



# Policy Regarding Face Coverings

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## USING FACIAL COVERINGS AT SCHOOL

The Executive Order 2020-51 issued on 30 June 2021 by Arizona Governor Doug Ducey requires schools to “develop and implement a policy to require face coverings, such as face masks or face shields, for all staff and students.”

In general, anyone entering a Heritage Academy facility must wear a face covering. Per #5 in the executive order (2020-51), a face covering may include a face mask or face shield. N95 masks are not required, but allowed.

Visitors will be limited on campus. For school business, please call or email questions to the front office. Visitors must wear a facial covering.

The covering must be worn in all hallways, public spaces and common areas, as well as office spaces where multiple people are present if physical distancing of six feet is not possible. In the classroom where desks or tables are spread apart or are arranged where all scholars are facing forward, facial coverings are optional. The terms “public spaces” and “common areas” include classrooms, hallways, restrooms, elevators, stairwells, and other gathering areas. Coverings are required outdoors if safe physical distancing and gathering practices are not possible.

Face coverings such as cloth face masks, surgical coverings, and plastic face shields (collectively, “coverings”) can limit the spread of germs. The purpose of wearing a covering is to contain your coughs and sneezes, preventing you from spreading your germs to other people and nearby surfaces.

Heritage recognizes the importance for our faculty and scholars to have a sufficient oxygen supply to ensure good health and well being. Wearing a facial covering should be fitted to ensure proper flow of sufficient oxygen.

Coverings are a supplement to—not a substitute for—other preventive measures. They are intended as an added layer of protection on top of social distancing and other common sense protections, like frequent handwashing, use of hand sanitizer, working and conducting other



activities remotely, and staying home when sick or experiencing common symptoms of coronavirus.

If Heritage employees want to use their own N95 covering or another non-N95 respirator, Heritage requires that such respirator use does not, in itself, create a hazard. Employees who voluntarily use their own N95s or other non-N95 respirators are required to read and adhere to the OSHA standard for PPE when use of a respirator is not required.

## PRECAUTIONS

As a precaution, you should not use a face mask or covering if it will be hazardous to you or someone else. For example, the CDC recommends that cloth face coverings not be worn by children under age 2, used on anyone who has trouble breathing, or used on anyone who is unconscious, incapacitated or otherwise unable to remove the covering without assistance. If you have questions about your own personal health situation, please contact the Heritage Coronavirus point of contact (CPOC) at your local school. The CPOC for each school is the Assistant Principal. The Principal is also a resource should the Assistant Principal not be available.

See additional information at [“Feasibility and Adaptations” on the Center for Disease Control’s website.](#)

## DISABILITY ACCOMMODATION REQUESTS

Any student wishing to request a disability-related accommodation in connection with Heritage’s facial covering policy should contact the CPOC. Any employee wishing to request a disability-related accommodation in connection with Heritage’s covering policy should contact Jennifer Whitmire at [jwhitmire@heritageacadmeyaz.com](mailto:jwhitmire@heritageacadmeyaz.com).

Individuals with physical, mental, or health-related conditions, and individuals who are hearing or speaking impaired and for whom a mask or face covering is an obstacle to communication, may be exempted from the covering policy.

If you have a personal health condition or a disability that prohibits the wearing of a covering as described in this policy and where no other form of personal protective face covering or equipment is suitable based on your health condition, please contact the school CPOC to discuss your situation and receive an exemption.



## COMPLIANCE

All members of the school community are expected to comply with this policy during all applicable phases of the Plan.

Heritage offers a broad range of courses, programs, and events which may have particular needs with respect to face coverings and other personal protective equipment. Faculty, program, and events staff reserve the right to modify or impose more stringent covering and personal protective equipment policies and other safety precautions if needed to facilitate safe participation in special types of classes, or other course-related activities, programs, and events.

The COVID-19 pandemic is a fluid situation. This and other Heritage COVID-19 policies are subject to change at any time in Heritage's sole discretion and/or consistent with updates and changes in recommendations and requirements from the CDC and other governmental authorities.

