**Guidance for CCC faculty and staff working in a face to face (F2F) environment, in the event a student isn’t complying with state and college masking or other COVID-19 policies.**

*Instructors and staff should be sure to review all return to campus policies with students prior to engaging in F2F activities, with a special emphasis given to defining acceptable face coverings, social distancing, and hand washing expectations. This will set the tone for the entire class and activity, and any compliance issues will put our return to campus plan at substantial risk for all.*

*Additionally, faculty are strongly encouraged to include specific language in their syllabus that addresses the policies, procedures, and process for violation of said policies and procedures. Faculty can draft their own language or use/edit the provided language in the attached “COVID 19 Sample Language for Syllabi” document. Including this information in syllabi will ensure that the conduct process can be used if needed.*

The CCC Return to Campus plan can be viewed in its entirety here: <https://www.clackamas.edu/return-to-campus>.

Here is the specific language from the plan that applies to face coverings and physical distancing:

**Masks and face coverings**

CCC requires all students, employees, and visitors to wear face coverings at all times while in public (including all buildings), in shared spaces and where physical distancing is difficult to maintain, unless impractical due to a physical impairment.

**Distribution of masks and face coverings**

* Students may obtain disposable face coverings by contacting the Associated Student Government office or College Safety.
* Visitors to CCC campuses should bring their own face coverings or obtain disposable face coverings from College Safety.
* PPE procurement and distribution for all departments and all campuses is coordinated through College Safety.
* Disposable face coverings for employees are distributed by College Safety to departments that request them. Employees needing a face covering should request one from their supervisor.

**Physical Distancing**

CCC is expecting everyone to maintain a physical distance of at least 6 feet from other people whenever possible and follow all instructions related to the management of physical and personal space while on campus. You can read more about the physical distancing and hygiene standards in the Return to Campus Plan.

Students who do not comply with the requirements will be subject to the CCC Student Code of Conduct and Disciplinary Policy, which states: "Failure to conduct oneself in a safe manner in all college programs where there is an ability for an individual to cause harm to self or others" are grounds for disciplinary action (Section B.14 in the Student Code of Conduct section of the Student Handbook).

If faculty need to refer students to the conduct process for violations of the CCC Student Code of Conduct, they can do so by filing a report with the CARE team at the following link: <https://cm.maxient.com/reportingform.php?ClackamasCC&layout_id=0>

**Engaging a student who is not wearing a mask:**

* If a student enters a building/classroom without a mask (or removes their mask during class or activity) and/or isn’t keeping the appropriate physical distance, the faculty or staff member should immediately ask the student to put one on (spare masks are available through ASG and Campus Safety) and/or maintain 6 feet of distance.
* If the student refuses to immediately put on a mask and/or create physical distance, the faculty or staff member should inform the student that they the will be unable to stay in the class or participate in the activity without wearing a mask and/or maintain the proper physical distance, and that they need to leave the building if they will not comply with the policies.
* If the student begins to argue about the mask or physical distance policy, the instructor or staff member should pause the class or activity, then get all other students and themselves into a safe situation (outside, or in a different room). If the student refuses to leave the building, the faculty member should call College Safety and alert them of the situation. **College Safety can be reached at 503-594-6650.**
* If the student becomes increasingly confrontational and engages is dangerous behavior (such as intentionally spitting on someone), calling 911 is appropriate.
* In rare instances, there is a possibility that a student with a documented disability will request an accommodation under the Americans with Disabilities Act (ADA) around mask-wearing. It is important to note that all such requests **must** be processed through the Disability Resource Center (DRC) **prior** to the student entering the class. The DRC has created a specific application for this type of accommodation, which includes robust documentation requirements. Faculty with be contacted directly by the DRC to discuss any approved accommodations for a student in class. You can reach the DRC with questions at 503-594-6357 or [drc@clackamas.edu](mailto:drc@clackamas.edu).
* A student who is unwilling to comply with CCC’s COVID-19 policies may wish to criticize the policy. The student is free to do so, and feedback from students can be received by the Return to Campus Task Force. However, the act of dialog in a classroom or activity with someone who isn’t complying with the policies increases the risk to fellow students and faculty, and therefore faculty members should keep safety the priority when encountering such a situation.
* The CCC Counseling Department is available to consult with faculty or staff members facing difficult situations, and can be reached at [counseling@clackamas.edu](mailto:counseling@clackamas.edu) or 503-694-3176.