

# FACULTY GUIDANCE AND PROTOCOLS

FALL 2020

## Addressing In-Class COVID-19 Related Behavior

This guidance and protocol is intended to provide faculty members with information related to expectations and the tools to be able to address COVID-19 related student conduct. More specifically, how a faculty member can address expectations with students regarding wearing a face covering, maintaining appropriate social distancing, and how to assist in providing a safe educational environment for oneself and other students. This guidance and protocol is specific to addressing conduct that occurs within a faculty member's in-person classroom.

1. Faculty should communicate to students the purposeful protocols and modifications to the in-person and remote educational environment that the University has implemented in response to the COVID-19 pandemic (online, hybrid, face-to-face with modifications). These protocols can be found on the University's **Rocket Restart website**.
2. Faculty should include a statement referencing the COVID-19 response guidance for students in course syllabi.<sup>1</sup>
3. Faculty should communicate that safety of students and members of the University community is a priority in face-to-face settings and as such, students who participate in face-to-face course settings should wear face coverings in accordance with University mandatory protocols and the Student Safety Commitment. All students who have a reasonable concern regarding their safety may be dismissed from class without penalty.<sup>2</sup>
4. Students who arrive to a face-to-face class without an appropriate face covering will be reminded of the Student Safety Commitment and the expectation that face coverings are to be worn while in class and any building. Faculty are encouraged to regularly remind students of the safety commitment that all students were required to sign requiring face coverings. If a student or students arrive to class without a face covering, Faculty should first ask/remind all students to wear their face coverings. Faculty are then encouraged to inform all students if individuals fail to comply with wearing face coverings, they will be asked to remove themselves from the face-to-face classroom environment.<sup>3</sup>
5. Students who arrive to a face-to-face class with an appropriate face covering but the face covering is not being worn correctly will be reminded of the Student Safety Commitment and the expectation that face coverings must cover the nose and mouth while in class. Faculty are encouraged to inform all students if individuals fail to properly wearing face coverings, they will be asked to remove themselves from the face-to-face classroom environment.<sup>3</sup>
6. In the event a student refuses to comply with requests to wear a face covering while in the classroom, and/or to maintain an appropriate social distance, the faculty member should report the student to the Office of Student Conduct and Community Standards by completing the **online incident reporting form**. The report should include the following:
  - a. Student name;
  - b. Course and section number;
  - c. Date and time of incident; and
  - d. A description of the violation (ex. failure to comply with face covering requirement despite faculty member making an announcement of the requirement, providing the student with written notification of the requirement, and requesting the student leave the classroom).
7. If the student refuses to leave class, the faculty member may dismiss class for the day. If the faculty member dismisses class, the faculty member should do the following:
  - a. Notify the appropriate Department Chair and College-Dean via email of the dismissal and basis;
  - b. File a general report with the Office of Student Conduct and Community Standards; and
  - c. Provide students with information on how to access the supplemental instruction materials provided to students for remote access through Blackboard or other approved technology.
8. Additional guidance related to what steps faculty should or should not take and what steps faculty should avoid when addressing students who fail to comply with the established Student Safety Commitment are included in Exhibit C.

<sup>1</sup> See Exhibit A, Sample COVID-19 Syllabus Statement.

<sup>2</sup> The student is responsible to work with other students to secure notes or information covered in the class. Recorded lectures should be made available for students who are unable to attend class.

<sup>3</sup> A printable notice has been created to allow faculty to facilitate action if students are noncompliant. See Exhibit B.

# EXHIBIT A

## SAMPLE COVID-19 SYLLABUS STATEMENT

### COVID-19 Response & Classroom Expectations

The University has taken numerous steps to meet both the educational needs of students and the health and safety of all members of The University of Toledo community. This has resulted in several modifications to the manner in which courses are delivered, how facilities are utilized, and protocols related to the use of face coverings across campus.

#### All students have been required to complete the Student Safety Commitment, which asks students to agree to the following:

1. I will take my temperature and complete the symptom self-check each day before coming to campus. I will only come to campus if my temperature is under 100 degrees and I am not currently exhibiting any symptoms of illness.
2. I will respect others by practicing physical distancing of six (6) feet with others and will engage in enhanced hygiene and cleaning efforts by regular handwashing and cleaning of work areas I use during the day.
3. I will wear a face covering when in public on campus as mandated by UToledo and recommended by the CDC. I am not required to wear a face covering while on campus if I am in my residence room, eating or outside practicing social distancing.

4. I will stay up-to-date on the information, directions and requirements shared by UToledo at [utoledo.edu/coronavirus](https://utoledo.edu/coronavirus).
5. I understand that if I do not adhere to this Commitment, it may result in conduct action by the Office of Student Conduct and Community Standards, or its designees.

In the event a student arrives to class without a face covering, they may be asked to comply with the Student Safety Commitment by putting on a face covering. If a student refuses to comply, they may be asked to leave the classroom. A student who refuses to comply after intervention may be subject to conduct action by the Office of Student Conduct and Community Standards, or its designee.

