



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Temporary: COVID-19 Mask Requirement	
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Date Approved: 11/4/20	Division: Administration and Finance

The mask requirement follows guidelines from the Centers for Disease Control (CDC) for institutions of higher education. Masks are one of the critical strategies for combating the spread of COVID-19. This step is important in order to protect the health and safety of all those on all CF campuses.

I. Mask Requirement

All individuals, except those specified below as exempt, are required to wear a fabric or disposable surgical-style mask that covers their nose and mouth inside CF campus buildings. Masks or face coverings are to be worn in all classrooms and when in public/common areas, including lobbies, conference rooms, elevators, stairwells, bathrooms, and lounges. Individuals may remove masks only if they are in their own enclosed private workspace with no one else present, as more fully described below.

Masks are also required to be worn on campus in outside settings, including campus walkways, which do not allow for required social distancing.

When any individual, employee or student, is attending an off-campus college sponsored activity or any event representing the college in an official capacity, masks are to be worn consistent with this mask requirement and/or any mask requirement of the event premises, whichever is more stringent.

According to the CDC, masks should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

Individuals disclosing that they meet a current CDC exemption are not required to wear a mask, but must maintain social distancing requirements in order to be served on campus. Evidence of exempt classification is not required; however, the college reserves the right to enforce safety adaptations, such as social distancing and protective barriers while serving those claiming exempt status.

II. Employees (Faculty and Staff)

The college has provided one mask to all employees with the CF logo. The masks were provided to Vice Presidents to distribute to staff. Other facial coverings such as cloth or fabric mask provided by the employee are acceptable. A mask provided by an employee must remain

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consistent with professional attire and college branding. If you did not receive a mask, please contact your supervisor.

Employees may remove masks when inside CF facilities only (1) when alone in an enclosed room and (2) while participating in activities in which a face mask cannot practically be worn, provided social distancing can be maintained while these activities occur. Faculty delivering in-person instruction will be exempt from wearing a mask in classroom environments that provide for social distancing and/or the use of protective barriers, such as Plexiglas shields between faculty and students.

III. Students and Guests

Students and guests must provide their own masks when on campus.

Students and guests may remove masks when inside college facilities only while participating in activities in which a face mask cannot practically be worn, such as eating and drinking or playing a wind musical instrument or singing as part of an academic assignment, provided social distancing can be maintained while these activities occur.

IV. Exemptions

Any proposed events or activities not in compliance with this procedure must be reviewed and approved in advance by the Vice President Administration and Finance and COVID-19 Administrator.

Vice President,

Date

Approved by President

Date