

A decorative graphic consisting of several parallel white lines of varying thicknesses, extending diagonally from the top right corner towards the center of the page.

# COVID-19 TOOLKIT:

Face Mask Accountability – Fall 2021

**The purpose of these guidelines is to assist the Ball State University faculty and staff with face mask accountability practices with students on campus.**

**Although Ball State strives to respond in a consistent manner, the unique facts and circumstances of each situation (classroom, lab, studio, or field experience) may lead the campus to adjust the actions suggested below.**

## Introduction

Ball State University will continue to respond to the COVID-19 pandemic in a manner that promotes the safety of employees, students, and campus visitors, while furthering the University's mission and values. Ball State's policies and plans will also be aligned with guidance from government agencies, public health officials, and the Centers for Disease Control and Prevention (CDC).

This toolkit outlines the policy, protocols, and suggested guidance regarding face mask accountability. Adherence to and accountability of the face mask policy is the responsibility of all members in our community. By holding oneself, peers, and those over which they have influence accountable, we help maintain a healthy learning environment for all.

## University Face Mask Policy

### Standards for Fully Vaccinated People

Based on current CDC guidance recommending the wearing of face masks for all people—regardless of vaccination status—in public indoor settings in communities where the rate of coronavirus transmission is high or substantial, all employees, students, and campus visitors are required to wear a mask while inside any University building. This requirement is effective on August 9, 2021. Fully vaccinated people are not required to wear masks outdoors.

### Requirements for Unvaccinated People

Individuals who are not fully vaccinated for COVID-19 are required to wear face masks while inside campus buildings and outside when physical distancing cannot be maintained.

### Exceptions to Mask Requirements

Exceptions to the University's mask requirements are as follows:

1. When alone in a private office, work space, or other similar work area;
2. When actively engaged in eating or drinking;
3. When an individual has a health condition related to the wearing of a mask and an accommodation has been granted;
4. When a student is alone in their own room in their residence hall;
5. If an exemption in an active executive order issued by the governor of Indiana applies; and
6. When an exception has been granted by the Dean or Provost, or the area Vice President. Situations where exceptions may be granted include, but are not necessarily limited to, when working behind a plexiglass barrier and ample physical distancing from others can be consistently maintained, academic settings where mask-wearing is not practicable (e.g., applied music lessons) and when a job-related reason necessitates the removal of the individual's face mask while performing a particular task.

## Request for Disability Accommodations

If a student has or may have a need for a disability accommodation related to COVID-19, the student should contact the Office of Disability Services at [dsd@bsu.edu](mailto:dsd@bsu.edu) or 765-285-5293.

## Noncompliance

If a student declines to wear a face mask as required by University protocol, governmental order or health department mandate, the student can be referred to the Office of the Dean of Students. If the situation occurs in a classroom or other academic setting, it is considered a classroom accountability issue, and the faculty member should remind the student of the requirement and give the student a chance to comply with it prior to referring the matter to the Office of the Dean of Students (see faculty response to noncompliance below).

Members of the public who are not abiding by face mask requirements will first be offered a disposable face mask, if possible. If they refuse to comply with face mask requirements, they will be asked to leave and given options of how they can be served virtually.

