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.

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. 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.

Face shields are not considered source controls by the CDC due to the lack of evidence showing an acceptable level of protection from the spray of respiratory droplets produced by the wearer. Specific guidelines pertaining to the use of face shields is on the next page in Section III.

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 the 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 although faculty and staff may request face shields if needed.

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.

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. Special accommodations can be requested from the Human Resources Dept. for employees or The Accessibility Dept. in the Dean of Students Office for students.

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 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.

There will be outdoor areas designated for students who would like to take a break from wearing their face covering for a short period of time. These areas will be identified by signage reading Mask-Free Zone. Physical distancing is REQUIRED at a minimum of 6 feet while in these break areas.

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 does not currently recommend use of face shields as a substitute for masks. However, 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.

The following paragraph describes which employees may wear a face shield when performing their jobs working directly with students.
Faculty, Instructional Staff, and Student Support Services: A plastic face shield may be worn for in-person instruction so students can read the lips and facial expressions of their instructor. If instructors need to move about the room and work closely near students, cloth face coverings are recommended, as cloth coverings generally provide better droplet containment than face shields. If face shields are worn, the shield must come below the chin, and wrap around the sides of the wearer’s face. Face shields will be provided to teaching, coaching and student support services employees. Academic Deans and Athletics and Student Affairs Administrative staff are responsible to secure the number of face shields needed by the faculty, instructional staff, and coaches in their areas. The EHS Coordinator will provide instructions for this process.

Aerobic Exercise: Individuals engaging in high-intensity exercise, like running, playing basketball, cycling, etc. should not wear a face covering as it causes difficulty breathing while exercising. Appropriate physical distances should be in place in these situations (Athletics, SRWC, Physical Education classes, etc.).

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.

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

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.

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:
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