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**SUNY CORTLAND  
ENVIRONMENTAL HEALTH  
AND SAFETY OFFICE**

***FACE COVERINGS and MASK REQUIREMENTS***

*PROGRAMS, POLICIES, AND PROCEDURES*

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# Face Covering and Mask Requirements

## 1. Purpose

In response to the COVID-19 pandemic, SUNY Cortland has adopted a Face Covering and Mask Requirements Policy. This Policy highlights the protections that are required and implemented to ensure the health and safety of our campus community including students, faculty, staff, visitors, and contractors.

## 2. Applicability

This policy applies to all employees, students, Auxiliary Organizations (Research Foundation, Auxiliary Services Corporation, etc.), contractors, volunteers, and campus visitors.

## 3. Responsibilities

Each individual has a personal responsibility to adhere to this policy to ensure our community members are safe and healthy. Being personally responsible means you take ownership of what you do and how it may impact others.

## 4. Requirements

- a) All members of the campus community are required to wear face coverings or mask when in *direct contact* with students, faculty, staff, visitors, and contractors except where doing so would inhibit or otherwise impair that individual's health.

*Direct contact is when a person leaves their work station and walks about their office space, enters a hallway, transverses a building, or goes outside and has the potential come within six feet of another person.*

- i) **Outdoors:** All employees, students, and visitors are required to have a face coverings or mask readily available on their person (e.g., around neck) when on campus outdoors and to put on their face coverings or mask when it is NOT feasible to maintain physical/social distancing measures (i.e., at least 6 feet of separation between others). If sharing a vehicle, all persons aboard the vehicle shall wear a face covering.
- ii) **Indoors:** Anyone entering any campus building must put on a face coverings or mask prior to entering the building and to continue to wear the face coverings or mask in common areas such as elevators, lobbies, hallways, classrooms, laboratories, restrooms, and when traveling around the building and working in shared spaces. Additionally, face coverings or masks are required in common areas of residence halls, dining halls, Memorial Library, Student Life Center, the SUNY Cortland Campus Store, and other retail locations and gathering spaces across campus. Face coverings or masks can only be removed when alone in a cubicle, office, or other designated area following social distancing guidelines.

- b) Face coverings or masks are not Personal Protective Equipment (PPE). They are worn by a person to prevent community spread from an asymptomatic person. PPE, on the other hand, is equipment worn by a person to protect themselves from real or potential hazards, e.g.; safety glasses, lab coats, respirators, etc.

*The CDC does not recommend or endorse any strategies for personal protective equipment (PPE) use that differ from standard infection prevention and control (IPC) practice.*

- c) Employees who are unable to wear a face covering or mask due to a medical condition or other protected reason may submit an ADA workplace accommodation. Contact Human Resources for assistance or go to the webpage at <https://www2.cortland.edu/offices/hr/forms/>.

- a) Students who are unable to wear a face covering or mask and are seeking accommodation(s) due to a medical condition or other protected reason should contact the Disability Resources Office.

If you already affiliate with Disability Resources, please email a request for a meeting to [disability.resources@cortland.edu](mailto:disability.resources@cortland.edu) or if you would like to submit a new request for consideration of accommodations for face coverings due to a medical condition, please complete and submit this online form to initiate your request [Disability Resources New Student Accessibility Request Form](#).

## 5. Failure to Comply

Failure to Comply may result in actions where appropriate:

- a) For students, it may result in a disciplinary referral to the Student Conduct Office for further action.
- b) For employees, it may result in referral to Human Resources for review and resolution in accordance with their collective bargaining agreement.
- c) For visitors, revocable permit holders and contractors, it may result in removal of authorization to be on campus property and/or termination of the applicable lease/permit/contract.

Criteria for violations of this policy are subject to a continued New York State Disaster Declaration and Executive Orders of the Governor of the State of New York

## 6. Definitions

**Cloth Face Covering:** is a fabric mask that covers the nose and mouth. It can be secured to the head with ties, straps, ear loops, or simply wrapped around the lower face. It can be made of a variety of fabrics, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarves, t-shirts, sweatshirts, or towels. Facemasks should NOT have ventilation ports.

