



Face Covering and Social Distance Compliance Matrix

Employees			
Scenario	Guidance	Contact	Resource
Employee is observed not wearing a face covering indoors or in public spaces where social distancing cannot be maintained	Ask if employee is aware of the university face covering mandate. If employee does not have a face covering, direct them to the locations designated by the college or department where they may obtain a face covering. If employee indicates a medical concern with wearing a face covering, advise the person that they need to request an exemption from Human Resources but must wear a face covering in the interim.	Equity, Diversity, and Inclusion HR-COVID19@fsu.edu	Faculty & Staff Campus Repopulation Guidance
Employee is observed not adhering to social distancing protocols	Remind employee of social distancing protocols of at least 6 feet distance between themselves and others.	HR-COVID19@fsu.edu	Faculty & Staff Campus Repopulation Guidance
Employee fails to comply with directive to wear face covering, maintain social distancing, or directive to remain off campus due to positive results or close contact	If an employee refuses to wear a face covering without a proper medical exemption approved by Human Resources, or if employee refuses to comply with social distancing, report the behavior to the supervisor. Corrective measures may begin with additional training and informal coaching. Employee may be subject to formal corrective/disciplinary action if they engage in behavior that is a serious health and/or safety concern, such as failure to wear a face covering, maintain social distancing, or returning to campus without clearance. In these cases, supervisors should contact Human Resources.	Faculty Relations – Rebecca Peterson, rpeterson@fsu.edu . Employee & Labor Relations – Tracey Pearson, typearson@fsu.edu .	Faculty & Staff Campus Repopulation Guidance FSU 4.070 Guidelines for Disciplinary Action
Employee does not comply with directives for face coverings and social distancing and becomes disruptive and/or refuses to leave building after direction to do so	If an employee is directed to leave campus and does not comply, FSUPD may be notified for assistance.	FSU Police Department, 644-1234	Faculty & Staff Campus Repopulation Guidance FSU 4.070 Guidelines for Disciplinary Action



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Students on Campus			
Scenario	Guidance	Contact	Resource
Student is observed not wearing a face covering indoors or in public spaces where social distancing cannot be maintained	Ask if student is aware of the university's face covering mandate. Bystanders are encouraged to have an educational discussion to remind students that wearing of face coverings is considered an additional public health safety measure to help reduce community transmission of respiratory diseases and COVID-19. If student does not have a face covering, direct them to the nearest location to obtain one. If student indicates a medical issue with wearing a face covering, advise them to contact the Office of Accessibility Services (OAS) and that they must wear a face covering in the interim.	Office of Accessibility Services, oas@fsu.edu	Return to Student Life Guide Fall 2020 Plan
Student is observed not adhering to social distancing protocols	Remind student of social distancing protocols of at least 6 feet distance between themselves and others.	No contact needed	Fall 2020 Plan
Student fails to comply with directive to wear face covering or maintain social distancing	Advise student that noncompliance with the face covering mandate may result in a report to the Office of Student Conduct. If student refuses to comply, make the report including the directive issued by the reporting individual on behalf of the University. Members of the FSU community with concerns about compliance or other behavior that puts the community at risk can make a report at http://report.fsu.edu .	Report a Noncompliance with COVID Guidelines Concern Report Concerning Behavior	Return to Student Life Guide Student Conduct Code Report a Noncompliance with COVID Guidelines Concern
Student does not comply with directives for face coverings and social distancing and becomes disruptive and/or refuses to leave building after directed to do so	If a student is directed to leave campus and does not comply, or becomes disruptive, FSUPD may be notified for assistance. Student Conduct Office should also be notified through report.fsu.edu .	FSU Police Department, 644-1234	



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Instructor Guidance for Students in Classroom			
Scenario	Guidance	Contact	Resource
Student is not wearing a face covering or maintaining social distancing during class	Communicating clear guidelines at the start of each term will aid in setting the tone in the classroom. The Instructor should post the mandate on face coverings and social distancing on Canvas and post reminders in the classroom if class is face-to-face. If a student is not wearing a face covering or adhering to social distancing in class, the Instructor should remind the student of the mandate and ask the student to comply. If student indicates a medical issue with wearing a face covering, ask them to show authorization from the Office of Accessibility Services (OAS) or to contact OAS if they have not done so.	Office of Accessibility Services, oas@fsu.edu	Faculty Handbook Coronavirus: Faculty Resources Fall 2020 Plan
Student fails to comply with directive to wear face covering or maintain social distancing during class	Instructors may ask that students leave class immediately when they do not comply with directives and their behavior is disrupting the learning process. Instructors should remind students that behavior that does not meet standards can subject them to charges under the Student Conduct Code. Instructors who have concerns about disruptive student behavior should report that concerning behavior at report.fsu.edu .	Report a Noncompliance with COVID Guidelines Concern	Faculty Handbook Student Conduct Code Fall 2020 Plan
Student fails to comply with directives for face coverings and social distancing and refuses to leave class after directed to do so	If a student refuses to leave a class after being directed to do so by the Instructor, the Instructor may end class in order to deescalate the situation. The faculty member should notify the appropriate administrator and submit a report at report.fsu.edu .	Report a Noncompliance with COVID Guidelines Concern	Faculty Handbook Student Conduct Code Fall 2020 Plan
Student behavior becomes disruptive and poses a risk to the Instructor's safety or the safety of students.	After ending the class, if the student's behavior poses a risk to the Instructor's safety or the safety of that student or other students, FSUPD may be notified for assistance.	FSU PD, 644-1234 Report a Noncompliance with COVID Guidelines Concern	Faculty Handbook Student Conduct Code Fall 2020 Plan

GUIDANCE ON FAMU STUDENTS:

The guidance above was written for FSU students. However, it may be applied to FAMU and FSU engineering students, as both universities' guidance documents are similar. Where FSU students should be reported to report.fsu.edu, FAMU students should be reported to Student Conduct at <https://cm.maxient.com/reportingform.php?FloridaAMUniv> or send an email to Antoneia Roe, Assistant Vice President for Student Affairs, at antoneia.roe@famuedu. Also, FAMU's equivalent to FSU's Office of Accessibility Services is the Center for Disability Access and Resources (CeDAR).