

During periods of high COVID-19 transmission, Brookdale Community College's locations will be open only to College employees, currently enrolled students, prospective students, and individuals who are conducting official College business. For the health and safety of our College community, all individuals are required to wear face masks while indoors, regardless of vaccination status, as recommended by the Centers for Disease Control and Prevention (CDC). Indoor areas include all classrooms, laboratories, tutoring centers, student service areas, offices, hallways, bathrooms, lounges, and common indoor gathering areas. [Masks should conform to CDC guidelines](#) and must completely cover your nose and mouth.

If you feel ill, stay home and contact the College in the following manner:

- Students -- contact your healthcare provider and your instructors right away. If you have been exposed to COVID-19 or if you test positive, immediately contact the [Associate Vice President of Student Affairs](#). Students will be able to participate in classes remotely, or will be given alternate assignments. It's critically important that we collectively commit to protecting the health of others and act responsibly to ensure that the College can remain safe and open for in-person learning. Knowingly exposing anyone at the College to COVID-19 may result in consequences including expulsion and legal action.
- Employees – contact your healthcare provider and your supervisor right away. If you have been exposed to COVID-19 or if you test positive, immediately contact the [Associate Vice President of Human Resources & Organizational Safety](#). Knowingly exposing anyone at the College to COVID-19 may result in consequences including termination and legal action.

If you are unable to wear a mask for medical reasons, you must contact the College in the following manner:

- Students -- contact the [Disability Services Office](#) prior to the beginning of the semester to discuss the possibility of obtaining an officially approved mask accommodation. An officially approved "Alert Form" noting the mask accommodation will be required to enter indoor areas without a mask, and students should keep the form with them at all times while inside Brookdale locations. Students without an officially approved accommodation from the Disability Services Office will not be allowed to remain indoors while unmasked.
- Employees – contact the [Associate Vice President of Human Resources & Organizational Safety](#) immediately to discuss the possibility of obtaining an officially approved mask accommodation. An officially approved letter noting the mask accommodation will be required to enter indoor areas without a mask. Employees without an officially approved accommodation from Human Resources will not be allowed to remain indoors while unmasked except while working alone in a private office.

Our employees reserve the right to terminate any class or service session during which any student fails to comply with the College-wide face mask requirement. Refusal to wear a mask indoors without proof of an approved accommodation shall be considered a violation of

Brookdale's [Student Conduct Code](#), specifically Article IV.G (Violations numbered below), which includes, but is not limited to:

- #1: Engagement in behavior which in any way interferes with, disrupts and/or obstructs the teaching and learning process;
- #6c -- Other conduct which threatens or endangers the health, safety or welfare of another person or persons;
- #23: Failure to comply with the directives of a College employee, including without limitation officials, administrators, faculty members, support staff members and/or police officers acting in the performance of their duties
- #25: Violation of any published policies, rules or regulations promulgated by an official College office.
- #27: Interference with the performance of the duties of any College employee, including without limitation officials, administrators, faculty members, support staff members and/or police officers.

Instructors, administrators, and staff may submit an [Incident Report](#) for disruptive behavior with consequences ranging from reprimands, to restitution, suspension, or expulsion. Any student who is concerned about their ability to comply with the College's mask requirement is encouraged to contact the Executive Director of Student Services at [cjeune@brookdalecc.edu](mailto:cjeune@brookdalecc.edu) prior to the start of the semester.

Employees who fail to comply with the College's mask regulation without an approved accommodation should be reported to the [Associate Vice President of Human Resources & Organizational Safety](#) immediately. Consequences may include financial penalties, suspension, or termination.