

Instructional Faculty Guidance During Face Covering Mandate

A. Prior to the start of classes, faculty should consider doing the following:

- **Reinforce** the face covering requirement in any announcements or introductions that they send prior to the first meeting;
- **Post** a statement about the face covering requirement on Blackboard Learn;
- **Include** a statement about the face covering requirement in the class syllabus: See (link) for suggested language;
- **Familiarize** yourself with the Office of Student Conduct, Rights, and Responsibilities (OSCRR) referral link and guidance on how to handle face covering-related disruptions: https://cm.maxient.com/reportingform.php?CSUChico&layout_id=0 .

B. On the first day of class, faculty should consider doing the following:

- **Remind** students about the CSU systemwide vaccination policy and the face covering requirement;
- **Inform** students where they can get masks should they forget to bring one and offer one;
- **Reiterate** to students that the university has determined that face coverings are a safety requirement necessary to protect individual and public health, similar to other safety requirements in campus laboratories and similar facilities;
- **Start** instruction when everyone has a face covering.

C. What if there is a Face Covering Issue During Class?

- a. Faculty should first **offer** masks to students without an appropriate face covering (face coverings will be provided to you for classroom distribution);
- b. Students who **refuse** to put on a face covering or to properly wear one must be told to leave and are not allowed to return without a face covering;
 - i. If the student leaves voluntarily, faculty should **encourage student** to see their **Major or academic advisor** to explore suitable online course alternatives; written referral to OSCRR is encouraged for consistency;
 - ii. If the student refuses to leave, faculty may temporarily dismiss the class for an appropriate pause and will refer the non-compliant student to OSCRR;
 - The faculty member may then choose to reach out to the Dean to come to the classroom to reiterate policy and request the student to leave.
 - If the noncomplying student refuses to leave the classroom, the faculty member should dismiss the class for the day.
 - iii. The noncomplying student will not be permitted to attend class until the faculty member is informed by OSCRR about the status.
- c. In the unlikely event of major disruptions such as immediate threats and/or violence, faculty should contact UPD immediately at **911**.
 - i. Following the incident, faculty are strongly encouraged to make a referral to the CARE Team. <https://www.csuchico.edu/care/index.shtml>
- d. Once student leaves, the faculty member should be encouraged to allow students to briefly debrief about the disruption without talking specifically about the student that caused it.

Referrals to OSCRR: Information for Faculty:

- OSCRR MPP staff will have two dedicated hours each day for face covering/COVID-related conduct cases and will prioritize these referrals as long as the face covering mandate is in effect;
- Staff will send a Zoom meeting invitation and attempt phone contact with the offending student as soon as reasonably possible (even same day as long as students know they have the option to have an advisor present and are comfortable proceeding);
- Faculty will be notified when student signs a resolution agreement or if the student is electing to go the formal hearing route.