



COVID-19 Safety Protocol Policy for Masks, Movement, and Physical Proximity

Policy Basis

In general, all policies adhered to by Trinity College of Florida follow either the recommendations made by the [CDC](#) or by the [Florida Department of Health](#).

Policy on Masks

- Masks must be worn in all buildings when moving throughout the buildings.¹
 - This means when you stand to move from one place to another inside a building or enter a building, your mask should be in place.
 - This policy includes visitors to the campus. For those on college business, the college will make available disposable masks. All persons scheduled to use campus rooms or buildings should be made aware of this requirement and reminded it will be their responsibility to furnish masks for their guests.
- Cloth masks are recommended, however, you can use disposable masks.²

Employees of Trinity College will be initially supplied with two cloth masks for use on-site.
- It is the responsibility of all employees, students, and visitors to adhere to the policy on masks and to govern the use of masks on others in the campus buildings. If someone is moving in the building without a mask properly covering their nose and mouth, the college family should remind them of the policy and direct them to a distribution location to acquire a mask if they do not have one.

¹ ["CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain \(e.g., grocery stores and pharmacies\) especially in areas of significant community-based transmission."](#)

² [CDC guidance on face coverings](#)

- Masks can be removed once seated in appropriate socially distanced spaces such as classrooms or offices. Masks must be put on prior to movement from the space.
- Masks can also be removed once seated in the cafeteria. Masks must be put on prior to movement from the space.

Policy on Movement

- Physical distancing is one way to limit the spread of the virus. The CDC recommends individuals to stay at least 6 feet (about 2 arms' length) from other people. This is both indoors and outdoors.³
- Physical distancing is difficult in buildings where many people have to move at the same time.
- In an effort to offset the limitations of physical distancing, the college has formulated policies concerning the movement throughout each building.
- All people that enter buildings on the campus should follow directions for movement in that building. Following directions might require people to backtrack to get to their desired destination. However, this policy will limit the face to face exposure.
- Convenience or timeliness is not an excuse to violate the policy. These policies have been formulated with safety in mind. It is the responsibility of all employees to adhere to the movement policy and remind students and visitors of the policy when necessary.

Policy on Proximity

- Physical distancing should be practiced throughout the entire campus. Physical distancing requires at least 6 feet between others around you.
- Physical distancing should be practiced when approaching an individual's workspace or desk.
- Physical distancing should be maintained at all gatherings both indoor and outdoor.
- Sharing of items - do not share materials or supplies. Employees should not share computers or be on other keyboards but their own if at all possible. When sharing must take place, clean all surfaces with a cleaner or wipe containing at least 60% alcohol.⁴

³ ["To practice social or physical distancing stay at least 6 feet \(about 2 arms' length\) from other people. In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world. Limit close contact with others outside your household in indoor and outdoor spaces."](#)

⁴ [6 Steps for Safe & Effective Disinfectant Use](#)

- It is the responsibility of all employees to adhere to the physical distancing policy and remind students and visitors of the policy when necessary.