

# PPE and Safety Precautions and Compliance

In an effort to slow the spread of COVID-19, all individuals on campus are required to wear a mask when in common areas (hallways, cafeteria, restrooms, etc.), confined spaces (classrooms, labs, etc.), shared spaces (indoor or outdoor), or when two or more individuals are within 6-feet of each other, whether inside or outside. Personal masks may be used. For those individuals who do not have a mask, Chattanooga State will provide a mask.

## Q Are masks required this fall?

**A** Yes. All individuals will be required to wear a face mask when on Chattanooga State's campus or at any instructional sites. If a student is unable to wear a mask due to a physical or mental health disability can request an accommodation through the Disability Support Services office. Call to schedule an initial appointment with DSS at 423-697-4452. Employees can submit an exception request through the Office of Human Resources. Watch [this video](#) for additional information.

## Q What kind of mask am I required to wear?

**A** Either a cloth or surgical mask can be worn.

## Q Where can I get a mask on campus?

**A** Students and employees are eligible to receive two (2) re-usable masks which can be picked-up at the following locations:

- Amnicola Campus – Campus Police guard house
- Dayton Site - Administrative Office
- Kimball Site - Administrative Office

## Q Do I have to wear a mask when I am outside?

**A** When two or more individuals are within 6-feet of each other, whether inside or outside, a mask must be worn. However, if you are alone while outside, a face mask does not have to be worn.

## Q What if a mask interferes with other safety equipment that I am required to wear?

**A** Students may be granted an exception to the mask requirement if wearing a mask poses a safety concern or interferes with the safety equipment required for their classwork. This exception would only apply when the task in question was being performed. Your instructor will inform you when it is appropriate to not wear a mask.

## Q What do I do if I see someone who is not wearing a mask near me?

**A** Politely remind the individual of the requirement for a face covering or mask and direct them to the appropriate location on campus to acquire a mask.

# PPE and Safety Precautions and Compliance

## Student Disabilities Support Services

*Reasonable Accommodation for Students Who Cannot Wear Masks Due to Physical or Mental Health Disabilities*

Per the Americans with Disabilities Act (ADA) as amended in 2008, a disability is defined as:

- A physical or mental impairment that substantially limits a major life activity (or)
- A record of a physical or mental impairment that has substantially limited a major life activity.

As individuals return to campus during the COVID-19 pandemic, Disabilities Support Services (DSS) staff at Chattanooga State will serve students who are unable to wear required masks due to physical or mental health disabilities. Students who are not able to wear masks due to a disability may qualify for reasonable accommodation (modifications and/or auxiliary aids).

Procedure for Requesting Reasonable Accommodation:

1. Call to schedule an Initial Intake appointment with DSS at 423.697.4452. Appointments will be scheduled via phone or web conference.
2. Complete an Intake Form and return via fax (423.697.2693) or email ([dss@chattanoogastate.edu](mailto:dss@chattanoogastate.edu)).
3. Provide documentation of the disability via fax or email to DSS. Documentation must meet the following general guidelines:
  - a. A qualified medical or mental health provider must conduct the evaluation.
  - b. Documentation must be comprehensive and include the diagnosis (including codes), dated with an original signature of the healthcare provider, and list functional limitations caused by the disability.
  - c. More detailed Documentation Guidelines can be found at [chattanoogastate.edu/disability-support-services](http://chattanoogastate.edu/disability-support-services)
4. Accommodation will be determined on an individual basis based on review of the disability documentation and the interactive process with the student. For students who qualify, an accommodation plan will be developed.
5. Insufficient documentation may result in a delay in services and accommodation.
6. Disability documentation will be kept confidential.

## Employee Disabilities Support Services

*Reasonable Accommodation for Employees Who Cannot Wear Masks Due to Physical or Mental Health Disabilities*

Per the Americans with Disabilities Act (ADA) as amended in 2008, a disability is defined as:

- A physical or mental impairment that substantially limits a major life activity (or)
- A record of a physical or mental impairment that has substantially limited a major life activity.

As individuals return to campus during the COVID-19 pandemic, Human Resources at Chattanooga State will assist employees who are unable to wear required masks due to physical or mental health disabilities. Employees who are not able to wear masks due to a disability may qualify for reasonable accommodation (modifications and/or auxiliary aids).

Procedure for Requesting Reasonable Accommodation:

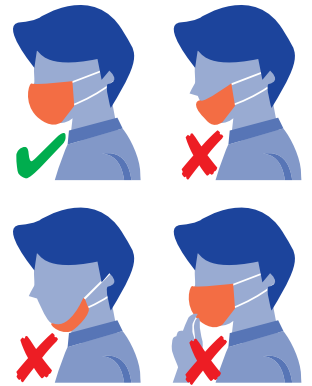
1. Contact HR by phone or email to request a reasonable accommodation request form.
2. Complete the form and return via fax (423.697.3374) or email ([brian.evans@chattanoogastate.edu](mailto:brian.evans@chattanoogastate.edu)).
3. Provide documentation of the disability via fax or email to HR. Documentation must meet the following general guidelines:
  - a. A qualified medical or mental health provider must conduct the evaluation.
  - b. Documentation must be comprehensive and include the diagnosis (including codes), dated with an original signature of the healthcare provider, and list functional limitations caused by the disability.
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## Masks must be worn appropriately.

- Wear a mask that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
- Wear a mask in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart
- Wear a mask correctly for maximum protection
- **Don't** put the mask around your neck or up on your forehead
- **Don't** touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect



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

Individuals who are not able to wear a mask due to medical restrictions or due to a disability may qualify for reasonable accommodation (modifications and/or auxiliary aids). See "Seeking an Accommodation" information below. All medical information will be kept confidential in accordance with HIPPA.

The process below will be followed should an individual not adhere to this policy:

- **1st Violation:** The individual will be reminded of the policy and asked to please wear a mask while in common areas and shared spaces. Should the individual refuse to adhere to the policy, Campus Police will ask the individual to leave campus because the individual is not following campus policies and procedures and due to not wearing a mask as required, poses a potential health and safety risk to the campus community. The name and A# of the individual will be recorded and forwarded to the respective personnel department for tracking purposes:
  - » Student violations will be reported to the Dean of Students.
  - » Employee violations will be reported to the Executive Director of Human Resources.
- **2nd Violation:** The individual will be reminded of the policy and asked to please wear a mask while in common areas and shared spaces. Should the individual refuse to adhere to the policy, Campus Police will ask the individual to leave campus because the individual is not following campus policies and procedures and due to not wearing a mask as required, poses a potential health and safety risk to the campus community. The name and A# of the individual will then be recorded. Upon confirmation that this is their second violation, the individual will be referred to their respective departments as listed above.
- **3rd Violation:** The individual will be reminded of the policy and asked to please wear a mask while in common areas and shared spaces. Should the individual refuse to adhere to the policy, Campus Police will ask the individual to leave campus. The name and A# of the individual violating the policy will be recorded. Upon confirmation that this is their third violation, the individual will be immediately referred to the appropriate department.
  - » Students will be referred to the Student Conduct Office for adjudication through the conduct process and may face disciplinary action. The College will follow due process procedures, as detailed in the Student Handbook located here.
  - » Employees will be referred to Human Resources for adjudication, following the procedures detailed in Policy 06:44:00 - Employee Progressive Disciplinary Procedures located here.