As we begin the fall semester, Colorado State University recognizes that the ever changing COVID-19 situation requires adaptation and one example is that students, staff, faculty, and visitors must wear a mask in all University buildings. This requirement is in place to help reduce the risk of spreading COVID-19 among our university community.

Academic faculty in classrooms and supervisors managing on-site employees may encounter situations when a student or employee forgets to wear a mask or refuses to wear one.

To support our faculty and supervisors, we have prepared a suggested script for supervisors who may need to address an employee not wearing a mask or following public health orders as well as a script for academic faculty who may need to address a student not wearing a mask.

Because of risk to others, modifications to a mask, such as an alternative face covering, are not accepted by the University. The Pandemic Preparedness Team has approved only gaiters as alternatives to mask; face shields, scarves and bandanas are not approved alternatives.

Concerns about compliance with university requirements or public health orders should be reported through the COVID Reporter (https://covid.colostate.edu/reporter/). This information is shared with offices that respond to these concerns including the CSU Public Health Office, Student Resolution Center, Human Resources, and Office of Equal Opportunity.

**EMPLOYEE MASK REQUIREMENT IN WORKSPACES**

Scripts for Supervisors About Wearing Masks in the workplace

**Talking Points: Expectations in the workplace**

- I am excited to work together again on campus/in the office.
- Your/our role is important to the university, because...
- To be able to do this we must follow University public health requirements to ensure a healthy environment.
- Together we can all accomplish our unit’s objectives and maintain a healthy environment.

The University is doing many things to make the return successful:

- Communicating through the Pandemic Planning Team the public health expectations on
university grounds.

- Finding ways to educate students, faculty and staff of the expectations while on our campuses and creating process to handle non-compliance.
- We, including me, are expected to follow these public health precautions. They may change over time. If they do, I will ensure you have the most up to date information. (www.covid.colostate.edu/)
- Complete a COVID Reporter if I experience COVID symptoms or receive a positive COVID test
- Wearing a mask always while in university buildings.
- Anyone can choose to wear a mask if they wish to as well, but masks are not required outside.
- Wash hands with soap and water or use hand sanitizer frequently.

Doing these things will create the best environment for all of us. Are there any questions?

I realize that from time to time we may forget to follow these precautions. If so, we will remind each other. Repetitive or intentional violations are a different matter and may be cause for formal disciplinary action.

Anyone who has a documented medical reason that they cannot wear a mask should request an adjustment to their work arrangements through the Office of Equal Opportunity.

I am happy that we are all able to return to campus/the office (or remain on campus/the office).

I’m here with you if you have any questions or concerns. Please feel free to reach out to me.

Mask compliance scripts

The following scripts can be followed when an employee is not wearing a mask.

If an employee arrives at work and is not wearing a mask

“I see you are not wearing a mask. I realize we are all getting used to the mask requirement. Do you need me to help you get one?”

If the answer is **yes, the employee needs help getting a mask:**

1. Offer the employee a mask to wear if you have one available.

2. Offer to allow the employee to return home, if convenient, or return to their vehicle or
other nearby area to retrieve one.

3. Remind employee that they need to remember to wear their mask every day.

**If the employee refuses to wear an offered mask** and does not indicate they are unable to wear a mask:

1. Provide a gentle reminder that all employees are required to wear masks when indoors.

2. Again, request that the employee please put on a mask.

3. Inform them if they refuse, they will be placed on leave without pay pending a consideration of disciplinary action up to, and including, termination of their employment.

> **If the employee says they cannot wear a mask due to a health impairment**, see the recommended script and action in section C, below.

**If employee refuses to put on an available mask**, the best practice is to conduct step three again with the presence of another supervisor or leader from your work area.

- **If employee agrees to put on mask**, remind them that masks are required and you appreciate their compliance with the state and county health orders. Notify them that you will be sending them an email confirming this requirement and documenting the incident. In the future, you expect them to wear a mask when asked.

- **If the employee refuses to put on the mask and does not speak to a health impairment**, notify them they are being placed on leave without pay as disciplinary action is being considered. Ask them to leave the workplace. Ensure you have current contact information for them. Contact your HR representative. If the employee does not leave or if during the conversation the employee becomes threatening, contact CSU police.

**If the answer is no and the employee states they CANNOT wear a mask (whether they identify a medical reason or not – please do not seek or inquire about any medical/health information):**

1. Provide a gentle reminder that the University requires all employees to wear masks on all University property as an expectation of the job to comply with University guidance, help
slow the spread of COVID-19 and mitigate the risk for others.

2. Inform the employee if they believe they have a health impairment that limits their ability or makes them unable to wear a mask, the Office of Equal Opportunity is a resource and can speak to the process for obtaining an exemption.

3. Inform the employee they cannot be on site without wearing a mask and should take leave while they are working with OEO.

If an employee, student, or other individual comes to you and complains that an employee is not wearing their mask:

- Thank the individual for bringing the matter to your attention. Follow up with the employee and engage in the conversation above if you have not received confirmation from OEO regarding the employee.
- As a supervisor, if one of your employees seeks an exemption, you will receive confirmation of any granted exemption from the Office of Equal Opportunity.

**STUDENT MASK REQUIREMENT IN ACADEMIC SPACES**

*Scripts for Faculty About Wearing Masks in the classroom, lab, etc.*

All students, faculty, and staff are required to wear masks that cover their mouth and nose while indoors on campuses.

The Pandemic Preparedness Team has approved only gaiters as alternatives to mask; face shields, scarves and bandanas are not approved alternatives. Students who are unable to wear a mask or gaiter should be referred to the Student Disability Center, who will work with them to find alternative study arrangements.

**General statement to the entire class:**

“I want to acknowledge it is a different start to the fall semester during this time, and we are all being asked to adjust. What this will mean for us is we are going to take care of ourselves and each other. That includes following the CSU COVID guidance to wear masks while indoors.”

**Sample exchange if a student shows-up in your class without a mask:** "Hi, I noticed you don't have your mask on. It is CSU policy that everyone wear a mask while indoors on campuses, including while in class, so I have to ask you to put one on before we can get started. You can go to the book store to get one. Thanks."

**If the student refuses to wear a mask:**

"I must remind you it is University policy that everyone is required to wear a mask while indoors on campuses. This is for the health of everyone in the room and it is not my decision to ask you
to wear a mask. If you are not going to wear a mask today, I must ask you to leave and I report this as a public health violation through the COVID Reporter. You will receive follow up from the Public Health office, and possibly the Student Resolution Center for both a policy and student conduct code violation."

Students may not be in a building without a mask, even if they have an accommodation. There should be no student in a classroom without a mask. If a student says that they cannot wear a mask for health reasons and they have worked with the Student Disability Center for an exemption, and they are not wearing a mask, please refer them back to the Student Disability Center.

The Pandemic Preparedness Team has approved gaiters as an alternative to masks. Face shields, bandanas and scarves are not an appropriate alternative to a mask. Mask with vents are not permitted.

Unlike last academic year, students will not have a letter from the Student Disability Center if they are wearing an alternative that is not a gaiter.

If the student refuses to leave:

Stay calm and simply note the policy. Do not get drawn into an argument with the student. It is not the role or job of the instructor to enforce this policy. Ask the student to respect the University's policy, note it is for the benefit of all students, and ask them to leave again. Tell them their continued refusal to wear a mask in class or leave creates a disruption in the classroom. Creating a disruption in class could result in a disciplinary action under the Student Conduct Code. Tell them that it would be best for everyone if they simply left the room.

If the student refuses to comply, you may report it to the COVID Reporter.

Refusing to wear a mask is not considered an excused absence from class.

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