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Syllabus Statement (Maintaining Public Health)

Insert the following in your syllabus (Note: non-teaching departments can adapt this wording accordingly):

“To protect the health of everyone in this class, students are required to do the following: complete the daily health screening from a phone or computer each morning; always wear a mask or other face covering that adequately covers both nose and mouth before entering any buildings; and stay 6 feet apart from everyone else in hallways, classrooms or any inside spaces. Any student who arrives at a classroom without having completed the daily screening check-in that morning will be asked to step outside the room to complete that task. Students cannot rely on professors to provide masks, and any student who arrives at a classroom without a mask will be required to return to their residence or go to a designated location on campus to get one. *There will be no exemptions or waivers of the 100% compliance mask policy.* If you refuse to wear a mask or face covering, you will not be able to enter the classroom and participate in the class. Continued refusal to wear a mask or face covering will be reported to the Student Conduct Office based on Student Conduct Code’s ‘Non-Compliance with Official Requests’ (which includes public health policy.) Masks are for both your own and for others’ safety and well-being. Remember that the theme of the semester is ‘We, not Me.’

Students with temporary illnesses must work with professors and make arrangements to make up coursework.”

(See footnote #1 at bottom of page)

For faculty consideration: Suggested addition for online course syllabi

We offer the following language for your consideration, use, or adaptation, as appropriate, to promote community and encourage practices that are sometimes referred to as “online etiquette.”

Building Community in a Virtual or Online Environment

Nearly all of us — students, instructors, and staff — are adjusting to a new environment of teaching and learning and having more virtual or online interactions, whether in real time (via video or phone) or asynchronously. Not being together gives us additional responsibilities. **Building community** in a virtual teaching and learning environment can sometimes feel isolating and challenging. For instance, writing (through discussion boards, blog posts, etc.) may be a primary means of communication with classmates

and instructors that lacks the social cues and nuances of face-to-face communication, such as body language and tone of voice.

To create as much of a sense of community as possible and to strengthen our communication during this unprecedented time, the following suggestions are offered:

Consider:	Be Mindful:
using intentional language to justify your thoughts. Draw on scholarly or research knowledge as appropriate, and recognize that there are many forms of knowledge.	that none of us knows everything. It is acceptable to say that you do not know. If you are guessing, state that you do not know but provide your thinking and share your reasoning.
making generous assumptions about where people are coming from, that is, consider exercising the presumption of goodwill.	of respecting that other people have different life experiences and opinions.
communicating from your own perspective.	of sharing another person’s professional or personal information.
giving credit where credit is due by citing and linking to resources as appropriate.	that there are different forms of written and oral communication and multiple forms of English. These range from emoticons and JPEGs to translanguaging to formal, academic writing. If you are unsure what form your instructor is asking for, ask for clarification. Part of the work of being a college student is to learn to recognize different forms of language and the power attached to them.
the readability of your written communication.	that people on the other side of the screen, phone, or written communication are whole human beings.
that your readers will bring their own life experiences and knowledges to what you write and may often interpret your words as well as course ideas differently than you.	of your audience. Who will read what you have written?

#1. For more information about The Pledge and expectations, go to: “Protect New Paltz: A Pledge to Stop the Spread of COVID-19” <https://www.newpaltz.edu/media/corona-virus/Protect.NPpledge.pdf>

NOTE: Faculty do not have to send the following, but so they are aware, it is included for their information:

Email blast being sent to all students in seated and hybrid classes (via Hawk Mail)

(Have IT cross tab students by 1 + seated or hybrid class, and personalize name)

Dear (Student's Preferred Name),

Thank you for making the choice to attend classes this fall semester, including the opportunity to take at least some in-person learning in a classroom setting on campus. This is an unprecedented time, but we are here together, as a community of learners, engaging in classes face-to-face in order to have the best academic interaction possible.

The theme of the semester is "We, not Me." We all need to do our part by acting safely in the college community of which we are all members. Since we all share the responsibility of keeping our community safe, here are some guidelines about expectations in place in order to maintain a safe and healthy environment in the classroom. As signers of the 'Protect New Paltz Pledge', you are already aware of the social distancing rules you need to vigilantly abide by. These rules will be re-enforced on signs around campus and in numerous social media posts reminding SUNY New Paltz community members of the basic public health standards that each one of us here must uphold. The Student Handbook's code of conduct cites that students who fail to comply with legitimate, reasonable and lawful requests by faculty and administrative staff (including public health law) can be charged through the conduct process and face various sanctions. Any referrals for not complying with public health law will be sent to the Director of Student Conduct.