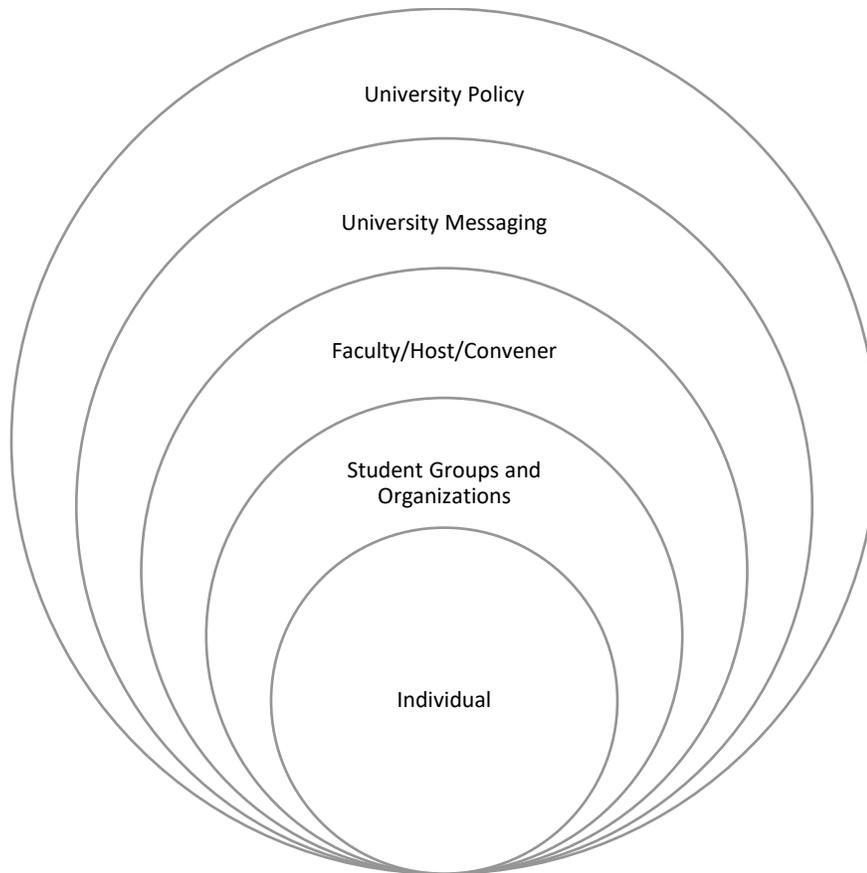
Please note that the University Police Department (UPD) is not the initial enforcement mechanism responsible for ensuring compliance with face mask requirements on campus. As such, the expectation is that UPD will not be contacted in the first instance where an individual is simply not wearing a face mask as required by the University Face Mask Policy. However, as with other situations where there are concerns of non-compliance with University policies or the law, UPD involvement may be required when a situation escalates due to a person or group refusing to abide by the University Face Mask Policy and/or follow directives of University officials. This may result in UPD officers taking action they deem necessary to address the particular situation at hand, including enforcing the directive given by University officials that a non-compliant person leave a building or campus and referring incidents to the appropriate University department for further review.

## Information Regarding Face Shields

Consistent with CDC guidance, the University does not consider face shields to be an adequate substitute for face masks due to the possibility that droplets could travel under or to the side of the shield if the wearer coughs or sneezes. As such, a face shield may only be utilized when used in conjunction with a face mask or as an approved exception to the face mask policy (such as, for example, a faculty member wearing a face shield in lieu of a face mask when a student in the class relies on lip-reading).

## Framework for Education and Adherence

The university has created a multi-level approach to educate the community about the importance of adhering to and holding each other accountable to the face mask policy.



- INDIVIDUALS are asked to take the Cardinals Care Pledge, pledging to care for themselves, other Cardinals, our campus, and community.
- STUDENT GROUPS AND ORGANIZATIONS have been engaged to promote these policies and are empowered to hold their peers accountable in a positive and non-confrontational way.
- FACULTY/HOST/CONVENER should set clear expectations for accountability in the classroom, meeting, or event space by creating consistent messaging and practices.
- UNIVERSITY MESSAGING and signage will set the tone throughout campus reminding community members of the importance of these safety practices.
- UNIVERSITY POLICY will set a clear and consistent policy for the safety of the Cardinal community.

## Levels of Accountability with Academic Spaces

### 1. Classroom Accountability:

It is recommended that faculty members:

- set clear policies within their course syllabus stating the expectation for face mask accountability.
- refer students to the Office of Disability Services if they are seeking an accommodation related to the policy.
- communicate the consequence for non-compliance at the beginning of the semester (i.e. student will be asked to leave, student will be asked to leave resulting in a grade deduction of participation).
- maintain consistent messaging throughout the semester (i.e. first slide on a PowerPoint presentation, reminders on Canvas, etc.)
- engage in communication with students who fail to comply (refer to syllabus expectations, seek information and understanding, ask for compliance).

