OVERVIEW

This fall, we continue to prioritize the health and safety of our campus community while achieving our number one goal of Student Success. To adhere to state, county, and public health guidelines, and to continue to slow the spread of COVID-19, individuals are required to wear face coverings (i.e., mask or cloth face coverings) over their nose and mouth when inside buildings and facilities on campus regardless of vaccination status.

CDC and LA County guidelines regarding masks and social distancing are constantly evolving. Please keep in mind that all recommended guidance is subject to change based on Cal/OSHA, statewide, and/or federal guidance.

The following document highlights the face covering and mask protocol for various anticipated scenarios.
**Scenario A: Student enters classroom/campus facility without face covering or mask**

**Step 1:** If a student enters a classroom or campus facility without a face covering or mask (unintentional violation of mask requirement), please ask the student to step outside of the space to address the concern and remind the student of the requirement.

**Step 2:** If the student forgets or loses their mask, please refer the student to a PPE dispenser mounted to the wall on the first floor of the building. It is also suggested you keep extra face coverings or masks available within your classroom or campus facility. (Request face coverings here: [https://www.cpp.edu/safer-return/face-covering-request.shtml](https://www.cpp.edu/safer-return/face-covering-request.shtml)). Disinfectant wipes and hand sanitizer dispensers will also be supplied.

**Step 3:** Student complies and puts on a face covering or mask. **NO FURTHER ACTION NEEDED.**

**Scenario B: Student removes face covering or mask while in classroom/campus facility**

**Step 1:** If a student removes their face covering or mask throughout their time in the classroom/campus facility or is wearing it inappropriately (unintentional violation of mask requirement), please ask the student to continue to wear the face covering or mask at all times while indoors or remind the student that their face covering or mask must cover their nose and mouth.

**Step 2:** If the student forgets or loses their mask, please refer the student to a PPE dispenser.

**Step 3:** Student complies and puts face covering or mask back on or appropriately. **NO FURTHER ACTION NEEDED.**

**Scenario C: Student refuses to wear face covering or mask, but leaves the space**

**Step 1:** If a student refuses to wear a face covering or mask after providing the above information, instruct the student to leave the classroom or indoor space. Also inform them that they cannot return to the classroom or indoor space without a face covering or mask and may be subject to disciplinary action per the Student Conduct Code.

**Step 2:** Refer the student to the Dean of Students Office to discuss concerns and possible alternatives.

**WHEN IN DOUBT, CONTACT THE DEAN OF STUDENTS OFFICE**

(909) 869-4430
deanofstudents@cpp.edu
Step 3 (for Staff/Office): After the student leaves the campus facility, notify the Dean of Students Office of the encounter by email.

Step 3 (for Faculty/Classroom): After the student leaves the campus facility, notify the Dean of Students Office of the encounter by email and provide the student with an email stating your return to classroom expectations and Cc: deanofstudents@cpp.edu (see sample below).

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To: Student CPP Email  
Cc: deanofstudents@cpp.edu  
Subject: Return to Classroom Expectations: Refusal to Wear Mask/Face Covering

Dear STUDENT,

Earlier today, you were asked to leave my XXXX-XXX class after declining to abide by Cal Poly Pomona’s Face Covering and Mask mandate outlined on the Safer Return to Campus Website. As members of the campus community, we must all play a part in preventing the spread of the pandemic and keeping our learning environment as safe as possible.

In order to return to my class, you must comply with the face covering and mask requirement. If, for whatever reason, you are unwilling to abide by this requirement, please contact the Dean of Students Office to discuss alternative plans. I hope to see you during our next class period.

Sincerely,
Instructor's Name

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Step 4: Dean of Students Office and Student Conduct & Integrity will follow up with the student around possible disciplinary action.

NO FURTHER ACTION NEEDED.

WHEN IN DOUBT, CONTACT THE DEAN OF STUDENTS OFFICE
(909) 869-4430
deanofstudents@cpp.edu
Scenario D: Student refuses to wear face covering or mask and refuses to leave space

**Step 1:** If a student refuses to wear a face covering or mask after providing the above information/resources and refuses to leave the classroom or campus facility, cancel the class for the day/end the meeting and vacate the campus facility.

**Step 2 (Staff or Faculty):** Contact the Dean of Students office immediately and provide the name of the student, Bronco ID# (if known), and a brief description of the encounter.

**Step 3 (Faculty Only):** After class is dismissed, provide the student with an email stating your return to classroom expectations (see template on page 3).

**Step 4:** Dean of Students Office will work with multiple campus stakeholders around possible disciplinary action. NO FURTHER ACTION NEEDED.

Scenario E: Student refuses to wear face covering or mask, refuses to leave space, AND is threatening or violent

**Step 1:** If a student refuses to wear a face covering or mask after providing the above information/resources and refuses to leave the classroom or campus facility, cancel the class for the day/end the meeting and vacate the campus facility.

**Step 2:** If a student poses an imminent threat to the campus community (violence, verbal threats, physical harassment, etc.), contact University Police immediately. Note: this should be a last resort option. If a student does NOT pose an imminent threat to the campus community please follow steps indicated in Scenario D.

**Step 3 (Staff or Faculty):** Contact the Dean of Students office immediately and provide the name of the student, Bronco ID# (if known), and a brief description of the encounter.