**Face shields:** Provide barrier protection to the facial area and related mucous membranes (eyes, nose, lips) and are considered an alternative to goggles. Face shields are not meant to function as primary respiratory protection and should be used concurrently with a medical mask (for droplet precautions) or a respirator (for airborne precautions). They should cover the forehead, extend below the chin, and wrap around the side of the face to the ears.

**Medical masks** (also known as surgical masks or medical facemasks): Medical masks reduce the transfer of saliva and respiratory droplets to others and help block blood and other potentially infectious materials from the skin, mouth, or nose of the wearer. Medical masks may or may not have some level of fluid-resistance and do not seal tightly to the wearer's face. They have multiple layers of different nonwoven fabric materials, which are fused together.

**N95 Respirators:** Provide protection against inhalation of very small infectious airborne particulates using a filtering facepiece respirator. These respirators are indicated for use when in direct contact with patients with COVID-19. N-95 respirators require medical clearance, training, and fit testing.

**Personal Protective Equipment (PPE):** is *equipment* worn to minimize exposure to a variety of hazards. Examples of PPE include such items as gloves, foot and eye protection, protective hearing devices (earplugs, muffs) hard hats, respirators and full body suits.

## 7. Procurement of Face Coverings and PPE

- a) Face coverings and other PPE are available through Facilities Operations and Services (FOS), and a supply of PPE is maintained at the SUNY Cortland Warehouse.
- b) A formstack is available to office administrative assistants for face coverings and other PPE requests.
- c) Once a request is approved, the items will be delivered to the requesting department. No department should order and stockpile facemasks, gloves or other PPE.
- d) Face coverings and masks may not be readily available in the supply chain and deliveries may have long lead times. Personnel are requested to conserve and reuse masks as feasible.

## 8. Cloth Face Coverings

Cloth face coverings slow the spread of the virus by preventing people who may have the virus and do not know it from spreading the disease. They should:

- Fit snugly but comfortably against the face
- Be secured with ties or ear loops

- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape.

The Center for Disease Control and Prevention (CDC) advises the use of simple cloth face coverings or disposable face masks to prevent transmitting diseases to others. Furthermore, it is important to recognize the following:

- Wear a cloth face covering in public settings where other physical distancing measures are difficult to maintain. This action will help slow the spread of the virus.
- If you are using a disposable face mask, it is important to understand that they are intended to be worn for a limited period of time. Disposable masks should be replaced after ONE (1) DAY of continuous use or if it becomes damaged or soiled.
- It is critical to emphasize the need to maintain 6-foot physical distancing EVEN WHILE WEARING A MASK to further slow the spread of the virus.
- Individuals may wear their own store bought or homemade face mask, a scarf or a bandana if they so choose. Instructions on making a cloth mask can be found at [Centers for Disease Control and Prevention](#)
- Cloth masks are preferred over disposable masks since they can be easily washed and reused. This will also cut down on the demand for a critical resource that is used by healthcare workers and first responders.
- Cloth masks should be washed and dried on a daily basis.
- Use reusable face coverings and masks until they become damaged, soiled or wet. Damaged coverings should be disposed of.
- Keep a backup covering or mask available.
- Do not use a mask with a vent as it releases unfiltered air to the environment.

## 9. Donning and Doffing Face Coverings

### How to Wear A Cloth Face Covering

- Wash your hands with soap and water for at least 20 seconds.
- If the Face Covering has ear loops, put one loop around each ear.
- If the Face Covering has ties, pick up the mask by the ties and tie the upper ties behind your head with a bow.
- If the Face Covering has a lower tie, then once the mask is fitted to the bridge of your nose, tie the lower ties behind your head with a bow.
- Make sure the Face Covering is completely secure. Make sure it covers your nose **and** mouth so that the bottom edge is under your chin.
- Wash your hands with soap and water for at least 20 seconds.

## How to Remove the Cloth Face Covering

- a) Wash your hands before removing the Face Covering.
- b) Do not touch the inside of the Face Covering (the part over nose and mouth). It may be contaminated from your breathing, coughing or sneezing.
- c) Untie or remove the ear loops and remove the Face Covering by the straps.
- d) Wash after using in the washing machine with hot water and completely dry on medium or high heat in the dryer.

