

## **USE OF FACE COVERINGS**

### **University System of Georgia Policy**

Effective July 15, 2020, University System of Georgia (USG) institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings and in campus outdoor settings where maintaining six-foot social distancing may not be possible. Face-covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in one's own residence hall room or suite, when alone in an enclosed office or study room, or in campus outdoor settings where social distancing requirements are met.

Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff or students.

### **Georgia State University Enforcement Process**

This enforcement process is intended to be used in circumstances where an individual refuses to wear a face covering as required by the USG, not circumstances where an individual is willing to wear a face covering and just needs to be given one if available or is willing to leave and get one before returning.

### **Guidance**

- Focus first on positive reinforcement measures, try to minimize conflict and choose de-escalating approaches.
- Provide verbal reminder of mask requirement to encourage everyone to comply.
- Be flexible with people who do not have a standard mask but the individual can provide an alternative face covering.
- Respect documented accommodations of individuals who have been approved by the University for an exemption from the face covering requirement as an ADA accommodation. Student accommodations are coordinated by [AACE](#) and documented in a student accommodation letter. Employee accommodations are coordinated by HR and documented in an accommodation letter.
- In addition to the steps outlined below, if a student fails to comply with this Policy and refuses to leave the classroom when asked to do so, and the student becomes disruptive, the faculty member may consider additional action in accordance with the Student Code of Conduct.

### **In Class (i.e. In Classes and Other Learning Environments)**

If a student or other individual is not wearing a face covering, offer the individual a face covering if available or provide a suggestion for where to get one.

1. If a student refuses to wear a face covering, the student will be asked to leave and the situation will be reported promptly after class to the Office of the Dean of Students (DOS) at [deanofstudents@gsu.edu](mailto:deanofstudents@gsu.edu) with a cc to the student. The DOS will notify the student to: (a) schedule

a call/virtual meeting with the DOS within 48 hours; and (b) not return to class until notified via email by the DOS that student is cleared to return. The DOS will have a conversation with the student and if the student agrees to comply with the face covering requirement going forward, then the student will be cleared to return to class.

2. If the same student refuses to wear a face covering on a second occasion in the same class or learning environment, the student will be asked to leave and the situation will be reported promptly after class to the Office of the Dean of Students (DOS) at [deanofstudents@gsu.edu](mailto:deanofstudents@gsu.edu) with a cc to the student. The DOS will notify the student to: (a) schedule a call/virtual meeting with the DOS within 48 hours; and (b) not return to class until notified via email by the DOS that the student is cleared to return. The DOS will have a conversation with the student and make a decision as follows:
  - a. If student makes the credible case that they will comply with the face covering requirement going forward, then the student will be cleared to return to class. The student may also be required to complete an educational workshop.
  - b. If the student does not make a credible case that they will comply with the face covering requirement in the future, then the student will be administratively withdrawn from the course.
  
3. If the same student refuses to wear a face covering on a third occasion in the same class or learning environment, the student will be asked to leave and the situation will be reported promptly after class to the Office of the Dean of Students (DOS) at [deanofstudents@gsu.edu](mailto:deanofstudents@gsu.edu) with a cc to the student. The DOS will notify the student to: (a) schedule a call/virtual meeting with the DOS within 48 hours; and (b) not return to class until notified via email by DOS that the student is cleared to return. The DOS will have a conversation with the student. The student will be given the opportunity to explain their position. However, absent demonstration by the student that the allegations are mistaken or something else that reasonably explains the circumstances, a third refusal to comply with the policy in a class or other learning environment will result in administrative withdrawal from the course.

### **University Facilities (Other Than Students in Classes and Other Learning Environments)**

If an individual is in a University facility without a face covering, ask the individual to please apply a mask or appropriate face covering. If the individual refuses to put on a mask or other face covering, report the matter to the building manager or other university official with responsibility for the facility. If the individual is a student, the university official will notify the Office of the Dean of Students (DOS) at [deanofstudents@gsu.edu](mailto:deanofstudents@gsu.edu). If the individual is a faculty or staff member, the university official will notify Human Resources.