

# MASKING RESOLUTION PROCESS



## BACKGROUND

The Special Pathogen Preparedness Operations Team, the Emergency Operations Committee, and the Executive Policy Group have been monitoring the state of COVID-19 in Norman, Cleveland County, and across the state. With rising concerns, university protocols will be as responsive as possible while staying within the boundaries of the law.

**To that end, should there be a confirmed COVID-19 positive case in an instructor's class, the instructor will notify students as soon as possible of the immediate quarantine period. During the two (2) week quarantine period, masks will be required while the class meets in person and will continue in effect until the quarantine period has been lifted by the instructor.**

As a result of updated protocols, this document will provide guidance to university faculty, staff, and administrators on the most effective way to implement this process into the academic and co-curricular settings while also providing guidance on effective ways to hold students accountable for instances of policy violations.

## ACCOUNTABILITY + ENFORCEMENT

- **THE "123 PPE" DE-ESCALATION PROCESS:**

(De-escalation process should be facilitated at the beginning of class.)

1. ANNOUNCE:

"For the health and safety of your peers and the OU community, masks will be required while this class meets in person and will continue in effect until the quarantine period has been lifted by the instructor. If you do not have a mask, forgot your mask, or have an exemption from masking, please see the instructor. Please take care of this in the next three minutes before class begins."

- a. Slide #1 of Masks Slides - Quarantine (provided)
- b. Statement could be a masking message/poster on academic doors.

2. ADDRESS:

"This is the second announcement to put on your masks. As a reminder, this is a requirement while in the quarantine period. Failure to comply with this request may result in a mandatory meeting with \_\_\_\_\_ (insert appropriate University

administrator, dean's office/designee) and/or the Office of Student Conduct.”

3. **ACT:**

“For those of you who are not wearing a mask and have not received an accommodation (request through the ADRC) with the instructor, please exit the room at this time.”

- a. Take note of students refusing to wear masks/exiting room.
- b. Contact the appropriate university administrator and/or the dean's office/ dean's designee to schedule a mandatory meeting
- c. Provide notice to the Office of Student Conduct (for tracking purposes) via the [Incident Reporting Form](#).

4. *As a last resort, if the instructor feels the health and safety of the class is compromised as a result of students refusing to wear masks in the classroom, the instructor may cancel class for that day.*

- a. In this case, the incident must be immediately reported to the department chair and designated associate dean.
- b. Provide notice to the Office of Student Conduct (for tracking purposes) via the [Incident Reporting Form](#).

• **ACCOUNTABILITY PROCESS**

The following educational measures are mandatory minimum sanctions for masking violations. Based on the severity of the infraction, the University reserves the right to impose any appropriate additional sanction(s). Any violation by an individual student remains part of the individual's record until graduation or satisfactory completion of disciplinary sanctions. If a student is suspended after the *Third Instance* and is readmitted to the University of Oklahoma, the student is readmitted at the *Second Instance* level.

**I. First Instance: Informal Resolution Pathway**

(Student Code Language: *Verbal Warning*)

- A restorative conversation will be facilitated between the student and the reporting faculty/staff member in conjunction with the appropriate University administrator and/or dean's office/designee. Additionally, notification of the incident along with the student information will be reported to the Office of Student Conduct via the [Incident Reporting Form](#).
  - i. Restorative Conversations include but are not limited to:
    1. Addressing the behavior
    2. Reaffirming OU Community [Values | #WeAre](#)
    3. Intentional conversation highlighting the potential harm to self, others,

- and the overall community impact
4. Outlining the process for future instances. Further violation(s) will result in initiating the Student Conduct Formal Resolution process
  5. Completing an Informal Resolution Agreement form that each participating party will sign acknowledging the conversation was facilitated. The Agreement form should also outline any agreed upon action plan item(s) that are designed to limit the potential of future instances. (The Informal Resolution Agreement form will be provided by the Office of Student Conduct.)

## **2. Second Instance: Formal Resolution**

(Student Code Language: *Written Warning & Virtual Mandatory Meeting*)

- a. Student receives Notice of Allegation Letter, via email, from the Office of Student Conduct
  - i. Student schedules meeting with Hearing Officer (via phone or zoom)
  - ii. Administrative Review Meeting is facilitated between hearing officer and student. After the meeting, a follow-up email is sent to the student that includes:
    1. Outcome Information (Responsible or Not Responsible)
      - a. Student Rights and Responsibilities Code, Section: II Student Responsibilities, Subsection: 9: Failure to Comply
    2. Sanction Information
      - a. Student Rights and Responsibilities Code, Section: III Disciplinary Sanctions, Subsection(s): Sanctions 2-6
        - i. Training + Quiz [Sanction 4]: 10 minutes or less
        - ii. Educational videos, statistics, infectious rates, age ranges, etc.
        - iii. Quiz
      - b. Administrative Fee [Sanction 6]: \$25
        - i. To be paid in/to the Office of Student Conduct
    3. Notice of further violation(s) and consequences thereof

## **3. Third Instance: Final Resolution**

(Student Code Language: *Student Conduct Follow-Up Mandatory Meeting*)

- a. Student receives Notice of Allegation Letter, via email, from the Office of Student Conduct
  - i. Student schedules meeting with Hearing Officer (via phone, zoom, or in-person with mask)
  - ii. Administrative Review Meeting is facilitated between hearing officer and

student. After the meeting, a follow-up email is sent to the student that includes:

1. Outcome Information (Responsible or Not Responsible)
  - a. Student Rights and Responsibilities Code, Section: II Student Responsibilities, Subsection: 9: Failure to Comply
2. Sanction Information
  - a. Student Rights and Responsibilities Code, Section: III Disciplinary Sanctions, Subsection(s): Determination of Sanctions 6-13 including, but not limited to, suspension
  - b. Restorative Educational Measure TBD by Hearing Officer
3. Notice of further violation(s) and consequences thereof



The University of Oklahoma  
**STUDENT**affairs