



WE RECOGNIZE THAT EVERY SITUATION IS DIFFERENT, THESE GUIDELINES HAVE BEEN DEVELOPED TO ASSIST YOU. WE ARE HERE TO CONSULT ABOUT YOUR COURSE OR CLASS.

EMAIL: uwt-studentconduct@uw.edu

WEB: tacoma.uw.edu/student-conduct



QUICK TIPS

- > SET EXPECTATIONS BEFORE CLASS.
- > EMAIL STUDENTS PRIOR TO CLASS.
- > ASK STUDENTS TO PUT ON FACE COVERINGS.
- > YOU CAN ASK A STUDENT TO LEAVE THE CLASSROOM
- > FOLLOW UP WITH EMAIL

FACE COVERING IN THE CLASSROOM

Set clear expectations- talk with your students about your expectation for the classroom or laboratory environment. See the example below for possible language to use:

> *University of Washington COVID-19 Face Covering Policy: In order to ensure the health and safety of the UW campus community and the public, face coverings are required to be worn on campus and are recommended to be worn whenever you are not able to social distance. This requirement is in accordance with federal and state workplace safety requirements and with local public health directives. This policy is in effect until otherwise communicated. For the purposes of this policy, a face covering means any cloth face covering, such as facemask, bandana or scarf, that covers the nose and mouth, and ties around the ears or the back of the head. It must be secured under the chin and fit snugly against the sides of the face. This policy applies to all University personnel, students, contractors, vendors and visitors, on site at a University location.*

<https://www.ehs.washington.edu/system/files/resources/COVID-19-face-cover-policy.pdf>

Communicate with students prior to the start of class – send an email to your class prior to the first class meeting to increase awareness of the Face Covering Policy. See the example of possible email language below.

> *Welcome to the start of the Autumn Quarter! We are looking forward to our first class meeting of the academic year, and want to emphasize campus efforts to keep our community safe. It is important for all of us to do our part to minimize the spread of COVID-19. An important part of working to keep our community safe is the University of Washington COVID-19 Face Covering Policy. This policy requires all members of the UW community to wear a face covering when in the classroom and on campus. The Husky PACK encourages all student to take responsibility for following public health guidelines, being aware of COVID-19 information and steps for minimizing the spread of the virus, caring for others by taking appropriate actions such as physical distancing, and practicing kindness in support of students, faculty and staff in our community. Further information on COVID-19 practices and resources can be found at <https://www.washington.edu/coronavirus/> We look forward to the start of class, and ask that we all do our part to stay safe.*

HOW TO RESPOND TO NO FACE COVERING

If a student comes to class not wearing a face covering – please use a specific polite verbal request that the student comply i.e. “Please put on a face covering to protect everyone else in the class.”

> Use a broken record technique by calmly asking the student to put on a face covering or to leave the classroom. Repeat if necessary. If the student refuses or becomes agitated ask them to leave the classroom. Remind the student that everyone who is on campus is required to wear a face covering. If they don’t have one, ask them to leave the classroom.

> If a student indicates they need a medical accommodation, direct the student to Disability Resources for Students. A student will need to work with DRS to engage in the process to determine a reasonable accommodation. You may ask them to leave the classroom if they don’t have a face covering.

If a student complies with putting on a face covering- After class send an email reiterating your expectations and the consequences for not wearing a face covering in writing. You may revisit messages you have already sent to the class and remind the student of the Husky PACK pledge as well as the consequences for not wearing face covering. This may include a referral to student conduct for possible disciplinary action and/or being excluded from the in person instruction for the course.

If the student still does not comply - instruct them to leave the classroom for the remainder of the class session. Faculty should then report the matter to the Student Conduct Office. Read the specific WAC code that allows faculty to remove a student from that class session

Report to student conduct by clicking on “Report Misconduct” on the student conduct page. Make sure to attach the email that was sent to the student about your expectations when you submit the report.



MOST STUDENTS WILL COMPLY WITH THE HUSKY PACK PLEDGE

PROACTIVELY ANNOUNCE EXPECTATIONS. REPEAT YOUR REQUESTS.

OUTLINE CONSEQUENCES FOR FAILING TO COMPLY. FOLLOW UP IN WRITING.

FILL OUT A REPORT WITH STUDENT CONDUCT. CONSULT WITH STUDENT CONDUCT OFFICE