1.01 The following set of guidelines describe social distance procedures in CEAT classrooms.

1.02 Students who do not wear a mask or who refuse to maintain social distancing of at least six (6) feet may not attend class in person. Anyone attending class in person without a mask should be asked to put one on or leave. Instructors may end class if anyone present refuses to appropriately wear a mask for the duration of class. Students who refuse to wear masks appropriately or adhere to other stated requirements may face disciplinary action from Student Conduct.

1.03 Instructors are empowered to address any concerning behavior in their classrooms to ensure a safe and healthy learning environment. Even in difficult and/or tense situations, faculty must remain calm and collected. Remember that any classroom situation may wind up on social media.

1.04 TAs must also follow these same guidelines when interacting with students in the classroom.

1.05 As related to face coverings in the classrooms, policies and procedures described in APPENDIX A (provided by the Provost’s office) will be followed. The Provost’s Coming Back Classroom Guidance document also contains additional information and requirements.

1.06 Faculty may wear face shields while instructing (without the use of an accompanied mask) if social distancing is consistently maintained. Face shields are not considered a universal substitution for face coverings and should not be worn in situations where social distancing cannot be maintained.

1.07 Employees (outside of classroom instruction) requesting the use of a face shield as an accommodation from wearing a face covering should register with the office of Equal Opportunity to identify available workplace options.

1.08 Increasing social distancing beyond six (6) feet should be considered for those wearing face shields for classroom instruction.

1.09 Users should also carry a face covering to be worn when social distancing cannot be maintained. Instructors who use a face shield without a face mask while teaching should wear a face mask as they enter and as they depart the classroom. The face mask should only come off when the instructor is talking to the class, and only after donning the face shield first.

1.10 Instructors standing behind plexi-glass partitions must still wear a face shield or mask while teaching.
1.11 The instructor should not leave the lectern to walk among students or around the classroom during the lecture if the six (6) foot social distance barrier is broken.

1.12 If the instructor must use a whiteboard or chalkboard during the lecture, he/she must wear a mask or face shield and maintain at least six (6) feet of separation from the nearest student.

1.13 If a microphone is available, instructors are encouraged to use it to minimize the distance that ejected oral drops and/or vapors will travel.

1.14 Desks and chairs will be set up in the classroom to accomplish social distancing and they must not be moved.

1.15 Students should not sit at desks or in seats that have been decommissioned to meet social distancing criteria.

1.16 Students should not work with other students or faculty where they are closer than six (6) feet from each other.

1.17 Signage must not be removed or tampered with.

1.18 A seating chart will be assigned after the first day in class to allow for contract tracing, if required. Students are expected to sit in their assigned seats throughout the semester.

1.19 The social distance room maximum capacity must not be violated.

1.20 Best practice suggests that faculty should spend a few minutes before class begins to wipe down/disinfect the lectern. Cleaning supplies will be supplied at each CEAT classroom lectern.

1.21 Appendix B is the CEAT Standard Syllabus Statement regarding the COVID 19 situation. It should be included in the course syllabus and it must be presented/discussed with the students on the first day of class. This statement could be considered a script for the instructor to use to ensure students get all the pertinent information that they need regarding this situation. The instructor may choose to highlight additional approved information, but this text must be considered the minimum information to provide in the syllabus.
APPENDIX A

CONFLICT RESOLUTION AND CLOTH FACIAL COVERINGS

Introduction

All OSU students, employees, and visitors must wear a cloth facial covering (mask) upon entering any campus building and when near or are encountering others. COVID-19 can be spread when people are asymptomatic, which means they do not yet know that they are sick. Wearing facial coverings has been shown to reduce the spread of COVID-19 to others. It is important that OSU is a safe place to work and study. Taking this step creates a safe environment for all of us as advised by the CDC. As a reminder, facial coverings do not replace the need to maintain social distancing, frequent handwashing, and rigorous cleaning and disinfecting routines. This action is not about keeping you safe, it is about showing that you care about your fellow Cowboys and are doing your part to keep our campus community safe. More on facial covering guidelines.

Guidelines for Facial Coverings

- You may wear your own clean, well-maintained, and professional facial covering from home instead of the OSU-provided covering.
- You must wear a facial covering at all times in hallways, classrooms, public spaces, restrooms, and other common areas across campus where social distancing is hard to maintain.
- Facial coverings are also required outdoors if safe social distancing is not possible.
- The facial covering is not only a protection for you. More importantly, it is primarily a protection for others near you to prevent you from unknowingly spreading the COVID-19 virus to others. Studies have shown that if everyone is wearing a mask and following other safety measures the spread of viruses is reduced 80-85%.
- You should carry at least two (2) facial coverings with you daily to ensure that you have a replacement if one becomes unusable while you are on campus.
Communicating Expectations

Like other classroom expectations, instructors are empowered to address any concerning behavior in their classrooms. Encouraged efforts include:

- Reiterate the university’s expectation of facial coverings in your syllabus.
- Consider emailing students before the start of the course to clarify this expectation in writing.
- Verbally discuss this expectation in the first-class period.
- Empower students to respectfully address their peers who are not wearing a mask.
- Continue to remind and encourage facial covering by thanking everyone for following the expectation.

