



PACE UNIVERSITY: FACE COVERINGS POLICY AND DISTRIBUTION

New York State requires everyone to wear a face covering when outside of their home if they are unable to maintain at least 6 feet of distance from others, and to be prepared to don a face covering if another person unexpectedly comes within 6 feet.

Pace University requires that all faculty, staff and students wear appropriate face coverings any time they are in any campus building, and at all times as directed by Pace signage. Face coverings will also be required on campus outside of campus buildings any time social distance cannot be maintained, and while traveling around campus. In support of this directive, the University will provide each member of the Pace community with a welcome back kit, including (2) reusable cloth face coverings and hand sanitizer at the start of the fall semester. In addition, disposable face coverings will be available to community members should their face covering become lost or damaged. It is also strongly recommended that all members of the Pace community wear a face covering when in any off-campus shared indoor space outside your home, such as places of worship, retail spaces and offices, even if you are able to maintain 6 feet of distance from others.

Any member of the Pace Community may wear their own acceptable face covering rather than the face coverings provided by the University. Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings (e.g. homemade sewn, quick cut, bandana), surgical masks, and face shields that cover both the mouth and nose. Personal face coverings must properly fit tightly over the nose, mouth, and chin.

In addition, face coverings that incorporate a one-way or exhalation valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the face covering) is designed to facilitate easy exhaling and are not an acceptable face covering on campus. Such respirators and face coverings are not effective in reducing the spread of COVID-19. See the examples below of face coverings that would not be permitted for use:

- [Example 1](#)
- [Example 2](#)

ACCOMODATIONS

If wearing a mask or face covering is not possible for a student, due to a disability or psychological or medical condition, the student must contact the [Student Accessibility Services Office](#) on their respective campus to begin an interactive process, and determine a reasonable accommodation. If wearing a mask or face covering is not possible due to a disability or psychological or medical condition, for a faculty or staff member, they must contact the Employee and Labor Relations department (employeeerelations@pace.edu) to begin an

interactive process, and determine a reasonable accommodation. All accommodation requests should be made prior to entering campus.

The University will work with each individual to determine a reasonable accommodation, but please note that accommodations that pose a direct threat to others may not be deemed reasonable.

Visitors, vendors and contractors are expected to arrive to any Pace campus with a face covering and will be required to wear face coverings while on campus as detailed in the [Pace University Visitors Policy](#). If needed, a disposable face covering will be provided to any patron upon entering a Pace University building or campus.

DISTRIBUTION OF FACE COVERINGS

University-branded face coverings will be distributed to the Pace Community in a variety of ways, and distribution is based upon community role.

- **All residential students** (NYC, Pleasantville, Elisabeth Haub School of Law) will be provided face coverings and hand sanitizer during the housing check-in process.
- **Full-time faculty** face coverings and hand sanitizer will be packaged by Mail Services on their respective campus location and provided to department heads or department chairs for distribution.
- **Staff** face coverings and hand sanitizer will be packaged by Mail Services on their respective campus location and provided to department heads for distribution.
- **Adjunct faculty** and **commuter students** may obtain their face coverings and hand sanitizer from a central distribution station at their respective campus location.

ADDITIONAL OPPORTUNITIES TO OBTAIN A FACE COVERING

- Each Security station will have a supply of disposable face coverings for the University community or visitors, should one be needed. Reusable cloth face coverings will remain available at the central stations or main campus Security Office.
- A pre-determined supply of cloth face coverings will be available at “in-person” new student events at the start of the fall semester
- The University procurement system will be utilized to replenish stock for faculty, staff, and administrators.
- Students may replenish by visiting a campus security office.

DISTRIBUTION STATIONS

Distribution locations will be open the first day of classes, Monday, August 24th. Distribution station location, time, or number of stations may change throughout the semester. Please make it a practice to check back for updates to the schedule.

New York City Campus

Location	Distribution Days	Distribution Hours
One Pace Plaza—Main Entrance, Student Union	Monday–Friday	8:00 a.m.–8:00 p.m.
One Pace Plaza—3 Spruce Street Entrance	Monday–Friday Saturdays	8:00 a.m.–8:00 p.m. 8:00 a.m.–1:00 p.m.
41 Park Row—Lobby, Spruce Street Entrance	Monday–Friday	8:00 a.m.–8:00 p.m.
One Pace Plaza—3 Spruce Street Security Desk		This location is open 24 hours

Pleasantville Campus

Location	Distribution Days	Distribution Hours
Miller Hall—Outside Miller 20A	Monday–Friday Saturday	8:00 a.m.–8:00 p.m. 8:00 a.m.–1:00 p.m.
Kessel Student Center—Outside of Dean for Students Suite	Monday–Friday Saturday	8:00 a.m.–8:00 p.m. 8:00 a.m.–1:00 p.m.
Alumni Hall—Security Desk	Sundays and late evenings	This location is open 24 hours

Elisabeth Haub School of Law

Location	Distribution Days	Distribution Hours
Aloysia Hall—First Floor, Dean’s Suite	Monday–Friday Saturday	8:00 a.m.–8:00 p.m. 8:00 a.m.–1:00 p.m.
Preston Hall—Security Office	Sundays and late evenings	This location is open 24 hours

PROPER MAINTENANCE OF FACE COVERINGS

It is important to remove face coverings correctly and to wash your hands after handling or touching a face covering that has been worn. Additionally, the Centers for Disease Control and Prevention (CDC) recommend washing face coverings after each use.

The CDC has general guidelines on how to properly clean most cloth and fabric face coverings:

- Face coverings should be washed with soap and the hottest water possible in the washing machine, and tumble-dried on high heat.
- If hand washing, lather face coverings with soap and scrub them for at least 20 seconds with hot water before tossing in the dryer or air drying.
- Always immediately dry a face covering after washing.