

## Face Covering on Campus Policy

### **POLICY STATEMENT:**

Effective Saturday, July 16 at 11:59pm, the Los Angeles County Department of Public Health will release a new order requiring masks indoors in all public spaces **regardless of vaccination status**.

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:**

**WHY WEAR A FACE COVER?** Recent information has indicated that covering your nose and mouth can slow the spread of COVID-19 because:

- Individuals can be contagious before the onset of symptoms. You may be contagious and do not know it. If you have covered your nose and mouth, it can limit the spread of COVID-19.
- We touch our face less when our face is covered. Touching your face after touching something contaminated with COVID-19 increases your chances of getting sick with COVID-19.

### **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.

A good face mask has a double layer of washable, breathable fabric that helps keep the wearer from spreading potentially infected droplets into the air. A bandana tied around the face does not work as well as a mask because it is open at the bottom. A gaiter (a tube of thin, stretchy knit fabric that can be worn around the neck and pulled up to cover the nose and mouth) is usually too thin to provide adequate protection. Likewise, masks with exhalation valves can allow your droplets to escape into the air.

KGI does not permit bandanas, gaiters or masks with exhalation valves to be worn by staff, faculty, students, or visitors at our locations.

### **MEDICAL OR HEALTH RISK ACCOMMODATIONS**

Employees who have concerns about adhering to this policy for medical reasons and/or requesting a reasonable accommodation under the Americans with Disabilities Act (ADA) are



encouraged to contact Human Resources at [hr@kgi.edu](mailto:hr@kgi.edu) for more information on requesting such accommodations.

## **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 will not provide face coverings to visitors, vendors, delivery or service personnel, or others who are expected to provide their own.

## **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:**

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 workplace.

## **POLICY ENFORCEMENT:**

All persons accessing KGI facilities or worksites are expected to comply with this policy, without exception. Anyone not wearing a face covering as expected will be asked to leave the facility immediately; will be subject to corrective action or disciplinary process as appropriate for failure to comply with KGI's policy; and may lose any privileges or ability to access KGI facilities.

Effective Date: July 13, 2020  
Administrator: Human Resources  
Approved by: Cabinet



Inquiries regarding this policy should be directed to the Office of Human Resources. Reports of any violations of this policy may be made to an administrator in the facility or building, an employee's supervising department, or to the Office of Human Resources.

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Employee Name (Print)

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Employee Signature