### 2. Office of the Dean of Students

- Dean of Students staff, or designees, will engage students who display a pattern of noncompliance to reiterate the expectations as a member of the community and to address any barriers preventing future adherence to the policy.

### 3. Office of Student Conduct

- Will adjudicate students for failure to comply with the face mask policy under the *Code of Student Rights and Responsibilities* if other means of resolution do not result in a change of behavior.

## Faculty Response to Student Noncompliance

1. Students with accommodations from the Office of Disability Services will be encouraged to communicate with their faculty member in advance about their accommodations as they relate to the face mask policy to avoid disclosing any private matters during class.
2. Once the policy is clearly communicated with students and a student enters class without a mask, the faculty member may:
  - Remind the class of the policy and excuse anyone not in compliance.
  - Have handouts printed (see handout) and give it to the student which has your syllabus policy and directs them to either don a mask or leave the class.
  - Ask the student directly to leave.
  - Allow the student to stay in the class and address the behavior when class concludes.
3. Should a student not comply with the faculty member's directive, the faculty member can:
  - Enlist a colleague to assist in a conversation with the student.
  - Allow the student to stay in class and address the behavior when class concludes.
  - Dismiss the class due to the disruption.
  - Please note, University Police should not be called regarding face mask compliance.
4. Once class has concluded, the faculty member should send the student an email stating the expectations for course attendance and the consequences for not complying with this directive (see template).
5. Should the behavior be repeated (student attends class again without a mask), repeat steps 2 and 3, then submit a report at [www.bsu.edu/saysomething](http://www.bsu.edu/saysomething) by selecting "Mask Accountability."

6. A staff member from the Office of the Dean of Students will then contact the reporter about the next steps.
7. It is the intent of the Dean of Students staff to identify the barriers preventing a student from complying with the policy and mitigate any future challenges.
8. Should all previous steps be unsuccessful and a student repeats the pattern of noncompliance after being referred to the Office of the Dean of Students, the faculty member should document the incident by submitting a report at [www.bsu.edu/saysomething](http://www.bsu.edu/saysomething) and select "Mask Accountability." This report will be referred to the Office of Student Conduct for adjudication.

## Templates for Adoption

### Syllabus Statement Guidance from Academic Planning Taskforce:

Ball State University policies for COVID can be found at <https://www.bsu.edu/about/administrativeoffices/emergency-preparedness/pandemicfluprep/coronavirus/plans-resources/return-to-campus-plan-for-students>. It is the responsibility of the student to be up-to-date and adhere to these requirements.

### Additional Syllabus Templates for Consideration:

#### Required:

If/When University policy requires individuals to wear face masks while inside campus buildings, including in classrooms and laboratories, face masks will be required in this course. If you are unable to wear a face mask, please contact the Office of Disability Services to request an accommodation.

#### Required unless instructed otherwise:

If/When University policy requires individuals to wear face masks while inside campus buildings, including in classrooms and laboratories, face masks will be required in this course. Portions of this class may be conducted without face masks to enable student learning. Times when students can/should remove face masks will be indicated prior to and during each class period. If you have a medical reason where you cannot safely attend class without your face mask, please contact the Office of Disability Services to request an accommodation.

### Noncompliance Email Template from Faculty:

Dear \_\_\_\_\_,

In light of the COVID-19 pandemic, Ball State University has adopted protocols to promote the safety of our community, which include wearing a face mask while in class. Today you were not in compliance with the face mask policy in (course number). I wanted to reach out to better understand if there is an extenuating circumstance that led to your inability to comply. Please know that you are expected to comply with this policy when you return to class. If for some reason you are unable or unwilling to comply with the face mask policy, I encourage you to contact the Office of the Dean of Students at [dos@bsu.edu](mailto:dos@bsu.edu) to better understand your options moving forward. I want you to be successful, but for the safety of our community, future failure to comply with this policy will result in a referral to the Office of the Dean of Students and possible removal from this course.

