Purpose:
Wearing a mask or face covering can help reduce the transmission of SARS-COV2, the virus responsible for COVID-19. Masks and face coverings are worn to prevent community spread from persons who are pre-symptomatic, symptomatic, or asymptomatic.

Requirement:
Outdoors: All employees, students, and visitors are required to wear a clean mask or have one readily available when outdoors on campus and to put the mask on when another person is within six feet. At an outdoor event where food is served, the mask may be removed while eating as long as social distancing of at least six (6) feet is maintained. During the student quarantine period, face masks must be worn by all in the community, even when outdoors.

Indoors: Anyone entering a campus building, including the dining halls and residential Houses, must wear a clean mask and continue wearing it while inside unless they are in their individual office or a single bedroom. In the dining hall, the mask may be removed while eating as long as social distancing of at least six (6) feet is maintained.

Please note: These requirements are subject to change and may be modified as needed.

Exceptions:
• Employees who are unable to wear a mask due to a medical condition or other protected reason should contact Human Resources.
• Students who are unable to wear a mask due to a medical condition or other protected reason should contact Dr. Bruce Kraut.
• Children under two are not required to wear a mask.
• Masks may be removed if an individual is experiencing a medical emergency.
• Students may remove their masks during certain activities, such as aerobic exercise or playing a musical instrument, as instructed and allowed by a teacher or coach.

Type of Mask:
Masks (fabric or disposable) must cover both the mouth and the nose. They may not have an exhalation valve that allows unfiltered exhaled air to escape.

Breaks from Wearing a Mask:
Short breaks from wearing masks may be taken throughout the day as determined by the School, provided there is at least six (6) feet of distance from other members of the School community and appropriate ventilation. All community members are expected to be considerate of each other and to put on a mask when requested.
**Discipline:**
Employees who fail to wear a mask will be subject to the School's progressive disciplinary process. In general, disciplinary action may include one or more of the following, depending upon the circumstances: verbal warning, written warning, suspension without pay, termination of employment.

Student violations of this policy will result in the following actions: 1st violation - First Warning and communication with parents and Head of House; 2nd violation - Second Warning, restrictions on campus, and communication with parents, Level Director and Head of House; 3rd violation - required departure from campus for remote learning until permitted to return to campus by the Dean of Students. In certain circumstances, the School may determine that a warning is not appropriate and require immediate departure from campus.

**Additional Guidance:**
**Obtaining Masks.** The School will provide students and employees with two reusable fabric masks and one face shield. A face shield can be used in addition to, but not as a replacement for, a mask. Lawrenceville face coverings will be available for purchase in the Jigger Shop.

**Cleaning of Masks.** The School expects masks to be washed or otherwise exchanged for a clean mask on a regular basis. A second clean mask should be carried in a plastic bag on each individual's person in case of damage to the mask being worn. Emergency disposable masks may be provided by the School in case of unforeseen damage to both masks. Masks should not be shared.

**To get the most benefits from a face covering:**
- Make sure it completely covers your nose and mouth.
- Read the directions for use (if provided).
- Wash your hands before and after removing it.
- Try not to touch your face when you adjust it throughout the day.
- Keep cloth coverings clean by washing regularly, or more often if contamination occurs.
- Do not let others wear your face covering.
- Keep it away from machinery that it could get caught in.
- If using disposable face coverings, do not reuse them, and throw them away in appropriate trash receptacles.
- Do not lay your face covering on any surface that may contaminate either the covering or the surface.
- Do not use your face covering if it is damaged or has holes unless it is the only face covering you have access to. If you have a damaged face mask, please let your supervisor (employees) or Dean of Students (students) know immediately so that you may obtain a new face mask.

Employees with questions about the use of masks or face coverings in the workplace, or wish to request an accommodation related to this policy, please contact Human Resources. Students should contact the Dean of Students Office.

**Resources:**
- [CDC: How to wear a mask](#)
- [CDC: How to wash a mask](#)
- [State of New Jersey: Mask Guidelines](#)