To maintain campus safety, all NOC students, employees, and visitors must wear a cloth facial covering (mask) upon entering any campus building and when near or encountering others anywhere on campus. COVID-19 can be spread when people are asymptomatic, which means they do not know they are sick yet. Facial coverings do not replace the need to maintain social distancing, frequent handwashing, and rigorous cleaning and disinfecting routines; however, facial coverings have been proven to significantly reduce the spread of COVID-19 to others. When everyone wears masks, we keep our NOC community safer.

General Guidelines for Face Masks:

NOC will provide one facial covering (mask) per employee and student. Additionally, face shields will be provided to all faculty and front-line staff and all employees may request to use a shield as an alternative with ADA documentation for health reasons. You may purchase additional masks through the NOC Bookstore or provide your own clean, well-maintained mask from home. Information regarding face coverings, including how to make them, is provided by the Centers for Disease Control and Prevention (CDC)

- You must wear a face covering at all times in hallways, classrooms, public spaces, restrooms, and other common areas across campus where social distancing is hard to maintain. Exceptions – employees who are in their offices alone with the door closed or students who are in their residence hall room alone with the door closed.
- Plexiglass barriers are not a replacement for face masks and masks should be worn at all times when assisting others.
- Face coverings are also required outdoors if safe social distancing is not possible.
- Your face covering should meet the following criteria:
  - fits snugly but comfortably against the side of the face
  - completely covers the nose and mouth
  - allows for breathing without restriction
  - can be laundered and machine dried without damage or change to shape
- The face covering is primarily a protection for others near you to prevent you from unknowingly spreading the COVID-19 virus to others. Studies have shown that if everyone is wearing a mask and following other safety measures the spread of viruses is reduced.
- You should carry at least two face coverings with you daily to ensure that you have a replacement if one becomes unusable while you are on campus.

How to remind others of mask requirement:
- Be respectful in tone.
- Refer to policies and signs posted with guidelines. Do not make comments about them as an individual; refer only to the action needed.
- Thank them for doing their part in keeping the NOC community safe.

Syllabus Policy:

As with all classroom expectations, instructors are responsible for maintaining a safe environment that is most conducive to learning and to convey those expectations clearly to students (written in the syllabus, reviewed verbally in the first-class period, and through the Blackboard posting of syllabi prior to day one).
All syllabi should include NOC’s policy about facial coverings:

Students must wear a mask at all times in this class, including before and after class has started. Instructors will assign seating on day one of class. This seating chart will help students maintain 6’ distancing from classmates and will facilitate tracing should a student become ill during the course of the semester. Students who fail to wear their masks to class will be asked to leave the classroom and return after retrieving one. Because the expectation to wear a mask will be communicated to all students both prior to the semester beginning and on day one, students may be penalized for missed class time or missed points for quizzes or other classroom activity if they must leave to retrieve a mask. Students who refuse to wear a mask will be asked to leave the class and be referred to the Office of Student Affairs. Students who are not able to wear a mask for health reasons must file a request through the ADA contact listed in section 8 of the syllabus and must provide their own face shield to be worn at all times noted in mask requirement. See NOC’s Comeback Plan at the following link for institutional mask policies: http://www.noc.edu/emergency/

Questions?
- Visit http://www.noc.edu/emergency/ for FAQs for some of the most common questions regarding face masks.

This policy and guidelines will be in place during the fall 2020 semester and are subject to change based on current COVID-19 conditions.