



INTERIM POLICY #06 (2020)
PROTECTIVE MASKS AND OTHER COVID-19
PREVENTION MEASURES

Policy Title: Protective Masks and Other COVID-19 Prevention Measures

Policy Type: Interim

Policy Number: INT Policy #06 (2020)

Legal Authority: Section 59-53-51 of the 1976 Code of Laws of South Carolina, As Amended,
U.S. Equal Employment Opportunity Commission ADA, Rehabilitation Act,
29 CFR Part 1630

State Board Policy: N/A

Approval Date: July 6, 2020

Responsible Office: Office of Human Resources

Responsible Executive: AVP for Institutional Advancement and Effectiveness

Applies to: College Community

POLICY STATEMENT

In its duty to make every effort to protect employees, students and others while on the premises of the College, it is the policy of Denmark Technical College that all employees, students, vendors/contractors, and visitors to its main campus or satellite sites shall be required to wear a protective mask and practice physical/social distancing including adherence to posted occupancy limits for common use areas. Additionally, all such groups, while on the main campus or at satellite sites, shall adhere to the most recently issued COVID-19 prevention guidelines published by the South Carolina Department of Health and Environmental Control (DHEC) and the Centers for Disease Control and Prevention (CDC).

Failure to comply with this policy or the published standards, guidelines or practices outlined by the DHEC or the CDC could lead to disciplinary or other appropriate action as determined by the individuals associated group.

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DEFINITIONS

There are no definitions associated with this policy.

CONTACT(S)

The Associate Vice President for Institutional Advancement and Effectiveness officially interprets this policy. Additionally, the Associate Vice President for Institutional Advancement and Effectiveness is responsible for obtaining approval for any revisions as required by Administrative Policy 0.1.100, *Policy Classification and Numbering System* through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Institutional Advancement and Effectiveness.

STAKEHOLDER(S)

College wide, faculty and staff, students, vendors/contractors, visitors.

PROTECTIVE MASKS AND OTHER COVID-19 PREVENTION MEASURES

Purpose

According to the Center for Disease Control and Prevention, COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Studies and evidence on infection control report that these droplets usually travel around 6 feet (about two arms lengths).

The primary purpose of the required use of protective masks, physical/social distancing, and other prevention measures is the mitigation of any spread of the COVID-19 virus in the workplace of Denmark Technical College.

Procedures

Consistent with the purpose above, Denmark Technical College has placed into effect the following processes and requirements:

I. Availability of Protective Masks and other Personal Protective Equipment (PPE)

- A. An initial issue of two (2) cloth protective masks will be made to each College employee and student on entry to the campus/site. Additional masks will be issued as needed and are available through the Division of Fiscal Affairs for employees and the Division of Student Services for all students.
- B. Disposable masks will be issued to all vendors/contractors and visitors on entry to the campus or site.
- C. Gloves, gowns and other job specific PPE will be issued through the Office of Physical Plant as needed.

II. Wearing of Protective Masks

- A. Correctly wearing and maintaining your protective mask is key to prevention by:
 - Washing your hands before putting on your face covering
 - Wear the mask over your nose and mouth and secure it under your chin
 - Try to fit it snugly against the sides of your face
 - Make sure you can breathe easily
 - Don't put the covering around your neck or up on your forehead
 - Don't touch the covering, and, if you do, wash your hands
 - Untie the strings behind your head or stretch the ear loops
 - Handle only by the ear loops or ties
 - Fold outside corners together
 - Place covering in the washing machine
 - Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.
- B. Protective masks must be worn indoors when:
 - Outside of individual workspace/office
 - Inside another person's workspace/office
 - In classrooms/labs
 - Moving through common area space such as hallways and stairwells
 - In circumstances when physical/social distancing is not practical (i.e., vehicles)
 - In elevators
- C. Protective masks must be worn outdoors when:
 - Within eighteen (18) feet of another person

II. Other COVID-19 Prevention Measures

A. Employees and students are required to observe and practice the following COVID-19 prevention measures:

- Remain home when experiencing any of the symptoms related to COVID-19
- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available
- Sneeze or cough into your elbow
- Keep your hands away from your face, eyes and mouth
- Sanitize your individual work/personal space including computers, phones, desk, and other high-touch areas frequently throughout the day.

PUBLICATION

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Associate Vice President for Advancement and Effectiveness will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;
- Post the policy on the College's webpage and all other related webpages, in the student handbook, and in the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: July 6, 2022
- Approval by College Cabinet: July 6, 2020
- Revision History: N/A
- Supersedes: N/A

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no forms associated with this policy.