Face Covering on Campus Policy

POLICY STATEMENT:

Guidelines from the Centers for Disease Control and Prevention (CDC) have issued guidance for wearing face coverings when in public spaces as an additional tool to help slow the spread of COVID-19.

Face coverings are not intended to be a replacement of other evidence-based measures for preventing illness, including frequent hand washing; avoiding touching your eyes, nose, and mouth; and practicing physical distancing.

POLICY:

FACE COVERING MEASURES

Anyone on KGI property (including buildings, grounds, shared laboratory areas, conference rooms, parking lots, etc.) must wear a face covering or mask that covers both nose and mouth at all times, except when alone in a private room, cubicle or private vehicle.

KGI’s face covering policy is meant to supplement the Physical Distancing policy in effect at KGI, which requires maintaining a three-foot distance from others whenever possible. Face coverings and masks are not a substitute for physical distancing.

Face coverings such as cloth face masks, bandanas, scarves or other coverings ideally should be made of two or more layers of washable, breathable material so they can be kept clean and reused, as recommended by the CDC, LACDPH, and other public health agencies.

MEDICAL OR HEALTH RISK ACCOMMODATIONS

Employees who have concerns about adhering to this policy for medical or health reasons are encouraged to contact Human Resources at hr@kgi.edu for more information on requesting a reasonable accommodation under the Americans with Disabilities Act (ADA).

FACE COVERING DISTRIBUTION

KGI will issue two face covering (per person) to active employees and students required to work and or study on campus. Each individual is responsible for the appropriate care and wearing of the covering. Face coverings for faculty and staff can be obtained from the Human Resources office and face coverings for students can be obtained from Student Affairs. KGI is will not provide face coverings to visitors, vendors, delivery or service personnel, or others who are expected to provide their own.

These orders, in line with guidelines from the U.S. Centers for Disease Control and Prevention (CDC) require everyone to wear face coverings while in public settings, at events and
gatherings, and anywhere they will be around other people. Masks are required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.

HOW TO PROPERLY WEAR A FACE COVERING:

Putting On A Face Covering. Wash hands or use hand sanitizer before applying face covering. Try to touch the inside and outside of the face covering as little as possible. Wash hands after applying the face covering. Once the face covering is in place, do not touch the outside or slip fingers under it (to scratch nose or to adjust). Wash hands or use hand sanitizer after inadvertently touching the face covering. Do NOT place the face covering around your neck to blow your nose, eat, etc.

Removing A Face Covering. To safely remove the face covering: first wash hands or use hand sanitizer. Avoid touching the outside or inside of the mask as much as possible. Remove it by using the ties and gently pull away from your face. Do not shake it.

Washing Face Coverings. Do not use a face covering more than one day without washing it. Launder face coverings by gently placing in washing machine (using ties or by not touching the face mask as much as possible) and using as hot a water temperature as possible for the material used OR wash by hand in a sink after gently placing to soak in hot, soapy water. Wash hands after handling pre-washed face coverings.

POLICY MODIFICATION

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved/authorized and distributed. KGI reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy working environment.

POLICY ADMINISTRATION AND QUESTIONS

If you have any questions about this policy or about health and safety issues that are not addressed in this policy, please contact Human Resources at hr@kgi.edu.

___________________________________________     ___________________________
Employee Name (Print)       Date

___________________________________________
Employee Signature