

# MASKING RESOLUTION PROCESS



## INTRODUCTION

As outlined by the University of Oklahoma's Chief COVID Officer, until further notice, employees, students, patients, and visitors of the OU community will be mandated to wear masks (1.) when they are inside University facilities and vehicles and (2.) when they are outdoors on campus and social distancing of at least six feet is not possible. As a result, this document will provide guidance to university faculty and administrators on the most effective way to implement this process into the academic and cocurricular settings while also providing guidance on effective ways to hold students accountable for instances of policy violations. Additionally, this document will identify the University of Oklahoma Masking Mentors.

## MASKING MENTORS

For the purpose of this process, Masking Mentors, are defined as faculty, staff, and student employees of the OU community. As official representatives of the University, it is important these individuals demonstrate the appropriate health and safety behaviors outlined in the University Mandatory Masking Policy. In addition to serving as masking role models, Masking Mentors will work to hold individuals accountable who are not following the aforementioned policies and procedures. More specifically, to support faculty Masking Mentors in their work to enforce expectations within the classroom setting, the following guidance and procedures have been developed and provided for ongoing support.

## MASKING MENTOR STATEMENTS AND EDUCATION

In an attempt to maximize students' exposure to the masking expectations of the OU community, students will receive consistent messaging, both inside and outside of the classroom that highlights the University Mandatory Masking Policy and its expectations. Messaging includes but are not limited to:

- Community-Wide Education
  - Ongoing community-wide education of the University Masking Policy and its expectations
- Passive Education Items
  - Passive educational items within high-traffic student spaces. Some examples of these spaces include but are not limited to: Oklahoma Memorial Union (OMU), Lounge Areas, Residence Halls, Posters on Classroom Doors (etc).
- Messaging and Communication
  - Statements that highlight the University Masking Policy and its expectations and process

- and accommodation statements and information for those who cannot mask should be included in the following, but are not limited to: course syllabus, Canvas, University Websites, and announcement slides in the classroom and cocurricular space.
- University of Oklahoma Websites to include: Student Conduct (Home), Engage, Student Life (etc.)

***[The following section outlines the enforcement and accountability processes to be utilized by Masking Mentors.]***

## **ACCOUNTABILITY + ENFORCEMENT**

- **THE “123 PPE” DE-ESCALATION PROCESS:**

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

- I. ANNOUNCE:

“For the health and safety of your peers and the OU community, please make sure you are wearing your masks within campus facilities including this room. If you do not have a mask or forgot yours, see the professor for available masks. If you have an exemption from the Mandatory Masking Policy, please see the professor to make accommodations before class begins. Please take care of these items in the next three minutes before class begins.”

- a. Slide #1 of Masks Slides (provided)
- b. Statement could be a masking message poster on academic and cocurricular doors and building lobby walls

2. ADDRESS:

“This is the final announcement to put on your masks. As a reminder, this is a requirement while in University facilities per the University Mandatory Masking Policy. 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 made an accommodation (request through the ADRC) with the professor, please exit the room or move to the back of the room socially-distanced away from your peers (but only if space reasonably allows). Any peers wishing to social-distance from anyone not wearing a mask may relocate at this time.”

- a. Masking Mentors should take note of students refusing to wear masks
- b. Masking Mentors should contact the appropriate University administrator and/or the dean’s office/dean’s designee to schedule a mandatory meeting

- c. Masking Mentors should provide notice to the Office of Student Conduct (for tracking purposes) via the Mask Reporting Form (Maxient Link)

- **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.

- 1. First Instance: Informal Resolution Pathway**

- (Student Code Language: *Verbal Warning*)

- A restorative conversation will be facilitated between the student and the reporting Masking Mentor 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 Mask Reporting Form (Maxient Link).
  - 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 that 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:

- I. 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:
    - I. 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