## FREQUENTLY ASKED QUESTIONS

### IF I AM IN MY CAR OR LEAVING CAMPUS, DO I HAVE TO WEAR A FACE COVERING?

You may wear one if it makes you more comfortable, but you are not required to wear a covering. You are required to wear a covering if you step out of your car to enter a hallway, stairwell, elevator, facility or other common area or if you enter anyone else's room or any public restrooms, or offices.

### WHAT IF I COME TO CLASS WITHOUT A COVERING?

You are required to wear a covering if you enter any campus building or public space. If you come to class without a covering, your instructor may direct you to the front desk where a mask will be provided for you as we have supplies. Please note that there may be some classes or courses where you may be required to wear and use coverings in addition to other appropriate personal protective equipment, such as in some lab or health sciences courses. For more



information on what additional personal protective equipment may be required, please check with your instructor.

## ARE HERITAGE FACULTY AND STAFF REQUIRED TO WEAR COVERINGS IN THEIR WORK SPACES?

Heritage faculty and staff are required to wear face coverings in their work spaces unless they are alone or all others present in their work spaces agree to have plain faces in front of each other. All faculty and staff are required to wear face coverings in all public areas, including but not limited to hallways, stairwells, elevators, public restrooms, copier areas, in other persons' offices, or other amenity spaces in building or work areas.

## I HAVE A HEALTH CONDITION THAT MAKES IT DANGEROUS FOR ME TO WEAR A COVERING. WHAT SHOULD I DO?

If you are a student, please contact the school CPOC: If you are a faculty or staff member, please contact Jennifer Whitmire in Human Resources: [jwhitmire@heritageacademyaz.com](mailto:jwhitmire@heritageacademyaz.com).

## ARE VISITORS TO HERITAGE'S CAMPUS REQUIRED TO WEAR COVERINGS?

All visitors, including but not limited to contractors, admissions visitors, visitors to various campus offices, parents dropping off items to scholars, are required to wear coverings at all times while on campus. Visitors should check in at the front office before contacting their scholar.

## IS A COVERING REQUIRED WHILE I AM EXERCISING?

If you are exercising using Heritage's indoor or outdoor facilities, you are not required to wear a covering provided you are able to maintain a minimum of six feet of physical distance from other persons in the facility. Student-athletes are encouraged to speak with their coaches in addition to their own personal health care providers, for further guidance on covering use and physical distancing during exercise and practice.



## WHAT SHOULD I DO IF I SEE SOMEONE ON CAMPUS WHO ISN'T WEARING A COVERING?

Contact a teacher or school leader. Live the Golden Rule. Please do not confront anyone aggressively or do anything to put yourself or anyone else in a dangerous situation. Heritage expects all persons on campus to comply with the covering policy, and the person you encounter may be a visitor or someone who is unfamiliar with the covering policy. Be aware that some people have disabilities and medical conditions that make wearing a covering dangerous or inadvisable, and some members of our campus community may have received specific accommodations regarding the covering policy or letters specifically exempting them from the covering policy.

Shaming, insulting for wearing or not wearing a mask will not be tolerated.

## WHAT IF SOMEONE IN MY OFFICE OR IN MY CLASS IS REFUSING TO WEAR A FACE COVERING IN VIOLATION OF HERITAGE'S FACE COVERING POLICY?

Heritage is taking an education-first approach. We will treat others with respect and we will not take a heavy handed approach to enforcement.

With that, all persons on campus, including visitors, are expected to comply with the policy unless they have received an accommodation or have been given permission from Human Resources or the CPOC. Employees who fail to comply with the policy may be referred to their immediate supervisor. Scholars may be referred to the Principal or Assistant Principal to ensure they are aware of the policy or have an exemption.

## DO I HAVE TO WEAR A COVERING OUTDOORS?

Coverings must be worn if appropriate physical distancing is not possible outdoors.