



COVID-19 Policy on Face Coverings

Responsible Official: Chief Operating Officer

Responsible Office: Office of Administration

Policy Purpose

The purpose of this policy is to establish requirements for faculty, staff, students and other persons (including visitors, guests, contractors, etc.) present on campus at East Tennessee State University (“ETSU”) to wear face coverings in classrooms and other indoor areas, as well as outdoor areas where a physical distance of 6 feet cannot be maintained between persons.

Policy Statement

I. **Applicability and Scope**

In accordance with guidance issued by the Center for Disease Control and Prevention (“CDC”), it is the policy of ETSU to require faculty, staff, students and other persons to wear face coverings while present on campus in classrooms and other indoor areas, as well as outdoor areas where physical distance between persons cannot be maintained.

II. **Responsibilities**

- a. Faculty, staff, students and other persons (including visitors, guests, contractors, etc.) will furnish their own face covering and wear the face covering properly.
- b. Face coverings shall be worn on campus while:
 - i. Inside all campus buildings and facilities
 - ii. Outside when physical distancing between persons cannot be maintained
 - iii. On the BucShot
- c. Face coverings are not required on campus while:
 - i. Alone in one’s own private office
 - ii. Alone in one’s own private vehicle
 - iii. In one’s own residence hall room
 - iv. Eating or drinking
 1. To the extent possible, a physical distance of 6 feet between persons should be maintained while eating or drinking.
 - v. In outdoor areas where physical distance between persons can be maintained
- d. If a student is completing ETSU course requirements in organizations external to ETSU (schools, hospitals, clinics, organizations), the student will follow the safety guidelines and protocols in place at those organizations except to the extent those guidelines or protocols are less restrictive than ETSU.
- e. If a faculty or staff member, student or other person does not have a face covering, the University will provide one.

III. **Violations of Policy**

- a. Faculty and staff who violate this policy may be subject to the University's [Progressive Discipline](#) policy.
 - i. If a faculty or staff member is not wearing a face covering on campus in an area where one is required, and the faculty or staff member is not otherwise exempt from the requirement, a disposable face covering will be provided for the faculty or staff member to wear.
 - ii. Members of the campus community who have concerns related to a faculty or staff member who does not comply with the University requirement to wear a face covering on campus should respectfully address the concern with the supervisor of the faculty or staff member not wearing a mask. If resolution cannot be achieved contact the Office of Human Resources at (423) 439-4457.
- b. Students who violate this policy may be subject to the University's [General Policy on Student Conduct and Disciplinary Sanctions](#). Failure to wear a face covering may be considered Conduct Dangerous to Self or Others, a Disciplinary Offense under Section II.B.1 of the General Policy on Student Conduct and Disciplinary Sanctions.
 - i. If a student is not wearing a face covering on campus in an area where one is required, and the student is not otherwise exempt from the requirement, a disposable face covering will be provided for the student to wear.
 - ii. If a student refuses to wear a face covering in a classroom setting, the student will be referred to complete their coursework in an alternative learning environment.
 - iii. Members of the campus community who have concerns related to a student who does not comply with the University requirement to wear a face covering on campus may file an online report to the Dean of Students Office. Additionally, the Dean of Students Office may be reached at 423-439-4210 or via email to Dr. Michelle Byrd at byrdt@etsu.edu.
- c. Visitors, guests, contractors, or other persons who violate this policy may be removed from campus.
 - i. If a visitor, guest, contractor, or other person (who is not faculty, staff or student) is not wearing a face covering on campus in an area where one is required, and the person is not otherwise exempt from the requirement, a disposable face covering will be provided for the person to wear.
 - ii. Members of the campus community who have concerns related to a visitor, guest, contractor, or other person (who is not faculty, staff or student) who does not comply with the University requirement to wear a face covering on campus may contact the Office of Administration at (423) 439-5381.

IV. Exemptions

- a. Faculty, staff, and students who are unable to wear a face covering due to a medical or other condition should contact Disability Services by telephone at 423-439-8346 or by email at littleme@etsu.edu to request an accommodation.
- b. Classroom activities that cannot be completed while wearing a face covering may be exempt at the discretion of the faculty member (e.g. playing a wind instrument). To the extent possible, a physical distance of 6 feet between persons should be maintained while participating in classroom activities exempt from wearing face coverings.
- c. The University may evaluate and consider other exemptions on a case-by-case basis as additional information about COVID-19 becomes available.
- d. In accordance with the CDC, children under age 2, or anyone who is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance should not wear a face covering.

V. Syllabus Statement

- a. Faculty are required to address the wearing of face coverings in the classroom. Faculty should include the below statement, or a statement substantially similar, in their syllabi to ensure students are aware of the requirements related to face coverings on campus:
 - i. Please wear a mask or other appropriate face covering to class. Wearing a mask that covers your nose and mouth communicates the care and respect you have for yourself, the care and respect you have for those you live with, and the care and respect you have for other members of this classroom community. The best evidence we have, from public health professionals, is that wearing masks is one of the best ways to protect against the spread of COVID-19 and other airborne illnesses. For the safety of your classmates, if you forget your mask I will have a few available each day to distribute. If you choose not to wear a mask, you will not be able to attend class face-to-face. Students with medical conditions that inhibit their ability to wear masks should register through disability services.
 1. Course Management For Teaching During COVID-19:
<https://www.etsu.edu/coronavirus/documents/etsu-course-managment-for-teaching-during-covid-19.pdf>
 - ii. A link to the full policy on face coverings should also be included in syllabi.
 1. <https://www.etsu.edu/policies/health-safety/face-coverings.php>

VI. References

- a. CDC Guidance
 - i. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>
 - ii. <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

Authority:

Focus on College and University Success (FOCUS) Act
[Policy Development and Administrative Rulemaking](#)

Definitions

On Campus: Main Campus; VA Campus; Kingsport Campus (Allandale and Downtown); Sevierville Campus; Valleybrook Campus; Nave Center Campus; Any off-site location where ETSU classes are taught or ETSU classroom activities otherwise occur

Face covering: covering that covers both the nose and mouth; may include a cloth face mask, medical mask, scarf, gaiter, bandana or handkerchief

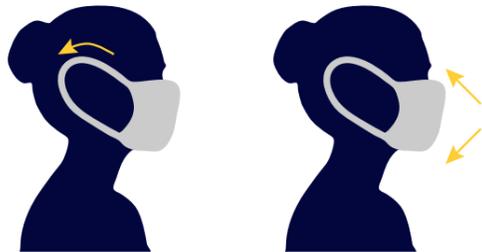
Physical distancing: keeping 6 feet (about 2 arms' length) of space between yourself and other people

Visual Aids

WEARING YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.

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PHYSICAL DISTANCING



Please keep **6 feet** between you and **other people.**



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FACE COVERINGS

ACCEPTABLE



UNACCEPTABLE



Policy History

Effective Date: 07.28.2020

Revision Date:

Procedure (s)

Procedure History

Related Form(s)

Scope and Applicability

Primary: Health and Safety

Secondary: Operations and Facilities