

## ADDENDUM B

Policy No.: GP 0113;  
SA 0207  
Issued: 10/7/2020

### ADDITIONAL STUDENT HEALTH SAFETY PROCEDURE POLICY

#### Statement of Policy:

This addendum is to provide guidance and procedures for when special health safety measures are being enforced. This will be implemented when the Communicable Disease Protocol is active for specific communicable disease, such as COVID-19.

#### Scope of Policy:

This policy applies to all students

#### Administrative Guidelines:

##### I. Implementation of this Addendum:

- A. The Vice President and Dean of Student Affairs<sup>1</sup> will send an email notification to all students of the active status of this addendum.
- B. Enforcement of this policy will begin immediately after the email notification is sent out.

##### II. General Responsibilities

- A. Monitor your health and comply with the measures described in the Manor Pledge (<https://manor.edu/pledge>) and all other applicable college guidance or directions related to the COVID-19 pandemic at <https://manor.edu/about/return-to-campus/>.
  1. Practice good personal hygiene: washing hands frequently with soap and water, or a hand sanitizer with at least 60% alcohol if soap is unavailable.
- B. All students are required to wear a face mask while on Manor College's campus. This includes wearing a mask outdoors on the campus grounds of Manor College.
  1. Face masks may not display offensive messaging or images. If wearing such a mask, the student will be referred to the Student Code of Conduct Hearing Officer for violation of the Appropriate Apparel policy - SA 0108.

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<sup>1</sup> The President & Vice Presidents have discretionary authority to send a notice instead of or in addition to HR.

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- C. All students must wear face masks that comply with CDC, state and local requirements. Face masks **MUST** be worn to cover **BOTH** the nose and mouth.
  - 1. Exceptions:
    - a. If a student has a medical condition that prevents them from wearing a mask, they must contact the Office of Disability Services prior to arriving on campus for an accommodation. Alternative accommodations may include wearing a face shield.
    - b. A student may remove their mask if they are eating or drinking. Students should eat away from others or outside, while maintaining the required social distancing guidelines implemented by the federal, state and/or local governments.
  - 2. Residential students should refer to their Residence Hall Contract for further guidance on common areas and living spaces within the Residence Hall.
  - 3. Students who do not want to wear a face mask/shield may only participate in remote learning and online classes.
- D. As recommended by the CDC, cloth masks should:
  - 1. Fit snugly but comfortably against the side of the face,
  - 2. Be worn over the mouth and nose,
  - 3. Be secured with ties or ear loops,
  - 4. Include multiple layers of fabric,
  - 5. Allow for breathing without restriction,
  - 6. Can be laundered and machine dried without damage or change to shape or efficacy.
- E. Maintain six (6) feet of physical distance at all times on campus, whether indoors or outdoors.
- F. Complete the daily COVID-19 screening questionnaire if planning to be on campus.
  - 1. Stay home and do not come to campus if you are sick, become unwell, or are experiencing COVID-19 symptoms.
- G. Be screened or tested for COVID-19 as required.
- H. Cooperate fully with contact tracing conducted by the College and/or public health officials.
- I. All faculty and staff are authorized to assist with the enforcement of this policy.
  - 1. Faculty and staff are to give a warning/directive to the student who is in non-compliance with this policy.
  - 2. Faculty or staff will fill out an incident report online (<https://manor.edu/incident-report>) when a student refuses to either: 1. Place the face mask/ shield on properly; 2. to keep the face mask/ shield

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on after a warning/directive has been given; and/or 3. Refuse to maintain social distance from others when feasible.

- III. Sanctions for students not wearing face mask/shield properly:
- A. First offense - If a student is found not in compliance, a warning/ directive will be given to the student to instruct them on how to be back in compliance.
  - B. Second Offense - The student will receive an official warning from the Code of Conduct Hearing Officer.
  - C. Third Offense - The student will be officially referred to the Code of Conduct Hearing Officer with the possibility of receiving further sanctions and disciplinary violations.
  - D. Fourth Offense - If a student fails to comply with this policy (3) times, for any reason, the student should not expect to continue to remain enrolled or affiliated with the College. Refusal to comply with the health and safety guidance and directions will result in immediate suspension and/or expulsion from the College.
- IV. Violations:
- A. Failure to comply with the above policy may result in disciplinary action up to and including suspension and/or expulsion from Manor College.