

# Guidance to Faculty and Instructors

## Regarding Face Coverings in the Classroom

**Course Syllabi** – The following standard language should be included in all course syllabi:

### Face Coverings:

- At all UW-Stevens Point campus locations, the wearing of face coverings is mandatory in all buildings, including classrooms, laboratories, studios, and other instructional spaces. Any student with a condition that impacts their use of a face covering should contact the [Disability and Assistive Technology Center](#) to discuss accommodations in classes. Please note that unless everyone is wearing a face covering, in-person classes cannot take place. This is university policy and not up to the discretion of individual instructors. Failure to adhere to this requirement could result in formal withdrawal from the course.

### Other Guidance:

- Please monitor your own health each day using [this screening tool](#). If you are not feeling well or believe you have been exposed to COVID-19, do not come to class; email your instructor and contact Student Health Service (715-346-4646).
  - As with any type of absence, students are expected to communicate their need to be absent and complete the course requirements as outlined in the syllabus.
- Maintain a minimum of 6 feet of physical distance from others whenever possible.
- Do not congregate in groups before or after class; stagger your arrival and departure from the classroom, lab, or meeting room.
- Wash your hands or use appropriate hand sanitizer regularly and avoid touching your face.
- Please maintain these same healthy practices outside the classroom.

**Enforcement** – Suggested Language for Discussing Requirement with Students

- **Day 1/Week 1:** Review language in syllabus. Remind students that face coverings have been required by the university's administration in all classrooms and buildings. They are mandatory based on the advice of medical professionals because, combined with physical distancing and other measures, they help protect both the health of others and the person wearing the face covering. Remind students that if they cannot wear a face covering due to their own health concerns, they should contact UWSP's Disability and Assistive Technology Center to seek a formal accommodation.
  - Flexibility may be required in the early days of the semester as the campus community adjusts to this requirement.
- **After Day 1:**
  - As necessary or when it feels appropriate, continue to remind students that we are all in this together and that face coverings are required in all buildings, classrooms, labs, and meeting spaces; physical distancing, hand washing, etc. are important for everyone to do. Don't shy away from mentioning how weird this

experience is for everyone and thank them for helping to keep us all safe and healthy, at school and in the classroom.

- If a student is not wearing a face covering, it would be best to quietly check to see if they forgot it or whether there is a health-related concern preventing them from wearing a face covering. If so, refer them to UWSP's Disability and Assistive Technology Center to seek a formal accommodation.
- If a student forgets a face covering: "In this building you can go to [see office list for each building/campus location] to pick up a disposable single-use face covering. Please do so now before class starts" OR "Feel free to return to your room/car/apartment to get yours. They are mandatory in all classrooms."
- If a student refuses to wear a face covering: "You have the option to participate in class remotely/online. I will need you to please leave the classroom. By university policy, I'm not allowed to begin class unless everyone is wearing a face covering. You are welcome to return when you're willing to wear a face covering."
- If a student then refuses to leave, consider taking a 5-10 minute break so that the instructor and student can speak privately, and hopefully deescalate the situation: "Unfortunately, if you refuse to wear a face covering and you refuse to leave class, my only option is to cancel today's class for everyone and report this to the Dean of Students. This will begin a disciplinary process, one result of which may be that you are officially withdrawn from this course. At a minimum, the university will not allow you to attend future classes in person if you are not wearing a face covering." [Faculty/Instructor should report this to the Department Chair, Registrar, and the Dean of Students ([General Incident Report form](#))]
  - At this point, the Dean of Students office will contact the student for a conversation.
  - If the student is willing to wear a face covering, he/she will be permitted to return to class. If not, he/she will either attend online or be withdrawn from the class depending on the circumstances and the result of the disciplinary process.
- If a student, having been instructed not to attend the next class in person still comes to the classroom, the faculty/instructor should consider repeating the steps above, including canceling the class again.



Center for Inclusive Teaching and Learning  
University College  
**University of Wisconsin - Stevens Point**