

COVID-19 President's Directive No. 21

Enforcement, Promotion & Resource Guidance for Faculty

President's Directive

As part of our collective efforts to limit the spread of COVID-19 and the associated health and safety impacts, the University requires members of the campus community, when on campus to comply with the mitigation measures set forth in President's Directive No. 21, including but not limited to physical distancing, health screening, isolation and quarantine, and the use of face coverings and protective equipment. Visit the President's Directive [webpage](#) to read *President's Directive No. 21 - COVID-19: Mitigation Measures and Guidelines*.

Enforcement

The Office of Student Conduct within the Dean of Students Office and the Office of Labor and Employee Relations will oversee the enforcement *President's Directive No. 21*. Below are a few strategies to assist with enforcement on University property and at University-related activities.

A. General Guidance on University Property

The California Department of Public Health in [COVID-19 Industry Guidance: Institutions of Higher Education](#) provides guidance for measures such as face coverings on campus.

B. Classrooms

To reduce possible exposure of COVID-19 and to help prevent the spread of the virus, consistent with governor's order and state public-health guidelines, students must wear face coverings in the classroom and labs or indoor course activities (unless exception is granted).

- **Process:** Should a student arrive to class without a face covering, the instructor will remind the student of the President's Directive requirement and ask that they adhere to the directive. If the student does not have a face covering, then inform the student of the distribution locations on campus and/or provide them with a face covering. Instructors will be provided additional face coverings from their departments or chairs through Environmental Health & Safety.
- **Solution:** Should a student refuse to put on a face covering, the instructor will request that the student leave the classroom. For future classes, the students must wear a face covering unless granted an exemption.
- **Referral:** If a student becomes non-compliant with the process or solution options, then the instructor may take a break in the class session and engage in an educational conversation with the student regarding the health and safety mitigation measures outlined in the directive. Any further escalation and/or non-compliance from the student should be addressed by asking the student to leave the classroom. The student should also be informed that their non-compliance will result in a referral to the Office of Student Conduct; instructors can complete the [Report Form](#).
- Should a campus community member become physically combative when asked to comply with the directive or in the case of a campus emergency, please call the University Police Department at (657) 278-2515.
- Students who have registered for an in-person class, but at some point after the class commences are not able to participate in class in-person due to events occurring after the class commenced and associated with COVID-19 should not be penalized for missing class. During this pandemic, flexibility is an important tool to foster health and safety within the classroom environment.

- In compliance with our existing course withdrawal policies, students may choose to withdraw from a course if they perceive the risks are too high or realize they will not be able to comply with any of the measures outlined in President's Directive 21.
- Similar to previous semesters, instructors will be contacted by Disability Support Services in advance of the start of the semester regarding any students with accommodations related to documented disabilities.

C. Exemptions

- If a student has a registered disability with Disability Support Services that prohibits them from wearing a face covering, then they must work with their Disability Support Services advisor for an exemption. A student that is not registered with Disability Support Services, but requires a medical exemption for a face covering, should contact Health Services via email at shcc@fullerton.edu with appropriate documentation.
- Health Services and Disability Support Services will approve student exemptions for face coverings or face covering alternatives. Instructors will be notified by either Health Services or Disability Support Services regarding a student's exemption to wear a face covering.
- Employees requiring a medical exemption regarding a face covering should contact Griselda Marquez in Human Resources, Diversity, and Inclusion at grgmarquez@fullerton.edu or (657)278-5187.

D. Student Conduct Outcomes

- The following are outcomes that may be issued by the Office of Student Conduct for violations of the directive based on referrals from the department's report form. These outcomes are not exhaustive and will depend on the nature and severity of the violation.
 - ***Written Warning.*** Student emailed a written warning by the Office of Student Conduct, which reminds the student about the Directive and provides health and safety resources, face covering information, and consequences if the behavior continues.
 - ***Education Conversation.*** Should the behavior continue, the Office of Student Conduct staff will coordinate and initiate an educational meeting with the student and provide consequences.
 - ***Discipline.*** Disciplinary status with the University.
- Before initiating the conduct process, the Office of Student Conduct will contact *Disability Support Services & Medical Withdrawal Committee* to confirm whether a student has an exemption from wearing a face covering.
- Labor and Employee Relations will oversee the enforcement the directive for employees.

Publicity and Promotion Plan

The university will promote *President's Directive No. 21 - COVID-19: Mitigation Measures and Guidelines* to students, faculty, and the staff through multiple means. This includes e-mail, social media, syllabi, and campus websites. There will be ongoing education about the mitigation measures and guidelines through the first two weeks of class and Fall semester.

Resources

To view proposed syllabus language and a class announcement that instructors may use to communicate these expectations in their in person courses, you can visit the [link here](#).

