



Face Covering Requirements Policy

Definitions

Term	Definition
COVID-19	The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 is a virus that can spread from person to person. The Center for Disease Control (CDC) has stated that symptoms can appear 2-14 days after exposure and include: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, headache, congestion or runny nose, nausea or vomiting, diarrhea. Although these symptoms are not all inclusive they are reported by the CDC as the most common. COVID-19 is spread by being in close contact with another person who has COVID-19 (less than 6 feet), touching your eyes, mouth or nose after touching a surface with the virus on it, and from respiratory droplets from an infected person when they cough, talk, or sneeze.
College	The State University of New York at Potsdam.
Employee	A public employee working for The College, a Research Foundation employee associated with The College, or a PACES employee associated with The College.
Supervisor	Any person assigned as a supervisor of record within The College who has the authority to direct and control the work performance of an employee.
Visitor	Any person that is not an employee as defined by this policy but is on campus grounds.
Public	Any person that an employee may have face to face contact with during the course of their workday.

Pandemic	A disease that has affected an entire country or entire world.
Cloth Face Covering	A fabric mask that covers the nose and mouth. It can be secured to the head with ties, straps, ear loops, or simply wrapped around the lower face. It can be made of a variety of fabrics, such as cotton, silk, or linen. A cloth face covering may be factory made or sewn by hand. Face coverings should not have ventilation ports.
Face Shield	Provide barrier protection to the facial area and related mucous membranes (eyes, nose, lips) and are considered an alternative to goggles. Face shields are not meant to function as primary respiratory protection and should be used concurrently with a face covering (for droplet protection) or a respirator (for airborne precautions). They should cover the forehead, extend below the chin, and wrap around the side of face to ears. These do not need a fit test to be worn properly.
Medical Mask	Medical masks are also known as surgical masks or medical facemasks. Medical masks reduce the transfer of saliva and respiratory droplets to others and help block blood and other potentially infectious materials from the skin, mouth, or nose of the wearer. Medical masks may or may not have some level of fluid-resistance and do not seal tightly to the face. They have multiple layers of different nonwoven fabric materials, which are fused together.
N95	Provide protection against inhalation of very small infectious airborne particulates using a filtering face piece respirator. These respirators are indicated for use when in direct contact with suspected patients with COVID-19. N-95 respirators require medical clearance, training, and fit testing.
Bandana	A triangular or square piece of cloth tied around the face. Usually single ply material. These are not permitted as an appropriate face covering while on campus.
Neck Gaiter	A closed tube of fabric, typically one ply material worn around the neck and able to be pulled up over the mouth. General neck gaiters are made of synthetic blend with spandex or other similar material. These are not recommended by the campus as an appropriate face covering.
Personal Protective Equipment (PPE)	PPE is equipment that is worn to minimize exposure to hazards in the work place that can cause injury and/or illness.
Direct Contact	When a person leaves their workstation. For example, the employee walks about their office space, enters a hallway, transverse a building, uses the restroom, uses a copy machine or goes outside and has the potential to come within six feet of another person.

Basis for Policy

In response to the COVID-19 pandemic, SUNY Potsdam has adopted this Face Covering Requirements Policy. It is of the utmost importance to SUNY Potsdam to keep the faculty and staff safe during the health pandemic. This Policy highlights the protections that are required and implemented to ensure the health and safety of the campus community including, faculty, staff, visitors, and contractors. This policy will remain in effect through the COVID-19 pandemic and/or until management, the state, and/or health officials have determined it is safe to discontinue its use. Management will review with the appropriate collective bargaining units at that time. This policy may be updated as needed to appropriately respond to the pandemic. Any changes will be discussed with the appropriate collective bargaining units and communicated to the campus community.

Policy

All employees are required to adhere to this policy to ensure the campus community is safe and healthy. Therefore, all employees are required to wear a face covering when in direct contact with students, faculty, staff, visitors and contractors except when doing so would inhibit or otherwise impair that individual's health. In general, a cloth face covering will be the most appropriate choice for protection. A face covering should be 3-ply material utilizing fabric, which is breathable. Face coverings should be hung to dry, washed regularly, and never stored inside a zip lock bag after they have been worn. A bandana is not permitted as an appropriate face-covering while on campus. The campus does not recommend the use of a neck gaiter. Face coverings must not depict inappropriate language or visuals. All face coverings must cover both the mouth and nose. No employee is permitted to share a face covering.

Direct Contact: When a person leaves their workstation. For example, the employee walks about their office space, enters a hallway, traverses a building, uses the restroom, uses a copy machine or goes outside and has the potential to come within six feet of another person.

Outdoors: All employees are required to have a face covering readily available on their person when on campus outdoors and to put on their face covering when it is not feasible to maintain physical/social distancing measures (i.e. at least 6 feet of separation between others). If sharing a vehicle, all employees aboard the vehicle shall wear a face covering.

Indoors: Anyone entering any campus building must put on a face covering prior to entering the building and to continue to wear the face covering in common areas such as elevators, lobbies, hallways, classrooms, laboratories, restrooms, and when traveling around the building and working in shared spaces. Additionally, face coverings are required in common areas of residence halls, dining halls, Loughheed Learning Commons, Student Union and Campus Store, mail rooms, retail locations and gathering spaces across campus. Face coverings can only be removed when alone in your office. If someone enters the office, the employee is expected to put their face covering on.

Face coverings are not PPE. They are worn by a person to prevent community spread from 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 etc.

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.

Employees who are unable to wear a face covering due to a medical condition or other protected reason may submit a request for an accommodation under the Americans with Disabilities Act (ADA). Contact Human Resources for assistance or visit the Human Resources [website](#). The request form can be found [here](#).

Failure to comply with this policy may result in disciplinary action as outlined in the appropriate collective bargaining agreement.

Procurement of Face Coverings and PPE

Employees should email ppe@potdam.edu to request a face covering and PPE. Face Covering and PPE inventory will be maintained by the Department of Environmental Health & Safety. The College will provide one face covering to each employee, however, employees are permitted to wear their own face covering as long as it meets the requirements outlined in this policy.

Responsibilities

This policy identifies the following responsibilities as assigned to those cited below. Each individual has a responsibility to adhere to this Policy to ensure the campus community members are safe and healthy. Being personally responsible means you take ownership of what you do and how it may impact others.

Role	Individual/Group	Contact Information
Comply with	All College staff	n/a
Policy Executor(s)	Melissa Proulx, Director of Human Resources	(315) 267-2086
	Patrick O’Brien, Director of Environmental Health & Safety	(315) 267-2596

Change History

Date	Change History
8/27/2020	New Policy.

Effective Date: 8/27/2020

Responsible Party: Melissa Proulx, Director of Human Resources
 Patrick O’Brien, Director of Environmental Health & Safety

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