



Mark T. Brainard, President

MEMORANDUM

TO: All Delaware Tech Employees and Students

FROM:  Mark T. Brainard, President

DATE: April 27, 2020

RE: Face Coverings

This guidance supersedes previous communications and is subject to change.

In accordance with the Governor's Thirteenth Modification to the State of Emergency declaration, I am instituting the following requirements for all students and visitors seeking entry to College buildings, working in areas open to the general public, or occupying areas where coming within six feet of other staff is likely. This directive is effective Tuesday, April 28, 2020 and will continue in effect until further notice.

1. All students and visitors to any College facility must wear a face covering, except where doing so would inhibit that individual's health or where the individual is under two years of age.
2. Any student or visitor who is not wearing a face covering will be denied entry to the College unless wearing a face cover would inhibit the individual's health.
3. If an individual declines to wear a face covering due to a medical condition that inhibits such usage, the individual **WILL NOT** be asked or required to produce medical documentation verifying the stated condition.
4. All employees must wear a face covering while working in areas open to the general public or where coming within six feet of other staff is likely, except where doing so would inhibit that individual's health.

OFFICE OF THE PRESIDENT

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5. On or before May 1, 2020, the College will provide face masks and hand sanitizer to all employees who work in an area open to the general public or where coming within six feet of other staff is likely.
6. Employees are strongly encouraged to fashion personal face coverings per the CDC guidelines until face coverings are provided by the College.
7. Each campus shall take steps to remind students and visitors to wear face coverings by (a) posting the requirement at the primary entrances to campus facilities, and (b) posting clearly visible signs inside campus buildings open to students and visitors to remind them of the requirement to wear the face covering at all times when in the building.
8. For purposes of this directive, a “face covering” means a soft cloth or fabric covering that fully covers a person’s nose and mouth, not a medical-grade mask. The term “face covering” includes, without limitation, scarves and bandanas. The face covering should be comfortable, so that the wearer can breathe comfortably through the nose and does not have to adjust it frequently to avoid touching the face. A “medical-grade mask” means an N95, KN95, surgical, or other mask that would be appropriate for a health care setting. For as long as medical grade masks such as N95 masks and surgical masks are in short supply, students, visitors, and employees should not purchase those masks as face coverings under this directive but should instead reserve those medical grade masks for health care providers and first responders.
9. The Facilities Division will be responsible for the acquisition, storage, and distribution of face coverings and hand sanitizer for use by employees. In the event of a shortage, priority will be given to the following employees/divisions in the order listed:
 - Child Development Center staff
 - Public safety officers performing entry screening
 - Computer lab/student services/financial aid/admissions staff
 - Facilities staff while working indoors with others
10. Public safety will be responsible for enforcing this directive.