



# SUNYADIRONDACK

**Policy Title:** Face Covering  
**Document #:** 3009  
**Effective Date:** 8/03/20  
**Category:** Legal and Compliance  
**Responsible Office:** Administrative Services

**This policy applies to:** Students, Employees, Affiliated Entities and Visitors

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## Summary:

SUNY Adirondack is committed to protecting the health and safety of the college community while remaining focused on its mission. Policies and protocols are based on concern for the safety of all – students, employees, guests, vendors, partners and the public. During the COVID-19 public health emergency, face coverings are a critical preventive measure and are most essential in times when social distancing of at least six feet between individuals is difficult. The Centers for Disease Control [CDC] recommends wearing face coverings in public settings and when around people who do not live in your household. This policy was informed by the CDC and New York State guidelines for the reopening of offices and higher education and may be modified as the public health crisis evolves.

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## Policy:

Face coverings will be worn at all times when indoors except when an individual is alone in a private room, office or vehicle or if seated at a table in a dining area and there is no one within six feet. When outdoors, face covering is required whenever social distancing of at least six feet cannot be achieved.

Face coverings must fit snugly and cover the nose and mouth.

Acceptable face coverings include cloth face coverings and disposable masks. It is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of face shields for normal everyday activities or as a substitute for disposable masks or cloth face coverings. Some people may choose to use a face shield when sustained close contact with



other people is expected. As such, SUNY Adirondack allows the use of face shields in addition to cloth face coverings and disposable masks, but not instead of.

Cloth face coverings must only be worn for one day at a time, must be cleaned or replaced after use or when damaged or soiled, may not be shared and must be properly stored or discarded. Disposable masks should only be worn once, and must be discarded once used or soiled. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.

Offices that will be open to the public will be provided with disposable masks to distribute to visitors if they arrive on campus without a face covering.

Students will be provided with two reusable cloth face coverings in their welcome packet.

Employees can use their own face coverings or they can request cloth face coverings from the Facilities office.

In the event the wearing of a face covering, as defined in this policy, is not possible due to a physical or mental health condition, the potential to lead to a medical emergency or the introduction of significant safety concerns, adaptation and alternatives will be considered. Employees who are unable to wear face coverings will contact the Office of Human Resources. Students who are unable to wear a face covering will contact the Accessibility Services Office.

The President has the authority to approve rare exceptions to this policy. Such approval will be provided in writing and only if an acceptable risk mitigation strategy is proposed and implemented.

Discipline will be imposed for any employee or student failing to follow the terms of the policy.

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**Definitions:**

Affiliated Entities. Per the Board of Trustees Policy Manual Section 9.1 - 9.3, the purpose, relationship, responsibility and agreements between the SUNY Adirondack Foundation, Faculty-Student Association and the Adirondack Housing Association, are outlined.

College. Use of this term explicitly refers to Adirondack Community College and/or the College's legal acceptable short name, SUNY Adirondack.

Employee. Any person who works for the College for wages, salaries or stipends including part-time and full-time faculty, staff and administrators. Excludes consultants such as instructors for the Office of Continuing Education. Students who are also employees will, in most instances, be categorized for purposes of the policy as a student. The Associate Vice President for Human Resources will make the determination based on the situation presented.

Student. All SUNY Adirondack students, full-time, part-time, credit and non-credit.

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**Other Related Information:**

Center for Disease Control Guidelines  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>



## Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

### Executive Order 202.17

Any individual who is over the age of two and able to medically tolerate a face-covering shall be required to cover their nose and mouth with a surgical mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance of at least six feet.

<https://www.governor.ny.gov/news/no-20217-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency>

### Executive Order 202.34

SUNY Adirondack has the discretion to ensure compliance with Executive Order 202.17 (face coverings) including the discretion to deny admittance to individuals who fail to comply with the face covering directive or to require or compel their removal if they fail to adhere to such directive.

## New York State Department of Health - Masks and Face Coverings Guidance

<https://coronavirus.health.ny.gov/protect-yourself-and-your-family-coronavirus-covid-19>

### Face Shields

Per the CDC, it is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of face shields for normal everyday activities or as a substitute for surgical masks or cloth face coverings. Some people may choose to use a face shield in addition to a surgical mask or cloth face covering when sustained close contact with other people is expected. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

## COVID-19 Safe Return to Campus Policy # 3008 [in development]

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### **Processes and Procedures:**

#### Proper Wearing of a Face Covering:

Hands should be washed before putting on the cloth face covering. The covering is put on over the nose and mouth and secured under the chin. It should fit snugly against the sides of the face. The covering should not be placed around the neck or on the forehead. The covering should not inhibit breathing easily. The covering or face should not be touched. If the covering is touched, hands should be washed.

#### Proper Removal of a Face Covering:

Untie the strings behind the head or stretch the ear loops. Handle only by the ear loops or ties. Fold outside corners together, place reusable covering in the washing machine or wash by hand. If the eyes, nose, or mouth are touched when removing, wash hands immediately. Discard disposable masks appropriately.

#### Proper Cleaning of a Reusable Cloth Face Covering:

Cloth face coverings should be washed after each use, when soiled or become wet. The cloth face covering can be washed with regular laundry using detergent and the warmest appropriate water setting for the cloth used to make the covering. The cloth face covering can also be washed by hand using a bleach solution intended for disinfection. Soak the cloth face covering in the bleach solution for five minutes and rinse thoroughly with cool or room temperature water. Completely dry the cloth face covering after



washing using the highest heat setting or air dry by lying flat. If possible, place the cloth face covering in direct sunlight to dry.

**Reporting:**

Concerns regarding potential violations of this policy can be made via email to [covid19reporting@sunyacc.edu](mailto:covid19reporting@sunyacc.edu). A detailed description [who, what, when, where] of the concern should be provided.

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**Forms:**

There are no related forms relevant to this policy.

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**Authority:**

Authority to Approve: Vice President for Administrative Services and Treasurer  
Responsible for Oversight: Director of Compliance and Risk Management

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**History:**

This is the first Face Covering policy. This policy was approved by the President on 7/31/20.

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**Review:**

Bi-annually in December and July or in the case of changing guidelines from public health experts.

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**Appendices:**

None.

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