

Instruction, Universal Masking and PPE Recommendations

Balancing MASKING, DISTANCE, and EXPOSURE TIME

Introduction

The intent of this document is to provide guidance on the use of face masks/personal protective equipment (PPE) in the classroom to ensure the safety of our faculty, staff and students during the COVID-19 pandemic. Further, we have sought to balance the need for an instructor to be heard intelligibly for in-person instruction while also being mindful for students that may be participating through the remote environment. For the purpose of this guidance, instructors are inclusive of faculty, instructors, teaching assistants, graduate assistants and other instructional support personnel in the classroom. To support our assessments, a cross-disciplinary Committee of faculty and staff (Appendix A) was formed to evaluate various pedagogical learning environments and masking/PPE options.

This document will continue to evolve as more is learned about COVID-19 and as circumstances likely will change. Please return to this document frequently prior to commencement of fall classes, given that it will be updated using information from Summer Session II courses that will provide pilot testing environments for the guidance provided. Please be assured that we are consulting faculty from many disciplines and locations across the institution to inform this guidance. Given we cannot address every specific situation in this documentation, instructors should contact their unit executive for clarity.

This document contains definitions of different masking/PPE types and pedagogical learning environments, so please review these prior to reading the rest of the guidance. Also included in this document is guidance for microphones, small lab settings, student Q&A approaches, and individuals with disabilities.

As a reminder, **MASKS MUST BE WORN BY ALL INDIVIDUALS ON CAMPUS IN INDOOR INSTRUCTIONAL SETTINGS AND OUTDOORS WHEN 6 FEET OF PHYSICAL DISTANCE CANNOT BE MAINTAINED.** Therefore, the guidance provided here is within that context. Additional guidance on the University's masking requirements can be found on the [University COVID FAQ website](#). In the event University guidance on masking evolves in the future, the requirements on the University COVID website take precedence.

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Pedagogical Learning Environments

At the time of this report the Committee has evaluated Teaching and PPE for the following pedagogical learning environments:

- Traditional Lecture Settings (large classrooms)
- Medium Classroom Settings
- Instructional Laboratory Settings
- Performance Settings (Music/Vocal/Theater)

- Close Contact Settings (Nursing/Physical Therapy/Allied Health)
- Small Group Work (Capstone/Labs)
- Outdoor Settings and Field Experiences
- Third party (clinics)

Universal Masking and Personal Protective Equipment (PPE)

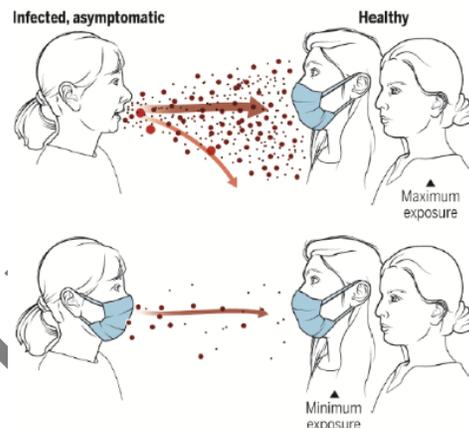
All instructors and students are required to practice physical distancing and wear face masks/coverings/PPE at all times in campus buildings; outdoors when they cannot be physically distant from others; and whenever state or local laws require. Cloth masks limit the wearer from spreading infectious droplets in the air by containing coughs and sneezes. This public health principle is also known as "Universal Masking." Remember this saying: **"My mask protects you; your mask protects me."** Masks are expected to be worn at all times while on campus.

Personal protective equipment, commonly referred to as "PPE," is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with chemical, biological, radiological, physical, electrical, mechanical, or other workplace hazards. Personal protective equipment may include items such as gloves, safety glasses and shoes, earplugs or muffs, hard hats, respirators, or coveralls, vests and full body suits.

The following masks will be sourced by Penn State Procurement and available from General Stores for distribution to all Penn State campuses.



- **Cloth Masks / Face Coverings^{1, 2}:** Cloth masks and face coverings are used to support the "universal masking" guidance from the CDC and PA Department of Health. Cloth masks and face coverings are commercially made or handmade items that have at least two layers of tightly-woven or tightly-knit cloth and cover the nose and mouth, securing either behind the ears or around the back of the head and neck. A cloth mask is not technically PPE, given its major function is to protect others from the respiratory aerosols generated by the wearer. Cloth masks do provide a small amount of protection to the wearer, but not to the level that PPE such as N95 masks provide. Cloth masks should be washed after each day's wearing and changed out during the day if they become soiled or wet.
 - **Allocation and Distribution:** All employees and students will be issued two cloth masks from the University. Employee cloth masks will be distributed to Colleges, Commonwealth Campuses and other business units for further distribution to employees. Students should will be notified of distribution plans by Student Affairs at your respective campuses. Employees and students may wear there own cloth masks in accordance with the [EHS Universal Masking Cloth Mask guidelines](#).





- **Procedure Masks¹:** Procedure masks provide a similar barrier over the nose and mouth to contain respiratory aerosols and fit and behave much like cloth masks. While they are not as sustainable as a cloth mask, our study showed that they facilitate clear communication in an instructional setting, as they do not muffle speech as much as cloth masks. Procedure masks should be changed out when soiled or wet. Depending on the extent of use (e.g., courses taught in a day or multiple days), procedure mask use may be prolonged when following the guidance adapted from Penn State Health and College of Medicine.
 - **Allocation and Distribution:** An initial supply of 50 procedure masks will be provided to all instructors and individuals supporting instruction (e.g., teaching assistants). Additionally students in “wet laboratories” (later defined in this document under instructional labs) will have procedure masks made available within the laboratory sessions. Quantities are being calculated by student enrollment data with the registrar. Procedure masks will be distributed to Colleges and Commonwealth Campuses for further distribution within their units. Additional supplies are available during the semester and can be requested and distributed by the Colleges and Commonwealth Campuses.



- **Clear Masks¹:** Clear masks are a variation of the universal masking principle. Clear masks incorporate a clear, transparent panel on the face covering to allow facial features to be visible to the audience. Traditional cloth masks that cover the mouth are not accessible for Deaf and hard of hearing people to read the lips of the wearer. Additionally, certain courses rely on the ability to observe facial features otherwise obstructed by a traditional cloth mask.
 - **Allocation and Distribution:** Instructors and students in courses requiring clear masks (refer to “Performance Settings” for clarification) will be provided reusable clear masks. Quantities are being calculated by student enrollment data with the registrar. Clear masks will be distributed to Colleges and Commonwealth Campuses for further distribution within their units. Student Disability Resources will also be allocated clear masks to support student needs. SDR will contact Colleges and Campuses as needed regarding these accommodations. Additional supplies are available during the semester and can be requested and distributed by the Colleges and Commonwealth Campuses.



- **Face Shields:** Face shields are PPE intended to protect the wearer. There are various types of face shields, including some designed to ANSI standards for protection against flying debris, or UV light, or other hazards. The coronavirus pandemic has given rise to face shields made of a much thinner plastic that stops respiratory droplets from reaching the face, especially the eyes, nose and mouth. These are PPE in that they protect the wearer. At this point it is unclear whether face shields provide community protection against the wearer’s respiratory aerosols, or simply divert those aerosols sideways. Consequently, face shields do not replace cloth masks, but should be worn in combination with a cloth or procedure mask.
 - **CDC Guidance for Face Shields:** It is unknown if face shields provide any benefit as source control to protect others from the spray of respiratory particles. CDC

does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings. Some people may choose to use a face shield when sustained close contact with other people is expected. If face shields are used without a mask, they should wrap around the sides of the wearer's face and extend to below the chin. Face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.

- **Allocation and Distribution:** Instructors and students in instructional laboratories as categorized as a "lab" by the registrar will have face shields made available to support short periods of instruction that require teaching and instruction to occur within 6 feet of each other. Quantities are being calculated by student enrollment data with the registrar. Face shields will be distributed to Colleges and Commonwealth Campuses for further distribution within their units. Additional supplies are available during the semester and can be requested and distributed by the Colleges and Commonwealth Campuses.



- **Surgical Masks and N95 Respirators²:** Cloth face coverings are not surgical masks or respirators. Currently, these are critical supplies that should continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance. Surgical masks and N95 Respirators are not recommended for instruction for the purposes of this report.

Note 1. Masks used for universal masking purposes are not approved or cleared for medical use by the US Food & Drug Administration ("FDA"). These masks are not intended for medical use and are not personal protective equipment. The use of these masks is solely for the purposes of complying with the universal masking initiatives and does not replace other recommended measures to limit the community spread of COVID-19, such as physical distancing, washing your hands, and refraining from touching your face. Face masks should be washed routinely. Please visit the CDC and Pennsylvania Department of health websites for more information.

Note 2: Masks that have a valve are not protective to individuals as these facilitate the exhalation and movement of droplets from the individual's mouth. Thus, these valve masks are prohibited from use by instructors. When students wear such a mask in an instructional setting, the instructor should ask the student to don a procedural mask provided by the instructor.

Physical Distancing Consideration

Our considerations are also informed by the strong guidance provided by the Public Health Task Force in their executive summary on physical distancing. This executive summary draws a distinction between close and casual contacts, as follows:

- **Close contact:** For the new coronavirus, a close contact is anyone who has been within 6 feet of a person infected with the virus for a "prolonged period of time," as well as those with direct contact with the infected person's secretions. Different groups have placed different time frames on this, ranging from 10-30 minutes or more.

- **Casual contacts:** Casual contacts refers to the level of contact at which you are not likely to contract the new coronavirus (i.e., low risk). In the context of COVID-19, you are considered a casual contact if you are within 6 feet from someone for less than 10 minutes, or in the same space as someone infected for longer than 10 minutes, but further than 6 feet away. These activities can also include crossing paths on the street or briefly being in the same room and are thought not to pose much risk for transmission of the virus.

For the purpose of Pedagogical Learning Environments, PPE, and universal masking considerations must consider the ability for the instructors to maintain physical distancing as well as the potential need for direct mentoring and demonstration that may require the instructor and students to work in “close contact.” ***The University defines close contact as being within 6 feet for a prolonged period of time of greater than 10 minutes.***

Classroom Layout and Technology Evaluation

The University’s General Purpose Classrooms (GPCs) are managed by the [Office of Physical Plant](#) at University Park (UP) and their OPP counterparts at each Commonwealth Campus (CWC) with the guidance of the Learning Spaces Leadership Committee (LSLC). In coordination with the LSLC, OPP has conducted physical distancing assessments to establish classroom enrollment capacities for GPCs, departmental classrooms, and instructional labs to both UP colleges and all CWCs. Layouts, like the ones illustrated below, are being developed for all GPCs at UP and CWCs. Layouts for departmental spaces will be on a request-basis. These layouts include a “6-foot Instructor Zone” in the front of each classroom.

The Penn State [Teaching and Learning with Technology \(TLT\) office](#) manages the technology within the University’s General Purpose Classrooms (GPCs). The TLT office is currently evaluating existing classroom spaces and the available technology to retrofit spaces to support mixed teaching capabilities for in-person instruction and simulcast to online class participants. Note that 794 classroom spaces already have mic systems out of 1306 total spaces (~60%). There are 625 additional microphone systems on order to further expand classroom availability with mic systems.

Acoustic Testing

Executive Summary: The Graduate Program in Acoustics collaborated with the Department of EHS to perform acoustical and audio testing on how instructors with face masks will be perceived by students, both in classrooms and in online meetings such as Zoom meetings. Two lecturers spoke in three classroom environments with six different mask combinations. Both sound levels and audio signals were analyzed. The results indicate, given the time limitations of this investigation, that cloth masks tend to muffle speech, while procedural masks don’t affect speech as much. These results are consistent across the room types and for the audio signals used in Zoom meetings. Sound reinforcement, typically a microphone and loudspeaker setup, can really help in rooms that do not already have such systems in place.

GENERAL RECOMMENDATIONS:

Using a **procedure mask (see above) with sound amplification** (e.g. microphone) while teaching in the vast majority of learning environments (e.g. general classrooms and most lab courses) best facilitates in-person

intelligibility and remote learning. Note that this is only recommended while an instructor is in class and does not apply to masks worn outside the classroom.

The university will provide instructors with an initial supply of procedure masks (estimated 50 per packet) and instructions, adapted from Penn State Health, for care and use of procedure masks to help prolong their useful life (e.g., extended use or re-use) (Appendix B). Instructors will also be provided alcohol-based hand sanitizer in spray bottles for personal use and to be used to [clean and disinfect the microphones](#) before and after each use by spraying the sanitizer on a paper towel and wiping the surfaces. These items will be provided no later than the week prior to the commencement of classes. Instructors will receive these items through their college or campus.

Note that this is a recommendation, and the committee recognizes individual differences amongst instructors and that some may feel comfortable using a cloth mask. There are many variables affecting the effectiveness of prolonged use of cloth masks for teaching and instruction. These variables include facial shapes and sizes; significant variations of cloth masks (commercial and homemade); and the instructor's effective vocal delivery (volume, pitch, and tone). In addition, cloth masks can migrate below the nose while continuously speaking and facial movement, particularly without a "nose pinch," so finding a good fitting mask with a nose pinch and testing it at home prior to in-person lecture is recommended if the instructor decides to use a cloth mask.

The university guidance states that face shields are NOT an adequate substitute for masks. If an instructor feels more comfortable wearing a face shield **in addition to** a mask during instruction, it should be noted that this amplifies the voice but causes increased reverberation. Furthermore, the face shield can become distracting to the instructor when worn for prolonged periods of time.

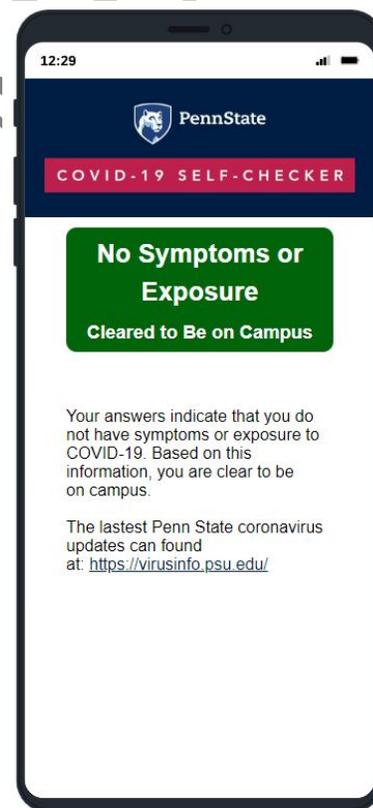
For small group instruction, where physical distancing may be violated for instructional purposes, we recommend that a face shield be worn in addition to a mask. Within these environments, we recommend that instructors and students complete the "[Penn State Go: COVID-19 Symptom Checker](#)" health screening app prior to admittance into the instructional space.

For spaces that are unit-controlled without any sound amplification, a webcam does have an embedded microphone to assist with remote learners. In those spaces, a portable public address (PA) system may be beneficial to aid the students in hearing the speaker in the space.

The committee further recommends that students, faculty and staff be required to complete daily health screening and self-monitoring program to reduce the potential of ill individuals entering facilities and classrooms.

Critical resources associated with this instruction and PPE recommendation include:

- Procedure masks
- Clear masks (when warranted)
- Face shields (when warranted)
- Microphones



- Hand sanitizer (alcohol-based) which can serve as disinfectant for microphones
- Penn State Go: COVID-19 Symptom Checker Health Screening App

Universal Masking, PPE and Instruction Recommendations per Learning Environment

The following recommendations are provided to assist instructors with the preparation for in-person teaching this Fall. These recommendations outline learning environment factors associated with the PPE recommendations for the Instructor and Students.

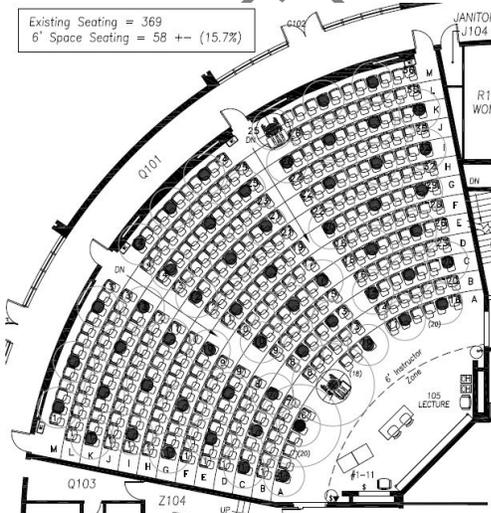
1. Large Classrooms

a. Learning Environment Factors:

- Following Space Management classroom layouts and occupancies to maintain physical distancing of students and faculty.
- Instructor Zone established in front of classroom to maintain minimum of 6 feet physical distance between instructor and students.
- Utilize classroom microphone and A/V to deliver content and communicate to students in classroom and online participants.

b. Instructors: Follow the General Recommendation from the Committee including procedure mask (see above) with sound amplification.

c. Students: Wear cloth masks and use Zoom-enabled Chat or Question & Answer features (or equivalent) to submit questions to the instructor from students in the classroom and online participants.



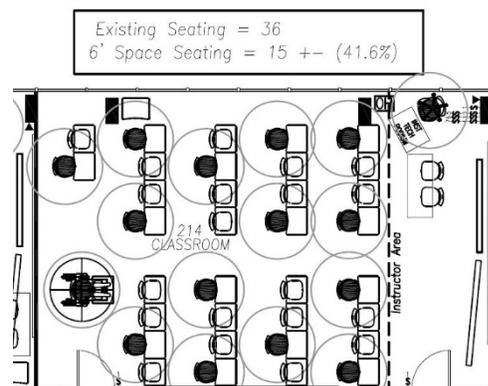
2. Small/Medium Classrooms

a. Learning Environment Factors:

- Following Space Management classroom layouts and occupancies to maintain physical distancing of students and faculty.
- Instructor Zone established in front of classroom to maintain minimum of 6 feet physical distance between instructor and students.
- Utilize classroom microphone and A/V to deliver content and communicate to students in classroom and participating online.

b. Instructors: Follow the General Recommendation from the Committee including procedure mask (see above) with sound amplification.

c. Students: Wear cloth masks and use Zoom-enabled Chat or Question & Answer features (or equivalent) to submit questions to instructor from students in classroom and online participants.



3. Instructional Laboratory Setting

The term “laboratory” has broad use and interpretation throughout the University. For the purpose of this document, laboratory is categorized as a “Lab” session with the registrar for student course enrollment. Teaching in a laboratory presents inherent challenges which are elevated when physical distancing must be maintained while the potential for COVID-19 infection persists. The University requires every individual to wear a mask, and specifically for the purpose of laboratory instruction, a procedure mask.

In certain science or engineering-based laboratories and other classes, it is a standard practice to wear safety glasses or goggles, depending on the lab as part of general safety requirements prior to COVID-19. In some instances, including chemistry labs, a face shield is recommended along with safety glasses or goggles, as the preferred method for eye and full-face protection; a face shield does not protect an individual from side or upward-directed splashes. PPE Demonstrations, included in Appendix D, show various combinations of masks, safety glasses, and face shields with advantages and disadvantages noted where appropriate.

a. Learning Environment Factors:

- i. Rooms traditionally do not have sound amplification which limits traditional Instructor communication with students physically distanced throughout the laboratory.
- ii. Laboratory equipment has the potential to produce significant background noise further limiting “lecture”-style communications.
- iii. Traditional lecture-style presentations and instructions at the start of the laboratory may not be practical, and alternate teaching delivery may be warranted for this content (e.g., Zoom or pre-recorded session prior to entering lab).
- iv. Instruction will primarily be 1:1 or small group where instructor and student interactions would occur within 6 feet.
- v. Limit shared lab benches to support physical distancing of 6 feet.
- vi. General PPE Considerations
 1. Continue to follow traditional pre-COVID PPE requirements associated with the laboratory. Cloth masks should be worn by students in laboratories unless outlined below. Instructors can wear procedure masks issued to support communication within the laboratory setting.
 2. Wear a face shield in addition to masks when providing 1:1 or small group instruction where interactions and demonstrations would likely occur within 6 feet. Limit these interactions to less than 10 minutes per student where possible to avoid prolonged “close contact.”
 3. For any laboratory instruction that involves the use of biological materials, bacteria, viruses, spore-producing organisms, or hazardous volatile or semi-volatile chemicals (“wet labs”), procedure masks should be issued which will then be discarded at the end of the week following the guidance outlined in [“Appendix B – Procedure Care and Use Instructions”](#). The Instructor should request the procedure masks for each student through their department to the unit level executive.
 4. Science and engineering-based laboratories may also have pre-COVID requirements for eye protection such as safety glasses and goggles. Each student should be encouraged to purchase their own safety glasses for personal use. For students who wear glasses, safety goggles that fit over prescription eyewear would be a better

choice. In the event that re-usable PPE such as safety glasses, safety goggles or face shields are re-issued and shared, cleaning and disinfection protocols must be applied in-between uses as outlined in Appendix C.

- vii. Identify strategy to reconfigure rooms to align with 6-foot physical distancing principles.
 1. The [Return to Workplace Planning Guide and Checklist](#) may be a useful tool to help coordinate planning efforts around small groups in a non-laboratory setting.
 2. The [Laboratory and Research Ramp-up Planning Guide and Checklist](#) may be a useful tool to help coordinate planning efforts in a laboratory or shop setting.
 3. If small group work settings are in a fixed location within your teaching environment, the use of plastic barriers in lieu of face shields (referenced below) may be more applicable but would also require cleaning and disinfection.
- viii. General Instructional Lab Recommendations:
 1. Pre-lab lectures and procedural overviews should be prerecorded and distributed to students prior to the laboratory meeting period in order to reduce the time spent in the lab.
 2. Instructors are encouraged to require both instructors and students complete the **"Penn State Go: COVID-19 Symptom Checker"** health screening app prior to admittance into the instructional space.
 3. Students should be required to wipe down lab benches with disinfectant upon their arrival and then again prior to their departure.
 4. Approved disinfectants should be available to each student to wipe down equipment surfaces as outlined in ["Classroom Cleaning and Disinfection Guidance"](#) in this document.
 5. Students should be paired with the same lab partner for the semester.
 6. Students should maintain a distance of six feet from their lab partner(s) and others in the laboratory.
- b. Instructors:
 - i. Instructors are encouraged to require both instructors and students complete the **"Penn State Go: COVID-19 Symptom Checker"** health screening app prior to admittance into the instructional space.
 - ii. Follow pre-COVID PPE requirements specified for the laboratory based on the types of hazards present in the laboratory course and associated instruction.
 - iii. Wear procedure masks in lieu of cloth masks when in a laboratory with hazardous chemical or biological materials.
 - iv. Additionally, wear a face shield when providing 1:1 or small group instruction where interactions and demonstrations would likely occur within 6 feet. Limit these interactions to less than 10 minutes per student where possible to avoid prolonged "close contact."
- c. Students:
 - i. Instructors are encouraged to require both instructors and students complete the **"Penn State Go: COVID-19 Symptom Checker"** health screening app prior to admittance into the instructional space.
 - ii. Follow pre-COVID PPE requirements specified for the laboratory based on the types of hazards present in the laboratory course and associated instruction.
 - iii. Wear disposable procedure masks in lieu of cloth masks when in a laboratory with hazardous chemical or biological materials.

- iv. Additionally, wear a face shield when engaged in 1:1 or small groups where interactions and demonstrations would likely occur within 6 feet. Limit these interactions to less than 10 minutes per student where possible to avoid prolonged “close contact.”

4. Performance Settings (Music/Vocal/Theater)

a. General Recommendations for all Performing Arts

- i. Instructors are encouraged to require both instructors and students complete the “**Penn State Go: COVID-19 Symptom Checker**” health screening app prior to admittance into the instructional space.
- ii. Cloth masks must always be worn.
 - 1. Face shields may be used as an additional layer of protection over a mask but are not a substitute for a mask.
 - 2. Clear masks are only to be used in place of masks for demonstration or assessment purposes, or in cases where it is essential for the mouth to be clearly seen. NOTE: a clear mask is NOT the same as a face shield.
- iii. No sharing of sheet music – each person should have their own.
- iv. Whenever possible, in-person classes, rehearsals and performances requiring projected speaking or singing, wind or brass instruments, and/or dance or other physical exertion should be held outdoors. Performances involving only strings, percussion, and/or pianos are safe to continue indoors with appropriate physical distancing.
- v. Outdoor and Tent Considerations:
 - 1. Working outside provides maximum ventilation, and scientific evidence suggests that sunlight kills the virus in air, providing a safety environment for all involved.
 - 2. A tent covering to protect the class from sunburn or rain is still considered an outdoor environment if all sides are open for wind to blow through.
 - 3. Consideration must be given to wind direction when determining where to place singers, wind/brass players, and others likely to produce larger respiratory aerosol plumes. They must be at the most leeward side so that their aerosols do not blow towards others in or around the tent.
 - 4. A walled tent is effectively an indoor environment, and the ventilation exchange rate of a walled tent cannot be easily quantified.
 - 5. College and Campuses must receive approval from OPP for installation of tents. Special consideration must take into emergency evacuation and response elements for utilization of tents.
- vi. Zoom or other distance learning is still appropriate and preferred for individual lessons and in rehearsal settings for individuals at high risk, who are quarantining, and in the event of further campus shutdowns.
- vii. Physical distancing must be maintained, and in some instances (such as choral singing and wind and brass playing) must be increased to a minimum of 8.5 feet.
- viii. Performing arts with vocal components (singing, wind/brass instruments, acting, etc.) or aerobically active components (dancing) must not be held in spaces with inadequate ventilation. For indoor classes, [Unit Facility Coordinators](#) must work with OPP/Maintenance to determine if the following on HVAC settings can be achieved for the intended indoor instructional spaces. In the event an indoor instructional space cannot meet these requirements, Colleges and Campuses will need to see if the course can be held outdoors,

re-assigned to spaces (if available) that can meet the requirement, or suspend the course for the Fall semester.

1. minimum of at least 4 full exchanges per hour (more is preferable)
 2. installation of a MERV-13 or better filter
 3. maximal outside air being brought into the room to minimize recirculation.
- ix. Shorter meeting times are required for indoor events, to reduce exposure and give HVAC systems time to cycle air out. A recommended time for airing rooms in applied lesson and rehearsal situations is between 30 and 60 minutes, the latter being for instruments and activities that create more aerosol.
- b. Specific Recommendations for Choir and other Singing activities
- i. Cloth masks must always be worn. Clear masks are only to be used in place of masks for demonstration or assessment purposes, or in cases where it is essential for the mouth to be clearly seen. NOTE: a clear mask is NOT the same as a face shield.
 - ii. A minimum of 8.5' physical distance is required between singers.
 - iii. No sharing of sheet music – each person should have their own.
 - iv. Choir rehearsals must be limited to 30 minutes.
 - v. Group warm-ups (physical and vocal) must be avoided.
 - vi. Chairs must be arranged on the floor, in rows staggered between the chairs of the row in front, similar to the idea of “choral windows” when standing on risers.
 - vii. Singers must be placed in straight lines, facing the same direction.
 - viii. Choral risers are not advisable. While no mention has been made about the efficacy of choral risers, due to the varying step-levels there may be an increased risk to singers on the lower, more forward levels from the aerosols generated by higher, more rearward rows.
- c. Specific Recommendations for Theatre, Public Speaking or Other Classes where Facial Observation is Required
- i. Cloth masks must always be worn. Clear masks are only to be used in place of cloth masks for demonstration or assessment purposes, or in cases where it is essential for the mouth to be clearly seen. NOTE: a clear mask is NOT the same as a face shield.
 - ii. No sharing of scripts – each performer is provided a personal copy and is responsible for having it with them as necessary.
 - iii. For classes, rehearsals and performances involving singing, dancing, speaking, and other activities that can produce larger respiratory aerosol plumes, see the section above “Specific Recommendations for Choir and other singing activities”.

5. Healthcare Education Settings (Nursing/Allied Health)

This document will provide guidance on the use of personal protective equipment (PPE) in the healthcare laboratory and instructional classroom areas to ensure the safety of students, staff and faculty during the COVID-19 pandemic. Furthermore, guidance will be offered in situations that require educators and students to don additional PPE during close contact (<6 feet distancing for more than 10 minutes) and/or have direct physical contact for brief demonstration of a skilled treatment/intervention.

- a. Learning Environment Factors:
 - i. Pre-lab Guidance and Preparations

1. Everyone will arrive to class with cloth masks donned.
 2. Physical contact time between students will be minimized with pre-lab activities & post-lab activities being completed remotely and/or while maintaining 6-foot physical distancing within the lab.
 3. If students must break 6-foot physical distancing while performing their lab skill in close contact, they should return to 6-foot physical distancing as soon as possible.
 4. Entrance and egress of the labs will be marked to minimize physical contact.
 5. Appendix B-Procedure Mask Care and Use Instructions
 6. Appendix C- Face Shield Care and Use Instructions
 7. PSU Policies related to COVID-19.
 - a. [COVID-19 Universal Masking Requirement](#)
 - b. [What Happens if Students Test Positive](#)
 - c. [Self-Monitoring](#)
- ii. Instructional Procedures for Teaching Environment
1. Instructors are encouraged to require both instructors and students complete the ***"Penn State Go: COVID-19 Symptom Checker"*** health screening app prior to admittance into the instructional space.
 2. Be provided with procedural face masks and wear them throughout class.
 3. Maintain 6-foot physical distancing when not practicing lab and/or other skills that require closer contact.
 4. Perform [hand hygiene and don the appropriate personal protective equipment \(PPE\)](#) as per the Center of Disease Control (CDC) guidelines to be worn by healthcare providers providing care to patients who are not suspected to have COVID-19.
 5. Appropriately clean the classroom at the end of the instructional period.
 6. All equipment and the assigned area will be disinfected after use by the students and/or faculty according to the [PSU Environmental Health and Safety Cleaning Guidelines for Laboratories and Research Facilities](#) prior to removal of PPE.
 7. Relocate/move lab equipment, in an effort, to maintain physical distancing and to prepare lab for optimum visual observations.
- b. Instructors:
- i. Instructors are encouraged to require both instructors and students complete the ***"Penn State Go: COVID-19 Symptom Checker"*** health screening app prior to admittance into the instructional space.
 - ii. Wear procedure masks in lieu of cloth masks when in a laboratory with hazardous chemical or biological materials.
 - iii. Additionally, wear a face shield when providing 1:1 or small group instruction where interactions and demonstrations would likely occur within 6 feet. Limit these interactions to less than 10 minutes per student where possible to avoid prolonged "close contact."
- c. Students:
- i. Instructors are encouraged to require both instructors and students complete the ***"Penn State Go: COVID-19 Symptom Checker"*** health screening app prior to admittance into the instructional space.

- ii. Wear procedure masks in lieu of cloth masks when in a laboratory with hazardous chemical or biological materials.
- iii. Additionally, wear a face shield when engaged in 1:1 or small groups where interactions and demonstrations would likely occur within 6 feet. Limit these interactions to less than 10 minutes per student where possible to avoid prolonged “close contact.”
- iv. Keep the same lab partners throughout the semester for all courses as possible. Each lab partner group will maintain the 6-foot physical distance from other students as feasible.
- v. Only be close to each other for the given activity, then return to 6-foot physical distance.

