

COE Building and Classroom Mask Compliance

Signage

All external doors and classroom doors in Hill Hall and PCOB will have the content of the Mask Compliance section posted during the first week of the semester. Greenwood is a “lockdown” building and not addressed by this policy.

Mask Compliance

This building requires wearing a mask at all times.

College of Education buildings and classrooms (Hill Hall and PCOB) require all persons to wear masks at all times unless alone in a room or eating or drinking in a designated location. Most students have multiple masks and should wear one prior to entry into this building. In the unusual circumstance that a student forgets and attempts to attend classes or enter buildings without a mask, the following designated locations have been established to distribute extra masks while supplies last:

Building	Location	Room #
Hill Hall	RFT	317
Hill Hall	CEFS	312
Park Central (PCOB)	CLSE	136

Faculty

Prior to class: Email and post Blackboard announcement (standard script) to all sections (as some will be non-majors):

“Missouri State University has a COVID-19 Masking Policy. Masks are required to be worn in all academic buildings – in the hallways, elevators, classrooms, restrooms, study areas – everywhere inside of academic buildings. This is an academic building and you are required to wear a mask. You must arrive to class with a mask on in order to be admitted to the class. If you do not have one, I have access to a very limited supply to provide one for you. Students who have not been granted an accommodation and who refuse to wear a mask while in the classroom are subject to administrative withdrawal consistent with the Class Disruption policy.”

First day of class: Arrive early to class to remind students as needed of the mask policy as they enter the classroom and guide them on where to obtain a mask if they do not have one. Departments and Instructors are encouraged to have extra masks available during the first 2 days of class.

Seating Arrangements: Announce your plan to document seating arrangements during the course.

Lingering Mask Compliance Issues

If there are remaining compliance issues, the following steps should be taken. Instructors are encouraged to remain calm, be friendly but on point, and refrain from debating the merits of the policy.

- Instructor states that class cannot commence until all students are wearing face coverings, and again asks those who are still not in compliance to put theirs on. If a student refuses to wear a mask, ask them to leave.
- Following the class, the instructor will notify his/her Department Head after class of any non-compliant students – student name, class section, time/place of class. The Dean’s Office or the Department will notify the student via email of the masking policy and indicate that if the student continues to come to class without a mask they may be administratively dropped from the class. In addition, the Department

will notify the Student Conduct Office as the student will have violated the mask policy and will face administrative drop if they continue to do so.

- After the first day of class, if a student continues to come to class without a mask, instructors should send the student to the Department Office to obtain a mask. If this happens more than twice (without reasonable justification) the faculty member can request to the Department Head and Dean that the student be administratively dropped per the Classroom Disruption Policy. The Office of Student Conduct will again be notified as the student will have violated the mask policy and disregarded numerous reasonable requests for compliance.
- It is not recommended that an instructor dismiss the entire class if someone will not wear a mask that is handed to them although that is an option if the situation cannot otherwise be resolved. This should be reported to the Dean's Office immediately.

8/12/2020