

University of Colorado Colorado Springs (UCCS) requires face coverings for the duration of the COVID-19 crisis as defined by Colorado Executive and Public Health Orders. This decision is based on opinions from public health experts, following guidance from the Centers for Disease Control and Prevention and El Paso County Public Health as the best way to prevent transmission of COVID-19, as well as in accordance with Public Health Order D 2020 138 from the Governor, effective July 17, 2020.

UCCS needs every member of the university community to assist with this requirement and to inform anyone not wearing face coverings of this requirement. UCCS does not want to go remote, again, in the fall 2020 semester, as we were forced to in March 2020, so adherence to this requirement is imperative to keep our campus safe and healthy.

I. General Guidance:

- A. UCCS requires all faculty, staff, students, and visitors (“Campus Community”), to wear face coverings while inside any campus facility/building, as well as on the UCCS buses. Additionally, it is recommended that face coverings also be worn while outside. Please note the use of a face covering is not a substitute for practicing social distancing.
- B. UCCS will provide one (1) washable face covering for each faculty and staff once they have completed the Skillssoft training in the myUCCS portal. Students will also receive one (1) washable face covering following the completion of their specific training course. Please take a photo of the completion of the training and further information will be provided on when and where to pick up your face covering.
  - To access the Skillssoft training:
    1. Log into the myUCCS portal (linked from tools on [www.uccs.edu](http://www.uccs.edu))
    2. Click “Skillssoft”
    3. Click “UCCS”
    4. Click “COVID-19”
    5. Launch “CU: COVID – 19 Return to Campus – UCCS”
- C. Face coverings will be a requirement in any indoor space involving multiple people. Exceptions to wearing a face covering include:
  1. When alone in a private room such as residence hall or office, individuals are permitted to remove a face covering
  2. For faculty at least 12 feet away from the nearest person in a classroom or laboratory
  3. In limited health care settings like counseling when body language is important and social distancing can be maintained
  4. When eating or drinking
  5. When swimming or while exercising in the Gallogly Recreation and Wellness Center
  6. At the Family Development Center (FDC), for children younger than 3-years-old. Additional details for children older than 3-years-old is available through the FDC.
  7. When outside and at least six feet away from the nearest person
- D. Anyone not using a face covering when required as listed above will be asked by a campus representative to put a face covering on. In high traffic areas such as student support offices and classrooms, a small collection of disposal masks will be available in case the individual does not have one of his/her own. No punitive action is necessary, if the person complies with a request to follow the rules.

- Failure to comply will result a denial of service and the individual being asked to leave the area (building). For additional actions related to noncompliance, please see section II.B. for students and section III.B. for faculty and staff.
- E. UCCS faculty and staff vigilance will be needed to maintain our adherence to the face covering requirements to ensure the health and well-being of our campus. Areas of responsibility are:
  1. Faculty will be responsible for ensuring compliance within their classrooms and laboratory spaces.
  2. Staff will be responsible for ensuring compliance within their departmental areas and adjacent common spaces.
  3. Supervisors will be responsible for ensuring compliance of their staff and student employees.
  4. Floor liaisons will be responsible for ensuring compliance of the common areas of their building on their designated floors.
  5. Offices and departments have the authority to refuse service to non-compliant faculty, staff, students, and visitors.
  6. Should an individual become disruptive, such as becoming belligerent or abusive, the UCCS Police Department should be contacted at 719-255-3111.
  7. If you would like samples of how to inform non-compliant individuals of consequences, our marketing department has created these sample scripts to assist.

## II. Students

### A. Accommodations

1. Students who believe they may require an accommodation due to a disability in order to comply with all or parts of this policy should contact Disability Services at [dservice@uccs.edu](mailto:dservice@uccs.edu). Disability Services will go through normal accommodation process and provide a student with an accommodations letter, if appropriate, and the student will need to keep a copy with him/her when he/she begins attending classes and/or participating in student activities.
2. If a student believes he/she may require an accommodation related to religion, creed, or other university defined protected class, in order to comply with all or parts of this policy, he/she should contact The Office of Institutional Equity at [equity@uccs.edu](mailto:equity@uccs.edu).

### B. Noncompliance

1. Authorized faculty or staff member will be responsible for speaking with any person to inform him/her about the UCCS requirement to wear a face covering.
2. Faculty, staff members, and authorized students (e.g. RAs, UC Building managers, Recreation Center student managers, etc.) are responsible for and should either ask a person to don a face covering or leave the classroom / event venue area. In a classroom setting, if a student refuses to wear a face covering the faculty member can dismiss the class due to the possible health concern.
3. Student failure to comply with this requirement may result in disciplinary action through the student code of conduct.
4. Non-compliant students will be referred to the Dean of Students Office (“DOS”) via an email to [dos@uccs.edu](mailto:dos@uccs.edu) along with the information of what transpired when the student was asked to don a face covering.
5. Students who are found to be allegedly violating health and safety requirements will go through the Student Conduct process. The goal of this process will be to change behavior to

maintain a safe campus environment. When there is an alleged violation, students will receive due process, as required by law.

6. There will be several educational interventions for students found to be in violation of the Student Code of Conduct. In extreme cases, or if a student continues to not follow requirements, consequences could include probation and/or suspension from the University. Alleged violations can be reported through the Incident Report Form found on the DOS Office [website](#).

### III. Employees:

#### A. Accommodations

1. Should an employee require an accommodation due to a disability in order to comply with all or parts of this policy, they should contact Human Resources.
2. Should a student employee believe he/she may require an accommodation due to a disability in order to comply with all or parts of this policy, he/she should contact Disability Services at [dservice@uccs.edu](mailto:dservice@uccs.edu). Disability Services will go through normal accommodation process and provide a student with an accommodations letter, if appropriate, and the student will need to provide it to their employer.
3. If an employee believes he/she may require an accommodation due to religion, creed, or other university defined protected class status in order to comply with all or parts of this policy, he/she should contact The Office of Institutional Equity at [equity@uccs.edu](mailto:equity@uccs.edu).
4. If the employee does not meet the requirements for an accommodation, he/she will be required to wear a face covering in accordance with campus policy.

#### B. Noncompliance

1. Supervisors are expected to manage employees to ensure they follow the guidelines established in the recovery plan and address issues of failure to maintain social distance, wear a face covering, etc. Refusal to abide by campus health and safety policy should be dealt with as a job performance issue. Supervisors may contact Human Resources for assistance with managing job performance issues.
2. Supervisors of student employees may contact Student Employment for assistance with non-compliance or job performance issues.
3. If an employee wants to report a supervisor for failure to comply to this requirement, he/she can contact the Office of the Vice Chancellor of Administration and Finance.