



COVID-19 Cloth Mask or Face Covering Distribution Plan

Overview

This document provides a general outline of the method that the University will utilize for the distribution of University provided cloth masks or face coverings to campus, including students, faculty, and staff, as well as identifying the campus partners who will be coordinating this distribution. *Students with questions regarding face coverings should contact the [Division of Student Affairs](#), while faculty and staff should direct their questions to the [Office of Environmental Health and Safety](#).*

Distribution to Students

Distribution for students will be handled through the Division of Student Affairs. Environmental Health and Safety (EHS) will provide cloth face coverings (two per student) to Student Affairs staff. The amount of face coverings supplied will be dependent on the need conveyed to EHS. Coordination and further distribution to students (both on- and off-campus) will be handled internally by Student Affairs personnel. It will be the responsibility of Student Affairs to track and document the receipt of face coverings to each student. *Students with questions regarding face coverings should contact the [Division of Student Affairs](#).*

Distribution to Employees (Faculty/Staff)

Distribution for employees will initially be handled by EHS. Delivery of cloth face coverings will be made to colleges, divisions, or departments dependent on the organizational and reporting structure of each unit. The coverings will be delivered to either department heads, deans, or directors, based on the direction of the division head, in sufficient quantity to allow for two coverings to be made available to each employee within their unit. It will be the responsibility of each college, division, or department to track and document the receipt of face coverings to each employee within their unit. *Faculty and staff should direct any questions to their supervisor and/or the [Office of Environmental Health and Safety](#).*

Care and Use

Best practices for fabric and cloth masks are provided below.

- Wash all provided face masks or coverings upon receipt. The masks are not sterilized.
- Wash the mask after each use. Reusable face coverings should be taken home and laundered each night.
- Wash in hot water with regular detergent. Dry completely on a hot setting. Reusable face masks or coverings can be washed with other laundry items.
- Before putting on a mask and immediately after removing, wash hands with soap and water, or use an alcohol-based hand sanitizer if there is no access to handwashing facilities.
- Ensure the mask fits snugly around the mouth and nose. Coverings should fit comfortably against the sides of the face, placed over the mouth and nose, and be secured with ties or ear loops.

- Individuals should be careful not to touch their eyes, nose, and mouth when removing face masks or coverings.
- Do not wear the mask if it is damp or wet from spit or mucus.
- Remove the mask from behind without touching the front side.
- Do not put a used face mask or covering in places where others can touch it or where germs trapped in your face mask or covering can touch other surfaces. Keep a paper bag with you to store your face covering if you will be taking it off.

Note: Reusable cloth face coverings should not be worn when conducting work or research in a laboratory where direct handling of hazardous chemicals, biohazards, or radioactive materials may occur. Disposable face coverings should be worn in these types of settings.

Wearing a mask does not replace the need to follow physical distancing guidelines. It does not replace frequent handwashing, avoiding touching the face, and staying away from people who are ill. These are the most important steps to prevent the spread of COVID-19 and are expectations of Radford University for all students, faculty, staff, and visitors.