



<b>Linfield University COVID-19 Prevention: Temporary Face Covering Policy</b>		<i>Department:</i> <b>Environmental Health &amp; Safety</b>	
		<i>APP No.</i>	
<i>Division Vice President:</i> <b>Finance &amp; Administration/CFO</b>	<i>Revised:</i> <b>6/15/2021</b>	<i>Original Effective Date:</i> <b>6/15/2020</b>	<b>Page 1</b>
<i>Subject:</i> In alignment with public health recommendations, Linfield is taking measures to prevent community spread of COVID-19, which includes requiring students, faculty and staff to be vaccinated and the continued use of face coverings to be worn in specified situations while on Linfield Campus property. Specific situations and exemptions noted.		<i>Applicable Divisions:</i> <b>All</b>	

*Section*

**PURPOSE**

In accordance with Oregon Health Authority’s updated guidance issued May 18, 2021, Linfield requires employees, students, vendors, and visitors to wear face coverings as described below while on Linfield campus property. The best known protective measure against the spread of COVID-19 is to become vaccinated. Linfield University’s vaccine requirement policy can be found here. ([Linfield Vaccine Requirement](#))

**Requirement for Vaccinated Individuals**

- When indoors, face coverings are not required. However, a face covering is recommended when in large groups or gatherings where pre-pandemic room capacities are reached.
- When outdoors, face coverings are not required. However, a face covering is recommended when attending events with large groups of people with unknown vaccination status.
- Continue to wash your hands thoroughly with increased frequency AND stay home when you are ill.

**Requirement for Unvaccinated Individuals, Exempted Individuals, or Vaccination Status Unverified Individuals**

- When indoors, face coverings must be worn inside all academic, administrative, and residential buildings. This also includes all indoor classroom and temporary and academic meeting spaces.
- All guests, visitors, and vendor/contractors are considered “vaccination status unverified” and MUST continue to wear face coverings in accordance with the temporary face covering policy.
- When outdoors, face coverings must be worn whenever physical distancing **cannot** be maintained.
- Continue to wash your hands thoroughly with increased frequency AND stay home when you are ill.

All members of the Linfield community wishing to continue to wear a face covering for personal, health, or other reasons are encouraged to do so. Continuing to wear a face covering may or may not indicate vaccinations status. All Linfield community members must treat each other with respect whether or not the person continues to wear a face covering or not. It must not be assumed that mask wearing indicates vaccination status or other views. Wearing a face covering does not replace other hygiene and safety measures.

Exemptions to the face covering policy for unvaccinated, exempted, or vaccination status unverified individuals, that are required to wear them, are specifically listed in the Face Covering Exemptions section below.

## **DEFINITIONS**

- “Cloth or Craft Masks or Face Coverings” – These are homemade or privately purchased but are not medical grade masks. These have been shown to protect the larger community and the wearer from the potential spread of a virus.
  - A face covering can include a paper or disposable mask, cloth mask, \*neck gaiter, \*scarf, \*bandanna, or a religious face covering. A face covering must cover the mouth and nose completely. The covering should not be overly tight or restrictive and should feel comfortable to wear.
    - *\*Neck gaiters, bandanas, and scarves are only acceptable when other options aren’t readily available.*
  - Any masks that incorporate a valve that is designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents, are not sufficient face coverings because they allow droplets to be released from the mask.
    - *An exception for band members playing a wind instrument is listed in the Face Covering Exemptions section.*
- “Medical Grade Masks” – These are masks that have been specifically made for medical environments and situations. These are designed to protect the wearer from airborne virus threat during medical procedures or while dealing with a sick patient.
- “Face shields” – These are plastic or acrylic face coverings which extend from forehead to chin. The purpose is to protect the larger community from the potential spread of a virus by the wearer.
- Physical Distance – Maintaining at least six feet from others in order to reduce the potential for spreading the virus.
- “Clam Shell or Take Out container” – Cardboard sandwich or food carrying boxes that can be utilized to store reusable medical grade masks. To prevent moisture build up, appropriate boxes cannot be plastic or airtight.
- “Fully Vaccinated” – This means an individual has received both doses of a two-dose COVID-19 vaccine or one dose of a single-dose vaccine and at least 14 days have passed since the individual’s final dose of COVID-19 vaccine.
- “Unvaccinated, exempted, or vaccination status unverified individuals” – This refers to an individual that has not received any vaccine or is within 14 days of the final dose. Individuals that have an institutional exemption on file are considered exempted. Individuals that have not completed the required verification of vaccination status are considered unverified, which would include guests, vendors, or other visitors.