Here are the key practices we expect of each other each day we meet:

1) **Complete the Daily Health Screening**, a questionnaire which requires taking your temperature and answering health questions. Once you are cleared to attend classes, your professors will see it confirmed on their class roster and you will be permitted to enter the classroom.

2) Remember to **wear your mask or other face covering with complete coverage of your nose and mouth**, protecting both yourself and others, before you enter any building or inside spaces. There are no exemptions or waivers of the 100% inside mask compliance policy for anyone on campus.

3) Before entering any classes or inside spaces, during class as well as when leaving class, be mindful of keeping a 6 ft. **social distance** between yourself and any person.

4) **Wash your hands with soap** often throughout the day and use hand sanitizer.

5) Any student with a **temporary illness** must make arrangements with the professor regarding making up coursework.

We also encourage you sign up for 'New Paltz Forward' text messages to keep apprised of any updates in policy. Thank you for your cooperation during these challenging times.

Sincerely,
XXXXXXXXXXXX

Info Sheet: Preventing and Managing Non-compliance in the Classroom and on-campus

If you are a faculty member, at the beginning of the first day of class when you meet with a seated or hybrid group in person, read the "Faculty Announcement on the First Day of Class" below. In addition, ask everyone to nod that they agree with your statement.

Faculty announcement on the first day of class (to be read aloud)

"I am looking forward to teaching this class and know you are all here to learn this semester as well. This is an unprecedented time, but we are here, as a community of learners, engaging in person to have the best academic interaction possible. It is everybody's responsibility to keep this community safe. You all should have received an email outlining the expectations of seated classes in order to maintain a safe and healthy environment for everyone. You also have accepted the Protect New Paltz Pledge and will see signs around campus and numerous social media posts reminding you of the basic public health standards each one of us in the community must uphold. The theme of the semester is "We, not Me." If we each do our part to care about the college community of which we are all members, we will have a productive experience.

Here are the key practices we expect of each other each day we meet:

1. Complete the Daily Health Screening, a questionnaire that requires taking your temperature and answering health questions. Once you are cleared to come to class that day, I will see it confirmed on my class roster and can permit you to enter the classroom.
2. Remember to wear your mask or other face covering with complete coverage over your nose and mouth, for yourself and for others, before you enter the building. There are no exceptions or waivers of this policy for anyone on campus. If you believe your disability is an exception, you must see the Disability Resource Center for accommodations.
3. Before entering the classroom, during class as well as when leaving class, be mindful of keeping 6 ft social distance between yourself and any person.
4. Wash your hands with soap often throughout the day and use hand sanitizer

I encourage you to sign up for text messages to be apprised of updates at 'New Paltz Forward'.

DO YOU ALL AGREE THAT WE WILL FOLLOW THESE PRACTICES? ”

What ifs:

Should you come into contact with a SUNY New Paltz student who is not following the 'Protect New Paltz Pledge', the steps below are suggestions on how to address this situation.

Step 1: Informal Resolution/Use of persuasive language

A. Remind the student about the class's agreement to follow public health guidelines made on the first day of class. Ask the person to please follow the pledge and correct their behavior in a firm, polite and caring/compassionate manner.

Examples of ways to address this include:

“The pledge requires that all individuals on campus maintain appropriate social distancing, especially in classroom settings or in the presence of members of our community who are more susceptible to COVID-19. Will you please practice proper social distancing to keep our community safe?”

“The pledge requires that all community members wear a full coverage face covering appropriately and other personal protective gear (PPE) as directed to keep our community safe and healthy. Will you please wear your cloth face covering before continuing to be in this space?”

“The pledge asks that we take responsibility for our own health and help keep our campus community and the greater New Paltz area safe by following these expectations. I am asking you to do this to keep you and our community safe. Will you please wear your mask or face covering?”

“I understand that you do not want to miss this class/event/meeting, but for the safety of our community, I cannot let you continue attending this class/event/meeting until you follow the appropriate expectations set out by the pledge. How can I help you attend this class/event/meeting safely?”

“Can you please wear your mask or face covering and/or maintain appropriate social distancing? The pledge is asking all of us to follow the expectations so we can remain on campus and not have to move to remote instruction. Will you please help keep our community safe and contribute to us being able to stay on campus?”

B. If necessary, offer a mask or face covering to the student, or refer them to Wooster Hall or other designated locations to pick up a mask.

Step 2: Verbal warning

If repeated informal resolution attempts fail, and the student still refuses to wear appropriate PPE or follow social distancing guidelines, a verbal warning and follow up email is justified. You could state:

“Public health law that addresses health risk is unlike any other college rule. Everyone has to understand that being reluctant or refusing to comply with these expectations is not a matter of choice. I spoke to you about this once, and I am asking that you ‘help me help **you**’.... I do not want to be in the position of having to refer you to the Director of Student Conduct. I will email you one reminder and am urging you to keep the pledge and follow the expectations we discussed.”

