1. Faculty Communication
   - Incorporate boilerplate language into syllabus on face covering requirements
   - Explain the face covering policy each day the first week of classes
   - Refer students who refuse to comply to Dean of Students X4198 and/or Office of Disability Services X4429

2. Non-Compliance
   - Verbally remind student of the policy
     - If available, offer face covering
   - If continued non-compliance, request student to leave the class
     - If student refuses to leave, option to dismiss the class

3. After Incident Protocol
   - Faculty reports a statement of facts through the Maxient Reporting System (COVID-19 student conduct)
   - Dean of Students and Faculty to consult on addressing student behavior
   - Dean of Students to bring charges under Code of Conduct as appropriate
   - If student becomes aggressive or hostile, call Security X4357 for assistance in removal from class