



Warriors – Mask Up!

Mask-wearing is an important part of controlling the spread of Covid-19 and safely reopening portions of our campus. Consistent with [Executive Order 20-81](#), all Minnesota State colleges, universities, and the system office require all employees, students, and visitors to wear face masks or face coverings in all buildings as well as other confined spaces unless a disability or medical condition prevents compliance.

With students being in classrooms during most of their time on campus, it will be important to have faculty help us create a classroom culture that is respectful yet firm in supporting the mask requirement.

The following recommendations are provided to help faculty create this culture in the classroom:

- Set clear expectations about mask-wearing in your course syllabus and on D2L. You could share the following or a similar statement:
Mask use is required on campus, including in classrooms and common areas. Coming to class ready to learn, means wearing a mask (or face shield) during your time on campus. One Ridgewater College cloth mask will be provided to students and employees at no cost. If you are not wearing a mask, you will not be able to be on campus. The mask requirement is a critical health and safety rule. (A face shield is considered an acceptable replacement for a mask, if a student is unable to wear a mask. Face shields will also be available at no costs to students).

Before classes start on August 24th:

- Email students on your class roster with a note about wearing their masks in class as they will be required to wear it upon entry into Ridgewater College. (It might be helpful to provide them with our FAQs on mask wearing at: <https://www.ridgewater.edu/covid-19/fall-semester-2020/>)
- During the first weeks of class, provide some education about masks by reminding students:
 - If they do not have masks, they will not be able to be on campus.
 - Masks are an effective way to prevent the spread of COVID-19.
 - Masks prevent your germs from infecting others – we wear masks because we care.
 - Cloth masks should be laundered frequently.
- If a student does not wear a mask in class or on campus, please ask them to take one of the disposable masks that will be available in your classroom and remind them to bring their own in the future.
 - Students who are unable or unwilling to wear a face mask in a required area will be allowed to wear a face shield as a replacement for a mask. (If a student is wearing a face shield, you should assume the student has a need to do so. No action is required).
 - Students may not have their own mask; if this is the case, refer them to the Student Life desk on your campus during the first two weeks of the semester (8:00am to 4:30 pm) to receive a mask or face shield (one free mask per student). You will also have a supply of disposable masks in your classroom.

NONCOMPLIANCE

If a student does not comply with Ridgewater's mask-wearing policy on campus or in the classroom, follow the process below:

Tier 1: Student arrives in class or on campus without a mask

1. Faculty/Staff should remind the student that masks are required while on campus at Ridgewater College. (If you see a student not wearing a mask, you should issue a gentle reminder.
2. If a student is willing to wear a mask but simply forgot theirs, they can (1) take a disposable mask from your classroom or our campus supply (front desk, library); (2) if it is during the first two weeks of the term, they can go to the Student Life desk to get one Ridgewater mask for free; or (3) go retrieve theirs.
3. If student refuses to wear a mask, faculty/staff can suggest or offer the use of a face shield as a replacement. Face shields are available at the Student Life desk as well.
4. If a student refuses both the mask and the face shield option, faculty will call their Academic Dean and staff will call their supervisor to request assistance with the situation.
5. The Dean/supervisor/administrator will come to the location to meet with the student.
6. The student shall be asked to step outside, in the doorway, to wait for the Dean/supervisor/administrator. The faculty are asked to provide alternate opportunities for the student to remain engaged with course content and assignments at this time.

Tier 2: Dean/Supervisor/Administrator meets with the student

The dean/supervisor/administrator shall meet with the student upon notification of noncompliance to:

1. Explain and re-affirm Ridgewater's mask-wearing policy.
2. Seek to understand the student's reasons for not wearing a mask
3. Reiterate importance of mask-wearing for safety of all, request that student comply
4. If still noncompliant, outline next steps which include (1) removal* from campus and any additional class meetings unless student wears a mask; and (2) referral to the Dean of Students to discuss consequences under the Student Code of Conduct related to violating the mask-wearing policy.
5. Provide written documentation via email of the conversation and outcome to the student and the faculty/staff member within one business day.

*If student refuses to leave campus, law enforcement will be called to address the situation and potentially issue a no trespass order or other appropriate citation.

Tier 3: Dean of Students will explain Code of Conduct and consequences for non-compliance

The Dean of Students shall meet with the student upon notification of noncompliance to:

1. Explain the Student Conduct Code and consequences for noncompliance with the mask-wearing policy and re-affirm Ridgewater's mask-wearing policy.
2. Follow procedures set out in the Student Conduct Code.
3. If appropriate, take disciplinary action.