

Guidance on the Use of Face Coverings On-Campus in Non-Clinical Buildings

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University policy regarding the use of face coverings is that all individuals are required to follow state and local guidelines. State guidelines are that face coverings (e.g. mask, scarf, gaiter, bandana) should be worn in public settings when physical distancing measures are difficult to maintain.

Health and safety guidance cannot anticipate every unique situation. Therefore, individuals on campus must take personal responsibility to be informed and take actions based on common sense and wise judgment that will protect health and support the mission of the university.

It is important to recognize that the primary purpose of wearing a face covering is to prevent the spread of the disease by those with the virus – they are not necessarily to protect you, but those around you and the environment.

The following guidelines are meant to minimize ambiguity and promote consistency across campus in complying with face covering expectations:

- [Face coverings \(covering with two or more layers of washable, breathable fabric\) or medical/surgical masks](#) are required in all common areas in campus buildings such as hallways, restrooms, lounge areas, classrooms, conference rooms, etc.
 - Face coverings must cover both the nose and the mouth. Plastic face shields do not meet this requirement but may be worn in conjunction with a cloth mask.
 - Masks with exhalation valves or vents do not meet the face covering requirement and should not be worn.
 - Face coverings should be changed or laundered routinely.
 - The CDC has provided [guidance](#) on how to improve the protection afforded by face coverings (see Appendix):
 - Make sure your mask fits snugly against your face. Gaps can let air with respiratory droplets leak in and out around the edges of the mask
 - Pick a mask with layers to keep your respiratory droplets in and others' out. A mask with layers will stop more respiratory droplets getting inside your mask or escaping from your mask if you are sick.
- Face coverings are not required in closed office areas occupied by a single individual.

- Individuals working in open areas (e.g. cubicles, laboratories) where multiple employees may be in proximity to one another for extended periods of time are required to wear face coverings while others are present.
- Face coverings are not required outside buildings if physical distancing is maintained (6 ft) or when with a person they live with.
- While working with chemical, biological, or radioactive hazards or in animal holding areas, disposable surgical face masks are *preferred*. These should be disposed whenever they become contaminated, wet, soiled, or at the end of each work day. If reusable face coverings are used in these areas, they should be dedicated to lab use only and laundered daily.
 - Extra care must be taken to not touch face coverings while working in a lab to prevent contamination of the covering.
 - For work in Biosafety Level 2 or higher laboratories, the face mask must not be removed from the laboratory and must be discarded with other disposable PPE as biohazardous waste.
- Face coverings are not expected in break room areas while eating, however, break periods should be rotated to minimize the number of people present in the break room area, physical distancing of 6 feet must be maintained, and all users should clean and sanitize the break room area after each use. Food and drink are not allowed in any University lab.
- In certain cases, use of a face covering is not advised, such as in the case of sufferers of extreme claustrophobia or people with breathing difficulties. These cases should be addressed on a case-by-case basis with the individual's supervisor and if necessary, with the Office of Equal Opportunity. Should the use of a face covering not be advised, individuals must maintain proper physical distancing of 6 feet or more at all times and follow all CDC guidelines.
- All personnel must complete the [online returning to campus safely course](#) on Bridge (login with your uNID).

APPENDIX: [How to Improve Mask Fitting - CDC](#)

DO



Choose a mask with a **Nose Wire**

- A nose wire is a metal strip along the top of the mask
- Nose wires prevent air from leaking out of the top of the mask.
- Bend the nose wire over your nose to fit close to your face.



Use a **Mask Fitter or Brace**

- Use a mask fitter or brace over a disposable mask or a cloth mask to prevent air from leaking around the edges of the mask.



Check that it **Fits Snugly** over your nose, mouth, and chin

- Check for gaps by cupping your hands around the outside edges of the mask.
- Make sure no air is flowing from the area near your eyes or from the sides of the mask.
- If the mask has a good fit, you will feel warm air come through the front of the mask and may be able to see the mask material move in and out with each breath.



Add **Layers** of material

2 ways to layer

- Use a cloth mask that has multiple layers of fabric.
- Wear one disposable mask underneath a cloth mask.
 - The second mask should push the edges of the inner mask against your face.

Make sure you can see and breathe easily



Knot and Tuck ear loops of a 3-ply mask

- Knot the ear loops of a 3-ply face mask where they join the edge of the mask
- Fold and tuck the unneeded material under the edges
- For video instructions, see: <https://youtu.be/UANi8Cc71A0>

DO NOT



Combine two disposable masks

- Disposable masks are not designed to fit tightly and wearing more than one will not improve fit.



Combine a KN95 mask with any other mask.

- Only use one KN95 mask at a time.