

## Face Mask and Face Covering Policy

As you return to campus in this time of the 2019 novel coronavirus disease (COVID-19) pandemic, Franklin Pierce University wants to assure you of its continued commitment to maintaining a safe and healthy workplace and that we are taking additional measures to protect you, your coworkers, and your families from the spread of COVID-19. As part of those efforts, we are implementing a new Face Mask and Face Covering Policy. Please read this policy carefully.

### **The Need for Face Coverings**

The Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO) has found that face masks and other cloth face coverings can help prevent the spread of COVID-19, especially when social or physical distancing cannot be accomplished and in areas a significant community spread. In addition, the State of New Hampshire recommends that employees wear face masks, face coverings or face shields (FACE COVERING) when interacting with customers or other members of the public or when social distancing cannot be accomplished.

This Face Mask and Face Covering Policy is a key part of our overall strategy and commitment to maintaining a safe and healthy workplace in light of the COVID-19 pandemic. Although knowledge about the virus and how it spreads continues to evolve, based on the information we have now, we believe these measures will help limit its spread because, among other things:

- COVID-19 is highly contagious.
- The virus generally spreads when an infected person coughs, sneezes, or talks, and respiratory droplets from their mouth or nose enter the nose or mouth of people nearby.
- A person with the virus may not have any symptoms but may still spread it.

We need your full cooperation and compliance with this and other health and safety workplace policies to make them effective.

### **When Face Coverings Are Required**

Consistent with the CDC's guidance, and the guidance of the State of New Hampshire's Safer at Home and return-to-work order, Franklin Pierce University requires that you wear a face covering at all times except for:

- In private office space.
- Eating.
- In your vehicle.

The University also requires all students, visitors, contractors to wear a face covering at all times/under the same conditions as employees when on the premises. Wearing a face covering is not a substitute for general hygiene and social distancing practices.

### **Acceptable Cloth Face Coverings**

In compliance with the CDC recommendations, cloth face coverings must:

- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Allow for breathing without restriction.
- Be capable of being laundered and machine dried without damage or change to its shape.

Please make sure that any face covering does not contain any offensive, harassing, or discriminatory words, terms, logos, pictures, cartoons, slogans, or writing or images.

If your face covering does not comply with this policy, you will be asked to remove that it and be provided with a disposable mask for the remainder of your shift. Repeated non-compliance may result in disciplinary action, up to and including being removed from campus.

### **Accommodation Requests**

If you require an accommodation regarding this policy for reasons based on religion, disability, or other grounds protected by federal, state, or local laws, contact your supervisor or a Human Resources representative.

You may request the accommodation orally or in writing. You should include all relevant information, including:

- A description of the accommodation requested.
- The reason for the accommodation.

Franklin Pierce University will engage in an interactive dialogue with you to determine the precise limitations of your ability to comply with this policy and explore potential reasonable accommodations that could overcome those limitations. The University encourages employees to suggest specific reasonable accommodations. However, Franklin Pierce University is not required to make the specific accommodation requested and may provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the University.

### **Policy Modification**

Franklin Pierce University reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy workplace.

### **Enforcement and Non-Retaliation**

Failure to comply with this policy may result in discipline, up to and including termination of employment.

If you witness or become aware of any employees or other individuals violating this policy, you are encouraged to report them to your direct supervisor or Human Resources immediately.

Franklin Pierce University prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of this policy or any other health and safety concern. Employees also have the right to report work-related injuries and illnesses, and Franklin Pierce University will not discharge, discriminate, or otherwise retaliate against employees for reporting work-related injuries or illnesses.

### **Continued At-Will Employment**

Nothing in this policy alters the at-will nature of your employment.

**Policy Administration**

Human Resources Department Group is responsible for administering and enforcing this policy. If you have any questions regarding this policy, or if you have questions about health and safety that are not addressed in this policy, please contact the Human Resources Department.