

**Face Covering Protocol**

June 30, 2020

GCCCD is committed to ensuring the safety of not only the members of the Campus Community, but the GCCCD family. The State of California has issued a mandate on face coverings in certain circumstances. The guidelines and recommendations found within this document serve as the minimum requirements, within reasonable judgement, while working or visiting our campuses.

The CDC continues to study the spread and effects of the novel coronavirus. The CDC found that the virus can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. Therefore, it is important to wear face coverings in public settings where social distancing measures are difficult to maintain.

**When to wear face coverings while on campus:**

* Any public space
* Waiting in line (social distancing should also be observed)
* Interacting in-person with any member of the public
* Working in spaces visited by members of the public or other employees (regardless of whether another individual is present at the time)
* Working in or walking through common areas, such as hallways, elevators, parking facilities, and bathrooms
* In any enclosed area where other people are present and individuals are unable to physically distance
* While outdoors in public spaces when it is not feasible to maintain a physical distance of 6 feet

**When are face coverings not required?**

Face coverings are not required by employees working in isolated or closed areas that are not in close physical contact with others. Close physical contact is defined as being within 6 feet for more than 30 minutes. Similarly, masks do not need to be worn by employees operating a vehicle alone. They should also not be worn if the masks would create a serious health or safety hazard to the employee such as a medical condition (Please contact HR for additional information). No sharing of personal protective equipment is permissible.

In addition, N95 masks are respirators and require certification to be used while working. N95 masks are not recommended for anyone who is not trained for their use or anyone not working in a medical setting.

**Environment**

Individuals including employees, students, and visitors that refuse to wear face coverings (and do not meet the exemptions below) will be asked to leave the campuses. A limited supply of face coverings will be made available for those that may have forgotten to bring their coverings to campus.

**How to use Face Coverings:**

* Fit snugly but comfortably against the side of the face and cover the nose and mouth
* Be secured with ties or ear loops
* Include multiple layers of fabric if a cloth covering
* Allow for breathing without restriction
* If cloth, be able to be laundered and machine dried without damage or change to shape

**FAQ’s**

**What kind of face covering is required?**

A cloth face covering is recommended. The material should cover both the nose and mouth. The covering can be made from a variety of materials such as cotton, silk, or linen. It can be factory-made or sewn by hand or can be improvised from household items such as scarfs, t-shirts, sweatshirts, or towels. The face covering should also be as comfortable as possible to prevent constant adjusting which would require touching the face.

**How well do cloth face coverings work to prevent the spread of COVID-19?**

There is scientific evidence to suggest that the use of coverings helps reduce disease transmission (See CDC website). Their primary role is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes**. Cloth face coverings are not a substitute for physical distancing, washing hands, or staying home when ill.** Washing hands or using a hand sanitizer before and after touching the face covering and/or touching your face is highly recommended.

**Will face coverings be provided to employees?**

Face coverings will not be provided. There will be a small number on campus for those that might have forgotten their face coverings at home.

**How should I care for a cloth face covering?**

It is a good idea to wash your face covering frequently with detergent and hot water and dried on a hot cycle. If you cannot do a full load of laundry it is possible to lauder the item using Dawn dishwashing detergent or a hand soap. Suds up for a minimum of 60 seconds with warm water and air dry, lying flat.

Cloth face coverings should be discarded if:

* No longer cover the nose and mouth
* Have stretched out or damaged ties or straps
* Cannot stay on the face
* Have holes or tears in the fabric

**What should I do if I notice someone not wearing a face covering that I think should be?**

If you feel comfortable speaking or reminding the individual, that is an option. However, we are not endorsing confrontations or putting individuals in uncomfortable situations. Another option is to contact a supervisor or Human Resources and they will be able to assist. Please be mindful of the following exceptions to wearing face coverings.

**Exemptions from wearing face coverings**

* Children under the age of 2
* Individuals with medical condition or disability that prevents them from wearing a face covering.
* Individual that is hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication
* Individual that is engaging in outdoor work when alone or when they are able to maintain a distance of at least six feet from others

NOTE: Individuals exempt from wearing face coverings should wear a non-restrictive alternative, such as a face shield. If you have a medical condition which requires you to wear an alternative, please work your supervisor for options. Remember that a face covering is just one mitigation technique of many. When all techniques are used cohesively, you continue to lower your risk of contamination.

For more information and tutorials visit our source: [Department of Health and Human Services: CDC](https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf)