



COVID-19 Safety Protocol Compliance - OSRR

Guidelines for faculty and staff to manage campus safety protocols in learning environments are provided below.

General Guidance

Faculty and staff are encouraged to communicate clear and consistent messages and guidance on syllabi, Canvas sites, program-specific materials and regularly in their respective learning environments to ensure students are aware of the campus safety protocols and potential consequences for non-compliance.

Campus resources such as those available on the [CTLT](#) and [Academic Affairs](#) websites also provide helpful guidance on managing COVID-19 safety protocols and non-compliance.

Vaccinations

Instructors cannot ask about or discuss a student's vaccination status or request proof of vaccination. Some students will have a medical or religious exemption from vaccination requirements.

Face Coverings

Regularly remind the class that every student and employee (unless exempt) who comes to campus must wear a face covering while indoors and provide students with several opportunities to comply with campus expectations for face coverings. Note that faculty will be notified by the Disability Resource Center if any student in their class has received an exemption from the face covering requirement. This exemption must be honored.

If a student is not wearing a mask or refuses to wear their face covering properly, please make every effort to resolve the issue amicably and de-escalate the discussion. The following steps are recommended:

1. Remind the student of CSU and class policies and/or point to syllabus language that clearly describes the acceptable wearing of face coverings. Details on the proper use of face coverings is available on the [Face Coverings](#) webpage.
2. Inform the student where they can get a face covering if they don't have one. Campus sanitation stations will stock face coverings, which are available to students who do not have them. Invite the student to get a face covering and return to class.

3. Ask the student to leave class until they are prepared to follow the campus policy. Again, remind them of where they can get a face covering if they do not have one and/or point to syllabus language that clearly describes the acceptable wearing of face coverings. If you have asked a student to leave the class due to non-compliance, remind them that their absence will be recorded and could impact their grade per the attendance policy for the class.
4. If a student(s) escalates the situation, causing a disruption to the class and refuses to leave, notify CPPD using the non-emergency line (805-756-2281). This should be done only when the situation has escalated to a point of willful, material, and substantial disruption to the class. If necessary, give the other students in the class a 10–15-minute break or dismiss the class for the day as you try to resolve the issue.
5. If a disruption to the class occurs or if a student(s) is continually non-compliant—refuses to wear a face covering—notify the Office of Student Rights & Responsibilities using the [public reporting form](#).

Daily Health Screening and Campus Pass

The Campus Pass is a tool to ensure students are compliant with daily health screenings, ongoing testing requirements, and other safety measures. If a student fails to produce a green pass, inform the student that they will have to complete the self-screening and comply with other safety requirements, as applicable, to participate in class.

Reporting Non-Compliance

Faculty should use the public reporting form found on [the OSRR website](#) to report allegations of COVID-19 safety protocol non-compliance. OSRR will determine specific next steps relative to the information provided in the report.

Generally, OSRR will provide students several opportunities to comply with all COVID-19 safety protocols after an incident report has been received. Below are some approaches OSRR may take when responding to an allegation of non-compliance:

- First time incidents of non-compliance will result in a letter from OSRR to the student reminding them of the COVID-19 safety protocols and the need to comply.
- Depending on the severity of the reported behavior of non-compliance, OSRR may invite a student into a meeting for a first-time allegation of non-compliance with COVID-19 safety protocols.
- Repeated incidents of non-compliance will result in a second letter in an escalating tone highlighting the importance of compliance and explaining that if additional allegations of non-compliance be made to OSRR, then the student will confront more severe outcomes resulting from the judicial process.
- Ongoing incidents of non-compliance will result in an OSRR investigation and could yield sanctions, both punitive and educational, for students.