**Guidelines for Faculty and Staff Addressing Student Behaviors in Covid-19**

The Office of Student Conduct (OSC) seeks to support WMU faculty and staff as we return to campus amidst the Covid-19 pandemic. These guidelines are to be used in conjunction with the Facial Covering Policy (10-02) [https://wmich.edu/policies/facial-covering-mask](https://wmich.edu/policies/facial-covering-mask), the FAQs for Staff and Employees, and, when applicable, the OSC’s Resources for Classroom Behavior Management, found here: [https://wmich.edu/conduct/faculty-staff-O](https://wmich.edu/conduct/faculty-staff-O). Please remember that race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, veteran status, height, weight, and marital status are all protected from discrimination at WMU and each identity plays a role in how everyone experiences the University environment and confrontation within it.

OSC recommends the following approach when a student is not wearing a face covering. Just remember you are trying to “clear the AIRR:” Ask, Inform, Remedy, Report.

**Ask** – In a kind manner, ask the student “why aren’t you wearing a mask?”

**Inform** – Confidently and with compassion, inform the student about the policy: “WMU has a facial covering policy which expects everyone to wear masks indoors unless in their own personal room and outdoors if they cannot remain at least six feet away from others. We have provided each student with two reusable masks for that purpose; have you received yours?” Remind them that the reason for this policy is safety.

**Remedy** – Provide them with options: put on their mask, put on a disposable mask you provide to them, or leave the space. Remind them that their noncompliance is a violation of the class requirements and the Student Code ([https://wmich.edu/conduct/code](https://wmich.edu/conduct/code)).

**Report** – After asking, informing, and attempting to remedy the situation, if the student fails to comply or leave, assess the situation and dismiss class. If you have asked a student to leave your class for the duration of the class period and/or dismissed your class report this to the Office of Student Conduct at 269-387-2160 or nicole.allbee@wmich.edu.

**Classroom recommendations**

- Include specific Covid-19 behavioral expectations related to your course in your syllabus (e.g. seating arrangements, specific directional expectations in labs, additional procedures, etc.).
- Review the Covid-19 behavioral expectations during every class period at least until September 9 when the drop/add period ends.
- Consider offering engagement points as a part of student’s grading that are contingent upon following the Covid-19 behavioral expectations.

If a main campus student has not received their WMU-issued masks, direct them to the Bernhard Center (8/31/2020-9/4/2020) or the Flagpole Area (9/2/2020-9/4/2020). CHHS and Floyd hall will also have mask distribution 9/2/2020-9/4/2020.

Students with a medical condition which prevents the use of a mask will work with Disability Services for Students in order to arrange accommodations. Instructors will be made aware of mask accommodations directly via email from DSS.