Step 3: Refer to the appropriate resource for further action

If after educating and asking a student to follow the expectations outlined and they refuse to do so, please let them know they will be referred to the Director of Student Conduct for potential disciplinary action which could include removal from in-person instruction and other potential disciplinary action.

(See footnote #2 at bottom of page)

845.257.MASK phone message/routing of calls (starts with a recorded intro)

“Thank you for contacting SUNY New Paltz regarding a recent public health concern you would like to report. General COVID-19 information and policies can be found on the college website. The public health policy on campus is to wear a mask or face covering with full coverage over the nose and mouth inside all buildings and socially distance 6 feet from others; and to wear a mask or face covering outside unless you can socially distance at least six (6) feet. If you have already politely asked someone to comply and they have not done so, you can leave your contact information and refer the incident to an appropriate office. Please note that referrals cannot be anonymous. Listen to the following list of options and make your selection.”

- If you have a concern regarding a current student's behavior regarding compliance with mask/face covering or social distancing policies, have addressed their behavior and they have not complied, complete an Incident Reporting Form on my.newpaltz.edu or PRESS 1 now [Routes to Office of Student Conduct]

(See footnote #3 at bottom of page)

- If you have a concern regarding the on-campus behavior of someone not affiliated with the college, or a guest of an affiliate, have addressed the policy with them, and they still will not leave a building, complete an Incident Reporting Form on my.newpaltz.edu or PRESS 2 now (Routes to Office of Student Conduct)
(See footnote #3 at bottom of page)
- If you have a concern regarding a college employee's compliance with mask/face covering or social distancing policies ON CAMPUS, have addressed their behavior and they have not complied, PRESS 3 now (Routes to Office of HRDI)

Typical message when they press 1, 2 or 3 will state:

1. Thank you for contacting the Office of Student Conduct. Please leave a message with your full name, cell phone number, email address, the nature of your concern, name of the individual whose behavior you witnessed, location it occurred, date and time. A staff member will contact you as soon as possible. Thank you.
2. Thank you for contacting the Office of Student Conduct. Please leave a message with your full name, cell phone number, email address, the nature of your concern, name of the guest and host involved with the behavior you witnessed, location it occurred, date and time. A staff member will contact you as soon as possible. Thank you.
3. Thank you for contacting the Office of Human Resources, Diversity & Inclusion. Please leave a message with your full name, cell phone number, email address, the nature of your concern, name of the individual whose behavior you witnessed, location it occurred, date and time. A Labor Relations Designee will contact you as soon as possible. Thank you.

Q&A

Q1. A student in my class/meeting/activity is refusing to wear a mask or face covering. What should I do?

1. **Talk with the student (preferably outside of the classroom).** Have a persuasive conversation in a firm, polite, compassionate manner, apprising them of their available options to comply with the

#2. (<https://my.newpaltz.edu/index.php?tab=2§ion=67> Incident Reporting Form or call 845.257.MASK, option 1)

#3. (<https://my.newpaltz.edu/index.php?tab=2§ion=67> Incident Reporting Form or call 845.257.MASK, option 1)

face covering directive. (Be aware that there are NO EXEMPTIONS to the policy, even for those requesting accommodations for disability-related or religious-affiliation.) If the student refuses, the professor will ask the student to leave that class session and inform them that they are still responsible for the class material.

2. Following the class session, **the instructor is encouraged to follow up with an email to the student reiterating expectations** (including a copy of the NP pledge and a copy of the Student Handbook under Administrative Regulations, Part III, Section C. *(See footnote #4 at bottom of page)*) The instructor will reiterate that in order for them to participate in class they need to wear a mask or face covering and maintain social distancing. The instructor will also let the student know that if this happens again, the student will be asked to leave class and the instructor will submit a report to the Director of Student Conduct. There may be instances in which a student forgets to wear their face covering more than one time. It is up to the instructor's discretion to determine if the student is unwilling to comply or simply forgot and needs a subsequent reminder. At any point the instructor is encouraged to have an educational conversation if the student repeatedly forgets but willfully complies when reminded.
 - a. If a second offense occurs, the instructor will ask the student to leave class and the instructor may submit an Incident Reporting Form (in [my.newpaltz.edu](https://www.newpaltz.edu), *See footnote #5 at bottom of page*) which goes directly to the Director of Student Conduct. The student will be sent a policy reminder letter for the second offense stating that if the student does not comply with the directive to wear a mask/face covering and social distance, they may be charged with a violation of the Student Conduct Code.
 - b. If subsequent offenses occur, the faculty member will continue to report the behavior to the Director of Student Conduct. If the information in the report suggests a possible violation of the Student Conduct Code, the office will continue with the disciplinary process.

