

SECTION 1200: POLICIES

Policy Number: 1260

Policy Name: COVID-19 Face Covering/Mask Policy

Responsibility for Maintenance: Director of Human Resources

I. Policy Statement

To ensure the health and safety of the RBC campus community and the public, face coverings, which cover the nose and mouth, must be worn by students, faculty, staff, contractors, vendors and visitors while inside a College facility or on any College property when in the presence of others. Noncompliance with this policy may pose a threat to the wellbeing of others, and subject an individual to progressive remediation under College administrative and/or state conduct policy.

II. Reason for Policy

The purpose of this policy is to establish the rules and procedures for the COVID-19 face covering requirement for all College properties.

This requirement is in accordance with federal and state workplace safety requirements and with state and local public health directives. This policy will remain in effect until otherwise communicated.

III. Applicability of the Policy

This policy is applicable to all employees and students of Richard Bland College as well as all vendors, contractors and visitors unless specifically exempt.

This policy does not solely replace or limit job-specific and task-specific personal protective equipment (PPE) requirements, such as gloves and goggles. Refer to the Guidance on Preparing Workplaces for COVID-19 for job-specific PPE requirements.

IV. Related Documents

Richard Bland College Safe and Secure Plan 2020

OSHA and DHHS Guidance on Preparing Workplaces for COVID-19 -

<https://www.osha.gov/Publications/OSHA3990.pdf>

V. Contacts

Office	Title	Telephone Number	Email
Office of Human Resources	Director of Human Resources	(804) 862-8500	hr@rbc.edu

VI. Procedures

- Individuals may provide their own face covering for personal use.
- Richard Bland College will provide one cloth face covering for all students, faculty and staff.

- Individuals are responsible for laundering and all other maintenance of their face coverings in accordance with CDC guidelines.
- Face coverings and N95 masks that feature an exhalation valve must not be worn without prior approval from the appropriate authority at RBC.

VII. Exemptions from this policy

Face covers are not required when:

- A person is eating or drinking at a food/beverage establishment on College property.
- A person is hearing-impaired and uses facial and mouth movements as part of communication (should a clear mouth face covering not be available).
- A person seeking to communicate with a hearing-impaired individual for which the mouth needs to be visible (should a clear mouth face covering not be available).
- A person with an approved accommodation due to a health condition that keeps them from wearing a face covering.
- A person has been advised by a medical professional that wearing a face covering may pose a health risk to them.
- A person who has trouble breathing or is unconscious, incapacitated or otherwise unable to remove the face covering without assistance.
- Babies and toddlers under the age of two who should never wear cloth face coverings due to the risk of suffocation.
- Face coverings are not required when (a) working in or spending time alone in a personal workspace or office, (b) operating a single occupancy College vehicle, (c) teleworking, (d) inside a private on campus residential room or suite if they are with members of their "family" group, under certain conditions when working a job that is outdoors with supervisory approval, and (f) exercising outdoors where at least a six-foot distance can be maintained.

Additional accommodations will be determined on a case-by-case basis with Human Resources or the Office of Disability Services.

VIII. Enforcement of this Policy

RBC will provide education regarding COVID-related health and safety measures, following that training employees, students and the RBC community will be expected to comply.

Employees: Employees must wear face coverings to support the health and well being of themselves, their colleagues and the RBC community. These requirements are a condition of employment. Employees who do not comply must be reminded of the policy by their supervisor and provided additional education or training if needed. If an employee fails to comply, supervisors must contact the Office of Human Resources for remedial or corrective action. Employees who state that they are unable to wear a face covering due to health concerns must request a formal accommodation through the Office of Human Resources.

Students: Students must comply with face covering requirements at all times when on a College property. If a student is seen without a face covering, a polite verbal request for compliance should be made and the student should be offered information about how to obtain a replacement covering on campus. Students may not be permitted to attend in person classes without a face covering. Students who are unable to wear a face covering due to health concerns must request a formal accommodation through the Office of Student Success.

Contractors, vendors, visitors and members of the public: Contractors, vendors, visitors, and members of the public are required to follow face covering requirements at all times when in a College property. Those who are not following the College policy shall be greeted with a polite verbal request for compliance with this policy. Contractors, vendors and others who fail to comply with this policy are to be reported to the Department of Campus Safety and Police.

Policy History
Approved August 16, 2020