

## **CEI Face Covering Procedure for Students and the Public**

Revised 02/01/21

- 1.** In order to help slow the spread of COVID-19 in eastern Idaho, effective August 17, 2020 and until further notice, all College of Eastern Idaho (CEI) employees and students as well as members of the public will be required to properly wear a non-sheer face covering over their nose and mouth that fits snugly against the sides of their face when in CEI buildings. Additionally:
  - 1.1.** While in classroom, lab, meeting, and other gathering spaces (meeting rooms, private offices with space for a meeting, etc.), students and the public must maintain six feet of physical distancing from one another.
  - 1.2.** This may include limiting the number of people seated at a table, respecting signs instructing people to not sit on a chair, and otherwise self-enforcing six feet of physical distancing.

### **2. Exceptions**

- 2.1.** A documented medical reason or disability that prevents the person from wearing a face covering.
  - 2.1.1.** CEI General Education, CTE, and/or WTCE students should contact Dan Bruderer with Disability Services for more information ([Dan.Bruderer@cei.edu](mailto:Dan.Bruderer@cei.edu); 208-535-5462).
- 2.2.** When other personal protective equipment (PPE) is already being worn (e.g., a face shield worn while welding, a facemask worn in health care course, etc.).
- 2.3.** While eating or drinking in a designated area.
  - 2.3.1.** Room 329, which has been designated as a cafeteria for students from 7:30am to 2:30pm, Monday through Friday, until further notice.
- 2.4.** While outdoors on CEI's campus and maintaining at least six feet of physical distance from other individuals.

### **3. Enforcement**

If someone is not wearing a face covering in a CEI building, does not have a documented medical reason or disability that prevents the person from wearing a face covering, and refuses to put one on when asked by a College employee:

- 3.1.** Students on CEI's Main Campus:
  - 3.1.1.** The offending student will be asked by the instructor/College employee to put on a face covering or leave the classroom and CEI building.
  - 3.1.2.** If student refuses, Campus Security will be called by the instructor/College employee. If Security is unavailable, then the phone for the Student Affairs

Conduct Officer on duty will be called, and this cell phone is always manned while classes are scheduled on campus

- 3.1.3.** The offending student will be asked by Campus Security/the Student Affairs Conduct Officer on duty to put on a face covering or leave the building.
- 3.1.4.** If the student refuses, by Campus Security/the Student Affairs Conduct Officer on duty will call the Idaho Falls Police Department to assist with a student who is trespassing.<sup>1</sup>
- 3.1.5.** Note: Incidents of student non-compliance (for credit-based students) will be reported to the Dean of Student Affairs and may include any penalties outlined in the CEI Student Handbook and Catalog.

**3.2. Students at CEI's Yellowstone Training Center:**

- 3.2.1.** The offending student will be asked by the instructor/College employee to put on a face covering or leave the classroom and CEI building.
- 3.2.2.** If student refuses, Campus Security will be called by that instructor/College employee. If Security is unavailable, then the WTCE Leadership Official on duty will be called.
- 3.2.3.** The offending student will be asked by the WTCE Leadership Official on duty to put on a face covering or leave the classroom and CEI building.
- 3.2.4.** If the student refuses, the WTCE Leadership Official on duty will call the Idaho Falls Police Department to assist with a student who is trespassing.<sup>2</sup>
- 3.2.5.** Note: Incidents of student non-compliance (for credit-based students) will be reported to the Dean of Student Affairs and may include any penalties outlined in the CEI Student Handbook and Catalog.

**3.3. The public:**

- 3.3.1.** The offending member of public will be asked by a College employee to put on a face covering or leave the CEI building.
- 3.3.2.** If the member of the public refuses to put on a face covering and does not state that they have a medical reason or disability that prevents them from wearing a face covering, Campus Security will be called. If Campus Security is unavailable, then a member of the President's Advisory Council will be called.
- 3.3.3.** The offending member of public will be asked by Campus Security/a member of the President's Advisory Council to put on a face covering or leave the CEI building.

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<sup>1</sup> Campus Security, the Student Affairs Conduct Officer on duty, and members of the President's Advisory Council are authorized by CEI to sign a trespass summons on behalf of CEI and appear in court on behalf of CEI.

<sup>2</sup> Campus Security and the WTCE Leadership Official on duty are authorized by CEI to sign a trespass summons on behalf of CEI and appear in court on behalf of CEI.

*Revised 02/01/21*

- 3.3.4.** If the member of the public refuses, Campus Security/a member of the President's Advisory Council will call the Idaho Falls Police Department to assist with a member of the public who is trespassing.