



Effective August 27, 2021

Evergreen COVID-19 Face Covering Policy

INTRODUCTION

The Evergreen State College COVID-19 Face Covering Policy is in accordance with the [Washington State Department of Labor and Industries \(L&I\)](#) workplace health and safety requirements, the [Washington State Department of Health Face Covering Order, Thurston County](#) and [Pierce County Masking Directives](#) and the [Washington State Proclamation for Higher Education](#). This policy is in effect until otherwise modified or rescinded.

In order to ensure the continued health and safety of the college community, all individuals are required to wear face coverings indoors onsite at all of Evergreen's campuses, regardless of vaccination status. This includes indoors when other people are present and in all public and common areas, such as lobbies, hallways, stairways, restrooms, elevators, and in shared vehicles.

Exceptions to this policy are limited to:

- Working in a personal office or workspace with the door closed
- Operating a vehicle with no passengers
- Inside an assigned on-campus residential bedroom or bathroom
- When actively eating and drinking in designated places
- When federal or state law prohibits the wearing of a face covering, or requires the removal of a face covering
- When unable to wear a face covering due to health or safety during an emergency

Outdoors, face coverings are generally optional regardless of vaccination status except during events when signage is present indicating that a mask or face covering is required. A face covering is highly recommended when in outdoor crowded settings and in settings where there is a decreased ability to consistently maintain a physical distance between others.

For the purposes of this policy, a face covering must:

- Fit snugly against the sides of the face
- Completely cover the nose and mouth
- Be secured with ties, ear loops, elastic bands, or other equally effective methods
- Include at least two layers of material
- Allow for breathing without restriction
- Be a disposable medical mask, N95 or KN95 mask, or capable of being laundered and machine-dried without damage or change to shape (if made with fabric)
- Be free of holes, tears or valves that have the potential to release respiratory droplets.

SCOPE

This policy applies to all Evergreen employees, students, contractors, vendors, tenants, volunteers, customers, visitors, and guests onsite at any college location, including campus housing.

For the purposes of this policy, “college employee” includes:

- Faculty, and other academic employees, student employees who work on campus, classified and exempt staff, temporary hourly employees, and contract employees.
- Individuals who have a contingent worker or appointment relationship with Evergreen including volunteers, stipend recipients, and others who work on site at a college facility/location but are not employees of the college.

Job-specific personal protective equipment (PPE) requirements: face coverings do not replace required job-specific PPE, such as medical or procedure masks, face shields, KN95 or N95 masks, or respirators. Please refer to the Occupational Health and Safety Administration guide for [Workplace COVID-19 Risk Level and Selection of Personal Protective Equipment](#) for job-specific requirements.

Children younger than five years old: children who are [younger than two years old](#) should never wear a face covering due to the risk of suffocation. Children who are [two, three, or four years old](#), with the assistance and close supervision of an adult, are strongly recommended to wear a face covering at all times in public settings and when around non-household members.

Modifications to the application of this policy as approved by the Evergreen COVID-19 health and safety team, or divisional leadership for specialized operations or programs (e.g., college athletics training spaces which follow division guidelines, music and performing arts) where alternative health and safety measures and protocols (e.g., additional testing, required distancing) will be implemented as needed to reduce the risk of transmission.

WORK UNIT RESPONSIBILITIES

The college will provide multi-use cloth or paper face masks for employees and students. Individuals may also provide their own face covering, which must meet the requirements described here unless employees have job- or location-specific required PPE, in which case the PPE will be provided by the work unit.

Employees are responsible for laundering their reusable cloth face coverings, or maintaining clean disposable face coverings, and remembering to bring them to work. Refer to the Centers for Disease Control and Prevention (CDC) guidance regarding the proper wearing, washing, type, and fit for face coverings.

Supervisors and faculty/instructors must communicate and enforce these requirements to all employees and students onsite at an Evergreen location. Signs indicating the face-covering requirement for all who enter should be clearly posted at work area entrances and on area specific websites where possible.

Evergreen is committed to maintaining a respectful, productive, inclusive, and equitable workplace, and discrimination and other conduct that is inconsistent with our values will not be tolerated.

POLICY ENFORCEMENT

In the classroom and workplace:

Employees are required to comply with this policy as a condition of employment, as well as for the health and safety of themselves, their colleagues, and the Evergreen community. Units are required to ensure all of their employees have a thorough understanding of the requirements outlined in this policy. If employees then refuse to comply, contact the appointing dean or Evergreen Human Resource Services to initiate the appropriate corrective action or standard in accordance with the employee conduct process. If employees state they are unable to wear a mask due to a health concern, please refer them to the Evergreen reasonable accommodation request process in Evergreen Human Resources.

Evergreen community members who have concerns that others are not complying should speak with the complainant's supervisor or to the Evergreen COVID-19 health and safety team.

Students:

Students are required to follow this policy at all times when onsite or when participating in in-person activity, including following any posted requirements in specific buildings and spaces. If a student refuses to comply with the policy, the student will be asked to leave the space and a report will be submitted to the Evergreen COVID-19 health and safety team, which will work with Evergreen's compliance team. The compliance team has the authority to take immediate action to reduce risk to others on campus.

Individuals who have concerns that a student or group of students are not complying with this policy should speak with their faculty, supervisor, a representative dean for the relevant academic unit, or [report concerns](#) to the Evergreen COVID-19 health and safety team.

Community members, members of the public and visitors in public spaces on campus:

All community members, and members of the public and visitors are required to wear face coverings when entering a college facility and receiving service in accordance with this policy.

If a community member or a member of the public or visitor is not wearing a face covering, the following steps are to be taken:

Begin with a polite verbal request for compliance to educate and persuade the individual to wear a face covering. College employees should ask the individual to wear a mask or face covering and have a supply of disposable facemasks to offer individuals who do not have one.

If, following a polite verbal request, the individual continues to decline to wear a face covering or face mask, employees should notify the site manager, their supervisor or both to assist the customer with determining if accommodations, such as curbside pickup, can be made.

If the individual refuses to wear a face covering and does not indicate a medical condition or disability that prevents them from wearing a face covering, they should be politely informed that they are not permitted to enter and be asked to leave. Employees should not attempt to physically block an individual or physically remove them from the space and should avoid confrontation but should not provide service.

If there is a direct threat or fear of physical harm, law enforcement may be called as a last resort.

RESOURCES

Individuals required to wear a face covering who have a medical condition, mental health condition, developmental or cognitive condition, or disability that prevents wearing a face covering may request an accommodation. This includes but is not limited to people with a medical condition for whom wearing a face covering could obstruct breathing, who are unconscious, incapacitated or otherwise unable to remove a face covering without assistance.

Determination for employees requesting a medical or health-risk accommodation will be made on a case-by-case basis by Evergreen Human Resources, in coordination with the supervising authority and the Evergreen COVID-19 health and safety team. Employees may be required to provide documentation to substantiate their need for an accommodation.

Students seeking an accommodation should contact [Evergreen Access Services](#) for determination of a medical or health risk. Accommodation will be made on a case-by- case basis through consultation with relevant division leaders, the Evergreen COVID-19 health and safety team and Evergreen Access Services.