**CEI Face Covering Procedure for Employees and Contractors**Revised 02/01/21

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 properly wear a non-sheer face covering over their nose and mouth that fits snugly against the sides of their face when in CEI buildings. Additionally:
	1. While in classroom, lab, meeting, and other gathering spaces (meeting rooms, private offices with space for a meeting, etc.), students and the public must maintain six feet of physical distancing from one another.
	2. This may include limiting the number of people seated at a table, respecting signs instructing people to not sit on a chair, and otherwise self-enforcing six feet of physical distancing.
2. **Exceptions**
	1. A documented medical reason or disability that prevents the person from wearing a face covering.
		1. CEI employees should contact Human Resources for more information (hr@cei.edu; 208-535-5495).
	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.).
	3. While eating or drinking in a designated area.
		1. Room 329 in Building 3, which has been designated as a temporary cafeteria for students, employees, and contractors from 7:30am to 2:30pm, Monday through Friday until further notice.
		2. An employee or contractor’s desk/office or the Employee Breakroom in the Yellowstone Training Center.
	4. When seated in their personal office that has a door that is closed (e.g., not a cubicle).
	5. While outdoors on CEI’s campus and maintaining at least six feet of physical distance from other individuals.
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:

* 1. Employees and Contractors:
		1. The offender’s supervisor will handle the situation. If the supervisor is away from campus for an extended period, the supervisor’s supervisor will handle the situation.
		2. Should there be noncompliance, this will be handled via CEI’s progressive [disciplinary action procedure](http://www.cei.edu/hr/policies-procedures/personnel/view?p=107), excluding a Performance Improvement Plan (PIP).