

# JACKSONVILLE STATE

## Manual of Policies and Procedures

POLICY NO.: I:02:30

DATE: August 2020

REVIEW/REVISION DATES: August 18, 2020, January 2021

SUBJECT: Temporary Policy: COVID-19 Health and Safety Policy

APPROVED: Dr. Don C. Killingsworth, Jr., President

### INTRODUCTION

To comply with local, state, and national guidelines and directives, Jacksonville State University (JSU) has adopted a mandatory face-covering and social distancing policy for faculty, staff, students, temporary employees, contractors, and visitors. Communication of these requirements can be found throughout campus on posters publicly displayed on the doors of all buildings. Signage on the proper way to wear a mask can also be found posted in the interiors of buildings, including classrooms. Communication regarding this policy has also been sent via email to faculty, staff, and students, and Information is found on the syllabi for classes.

### RATIONALE

The best-known protection measures for an individual's personal protection against COVID-19 include keeping a physical distance of at least six feet from other people, practicing good hygiene measures (e.g., frequent hand washing, avoiding touching the face, covering coughs and sneezes), and staying home when ill. However, wearing a face covering that covers the nose and mouth can help protect you and those around you.

### REQUIREMENTS

To help ensure the health and safety of the JSU campus community and the public, face coverings are required to be worn on site at JSU:

- **Indoors** when other people are present, including in common areas such as hallways, stairways, restrooms, and elevators

- **Outdoors** when keeping a six-foot distance from others may not be possible

These measures are in accordance with federal and state workplace safety recommendations and with the local public health directives. This policy is in effect until otherwise communicated.

For the purposes of this policy, a face covering means any cloth face covering that covers the nose and mouth. It must be secured under the chin and fit snugly against the sides of the face. Face coverings should consist of multiple layers. Recent evidence has shown bandanas and neck gaiters should not be used<sup>1</sup>.

Transparent face shields may not be substituted for a face covering. Further information on face coverings, including how to make face coverings, is available on the Centers for Disease Control web site and can be accessed [here](#).

## **APPLICABILITY**

This policy applies to **all University personnel, students, contractors, vendors, and visitors**, on site at a University location, unless specifically exempted below.

For the purposes of this policy “University personnel” includes:

- Staff, faculty and academic personnel, librarians, and students who work on site at a JSU work location, including contract- covered, temporary hourly, and professional staff, and contract employees.

## **EXEMPTIONS**

### **Job-specific PPE requirements:**

Face coverings do not replace required job-specific PPE, such as medical procedure masks, face shields, or respirators.

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<sup>1</sup> In compliance with NCAA rules, student-athletes receive an exemption and may wear neck gaiters for practices and competitions. Student-Athletes are required to wear an approved face covering in compliance with this policy outside of practice and competition.

### Medical or health risk:

Face coverings are *not* required when:

- A medical professional has advised that wearing a face covering may pose a health risk to the person wearing the covering or impair the person's breathing.
- The person is physically unable to put on or remove the face covering without assistance.
- The person has trouble breathing, is unconscious, or unable to remove the face covering without help.
- The person is deaf or hard of hearing and uses facial and mouth movements as part of communication.

Babies and toddlers under age two (2) should never wear cloth face coverings due to the risk of suffocation. Children ages 2-4, with the assistance and close supervision of an adult, are strongly recommended to wear face coverings in settings where it is likely that a distance of at least six feet cannot be maintained from non-household members and those at high risk for more serious illness. All children ages 5 years and up should wear a face covering unless medically directed to do otherwise.

Additional accommodations will be determined on a case-by-case basis with a Human Resources representative. Employees may be required to provide documentation to substantiate the need for an exception or accommodation. Students who have a documented disability or a qualifying health condition may request accommodations through the formal accommodation request process offered by the Office of Disability Support Services.

Face coverings are *not* required when:

- Working or spending time alone in a personal workspace, office, or other area on campus
- Working or spending time outdoors (e.g., walking, exercising) and at least a

six-foot distance can be maintained

- Operating a single occupancy vehicle
- Teleworking (i.e., not reporting on site to a University work location)
  
- Inside a private on-campus residential unit
- Eating or drinking; a six-foot physical distance between people is required when eating and drinking and during breaks
- Communicating or speaking for broadcast or to an audience if the person maintains six feet of separation from persons from another household

Other exceptions can be found on Governor Kay Ivey's [web site](#) in the order from the State Health Officer.

## **ENFORCEMENT**

### University Personnel:

In the workplace, all University personnel are expected to comply with the face-covering requirement as a condition of employment, as well as for the health and safety of themselves, their colleagues, and the JSU community. Units are required to ensure that all their employees have a thorough understanding of these requirements. Employees who do not comply should be reminded of the policy by their supervisor and provided additional education and training as needed.

If, after additional education and training, an employee refuses to comply, the supervisor should contact Human Resources to initiate the appropriate corrective action or standard of conduct process.

If an employee states an inability to wear a mask due to a health condition, the supervisor should refer the employee to the formal accommodation request process.

Campus employees with concerns that other employees are not complying should speak with their supervisor or report concerns to Human Resources.

### Students:

Students are always expected to follow face-covering requirements and social distancing requirements when on campus, during University-sanctioned events, student organization events, and educational programming, and when in University-owned buildings, including residential facilities.

More details on the student policy regarding face coverings and social distancing as well as non-compliance management can be found in the [JSU Student Handbook](#).

Members of the Public, and Visitors on Campus:

When a member of this JSU community sees someone on campus without a face covering or not maintaining social distance in accordance with this policy, the JSU community member should not confront the person beyond a polite verbal request for compliance to educate, encourage, and persuade the individual to wear face coverings and/or maintain social distance. It is not appropriate to notify law enforcement.

**RESPONSIBILITY**

The Provost and Senior Vice President for Academic Affairs is responsible for this policy.

**EVALUATION**

This policy will be reviewed as necessary by the Provost and Senior Vice President for Academic Affairs.