### **FACE COVERING REQUIREMENTS AND COMPLIANCE(for unvaccinated, exempted, and vaccination status unverified individuals)**

- 1) General population – If not covered under “Face Covering Exemptions” section below, the face covering that is worn must cover both the nose and the mouth of the wearer.
- 2) Medical or staff working with potentially infected individuals or locations – Individuals that are involved in the treatment of or required to be in close contact with potentially infected individuals, or those disinfecting reportedly infected areas or items will wear a medical grade mask while performing these duties for Linfield University.
- 3) Violation of Linfield University’s Temporary Face Covering Policy will subject an employee to discipline up to and including termination of employment.
- 4) Violation of Linfield University’s Temporary Face Covering Policy will subject a student to disciplinary process and could result in the student being removed from campus.

### **FACE COVERING EXEMPTIONS(for unvaccinated, exempted, and vaccination status unverified individuals)**

- 1) Face Coverings are not required while working in the individual’s assigned office, as long as they are working alone and are not having visitors within their office. Face coverings will be worn as required above for unvaccinated individuals, exempted individuals, or vaccination status unverified individuals at any meetings within Linfield offices, workspaces and/or if individuals are within 6 feet or under of each other while working in workspaces where physical distancing is impossible.
- 2) Face Coverings are not required while outdoors where physical distancing can be maintained.
- 3) Face Coverings are not required when the wearing of a face covering would disrupt the wearing of regulation required PPE.
- 4) Band members may temporarily wear a face covering with a hole or slit or a face shield while playing a wind instrument while physically distanced from others.
- 5) The Athletics Department will continue to follow NCAA guidance on Face Coverings in regards to training, practice, and competition. Coaches, athletes, and staff must adhere to Linfield University’s Temporary Face Covering Policy when not directly engaged in practicing, training, or competing on Linfield University property.
- 6) Face Coverings are not required for the grounds team when operating any gas-powered equipment like lawn mowers, trimmers, edger’s, chainsaws, etc. Since it is required that all people maintain 15’ of distance away from powered equipment when in operation, a mask is not required by the operator.
- 7) Face Coverings are not required while in a private residence, such as an apartment or individual bedrooms in a residence hall when alone or with roommate(s), but must be worn when visitors are present.
- 8) Food service and other areas that students or employees congregate will require physical distancing and face coverings. However, face coverings may be removed while actively consuming food or drink.
- 9) Individuals may request an accommodation based upon medical need to be exempted from the requirement to wear a mask or face covering while on campus. An acceptable alternative is a face shield. An individual should make their disability or diagnosis known to the university, along with documentation with recommendations from the individual’s medical provider for accommodations. The university then determines whether the accommodation is reasonable, can be met, and what steps need to be taken to meet the accommodation.

- a. Learning Support Services (LSS) will accept requests for accommodation from students.  
*Documentation provided to LSS will remain confidential and approved accommodations can only be disclosed with appropriate student permission. Students that require accommodations are encouraged to contact LSS as soon as possible since wearing a mask is required at Linfield in order to protect the health and safety of others while on campus.*
- b. Human Resources will accept requests for accommodation from employees.  
*Documentation provided to Human Resources will remain confidential and approved accommodations can only be disclosed with appropriate employee permission. Employees that require accommodations are encouraged to contact Human Resources as soon as possible since wearing a mask is required at Linfield in order to protect the health and safety of others while on campus.*

### **FACE COVERING PROCEDURES(for individual required to wear mask or those choosing to do so)**

- 1) Face Coverings – Acquisition, proper use, care, and maintenance of mask or face coverings are the responsibility of each community member. Individuals should consider having more than one cloth face covering to allow for proper washing and drying when necessary.
  - a. Design or symbols – Face coverings utilized on Linfield University property are prohibited from displaying discriminatory, vulgar, offensive, or harassing language, art, or symbols. Any violations of this guideline are subject to employee or student discipline based on the severity of the design and the item in question can be ordered off campus property immediately.
    - i. Any appeal of this decision will be handled by the Dean of Students, the Director of Human Resources or Linfield Public Safety Director, depending on whether the offender is a student, staff member, or visitor.
  - b. Job Specific requirement – For staff employed by Linfield, the institution will provide face coverings.
- 2) Medical Grade Masks – When adequate supplies or supply sources are available, Linfield will provide medical grade masks for those that fit the requirements for wearing them. They will be provided to individuals along with a clam shell storage container. The masks will be multi-use and it will be the responsibility of the user to keep them clean and dry and serviceable. If masks need cleaning or replacement, employees will notify their supervisor.

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This Temporary Face Covering Policy is hereby approved. This policy is effective immediately and supersedes all previous editions. This policy will be reviewed 30 days after issuance.

Date Issued: June 15, 2020  
Revision Dates: July 17, 2020, August 28, 2020, June 15, 2021  
Date Last Revised: June 15, 2021  
Responsible Executives: Vice President, Finance and Administration/CFO  
Responsible Offices: Environmental Health and Safety

M Rodriguez

Date: 6/15/2021

Vice President, Finance and Administration/CFO