

# Face Covering Policy, Enforcement Procedures & Sanctions

## Policy

Face coverings are required in all university facilities, including the Mathy Center. Face coverings are to worn during all forms of physical activity within the facility. When face coverings are worn appropriately, it will cover an individual's mouth and nose.

Per university policy, the following face coverings are not permitted unless they include a replaceable filter: gaitors, buffs and bandanas.

## Sanctions

Recreation staff may ask individuals to:

- Ensure the face covering is appropriately covering one's mouth and nose.
- Change face covering if the one worn does not comply with university guidelines
- Leave if an individual is not willing to comply with staff requests or university policy

Sanctions will imposed for those who fail to comply.

Note: There is a zero tolerance policy for guests who do not comply with the University mask mandate.

Offense	Penalty	Follow Up/Action
Improper Wearing	Verbal Reminder	Rec staff will provide a polite reminder.
First Offense	Verbal Warning	Rec staff will provide a formal verbal warning. The warning will be recorded; include the individual's name & ID number, date & time of the warning, name of staff member providing warning. Individual will receive written follow up.
Second Offense	Leave Facility Immediately & One Week Ban	The individual will be asked to leave the facility immediately and an incident report will be completed. The individual will receive follow up written communication, including subsequent action steps.
Third Offense	Leave Facility Immediately & Two Week Ban	The individual will be asked to leave the facility immediately and an incident report will be completed. The individual will receive follow up written communication, including subsequent action steps.
Fourth Offense	Leave Facility Immediately & Three Week Ban	The individual will be asked to leave the facility immediately and an incident report will be completed. The individual will receive follow up written communication, including subsequent action steps.

\*Subsequent offenses will be handled accordingly, which may include an indefinite ban from the facility.

## Staff Procedures:

\*Any guest found in violation of the University mask mandate will be asked to leave the facility immediately.

Offense	Penalty	Follow Up/Action
Improper Wearing	Verbal Reminder	Rec staff will provide a polite reminder. Rec staff member may make record of the reminder should an individual receive frequent reminders. The record will include the individual's name & ID number, date & time of the warning, name of staff member providing warning.

First Offense	Verbal Warning	<p>The warning will be recorded by the Rec staff member providing the warning. The record will include the individual's name &amp; ID number, date &amp; time of the warning, name of staff member providing warning. Pro staff will follow up in writing of the verbal warning and subsequent actions.</p> <p>*Students: A conduct violation report will also be completed. Follow up will occur from one of the campus conduct officers.</p>
Second Offense	Leave Facility Immediately & One Week Ban	<p>The Rec staff member providing the warning will complete an <b>incident report</b> and update the tracking for the penalties. The record will include the individual's name &amp; ID number, date &amp; time of the warning, name of staff member(s) involved. Pro staff will follow up in writing of the ban and subsequent actions. Subsequent actions include a meeting with Director and</p> <ul style="list-style-type: none"> <li>• Students: <ul style="list-style-type: none"> <li>• A conduct violation report will also need to be completed.</li> <li>• Notification will be sent to conduct officers, enacting conduct process</li> </ul> </li> <li>• Employees: notification to HR and supervisor</li> </ul>
Third Offense	Leave Facility Immediately & Two Week Ban	<p>The Rec staff member providing the warning will complete an <b>incident report</b> and update the tracking for the penalties. The record will include the individual's name &amp; ID number, date &amp; time of the warning, name of staff member(s) involved. Pro staff will follow up in writing of the ban and subsequent actions. Subsequent actions include a follow up meeting with Director and</p> <ul style="list-style-type: none"> <li>• Students: <ul style="list-style-type: none"> <li>• A conduct violation report will also need to be completed.</li> <li>• Notification will be sent to conduct officers, enacting conduct process</li> </ul> </li> <li>• Employees: notification to HR and supervisor</li> </ul>
Fourth Offense	Leave Facility Immediately & Three Week Ban	<p>The Rec staff member providing the warning will complete an <b>incident report</b> and update the tracking for the penalties. The record will include the individual's name &amp; ID number, date &amp; time of the warning, name of staff member(s) involved. Pro staff will follow up in writing of the ban and subsequent actions. Subsequent actions include direct notification to</p> <ul style="list-style-type: none"> <li>• Students: <ul style="list-style-type: none"> <li>• A conduct violation report will also need to be completed.</li> <li>• Notification will be sent to conduct officers, enacting conduct process</li> </ul> </li> <li>• Employees: notification to HR and supervisor</li> <li>• Members: Final written warning before indefinite ban from the facility.</li> </ul>