



HLC Accreditation 2020-2021

Evidence Document

WSU Policies and Procedures Manual

Chapter 21/ Emergency and Temporary Policies

Additional information: See the web page at :
https://www.wichita.edu/about/policy/ch_21/ (Accessed March 3, 2021.)



WSU Policies and Procedures

Chapter 21 – Emergency and Temporary Policies

- [21.01 Mandatory Face Coverings](#)
Effective: August 3, 2020 | Revised: September 11, 2020
- [21.02 / Hosting Campus Events](#)
Effective: August 3, 2020 | Revised: November 12, 2020
- [21.03 / Temperature Checks](#)
Effective: September 11, 2020



21.01 Mandatory Face Coverings

Effective: August 03, 2020 | Revised: September 11, 2020

I. Initiating Authority

The Office of Academic Affairs and Office of Student Affairs serve as the initiating authority.

II. Purpose

The University remains committed to safeguarding the people who learn, research, live, work, play, and visit the University campus and ensuring the safe operation of University activities. The purpose of this policy is to set forth the policy and procedure for required use of face coverings on campus. Approved Face Coverings are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the mask coughs, sneezes, talks, or raises their voice. This is called source control.

III. Policy Statement

A. Approved Face Coverings Required on Campus

1. Students, faculty, staff and visitors must wear Approved Face Coverings (as defined below) over their mouths and noses while on Wichita State University campuses in all hallways, public spaces (including outdoor spaces), classrooms and other common areas of campus buildings unless they are walking alone outdoors and not within 6 feet of anyone else; ' working alone in a personal office space; are in their individual room, suite, or apartment in campus housing; or are eating/drinking in a designated area (i.e., RSC, Shocker Dining, etc.). There are certain exceptions to this policy including, but not limited to children 5 years or younger, or those individuals who have documented disabilities (including mental health) that would prohibit the use of a face mask or face covering.

B. Characteristics of an Approved Face Covering

1. It is important that your face mask meets standards set by the Centers for Disease Control and Prevention (CDC).
2. This policy requires use of an Approved Face Covering, which should have the following characteristics:
 - a. Have at least two layers of material
 - b. Utilize at least one layer of a tightly woven material, such as:
 - c. Nylon, Canvas, or Cotton (200+ thread count)



- i. Silk or synthetic silk (100% polyester, tight weave, not very stretchable)
 - ii. Chiffon (90% polyester, 10% spandex)
 - iii. Spandex (52% nylon, 39% polyester, 9% spandex)
 - d. Cover the nose and mouth completely
 - e. Fit snug against the sides of the face and chin with no gaps
 - f. Be secured with ties or elastic to prevent slipping
 - g. Not make it difficult to breathe
 - h. Cleaned after each use
3. The University prohibits the use of certain masks or face coverings that are not recommended by the CDC and/or are prohibited by federal, state, or local public health or governmental order, including, but not limited to:
 - a. Bandanas and fleece neck gaiters
 - b. Non-medical grade masks that have exhalation valves with or without filters
 - c. Any other face coverings not recommended by the CDC and/or prohibited by federal, state, or local public health or governmental order.

C. Masks for Students

Students will be responsible for providing their own Approved Face Covering. However, a certain number of free disposable masks are available at the RSC Information Desk, Shocker Hall and The Suites front desks, Heskett Center, Ablah Library, Marcus Welcome Center, Shocker Support Locker. Free reusable masks for students can be obtained at Shocker Support Locker, Shocker Hall, Ablah Library, and RSC information desk. Reusable cloth masks are also available for purchase from the Shocker Store and through Central Stores.

D. Masks for Employees

1. Employees are free to wear their own Approved Face Covering. If an employee is unable to obtain an Approved Face Covering, the employee should contact their supervisor. Additional masks will be available through the unit, department, college, or Facilities Services.
2. I am lecturing in the fall. Can I wear a face shield instead of a face covering? If you can maintain at least 6-feet physical distance from the nearest member of your class, then you may wear a face shield instead of a face covering while you are lecturing. You should still wear a face covering when entering and exiting the classroom since face coverings provide more protection than a face shield.
3. How do I accommodate students in my class who may rely on seeing my mouth to understand content clearly? If a student tells a faculty member that they need an accommodation to see the faculty member's mouth to understand content clearly, the faculty member should contact the Office



of Disability Services to report the student's accommodation request and also refer the student to Disability Services. In the event there is an accommodation that needs to be offered, Disability Services will work with the individual faculty member and their department on the accommodation for that student. For students with existing accommodation needs already recognized by Disability Services, Disability Services will be contacting faculty members with those students registered for their course directly to establish any needed accommodation.

