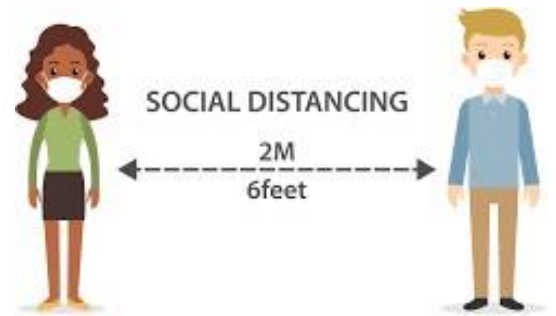


Protocols for Employees, Students, & Visitors

Under the current State of Michigan Executive Order (the “Executive Order”), any individual able to medically tolerate a face covering must wear a covering over his or her nose and mouth—such as a homemade mask, scarf, bandana, or handkerchief—when in any enclosed public space. At this time, the BC Pandemic Response Team is providing the following interpretation and guidance:

- All employees, students and visitors must wear a face covering while indoors on campus. Face coverings may only be removed in private offices and residence hall rooms. Employees and students must also continue to maintain six feet of social distance. Face coverings must be worn outdoors when six feet of social distancing cannot be maintained.
- BC will provide face coverings to employees, students, and visitors upon entering campus; individuals are also welcome to bring their own homemade or previously purchased face coverings. The cloth face coverings recommended by the CDC are not surgical masks or N-95 respirators, which should be reserved for health care workers and other medical first responders.
- Individuals that are not able to medically tolerate wearing a face covering must submit medical documentation to Dana Clark at dana.clark@baker.edu in advance of coming to campus.
- The face covering must cover your mouth and nose. It should fit snugly but comfortably against the side of your face and be secured with ties or ear loops. Face coverings must allow for breathing without restriction and be able to be laundered and machine dried without damage or change to shape.

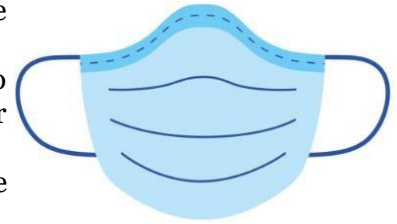


Face coverings will help to slow the spread of the virus, but they should be the last line of defense. Other preventive measures, including social distancing and minimizing the duration of contact time with others, need to be maintained even while wearing a face covering.

If utilizing a face covering is not feasible as a result of factors that would significantly impede the in-person activities being performed or medical issues prohibit the wearing of masks, additional and other options must be explored to minimize the potential for transmission of COVID-19. These include, but are not limited to, physical separation/isolation of the space and, if that is not feasible, requiring a minimum of 6 feet between individuals in the space.

DONNING AND USE OF FACE COVERINGS:

- Each day a newly laundered face covering should be used. See guidance below.
 - If you are reusing the face covering during the day, take care to ensure you are using the same side of the covering toward your face.
 - Before putting on the face covering, wash your hands or use hand sanitizer.
 - Don the face covering by securing with ties or ear loops or other means to secure as appropriate.
 - Be sure the face covering fits snugly but comfortably against the side of the face.
 - Do not touch your face or face covering after putting on the face covering.
 - The face covering should cover your nose and mouth.
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- If conducting activity where the face covering may get dirty or dusty, a face shield should be worn to protect the face covering.
 - Face coverings should be changed if they become wet, soiled, or compromised in some fashion.



REMOVAL OF CLOTH FACE COVERINGS:

- Remove the face covering carefully, using the strap or ties. Avoid touching any part of the face covering, except the straps or ties.
- Be careful not to touch your eyes, nose, or mouth when removing the face covering.
- Place the face covering in a paper storage bag for reuse. Mark the bag with your name.
- Wash your hands after removing the face covering or use hand sanitizer.

CLEANING CLOTH FACE COVERINGS:

- Cloth face coverings should be washed daily. Standard laundry detergent is acceptable; no other cleaning agents or disinfectants should be used. Disposable face coverings should not be laundered.
- Wash hands or use hand sanitizer immediately after placing the dirty face covering in the washer.
- Face coverings can be washed with other laundry.
- Use the warmest water setting you can.
- Dry face coverings on the hot cycle.

RESOURCES:

- CDC guidance on the [“Use of Cloth Face Coverings to Help Slow the Spread of COVID-19”](#)
- State of Michigan [FAQ’s on Face Coverings](#)