

## **COVID-19 Guidance for Instructors**

Frostburg State University supports instructors as they seek to provide a positive learning environment for all students.

The [University Faculty Handbook](#) (page 111) provides guidelines for managing classroom disruptions, which allow instructors to access University support in quickly and effectively addressing disruptions. These guidelines can be applied to a wide range of situations and have been adapted to help instructors maintain a safe classroom environment with COVID-19 requirements.

If a student fails to adhere to their classroom responsibilities, instructors should take the following steps, in quick succession:

- Remind the student, in a firm yet kind manner, of their responsibilities and the reason for them: safety. Politely ask the student to comply.
- Remind the student that their non-compliance is a violation of classroom requirements and the Student Code of Conduct. Ask that he or she comply or else leave the classroom immediately.
- If the student fails to comply or leave, assess the situation and dismiss class.
- Should an emergency situation develop that you feel cannot be resolved by classroom dismissal, please consider calling University Police at 301.687.4222 for assistance or 301.687.4223 for non-emergency situations.

### **After class, instructors should:**

- For students who failed to comply: As follow up for escalated situations, a report may be filed for student conduct issues by completing the form [here](#). For additional information and support, please contact the Office of Student Affairs at 301.687.4312 or [studentconduct@frostburg.edu](mailto:studentconduct@frostburg.edu).
- For students who initially violated requirements, but chose to comply when addressed: Consider an email or other communication to remind the student of requirements for future classes, but also to allow the student to explain their actions in a way that might help to mitigate them in the future.
- Immediately communicate a class dismissal to your academic department chair and file a student conduct report by completing the form [here](#) which will serve as a written record of fact.

### **Faculty Senate Endorsement distributed August 3, 2020 for Fall 2020:**

The Faculty Senate endorsed the following statement for faculty to use in course syllabi regarding mask use by students as well as other expectations from the social compact. In addition to laying out expectations, it also provides an appropriate course of action for instructors to follow to address noncompliance. The statement is as follows:

*Your health and safety are important. Therefore, during every physical in-person meeting of this course, everyone is required to follow state, local, and University public health mandates as outlined in the FSU Social Compact. Everyone must wear a face mask that covers their nose and mouth, respect posted signage, and practice good social distancing by remaining at least 6 feet away from others. The Code of Student Conduct notes that following these health and safety protocols constitute complying "with a reasonable request from authorized University personnel in the*

*performance of their official duties," and failing to do so is a Code of Student Conduct violation. Students who do not comply with these mandates will be asked to leave class. Students who refuse to leave will be referred to the Dean of Students and may be administratively removed from the class if found to be responsible for Code of Conduct violations.*

**Instructors are encouraged to post a note on Canvas to remind students before the semester begins of their responsibilities listed in the social compact.**

### **COVID-19 Guidance for Staff**

Frostburg State University supports staff as they seek to provide a safe environment for all students.

If a student fails to adhere to their responsibilities set within the social compact while on campus, staff should take the following steps:

- Remind the student, in a firm yet kind manner, of their responsibilities and the reason for them: safety. Politely ask the student to comply.
- Remind the student that their non-compliance is a violation of their Social Compact and of the Student Code of Conduct. Ask that the student comply.
- **If the student egregiously fails to comply with their responsibilities and compromises the safety and well-being of others**, a report may be filed of student conduct issues by completing the form [here](#). For additional information and support, please contact the Office of Student Affairs at 301.687.4312 or [studentconduct@frostburg.edu](mailto:studentconduct@frostburg.edu).
- Communicate to your supervisor a written record of the facts.

### **COVID-19 Guidance for Faculty and Staff:**

If a **colleague** egregiously fails to comply with their responsibilities expressed in the social compact and compromises the safety and well-being of others, a written record of the facts should be communicated to your supervisor.

## Appendix: [Acknowledgment of Training and Social Compact](#)

Frostburg State University is committed to an educational environment that focuses on the health, safety, and well-being of our students, faculty, and staff. Unfortunately, our state, country, and global community has been required to meet the challenges of living under the conditions of a viral pandemic. Until a prophylactic vaccine is available, or viral conditions subside, our remaining strategy is to mitigate and reduce the public and personal health risks to one another and ourselves. Being part of a community often means sacrificing some of our personal needs for the good of the whole. We have been able to observe the best of humanity during these times as individuals commit to social distancing, staying home, and wearing face masks when in close contact with others. As you return to campus, we are going to ask more of the same from you.

### THE FSU SOCIAL COMPACT

Understanding that during a viral pandemic there are inherent risks associated with returning to activities of daily living, we are asking you to acknowledge and accept responsibility for:

- [Staying home when sick](#) or having any viral symptoms, having cared for someone who has COVID-19 within the past two weeks, or having a close-quarter exposure within six feet of someone for a sustained period of more than 10 minutes whom you have reason to believe has COVID-19.
- [Wash your hands](#) with soap and water for at least 20 seconds multiple times per day and/or using hand sanitizer when unable to wash your hands.
- Adhere to physical or [social distancing](#) recommendations for keeping six feet away from others.
- Practice appropriate respiratory etiquette by fully covering coughs or sneezes in your shoulder/bicep area or with a clean tissue.
- Wear a cloth or medical [face mask](#) when indoors in the presence of others or during outdoor activities where physical or social distancing is not possible.
- Adhere to social distancing capacity guidelines for facilities, events, and gatherings.
- Limit travel for essential purposes and avoid crowded transmission hotspots or super-spreader events.
- Follow guidelines established by Frostburg State University, the University System of Maryland, the State of Maryland, and federal recommendations from the Centers for Disease Control and Prevention.

For the sake of our University community and particularly our more vulnerable members, please acknowledge you have viewed the [COVID-19 Training video](#)