Face Covering on Campus Policy

**POLICY STATEMENT:**

[Guidelines from LA County Public Health](http://publichealth.lacounty.gov/acd/ncorona2019/masks/) have issued guidance for wearing face coverings when in public spaces as an additional tool to help slow the spread of COVID-19.

Face coverings are not intended to replace other evidence-based measures for preventing illness, including frequent hand washing, avoiding touching your eyes, nose, and mouth, and practicing physical distancing.

**POLICY:**

**FACE COVERING MEASURES**

Anyone on KGI property (including buildings, grounds, shared laboratory areas, conference rooms, parking lots, etc.) must wear a face covering that covers both nose and mouth at all times, except when alone in a private room, cubicle, private vehicle, while eating or drinking or while performing specific tasks that cannot feasibly be performed with a face covering.

KGI's face covering policy is meant to supplement the Physical Distancing policy in effect at KGI, which requires maintaining a three-foot distance from others whenever possible. Face coverings and masks are not a substitute for physical distancing.

Based on the latest directives from the California Department of Public Health, Los Angeles County Department of Public Health, and California's Division of Occupational Safety and Health (commonly referred to as Cal/OSHA), only a well-fitting medical-grade, surgical mask or higher-level respirator approved by the National Institute of Occupational Safety and Health (NIOSH), such as an N95 or KN95 filtering face respirator, will be permitted. The face-covering must not have visible holes or openings and cover the nose and mouth. Employees, students, and visitors can no longer utilize cloth face coverings.

**MEDICAL OR HEALTH RISK ACCOMMODATIONS**

Employees who have concerns about adhering to this policy for medical or health reasons are encouraged to contact Human Resources at [hr@kgi.edu](mailto:hr@kgi.edu) to request a reasonable accommodation under the Americans with Disabilities Act (ADA).

**FACE COVERING DISTRIBUTION**

KGI will issue one face covering (per person) to active employees and students required to work and or study on campus. Each individual is responsible for the appropriate care and wearing of the covering. Face coverings for faculty and staff can be obtained from the Human Resources office, and face coverings for students can be obtained from Student Affairs. KGI

will not provide face coverings to visitors, vendors, delivery or service personnel, or others who are expected to provide their own.

These orders, in line with [Guidelines from LA County Public Health,](http://publichealth.lacounty.gov/acd/ncorona2019/masks/) require everyone to wear face coverings while in public settings, at events and gatherings, and anywhere they will be around other people. Face coverings are required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.

**HOW TO PROPERLY PUT ON AND TAKE OFF A DISPOSABLE RESPIRATOR:**

[How To Properly Put On And Take Off A Disposable Respirator](https://www.cdc.gov/niosh/docs/2010-133/pdfs/2010-133.pdf)

1. Wash your hands thoroughly before putting on and taking off the respirator.
2. Hold the respirator in one hand, with the nose piece at the fingertips, and let the head straps hang loosely in front of the respirator.
3. Place respirator under the chin, with the nosepiece up. While holding the respirator with one hand, pull the top strap over your head, resting it at the top back of your head. Pull the bottom strap over your head, and place it around your neck, below your ears.
4. Using both hands, mold the nose piece to the shape of your nose by pushing inward with your fingertips.
5. **Seal-check**: cover respirator completely with both hands, and exhale sharply. If air blows on your face or eyes, readjust the respirator according to Steps 3 & 4.
6. Pull the bottom strap over your head to remove the respirator, and then pull the top strap off. ***If there is any evidence that the respirator may be contaminated, dispose of it in a waste container.***

**POLICY MODIFICATION**

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly as new information becomes available, further research is conducted, and additional vaccines are approved/authorized, and distributed. KGI reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy working environment.

**POLICY ADMINISTRATION AND QUESTIONS**

If you have any questions about this policy or about health and safety issues that are not addressed in this policy, please get in touch with Human Resources at hr@kgi.edu.