



WHAT DO I DO IF I SEE SOMEONE NOT WEARING A MASK?



University [Policy 5.42, Facial Covering \(Mask\) Policy](#) was issued on August 12, 2020. This policy requires the use of cloth/fabric facial masks and facial coverings by faculty, staff, students, and visitors while inside buildings and outside if social distancing of less than 6 feet cannot be maintained (see section 4.4 for the few exceptions from wearing a face mask).

Supervisors and instructors have an explicit responsibility to ensure compliance by staff and students.

All campus members have an obligation to each other to ensure a safe environment exists for everyone. We encourage the following steps if you observe someone not wearing a mask:

- **If a student arrives for class with no mask:** The instructor should ask the student if he/she has a mask. If not and the instructor has a supply or a supply is available nearby, provide one to the student with the understanding that he/she will only be able to be admitted to class if properly masked. Maintain social distancing.
- **If a student returns to class with no mask after being advised of mask requirement:** Do not admit and inform the student he/she is in violation of the student code of conduct as well as university policy. If no compliance, call DPS at 740.351.3232.
- **If a co-worker arrives to work with no mask:** As a colleague you may wish to remind your co-worker of the University policy to wear masks, if comfortable doing so. However, it is the responsibility of the supervisor to ensure employees wear masks in the work place. You may submit a [COVID-19 Incident](#) form. Maintain social distancing.
- **If an employee is not wearing a mask:** Supervisor should ask the employee if he/she has a mask and provide a temporary one to the employee if a supply is available. If the employee is noncompliant, advise him/her that s/he is in violation of University policy, may be subject to disciplinary action, and must leave the premises. Submit a [COVID-19 Incident](#) form. Maintain social distancing.
- **If a patron in Library or other service areas arrives with no mask:** Staff member should ask the patron if he/she has a mask and provide one if not. Patron should be advised of the University's facial mask policy and that staff member is not permitted to serve the patron unless masked. Submit [COVID-19 Incident](#) form. Maintain social distancing.
- **If an individual is seated at a table and actively eating or drinking,** is alone or social distancing with others (6 feet) who are also eating or drinking, a mask is not required. Seated at a table and not actively engaged in eating or drinking requires masking and social distancing of all parties. Submit a [COVID-19 Incident](#) form. Maintain social distancing.

IMPORTANT: If at any time, any individual refuses to wear a mask and will not depart the location or becomes confrontational, do not engage further, maintain social distancing and call DPS at 740.351.3232 for immediate assistance.