

Exceptions to the use of Masks or Approved Face Coverings

July 31, 2020

The Exceptions to the use of Masks or Approved Face Coverings document is provided through the vice presidents to all of their direct reports. It is the responsibility of the direct reports to distribute the document to everyone within their departments by 5 pm, July 31. Direct reports should also ensure that each member of your department has received a branded NSU cloth face mask.

Effective Monday, August 3, 2020, NSU will require faculty, staff, students, contractors, volunteers and visitors across all NSU locations to wear a mask or approved face covering that covers your nose and mouth. Masks or approved face coverings must be worn when in enclosed public and common areas on campus and outdoors when physical distancing is not easily maintained unless an exception is met. Masks or approved face coverings should be worn in combination with other measures, such as strict physical distancing and proper handwashing.

Wearing a mask helps protect the entire NSU community and the communities where our three campuses are located. Thank you for your efforts to protect the health and safety of our community as we collectively confront this public health crisis.

Exceptions to the use of Masks or Approved Face Coverings

- a. When working alone in an enclosed workspace;
- b. When exercising in a gym where barriers are provided;
- c. When exercising and working outdoors as long as a distance of at least six (6) feet is maintained at all times;
- d. When an individual is under the age of two;
- e. Where space has been designed to provide adequate barriers.

The following exceptions require pre-approval. Individuals granted pre-approval will be issued an exception card to present should they be asked to put on a mask:

- f. Use goes against documented industry best practices for a specific position, or by law or regulation, including the use of standard personal protective equipment (“PPE”) per Occupational Safety and Health Administration standards;
- g. When an individual is unable to remove the covering without assistance; and
- h. Individuals with medical conditions that prohibit them from wearing a mask or approved face covering.

NOTE: To request an exception, students will need to contact Student Disability Services, employees will need to contact Human Resources. Additional exceptions may be issued on a case-by-case basis.

Enforcement

Anyone not wearing a mask or approved face covering and does not have a pre-approved exception will be politely asked to leave the classroom, office or indoor public area and return after retrieving their mask or approved face covering. Students will be directed to the Welcome Center in the UC on the Tahlequah campus to pick up a mask. At Broken Arrow and Muskogee, students will be directed to the Dean's office. Visitors who do not have a mask may pick one up at a University Police office on one of our campuses. Employees will be directed to Human Resources to pick up a mask. All new employees will be provided a NSU branded mask on their first day of employment by their department or through Human Resources during new hire orientation.

For students, a potential violation of the mask requirement may be turned over to the Office of Conduct and Development. Employee violations will be turned over to the immediate supervisor and may be subject to disciplinary action up to and including termination.

The university will post signage clearly stating mask requirements. The university will provide a mask to those who do not have one.

Additional Information

This document governing masks and approved face coverings will and may be amended if regulatory conditions change or guidance from health authorities evolve. This may include local or state-level laws or guidance related to business practices (e.g., food service, childcare, etc.).

NSU may transition from a requirement to a recommended use of a mask or approved face covering based on local conditions and guidance from the CDC and local health authorities.

NSU will provide current faculty, staff and students who are physically present at an NSU location with a cloth face mask as a supplement to their personal supply.

NSU will continue to follow CDC, OSHA and industry guidance related to workplace safety (e.g., safe cleaning protocols for custodial workers and face coverings indicated for food services workers).

NSU will provide employees with alternatives to masks, such as face shields, if such alternatives are needed.

Employees, please report individuals who engage in harassing, discriminatory, bullying, or retaliatory behavior towards others regarding NSU mask policy and exceptions to your immediate supervisor or Human Resources. For students, you should report any similar violation by completing the Behavioral Concerns report at <https://www.nsuok.edu/ReportConcern.aspx>.