

## **Mandatory Face Covering Policy**

### **I. Purpose**

Webster University has implemented and will enforce a policy mandating that face coverings be worn by employees, students, and visitors when they are inside University facilities.

This policy is effective until further notice.

### **II. Policy Scope**

This policy applies to all full-time and part-time students, faculty and staff at all Webster University campuses, to all third-party contractors working on the campuses and to all guests and visitors to the Webster Vienna campus.

### **III. Policy Statement**

All individuals in indoor University facilities must wear fabric or disposable surgical-style masks that cover their nose and mouth. Individuals may remove masks only if they are in their own enclosed private workspace with no one else present.

### **IV. Definitions**

In the context of the coronavirus (COVID-19) outbreak, a face covering is something, which safely covers the nose and mouth. An individual may also use a scarf, bandana, religious garment or hand-made cloth covering but these must securely fit around the side of the face. Face shields alone are not sufficient as a face covering.

### **V. Employees (Faculty, Staff and Students)**

The University will make face coverings available to all students, faculty and staff members. Students, faculty and staff members may also provide their own face coverings that comply with this policy.

Face coverings may be obtained at the entrance to the WVPU building.

Provided masks have limited re-use and should be discarded if soiled, damaged or hard to breathe through.

Fabric face coverings should be washed and fully dried after each day's wear. Appropriate cleaning of the mask is the responsibility of the individual.

Students and employees may remove masks when inside University facilities only (1) when alone in an enclosed room and (2) while participating in activities in which a facemask cannot practically be worn, such as eating and drinking.

Students must refrain from eating during class.

#### **VI. Face Covering Removal Guidelines**

suggest the following guidelines for moving a face covering in a shared area of space in order to drink or eat: 1. Wash your hands with soap and water or use hand sanitizer before putting on a mask, removing a mask, or if you touch the mask while it is on your face. 2. Maintain social distancing requirements (stay at least one meter away from others) when you have removed the mask. 3. Place the mask in a plastic or paper bag (not in your purse or backpack), where it will not contaminate other shared surfaces. 4. Remember to wash your hands with soap and water or use hand sanitizer before putting the mask back on.

#### **VII. Visitors and Guests**

All visitors, guests and contractors on campus must comply with policy and wear a face.

#### **VIII. Exclusions**

If a student or a member of faculty and staff indicates compliance with this policy is not possible due to medical reasons, faculty and staff should be referred to Human Resources and students should be referred to [CV19.taskforce@webster.ac.at](mailto:CV19.taskforce@webster.ac.at)

#### **IX. Enforcement**

The success of this policy is dependent on the thoughtfulness, consideration, and cooperation of the campus community to comply with the policy. All members of University leadership are charged with primary enforcement of this policy. Noncompliance with this policy is subject to disciplinary policies and procedures. Others may be invited to leave the University premises.