

MASK ACCOUNTABILITY PROTOCOL

On April 3, 2020, the Centers for Disease Control and Prevention (CDC) made a recommendation that all **Americans wear cloth face coverings in public settings where social distancing measures are hard to maintain**, such as a grocery store. This recommendation is especially important in areas of widespread community transmission, such as Chicago. Growing scientific evidence supports that the wearing of face coverings is one of the most effective strategies in limiting the spread of the COVID-19 virus. The CDC and the Illinois Department of Public Health (IDPH) recommend wearing cloth face coverings to slow the spread of the virus and to help people who may have the virus and do not know it from transmitting it to others.



Saint Xavier
UNIVERSITY

To help mitigate the transmission of COVID-19, the University is requiring that all students, faculty, and staff wear masks or other face coverings over the nose and mouth when indoors, as well as when outdoors and likely to come within six feet of another person. This requirement applies to all classrooms, public restrooms, open office and common spaces, hallways, meeting rooms, libraries, laboratories and other indoor spaces on campus, as well as to all public outdoor spaces.

With that in mind, the University has issued one fabric mask to each student, faculty and staff member and has adopted the following instructions for wearing protective face coverings:

- Students, faculty and staff may use the face covering provided by the University or supply their own.
- Face coverings may be cloth or disposable.
- Disposable face coverings should only be used once. Cloth face coverings should be cleaned daily.
- Employees may remove face coverings when alone in their own offices or enclosed workspaces.
- Students may remove face coverings in their own residence hall rooms, so long as persons with whom they do not share a room are not in the room.
- Students, faculty and staff should have a face covering with them whenever they are on campus.
- Students, faculty and staff cannot enter facilities without a face covering, and if they are not wearing a face covering inside a facility, will be asked to leave.
- Students, faculty and staff may remove face coverings when actively eating or drinking.
- Guests, visitors, vendors and contractors will be expected to honor these guidelines and provide their own face coverings to keep the SXU community safe.

Please keep in mind that all students are expected to fully comply with all policies, procedures and guidelines outlined in this Informed Consent, in the University Guidelines, on signs posted on campus and as stated in instructions given verbally by University faculty or staff (including, but not limited to, guidelines for physical distancing, personal hygiene, wearing of face coverings, etc.).

EXCEPTIONS

Any faculty, staff or students who are unable to wear a cloth face covering due to a medical or behavioral condition of disability may wear an alternate face covering, such as a shield, and maintain a minimum six-foot physical distance at all times.

For accessibility questions, please contact Margaret McDonnell, director for the Center for Accessibility Resources, at 773-298-3308 or mcdonnell@sxu.edu.

ACCOUNTABILITY

As a Mercy institution, Saint Xavier University is a community of faculty, staff and students who care about the well-being of one another and share in the responsibility of contributing to a safe and healthy campus environment for all. Therefore, public health is everyone's responsibility. SXU is relying on members of our community to adhere to and assist with enforcing these standards of behavior. Members of the community should speak up if they encounter someone violating the face covering policy. Faculty, student organizations and office teams should clearly define how they will enforce the mask policy in their spaces. Individuals who fail to wear face coverings as required may be reported for non-compliance to the Dean of Students Office (students) or Human Resources (employees) and disciplined under the appropriate handbook provisions. Visitors and third-parties who do not adhere to this policy may be asked to leave the campus. The University may utilize existing policies (including but not limited to policies related to behavior that endangers self or others or failure to comply) for enforcement when violations of COVID-19 policies occur.

** This policy may be subject to change based on orders, requirements and guidance from federal, state and local authorities.*

STUDENT VIOLATIONS: CONDUCT GUIDELINES

1st violation: Non-judicial letter with written warning, policy review and CDC video

2nd violation: Judicial notice; found in violation, can appeal. Judicial educator and reflection assignment

3rd violation: Referred for administrative hearing; sanctions to be determined as appropriate

Please note: Some violations may be more appropriate for administrative hearing rather than a preliminary warning; the University reserves discretion depending upon the particular circumstances.

FACULTY GUIDELINES

Related to COVID-19 requirements for fall 2020, instructors should:

- Include a University statement in all course syllabi which reads: "Please check the SXU website for the latest information on COVID-19 and how you can help slow the spread and visit the Return to Campus web page for information on how the University will maintain a safe and healthy campus environment."
- Depending on the classroom and the nature of the course, instructors may add other requirements (e.g., directional guidance in laboratories).
- Instructors are encouraged to send an email or post a note on Canvas to remind students about the requirements before the semester begins.
- Orally review classroom requirements at the beginning of the semester and spend a few minutes on these requirements for the first several class periods.

If a student fails to adhere to the requirements during a particular class, instructors should take the following steps, in quick succession:

- Remind the student, in a firm yet kind manner, of the requirement and the reason for it: safety. Direct the student to comply.
- Remind the student that their non-compliance is a violation of class requirements and of the Student Code of Conduct and direct that the student comply.
- Direct the student to either comply or to leave the classroom immediately.
- Should an emergency situation develop that you feel cannot be resolved by classroom dismissal, please call Ext. 3911 for assistance.

After class, instructors should:

- For students who failed to comply: Immediately file an Incident Report. The Dean of Students will follow up through the conduct process.
- For students who initially violated the requirement, but who chose to comply when addressed: Consider an email or other communication to remind the student of the requirement for future classes, but also to allow the student to explain their action in a way that might help mitigate it in the future.
- Immediately communicate a class dismissal to your department chair and, as soon as possible, produce a written record of the facts.

Modifications to this Policy and University Protocols and Reservation of Rights

Based upon an individual circumstance or evolving public health recommendations regarding the handling of isolation, quarantine, positive tests or presumptively positive tests, the University may find it necessary to modify these plans and protocols, either in individual circumstances or by means of a policy modification going forward. The University reserves the discretion to make changes to its health and safety directives to protect the campus community. All members of the campus community are required to comply with the University's health and safety directives, when directed in a particular case or going forward.