



August 12, 2021

Memorandum for UCCS Faculty, Staff, Students and Visitors

FROM: Venkat Reddy, Chancellor

SUBJECT: Executive Directive for COVID-19 face-covers

INTRODUCTION: Per authority derived from UCCS Policy 100-001 Campus Policy Process, para. II.I, this Executive Directive provides the campus community with expectations on the use of face coverings during the ongoing COVID-19 pandemic.

EXECUTIVE DIRECTIVE:

University of Colorado Colorado Springs (UCCS) requires face coverings inside all buildings/facilities as a way to mitigate the spread of COVID-19 during the ongoing pandemic. This decision is based on opinions from public health experts, following guidance from the Centers for Disease Control and Prevention and El Paso County Public Health as the best way to prevent transmission of COVID-19 effective August 9, 2021. This directive shall not supersede any more restrictive applicable law, regulation, or public health order that may be established after the effective date of this directive.

UCCS needs every member of the university community to assist with this requirement and to inform anyone not wearing face coverings of this requirement. UCCS sees this directive as a preventative measure to keep our campus safe while getting on with the important work done in the classroom and around campus.

I. General Guidance:

- A. UCCS requires all faculty, staff, students, and visitors (“Campus Community”) to wear face coverings while inside any campus facility/building, as well as on the UCCS buses. Additionally, it is recommended that unvaccinated individuals wear face coverings while outside.
- B. Exceptions to wearing a face covering include:
 - 1. When alone in a private room such as residence hall or office, individuals are permitted to remove a face covering;
 - 2. For faculty at least 10 feet away from the nearest person in a classroom or laboratory;
 - 3. For faculty/staff meetings of fewer than ten people in conference rooms or private offices where a social distance of 10 feet can be maintained between all participants
 - 4. In limited health care settings like counseling when body language is important and social distancing can be maintained;
 - 5. When eating or drinking;
 - 6. When swimming or while exercising in the Gallogly Recreation and Wellness Center;
 - 7. At the Family Development Center (FDC), for children younger than 3-years-old. Additional details for children older than 3-years-old are available through the FDC; and
 - 8. When outside, although unvaccinated individuals are encouraged to wear them in all settings.
 - 9. During official UCCS Police calls, when requested by the responding officer.
- C. Anyone not using a face covering when required as listed above will be asked by a campus representative to put a face covering on. In high traffic areas such as student support offices and classrooms, a small

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collection of disposal masks will be available in case the individual does not have one of their own. No punitive action is necessary if the person complies with a request to follow the rules.

- Failure to comply will result in denial of service and the individual being asked to leave the area (building). For additional actions related to noncompliance, please see section II.B. for students and section III.B. for faculty and staff.
- D. UCCS faculty and staff vigilance will be needed to maintain our adherence to the face covering requirements to ensure the health and well-being of our campus. Areas of responsibility are:
1. Faculty will be responsible for ensuring compliance within their classrooms and laboratory spaces.
 2. Staff will be responsible for ensuring compliance within their departmental areas and adjacent common spaces.
 3. Supervisors will be responsible for ensuring compliance of their staff and student employees.
 4. Employees working in areas with common spaces are responsible for ensuring compliance in those areas.
 5. Offices and departments have the authority to refuse service to non-compliant faculty, staff, students, and visitors.
- E. Should an individual become disruptive, such as becoming belligerent or abusive, the UCCS Police Department should be contacted at 719-255-3111.
- F. If you would like samples of how to inform non-compliant individuals of consequences, our marketing department has created these [sample scripts](#) to assist.
- G. Contractors and their employees who fail or refuse to comply with this Executive Directive may be asked to leave the campus, may be in breach of contract, and may be trespassed from the university.

II. Students

A. Accommodations

1. Students who believe they may require an accommodation due to a disability should request such accommodation with Disability Services at dservice@uccs.edu. Disability Services will treat all requests pursuant to its normal process.
2. Students who believe they may require an accommodation related to other university-defined protected class should contact the Office of Institutional Equity at equity@uccs.edu.

B. Noncompliance

1. Authorized faculty or staff members will be responsible for speaking with any person to inform them about the UCCS requirement to wear a face covering.
2. Faculty, staff members, and authorized students (e.g. RAs, UC Building managers, Recreation Center student managers, etc.) are responsible for and should either ask a person to don a face covering or leave the classroom / event venue area. In a classroom setting, if a student refuses to wear a face covering the faculty member can dismiss the class due to the possible health concern.
3. Student failure to comply with this Executive Directive may result in disciplinary action in accordance with the Student Code of Conduct. Alleged violations can be reported through the Incident Report Form found on the DOS Office [website](#).

III. Employees

A. Accommodations

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1. Employees who believe they may require an accommodation due to a disability must contact the Employee Relations Manager ([Kaley Espindola](#)) in Human Resources.
2. Employees should contact the [Office of Institutional Equity](#) with any questions or concerns about discrimination or harassment related to COVID-19.

B. Noncompliance

1. Supervisors are expected to manage employees to ensure they follow this directive. **Failure to wear a protective face covering as required shall be recognized as a failure to meet job performance expectations.** Supervisors may contact Human Resources for assistance with managing job performance issues, including progressive discipline.
2. Supervisors of student employees may contact Student Employment for assistance with non-compliance or job performance issues.
3. Employees may report a supervisor for failure to comply with this requirement to a higher-level supervisor or directly to the Office of the Vice Chancellor of Administration and Finance.

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