

CCC Safety Advisory – Updated March 7, 2022
Protocol for Masks

When you wear a mask, you protect others as well as yourself.
Masks work best when everyone wears one.

This safety advisory is issued as a reference guide for all employees of Coconino Community College regarding the protocols and suggested best practices associated with the use of masks on campus. Effective March 7th 2022, all individuals on a CCC campus **(including those who have been fully vaccinated)** are recommended to wear a protective face covering in public spaces.

What is considered a public space?

- Public space is any space on a campus where you can come into contact with another individual. Public Spaces include, but are not limited to: Hallways, restrooms, seating areas, classrooms, the commons, information desks, public walkways outside, meeting rooms, computer labs, advising centers, shared department offices, breakrooms, any other common areas, etc.
- Anytime you are entering or exiting the campus is considered a public space.
- Public spaces also include information counters where individuals may come within 6 feet of another person. Some examples include security desks, information desks, registration & financial aid centers, tutoring & advising centers, and department reception areas.

How to wear a mask correctly and consistently for the best protection.

- Be sure to wash your hands or use hand sanitizer before putting on a mask.
- Do **NOT** touch the mask when wearing it. If you have to often touch/adjust your mask, and it doesn't fit you properly, you may need to find a different mask or adjust.
- Multi-layered Masks provide the best level of protection, N95 are recommended
- Note: anytime your facemask is off, your risk for exposure or exposing others may increase.

Do wear a mask that:



Covers your nose and mouth and secure it under your chin.
Fits snugly against the sides of your face.

DO choose masks that:



Have two or more layers of washable, breathable fabric



Completely cover your nose and mouth



Fit snugly against the sides of your face and don't have gaps



Have a nose wire to prevent air from leaking out of the top of the mask

DO NOT choose masks that:



Are made of fabric that makes it hard to breathe, for example, vinyl



Have exhalation valves or vents which allow virus particles to escape



Are intended for healthcare workers, including N95 respirators

How NOT to wear a mask:



Around your neck



On your forehead



Under your nose



Only on your nose



On your chin



Dangling from one ear



On your arm

What about double masking?

There are several ways to improve how your mask protects you:

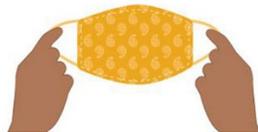
- Make sure your mask fits snugly against your face.
 - Choose a mask with a nose wire
 - Use a mask fitter or brace
 - Check that it fits snugly over your nose, mouth and chin.
 - Knot and tuck ear loops of a 3-ply mask.
- Pick a mask with layers to keep your respiratory droplets in and others' out.
 - Add layers of material by either:
 - Using a cloth mask that has multiple layers of fabric **OR**
 - Wear a disposable mask underneath a cloth mask
 - Make sure you can see and breathe easily
- Do **NOT**
 - Combine two disposable masks
 - Combine a KN95 mask with any other mask

How to take off a mask:



1

Carefully, untie the strings behind your head or stretch the ear loops



2

Handle only by the ear loops or ties



3

Fold the outside corners together



4

Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing

How to clean reusable masks:

Reusable masks should be washed regularly. Always remove masks correctly and wash your hands after handling or touching a used mask.

- Include your mask with your regular laundry
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask
- Use the highest heat setting and leave in the dryer until completely dry

Graphics and language on masks retrieved on August 19, 2021 from <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html> and <https://www.cdc.gov/coronavirus/2019-ncov/your-health/effective-masks.html>

Stay Informed

- All employees are encouraged to visit the CDC website and other Federal, State, County, and City public healthcare sites to find the latest information regarding COVID19 and the proper use of masks as this document is a general guide.

Compliance Management and Facilitation

Communication Expectations

All communications with students, staff, and the public are to be professional, focused upon positivity, and what "can be done."

If a person does not have a facemask when entering a CCC facility, College personnel will kindly give them one.

Suggested language:

- *Wearing Covering:* "Hello, welcome to CCC, and thank you for wearing a protective face covering."
- *Not Wearing Covering:* "Hello, thank you for coming to CCC! Just to let you know, we recommend masks while on campus, and I see you are not wearing one. Do you have one by chance? "
 - You do? Great! Please consider putting it on, while on campus. Thank you!
 - You do not? We have disposable masks for you to wear. Please consider putting it on, while on campus Thank you!

Inside the Building

All CCC employees are encouraging to recommend mask wearing on campus. If you find that you need additional support or clarification, please reach out to Security, Facilities, Human Resources, or any member of the executive leadership team.

Please submit any suggestions or concerns to the executive leadership team, Facilities, and/or Human Resources as we are all happy to help keep you safe.

3/10/2021 Updated to reflect changes to the CDC guidelines for masks.
8/19/2021 Updated to reflect reversion back to masks required
3/1/2022 Updated to reflect reversion to CDC guidelines for Safety Measures