### 10. Face Shields

ANSI Z87.1-2015 defines a face shield as “a protector intended to shield the wearer’s face, or portions thereof from certain hazards, as indicated by the face shield’s markings.” A protector is a complete device—a product with all of its components in their configuration of intended use. Face shields are listed under OSHA’s eye protection standard.

The Centers for Disease Control and Prevention (CDC) issues recommendations for when and what PPE should be used to prevent exposure to infectious diseases. As of 6/25/2020 the CDC has not made recommendations for the use of face shields outside of the Healthcare profession. Within these constraints a face shield is typically coupled with a mask and goggles to protect the user from blood and body fluid splashes. Research has not confirmed the efficacy of face shields versus masks.

CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings. Some people may choose to use a face shield when sustained close contact with other people is expected in addition to a face covering or mask. If face shields are used without a mask, they should wrap around the sides of the wearer’s face and extend to below the chin. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.

The Cortland County Department of Health (DOH) is following Executive Order 202.16 issued April 14, 2020 where face shields are included as face coverings. The recommended stance is to take each circumstance **case by case**, especially when required for lip reading or when observing a person’s full face warrants the use of a face shield.

As per the Cortland County DOH guidance from June 26, 2020 following Executive Order 202.16:

It is acceptable to wear a face shield within a standard classroom setting, where physical distancing is greater than 6 feet and maintained at least this distance. This allows an instructor to present material and allow students to read lips and see the instructor’s face. However, once the classroom lecture is over the instructor shall

immediately put on a cloth mask or covering to directly interact with students or to leave the classroom.

Face shields in **any** other circumstance shall be worn with a face covering, such as a medical mask or a cloth face covering. Face shields without a face covering are not acceptable for usage in laboratories, studios, offices, hallways, or any other situation where the instructor or occupant frequently is within six feet of students, faculty, staff, visitors, and contractors. Refer to section 4(c), and 4(d) if you wish to discuss your specific situation for ADA accommodations.

Face shields shall be sanitized immediately after use. The entire face shield shall be cleaned with a suitable sanitizer by spraying the entire face shield, wiping with a paper towel and allowing the sanitizer to air dry. Store the face shield in a location where it will not be scratched or damaged. Ensure that the band that holds the face shield to the head is not damaged or worn prior to wearing.

## **11. N-95 Respirators**

N95 respirators reduce the wearer's exposure to airborne particles, from small particle aerosols to large droplets. N95 respirators are tight-fitting respirators that filter out at least 95% of particles in the air, including large and small particles. Not everyone is able to wear a respirator due to medical conditions that may be made worse when breathing through a respirator. Before using a respirator or getting fit-tested, workers must have a medical evaluation to make sure that they are able to wear a respirator safely. When properly fitted and worn, minimal leakage occurs around edges of the respirator when the user inhales. This means almost all of the air is directed through the filter media.

Employees who require N-95 respiratory protection must contact the EH&S Office so that arrangements can be made for a medical evaluation, training, and fit test. Final approval to use a NIOSH-certified respirator is not granted until medical evaluations, fit testing, and training are finalized. Review the SUNY Cortland Respiratory Protection Policy for further information.

An N-95 respirator is not necessary in day-to-day activity. Individuals that will use N-95 respirators are employees that will have direct contact with individuals with respirable infections. These employees include, but are not limited to: Student Health Services, University Police, and specific staff members that would interact with infected persons.

## **12. References**

CDC Consideration for Schools: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

CDC PPE Information <https://wwwn.cdc.gov/PPEInfo/Search>

NYSDOH Interim Guidance for Face Coverings

[http://dmna.ny.gov/covid19/docs/all/DOH\\_COVID19\\_EO20216EmployeeFaceCovering\\_041420.pdf](http://dmna.ny.gov/covid19/docs/all/DOH_COVID19_EO20216EmployeeFaceCovering_041420.pdf)

NYS Department of Health <https://www.google.com/search?client=firefox-b-1-d&q=NYS+DOH+Face+masks>

OSHA COVID-19 <https://www.osha.gov/SLTC/covid-19/covid-19-faq.html>

ANSI Z87.1-2015 Face Shields

SUNY Cortland Respiratory Protection Program

Executive Order No. 202.17: Continuing Temporary Suspension and Modification of Laws Relating to the Disaster Emergency <https://www.governor.ny.gov/news/no-20217-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency>