



COVID-19 Safety Procedures Enforcement

For Faculty and other Educators on Campus Spring 2022

Prepared by the Divisions of Student Affairs and Academic Affairs

Purpose

The purpose of this document is to provide faculty and staff guidance on managing COVID-19 safety compliance on-campus. This document focuses on educating about, establishing, and maintaining a safe environment through classroom and activity management and coordinating best safety practices.

Faculty and Staff Guidance

1) Guidance for In-Person Classes:

The best practices in maintaining a safe classroom and campus space are encouraging completion of the daily screening and wearing a face-covering. Ultimately it is not the role of the faculty or staff to enforce safety protocols. However, faculty and staff are encouraged to manage these situations with tact and de-escalation practices. Steps a faculty or staff member may take to help keep their classroom safe:

A. Prior to the start of class, faculty should consider doing the following:

- **Reinforce** the face covering requirement in any announcements or introductions that they send prior to the first meeting;
- **Post** a statement about the face covering requirement on Blackboard;
- **Include** a statement about the face covering requirement in the class syllabus: See suggested language;
- **Familiarize** yourself with the Office of Community Standards: <https://www.csudh.edu/student-conduct/> , to whom you can report mask covering conduct violations to: <https://www.csudh.edu/student-conduct/report-an-incident/>

B. On the first day of class and upon receipt of these guidelines, faculty should consider doing the following:

- **Remind** students about the CSU systemwide vaccination policy and the face covering requirement;

- **Inform** students where they can get masks should they forget to bring one. **If students forget to bring a mask to campus**, they may obtain one at the Library or in the Office of the Division of Student Affairs (WH-410).
- **Reiterate** to students that the university has determined that face coverings are a safety requirement necessary to protect individual and public health, similar to other safety requirements in campus laboratories and similar facilities.
- **Start** instruction when everyone has a face covering.

C. What if there is a Face Covering Violation During Class?

- a. Students who **refuse** to put on a face covering or to properly wear one may be asked to leave. If the faculty member isn't comfortable asking, then faculty may temporarily dismiss the class for an appropriate pause, or for the day if needed, and should report the non-compliant student to the Office of Community Standards:
<https://www.csudh.edu/student-conduct/report-an-incident/>.
- b. The non-complying student will not be permitted to attend class until they comply with the face covering policy. They also may be disenrolled from the course, depending on the severity of the issue.

D. If you or your student feels symptomatic:

- a. Remove yourself from campus immediately
- b. Contact the reporting hotline at 310-243-2076 if you are a known close contact to a positive or have recently tested positive.
- c. For all new symptoms (within 24 hours) related to COVID-19 call the reporting hotline only if it is determined these symptoms are as a result of or related to a known COVID-19 case.
- d. For chronic symptoms related to another illness, allergies or similar, remove yourself from campus as you are not feeling and return when you feel better. You do not need to call the reporting hotline.
- e. Discontinue any face-to-face activity with anyone who may have been in contact
- f. Resume face-to-face activity in 10 days after positive test result or confirmed symptoms of COVID-19. Remain in isolation if fever (100.4 or greater) persists, for 24 hours after fever is reduced without the assistance of fever reducing medications.

2) Guidance for Self-Certification:

All students are required to complete self-certification. If a student does not complete self-certification they will not be allowed on campus. If students have questions about self-certification they should email covid_safety@csudh.edu or call (310) 243-2809.

3) Guidance for Student Mask-Wearing:

Face coverings are **required for everyone both indoors and outdoors on the CSUDH campus**, as they are essential to preventing the spread of COVID-19.

Face Covering Requirements

- Face masks must cover both the nose and mouth.
- The covering must fit snugly against the sides of the face so there are no gaps.
- You shouldn't have any difficulty breathing while wearing the cloth face covering.
- The cloth face covering can be tied or otherwise secured to prevent slipping.
- The university expects the Toro community to behave responsibly with respect for others.

You may take off your face covering when you are:

- Eating or drinking (maintaining six feet of distance from others)
- Alone in an office
- In your vehicle

If you are unvaccinated, you can pick up a free N95 mask at the Physical Plant front desk, Student Health Center front desk, or University Police Dispatch. You will also receive [instructions for how to take the respirator on and off \[PDF\]](#), and sign a form stating you received an N95. **If you forgot to bring your mask to campus, you can request one by calling Facilities Services Work Control at (310) 243-3804.**

4) Guidance for Weekly-Testing:

Weekly COVID-19 testing is strongly encouraged for all on-campus students, regardless of vaccination status.

Weekly COVID-19 testing is currently mandatory for:

- Students in University Housing and/or Athletics, regardless of vaccination status.
- Students in face-to-face classes who have not been fully vaccinated prior to the September 30 deadline, or due to medical/religious exemption.
- If students are not vaccinated – weekly testing is mandatory
- If students are vaccinated and uploaded proof of vaccination– weekly testing is strongly recommended

Testing will be provided at no charge to eligible participants on Wednesdays and Thursdays, in Parking Lot 2.

Drive-Thru Testing Process:

- Make an appointment via myCSUDH
- After making the appointment, a confirmation email will be sent by the testing provider (Phamatech Laboratories & Diagnostics) with the selected date/time.
- Drive to the testing location in Parking Lot 2 (Wednesdays and Thursdays during business hours) at the appointed time. Have employee, student, or state-issued identification card.
- The testing provider will collect the sample and the results will be emailed to the registered email address within 24 - 48 hours.
- Walk-up accommodations will be made for those who cannot arrive by vehicle.

Make Your Appointment: To schedule your testing appointment, [log into myCSUDH](#). Click on the "COVID-19 Vaccination" dropdown, then the "Schedule Your Appt for COVID Test" link.

Student Conduct Procedures

The Office of Community Standards (OCS) at CSUDH, should be consulted when all educational avenues have been exhausted and students repeatedly fail to comply with communicated campus safety protocols.

1) Student Conduct Code Violation

Students failing to comply with the communicated campus safety protocols and procedures are subject to discipline pursuant to CSU Executive Order 1098: Student Conduct Code Procedures, (rev. 3/29/19). Title V of the California Code of Regulations Section 41301, Student Conduct Code, describes the grounds on which a student can be disciplined, including:

- Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.”
- “Violation of any published University policy, rule, regulation or presidential order.”
- “Failure to comply with directions of, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.”

Students failing to comply with campus safety protocols and procedures, including in connection with on-campus instruction, are subject to discipline based on the above grounds.

2) Reporting Procedures

The following are behaviors that may warrant consultation or intervention by the Office of Community Standards:

- Repeated and intentional failure to wear a mask after multiple and clear warnings
- Repeatedly and intentionally violating any safety directives established by the university after fair and clear warnings
- Repeatedly failing to complete or receive appropriate clearance through the health self-screening survey before arriving at class
- Repeatedly failing to complete the vaccination certification process
- Repeated failure to complete required testing

Students should be allowed to correct the behavior without consequence. Students who forget, engage in unintentional carelessness, or act in haste should be given verbal warnings. A non-compliant student should be reported to the Office of Community Standards through the Student Conduct Reporting Form (<https://www.csudh.edu/student-conduct/report-an-incident/>) only after refusal to follow and comply with campus safety protocols

3) Sanctioning

On the first occurrence, a student will be allowed to correct the behavior through education. A student who engages in unintentional carelessness or willful non-compliance should be given a verbal warning. After addressing the issue with the student, any individual responding to student non-compliance is asked to complete the Student Conduct Reporting Form, which is routed to the Office of Student Conduct (OSC). It is critical that all warnings and incidents are memorialized in writing for record-keeping and escalation of complaints and ensure due process of disciplinary proceedings.

On the second occurrence, a student who has violated the safety protocols and procedures will be referred to the OCS. The office will conduct a review and consider the circumstances in totality to determine appropriate action.

On the third occurrence, a student may be disenrolled from class, removed from housing, placed on interim suspensions, and in rare cases, students may face more severe sanctions. *If student gets into this process 3 times, they will be removed from housing, and may be disenrolled from course(s).

Below is a list of actions that are typically considered. There is no pre-determined order or sequencing of the sanctioning as the circumstances, and severity of the incident(s) are taken into consideration. An educational approach will be taken toward addressing

non-compliance; however, egregious violations could escalate student behaviors through the formal student conduct process.

Typical Progression of Actions

1 st Violation	The Reporting Party should fill out the Office of Community Standards (OCS) Reporting Form. A written warning letter is sent to the student from the OCS. The student will be informed of potential sanctioning for repeated noncompliance, including disenrollment, suspension, or dismissal. In very minor mask violations that are then immediately ameliorated, students will simply be given a verbal warning.
2 nd Violation	The student is sent a formal Student Conduct Notice of Conference initiating student conduct procedures and is required to meet virtually with the OCS before attending the next face-to face class, meeting, or interaction.
3 rd Violation	Disciplinary actions may be pursued in accordance with CSU Executive Order 1098, rev. 3/29/19: Student Conduct Procedures

4) Interim Suspension

Under severe circumstances where it is determined that there is a threat to any individuals in the campus community, an Interim Suspension may be considered. Under Article VI. of CSU Executive Order 1098 (revised March 29, 2019), per Title 5, California Code of Regulations, section 41302, an interim suspension may be considered and evaluated, “where there is reasonable cause to believe that separation of a Student is necessary to protect the personal safety of persons within the University community or University Property, and to ensure the maintenance of order.”

Finally, we want to express our gratitude. Thank you for your dedication despite the challenges facing our university. You and your students can get the most up to date information (and a downloadable update of this document) at the Toros Together webpage: www.csudh.edu/together.

Thank you.