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**Kansas State University
Agricultural Experiment
Station and Cooperative
Extension Service**

Kansas State University, County Extension
Councils, Extension Districts, and U.S.
Department of Agriculture Cooperating.

K-State Research and Extension is an equal
opportunity provider and employer.

July 7, 2020

K-State Research and Extension Board Members,

K-State Research and Extension is committed to protecting the health of our employees and citizens across the state of Kansas and face coverings are one way to prevent the spread of COVID-19. On June 23, Kansas State University issued a new face-covering policy that requires all university employees to wear a face covering. The policy states:

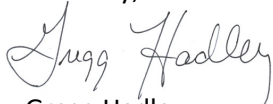
- Students, faculty, staff and visitors must wear face coverings over their mouths and noses while on K-State campuses in all hallways, public spaces, classrooms and other common areas of campus buildings, and when in offices or other work spaces or outdoor settings when 6-foot social distancing cannot be maintained.
- Additionally, employees and students who are asymptomatic and report to campus after a close contact with a known COVID-19 case — which is allowed if social distancing can be maintained and the person does not have symptoms — will be required to wear a face covering for at least 14 days after the exposure occurred.

Local unit agents are K-State employees and are expected to comply with this policy. Agents should be wearing a mask in the office and also outside the office wherever they are working and may be interacting with colleagues or the public where social distancing cannot be maintained, including fairs. We strongly recommend that the local board extend the K-State policy to other staff in the local unit such as office professionals, program assistants and public information officers. Additionally, we encourage you to have disposable masks available for office visitors and encourage their use. Extension events could potentially expose large numbers of people to the virus if safety protocols are not maintained. We do not know which of our employees or members of the community may be more susceptible to the virus or have underlying health conditions so it is important to do what we can to protect everyone.

Signage must be posted to inform individuals of face mask and social distancing requirements. The university has provided language for signage to ensure consistency in all locations, and this language will be sent to local units. ADA guidelines require that reasonable accommodations be available to persons needing to be exempted from the face covering requirement and signage should state how a request can be made.

Thank you for making the health of Kansans a priority. If you have questions, please feel free to email me at ghadley@ksu.edu.

Sincerely,



Gregg Hadley
Director for Extension

pc: Local Unit Agents