I. **Overview:**
The Centers for Disease Control and Prevention (CDC) recommends that people wear cloth face coverings in public settings, especially when physical distancing measures are difficult to maintain. This includes high-density outdoor situations.

There are three types of face coverings to wear on campus for non-medical employees: cloth face coverings, disposable face masks and disposable face shields.

Cloth face coverings are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the face covering coughs, sneezes, talks, sings, or raises their voice. The CDC recommends that cloth face masks have two or more layers of washable, breathable fabric. Face coverings are called *source controls*.

Wearing face coverings help protect others in case an individual is infected with COVID but is asymptomatic. Emerging evidence from clinical and lab studies show cloth face coverings reduce the spray of droplets when worn over the nose and mouth. Masks also help reduce inhalation of these droplets by the wearer (“filtration for personal protection”).

II. **Applicability:**
These requirements apply to every member of our campus community, including visitors, while they are on UW Oshkosh property or attending events at the University. If federal, state or local mandates are more restrictive, the University will follow those procedures.

UWO will provide two reusable cloth face coverings to all employees and students upon start of the Fall 2020 semester. Students will be able to purchase additional reusable face coverings at the campus bookstore located in Reeve Union. The University will not provide additional cloth face coverings to faculty and staff, although they may request face shields if needed.

Face coverings are acceptable if they consist of fabric or disposable surgical and non-surgical masks. They must cover the wearer’s nose and mouth. According to the CDC, face masks are most effective when they fit snugly against the side on the face. Masks should not have an exhalation valve; air exhaled...
by the wearer through the valve can result in expelled respiratory droplets that can reach others.

Children under two years of age, and anyone who has trouble breathing, is unconscious or incapacitated, or otherwise unable to remove the face covering without assistance should not wear one.

Gaiters and bandanas: These types of face coverings do not provide as much protection from spreading droplets as face masks do and are not recommended for wear. Gaiters are usually made of material that is thin and bandanas are loose at the bottom, not fitted snugly to the chin. A gaiter made of two layers of material or folded over to create two layers may provide sufficient protection if worn snugly over the nose and mouth.

Face Shields: At this time, it is not known what level of protection a face shield provides to people nearby from the spray of respiratory droplets from the wearer. There is currently not enough evidence to support the effectiveness of face shields for source control. Therefore, the CDC, the World Health Organization, and the Johns Hopkins system do not currently recommend use of face shields as a substitute for masks.

Wearing a mask may not be feasible in every situation. Employees and students who have a medical condition prohibiting them from wearing a face mask must present written documentation from their health care provider, stating that the individual cannot wear a face mask. Employees must present this documentation to their supervisors, who in turn forward the documentation to Human Resources. Students must present this documentation to the Accessibility Center in the Dean of Students office. In these situations, face shields will be provided to that employee or student through the Risk & Safety Office upon request from Human Resources or the Accessibility Center. Individuals who use a face shield instead of a mask must stay at least six feet away from others during communications.

There may be situations when a student or employee is hearing impaired and asks the individual they are meeting with to wear a shield so they can read lips during communication. Most academic and administrative offices have face shields on hand for these situations. Most offices that provide services and support to students have these shields as well. When supplies run low, face shields can be requested from the EHS Coordinator in the Risk and Safety Office.

III. Procedure: Moderate Alert Protections in Place

General Guidance: In order to keep our University safe and open, all students, faculty, staff, and visitors will need to wear face coverings while inside University buildings and in any outdoor situation where maintaining six feet of physical distance is difficult. Event organizers may choose to require face coverings at outdoor events. People will not have to wear a face covering while seated and eating in a dining hall, in their residence hall room, in private offices, or in office areas that separate individuals with cubicle walls.

While driving for University purposes, individuals do not have to wear a face covering unless they have a passenger(s) riding with them. Any face covering used while driving must not impair the driver’s field of vision.
Putting Face Coverings on (Donning): Determine the inside and the outside-facing side of the face covering. If there are two ties or two bands, secure first the bottom one at the back of your neck and then the top one at the middle of your head.

If your face covering has loops that fit behind your ears, try to put it on from your chin to over your nose, putting the loops behind your ears simultaneously. Make any adjustments carefully with your fingertips, then wash your hands if you are wearing a covering you’ve previously worn without laundering.

Taking Face Covering off (Doffing): Handle your face covering only by the ties or ear loops. Fold the outside corners of the covering together, with the outside facing out. Lay the mask on a disinfected surface, or place in a personal pouch or paper bag for later use.

***NOTE – Always try not to touch the outside of your covering. If you do, wash your hands or use hand sanitizer.


Donning & Doffing Face Shields: The face shields are disposable, but with careful handling and storage, most individuals will be able to use them several times. They should be handled in a similar way as face coverings, putting on and taking off using the headband, while avoiding touching the inside or outside of the shield. Do not use disinfectant wipes or sprays to clean the shield, as this damages the material.

IV. Procedure Modifications: Very High Alert
- The campus will be open to only a few members of the EOC and possibly a small crew of Facilities employees. Face coverings are still required.

V. Procedure Modifications: High Alert
- Face coverings will still be required as the procedures above describe.

VI. Procedure Modifications: Low Alert
- Face coverings will still be required, but only in classroom, lab and meeting situations where people must sit next to one another.

VII. Guidance Documents/Policy Links:
- UWO Titans Return Plan
- www.news@thelocal.ch@thelocalswitzer
- www.hopkinsmedicine.org
- www.webmd.com

VIII. Templates/Forms:
- Cleaning and Storing Face Shields Procedure

IX. Definitions
Face Covering: A reusable cloth face covering or disposable mask worn as a barrier to help prevent respiratory droplets from traveling into the air and onto other people nearby when the wearer coughs, sneezes, talks, sings, or raises their voice.
Face Shield: A full face see-through covering secured to some type of head piece. Meant to go below the wearer’s chin and wrap around the face, almost to the ears. The shields we are using at UWO are medical grade and disposable but can be worn a number of occasions if the wearer cleans the front of the shield according to instructions (See VIII. Above) and stores in a cloth or paper bag to reduce scratching. These face shields may be worn on more than one occasion because wearers are not using them for medical purposes.

Gaiter: A tube-shaped piece of fabric (usually polyester spandex) that rests around one’s neck until pulled into the position desired by the wearer.

Source Control: The use of cloth face coverings or facemasks to cover a person’s mouth and nose to prevent spread of respiratory secretions when they are talking, sneezing, or coughing. Wearing face coverings help protect others in case an individual is infected with COVID but is asymptomatic.

X. Revision History:
Created: 7/14/2020
Revised: 8/19/2020
Revised: 11/4/2020
Revised: 1/7/2021