

# McLennan Community College

## POLICIES AND PROCEDURES

Reference:	E-XXXXI	Effective Date:	June 24, 2020
Subject:	Face Coverings, Social Distancing & Related COVID-19 Precautionary Safety Requirements		
Source:	President		
Approval Authority:	President	Approval Date:	June 22, 2020
History:	New Policy		
Remarks:	President signed as Response to COVID-19		

### I. Purpose:

In an effort to better protect members of the campus community from the spread of COVID-19, McLennan Community College requires the use of social distancing and face coverings as provided within this document. The policy addresses the recommendations for the use face coverings by the Texas Higher Education Coordinating Board (THECB) and the Center for Disease Control (CDC). College personnel will continue to monitor and update the campus community based on U.S. Centers for Disease Control Guidelines, the Texas Department of State Health Services (TDSHS), the THECB, and industry-specific guidance from organizations such as the American College Health Association (ACHA) and amend or terminate this policy when appropriate.

This policy applies to students, employees, visitors, and independent contractors on the McLennan Community College campus or other property or facilities owned or used by the College, unless an exemption is provided within this document. Individuals observed to not be in compliance with the identified guidelines may be subject to disciplinary action (*General Conduct Policy*, E-VIII, Article VI, Section 7 a. b. c., and Section 13 a.).

### II. Physical Distancing:

Also known as “social distancing,” physical distancing is defined as a 6 foot distance between parties in the same physical space.

### III. Allowable Face Coverings:

- Face coverings may include homemade masks, scarfs, bandanas, a handkerchief, or face shield (at a minimum the nose and mouth).
- Cloth Face coverings should be of a tight weave as to not allow droplets to flow freely through the face covering.
- Face coverings must be worn over the nose and cover the mouth.

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### IV. Use of Face Coverings:

Unless otherwise noted, face coverings must be worn in campus owned and/or operated facilities when in the presence of others and in public settings where other social distancing measures are difficult to maintain. Face coverings are still encouraged when practicing physical distancing.

Face coverings must be worn in common areas including classrooms, lobbies, lounges, dining halls (except when eating), hallways, elevators, and common area bathrooms when in close proximity to others.

Face coverings must be worn outside if physical distancing is not possible.

### V. Policy Exceptions:

Exceptions/waivers for both areas and individuals will be evaluated on a case by case basis. In areas identified below, face coverings will not be required:

- If an employee is in her/his office alone;
- Individuals working outdoors and maintaining proper physical distancing;
- When exercising outside or engaging in physical activity outside;
- When doing so poses a greater physical health, safety, or security risk;
- While operating outdoor equipment;
- While in a building or participating in an activity that requires security surveillance, screening, or identification, and
- When consuming food or drink.

### VI. Exemption or Accommodations Requests

Requests for accommodations or exemptions will be made on a case by case basis.

- Employees, contractors, and visitors who cannot wear a face covering for medical or other reasons should contact Human Resources for assistance. Documentation from a medical professional may be required to assist with determining whether reasonable accommodations can be provided, such as using a face shield in lieu of a face covering. ( Administration Building, room 101; 254-299-8514; mkittner@mclennan.edu)
- Students who cannot wear a face covering for medical or other reasons should contact Accommodations (Disability Services) for assistance. Documentation from a medical professional may be required to assist with determining whether reasonable accommodations can be provided, such as using a face shield in lieu of a face covering. (Student Services Center, room 319; 254-299-8122; disabilities@mclennan.edu)

### VII. In-Person Courses, Meetings and Activities:

The College may modify and communicate specific guidelines for Athletics practice and competition for registered student athletes, and for specifically identified courses

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and any other identified programs with permission of the appropriate Vice President and President.