If a student has a medical reason for failing to adhere to the above guidelines, they should contact Student Disability Services for more information related to ADA accommodations. If a student has a financial reason for failing to adhere to the above guidelines, they should contact the Office of the Vice President for Student Affairs who will be able to assist with available resources to ensure that the student has access to their courses.

# EXHIBIT B

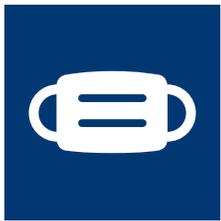
## SAMPLE IN-CLASS NOTICE OF NONCOMPLIANCE CARD

The notice card is intended to remind noncompliant students that wearing a face covering is a University, city of Toledo and state of Ohio requirement in response to the health pandemic. The in-class notice card is intended to acknowledge that the student was asked to use a face covering, refused to comply and failed to leave the classroom when requested.

The notice will also address who the student should contact if they have either

1. a medical condition that impacts their ability to comply with the Student Safety Commitment or
2. financial circumstances are an impediment to their compliance with the Student Safety Commitment.

The next page can be printed and distributed to noncompliant students as appropriate.



# EVERY ROCKET HAS A MISSION **WEAR A FACE COVERING**

We recognize dealing with the effects of COVID-19 have been difficult. However, we have a mutual obligation to create a safe environment for the entire UToledo community. We are requiring all members of the University community to wear a face covering in classrooms in order to provide a safe campus environment for all community members. We request that you comply by putting on a face covering at this time.

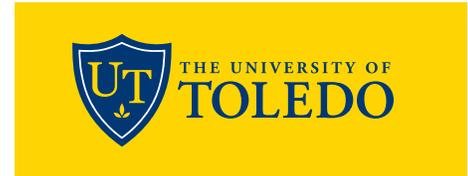
If you do not have a face covering in your possession because you forgot to bring one, please leave the classroom and review the online course materials for this class session. You will be permitted to return to the classroom once a face covering is worn.

If you do not have a face covering due to financial or access issues, you should contact the Dean of Students (Student Union Room 2509) who can assist with resources to ensure that you have access to a face covering.

If you have a disability or medical condition which impacts your ability to comply with the Student Safety Commitment, you must go through Student Disability Services (419.530.4981) for a formal accommodation related to the Student Safety Commitment.

As you have failed to comply with the safety commitment that you signed, the Office of Student Conduct and Community Standards will be reaching out to you to discuss this incident.

**Thank you.**



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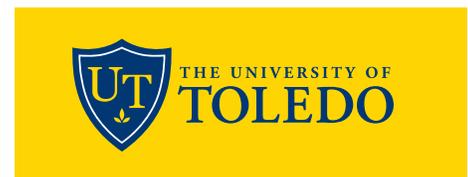
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If you do not have a face covering due to financial or access issues, you should contact the Dean of Students (Student Union Room 2509) who can assist with resources to ensure that you have access to a face covering.

If you have a disability or medical condition which impacts your ability to comply with the Student Safety Commitment, you must go through Student Disability Services (419.530.4981) for a formal accommodation related to the Student Safety Commitment.

As you have failed to comply with the safety commitment that you signed, the Office of Student Conduct and Community Standards will be reaching out to you to discuss this incident.

**Thank you.**



# EXHIBIT C

## **Guidance on what faculty should and should not do when addressing student noncompliance with the Student Safety Commitment and University policies related to COVID-19.**

### **Faculty Should:**

- Set a good example – wear your face covering in shared spaces, classroom, hallways, common offices, etc.
- Remain calm.
- Remind students of the Student Safety Commitment, and the expectation that face coverings are worn while in class.
- Remind students about the need for social distancing and that wearing a face covering keeps everyone safe.
- If a student or students are not wearing face coverings, remind the entire class of the Student Safety Commitment. Remind and de-escalate.
- Remind the entire class that wearing a face covering is mandatory.
- Make a general announcement that all students who fail to comply with wearing face coverings must remove themselves from the face-to-face classroom. Remind and de-escalate
- If a student has a medical reason for failing to adhere to the above guidelines, they should contact Student Disability Services for more information related to ADA accommodations. Ask them to contact SDS and provide them with the contact information (419.530.4981 or StudentDisability@utoledo.edu), which is included on the notice card to be passed out to students, and ask them to leave.
- If the student states they do not have the means to purchase/access to a face covering, ask them to go to the Division of Student Affairs (University Hall Room 3630) or Dean of Students (Student Union Room 2509) for assistance.
- Ask the student to leave the classroom via card provided.
- If the student refuses to leave the classroom or wear a face covering, it is appropriate for the faculty member to cancel class immediately and instruct students that they should check Blackboard for further class instruction.

### **Faculty Should Not:**

- Let their emotions control the atmosphere. Do not escalate the situation.
- Threaten to call campus police.
- Touch the student or attempt to physically remove the student.
- Use threatening language.
- Demand that the student leave the room.
- Tell the student their grade will depend on their willingness to wear a face covering.