6. Small Group Work (Capstone/Labs for small groups)

a. Learning Environment Factors:

- i. Small group settings are expected to be able to hold conversations using traditional cloth masks.
- ii. Keep the same small group partners throughout the semester if possible. Each small group partner will maintain the 6-foot physical distance from other students as feasible.
- iii. Meetings and discussion groups should be done virtually whenever possible.
- iv. Identify strategy to reconfigure rooms to align with 6-foot physical distancing principles.
 - 1. The [Return to Workplace Planning Guide and Checklist](#) may be a useful tool to help coordinate planning efforts around small groups in a non-laboratory setting.
 - 2. The [Laboratory and Research Ramp-up Planning Guide and Checklist](#) may be a useful tool to help coordinate planning efforts in a laboratory or shop setting.
 - 3. If small group work settings are in a fixed location within your teaching environment, the use of plastic barriers in lieu of face shields (referenced below) may be more applicable but would also require cleaning and disinfection.

b. Instructors:

- i. Wear cloth masks.
- ii. Additionally, wear a face shield when providing 1:1 or small group instruction where interactions and demonstrations would likely occur within 6 feet. Limit these interactions to less than 10 minutes per student where possible to avoid prolonged “close contact”.

c. Students:

- i. Wear cloth masks.
- ii. Additionally, wear a face shield when engaged in 1:1 or small groups where interactions and demonstrations would likely occur within 6 feet. Limit these interactions to less than 10 minutes where possible to avoid prolonged “close contact.”

7. Outdoor Settings

This section will provide guidance on the use of personal protective equipment (PPE) in the outdoor laboratory and instructional class areas to ensure the safety of students, staff, TAs, and faculty during the COVID-19 pandemic. The outdoor setting is unique in that risk of transmission is greatly reduced, particularly if close contact is avoided. However, there are unique considerations for outdoor instruction including off-campus transportation, audibility, temperature, physical rigor, and other potential outdoor hazards. Note that there is guidance for kinesiology courses attached as Appendix E.

NOTE: As mandated by Pennsylvania State Governor Wolf – wearing a mask is required in outdoor public spaces when 6 foot physical distancing cannot be maintained.

- a. Resources associated with outdoor instruction and PPE recommendation include:
- i. Cloth masks (students, staff, TAs, and faculty may choose procedural masks for audibility or comfort)
 - ii. Alcohol-based hand sanitizer, wipes, or spray bottles which can serve as disinfectant for shared equipment
 - iii. Typical PPE as dictated by activity (e.g., safety glasses, hard hat, gloves)
- b. Outdoor Protocols
- i. Everyone will arrive to class with cloth masks donned.
 - ii. Close contact (within 6 feet) between students should be minimized with as much pre-lab demonstration and instruction pre-recorded and delivered remotely via Zoom or similar means. This may be of additional importance because audibility of instructions may be impaired in the outdoor environment.
 - iii. The baseline mode of instruction requires all participants to be masked with a minimum of 6-feet physical distance.
 - iv. If participants must temporarily break 6-foot physical distancing while performing their lab skill in close contact, they should return to 6-foot physical distancing as soon as possible.
 - v. Instructional faculty and staff should minimize sharing of equipment. If equipment must be shared, it must be sanitized with alcohol-based sanitizer before and after each use.
 - vi. If students work in pairs or groups, those groups should remain the same throughout the semester and should follow masking, physical distancing, and disinfection of equipment protocols.
 - vii. If participants are conducting out-of-doors class activities in high heat (e.g., >80 degrees Fahrenheit); that are physically rigorous (hiking, cutting vegetation); and/or where masking may compromise safety (e.g., practicing re-entering a kayak in water) masks may be removed if all participants are at greater than 6 feet of physical distance. If at any point participants are approaching 6 feet of distance or less from each other, masks must be donned.
- c. Pre-Lab Guidance and Precautions: Prior to lab experiences all instructors and students will review the following:
- i. Review the following PSU Ask CIDD (Center for Infectious Disease Dynamics) Video addressing outdoor transmission and masking:
 1. [Do I need to wear a mask outside, alone? | Ask CIDD](#)
 2. [How can I exercise outside responsibly? | Ask CIDD](#)
 - ii. [Donning and Doffing of PPE](#)
 - iii. Penn State Health COVID-19 Guidance for Procedural Mask and Extended Use
 - iv. [How to Complete Handwashing](#)
 - v. PSU Policies related to COVID-19.
 1. [COVID-19 Universal Masking Requirement](#)
 2. [What Happens if Students Test Positive](#)
 3. [Cleaning Guidelines for Laboratories and Research Facilities](#)
 4. [Self-Monitoring](#)
- d. Travel to Off-Campus Courses and Laboratories
- i. General Operational Guidance and Vehicle Capacity

1. Operational changes in providing transportation for Fall 2020 field/lab must also meet physical distance guidelines which greatly limits vehicle capacities similar to classrooms.
 2. Instructors must follow-up with their College and Campus leadership to determine vehicle occupancy limits for unit-owned vehicles.
 3. Instructors should contact [Penn State Fleet](#) for reserved vehicles and driver services that may have been historically used to transport students to outdoor educational settings.
- ii. Students Self-Transporting
1. As in the past, it is the responsibility of the instructor to provide transportation (Only buses from Farm Services are available at this time for use) to sites for these courses. Students could elect to drive if they did not want to take transportation provided by the instructor.
 2. At this time the same policies employees are to follow apply to students who choose to drive to sites. This means only one student per vehicle, if they elect to drive and not use transportation provided. Students will not be reimbursed for mileage if they choose to drive to an off-campus course.

8. Third-Party Settings (e.g., tours, clinical rotations)

a. Learning Environment Factors:

- i. The teaching and PPE guidance in this resource serve as the foundation for universal masking expectations for Penn State instructors and students.
- ii. When Penn State instructors or students are learning within a third-party setting, the instructor or academic administrator for the unit must clarify the COVID-19 safety plans for the host institution and expectations for universal masking and other related COVID-19 safety plan requirements. This communication and assessment with the host institution must be conducted well in advance to ensure instructors and students can meet the expectations of the host and maintain Penn State expectations.
- iii. The third-party institution may require precautions in exceedance of Penn State requirements but only under University-approved circumstances should the third-party expectations be less than Penn State requirements. The requests for exceptions should be made to the unit level executive.
- iv. Penn State Environmental Health and Safety can be contacted to assist with the assessment of third-party institution expectations and health and safety impacts on participating instructors and students.

b. Instructors:

- i. In general, follow the University's universal masking precautions and COVID-19 safety plan requires and note that third-party institutions may have additional requirements.
- ii. If the third-party institution's expectations are not consistent with the expectations outlined in this resource, contact your academic administrator or Penn State Environmental Health and Safety for assistance.

c. Students:

- i. In general, follow the University's universal masking precautions and COVID-19 safety plan requires and note that third-party institutions may have additional requirements.

- ii. If the third-party institution's expectations are not consistent with the expectations outlined in this resource, contact your academic administrator or Penn State Environmental Health and Safety for assistance.

Classroom Cleaning and Disinfection Guidance

1. **University Park Cleaning Schedule** - The Office of Physical Plant (OPP) is cleaning and disinfecting General Purpose Classrooms on a daily basis following their [custodial modified services](#). An outline of OPP's [updated cleaning and disinfecting procedures](#) is available on the EHS COVID website.
2. **Commonwealth Campus Cleaning Schedule** – The OPP cleaning and disinfecting procedures outlined for University Park have been distributed to all Commonwealth Campuses and serve as the standard of central cleaning services for the University.
3. **Electronics and Microphone Cleaning** – Computers and related products (e.g., microphones) in classrooms are often considered “high touch” items especially in common shared areas such as libraries and computer labs. As such, routine cleaning and disinfecting of computer surfaces in common shared locations is recommended. EHS has established [guidelines for cleaning computer products](#) available on the EHS COVID website. These guidelines can also be used for the personal care and disinfecting of your individual computer products.
 - a. **Instructor Resources:** It is recommended that each instructor be provided alcohol-based, liquid hand sanitizer in spray bottles for personal use. This product can then also be used in conjunction with tissue paper to aide in the cleaning and disinfecting of microphones before and after use with instruction.
4. **Surface Cleaning** – The University also has available for general use a primary Ready-to-Use (RTU) disinfectant [available from General Stores](#) for the additionally cleaning of surfaces. Instructions on the [proper handling and use of the RTU disinfectant](#) is available on the EHS COVID website. If face shields are used for instruction, established cleaning protocols in existence should include the face shields after every course engagement.

