

UPPS: Face Covering Policy**Sponsor: Vice President for Student Affairs****Type of Policy: Non-Academic****Policy Locations: Website COVID-19 Page, Student Handbook, Faculty Staff Handbook****Contact: Kristy Morgan, Vice President of Student Affairs****Objective of Policy**

To articulate the University's policy and procedures regarding face coverings during the COVID-19 pandemic.

Policy

Wearing of a face covering that covers the nose and mouth is required of all people at all LeTourneau University locations, including all indoor spaces and outdoor spaces. Face coverings should cover the nose and mouth, and may be of the disposable, single-use variety or may be washable for ongoing use.

All community members should have a face covering with them whenever they are on campus. Anyone who enters campus facilities without a face covering will be asked to leave.

Guests, visitors, vendors, and contractors will be expected to honor these guidelines and provide their own face covering to keep the LETU community safe.

Signage will be placed around campus as a reminder that face coverings are required.

WHEN TO WEAR A FACE COVERING

- All face-to-face interactions indoors and outdoors
- Face coverings should be worn in any common areas, whether indoors or outdoors
- Examples: hallways, stairs, restrooms, Library, lobbies, classrooms, physical meetings with multiple people, dining facilities, office buildings, kitchens, etc.
- Outdoors while in trafficked areas and outdoor seating areas in proximity to others (less than 6 feet)

WHEN A FACE COVERING IS NOT REQUIRED

- Face coverings or masks are not required in private spaces
Examples: an office space at least 6 feet away from others, private offices, individually used study rooms, residential rooms, workspaces with clear protective partitions/shields
- Face coverings or masks are not required outdoors when physically remote from others (recommended to be at least 10 feet or more from others)

- Face coverings are not required in the gyms or athletic facilities during training, but only if participants are able to physically distance at least 6 feet and protective measures are in place (do not share equipment, disinfect equipment between users)
- Face coverings are not required in the act of lecturing or presenting in a classroom or lab while maintaining 6 feet of physical distance
- Face coverings are not required in public spaces while eating or drinking, but users should seek to physically distance 6-feet and to return to use of face coverings when not eating or drinking
- Face coverings are not required in residence hall restrooms, but users are asked to physically distance 6-feet within the space.

All community members should have a face covering with them whenever they are on campus. Anyone who enters campus facilities without a face covering will be asked to put on a face covering or leave the building until he or she is able to return with a face covering.

Guests, visitors, vendors, and contractors will be expected to honor these guidelines and provide their own face covering to keep the LETU community safe.

Signage will be placed around campus as a reminder that face coverings are required.

EXCEPTIONS TO POLICY

There are some exceptions to the policy:

Students who are unable to wear face coverings due to a medical or behavioral condition or disability may apply for an exemption to this policy by completing the [Request for Exemption to Face Covering Policy](#) through LETU's Disability Services Office. Those students who are granted an exemption will be asked to wear an alternate face covering, such as a shield, and maintain a minimum six-foot physical distance at all times.

Employees or campus visitors who require accommodations may request to wear an alternate face covering, such as a shield, and maintain a minimum six-foot physical distance at all times. Employees or campus visitors should apply for an exemption to this policy by completing the [Face Covering Policy Exemption Request Form](#).

Additional Information

Why Face Coverings?

Widespread use of face coverings among the LeTourneau community, in conjunction with other protective measures, is designed to lessen the risk of community transmission of COVID-19. The CDC and the State of Texas recommend the widespread use of face coverings due to the possibility of transmission by asymptomatic and pre-symptomatic carriers of COVID-19. The use of face coverings may help prevent a carrier from spreading the virus to others and should be utilized in conjunction with other protective measures. Face coverings are not a replacement for

physical distancing and increased hygiene measures. Even if you are not concerned about community transmission, widespread use of face coverings may also help to alleviate anxiety of others in the LeTourneau community.

It is important to properly wear a face covering. The CDC recommends washing hands before putting on a face covering, ensuring that it fits properly, removing the face covering without touching the face, and washing hands after removal. See the CDC's detailed guide for proper use of face coverings for more information.

Bystander Intervention

Bystander Intervention is our best strategy to help our community be mindful about wearing face coverings. We encourage community members to calmly suggest a face covering be worn if someone is not wearing one in a public shared space (always assess your own safety first). You could start by asking the person if they have a face covering with them. If they don't, ask them to remove themselves from the space until they can return with an appropriate face covering. With face coverings, it helps to point out that you wear a face covering to protect other people and that COVID-19 can be transmitted when someone is not demonstrating any symptoms of infection. You may also report concerns about community members not wearing face coverings as follows:

Report concerns about employees to: humanresources@letu.edu

Report concerns about students to studentlife@letu.edu

While disciplinary action may be a possibility for the refusal to wear a face covering, our primary focus is on promoting awareness of the reasons for face coverings in order to encourage personal responsibility and voluntary compliance with our face covering policies.

This temporary policy has been provided to address concerns related to the COVID-19 pandemic and will be reviewed and revised regularly in accordance with guidance and operational needs responding to the pandemic.