



All students, faculty, and staff are required to wear face coverings that cover both face and nose while on university grounds, especially in buildings, classrooms and learning spaces. An adjustment to the face covering used may be granted by the Student Disability Center for students with a documented accommodation.

General statement to the entire class:

“Welcome. I want to acknowledge it is a different start to the fall semester during this time, and we are all being asked to adjust. What this will mean for us is we are going to take care of ourselves and each other; following the public health orders in place asking us to wear face coverings.”

Sample exchange if a student shows-up in your class without a face covering:

"Hi, I noticed you don't have your face covering on. Do you have an approved adjustment for not wearing a face covering through the Student Disability Center? If so, may I see either your sticker or letter from the Student Disability Center? All state and county public health orders apply to the university, and it is CSU policy that everyone wear a face covering while on campus as well as in class, so I have to ask you to put one on before we can get started. If you don't have a face covering [option 1. I have one for you this time.] [option 2. You can go to XX location to get one.]. Thanks."

If the student refuses to wear a face covering and does not have a sticker or letter from the Student Disability Center:

"I must remind you it is legally required by the county and state and is also University policy that everyone wear a face covering while on university grounds and in classrooms. This is for the health of everyone in the room and it is not my decision to ask you to wear a face covering. If you are not going to wear a face covering today, I must ask you to leave."

If the student states they cannot wear a face covering for health reasons, the student may have worked through the Student Disability Center to obtain an alternative or adjustment to the face covering due to health reasons. An example of alternative or adjustment may include, but is not limited to, wearing a face shield. Students with an adjustment to the face covering will have a letter or a sticker from the Student Disability Center providing additional details, such as required additional physical distancing to accommodate an alternative to a mask. The student must share with you one or the other to demonstrate they have an adjustment. Instructors will also receive an email from the Student Disability Center describing approved adjustments. Instructors with questions about approved adjustments should be directed to the Student Disability Center.

When one student questions why another student does not have to wear a typical face covering:

“There are students who have received an adjustment for a health connected reason. That process is through the Student Disability Center if that would be a resource for you.”

If the student refuses to leave:

Stay calm and simply note the policy. Do not get drawn into an argument with the student. It is not the role or job of the instructor to enforce this policy. Ask the student to respect the University's policy, note it is for the benefit of all students, and ask them to leave again. Tell them their continued refusal to wear a face covering in class or leave creates a disruption in the classroom. Creating a disruption in class could result in a disciplinary action under the Student Conduct Code. Tell them that it would be best for everyone if they simply left the room.

Finally, if you feel comfortable doing so and believe it to be appropriate, let the student know if they do not put on a face covering or leave, you will need to call the appropriate authorities. You may then call the CSU Police Department at (970) 4916425 or 911 to ask for help.

There may be a variety of reasons why you as the instructor do not feel comfortable engaging the CSUPD in the situation. If that is the case and the situation has nonetheless escalated such that continuing the class feels impossible, instructors should not hesitate to simply dismiss the entire class for the day.

Refusing to wear a face covering is not considered an excused absence from class.