

CEI Face Covering Procedure for Students and Members of the Public

08/06/20

- 1.** In order to help slow the spread of COVID-19 in eastern Idaho, effective August 17, 2020 and until further notice, all College of Eastern Idaho (CEI) employees and students as well as members of the public will be required to wear a face covering when in CEI buildings.¹ Additionally:
 - 1.1.** Staff will measure six feet between desks/tables/chairs in classroom and lab spaces and mark on the floor so that desks/chairs can easily be placed at the six feet markings or some sort of covering/tape can be placed over chairs that should not be used to be allow for six feet between class participants.
 - 1.2.** Staff will measure six feet in meeting spaces and mark on the floor (meeting rooms, private offices with space for a meeting, etc.) so that chairs can easily be placed at the six feet markings or some sort of covering/tape can be placed over chairs that should not be used to be allow for six feet between meeting participants.

- 2. Exceptions**
 - 2.1.** A documented medical reason or disability that prevents the person from wearing a face covering.
 - 2.1.1.** A General Education or Career and Technical Education (CTE) student must provide Student Affairs written documentation from their medical care provider demonstrating that the student cannot tolerate wearing a face covering to be saved in the student's file.
 - 2.1.2.** A Workforce Training & Continuing Education (WTCE) student must provide the WTCE Information Specialist written documentation from their medical care provider demonstrating that the student cannot tolerate wearing a face covering at registration or bring that information with them to their first class meeting.
 - 2.1.3.** Note: A member of the public does not need to provide documentation demonstrating that they cannot tolerate wearing a face covering.
 - 2.2.** When other personal protective equipment (PPE) is already being worn (e.g., a face shield worn while welding, a facemask worn in health care course, etc.).
 - 2.3.** While eating or drinking in a designated area.
 - 2.3.1.** Room 329, which has been designated as a cafeteria for students 7:30am – 2:30pm, Monday – Friday until further notice
 - 2.4.** When in meetings of no more than three people if all participants agree and where a minimum of six feet of distance can be maintained between all participants
 - 2.5.** While outside on CEI's campus and maintaining at least six feet of physical distance from other individuals

¹ CEI will also follow all state and local ordinances that may take advance in advance of August 17, 2020.

3. Enforcement

If someone is not wearing a face covering in a CEI building, does not have a documented medical reason or disability that prevents the person from wearing a face covering, and refuses to put one on when asked by a College employee:

3.1. Students on CEI's Main Campus:

- 3.1.1.** The offending student will be asked by the instructor/College employee to put on a face covering or leave the classroom and CEI building.
- 3.1.2.** If student refuses, Campus Security will be called by the instructor/College employee. If Security is unavailable, then the phone for the Student Affairs Conduct Officer on duty will be called, and this cell phone is always manned while classes are scheduled on campus
- 3.1.3.** The offending student will be asked by Campus Security/the Student Affairs Conduct Officer on duty to put on a face covering or leave the building.
- 3.1.4.** If the student refuses, by Campus Security/the Student Affairs Conduct Officer on duty will call the Idaho Falls Police Department to assist with a student who is trespassing.²
- 3.1.5.** Note: Incidents of student non-compliance (for credit-based students) will be reported to the Dean of Student Affairs and may include any penalties outlined in the CEI Student Handbook and Catalog.

3.2. Students at CEI's Yellowstone Training Center:

- 3.2.1.** The offending student will be asked by the instructor/College employee to put on a face covering or leave the classroom and CEI building.
- 3.2.2.** If student refuses, Campus Security will be called by that instructor/College employee. If Security is unavailable, then the WTCE Leadership Official on duty will be called.
- 3.2.3.** The offending student will be asked by the WTCE Leadership Official on duty to put on a face covering or leave the classroom and CEI building.
- 3.2.4.** If the student refuses, the WTCE Leadership Official on duty will call the Idaho Falls Police Department to assist with a student who is trespassing.³
- 3.2.5.** Note: Incidents of student non-compliance (for credit-based students) will be reported to the Dean of Student Affairs and may include any penalties outlined in the CEI Student Handbook and Catalog.

² Campus Security and the Student Affairs Conduct Officer on duty are authorized by CEI to sign a trespass summons on behalf of CEI and appear in court on behalf of CEI.

³ Campus Security and the WTCE Leadership Official on duty are authorized by CEI to sign a trespass summons on behalf of CEI and appear in court on behalf of CEI.

3.3. Members of the public:

- 3.3.1.** The offending member of public will be asked by a College employee to put on a face covering or leave the CEI building.
- 3.3.2.** If the member of the public refuses to put on a face covering and does not state that they have a medical reason or disability that prevents them from wearing a face covering, Campus Security will be called. If Campus Security is unavailable, then the Vice President of Finance and Public Administration will be called. If unavailable, a member of the President's Advisor Council will be called.
- 3.3.3.** The offending member of public will be asked by the Campus Security/the Vice President of Finance and Administration to put on a face covering or leave the CEI building.
- 3.3.4.** If the member of the public refuses, Campus Security/the Vice President of Finance and Administration will call the Idaho Falls Police Department to assist with a member of the public who is trespassing.