Question/Answer and Instructor/Student Engagement

In classes that have a mix of in-person and remote learners, students in the classroom will be encouraged to also log-in to the online classroom to allow engagement between in-person and remote students. Specifically, using the Zoom application will allow students taking the class remotely to interact more effectively with their peers but also reading the questions if the instructor does not read it aloud. This will also allow easier communication in the classroom since students will not have microphones to facilitate the audibility and intelligibility of their voices.

Students who are without access to a computer and/or reliable broadband from their location, and have exhausted all other resources, can log in to the IT service portal and fill out the [Penn State Mobile Technology Request Form](#) to formalize a computer/access request. University IT is continually working on the availability and

distribution of equipment. Additional information and support is available on the [Penn State Keep Learning – Remote Learning Support website](#).

Disabilities and Special Considerations

The following are guidelines for instructors and students to follow should there be medical or health and safety considerations that restrict the individual's ability to wear cloth face coverings.

1. **Instructors:** Instructors should make specific requests to alter the nature of their work to their supervisor, unit executive or their designee. Instructors who are part of a vulnerable population, or who have other challenges with providing in-person instruction at any point during the semester, should work with [supervisors to determine how adjustments can be made](#). Instructors should also directly review [“Instructional Issues for Return to Resident Instruction,”](#) and [Return to Work on Campus](#). Where an instructor believes they have a health-related need for an accommodation or leave with respect to work-related issues, they should be referred to the [Affirmative Action Office](#) or [Absence Management](#), as appropriate.
2. **Students:** On a case-by-case basis, students should consult with [Student Disability Resources](#) (SDR) for accommodations if they cannot wear a mask or adhere to other classroom safety requirements. SDR will assist in determining possible reasonable accommodations, and the student may be advised to participate in courses through remote learning, if available.
3. **Exceptions and Special Considerations:** The Committee acknowledges the diversity of pedagogical and experiential learning environments which may present a need for special consideration beyond the recommendations established by the Committee. For these circumstances, requests for special consideration and exceptions should be made to the unit level executive.
 - a. **Drinking in Classrooms:** With respect to drinking water in the classroom, this is an acceptable activity but individuals should be expeditious to minimize periods of being unmasked; physical distancing must be maintained. The committee recommends that individuals use a container with a straw that reaches the bottom of the container. With this type of container, the individual can maintain mask coverage over the nose and mouth while sipping out of the straw. Note that this special consideration does not supersede historical classroom restrictions for drinking that may have existed (e.g., no drinking in a laboratory).

Enforcement

Information on the enforcement of COVID safety plan requirements in academic settings can be found on the University's COVID website [Frequently Asked Questions](#):

[“Who will make sure that students follow safety guidelines? Are there penalties for noncompliance? What support will professors have if students are not adhering to masking and other safety guidelines?”](#)

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Appendix B – Procedure Mask Care and Use Instructions

**** The following procedure has been adapted from Penn State Health for care and use of procedure masks in standard healthcare settings not associated with direct COVID-19 patient care activities.**

Penn State during the COVID-19 epidemic will provide procedure masks and face shields in order to provide a safe work environment and to protect the health of instructors and students. The proper care and use of these procedure masks and face shields are important to optimize the effectiveness of the masks as well as prolong the use of this items.

Conservation of PPE: At present, Penn State has an adequate, but not inexhaustible, stock of masks for staff utilization. In an effort to maintain the supply, conservation of masks is essential. We have no way to predict how long this pandemic will affect us. In an effort to ensure masks continue to be available, we must make all efforts to conserve our supply.

1. Definitions of Extended Use and Re-use of Masks

Because of global shortage of supplies, extended use and re-use of masks are requested when the masks remain in good condition after use. As will be described during doffing and donning procedures, measures must be taken to prevent contamination of the mask (particularly the mask interior).

- **Extended use** refers to the practice of wearing the same mask for repeated class sessions within a given day without removing the mask in between sessions. Extended use is favored over re-use because it is expected to involve less touching of the mask and therefore less risk of contact transmission.
- **Re-use** refers to the practice of using the same procedure mask for multiple class sessions but removing it ('doffing') after each session. Wearing your cloth mask for non-instruction activities. The mask is stored in between uses to be put on again ('donned') prior to the next session.

2. PROCEDURE: To Doff (take off) Mask with intent to Re-use

Because the interior of the mask is in contact with your nose and mouth (both potential portals for infection), **take extra care so as not to contaminate the interior of the mask**

- a. Wait for students to leave the classroom before removing the mask.
- b. **Perform hand hygiene.**
- c. Remove mask **by holding the ear loops**. Assume that the front (exterior) of the mask is potentially contaminated.
- d. After removing facemask, **visually inspect** for contamination, distortion in shape/form. **Discard masks in the normal trash if soiled, torn or saturated.**
- e. **Store** on a paper towel with front (exterior) side of mask down or place in a paper bag until ready for next use. You can also fold the paper towel (preferably without touching the mask).
- f. Conclude by **performing hand hygiene and donning a cloth mask.**



3. PROCEDURE: To re-don (put on) your mask:

Because the interior of the mask is in contact with your nose and mouth (both potential portals for infection), **take extra care so as not to contaminate the interior of the mask**

- a. **Perform hand hygiene.**
- b. Pick up mask by ear loops.
- c. Place over face. Secure ear loops behind the ears.
 - If needed, adjust nasal bridge to fit.
 - While in general the mask should not be touched, you have recently sanitized your hands and thus fit-adjustment is okay.
 - Refer to manufacturer instructions to determine which side is intended to be outward facing. In the model illustrated, the blue side is intended to be facing outward.
- d. **Perform hand hygiene.**
- e. Once in position, avoid touching the mask. If you must adjust the mask sanitize hands immediately before and after touching the mask.



Appendix C – Face Shield Care and Use Instructions

**** The following procedure has been adapted from Penn State Health for care and use of procedure masks in standard healthcare settings not associated with direct COVID-19 patient care activities.**

Penn State during the COVID-19 epidemic will provide face shields in order to provide a safe instructional environment and to protect the health of instructors and students. This procedure describes the proper technique for safe use and re-use of face shields during the COVID-19 pandemic.

1. Definitions of Extended Use and Re-use of Face Shields

Re-use of full-face shields refers to wearing the same face shield for multiple interactions between instructors and students, but removing it ('doffing') after each interaction or course. The face shield is stored in between classes and laboratory sessions to be put on again ('donned') prior to the next interaction.

