

COVID-19 Directives *Updated February 2, 2021*

This guidance is current as of the date listed above and changes will continue to be considered based on the Center for Disease Control (CDC) guidance, and state and federal regulations.

I. Face Coverings

In accordance with state mandates and federal CDC guidance, the University is requiring that all students, faculty, staff and visitors wear a face covering over the nose and mouth inside all University buildings, outside when at an organized gathering, and in any situation where social distancing is difficult.

Every student, faculty, and staff member returning in-person will receive a Ferris branded face covering. Additional face coverings will be for sale.

You may provide your own face coverings; however, they must meet CDC guidelines:

- Fit snugly against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction

Students who are medically unable to wear a CDC approved face covering should contact [Educational Counseling and Disabilities Services](#) before returning to campus. Kendall College of Art & Design students should contact [Marie Yowitz](#), Director of Counseling & Disability Services. Employees may request an accommodation by completing the [Facial Covering Exemption form](#) and submitting to Human Resources for review and approval.

Face coverings are not required when:

- in your assigned residence on-campus with only your roommate/suitemates present;
- actively eating or drinking while seated at a food service establishment or at a designated eating/drinking area¹;
- are exercising outdoors and able to consistently maintain 6 feet of distance from others;
- giving a speech for broadcast or to an audience, provided that the audience is at least 12 feet away from the speaker; and/or
- working alone in a private office with the door closed and reasonably expecting no other individual to enter.

Fabric face coverings should only be worn for one day at a time, and they must be properly laundered with soap/detergent before subsequent use.

Note, a recent study indicated that gaiters are not an effective face covering. Given this and that they do not meet the above criteria, gaiters are not an acceptable face covering.

II. Additional Requirements

Maintaining a healthy environment is a shared responsibility for our entire University community. This requires taking conscious steps to protect the health and safety of ourselves and all members of our community. The use of face coverings is just one element in reducing the risk of COVID-19. In addition, all students, faculty, and staff are required to:

¹ Designated eating/drinking areas are currently being considered/established and will include a location at Kendall College of Art & Design and on the first floor of the University Center. All designated spaces will be identified with signs.

Eating is not permitted in a classroom or laboratory. Drinking beverages from a resealable container is permitted where you can minimize the removal of your face covering to drink.

- Complete a [daily self-screening symptom checker](#) when coming to a campus or statewide location or working (on-campus or remotely)
- Engage in good personal hygiene including frequent handwashing with soap and water for at least 20 seconds
- Avoid large social gatherings and crowded events that exceed the State of Michigan's events and organized gatherings guidelines
- Stay at your personal residence when feeling ill
- [Report a positive COVID-19 test](#) result to the University
- Cooperate with contact tracing, and [quarantining and self-isolating](#) when directed

III. Managing Non-compliance

Students and all University Registered Student Organizations must follow all Ferris State COVID-19 related directives herein and within the Ferris Forward Together Student Re-engagement Guide and could be held accountable if non-compliant. Employees may be subject to discipline for non-compliance with University directives related to COVID-19, and the process will be consistent with current University disciplinary policies and procedures.

Ferris State University has instituted an education-first approach to assure compliance with our directives on face coverings.

A. Face Coverings

If you observe an individual not wearing a face covering, remind the individual they are required to wear a face covering and **ASK** the individual to please put on a face covering.²

If the individual does not cooperate, **TELL** the individual they are required to wear a face covering or they will have to leave.

If a student fails to comply or continually defies the directive, instruct the student to leave the classroom, building, event, etc. and **REFER** them to the Office of Student Conduct by calling 231.591.3619, [emailing](#), or completing the online [incident reporting form](#). If the student fails to put on a face covering and refuses to leave, call the Department of Public Safety, KCAD Campus Security, or statewide campus location security.³

If a faculty or staff member fails to comply or continually defies the expectation, instruct the employee to leave (**REMOVE**), and **REFER** them to their supervisor for further action. If the employee fails to put on a face covering and refuses to leave, call the Department of Public Safety, KCAD Campus Security, or statewide campus location security.

Organizers of public events such as conferences, meetings, public lectures, social and cultural events using campus facilities must advise event participants of this policy and require compliance. Visitors will be required to leave the campus if they fail to conform to the policy when advised. Complaints regarding contractors should be referred to the Physical Plant.

² Students and employees with an approved accommodation may be accommodated with online courses, remote work, and/or a face shield. Given this, all individuals at the University should be wearing a face covering/shield as required above.

³ Referrals to the Office of Student Conduct for noncompliance will result in the student being informed they may not return to class and/or if warranted to campus/statewide location, until the matter is addressed through the University's conduct process. If it is determined through the conduct process the student violated the Code of Conduct, sanctions will be assigned to hold the student accountable for the violation and designed to set clear expectations regarding future behavior and adherence to stated requirements. However, if appropriate and warranted (e.g., in cases of significant disruption, repeated non-compliance, or threatening behavior), the student may be prevented from participating in person or removed from the class permanently. Conduct outcomes relevant to the classroom environment will be communicated to the instructor prior to the student being allowed to return to the classroom.

If you do not feel comfortable approaching the individual not in compliance due to a perceived or real power differential (employee to supervisor, student to faculty member, faculty member to department chair), you may report the violation directly to Human Resources by calling the COVID-19 Hotline at (844) 721-0285.

B. Other Violations of These Directives

- Refer violations by students to the Office of Student Conduct
- Refer violations by faculty and staff to their supervisor