



The Office of Student Conduct & Integrity

COVID-19

Compliance Guidelines

(Effective for 2020-2021 Academic Year or Until Rescinded)

INTRODUCTION

The Cal Poly Pomona Covid-19 Mask & Social Distancing Guidelines are in effect to foster a safe learning environment during the coronavirus (Covid-19) pandemic. As a result, it is important for everyone to understand that we are in this together and it is required that everyone do their part to protect the health and personal well-being of others within our communities.

In addition to the guidelines posted under the University's Safer Return Guidelines found under the following link: <https://www.cpp.edu/safety/safer-return/>. This document will provide guidance to university faculty, staff, and administrators on the most effective ways to hold students accountable for instances of policy violations related to Mask & Social Distancing violations.



RULES & REGULATIONS

1. Masks & Face Coverings:

- a. All students **MUST** wear masks or face coverings on campus, covering their mouth and nose. Students must wear a mask or face covering to enter and while present in any academic, administrative, residential, food service, or recreational building.
- b. Additionally, students must wear masks or face coverings in any outdoor location on campus (including walking to and from class), where six (6) feet of physical (social) distancing is not possible. All traditional in-person/on-ground classes will be off-limits to students who refuse to wear face coverings or masks. Students are permitted to remove their mask or face covering to eat and drink.
- c. Students who do not want to wear a mask or face covering may only participate in remote learning and online classes.
- d. If a student is unable to wear a mask due to a documented disability or medical reason, the student must seek an accommodation from The Disability Resource Center or Student Health & Wellness Services prior to arriving on campus.

2. Social Distancing:

- a. Students must maintain six (6) feet of physical (social) distancing at all times on campus, whether indoors or outdoors. Residential students should refer to their Residence Hall Policy for further guidance on rules and regulations within the residence halls.

3. Large Gatherings:

- a. Students are expected to follow the University's guidelines regarding approved gathering size. **Until further notice, all gatherings of Any Size are prohibited by the University, Students, Clubs & Organizations, and members of the Greek Life Community** who host gatherings of **Any Size** should expect to have those gatherings dispersed by CPP Campus Police and/or Pomona's Police Department and referred to the Office of Student Conduct & Integrity.

4. Classroom Expectations:

- a. Students are expected to abide by the Mask & Social Distancing Guidelines inside or outside of the classroom. As a response protocol, a **faculty or staff** member may require any combination of the following:
 - i. Ask the student to wear a mask or offer the student a mask, if available
 - ii. Ask the student to leave the classroom
 - iii. End the class session or meeting if the student refuses to leave
 - iv. Report the student to the Office of Student Conduct & Integrity for further action
 - v. Leave the room to contact Student Affairs, Environmental Health and Safety, Campus Police, or another campus department tasked with responding to such issues of noncompliance

ACCOUNTABILITY & ENFORCEMENT

The Student Conduct Administrator at each of the CSU campuses is charged under CSU [Executive Order 1098](#) with ensuring compliance with student codes of conduct and other policies governing student actions and behaviors. There is therefore no need to update EO 1098 in any way to accommodate the new policies/procedures campuses are developing specific to Covid-19 risk-reduction, as existing language in the policy allows campuses to engage in enforcement, discipline and sanctioning, as appropriate.

Individuals referred to the Office of Student Conduct & Integrity for non-compliance with these expectations should expect to be **charged** with a violation of one or more of the University Policies under Title V: [Student Conduct Code](#), including but not limited to the following violations:

- (6) Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
- (7) Conduct that threatens or endangers the health or safety of any person within or related to the University community...
- (16) Violation of any published University policy, rule, regulation or presidential order.
- (17) Failure to comply with directions or, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
- (18) Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.

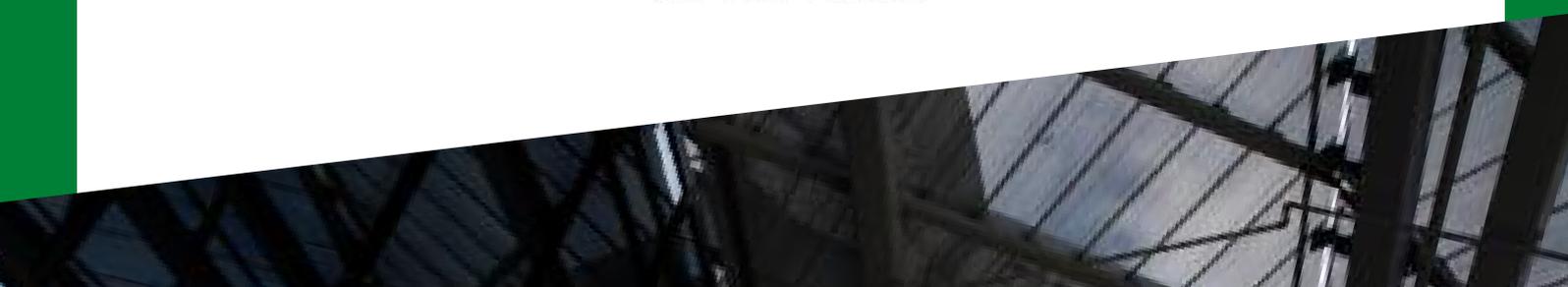
Enforcement of these guidelines will need to be a **Community Effort**, not solely the responsibility of the Office of Student Conduct & Integrity or Residence Life. **All members** of the University community should feel empowered to ask one another to wear a mask or observe physical distancing. If students refuse to comply with such a request, or need to be repeatedly reminded of these guidelines, any member of the University community can file an Incident Report available on the [SCI website](#).



When addressing violations of CPP's Covid-19 Compliance Policy, the primary approach will be **Educational**. In situations where a student may have accidentally, unintentionally, or carelessly violated a Covid-19 policy, which could put other members of the CPP community in greater risk, will be reminded of the Covid-19 Compliance Policy, the Bronco Care Pledge (applicable to on-campus housing students only), and encouraged to reflect on how their behavior may be impacting CPP's commitment to the overall health and safety of the campus community. If at any time a student becomes unwilling or unable to abide by the commitments outlined in this policy or the Bronco Care Pledge, they will be expected to remove themselves from campus.

More importantly, students should also understand that Cal Poly Pomona will not tolerate deliberate, reckless, or repeated disregard of the Covid-19 policy or the Bronco Care Pledge. **The health and wellbeing of the entire CPP community is all of our responsibility.** Students who engage in conduct in deliberate, reckless, or repeated disregard of the Covid-19 policy or the Bronco Care Pledge will have forfeited the privilege to be on campus and will be removed from on campus housing and will be restricted from accessing all campus facilities. If this were to occur, these students would be invited to complete their 2020-2021 academic coursework remotely. This determination will be assessed on a case-by-case basis.

Members of the Division of Student Affairs, Residential Life, and the Office of Student Conduct & Integrity will review all allegations of Covid-19 policy violations, to determine if a violation has occurred and if appropriate, remove a student's eligibility to remain in campus housing and/or refer the student to the student conduct process.



MANDATORY MINIMUM SANCTIONS

The following education measures are mandatory minimum sanctions for Covid-19 Compliance Violations. Based on the severity of the infraction, the University reserves the right to impose any appropriate additional sanction(s):

1. First Violation: Informal Warning (Verbal Warning)

- a. A developmental conversation will be facilitated between the student and the reporting party: Faculty, Staff, Student Employee, University administrator and/or dean's office/designee.
- b. Developmental Conversations should include but not limited to the following:
 - i. Address the behavior and discuss the potential harm to others and the overall campus community
 - ii. Reaffirm the Core Values of CPP
 - iii. Educate the student about the consequences for future policy violations
 - iv. Document the incident along with any agreed upon action plan item(s) that are designed to prevent future instances
 - v. Send a follow-up email to the student and copy the Office of Student Conduct & Integrity: studentconduct@cpp.edu. Please include the following in your email:
 1. Subject line: Include Bronco ID for the student
 2. Student name
 3. Reporting party: name, title, and department
 4. Summary of incident
 5. Action plan/Agreed upon next steps

2. Second Violation: Formal Warning (Written Warning & Virtual Mandatory Meeting with University Administrator/Faculty/Staff)

- a. Formal meeting to reinforce previous developmental conversation:
 - i. Discuss behavior and revisit previous behavior; discuss lessons learned
 - ii. Educate the student about the consequences for future policy violations; advise student that a future violation will be reported to the Office of Student Conduct & Integrity
 - iii. Document the meeting and action plan discussed to prevent future instances
 - iv. Send a follow-up email to the student and copy the Office of Student Conduct & Integrity: studentconduct@cpp.edu. Please include the following in your email:
 1. Subject line: Include Bronco ID for the student
 2. Student name
 3. Reporting party: name, title, and department
 4. Summary of incident
 5. Action plan/Agreed upon next steps: indicate in your email to the student that a referral to the Office of Student Conduct & Integrity will be the next step if you find the student in non-compliance for a 3rd time.



