

Murray State College Face Covering Procedure – Updated 10.12.2020

MSC has implemented this mandatory face covering procedure and will enforce face covering by all employees, students and visitors (1) when they are inside all college facilities and vehicles, (2) when they are outdoors on campus and social distancing of at least six feet is not possible and (3) when at the University Center campus in Ardmore MSC students and faculty are required to follow the hosting facility's policy and procedure. This is effective until further notice and may be amended as needed in response to conditions on campus.

Murray State College Campus Face Covering Procedures

What is a face covering?

For the purposes of this procedure, a face covering is defined as any cloth face covering, such as a face mask, buff/gaiter or disposable surgical-style mask. All face coverings must completely and securely cover the nose and mouth, tie around the ears or the back of the head, be secure under the chin and fit snugly against the sides of the face. Note that face masks with exhalation valves or vents are not considered acceptable face coverings at this time.

What about face shields?

Face shields may be used in the classroom while lecturing but they are not considered acceptable as a face covering outside the classroom unless worn in conjunction with a face mask. This is applicable to faculty and students who do not have a reasonable accommodation to wear face shields instead of face coverings.

Where and when are face coverings required?

Face coverings are required when:

- Inside all indoor college facilities when other people are present, including classrooms and other learning environments, as well as common or public areas such as hallways, stairways, lobbies, common areas of residence halls, restrooms, elevators, the Library, Bookstore and Cafeteria.
- Outdoors when keeping six-foot distance from others may not be possible.
- Inside all college-provided transportation, such as passenger vans, buses and motor pool vehicles, unless the driver is alone.

When are face coverings not required?

Face coverings are not required when:

- Working or spending time alone in a personal workspace, office or other area on campus.
- Working or spending time outdoors (walking, exercising, etc.) and at least a six-foot distance from others can be maintained.
- Inside a personal, on-campus residence hall room or office.
- Eating or drinking – physical distance between people is required when eating and drinking in the Cafeteria.

How will the face covering policy be enforced?

Failure to comply with face covering requirements may result in denial of access to classrooms, other designated areas or participation in programs and activities. Faculty have the right to deny a student entry into the classroom if a student is not wearing a face covering. All students have the opportunity to participate in classes via online courses or Zoom web conference technology.

Employees are expected to comply with the face covering requirement as a condition of employment, as well as for the health and safety of themselves, their colleagues and the MSC community. College personnel with concerns that other personnel are not complying should speak with their supervisor or report to the Human Resources Office.

Will there be exceptions for face coverings?

Exceptions for individuals will be evaluated on a case-by-case basis. Students who need reasonable accommodations related to the use of face coverings may contact the Tishomingo campus ADA coordinator, Charles Coulter at 580-387-7304 or ccoulter@mscok.edu or the Ardmore campus ADA coordinator, Paula Michael at 580-319-0371 or pmichael@mscok.edu. Employees should contact the Human Resources Office at 580-387-7131 or hr@mscok.edu.

How to properly care for your face covering.

Face coverings become contaminated as you wear them, both from yourself and the environment around you. Face coverings must be taken off properly to avoid self-contamination:

- Remove face coverings by the straps. DO NOT touch your eyes, nose, mouth or the inside of the cloth face covering
 - Wash hands immediately after removal
 - If your face covering is disposable, then promptly throw it away; do not place it into your pocket, backpack or where it may contaminate your belongings
 - If you have a disposable face covering that you have to reuse, then store it between uses in a clean breathable container (paper bag) and be careful not to touch the inside of the face covering. Do not store in an airtight container
 - If you have a reusable cloth face covering, make sure you wash it after each use (washing machine or soap and hot water)
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Information for Employees (Faculty and Staff)

1. Provided Masks
 - a. The MSC Human Resource Department will provide one cloth mask to all employees.
 - b. Disposable masks may also be obtained at the MSC Police Department. Supplies may be limited.
 2. Mask Re-Use and Cleaning
 - a. Disposable filtration surgical-style masks should be worn on campus for five consecutive days, or until soiled, whichever occurs first. (Those worn in laboratory and clinical areas are subject to laboratory and clinical department re-use policies.)
 - b. Cloth masks should be washed and fully dried after each day's wear. Appropriate cleaning of the mask is the responsibility of the individual.
 3. College Facilities
 - a. Employees may remove masks when inside college facilities only (1) when alone in an enclosed room and (2) while participating in activities in which a face mask cannot practically be worn, such as eating and drinking or playing a musical instrument or singing as part of their work.
 4. Accommodations for Medical Conditions
 - a. If an employee indicates that compliance with mask wearing is not possible due to medical reasons, the employee should be referred to the to the Director of Human Resources to request an accommodation.
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Information for Students

1. Provided Masks
 - a. The MSC Student Affairs Department will provide one cloth mask to all students. Note that no offensive or obscene material should be used or visible on any safety mask.
 - b. Disposable masks may also be obtained at the MSC Police Department. Supplies may be limited.
 2. Mask Re-Use and Cleaning
 - a. Disposable filtration surgical-style masks should be worn on campus for five consecutive days, or until soiled, whichever occurs first. (Those worn in laboratory and clinical areas are subject to laboratory and clinical department re-use policies.)
 - b. Cloth masks should be washed and fully dried after each day's wear. Appropriate cleaning of the mask is the responsibility of the individual.
 3. College Facilities (Other than Housing)
 - a. Students may remove masks when inside college facilities only (1) when alone in an enclosed room and (2) while participating in activities in which a face mask cannot practically be worn, such as eating and drinking or playing a musical instrument or singing as part of an academic assignment.
 4. On-Campus Housing Facilities
 - a. Students are not required to wear masks in their dorm rooms, but they are strongly encouraged to do so, particularly when others are present, unless they are participating in activities in which a face mask cannot practically be worn, such as eating and drinking, bathing or sleeping.
 - b. Note that students who are experiencing COVID-19 symptoms must immediately complete the COVID-19 Compliance check-in, contact the Director of Resident Life and wear a mask in their dorm rooms while they wait for further instruction.
 5. Accommodations for Medical Conditions
 - a. If a student indicates compliance with mask wearing is not possible due to medical reasons, the student should be referred to the to the ADA Compliance Officer to request an accommodation.
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IV. Visitors, Vendors and Contractors

1. Masks for Visitors, Vendors and Contractors
 - a. Visitors, vendors and contractors must wear face coverings when on campus and should be expected to bring their own. If necessary, disposable masks may be obtained from the MSC Police Department. Supplies may be limited.
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V. Special Events and Athletic Sporting Events

1. Masking requirements for special events and athletic sporting events will be determined by college administration in conjunction with recommendation from the MSC COVID-19 Response Task Force prior to the date of the event and will be based on factors including location and size of event, current COVID-19 data and advice of public health and medical experts.