**Mask Protocol**

In conjunction with the Pandemic Crisis Management Team and following health agency recommendations, the college has adopted the following protocol. During the implementation of our return to campus plan, social distancing and the wearing of a mask will be required. Toward that end, here is guidance:

**Mask Fitting**
- Masks should be worn so that they fully cover the nose and mouth.

**Mask Required**
- Transiting from your vehicle to your work area and back to your vehicle.
- Staff at front office or reception areas where walk in traffic may occur.
- All in person meetings with other members of the college community even when social distancing is possible.
- Occupying an office with one or more other persons where fixed walls are not in place.
- Visiting or transiting through any interior public spaces. This includes restrooms, hallways, conference rooms, or break rooms.

**Mask Not Required**
- In your office when alone.

**Masks with Exhalation Valves or Vents**
The purpose of masks is to keep respiratory droplets from reaching others to aid with source control. However, masks with one-way valves or vents allow air to be exhaled through a hole in the material, which can result in expelled respiratory droplets that can reach others. This type of mask does not prevent the person wearing the mask from transmitting COVID-19 to others. Therefore, CDC does not recommend using masks for source control if they have an exhalation valve or vent.

This protocol will remain in place until notified otherwise. We will continue to monitor the CDC and other health agency recommendations.