

## **COVID-19 FACE COVERING PROCEDURE**

To help ensure the health and safety of the Flathead Valley Community College (FVCC) community and the public, unless specifically exempted as outlined in the procedures, all FVCC employees, students, contractors, vendors, and visitors must wear face coverings on-site at College locations or buildings, and off-site in all College programs and activities in:

- Indoor spaces
- Enclosed or partially enclosed outdoor settings
- Outdoor settings when people are unable to keep a six-foot distance at all times
- FVCC owned vehicles when more than one person is in a vehicle, including but not limited to FVCC busses and vans.

This policy is in full effect until otherwise communicated.

## **DISABILITY-RELATED ACCOMMODATIONS**

Accommodations are made on a case-by-case basis. Employees should contact Human Resources, and students should contact Disability Services for accommodations assistance.

Accommodations may be requested for medical or health risk purposes, and accommodations must not impact others' health and safety.

## **ENFORCEMENT**

### **In the Workplace:**

Employees shall comply with the face-covering requirement as a condition of employment. Supervisors and managers are responsible for communicating this requirement to employees in their areas.

- If an employee is without a face covering in accordance with this policy, the supervisor should make a polite verbal request for compliance to educate, encourage, and persuade the individual to wear a face covering.
- If the employee continues to refuse to comply with the policy after a clear and polite request, which includes a reminder of the policy, and an offer to assist in locating a face covering from the College, supervisors should send the non-compliant employee home. If an employee states they cannot wear a face covering due to a health condition, refer the employee to Human Resources.
- Supervisors should contact Human Resources to initiate the appropriate course of action, including discipline up to and including termination from employment.

Employees with concerns that other employees in their department are not complying should speak with their supervisor. Employees with concerns about other employees that do not share the same supervisor, students and others, should report concerns about non-compliant employees to Human Resources.

### **Students:**

Students shall follow face covering requirements at all times when on campus.

- If a student is without a face covering in accordance with this policy, a College employee should make a polite verbal request for compliance to educate, encourage, and persuade individuals to wear face coverings.

- If a student continues to refuse to comply with the policy after a College employee makes a clear and polite request and offers a free face covering, the College employee should attempt to deescalate the situation by requesting:
  - The student to leave class OR ending the class or meeting
  - As soon as possible provide the name of the student to the Dean of Students for possible disciplinary action via this [online form](#).
- The Dean of Students will notify the student that an alleged violation was reported and the process is outlined in that notification letter. If the student is found to have violated the policy, then the student will be given an official Written Warning.
- If a student continues to violate the policy and refuses to wear a mask or causes a serious disruption, then the conduct process will escalate and could result in probation, removal from a class, loss of privileges to a program, removal from housing and/or suspension.

### **Others on campus:**

Individuals on campus shall follow face covering requirements at all times when on campus. If an individual is without a face covering in accordance with this policy, they should be politely informed of this policy and asked to abide by it. FVCC reserves the right to request individuals to leave a College program, activity, or facility if they do not comply with this Policy and Procedures.

### **REFUSAL TO COMPLY**

Enforcement of this Policy is not a matter for the Kalispell Police Department (KPD) or the Campus Resource Officer. Therefore it is not appropriate to contact KPD to notify them of Policy violations. It is appropriate to contact KPD/CRO if a situation involves disorderly conduct, combativeness, or threats of violence.

Employees who seek advice on enforcing this policy concerning students should contact the Dean of Students at 406-756-3812 or [deanofstudents@fvcc.edu](mailto:deanofstudents@fvcc.edu)).

### **FACE COVERINGS NOT REQUIRED**

Face coverings are not required when:

- a) Working or spending time alone in a personal space, office, enclosed study area, or a similar workspace approved by your supervisor
- b) Working or spending time outdoors (e.g., walking, exercising) and at least a six-foot distance can be reliably maintained
- c) Operating a single occupancy vehicle
- d) Instances or spaces (such as welding labs, nursing labs, etc.) in which other requirements for personal protective equipment (PPE) make it either impractical or unsafe to wear an additional face covering
- e) Inside private on-campus residential hall rooms or apartments; however, facemasks are still required in common areas such as hallways, elevators, and when visiting other rooms.
- f) Eating or drinking and a six-foot physical distance between people can be reliably maintained
- g) Children 5 years old and younger.