Addressing Failure to Comply with Expectations

When you address students who are not meeting classroom expectations, consider the following:

- Stay calm. Even when discussing topics that we are very passionate about we may not be able to get the best message across when angry. By being angry we may put others on the defensive.
- Choose a good time and place for the conversation. When possible, find a place free from interruptions to have difficult conversations. This also allows you to have the time to formulate how you would like the conversation to look. Crowded areas may put others on the defensive.
- Focus on the problem. Focus on the concerning behavior, rather than focusing on the person.
- Use facts. When discussing the issue with others be sure to use factual information to support your argument.
- Respond vs. reply. Take time to hear the other person, recognize thoughts and feelings, and respond to what he or she said. Do not reply only to have your thoughts heard.
Guidelines for Conversations

<table>
<thead>
<tr>
<th>Clearly state the behavior causing the disruption</th>
<th>“Pete, as we discussed at the start of this course, as stated in the syllabus, and communicated by the university, it is an expectation that everyone in the classroom is wearing a facial covering.”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow the student to respond</td>
<td>“Can you please share why you were not wearing a facial mask?”</td>
</tr>
<tr>
<td>Set expectations going forward</td>
<td>“It is my expectation in all future classes, you will be wearing a facial covering when you enter the building and classroom.”</td>
</tr>
<tr>
<td>Explain what will happen in the future if expectations are not met</td>
<td>“This expectation is in place for the safety of our OSU community. Therefore, continued failure to comply with this expectation will lead me to refer the incident to Student Conduct.”</td>
</tr>
<tr>
<td>Discuss resources to promote student success</td>
<td>“Do you have anything else we need to talk about regarding facial covering or anything else you need from me?”</td>
</tr>
<tr>
<td>Document in an email to the student a summary of the conversation</td>
<td>“I will send you an email summarizing this conversation and my expectation going forward.”</td>
</tr>
</tbody>
</table>
Continual Failure to Comply with Expectations

When students are not meeting classroom expectations, instructors should address these concerns with students. However, after instructors have addressed the concern and the behavior continues, then a referral should be made to Student Conduct. Reports of students intentionally failing to comply with the expectation of wearing facial coverings could violate the Student Code of Conduct _Failure to Comply_ policy.

**Section II, 32, Failure to Comply:** Failing to comply with the lawful directions of any university employee acting within the scope of their official duties or failing to identify oneself to such a person when requested to do so.

Complaints can be filed online at [https://studentconduct.okstate.edu/report](https://studentconduct.okstate.edu/report). Student Conduct will have specialized educational sanctions for students found responsible for violating this policy. Permanent removal from the classroom will not be likely unless there are repeated violations or outright refusal to cooperate with requests.

Student Conduct – 328 Student Union – 405-744-5470 – studentconduct.okstate.edu
Appendix B

CEAT Standard Syllabus Statement

Include a University statement of classroom behavioral requirements in all course syllabi. COVID-19 related requirements include masking and social distancing. This does not need to be overly complex, but rather an acknowledgment of existing campus policy related to masks, social distancing, and self-monitoring of health. Orally review classroom requirements at the beginning of the semester and spend a few minutes on these requirements for the first several class periods.

1. All OSU students, employees, and visitors must wear a facial covering (mask) upon entering any campus building and when near or encountering others. The mask should effectively cover both the nose and mouth. This includes during class. Students who fail to wear their facial covering in class will be asked to leave the classroom and return after retrieving their facial covering.
2. Students who continuously fail to comply with this university expectation will be referred to Student Conduct for the Student Code of Conduct’s Failure to Comply policy.
3. COVID-19 can be spread when people are asymptomatic, which means they do not know they are sick yet. Wearing facial coverings has been shown to reduce the spread of COVID-19 to others. It is important that OSU is a safe place to work and study, and taking this step creates a safe environment for all of us as advised by the CDC. More on facial covering guidelines.
4. Desks and chairs will be set up in the classroom to accomplish social distancing and they must not be moved.
5. Students should not sit at desks or in seats that have been decommissioned to meet social distancing criteria.
6. Students should not work with other students or faculty where they are closer than six (6) feet from each other.
7. Signage must not be removed or tampered with.
8. A seating chart will be assigned after the first day in class to allow for contact tracing, if required. Students are expected to sit in their assigned seat throughout the semester.
9. Additional provisions and precautions may be provided throughout the semester should special situations arise.

Date approved by the CEAT COVID-19 Incident Management Team (IMT) Chief of the Planning Section and IMT Head: 7/20/20, Revised 8/18/20, Revised 8/27/20