Purpose
This guidance was developed to comply with Governor Scott’s Stay Home Stay Safe order, the Vermont Department of Health recommendations, and the Vermont Occupational Safety and Health Administration mandates. This guidance will be amended as necessary to reflect the latest health and safety recommendations as UVM enters a phased approach to reopening campus and welcoming back students.

Applicability
This guidance applies to everyone using UVM facilities and event spaces. This includes UVM employees, students, vendors, contractors, volunteers, and anyone visiting UVM buildings for conferences, meetings, and events. This guidance also applies to UVM owned or leased buildings and spaces, including off-campus sites and retail locations.

Definitions
Face Covering – a covering over one’s nose and mouth. A face covering can be disposable or made from reusable cloth material. A face covering does not necessarily provide additional protection for the wearer, but helps minimize the spread of COVID-19 to other people. A face covering is not considered personal protective equipment (PPE).

Respirator – a device that covers and the nose and mouth or the entire face to protect the wearer from airborne hazards. Respirators are certified by the National Institute for Occupational Safety and Health (NIOSH) to provide the wearer a certain degree of protection from airborne hazards when fitted properly to the face and are considered PPE. The use of respirators at UVM, including N-95s, is regulated by the Occupational Safety and Health Administration (OSHA) and UVM’s Respiratory Protection Program (https://www.uvm.edu/sites/default/files/UVM-Risk-Management-and-Safety/UVM_Written_Respiratory_Protection_Program_-_2020.pdf)

Compliance
Supervisors are responsible for enforcing these guidelines within their individual units and/or departments. Any UVM student, faculty, or staff member may report non-compliance to the UVM COVID-19 Hotline at 888-229-7874.

Guidance for Face Coverings at UVM
As of April 25, 2020, face coverings are to be worn at UVM whenever you are in the presence of other people or in a public setting. Appropriate use of face coverings help protect others from your droplets when you cough, sneeze or talk, therefore reducing the spread of COVID-19. Face coverings are not a substitute for physical distancing, frequent handwashing, and other disease prevention methods.

Face coverings are not respirators and should NOT be worn for job tasks that require respiratory protection, such as an N-95 respirator or full face elastomeric respirator.
Any employee who is not able to wear a face covering for medical reasons, or has a need for additional respiratory protection due to a medical condition, should contact the UVM ADA Coordinator, Amber Fulcher, at accessibility@uvm.edu or 802-656-0945 to request accommodations. Students who are not able wear face coverings should contact Student Accessibility Services at access@uvm.edu or 802-656-7753.

Face coverings are required at UVM:

- Inside any UVM building where 6 feet of distance from others cannot be maintained at all times (e.g. common areas, hallways, stairways, elevators, classrooms, break rooms, restrooms, etc.)
- Outdoors in busy areas of campus, such as campus walkways
- Whenever you are interacting with another person indoors or outdoors
- When riding in a UVM vehicle with another person
- When riding a UVM campus shuttle bus

Face coverings are not required if:

- You are inside a private office or single-occupancy workspace to which you can close the door
- You are taking a break to eat or drink and can maintain a 6-foot distance from other people
- You are working in a building were access is controlled and you can remain at least 6 feet away from people at all times
- You are working outdoors and can remain at least 6 feet away from other people at all times
- You are working at a reception, front desk, or cashier area where a Plexiglas sneeze guard has been installed by UVM Physical Plant.

How To Use A Face Covering

<table>
<thead>
<tr>
<th>Do:</th>
<th>Don’t:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Wash your hands before and after handling your face covering</td>
<td>X Touch the outer layer of your face covering while wearing it</td>
</tr>
<tr>
<td>✓ Remove your face covering by the ear loops or ties</td>
<td>X Remove your face covering by outer layer</td>
</tr>
<tr>
<td>✓ Remove your face covering completely to eat or drink</td>
<td>X Pull your face covering down to eat, drink, or talk to other people</td>
</tr>
<tr>
<td>✓ Store your face covering in a bag, on a clean sheet of paper, or on a paper towel when not in use</td>
<td>X Leave your face covering on counters, computers, or other unprotected surfaces</td>
</tr>
<tr>
<td>✓ Change your face covering if it gets dirty, wet, or damaged</td>
<td>X Keep wearing your face covering if it becomes dirty, wet, or damaged</td>
</tr>
<tr>
<td>✓ Bring more than one face covering with you to work</td>
<td>X Wear a face covering that only covers your mouth and leaves your nose exposed</td>
</tr>
<tr>
<td>✓ Launder or throw away your face covering at the end of the day</td>
<td>X Reuse a face covering for multiple days without washing it</td>
</tr>
</tbody>
</table>
Examples of Acceptable Face Coverings

In order to comply with this guidance, your face covering must:

- Be secured with ear loops or head ties
- Fit snugly and comfortably around your face
- Cover your nose and mouth
- Allow you to breathe normally without restriction.
- If using a cloth face covering, it must able to be machine washed and dried without changing the shape or damaging the material
- NOT have any valves that allow exhaled air through the face covering without being filtered
Examples that may be used in compliance with these guidelines include:

<table>
<thead>
<tr>
<th>Mask Type</th>
<th>Description and Important Information</th>
</tr>
</thead>
</table>
| **Surgical-style masks** | • UVM Department Safety/Logistics officers may request surgical-style masks for personnel through UVM Materials Management COVID-19 Central Warehouse at: https://www.uvm.edu/physicalplant/supplies#supplylist  
  • These masks are disposable and should not be laundered.  
  • They should be thrown away after use or if they become wet, dirty, or damaged.                                                                                       |
| **Cloth face coverings** | • UVM will provide all employees working on campus with 3 reusable cloth face coverings. Face coverings must be picked up at the Davis Center with your UVM CatCard.  
  • Employees may also purchase their own cloth face coverings or make them at home by following the CDC guidelines on how to make masks: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html  
  • Cloth face coverings must was laundered at home after use.                                                                                                                   |
| **Dust or paper masks**  | • These are available for purchase at home improvement or hardware stores.  
  • Dust or paper masks are disposable and should not be laundered.  
  • They should be thrown away after use or if they become wet, dirty, or damaged.                                                                                       |
| **N-95 Respirators**    | • N-95 respirators are reserved for UVM personnel performing jobs that are at high risk of COVID-19 exposure.  
  • Contact UVM Occupational Health Program if you have any questions about wearing N-95s at work: ohealth@uvm.edu                                                                 |