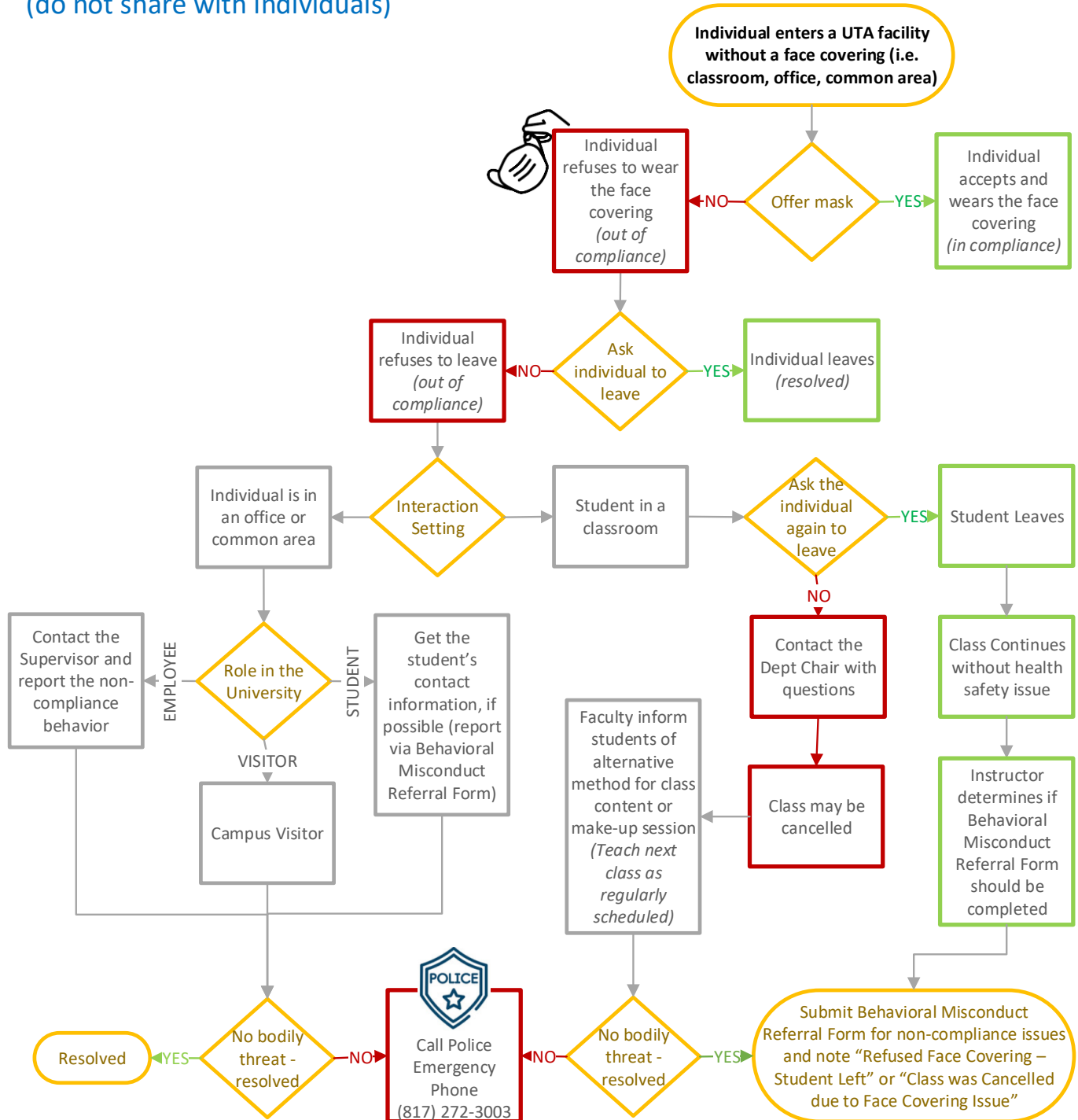


NO FACE COVERING PROTOCOL

(do not share with individuals)



Behavioral Misconduct Referral Form

Go.uta.edu/covidcompliance

“Wear Your Face Covering”

Proactive Action for the Classroom, Offices, and Common Areas

- **Statement included in course syllabus**

Mandatory Face Covering Policy

All students and instructional staff are required to wear face coverings while they are on campus, inside buildings and classrooms. Students that fail to comply with the face covering requirement will be asked to leave the class session. If students need masks, cloth face masks are available at the University Center Campus Information Desk, Main Library, and the Commons on west campus. Students who refuse to wear a face covering in class will be asked to leave the session by the instructor, and, if the student refuses to leave, they may be reported to UTA’s Office of Student Standards.