Sincerely,  
Professor X

## Host/Conveners Response to Student Noncompliance

1. Students with accommodations from the Office of Disability Services will be encouraged to communicate with hosts/conveners in advance about their accommodations as they relate to the face mask policy to avoid disclosing any private matters in public.
2. Once the policy is clearly communicated in the space and a student without a mask, the host/convener may:
  - Remind the person of the policy, inviting them to return when they are appropriately masked.
  - Ask the student directly to leave.
  - Allow the student to stay address the behavior when event or time concludes.
3. Should a student not comply with the staff member's directive, the person can:
  - Enlist a colleague to assist in a conversation with the student.
  - Allow the student to stay in the space and address the behavior when the event/time concludes.
  - Please note, University Police should not be called regarding face mask compliance.
4. Once an event or time has concluded, the host/convener can send the student an email stating the expectations for future attendance and the consequences for not complying with this directive (see template)
5. Should the behavior be repeated (student enters space again without a mask), repeat steps 2 and 3, then submit a report at [www.bsu.edu/saysomething](http://www.bsu.edu/saysomething) by selecting "Mask Accountability."
6. A staff member from the Office of the Dean of Students will then contact the reporter about the next steps.
7. It is the intent of the Dean of Students staff to identify the barriers preventing a student from complying with the policy and mitigate any future challenges.
8. Should all previous steps be unsuccessful and a student repeats the pattern of noncompliance after being referred to the Office of the Dean of Students, the host/convener should document the incident by submitting a report at [www.bsu.edu/saysomething](http://www.bsu.edu/saysomething) and select "Mask Accountability." This report will be referred to the Office of Student Conduct for adjudication.

### Noncompliance Email Template for Host/Conveners:

Dear \_\_\_\_\_,

In light of the COVID-19 pandemic, Ball State University has adopted protocols to promote the safety of our community, which include wearing a face mask while in common and shared spaces. Today you were not in compliance with the face mask policy in/at (location). I wanted to reach out to better understand if there is an extenuating circumstance that led to your inability to comply. Please know that you are expected to comply with this policy when you return to this space. If for some reason you are unable or unwilling to comply with the face mask policy, I encourage you to contact the Office of the Dean of Students at [dos@bsu.edu](mailto:dos@bsu.edu) to better understand your options moving forward. I want you to be successful, but for the safety of our community, future failure to comply with this policy will result in a referral to the Office of the Dean of Students and possible university sanctions.

Sincerely,

Charlie Cardinal (staff member's name)

## Additional Guidance

- Face mask accountability should not be a conflict. If a student is not in compliance and becomes confrontational, simply disengage and report the incident to the Office of the Dean of Students. Start with “Why” to humanize the issue instead of only stating the policy, and, if you feel comfortable, explain why the face mask policy matters to you. For example, you might share that you, or someone you care about, are considered as an increased risk for severe illness from COVID-19 and you expect those around you to take the necessary steps to keep you and others safe. Or that we have members in our community, including this particular class, who are at an increased risk for severe illness from COVID-19.
- Inform students of where they can get replacement face masks if they forget or lose their face mask. Students may purchase face masks from the Ball State Bookstore in the Art and Journalism Building. There will be a limited number of disposable masks made available in academic college administrative offices for urgent use.
- Empower students to be part of the solution by practicing assertiveness with moderate self-exposure. Do a small assertiveness exercise where a student turns to someone near them and practices three ways of asking someone they know to wear a mask. (Example: Hey Sam, where is your mask? Sam, I’d feel more comfortable if you had a mask on. Sam, do you need an extra mask? I have one.) Remind students that by holding their friends accountable, you won’t have to devote class time to this topic.
- Repeat course expectations and syllabus guidelines early and often.
- Host/conveners ensure that signage is adequately posted.
- Have questions or concerns? Call the Office of the Dean of Students at 765-285-1545 or by email at [dos@bsu.edu](mailto:dos@bsu.edu).
- Please note, if you have concerns about your faculty or staff colleagues, those concerns should be directed to unit heads or college Deans.