

## GUIDANCE FOR THE IN-PERSON CLASSROOM: STUDENT BEHAVIOR AND COVID-19 MITIGATION

### WHEN PLANNING YOUR CLASS AND TEACHING

- Add the required syllabus statement on campus COVID-19 requirements.
- Email your students before the first day:
  - Informing them about masking and physical distancing expectations for the course.
  - Making clear your expectations for student behavior.
  - Reminding them of their responsibility as CU Boulder students to complete the [Daily Health Form](#) any day they are coming to campus.
- On the first day of class and periodically as needed, repeat the information in your email.
- Option: Each day you teach in person, remind students of their responsibility to complete the [Daily Health Form](#), and give them a few minutes to do so if necessary.

### REASONS TO ASK A STUDENT TO MODIFY BEHAVIOR

- Student not wearing a mask, unless they have been exempted via an accommodation through Disability Services. (Note: exemptions will be very rare, and will be granted only after consultation with the instructor)
- Student not following physical distancing expectations.

#### STEP 1

- Ask the student to modify their behavior.
- Example language:
  - You seem to have forgotten to wear your mask today.
  - Please remember that the University requires face coverings in all indoor spaces; please put your mask on. [This is campus policy](#). Please put on your mask.
  - If you do not have a mask, you must leave class and return only when you are wearing a mask.
  - Please remember that the University requires you to be at least 6 feet apart from your classmates, even if you are roommates. [This is campus policy](#).
- Option: Offer the student a disposable mask if you happen to have one to spare.
- If the student complies, the issue is resolved and no further action is needed.

#### STEP 2

- If the student still does not comply, provide the student with two options. They can comply or leave class until they are willing to comply. Offer to meet with them virtually after class to discuss further if necessary.
- Example language:
  - The University requires face coverings indoors. You will have to either wear your mask or leave class for the day. I am happy to chat with you virtually after class to discuss further.
- After class, send the student a follow-up email reiterating classroom expectations. If applicable to your grading policy, inform the student that days they must leave class due to noncompliance will impact the student's participation and/or attendance grade in the course.
- If the student leaves class and then complies with requirements moving forward, the issue is resolved and no further action is needed.
- If you reach step 2 with a student more than once in a semester, notify [Student Conduct & Conflict Resolution](#) (SCCR).

#### STEP 3

- If the student still does not comply, tell the student that they must leave the class.
- Example language:
  - This is campus policy and a requirement in my classroom. Please leave.

#### STEP 4

- At this point, if a student still refuses to leave, end class for the day.
- Example language:
  - Unfortunately, the health and safety of the classroom is compromised today, so I am ending class.
- Report this to SCCR.
- Work with SCCR to send an email to the student in question notifying them that they are excluded from class until the matter is resolved with SCCR.

**Important Note: Nothing in these guidelines prohibits referral of the matter to the appropriate policy office (e.g., Employee Relations or Student Conduct) as determined to be appropriate by the classroom instructor. If at any time the classroom instructor feels they or their students are threatened, they should call CUPD at 911.**