

**SALISBURY UNIVERSITY**  
**COVID-19 MASKING PROTOCOLS POLICY**  
**Effective July 24, 2020**

**I. PURPOSE**

Salisbury University (the “University”) has the need for Masking Protocols for continued operations in the COVID-19 environment. This policy sets forth the requirements for use of masks by all students, faculty, staff, volunteers, visitors, contractors and others, while located on University property. The following Masking Protocols have been approved in accordance with University and University System of Maryland (“USM”) policies and guidance. All existing related University policies, procedures and practices remain in effect as written.

**II. POLICY**

- a. *Effective immediately, the University is a “mask-on” community.* A mask/face covering is **required** for all students, faculty, staff, volunteers, visitors, contractors and others when:
  - i. Inside any and every University building and facility, and any property owned, leased or controlled by the University, including but not limited to:
    - All academic buildings including classrooms, labs and common areas. This is inclusive of all lecturing, teaching and learning activities; and
    - All non-academic and administrative buildings and work spaces which are open such as cubicles, meeting rooms, lobbies, waiting areas and restrooms; and
    - Any shared office spaces or offices where more than one person is present.
  - ii. Outside on the University campus or any other property owned, leased or controlled by the University, where recommended physical distancing (minimum of 6 feet) is difficult or not possible, including at any University sponsored program, event or activity; and
  - iii. Utilizing University transportation services, such as any shuttle bus, athletics bus or other University vehicle.
- b. *A face shield is not a substitute for a mask/face covering* and may not be used in lieu of a mask/face covering, except as described in Section III, below. If an exception does not apply, face shields may only be used in addition to a mask/face covering.
- c. Additional requirements regarding use of masks/face coverings may be in place by certain departments and/or areas of the University pursuant to health and safety concerns, and federal and state government, as well as local health department guidance. Policy and guidance in these departments and areas will be communicated to those students, faculty, staff, visitors, volunteers and contractors affected.

### III. EXCEPTIONS TO MASKING REQUIREMENTS

- a. Exceptions to required daily mask/face covering wear include:
  - i. When occupying an office alone, **and** with a closed door;
  - ii. When a faculty member is teaching or speaking in a classroom or other University facility, **and** is behind a plexiglass barrier, **and** a face shield is used;
  - iii. When an employee is working behind a plexiglass barrier **and** a face shield is used;
  - iv. When required for participation in a University academic course or program, as described in a course syllabus, and **only** while practicing physical distancing;
  - v. When eating or drinking, **and** while practicing physical distancing;
  - vi. When participating in a University-sanctioned athletic or recreational practice or competition, and **only** with prior permission of the University;
  - vii. When participating in a University-sanctioned event, **and** with prior permission of the University;
  - viii. When performing required job duties that necessitate removal of the mask/face covering, **and** while practicing physical distancing;
  - ix. Other exceptions, **only** with prior approval of the University.

### IV. GENERAL EXEMPTIONS TO MASKING REQUIREMENTS

- a. Masks/face coverings should not be placed on:
  - i. Anyone who is incapacitated or otherwise unable to remove the cover without assistance;
  - ii. Infants and children younger than two (2) years old.
- b. Any student wishing to request a disability-related accommodation in connection with Salisbury University's Masking Protocols Policy should contact the Disability Resource Center: 410-543-6087 or [disabilitysupport@salisbury.edu](mailto:disabilitysupport@salisbury.edu). Any employee wishing to request a disability-related accommodation in connection with Salisbury University's Masking Protocols Policy should contact the Office of Human Resources (410-543-6035).

### V. CRITERIA FOR MASKS/FACE COVERINGS

- a. While the University will provide masks for anyone who does not have one, individuals are encouraged to supply their own mask or face covering for regular daily use. The University will maintain a supply of masks that have clear panels and/or face shields to allow for lip reading or other necessary modes of communication.

- b. All masks or face coverings should:
  - i. Fit snugly and comfortably against the side of the face;
  - ii. Be secured with ties, strap(s) or ear loops OR be a continuous piece of cloth that encircles the head while covering the nose and mouth;
  - iii. Cover the mouth and nose (no mesh or open holes) and extend below the chin;
  - iv. Allow for breathing without restriction;
  - v. Be consistent with the USM Personnel Policy on Professional Conduct for employees and with the Salisbury University Code of Community Standards.
- c. Each person is expected to care for, store and launder/clean their own mask or face covering. Disposable masks or face coverings should be used for no more than one day.

## VI. NON-COMPLIANCE WITH MASKING PROTOCOLS

- a. Denial of Access. Failure to comply with these Masking Protocols places the University community at risk for spreading COVID-19, which could endanger community health and safety, and further disrupt educational activities. Failure by any individual or group of individuals (including but not limited to students, faculty, staff, volunteers, visitors and contractors), to comply with this policy may result in limitation or denial of access to University facilities. Denial of access to a University facility, building or other property owned, leased or controlled by the University is at the sole discretion and decision of the University. The University also has the sole authority to determine if or when an individual will be allowed access to University property following a failure to comply. No refunds for University events, activities or services shall be made to individuals or groups who are denied access due to non-compliance with this policy.
- b. Shutdown of University Facilities. Non-compliance by individuals or groups may result in the shutdown of University facilities or activities where non-compliance occurs. The decision to close any University facility or property is at the sole discretion of the University.
- c. Corrective/Disciplinary Action. Non-compliance with these Masking Protocols or other workplace Personal Protective Equipment (PPE) guidelines by students, faculty and staff may result in suspension of access to the applicable facility for a period of time and/or corrective/disciplinary action depending on the severity and/or frequency of the non-compliance. Supervisors shall contact the Office of Human Resources regarding possible corrective/disciplinary action prior to such action being taken related to staff or faculty. The Office of Student Affairs shall be contacted regarding non-compliance by students. Any non-compliance issues with contractors or vendors shall be referred to the Office of Human Resources.
- d. Other Actions. The University may, in its sole discretion, take other actions as it deems appropriate in cases of non-compliance with this policy. This may include, but is not limited to, cancellation of contractual agreements with individuals,

vendors and contractors. The University will exercise all contractual rights and remedies at law and equity in such cases. No refunds shall be made to individuals or groups that have entered into contracts for University services who are found to have violated this policy.

#### **VII. DURATION OF MASKING PROTOCOLS POLICY**

This policy will be in effect until further notice. This policy will be evaluated on a continuous basis to comply with health and safety needs and will be modified as necessary. The decision regarding when and under what conditions this policy will be rescinded will be based upon the evaluation of information and guidance received from federal, state and local government, and health authorities.

#### **VIII. RESPONSIBLE OFFICE**

The Office of the President is responsible for this policy. Questions may be directed to 410-543-6011.

Approved: July 24, 2020

Updated: August 13, 2020