

STUDENT CONDUCT

# GUIDE ON FACE COVERINGS



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](mailto:uwt-studentconduct@uw.edu)

WEB: [tacoma.uw.edu/student-conduct](https://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

**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! I am 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 or indoors space, regardless of vaccination status. **Eating and Drinking will not be permitted in the classroom.** The UW encourages all students to take responsibility for following public health guidelines, being aware of COVID-19 information and steps for minimizing the spread of the virus. You can support the Husky Experience by wearing a mask and by [getting vaccinated](#), if you haven't already. Don't forget to [attest to your vaccination status](#). For those who choose not to wear face coverings please talk with your academic advisor about possible distance learning options for taking classes at UW. I am committed to providing a high-quality Husky Experience for every student, together we can keep our community healthy. Further information on COVID-19 practices and resources can be found at <https://www.washington.edu/coronavirus/>*

**Set clear expectations during the first-class period**- talk with your students about your expectations for the classroom or laboratory environment during the first-class meeting. **Remember that because students are not permitted to eat or drink in the classroom, you may need to provide a break depending on class length for students to leave the classroom and building.** See the example below for possible language to use:

*As we return to in person instruction, I want to acknowledge the difficulties of this past 18 months and inform you of my expectations for our safety as we begin this class together. To ensure the health and safety of the University campus community, face coverings are required to be worn indoors when other people are present regardless of vaccination status, and in all public and common areas, such as lobbies, hallways, stairways, restrooms, elevators, and classrooms. This requirement is in accordance with the University of Washington COVID-19 Face Covering Policy. For the purposes of this policy, a face covering must: Fit snugly against the sides of the face; completely cover the nose and mouth; bandanas and gaiters are not considered face coverings for this policy. Students who do not wear a face mask will be asked to leave the classroom. If*

*you forget your face mask or refuse to wear one, I will ask you to leave the classroom. Repeated failure to wear a face covering may result in you being referred to the Student Conduct Office for possible disciplinary action. I hope that we can all agree to keep each other safe by wearing our face masks.*

## HOW TO RESPOND TO A STUDENT NOT WEARING 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 the student doesn't comply you may choose to clear the classroom for that session.

> 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 a process to determine a reasonable accommodation. You may ask them to leave the classroom if they don't have a face covering or you have not received notice from DRS regarding any accommodations.

**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 University's Face Covering Policy 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. You **do not** need to report this to the Student Conduct Office, even if this is repeated behavior with the student, if the student complies and puts on a face covering.

**If the student still does not comply** - instruct them to leave the classroom for the remainder of the class session. Instructors **should** then report the matter to the student conduct office. The Student Conduct Code specifically grants instructors authority to remove a student from that class session.

**The Student Conduct Office is available to consult with you about any student behavior. To Report to student conduct**, click on “Make A Report” on the student conduct page. Make sure to attach the email you that was sent to the student about your expectations when you submit the repo

### MOST STUDENTS WILL COMPLY

IF A STUDENT IS NON-COMPLIANT:

REMAIN CALM,

REPEAT YOUR REQUESTS,

OUTLINE CONSEQUENCES FOR FAILING TO COMPLY.

FOLLOW UP IN WRITING.

CONSULT WITH STUDENT CONDUCT OFFICE

FILL OUT A REPORT WITH STUDENT CONDUCT

