

## Student Reports to Class Without a Mask

1. If the student forgot or lost his/her mask (unintentional violation of mask mandate), please send him/her to the Student Center Concierge Desk or CTS Tech Bar (WYLL L101) to obtain a disposable mask and allow the student to re-enter the classroom.
2. If the student enters the classroom without a mask (intentional violation of mask mandate), please ask the student to step outside of the classroom to address the concern. Indicate to the student that they cannot participate in class without a mask/face covering. If they refuse, instruct the student to leave the classroom and inform them that they cannot return to the classroom without a mask/face covering. If the student refuses to leave the classroom when asked to do so, you should contact the University Police to come and escort the student from the classroom.
3. If you dismiss a student from class due to a failure to wear a mask/face covering, please send the student the following email (be sure to address it specifically to the student and indicate the class/section number) as soon as possible after the class period ends (be sure to cc: [DeanofStudents@uwp.edu](mailto:DeanofStudents@uwp.edu)).
4. In the event of a repeat incident (after written warning is sent), again instruct the student to leave the classroom and email [DeanofStudents@uwp.edu](mailto:DeanofStudents@uwp.edu) immediately after class indicating that this was a repeat offense. The Dean of Students Office will then contact the student and engage in additional disciplinary action.

### 1<sup>st</sup> Offense – Written Warning Template

Subject: Refusal to Wear Mask/Face Covering

Dear STUDENT,

Earlier today, you were asked to leave my XXXX-XXX class after declining to abide by UW-Parkside's Mask/Face Covering mandate outlined in the Ranger Restart [Responsibility Pledge](#) and Student Handbook. As members of the UW-Parkside campus community, we must all play a part in preventing the spread of the pandemic and keeping our learning environment as safe as possible.

According to the CDC [website](#), COVID-19 spreads when respiratory droplets are projected by an infected person and ingested by another individual via the mouth or nose. Because many individuals are asymptomatic (i.e. they do not exhibit symptoms), the virus can be spread without individuals knowing they are infected. Masks/face coverings can help to contain respiratory droplets, thereby protecting those around us.

This letter serves as an official written warning that your refusal to wear a mask/face covering is a violation of the student code of conduct (UWS Ch. 17 Student Nonacademic Disciplinary Procedures), specifically clauses UWS 17.09 (1) Dangerous Conduct and UWS 19.09 (11) Refusal to Comply regarding a University Matter.

In order to return to my class, you must comply with the mask/face covering mandate. If, for whatever reason, you are unwilling to abide by this requirement, please contact the Dean of Students Office at [DeanofStudents@uwp.edu](mailto:DeanofStudents@uwp.edu) to discuss dropping my course.

I hope to see you during our next class period.

Sincerely,  
Instructor's Name

cc: [DeanofStudents@uwp.edu](mailto:DeanofStudents@uwp.edu)