E. Masks for Visitors

Visitors will be required to wear masks in accordance with this policy.

F. Enforcement

1. The first step in increasing compliance with our face covering requirement is for all of us to demonstrate the behavior ourselves. Secondly, we all need to become comfortable making a polite remark in passing such as "Excuse me, I wanted to let you know that face coverings are required at Wichita State." There is no need to feel self-conscious about making such a remark, nor is there the need to demand action or wait for a reply. If we all follow these simple suggestions, we will be off to a good start, although, clearly not everyone will choose to comply with this friendly approach.
2. Noncompliance with face covering requirements will be handled through existing policies and procedures. If a student does not conform after being notified of the requirement, the instructor or staff member can ask them to leave the classroom or office and/or report them to Student Conduct for repeated violations. Supervisors and leadership will address faculty and staff who do not conform to the requirement. Visitors who do not comply with this requirement may be asked to leave and/or have future admittance to university events or facilities revoked. Individuals seeking exemptions from this policy based on a documented disability should contact the Office of Disability Services (students) or Human Resources (staff/faculty).
3. This mask policy is consistent with local and state orders. We understand some people may disapprove of wearing a mask. While the university respects those individual opinions, research has shown that wearing a face mask is the most important, and a potentially life-saving, tool to slow the spread of COVID-19. We did not take the decision to require face coverings lightly. In the interest of public health, however, we are committed to this practice for the greater good of the community.
4. Some people who disagree with the concept of requiring face coverings have called it "unconstitutional." However, to be unconstitutional, a restriction must infringe a fundamental right such as freedom of speech or invasion of privacy or otherwise treat people unequally. Requiring all of us



to wear a face covering on campus when it's not possible to practice physical distancing is a narrowly tailored and minimally intrusive mechanism, which is justified by the significance of the university's interest in helping to stop the spread of a highly contagious and deadly virus for the safety of the campus community.

5. ***I believe that a visitor, contractor, vendor, Innovation Campus partner is not adhering to the face covering requirement. Who do I contact?***

- a. Please contact the WSU employee who is supervising the person or space where the infraction occurred. The WSU employee who is supervising the project or space will be in a position to ascertain whether the person has an exemption and, if not, politely direct the person to wear a face covering or vacate the space. For a list of common supervisors, please see below.
- b. The first response should be a collegial reminder and an offer of a clean face covering, if one is available. If the individual refuses to wear a face covering, you may direct the individual to leave the space. As a last resort, if the individual refuses to leave, inform the person you are calling the campus police for assistance.
- c. If the individual refuses to leave, call campus police to assist in removing the individual. At no point should the supervisor or other employees put themselves into an unsafe situation while attempting to enforce the face-covering policy. The WSU employee who is supervising the project or space will look further into the issue and take the non-compliance with the request to leave into consideration for further accountability measures.
- d. **Who to Contact for Suspected Violations of This Policy**
 - **Employees:** Supervisor, next level of leadership within the division/college (including Dean), Human Resources
 - **Students:** Student Code of Conduct (submit incident report)
 - **Events hosted at WSU:** Event Services
 - **Visitors, vendors, and service providers:** Each area of a visitor's destination is accountable for visitor compliance.
 - **Construction Workers:** Facilities Planning
 - **Industry Partners:** Office of Property Management or Office of Industry Engagement

6. ***Can individuals be directed to vacate university property if they refuse to wear a face covering?*** Yes, unless they have received an exemption from the face coverings policy from the appropriate university staff. If individuals are not wearing a face covering in a public space, the first response should be a collegial reminder and an offer of a clean face covering, if one is available. If the individual refuses to wear a face covering, a supervisor (for students this could be a faculty member or a staff member overseeing the area) may direct the individual to leave. For



example, a faculty member could direct a student to attend a class remotely rather than in person. As a last resort, if the person refuses to leave, inform the person you are calling the campus police for assistance.

IV. Applicable Laws And Additional Resources

This is a complex, challenging, and fluid situation which continues to evolve rapidly. All information on these pages is subject to change as deemed necessary by University leadership in accordance with guidance and recommendations issued by federal, state, and local public health and government officials.



21.02 / Hosting Campus Events

Effective: August 03, 2020 | Revised: November 12, 2020

I. Initiating Authority

Director of Special Events and Community Relations, Strategic Communications

II. Purpose

Wichita State University's top priority remains the health, safety, and well-being of our entire Shocker community. Face-to face events hosted by Wichita State units and organizations must be conducted in a safe and healthy manner. The following guidance is intended to supplement University-wide policies and procedures, and federal, state, and local public health and governmental guidance.