2. Assembly of Face Shields



1
Insert elastic (white or black) through the hole.



2
Pull the elastic (white or black) through the hole.



3
Adjust elastic (white or black) until shield fits snugly.



4
Face Shield is ready to wear!

3. PROCEDURE: To Don/Re-Don Face Shields

- a. Face shields can be reused indefinitely. However, if the following conditions exist, discard the face shield and obtain a new face shield:
 - The shield is bent or otherwise damaged in a way that obstructs your visual field
 - Face shield experiences significant contamination and the ability to disinfect is in question
 - Face shields can be discarded in normal trash if required.
- b. Clean face shield in between classes and laboratory sessions.
- c. **Perform hand hygiene.**
- d. Hold on to the face shield with both hands, expand the elastic and place the elastic behind your head, so that the foam rests on your forehead.
- e. Once the shield is situated, check to make sure it covers face and adjust to fit
- f. **Perform hand hygiene**

4. PROCEDURE: Cleaning and Disinfecting Face Shields

- a. Use side tabs near forehead to lift face shield off and away from face without touching the front of the face shield
- b. Use [Ready-to-Use \(RTU\) surface disinfectant](#) to clean/disinfect the face shield, as follows:
 - Hold spray bottle of Fight Bac™ 6-8 inches from surface to be treated.
 - Lightly spray area until it is covered with the solution.
 - Per the manufacturer recommendations, the surface should remain wetted for 10 minutes. Reapply as needed.
 - Allow for appropriate wet time/dwell time per manufacturer's recommendations
 - Allow to dry

The University also has available for general use a primary Ready-to-Use (RTU) disinfectant available [from General Stores](#) for the additionally cleaning of surfaces. Instructions on the [proper handling and use of the RTU disinfectant](#) is available on the EHS COVID website.

Appendix D – Laboratory Setting PPE Demonstrations



Fig. 1. Procedure mask and safety glasses.



Fig. 2. Procedure mask and safety glasses with side protectors (arrow).

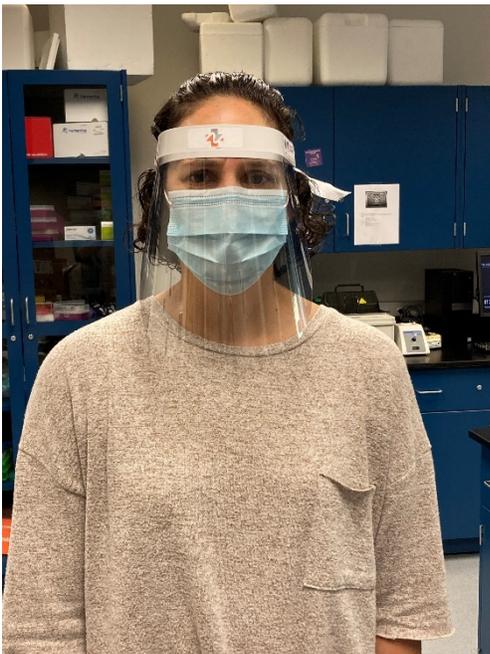


Fig. 3. Procedure mask with face shield; no safety glasses.



Fig. 4. Procedure mask, safety glasses and face shield (side view).



Fig. 5. Clear mask and safety glasses. This mask leaves considerable open space on the side (arrows). This style of safety glasses does not sit well when this type of mask is worn.



Fig. 6. Clear mask, safety glasses, face shield (side view). The instructor reported considerable glare, which is evident in this figure (also reported in Fig. 8).



Fig. 7. Clear mask and face shield. There is less protection against aerosolized particles because of the way the mask fits and the open sides of the face shield (arrows).

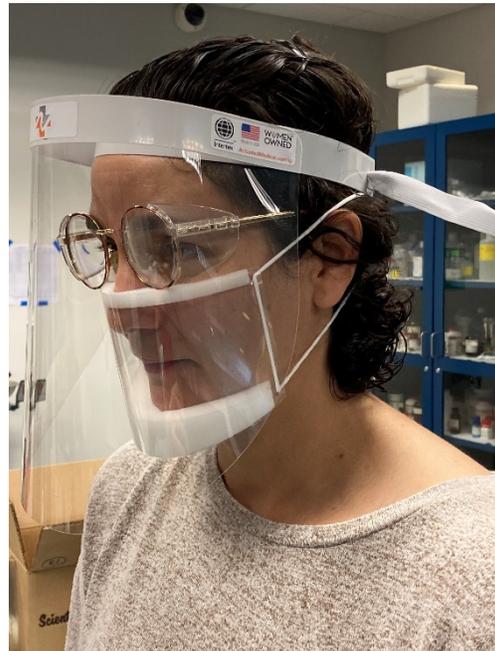


Fig. 8. Clear mask, safety glasses, face shield (side view). Same observations pertaining to open sides as noted in Fig. 6 and Fig. 7. The instructor noted that the clear mask fogged easily.



Fig. 9. Clear mask, safety glasses, and face shield. No issues working in a chemical fume hood.



Fig. 10. Safety glasses, clear mask, and face shield. Instructor (and students) would have difficulty getting close enough to the oculars in order to see the specimen.



Fig. 11. Safety glasses and clear mask. No issues using microscope

**COVID-19 Risk Management Plan for KPAP Courses Including Movement
University Park, Fall 2020**

Class Experiences

KPAP is offering a variety of experiences using a variety of delivery modes: Remote, Web, Mixed, and In-Person. Remote and Web courses reside entirely in the virtual environment, and thus, do not include students sharing a physical space. KPAP Mixed mode courses require an In-person component and either a Remote or Web component. In-person courses are offered in the traditional on-campus format. Both Mixed and In-person courses require students to be physically present, thus sharing physical space. Courses and class locations have been examined to ensure that the University's established mitigation measures can be followed. Those courses utilizing only classrooms with individuals in a stationary location will follow general building use procedures and guidelines. Courses which include an in-person movement component (via Mixed or In-person delivery mode) will follow guidelines outlined in this "COVID-19 Risk Management Plan for KPAP Courses Including Movement" summary. Considerable efforts have been made to offer consistent guidelines and messaging with our campus partners such as Campus Recreation.

Facilities and Spaces

Indoor Facilities

COVID capacities for gymnasium spaces were calculated allowing for a minimum 10-foot distance between persons. To ensure spacing is maintained, spot markers or forensic tents will be placed by instructors prior to class to mark individual spaces; students will remain within a designated distance to their marker. High-touch surface areas will be cleaned and disinfected prior to each use; additional facility disinfection will take place as well, including full building clears periodically throughout the day in all Campus Recreation buildings. Per university guidelines, properly fitting masks will be worn at all times in buildings.

Outdoor Spaces

Minimum spacing of individuals will remain at 10-feet. If in a stationary location in the outdoors (e.g. green space), spot markers or forensic tents will be placed by instructors prior to class to mark individual spaces; students will remain within a designated distance to their marker. If the movement strays from a particular location (e.g. walking, hiking, jogging), physical distancing will be maintained. Per CDC, WHO, and university guidelines for the outdoors; masks will be encouraged but not required during exercise. All individuals are required to have a properly fitting mask in their physical possession at all times while on campus; if physical distancing of at least 10 feet cannot be maintained, masks will be required.

University documents consulted for these facility guidelines:

COVID-19 Universal Masking, Cloth Mask Guidance. Environmental Health & Safety
(<https://ehs.psu.edu/sites/ehs/files/covid19-clothmasks.pdf>)

Classroom and Syllabus Guidelines for Instructors Related to COVID-19. Return to Campus Task Group.
(<https://psu.app.box.com/s/zchy0mvl9ihdctrzt451jb18i5l9x4cv>)

Instruction, Universal Masking and PPE Recommendations: Balancing PPE, Distance, and Exposure Time. Public Health Task Force.

(https://pennstateoffice365.sharepoint.com/:w:/r/sites/KeepTeachingSupportDocuments/_layouts/15/guestaccess.aspx?e=cv9cSw&CID=a2519af1-a60d-95db-ef55-1d6c84c8d25b&share=EbdMglg-iKFJpzp_kpo7R4sBHzZuuam6s9LZZIGCg3AXAA)

Physical Distancing and Masking

A minimum 10-foot distance will be maintained during all movement-based activities. When applicable, spot markers or forensic tents will be utilized to designate individual spaces; instructors will be equipped with a retractable tape measure to ensure minimum distancing is established. Furthermore, movement-based class sections will be divided into one-third to one-half capacity for physical movement as necessary to abide by COVID capacity restrictions.

Properly fitting masks will be worn at all times during class except while drinking, during outdoor physical activity during which it is not feasible to wear a mask, or when there is adequate physical distancing (e.g. perhaps on a golf course) that can be maintained. Extra masks will be available for anyone who needs one. Close contact, sharing of equipment, and large group gatherings will be avoided. Educational materials describing components of properly fitting masks including graphic representations will be shared via Canvas with all individuals enrolled in KPAP courses.