Q2. A student in my class is wearing something over their face, but it does not appear to be sufficient (i.e., doesn't cover their nose, overly porous material). What should I do?

See the answer in the previous question.

Q3. A student not wearing a mask or face covering says that they have a religious reason, disability, or medical condition that precludes wearing any sort of face covering. What should I do to accommodate them?

There are NO EXEMPTIONS to the policy. Any person who is stating the need for accommodations for disability-related reasons must contact the Disability Resource Center. Again, if the student refuses to comply, the professor can offer a mask or face covering, refer them to the location where they can get one, or ask the student to kindly leave that class session. If it continues, complete Incident Reporting Form or call 845.257.MASK (-6275). [If a student wants to know the law in place which states they cannot claim an exemption, you can state, "Governor Cuomo's Executive Order has language which states 'Effective at 8 p.m. on Friday, April 17, 2020, any individual who is over age two and able to medically tolerate a face-covering shall be required to cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance.'"]

Q4. Can I set the policy in my lab or research space for face coverings?

Yes, but it must be consistent with the guidelines outlined here (i.e., indoor mask or face covering usage is required unless the space is clearly occupied by only a single individual).

Q5. Someone in my class is wearing a mask or face covering that contains a message or symbol that is offensive or threatening. What can I do?

You have a few options. One is to engage your student -- ask them about the message and let them know that you find it offensive. If you feel uncomfortable having a conversation yourself, you can get help by filing a campus climate complaint *(See footnote #6 at bottom of page)*. Your complaint will be reviewed for any relevant policy violations and if there are none, the person you reported will still be notified of your concern and invited to discuss it.

#4. <https://www.newpaltz.edu/studentaffairs/regulations.html>

#5. (<https://my.newpaltz.edu/index.php?tab=2§ion=67> Incident Reporting Form or call 845.257.MASK, option 1)

#6. <https://www.newpaltz.edu/ccf/>

Q6. Are masks or face coverings required when I'm working in my office/lab/workspace alone?

No, as long as you are confident that the space will not be occupied by others while you are there or very shortly after your departure. If someone approaches your office, please put on a mask or face covering.

Q7. What do I do if I have concerns about someone I see on campus who is not following appropriate guidelines?

If you are comfortable, try to engage them in a conversation about the behavior in question, doing so in a calm, firm, polite and compassionate manner. If you have spoken to them but they do not comply, a phone line for referring cases of non-compliance with mask wearing or social distancing on campus has been set up at 845.257.MASK (-6275). This number is used for the following:

- For general COVID-19 resource information
- If you have a concern regarding a current student's behavior (non-compliance)
- If you have a concern about a student's guest on campus
- If you have a concern regarding a college employee's non-compliance

Q8. What might be an appropriate situation for involving University Police?

There are limited situations that would warrant calling University Police. University Police is not charged with responding to complaints about non-compliance with mask/face covering use or social distancing. Examples of appropriate police requests may include: an act of a criminal nature, threat of a physical altercation, etc. If the behavior rises to a direct immediate threat, you should call 845.257.2222.

Q9. What if a student asks EXACTLY where in the Student Handbook & Code of Conduct does it say they have to comply?

The Student Handbook can be found at the link at the bottom of this page. *(See footnote #7 at bottom of page)* The relevant policy is called **"Administrative Regulation 2.00 - Compliance with Official Requests."** The policy states: "No person shall fail to comply with a legitimate, reasonable, and lawful request or direction by members of the faculty and administrative staff, other employees of the College, or officially recognized volunteers acting in accordance with their official duties **or violate public health law.**"

Useful Links and Materials

New Paltz Forward:

<https://www.newpaltz.edu/newpaltzforward/>

Protect New Paltz Pledge:

<https://www.newpaltz.edu/media/corona-virus/Protect.NP.pledge.pdf>

Protect New Paltz – How to Wear a Mask Safely:

<https://newpaltz.edu/media/forward/how-to-wear-masks-2020.pdf>

Coronavirus Info and Resources:

<https://www.newpaltz.edu/coronavirus-info/>

FAQ's SUNY New Paltz:

<https://www.newpaltz.edu/coronavirus-info/frequently-asked-questions/>

Article: Professor describes teaching in person during the pandemic

<https://www.insidehighered.com/advice/2020/07/22/professor-describes-what-its-teach-person-college-classroom-during-pandemic>

#7. (<https://www.newpaltz.edu/studentaffairs/regulations.html>)