



## Use of Cloth Face Coverings and Non-Medical Masks to Help Slow the Spread of COVID-19

**Note: This is a living document that will periodically be updated  
in accordance with rapidly changing guidance.**

The University requires students, faculty, staff, visitors and contractors to wear cloth face coverings or non-medical masks while on campus to help slow the spread of the COVID-19 and help prevent people who may have the virus, and do not know it, from transmitting it to others. Face coverings must be worn generally in all inside spaces. All students, faculty and staff, as well as visitors, must wear face coverings and observe physical distancing when outside with others, including when socializing on porches. Individuals who have tested positive for COVID-19 and who have recovered are still required to wear face coverings.

Such face coverings and non-medical masks should not be placed on young children under age 2, anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance. Nor should they be used in circumstances where industry best practices dictate otherwise (e.g., someone welding who is already wearing a welding mask).

If an employee is working alone in an enclosed non-public workspace, such as a private office or cubicle with sides that extend above the head of the occupant, including standing desks, on at least three sides, then a face covering is not required to be worn. Certain other limited exceptions apply, such as but not limited to when an individual is seated and actively consuming food in an eating establishment or when an individual is actively engaged in physical exercise, as long as the 6 feet of distance around them is maintained. Additionally, face coverings are not required by members of a household when they are in their household (such as students within a residence hall room).

### **Acceptable facial coverings include:<sup>1</sup>**

- Traditional face mask that covers the nose, mouth, and chin.
- Mask with a clear center area which will allow for communication needs.

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<sup>1</sup> The University acknowledges that a number of articles and/or studies might question the effectiveness of the acceptable face coverings listed. However, the University regularly consults with public health authorities as well as its Expert Medical Advisory Panel. This guidance is consistent with their recommendations.

- Any other cloth covering that covers your nose, mouth and chin that is made with tightly-woven fabric, such as a gaiter, bandana, burka or niqab, etc. Any of these items made with a loose-weave fabric should be avoided as that can impact their effectiveness.
- Face shields: A full-length face shield **with added material drape** that provides additional protection to prevent respiratory droplets from spreading is an acceptable face covering.
  - A plain face shield (without added material draping) is **not** considered an acceptable substitute for a cloth face covering, except when specific, limited and distanced job activities allow for it. One such job activity is as follows:
    - A plain face shield will be acceptable for classroom instruction only, when at least six feet physical distance is constantly maintained between the instructor and students. The instructor should wear their cloth face covering when not providing classroom instruction.<sup>2</sup>
    - If you believe you have a specific, limited job activity that would allow for the limited wearing of a plain face shield instead of a more traditional face covering, please contact Environmental Health & Safety at [auditriskcompliance@udayton.edu](mailto:auditriskcompliance@udayton.edu).
    - If you have a face shield you would like reviewed to see if it is acceptable, contact Environmental Health & Safety at [auditriskcompliance@udayton.edu](mailto:auditriskcompliance@udayton.edu).

Face coverings with exhalation valves or vents are **not acceptable**, nor are they supported by the CDC. The air that is exhaled through the valve can disperse respiratory droplets, which does not help to slow the spread of the virus.

**Accommodation for face covering requirement:**

Faculty or staff requesting an accommodation for a face covering should contact Human Resources. Students requesting an accommodation for a face covering should contact the Office of Learning Resources. Note that medical documentation will be required; if you anticipate needing an accommodation, you may wish to make an appointment with your medical provider as soon as possible. Further, an accommodation request to not wear a face covering of any kind might require another form of source control, or else require fully remote work or learning. Students who indicate they cannot wear face coverings are **not permitted** to engage in in-person classroom activities.

**Non-compliance with face coverings:**

If a student is not wearing a face covering in a campus building, classroom or other area where it is required, please direct them to retrieve their face covering or direct them to the designated Building COVID Liaison for a disposable mask. If the student refuses, then address

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<sup>2</sup> <https://coronavirus.ohio.gov/static/responsible/Higher-Education.pdf>

the issue with your program/department director/chair, and the director/chair can continue elevating it with the Dean of Students Office until there's a resolution.

If an employee refuses to wear a face covering, then elevate it to your program/department director/chair and continue elevating it until there's a resolution.

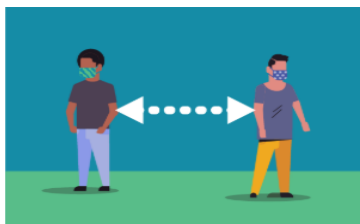
**Putting on a mask:**

1. Wash your hands with soap and water or apply alcohol-based hand sanitizer before putting on the mask.
2. Put on the mask by holding the ear loops or ties and looping around each ear. The mask should fit around the mouth, nose and chin. Avoid holding and touching the mask in the center part that covers the mouth and nose.
3. The mask should fit snugly but comfortably against the side of the face and allow for breathing without restriction, as illustrated:<sup>3</sup>



**While wearing a mask:**

1. If you touch the mask while wearing it, then you should wash your hands with soap and water or apply alcohol-based hand sanitizer.
2. Do not remove the mask and let it rest or dangle under the chin.
3. Remove mask if soiled or damp. You may reuse a single-use mask until it becomes soiled, damaged or hard to breathe through.
4. If your mask seems uncomfortable because it's too tight on your ears, consider using an extender (available at the UD Bookstore) or "ear saver" (available at sites like etsy.com and amazon.com; DIY options can be found online by simple internet search).
5. Always practice physical distancing by staying 6 feet away from other people not in your household.



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<sup>3</sup> Graphics included in this document are from [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus).

**Removing a mask:**

1. Remove the mask by lifting it off the ears and away from the face.
2. Be careful not to touch your eyes, nose and mouth when removing the mask.
3. If you plan to reuse the mask, place it in a clean paper bag to prevent cross contamination.
4. If it is a single-use mask that has become soiled, damaged or difficult to breathe through, then place it directly in the trash.
5. Wash your hands with soap and water or apply alcohol-based hand sanitizer after removing the mask.

**Home cleaning instructions for a reusable cloth mask:**

Reusable masks should be washed in a washing machine routinely depending on the frequency of use.

**Rationale:**

Face coverings are considered "source control" for respiratory viruses (i.e., reducing the spread of respiratory droplets from the wearer to others), and the Centers for Disease Control and Prevention recommends that all persons wear facial coverings to reduce the spread of SARS-CoV-2, the virus that causes COVID-19 disease, when they are unable to adequately keep social distance. Scientific knowledge continues to evolve; the University will continue to monitor the most current recommendations and update this guidance accordingly.

**For more information about COVID-19 and how to protect yourself, please visit the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>**

Reference: Centers for Disease Control and Prevention, Coronavirus Disease 2019 (COVID-19)

Approved by Public Health- Dayton Montgomery County on July 28, 2020.

Last Updated: August 23, 2020