

CCC Safety Advisory – Issued May 19, 2020

Protocol for Protective Face Coverings

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 face coverings on campus. Effective May 18, 2020, all individuals on a CCC campus must wear a protective face covering when in public spaces.

What is considered a public space?

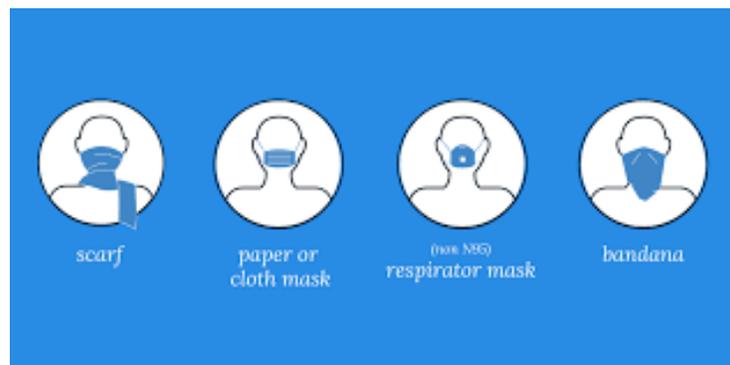
- Public space is any space on a campus where you can come into contact with another individual. Public Spaces include, but are not limited to: Hallways, restrooms, seating areas, classrooms, the commons, information desks, public walkways outside, meeting rooms, computer labs, advising centers, shared department offices, breakrooms, and any other common area.
- 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.

When is it ok to not wear a protective face covering?

- In any workstation that can be enclosed by a door or protective barrier that prevents another person from entering the space. The most common example is a single occupant office with a closable door.
- Outside of the building with no individual within 6 feet of the person
- Note: anytime your facemask is off, your risk for exposure may increase.

What is an acceptable protective face covering, and what is not?

- Any medical grade respirator facemask.
- Any surgical, industrial, or construction site mask that covers the nose and mouth.
- Homemade and store-bought face coverings such as scarves, bandanas, and cloth masks. Note: these must be large and tight enough to cover the wearer's nose and mouth completely at all times



What is the correct way to wear a protective face covering?

- Face coverings must completely cover the wearer's nose and mouth, as illustrated below.
- Face coverings must adhere to the person's head on their own. It is not acceptable to hold a cloth over one's face by hand.
- Having a mask around your neck or just covering your mouth is unacceptable.



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 face coverings as this document 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."

Building Entrances

The primary enforcement arm of this protocol is the campus security team, with the college facilities and human resources teams as secondary support. Security will be stationed at the primary entrances to each campus and will be charged with ensuring proper facemasks are worn by all that enter. If a person does not have a facemask, they will be asked to obtain one before entering, or if inventory is available, they will be given one to use.

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 require face coverings while on campus, and I see you are not wearing one. Do you have one by chance? "
 - You do? Great! Please put it on and leave it on while here on campus. Thank you!
 - You do not? Well, we have a disposable one here for you to wear. Please put it on and leave it on while here on campus. Thank you!
 - You do not? Well, unfortunately, we cannot allow you on campus at this time. May I ask your reason for coming today? (uncover their purpose and offer online or phone support for their needs)

Inside the Building

The primary enforcement teams for in-building enforcement include security, facilities, human resources, and any member of the executive leadership team. Secondary enforcement includes all supervisors, and all employees are encouraged to participate.

Suggested language:

- *Not wearing covering and comfortable to tell the person:* "Hi, don't forget your face covering!"
Note: until their face covering is on, please maintain a 6' + distance from the person.
- *Not wearing covering and uncomfortable to tell the person:* Please contact security, facilities, human resources, or any member of college management immediately so they may professionally address the person.

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.