



# Faculty Guide to Confronting Violations of Covid-19 Guidelines in the Classroom

## Procedures for immediate intervention

Securing a safe environment is the top priority. If you have an immediate safety concern:

1. Verbally request that the student stop the behavior immediately:
  - Will you please put a mask on?
  - Will you please wear your mask properly so that it covers your nose and mouth?
  - If you don't have a mask, you can get one (location to pick mask up: outside Library; in front of Student Union by Visitor's parking lot; Turning Point sculpture (BART)).
2. If behavior continues, request that the student leave the class and document incident 937-775-4240, or [studentconduct@wright.edu](mailto:studentconduct@wright.edu).
3. If a student refuses to leave, faculty are encouraged to dismiss the class, and let the student know they will be reported to the Office of Community Standards and Student Conduct at 937-775-4240, or [studentconduct@wright.edu](mailto:studentconduct@wright.edu).

## Preventing inappropriate behavior in the Classroom

Faculty members may find the following helpful for preventing disruptive behavior:

1. Establish clear expectations for behavioral norms and learning goals at the beginning of the course.
2. Include rules and procedures for appropriate conduct in the syllabus as well as consequences for unacceptable behavior.
3. Review these standards when explaining the syllabus on the first day of class.
4. Discuss concerns about inappropriate behavior with students immediately.
5. Document all inappropriate behavior from the onset of the incident and report to the Office of Student Community Standards and Student Conduct.

***If you have any questions or concerns about student behavior, please contact Office of Student Community Standards and Student Conduct at 937-775-4240 or student [conduct@wright.edu](mailto:conduct@wright.edu).***



# Faculty Guide to Teaching in Classrooms

## Safety

1. Students should not congregate in hallway before class.
2. Students and faculty must wear a face covering that covers nose, mouth, chin.
3. Check to make sure you have cleaning station supplies for students to clean personal workspace. Contact facilities at x4444 with any questions.
4. Students and faculty should clean personal workspace at the **end** of class due to the requirement to wait 10 min for it to be effective.
5. Faculty and students practice physical distancing by ensuring 6-foot distance between people.
6. Recommend that faculty assign seats in a classroom to help with distancing and more efficient contact tracing.
7. Keep classroom furniture where it is to ensure physical distancing.
8. Signage will be clearly posted in classrooms and buildings.
10. Most classrooms will be available before class start time, feel free to attend early to get ready.
11. Faculty should bring their own whiteboard markers to class, and white board markers should not be shared between students.

## Technology

1. If you have any questions with using the classroom technology equipment, please contact CaTS x 4827
2. If you have questions with using Webex or Collaborate Ultra, please contact CTL x2885