III. Policy

A. General Policy Statement

COVID-19 and Wichita State University's response to COVID-19, is a complex, challenging and fluid situation which continues to evolve rapidly. All information in this policy is subject to change as deemed necessary by University leadership in accordance with guidance and recommendations issued by federal, state, and local public health and government officials. This may include changes to event attendance (including last-minute cancellation) and health and safety requirements during events. The following guidelines apply to outdoor and indoor face-to-face events.

B. Minimum Event Requirements

1. Public Gathering Capacities

Gathering size limits may be limited based on federal, state, or local public health and governmental guidance. Please see the most recent [Sedgwick County Emergency Public Health Order](#) for limitations. However, at all times, the University reserves the right to determine the maximum number of attendees that may be present at any on-campus gathering, which number may be less than the number allowed by public health and government guidance.



2. Face Masks and Face Coverings

Students, faculty, staff and visitors [must wear face coverings](#) over their mouths and noses while on Wichita State University campuses in all hallways, public spaces, classrooms and other common areas of campus buildings. Face coverings must also be properly worn when in offices or other work spaces or outdoor settings when 6-foot physical distancing cannot be maintained.

3. Social Distancing

All event attendees (including WSU staff, students, and vendors) will be required to practice [social distancing](#) during the event. NOTE: Social distancing does not eliminate the expectation of wearing a face covering.

4. Food Service

Unless otherwise approved by the divisional Vice President, all food and drink served at campus events should be limited to individually packaged food and beverage items (e.g., pre-boxed lunches, individually wrapped cookies, bottled or canned drinks, etc.) and may not be consumed at or during the event. Pre-packaged food and drinks should be placed in a way that people only have to touch the item they are taking.

C. Additional Considerations and Guideline for Scheduling Events

1. **Consider Virtual Events.** Consider virtual events (i.e., livestream, group video chat, YouTube, etc.) before scheduling a face-to-face event.
2. **Consider Outdoor Events.** Consider outdoor event venues instead of indoor venues with an alternate date for inclement weather.
3. **Communication.** Communication is critical to employees, vendors, and guests both before and during any University event. Before every event, you should notify event staff and employees:
 - a. Of any health and safety requirements prior to and during the event (e.g., social distancing, masks, etc.);
 - b. That attendance may be limited for health and safety reasons;
 - c. To stay home if they feel sick; and
 - d. That, due to the evolving nature of COVID-19, events may be cancelled at any point.
4. **Event logistics:** Consider venues and venue furniture that can be easily cleaned, sanitized and maintained throughout the event. The selected event venue should have the appropriate square footage for mass gathering capacity according to state of Kansas and Sedgwick County guidance. Consider and evaluate traffic patterns from entry to exit. NOTE:



Regular room capacities do not apply and each venue will essentially have a revised “social distancing” capacity. Campus venues are adjusting maximum capacities for social distancing.

5. **Registration.** Consider advance online registration and implement no-contact registration at the door to eliminate the use of shared objects (i.e., pens, clipboards, etc.). Marketplace is an online storefront that can be used to sell registrations, shirts or other items online. Two weeks advanced notice is requested to do any required setup for Marketplace. For more information on Marketplace e-mail wsuaccountsreceivable@wichita.edu.
6. **Low-Contact In-Person Sales:** Marketplace POS (Point of Sale) is a mobile option for an iPad and card reader that can be used for in-person sales. The POS devices accept regular credit and debit cards, in addition to contactless cards and mobile wallets (Apple Pay, Google Pay). Receipts can be emailed. Marketplace POS devices are available for reservations on a first-come, first-served basis. Two weeks advanced notice is requested to do any required setup for Marketplace POS. Anyone checking out a device is required to complete a brief, online security training. For more information on Marketplace POS e-mail wsuaccountsreceivable@wichita.edu. For more [information on accepting debit or credit card payments](#) visit the page by Accounts Receivable.
7. **Provide Physical Barriers and Guides.** Provide physical guides (i.e., tape on floors, signs on walls, etc.) to ensure individuals practice social distancing. Install physical barriers in areas where it is difficult for individuals to remain at least 6 feet apart.
8. **Signs and Messages.** Post [signs](#) in highly visible locations (i.e., entrances, restrooms, etc.) that promote protective measures and event guidance. Broadcast regular announcements on reducing the spread of COVID-19 on public address systems (if available).
9. **Self-health check:** WSU employees and event attendees should perform a [health self-check](#) before attending any University event.
10. **Hand sanitizing stations:** Incorporate hand sanitizing stations in event plans. Sanitizing stations should include, but not be limited to hand sanitizer with at least 60% alcohol, disinfectant spray, paper towels, gloves, disposable face coverings and waste receptacles. It will be the responsibility of the hosting organization to have some disposable masks on hand. Wash your hands with soap and water for 20 seconds whenever possible.
11. **Designated health and safety champions:** Schedule/identify a “champion” or “champions” responsible for managing the health and safety “enforcement and accountability” during the event.