3. Third Violation: Formal Resolution with the Office of Student Conduct & Integrity

a. Document Incident and submit referral via the SCI Student Conduct Referral link:

i. Provide all supplemental documentation from prior incidents; include action plan and agreed upon next steps.

b. SCI will review information submitted and will reach out to the student to schedule a student conference (See process on the SCI Website)

c. Outcome (Responsible or Not Responsible)

i. If student is found responsible for violating the Student Code of Conduct, Educational Sanctions may be imposed in accordance with Executive Order 1098 - Article V: Section A:

1. Subsection (1-7) which includes **suspension** as a potential outcome

ii. Plus, one or more of the following Educational Sanctions:

1. Referral to the Office of Student Health & Wellness Services to meet with Kenya Rampersant or designee. A reflection paper will be assigned at the conclusion of this meeting.

2. Reflection paper and/or Presentation on Covid-19 related topics (i.e., how the virus spreads, the importance of social distancing/wearing a mask, etc.)

3. Educational videos related to the virus and/or health & safety.



TALKING TIPS FOR COVID-19

MINDFUL COMMUNICATION

Cal Poly Pomona strives to foster a safe and comfortable environment for students, faculty, and staff, especially during the difficult times due to Covid-19. In an effort to encourage all campus members to adhere to guidelines for Covid-19 compliance, the University has developed some talking points to help you navigate these conversations in an attempt to avoid being accusatory and confrontational.

Before you approach others, take a step back and remember to be compassionate and empathetic in your communication. Sometimes wearing a mask or not abiding by guidelines gives others the feeling that they have some control over the situation. If you approach someone aggressively, then they are likely going to react defensively. No one wants to feel attacked for reacting differently. Times are difficult for everyone so just be mindful and encourage all Cal Poly Pomona community members to comply with our Covid-19 compliance guidelines.

WHEN YOU SEE SOMEONE ON CAMPUS WITHOUT A MASK

- Hey there! I really care about your health. Did you know that Cal Poly Pomona requires everyone to wear a mask when they are on campus? You can get one for free (students only) from Health & Wellness! Stay safe and take care!
- Even though masks are starting to be the new norm, I still manage to forget mine from time to time. I feel good knowing that I can always pick one up from Health & Wellness. Stay safe and take care!
- I know that I am healthy, but I really care about the health and safety of others. I wear a mask to protect those who are immunocompromised. Will you join me?

WHEN YOU SEE PEOPLE WHO ARE NOT SOCIAL DISTANCING

- Oops! Excuse me. I am just trying to keep a safe distance.
- Hey there! Sorry to bother all of you. I just wanted to let you all know that I noticed more space upstairs if you all want more room to study. Take care!
- Woah! There are a lot of people in here so, it's hard to stay 6 feet apart. Would you all mind relocating to a safer spot since seating is limited in here?
- Hello! Sorry to bother. Would you all mind letting me know when you finish using this space so I can come back over? I know we are all looking for shared space, but I want to make sure to maintain proper social distancing to keep you and others safe. I will be right over there. Thanks!
- It is best to be safe. I will catch the next elevator and you take this one.
- I don't mean to bother you, but I want to ensure that I maintain a 6-foot distance from others as I do not feel comfortable being any closer than that. Do you mind helping me out by keeping a safe distance?



WHEN GREETING AND APPROACHING OTHERS ON CAMPUS

- Hi! (wave*) I am not shaking hands right now because of the virus, but it's nice to see/meet you!
- Hi! I am avoiding contact with others right now, but it's a pleasure to see/meet you!
- I am looking out for others and myself, so I am trying to keep a distance, but it's nice to see/meet you. (wave* or air high five* or air fist bump*)

ENCOUNTERING OTHERS ABIDING BY COVID-19 GUIDELINES

- Thank you for looking out for one another!
- Cool mask! Stay safe!
- Thanks for social distancing and looking out for everyone!
- Thank you for being considerate and abiding by the guidelines! We're all in this together! Stay safe!



*** Students who refuse to comply with the CPP Covid-19 Compliance Guidelines are subject to disciplinary action, in accordance with the applicable Policy. If a student indicates compliance is not possible due to medical reasons, the individual should be referred to the appropriate University office to request accommodations on the basis of disability (Accessibility & Disability Resource Center or Student Health and Wellness Services).