

FHTC Face Mask Protocol

EFFECTIVE JULY 1, 2020

Faculty, staff, students, and visitors are required to wear a face mask while in campus buildings, outdoors, on FHTC public property, and in parking lots associated with FHTC buildings. The following in-building exceptions apply:

- Employees working alone in their offices
- While participating in activities in which a face mask cannot be worn, or would prohibit respiratory function (like eating or drinking)
- Individuals with a recognized disability who have an accommodation that prevents the wearing of a mask – please contact Lisa Kirmer, Vice President of Student Services at lkirmer@fhtc.edu or 620-341-1325 for student accommodations. Please contact Sandy Weeks at sweeks@fhtc.edu or 620-341-1384 for employee accommodations.

Supervisors are responsible for holding employees accountable for wearing masks. Faculty are responsible for holding students accountable for wearing masks. Anyone not wearing, or wearing an improper mask, will be asked to go home and return with an acceptable mask.

*This protocol shall be in effect until local and state health officials determine it no longer necessary.

Mask Care:

- Three FHTC washable cloth face masks will be provided to all employees and on-campus students upon return to the FHTC campus.
- Disposable masks will be available at each campus building for visitors to the college.
- Cloth masks should have more than one layer of fabric and should adhere to [CDC mask guidelines](#).
- Make sure your mask fits snugly around your face, without gaps and covers from just under the bridge of your nose to under your chin.
- Always store your mask in a clean place or in a paper bag when it is off.
- Wash and dry your cloth mask after each wearing, making sure the mask remains snug.
- Wash your hands or use hand sanitizer (at least 60% alcohol) to reduce cross-contamination anytime you handle your mask.
- The outside of the mask should always be considered dirty, so don't touch the outside or lower it below your nose/chin.
- Wearing a mask works best in combination with hand washing (20 seconds), proper hand, cough and sneeze hygiene and social distancing (6 feet) and avoid touching your face.