit a request for a reasonable accommodation by contacting the Office of Accessibility Services or going to the webpage at <https://www.geneseo.edu/accessibility-office/requesting-accommodations>.
- E. All members of the SUNY Geneseo community have a responsibility to adhere to this policy; we each play a part in stopping the spread of COVID-19 and keeping our community safe. Every member of our community should feel empowered to address peers, colleagues and students who may need reminding of social distancing and face covering requirements. Education and non-confrontational interactions should be prioritized over non-compliance reporting.
- F. Failure to comply may result in actions where appropriate:
1. For a student, a referral to the Conduct Office will be completed.
 - 1) Results could vary depending on circumstances and will be reviewed on a case by case basis.
 - 2) Consequences could range from inability to participate in extracurricular activities, in person classes, up to and including suspension.
 2. For an employee, it may result in referral to Human Resources for review and resolution in accordance with their collective bargaining agreement. Disciplinary measures up to and including termination will be implemented to address violations of this policy.

3. For visitors, revocable permit holders and contractors, it may result in removal of authorization to be on campus property and/or termination of the applicable lease/permit/contract.
4. Students in an academic setting who refuse to wear a mask after requests will require the faculty member to end the class to diffuse the situation. The student would then be referred to the Dean of Students by emailing deanstu@geneseo.edu or by completing an [incident report](#).
 - a. Results could vary depending on circumstances and will be reviewed on a case by case basis.
 - b. Consequences could range from inability to participate in extracurricular activities, in person classes, up to and including suspension.
5. In other situations, persons who continually refuse to comply with requests to adhere to mask requirements should be asked to leave the area (dining hall, common area, office, etc.). Should the person fail to comply with the directive to leave the area, the University Police should be contacted to respond.

F. Procurement of Face masks and PPE

1. Face masks and other PPE are available through Facilities Services and a supply of PPE is maintained at the SUNY Geneseo Central Stores.
2. Once a request is approved, the items will be delivered to the requesting department. No department should order and stockpile facemasks, gloves or other PPE.
3. Face masks may not be readily available in the supply chain and deliveries may have long lead times. Personnel are requested to conserve and reuse masks as feasible.

G. Face Shields and Goggles

CDC does not recommend use of face shields or goggles for normal everyday activities or as a substitute for face masks. Some people may choose to use a face shield or goggles when sustained close contact with other people is expected in addition to a face mask. Reusable face shields and goggles should be cleaned and disinfected after each use.

It is expected that all employees wear a face mask with a face shield regardless of physical distancing. Any change to the availability of face shield models that afford the same level of protection as masks to the wearer and other community members may lead to further refinement or modification of this requirement.

H. N95 Respirators

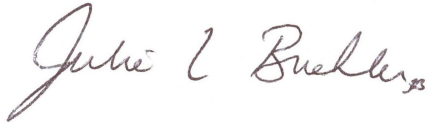
N95 respirators reduce the wearer's exposure to airborne particles, from small particle aerosols to large droplets. N95 respirators are tight-fitting respirators that filter out at least 95% of particles in the air, including large and small particles. Not everyone is able to wear a respirator due to medical conditions that may be made worse when breathing through a respirator. Before using a respirator or getting fit-tested, workers must have a medical evaluation to make sure that they are able to wear a respirator safely. When properly fitted and worn, minimal leakage occurs around edges of the respirator when the user inhales. This means almost all of the air is directed through the filter media.

Employees who require N95 respiratory protection must contact the EH&S Office so that arrangements can be made for a medical evaluation, training and fit test. Final approval to use a NIOSH-certified respirator is not granted until medical evaluations, fit testing and training are finalized. Review the [SUNY Geneseo Respiratory Protection Policy](#) for further information.

N-95 respirators are not recommended by the CDC for normal day-to-day activity. Individuals that will use N95 respirators are employees that will have direct contact with individuals with respirable infections. These employees include but are not limited to Student Health Services, University Police and specific staff members that would interact with infected persons.

V. REFERENCES

- A. CDC Consideration for Schools:
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- B. CDC PPE Information
<https://wwwn.cdc.gov/PPEInfo/Search>
- C. NYSDOH Interim Guidance for Face Masks
http://dmna.ny.gov/covid19/docs/all/DOH_COVID19_EO20216EmployeeFacemask_041420.pdf
- D. NYS Department of Health
<https://www.google.com/search?client=firefox-b-1-d&q=NYS+DOH+Face+masks>
- E. OSHA COVID-19
<https://www.osha.gov/SLTC/covid-19/covid-19-faq.html>

A handwritten signature in cursive script that reads "Julie L. Buehler".

Signature
Julie Buehler
Vice President for Finance and Administration

September 16, 2020

Date of Approval