**Step 4:** (Faculty Only): After class is dismissed, provide the student with an email stating your return to classroom expectations (see template on page 3). This scenario may cause other students to be emotionally distraught -- refer them to campus resources.

**Step 5:** Dean of Students Office will work with multiple campus stakeholders around possible disciplinary action. NO FURTHER ACTION NEEDED.
EXCEPTIONS: STUDENT ACCOMMODATIONS

Some individuals may be exempted from these guidelines due to a documented disability or legitimate medical reason. Students requesting accommodations must work with the Disability Resource Center. If an accommodation request is approved, the DRC will work with faculty and the student around options.

RECOMMENDATIONS/ACTION STEPS FOR UNIVERSITY POLICE

Step 1: If University Police/Dispatch receives a call from a campus stakeholder about a student refusing to wear a face covering or mask, University Police should ask the caller if the student is posing an imminent threat to the campus community (violence, verbal threats, physical harassment, etc.).

Step 2 ‘no’: If the caller responds with “no,” refer the caller to the Dean of Students Office (see above scenarios and accompanying protocol).

Step 2 ‘yes’: If the caller responds with “yes,” University Police to follow current protocols around ‘a person posing a threat to the campus community.’ University Police to notify Dean of Students and Behavioral Intervention Team via email or phone.

DEAN OF STUDENTS CONTACT

(909) 869-4430
deanofstudents@cpp.edu
After hours are available - simply call (909) 869-4430 after 5 pm.

OTHER CONTACTS

Student Conduct & Integrity - (909) 869-6985 - studentconduct@cpp.edu
University Police - (909) 869-3070 or 911 if an emergency from landline
Counseling & Psychological Services (CAPS) - (909) 869-3220 - caps@cpp.edu
Behavioral Intervention Team - (909) 869-5286
Safer Return Website - www.cpp.edu/safer-return
Face Covering and Mask Protocol

Student removes face covering while in a space

- Ask student to continue to wear face covering

Student enters without a face covering

- Ask student if they need a face covering. Refer them to PPE dispenser on first floor of building.

Student refuses face covering

- Ask student to step outside. They cannot return without face covering.

Student response

- Student complies
- Student leaves
- Student refuses to leave

After the class/meeting

- Cancel the class/end the meeting. Vacate campus facility

Is there an imminent threat (violence, verbal threats, physical harassment, etc.)

- Yes
  - Last resort option: call University Police x3070
- No
  - After Contacting Police

Faculty

- Are you staff or faculty?

- Staff
  - Notify Dean of Students with name of student, BroncoID# (if known), and description of encounter
  - Student Conduct & Integrity follows-up

- Not further action needed

Staff

- Send expectation email to student, copy Dean of Students and Director of Student Conduct
General Recommendations for Staff and Faculty
- Share COVID-19 related resources with students.
- Remind students that all updates are reflected on the Safer Return to Campus Website.
- Work closely with the Dean of Students Office around students of concern.
- When in doubt, please start by contacting the Dean of Students.
- Only contact University Police if a student poses an imminent threat to the campus community (violence, verbal threats, physical harassment, etc.).

Masks are required at all times for everyone while inside buildings and classrooms. There are locations around campus where students can obtain a mask. To keep everyone safe, we recommend no eating or drinking will be allowed during class (this is included as a recommendation so that students do not have an excuse to take off their masks).

Optional language: We will take a ___ minute break at which point you may go outside to eat or drink.

Faculty may want to include a link in their syllabus or lead a brief discussion about the Student Conduct and Integrity Office. Their website includes helpful videos about mask wearing, the Covid Compliance Guide, and generally responsible behavior on campus: https://www.cpp.edu/studentconduct/.

Send a 'Return to Classroom Expectations' email to student to remind student of requirements and classroom expectations (sample below).

Template Expectation Email
To: Student CPP Email
Cc: jgrady@cpp.edu, jpettigrew@cpp.edu
Subject: Return to Classroom Expectations: Refusal to Wear Mask/Face Covering

Dear STUDENT,
Earlier today, you were asked to leave my XXXX-XXX class after declining to abide by Cal Poly Pomona's Face Covering and Mask mandate outlined on the Safer Return to Campus Website. As members of the campus community, we must all play a part in preventing the spread of the pandemic and keeping our learning environment as safe as possible.

In order to return to my class, you must comply with the face covering and mask requirement. If, for whatever reason, you are unwilling to abide by this requirement, please contact the Dean of Students Office to discuss alternative plans.
I hope to see you during our next class period.

Sincerely,
Instructor's Name

Exceptions: Student Accommodations
Some individuals may be exempted from these guidelines due to a documented disability or legitimate medical reason. Students requesting accommodations must work with the Disability Resource Center. If an accommodation request is approved, the DRC will work with faculty and the student around possible options.

Additional Resources
COVID-19 Compliance Video (Fall 2021)
https://www.youtube.com/watch?v=Hy9lw53E8wQ
Student Conduct Code
https://www.cpp.edu/studentconduct/student-conduct-code.shtml
Dean of Students Office
https://www.cpp.edu/deanofstudents/index.shtml

When in doubt, start by contacting the Dean of Students Office
On call phone: (909) 869-4430
deanofstudents@cpp.edu
Appointments:
https://www.cpp.edu/deanofstudents/