All students, faculty, and staff are required to wear face coverings that shield both face and nose while on campus, especially classrooms and learning spaces. There is an exception for students with a documented accommodation from the Student Disability Center.

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 exception for not wearing a face covering through 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:
"I must remind you it is legally required by the county and state and is also University policy that everyone wear a face covering on campus 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 exemption to wearing a face covering due to health reasons. That student will have a letter from the Student Disability Center or a sticker on their student ID indicating an exemption has been granted. The student must share with you one or the other to demonstrate they have an exemption.

When one student questions why another student does not have to wear a face covering
“There are students who have received an exemption 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) 491-6425 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.