

## TEMPORARY COVID-19 FACE COVERING POLICY

**Policy Number:** 120

**Categorized:** [General Policies](#)

**Responsible Office:** Human Resources and Student Services

**Subject:** Prevention of the spread of COVID-19

**Related Policies:** [Contagious Diseases](#)

**Procedures:** N/A

**Additional Information:** [CDC Guidance for Wearing Masks](#)

**Effective Date:** August 5, 2021

**Last Reviewed Date:** August 4, 2021

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### 1. Scope

This policy applies to all Northern Virginia Community College (NOVA) faculty, staff, students, college contractors, and visitors.

### 2. Policy

Effective August 5, 2021, all NOVA faculty, staff, students, college contractors, and visitors are required to wear a face covering that covers the mouth and nose at all times while indoors on NOVA campuses or at NOVA off-campus sites, regardless of vaccination status. This policy is subject to change based on orders, directives, requirements, and guidance from federal, state, and local authorities.

Instructors can remove face coverings when teaching from a six-foot distance. Employees who work alone in an enclosed space (e.g., personal office) are permitted to remove their face covering if the door is closed but must put on the face covering before opening the door or leaving the enclosed space. Professional courtesy should be observed by knocking on the door prior to entering an enclosed space to allow the occupant to put on a face covering prior to entry.

Face coverings and other Personal Protective Equipment (PPE) reduce the risk of spreading COVID-19 but do not guarantee that a person will not spread or become sick with COVID-19. No guarantees of safety are implied with this policy.

## Exceptions

Exceptions to the Temporary COVID-19 Face Covering Policy are listed below:

- While eating or drinking, where permitted;
- Individuals exercising or using exercise equipment;
- Any person who is playing a musical instrument when wearing a face covering would inhibit the playing of the instrument (e.g., wind or brass instrument) so long as at least ten feet of physical distance can be maintained from other persons, whether the rehearsal or performance is indoors or outdoors;
- Any person who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance;
- Any person seeking to communicate with people who are deaf or hard of hearing and for which the mouth needs to be visible;
- When temporary removal of the face covering is necessary to secure government or medical services
- When necessary to participate in a religious ritual; and
- Persons with health conditions or disabilities that prohibit wearing a face covering.

Any person who declines to wear a face covering because of a medical condition shall not be required to produce or carry medical documentation verifying the stated condition nor shall the person be required to identify the precise underlying medical condition.

Employees who are unable to wear a face covering must ask for accommodations at [ada@nvcc.edu](mailto:ada@nvcc.edu) and follow the steps as outlined in the interactive process of the Americans with Disabilities Act (ADA).

Students who are unable to wear a face covering must ask for accommodations through the [Office of Disability Support Services](#).

## Non-Compliance

Individuals who fail to wear face coverings in accord with this policy may be reported for non-compliance to the appropriate campus Dean of Student Success (students) or the Office of Human Resources (employees) at [employeerelations@nvcc.edu](mailto:employeerelations@nvcc.edu). Visitors and third parties who do not adhere to this policy may be asked to leave the campus in accordance with NOVA's [Trespass Notices Policy](#).

While disciplinary action may be a possibility for the refusal to wear a face covering, the primary focus is to encourage personal responsibility and voluntary compliance with this policy.

## 3. Definitions

College property: Any property owned, leased, or controlled by Northern Virginia Community College.

Face covering: Homemade or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions. A face shield alone is not an approved face covering.

#### **4. Procedures**

N/A

#### **5. Authority**

VCCS Chancellor's Mask Mandate (sent to VCCS presidents on 8.4.2021)