

Face Covering Protocol

Cleveland State University (CSU) is dedicated to the health and safety of our community, inclusive of all faculty, staff, students, and visitors on campus. The best medical advice available states that an important way to minimize the spread of Covid-19 and keep our community safe is for everyone on campus to wear a facial covering that shields the mouth and nose while maintaining social distancing of at least six (6) feet.

Everyone benefits when everyone wears a face covering on campus. Failure to do so puts others at risk, especially vulnerable members of our community, including the elderly and immunocompromised individuals. Thus, the following protocol is in place for those on CSU's campus.

1. Anyone on campus will be expected to wear an appropriate face covering. Appropriate face coverings include: a reusable cloth mask, a disposable mask, or a face shield.
2. Face coverings will be blank, have approve CSU logo, or be appropriate and in-line with CSU's values and mission. Cleveland State University strives for a climate of inclusion and mutual respect between all members of our campus community. Just as we expect discussion and debates in classes to be conducted in a mature respectful way, we also expect any writings or symbols on masks to also exhibit these principles. Any words, pictures, or symbols that denigrate the worth of a person's gender, race, religion, ethnic background, sexual orientation, and other protected identities are inappropriate and unacceptable. Anyone wearing such a facial covering will first be asked to replace it. If a replacement covering is not immediately available, the person may be asked to leave the classroom and/or campus.
3. Face coverings should be worn correctly (covering the nose and mouth) at all times on campus and may only be removed briefly for activities such as eating and drinking.
4. Anyone working alone in an enclosed office or outdoors and more than 6 feet away from others and any CSU buildings may remove their facial covering. However, they are expected to wear one when traveling to and from that enclosed office, if any other person is in their enclosed office, or if they get within 6 feet of another person or CSU building.
5. CSU Faculty, Staff, and students will be asked to complete a daily health assessment online prior to coming to campus.
6. CSU Faculty, Staff, and students will be asked to complete a semesterly Social Contract online outlining expectations around facial coverings.
7. CSU Faculty, Staff, and Students will be expected to complete an on-line training that includes information on face covering expectations. Faculty, staff, and students must pass the training assessment before returning to campus.
8. Faculty should clearly set the expectation for the wearing of facial coverings in on-campus classes
9. Those seeking to request an exception to this protocol for any reason should contact the appropriate CSU office.
 - a. For Faculty and Staff exceptions contact Human Resources at 216.687.3636 or hr@csuohio.edu

- b. For student exceptions, please refer to the list below:
 - i. Students requesting accommodations due to risks related to personal medical conditions should be referred to the Office of Disability Services (ODS) by email ods@csuohio.edu.
 - ii. Students requesting accommodations due to risks related to pregnancy, parental status and age should be referred to the Office of Institutional Equity (OIE) – oiie@csuohio.edu.
 - iii. Students requesting accommodations due to risks related to living with or caring for someone who is not the student’s child and who is at risk, or someone who does not feel comfortable coming to campus due to COVID-19 reasons should be handled by the instructor of record (Compassion Requests).
- c. For vendors and contractors, contact the Project Manager or the appropriate CSU Representative.

CSU expects that all will abide by this protocol in order to promote health and safety for our community. Failing to abide by the protocol could result in disciplinary action as outlined below:

- CSU will provide a limited number of face coverings with no charge. There will also be face coverings available for purchase on campus should anyone forget to bring their covering or should their covering becomes damaged. Masks may be purchased from the CSU Bookstore in the Student Center and from vending machines on campus.
- CSU Community members will be reminded of the face covering expectation and given the opportunity to correct any missteps.
- Safety Ambassadors will be available to provide guidance, role-modeling, and encouragement to support following safe practices as outlined by CSU. They will have a limited supply of masks as well.
- Any faculty or staff member who fails to follow this protocol consistently will be subject to progressive discipline in accordance with applicable collective bargaining agreement and/or personnel policies.
- Any student who fails to follow protocols outlined on faculty syllabi is subject to classroom management including:
 - instructor asks student to leave the class and not return without a facial covering,
 - instructor refers student to Dean of Students’ Office,
 - instructor dismisses class for a break and resumes after all students are abiding by protocol,
 - instructor cancels the remainder of class,
 - instructor has student escorted from class and campus, or
 - instructor notifies Community Standards for action under the Code of Student Conduct and student is interimsly suspended from on-campus classes until a conduct process is completed

- Any student who fails to follow this protocol consistently will be subject to action under the Student Code of Conduct under any/all of the following: 3344-83-04 (A) Disruption, (E) Endangering health and safety, (Z) Failure to follow directions of university officials, and (FF) Violations of university regulations.

Department Responsible: Community Standards Subcommittee including Human Resources, Provost's Office, and Student Affairs

Final Issue Date:

Updated 8/14/20