Personal Hygiene

All individuals will be encouraged to consistently follow hygiene measures including, but not limited to:

- Washing or disinfecting hands after using the restroom, using shared items, touching a frequently touched surface, coughing, sneezing, blowing one's nose, or touching one's face.
- Washing hands with soap and water for at least 20 seconds.
- Coughing or sneezing into the elbow or a tissue, and avoid touching mouth, nose and eyes.

Equipment and Supplies

Sharing of items will be limited as much as possible, and items which must be shared will be immediately cleaned after each use. Only a few courses will have any shared items. Those courses are as follow:

1. KINES 25 (Court Sports) – Racquets will be shared; racquets will be numbered and will be used once per day with disinfection immediately after use
2. KINES 45 (SCUBA) – Disinfecting protocols already in place per NAUI, USA Swimming, and/or PADI guidelines
3. KINES 46 (Squash) – Racquets will be shared; racquets will be numbered and will be used once per day with disinfection immediately after use. Door handles on courts will be disinfected regularly as well.
4. KINES 4/93 (Fly Fishing; Adv Fly Fishing) – Shared equipment will be disinfected immediately following each use; tables and other shared surfaces will be disinfected immediately after each use. Plexiglass dividers will be used on tables as extra precaution despite distancing being accomplished. Students are seated inside; in the outdoors, students are more than 10 feet apart in general for fishing safety.

The remaining KPAP courses will function without shared equipment.

Instructors teaching in-person activity courses will be provided a mesh bag containing: sani-wipes/disinfectant, and spot markers or forensic tents. Instructors will also receive have a lapel microphone and a portable amplifier to use in class.

Health Self-Assessment

Individuals will be asked to self-screen for the presence of symptoms and to confirm that they are symptom-free when they arrive in-person for class. The self-screen criteria will be posted to Canvas, and thus, available for students to access at all times. (See attachment "Health Self-Assessment Instructions") Symptoms that will be assessed are those identified by the CDC including presence of: cough, shortness of breath of difficulty

breathing, fever (100° F or higher) or feeling feverish, chills, headache, sore throat, shaking with chills, muscle pain, loss of sense of taste or smell.

Students who feel sick, have symptoms, or have been exposed to COVID-19 will not be permitted to participate in class and will be advised to seek the advice of a medication professional as appropriate.

Students who fall in a high-risk category will be instructed to work with their primary care providers to determine if the activity is suitable for them and if they need to follow additional precautionary measures while participating.

Health Self-Assessment Instructions

Prior to all in-person KINES physical activity courses, all students must conduct and complete a health self-assessment. Upon arrival to class, students will be asked to verbally confirm that they are symptom-free and passed the health assessment.

Any students who fall into a high-risk category should consult their primary care provider to determine if the activity is suitable and if they need to follow additional precautionary measures while participating.

Conducting the Health Self-Assessment:

STEP 1: Determine if you have experienced any symptoms of COVID-19 symptoms (per CDC updated list):

- Cough
- Shortness of breath or difficulty breathing
- Or at least two of the following symptoms:
 - o Fever or subjective fever (feeling feverish or temperature of 100 degrees F or higher)
 - o Chills
 - o Headache
 - o Sore throat
 - o Repeated shaking with chills
 - o Muscle pain
 - o New loss of taste or smell

STEP 2: Check in with your instructor prior to the start of class to report results of health self-assessment.

Upon arrival to class, students will be asked to verbally certify that they have passed their health screen by responding to “Have you passed your health self-assessment?” Only individuals who answer “yes” will be allowed to remain in class. Individuals failing the self-assessment, by either answering “no” or not completing it, will be denied admittance to class.

Students who feel sick, have symptoms, or have been exposed to COVID-19 will not be permitted to participate in class and will be advised to seek the advice of a medication professional as appropriate. Students should not attempt to gain access to in-person class time if they have not passed the health assessment.

Appendix F – References

- 4 Tips for Communicating While Wearing a Mask <https://healthtalk.unchealthcare.org/4-tips-for-communicating-while-wearing-a-mask/>
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- Clemson white paper: Performing Arts Aerosol study <https://www.nfhs.org/media/4029952/preliminary-testing-report-7-13-20.pdf>
- Communicating Effectively While Wearing Masks and Physical Distancing (American Speech Language Association) <https://www.asha.org/public/Communicating-Effectively-While-Wearing-Masks-and-Physical-Distancing/>
- Communicating When Wearing a Face Mask (for medical providers but the techniques might apply to public speaking too) <https://www.swlstg.nhs.uk/documents/related-documents/782-swlstg-salt-face-mask-communication-tips/file>
- COVID Communication Skills: Speaking Through A Mask <https://www.youtube.com/watch?v=NLDzTC9VEys>
- Covid-19 Masks Effect On Body Language with Communication Expert Mark Bowden <https://www.youtube.com/watch?v=4vEjmKlyxws>
- Event Safety Alliance white paper: *The Event Safety Alliance Reopening Guide: for event professionals during the COVID-19 pandemic* <https://www.eventsafetyalliance.org/esa-reopening-guide>
- [Initial findings from above study released on July 13: https://www.nfhs.org/media/4029952/preliminary-testing-report-7-13-20.pdf](https://www.nfhs.org/media/4029952/preliminary-testing-report-7-13-20.pdf)
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- Morawska, L. & Cao, J. Airborne Transmission of SARS-CoV2: The world should face the reality. *Environment International* 139 (2020) 105730. <https://www.sciencedirect.com/science/article/pii/S016041202031254X>
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- Peabody Institute of the Johns Hopkins University webinar *Leading with Science: Returning to Music Instruction and Performance in the Time of COVID-19* https://www.youtube.com/watch?v=W3w0Xc_MrWo

Perencevich, E. *Moving Personal Protective Equipment Into the Community. Face Shields and Containment of COVID-19.* <https://jamanetwork.com/journals/jama/fullarticle/2765525>

Performing Arts Center Consortium Advisory Committee on Reopening: Guide to Reopening Theatrical Venues <https://www.californiansforthearts.org/covid19/guide-to-reopening-theatrical-venues-performing-arts-center-consortium>

Performing Arts Coalition Sponsored Study on Aerosol Emissions (hosted by Colorado State University) White Paper: *Reducing Bioaerosol Emissions and Exposures in the Performing Arts: A Scientific Roadmap for a Safe Return from COVID19:* <https://smt.d.colostate.edu/reducing-bioaerosol-emissions-and-exposures-in-the-performing-arts/>

Prather et al. *Reducing transmission of SARS-CoV-2.* <https://science.sciencemag.org/content/368/6498/1422>

Return of Pirate Nation: Teaching While Wearing a Mask (Great Tips from East Carolina University) <https://www.youtube.com/watch?v=JMcvhoqW7jc>

Talking Through Your Mask (tips from a lawyer, pronouncing final consonant) <https://www.johnson-hunter.com/2020/04/30/talking-through-your-mask/>

Teaching While Wearing a Mask: From Zoom to Facemasks (Free webinar on July 17!) <https://www.eventbrite.com/e/teaching-while-wearing-a-mask-from-zoom-to-facemasks-tickets-111235466274>

The science of how you sound when you talk through a face mask (Dominic Watt, Senior Lecturer in Forensic Speech Science, University of York) <https://theconversation.com/the-science-of-how-you-sound-when-you-talk-through-a-face-mask-139817>

UK governmental guidance for performing arts: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#arts-5-2>

University of Freiburg white paper: *Risk Assessment of a coronavirus Infection in the Field of Music,* <https://www.mh-freiburg.de/en/university/covid-19-corona/risk-assessment>

University of the Bundeswehr Munich white paper: *Singing in Choirs and making music with wind instruments – Is that safe during the SARS-CoV-2 pandemic?* https://www.unibw.de/lrt7-en/making_music_during_the_sars-cov-2_pandemic.pdf