12. **Enhanced Cleaning Protocols.** Make sure common surfaces are wiped down during the event (i.e. door handles, tables, chairs) and oversee sanitizing stations.
13. **Catering:** Consult with [Dining Services or approved campus caterers](#) for options and recommendations. As general recommendations:
 - a. No buffet or self-serve catering will be allowed; offer served or packaged items
 - b. Use of sneeze guards and other protective measures are encouraged when appropriate
 - c. No shared utensils or service vessels; flatware should be rolled up in napkins or individual cutlery packets provided
 - d. Coffee, beverages and other break items should be attended to by a server unless individual bottled beverages and snacks are provided for guests
 - e. Cocktail napkins should be given to the guest with their beverage by a gloved server
 - f. At served meals, guests should not pass bread baskets, cream/sugar, salt/pepper. Bread will be served and condiments served should be disposable, individual packets or sanitized individual containers
 - g. All linens, clean or soiled, should be wrapped or placed in single use plastic for transport

D. Who To Contact for Event Venues and Additional Restrictions

1. [Rhatigan Student Center](#)
2. [Metropolitan Complex](#)
3. [Fine Arts venues](#)
4. [Athletics venues](#)

V. Applicable Laws And Additional Resources

This is a complex, challenging, and fluid situation which continues to evolve rapidly. All information on these pages is subject to change as deemed necessary by University leadership in accordance with guidance and recommendations issued by federal, state, and local public health and government officials.



21.03 / Temperature Checks

Effective: September 11, 2020

I. Initiating Authority

The Office of Academic Affairs serves as the initiating authority.

II. Purpose

The purpose of this policy is to set forth the policy and procedure for temperature checks on campus. The University remains committed to safeguarding the people on all campus locations, including visitors, and ensuring the safe operation of University activities.

III. Policy Statement

A. Temperature Checks on Campus

1. All students, employees, and visitors should check their temperature prior to reporting to work, attending class, or participating in other programs or activities. Students, employees, and visitors should not come to campus and should consult with a health care provider if they have a temperature over 100.4 degrees fahrenheit.
2. Generally, the University will not conduct temperature checks on employees, students, or visitors. Work duties, programs, or activities should be modified through other measures such as physical distancing, wearing face masks and/or face coverings, and sanitization, to reduce the need to monitor temperatures whenever possible.

B. Certain Campus Populations Required to Undergo a Temperature Check

1. In very limited circumstances, campus populations may be required to participate in temperature checks. These circumstances may include, but are not limited to:
 - a. external regulatory, contractual, or third-party imposed requirements (e.g., student-athletes, students on clinical rotations, patient-facing students, students living in dorms, students or employees in certain positions or working in particular labs and/or on particular projects, etc.);
 - b. status as a critical infrastructure worker;
 - c. engaging in a particular activity where routine, close physical contact is required; or
 - d. entering a particular area or facility where risk of transmission is greater.



C. Implementing a Required Temperature Check Plan

1. All proposed temperature checking requirements must be approved in consultation with Student Health Services, the Office of General Counsel, and the applicable Vice President.
2. All [approved temperature checking requirements](#) will be available for review online.

D. How Temperature Checks Will Be Conducted

1. To be approved, all proposed temperature checking requirements must meet the following minimum standards:
 - a. Temperature checks must be conducted using forehead scans or other contactless methods;
 - b. Temperatures must be checked at standard times (e.g, daily upon starting work, daily prior to entering a facility, daily prior to engaging in a particular activity, etc.) for all individuals engaged in the same or similar activities or working in the same area or facility; and
 - c. Requirements should account for any other conditions that individuals may have that cause elevated body temperatures. Individuals may be requested to provide limited health information, such as a health care provider's note, to substantiate such a condition.
2. To be approved, all proposed temperature checking requirements should be documented on the [temperature checking request form](#).

IV. Applicable Laws And Additional Resources

This is a complex, challenging, and fluid situation which continues to evolve rapidly. This policy is subject to change as deemed necessary by University leadership in accordance with guidance and recommendations issued by federal, state, and local public health and government officials.