

Protecting the Pack in the Academic Setting

The following recommendations and guidelines are designed to provide strategies for instructors to reinforce the university safety measures implemented and required of individuals, to seek to reduce the spread of COVID-19, and help to protect the health and safety of the NC State community.

General tips for helping to reinforce the NC State Community Standards related to COVID-19

- Model behavior by wearing a face covering and practicing appropriate physical distancing.
- Always remain professional in addressing any violation of the Community Standards.
Remember:
 - ◆ Don't make it personal or political.
 - ◆ Avoid raising your voice and/or using sarcasm.
 - ◆ Avoid labeling and group stereotyping
 - ◆ This is not the time to debate their agreement with the Community Standards.
- If someone refuses to put on a face covering or abide by the Community Standards, then you should handle this like other incidents of classroom disruption. Consider a referral to the Office of Student Conduct if necessary.

Proactive Strategies for Instructors and Teaching Assistants

- Include the university approved statement regarding *Course Expectations Related to COVID-19* in your syllabus. Outline other expectations for the course pertaining to measures to reduce COVID-19 clearly in the syllabus and review those expectations during the first class meeting. For example: Assigned seating, wearing a face covering in class, staying home if sick or notified of potential exposure to COVID-19, and physical distancing.
- Remind students of the University Community Standards and explain the importance of complying with these Standards in order to ensure a safe and supportive classroom environment.
- Inform the class that if students fail or refuse to follow or uphold these Community Standards, they will be asked to leave the classroom, and if necessary, referred to the Office of Student Conduct.

- Encourage personal responsibility to follow and uphold the Community Standards, for students to remind each other of this shared responsibility to Protect the Pack, and to report community members failing to uphold this responsibility.
- Reinforce these strategies regularly throughout the semester through in-class announcements and other communication. This is especially important if modifications are made to ensure that all members of the community are in compliance.

Addressing a Student's Failure to Follow the Community Standards

Being a part of NC State means that we are accountable together, we take responsibility for our own health and the protection of others, and collectively work to help keep the NC State community safe from the spread of COVID-19. The primary goal when addressing students who are not complying with the University Community Standards and Personal Safety Requirements Rule is to educate the student about their shared commitment to Protect the Pack, whether that is by wearing an appropriate face covering or practicing appropriate physical distancing. Referrals for disciplinary action should only be exercised when absolutely necessary or as a last resort.

If someone refuses to follow or abide by the Community Standards, then you should treat such instances just like any other incident of classroom disruption. When addressing a student's failure to follow the Community Standards, we encourage Instructors to take the following steps:

Step 1

- Address the behavior informally with the goal of de-escalating the situation.
 - ◆ Issue a general reminder to all individuals of the requirement to wear a face covering and practice physical distancing, direct those who do not have a face covering to a location where they can get one, or provide a face covering to the student if you have a supply.
 - ◆ Once the student complies, follow up after class, if needed, to reinforce the requirements.

Step 2

- If the behavior continues, reinforce the requirements and expectations.
 - ◆ Remind everyone in the class of the requirements and that failure to comply will result in removal from the class and possible referral to the Office of Student Conduct.
 - ◆ If the student still does not comply, address the student directly to advise them of what they must do to comply with the Community Standards (e.g. put on a face covering, abide by physical distancing expectations).
 - ◆ Once the student complies, follow up with the student after class to reinforce the requirements. If you are having to follow up with a student in this manner it is recommended that you keep a record of your interaction - dates of interactions

and other details will be useful if you have to refer future behavior to the Office of Student Conduct

Step 3

- If the behavior continues and the student refuses to comply with the requirements.
 - ◆ Direct the student to leave the class and promptly file a report with the Office of Student Conduct.
 - ◆ As a last resort, if the student refuses to leave the class, consider the option to cancel the class meeting for that date. Once you have cancelled class, you should promptly file a [report with the Office of Student Conduct](#) so that the university can take appropriate measures to address the student's behavior. If you are forced to cancel a class meeting, the university encourages you to consider options to provide the students enrolled in the course with the opportunity to review the course material for that day, including rescheduling a class meeting if feasible.

Suggested Language to Consider when Addressing Others

Consider these prompts

- “For your safety and the health and safety of others, the university requires you to use a face covering and abide by physical distancing”
- “If you don't have a face covering, the university can provide one for you”
- If the student refuses to wear a face covering: “The university requires that everyone wear a face covering on campus while indoors and where physical distancing isn't possible. If you are not willing to wear a face covering, then you will be asked to leave the class”.
- “For your safety and the safety of others, the university requires all people to practice physical distancing. So please move back to a safe distance.”