

*Dear Faculty and Instructional Academic Staff - Please see the following message and attachment from Vice Provost for Student Affairs and Enrollment Services, Dr. Tammy McGuckin. Thank you.*

Dear Colleagues,

We recognize that the requirement of wearing a mask will be a cultural shift for our campus community. We also know that wearing a mask is one of the most important ways we can help keep each other safe and healthy. Our goal is to create a culture of cooperation where all students, faculty and staff will understand that wearing a mask / face covering is critical for our return to campus. Undoubtedly there may be times when wearing a mask may be inconvenient and/or uncomfortable. The general expectation, for the safety of all of our campus community members and especially those most at risk, is that masks / face coverings will be expected to be worn at all times in the classroom. There may be a very rare case in which an exception is made (and other safety precautions are used) to accommodate a student based on guidance from the Disability Services office. In such an instance, you will be notified of the accommodation by the Disability Services staff.

**Attached, you will find guidance on what to do if a student enters your classroom without a mask / face covering.** Our goal is to minimize referral to the university conduct process by encouraging students to cooperate with all COVID-19 policies because it is the right thing to do in order to create a safe and healthy learning environment. The first step (and hopefully the only one you will need to take) is to refer the student to the Student Center Concierge Desk or the Tech Bar (Wyll L101) to pick up a disposable mask in the event he/she forgot or lost theirs. Once the disposable mask is obtained, he/she will be able to reenter the classroom.

In those situations where voluntary cooperation cannot be achieved, university conduct policies will be enforced starting with you instructing the student to leave the classroom and informing him/her that he/she can't return to the classroom without a mask or face covering. You will then follow-up with an email to the student after class (template message provided in the attachment). It is imperative that you copy the Dean of Students ([DeanofStudents@uwp.edu](mailto:DeanofStudents@uwp.edu)) on the email so that we can log the incident into the conduct database and record the official written university warning.

In the event of further violations of the policy, students may face consequences up to and including suspension from the university.

If you have questions, please do not hesitate to contact myself or Steve Wallner ([Wallner@uwp.edu](mailto:Wallner@uwp.edu)).

Sincerely,  
Tammy

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