

# Guidelines for instructors

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## What to do if a student is not complying with the mask requirement

It is an official campus rule of conduct that all people in university buildings wear an approved protective face mask and wear it in the proper way. For hybrid and in-person classes, faculty should use the disclosure language that has been provided to specify the need to wear a mask when in class. If a student comes to class without a mask or without wearing it in the proper way, please use the following procedure.

As tense as it may be to have a student disobeying the mask rules, speak slowly and deliberately in order to stay calm during these interactions.

If you are teaching a class and a student arrives without a mask, or is not wearing an [approved face mask](#) (for example, masks with valves are not permitted), or is not wearing their mask properly, use the following procedures to address the situation.

- Start by asking the student why they are not wearing a mask (or not wearing it properly). After they respond, inform that university policy requires all people in buildings to wear an approved face mask properly.
  - If a student responds that they have an accommodation from SSD, here is a suggested response. “SSD accommodations will not include being able to come to class without a mask, because of the risk to your fellow students. They provided you with a letter to give to me, so that I know how to help you. Please get me that letter as soon as possible. In the meantime, you cannot stay in this classroom without a mask.”
  - If a student responds that they have a right to come to class however they choose, you might respond “At UT, we believe in the freedom of expression, but the safety of our students, staff, and faculty is critical during the pandemic. That is why it is an official rule of conduct that everyone in university buildings wear a mask. I would like to have you participate in class, so please put on a mask.”
  - If a student responds that they do not have a mask, let them know that approved masks are available for sale at vending machines around campus as well as at many grab-and-go stores on campus. Tell the student they can return to class after obtaining a mask.
- If the student does not put on a mask or leave the room, let the student know that if they do not put on a mask or leave, then you will have to dismiss class.
- If the student does not leave, dismiss the class.
- After leaving the class, report the student to the [Behavior Concerns and COVID-19 Advice Line \(BCCAL\)](#). BCCAL will work with the student and coordinate with student affairs for any disciplinary actions.
- If you have concerns about an escalation in the situation or feel in danger, you should contact UTPD by calling 911.

Please remember that your goal is to de-escalate the situation. Do your best not to add energy to the situation, even if you are ultimately forced to dismiss class.