



<p align="center">Policy Title</p> <p align="center">Face Coverings in Response to COVID-19</p>	<p align="center">Original Adoption Date</p> <p align="center">8/19/20</p>	<p align="center">Policy Number</p> <p align="center">IN-811</p>
<p align="center">Responsible College Division/Department</p> <p align="center">Instruction</p>	<p align="center">Responsible College Manager Title</p> <p align="center">Vice President of Instruction</p>	
<p align="center">Policy Statement</p> <p>Students, faculty, staff, and visitors, over the age of five, must wear face coverings over their mouths and noses while on LTC campuses to include, but not limited to, hallways, public spaces, classrooms, labs, and the Student Resource Center. Face coverings must also be properly worn when six-foot physical distancing cannot be maintained outside campus buildings. LTC will provide face masks to those who do not have one.</p> <p>"Face covering" means a piece of cloth or other material that is worn to cover the nose and mouth completely. A "face covering" includes but is not limited to a bandana, a cloth face mask, or a disposable or paper mask. A "face covering" does not include face shields, mesh masks, masks with holes or openings, or masks with vents.</p> <p>When a single individual is giving a presentation/lecture in a face-to-face class or group setting, the instructor/presenter may remove the face covering. If the face covering is removed, the speaker must remain at least six feet away from all other individuals.</p> <p>Face coverings are not required in high wall offices or class/study rooms with a single occupant when the door is closed. Face coverings are required in all other office configurations.</p> <p>The college will make every effort to meet the needs of all learners. A mask-free room will be available on campus to students who are unable to wear a mask, giving them the ability to attend class through virtual means. Alternative face coverings, such as face shields, will be available to students, faculty, and staff who are exempt from wearing traditional masks as required via accommodations. A face covering can be removed when communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.</p> <p>Non-compliance with LTC's mask policy will result in disciplinary action.</p>		
<p align="center">Reason for Policy</p> <p>In response to COVID-19 the college needed to create a face covering policy. This policy will serve as the basis for all who visit our campus locations.</p>		
<p align="center">Historical Data, Cross References and Legal Review</p> <p>Review/Revised: 10/1/20 Legal Counsel Review and Approval: Board Policy: III.B. People Treatment</p>		
<p align="center">Definitions</p>		