

## COVID-19 Directives Updated October 20, 2021

This guidance is current as of the date listed above and changes will continue to be considered and made consistent with the Center for Disease Control (CDC) and other public health guidance.

### I. Face Coverings

The University is requiring that all students, faculty, staff and visitors wear a face covering over the nose and mouth inside all University buildings, regardless of vaccination status.

Every student, faculty and staff member returning in-person can obtain a Ferris branded face covering. Face coverings are available at the Information Desk on the second floor of the University Center in Big Rapids and at the Office of Student Engagement on the 7<sup>th</sup> floor at Ferris State University's Kendall College of Art and Design.

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;
- 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.

### 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:

- 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
- 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 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.

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.<sup>i</sup>

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.

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](#).

#### 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

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<sup>i</sup> 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.