- **Signage Campaign on Campus**
- **Free masks distributed**
- *Cloth face masks are available to students at the University Center Campus Information Desk, Main Library, and the Commons on west campus.*
- **A script with suggested wording for conversations regarding face coverings is included below**
- **Messages from UTA Leadership reinforcing the face covering requirement**

Conversation Script to Address Non-Compliance with Face Covering Protocol

If you feel comfortable doing so, approach the individual who is not wearing a face covering.

- Inform the individual of the University’s face covering protocol (found at: <https://www.uta.edu/announcements/coronavirus/campus-updates/face-covering-protocol>)
 - Proposed phrasing: *“Good morning/afternoon. I noticed that you are not wearing a face covering. Are you aware that the University has a requirement that individuals wear a face covering in public areas?”*
- Face coverings may include various forms of self-made or commercial masks or face covers (i.e. pleated ear loop masks, neck gaiters) made of cloth, other textiles, or other materials such as paper. The face covering is to cover the nose and mouth, be secure and fit snugly against the sides of the face. (UTA Environmental and Health Safety statement)
 - Proposed phrasing: *“Can you please move your mask to cover your nose and mouth?”*

Ask the individual to put on a face covering.

- Proposed phrasing: *“Can you please put on a face covering in this area?”* or *“In order for us to assist you in this office, you will need to wear a face covering.”*

- If the individual does not have a face covering, inform them of where they can obtain a free mask (University Center Campus Information Desk, Main Library, and the Commons on west campus).
 - Proposed phrasing: *“Do you need a face mask? They are available free of charge at the University Center Campus Information Desk, Main Library, and the Commons on west campus.”*

If the individual complies by either putting on a face covering or retrieving a face covering and returning to the area, thank the individual. No further action is needed.

If the individual refuses to comply:

- Ask the individual to leave the area.
 - Proposed phrasing: *“Can you please leave the building/office until you have a face covering? Once you have a face covering, you are welcome to return.”*
- If the individual refuses to leave the area, you may ask the individual a second time.
 - If the individual complies at this point, thank the individual. No further action is needed
 - If the individual refuses to comply with putting on a face covering or leaving the area after being asked a second time:
 - Notify the individual that you will be submitting a report to the proper office (see below). If you do not know the individual and if it is possible, ask for the individual’s information (name, ID number, contact information, etc.)
 - Proposed wording: *“Due to refusal to wear a face covering, I will need to report this to Office of Community Standards (for students)/the individual’s supervisor (for faculty/staff). Can you please give me your name, ID, and contact information?”*

Submit a report to the proper office

- If the individual is a student, report to the Office of Community Standards: https://cm.maxient.com/reportingform.php?UnivofTexasArlington&layout_id=13
- If the individual is a faculty or staff member report the incident to their supervisor.

Contact UTAPD if the interaction results in unresolved disruptive behavior, fear for safety, or of fear for imminent bodily injury.

- Get to a safe location.
- Call the UPD emergency phone number at 817-272-3003.

Tips for the conversation

- Maintain a calm demeanor and non-confrontational tone
- Be firm, but polite
- If the individual raises their voice, lower your voice in response

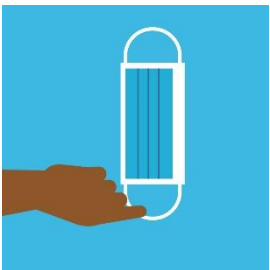
How to Properly Wear a Face Mask or Face Coverings

Wearing a face mask in public helps prevent the spread of COVID-19 — but only if worn properly, covering both your nose and mouth. In addition to face masks other face coverings acceptable to use on the UTA campus are: fabric neck gaiters and fabric scarfs with at least 2 layers of tightly woven fabric. These alternatives for face masks must cover your nose and mouth as illustrated below.

Read our mask-wearing tips to get the maximum protection for yourself and others. [source: John Hopkins, [Lisa Lockerd Maragakis, M.D., M.P.H.](https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus/proper-mask-wearing-coronavirus-prevention-infographic), <https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus/proper-mask-wearing-coronavirus-prevention-infographic>]



Wash your hands before and after touching the mask.



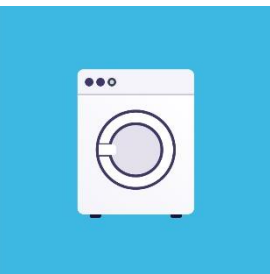
Touch only the bands or ties when putting on and taking off your mask.



Make sure the mask fits to cover your nose, mouth and chin. If you adjust the mask to cover those areas, wash your hands before and after.



Make sure you can breathe and talk comfortably through your mask.



Wash reusable masks after each use. If the mask is disposable, discard it when visibly soiled or damaged.

Protect Yourself and Others, Avoid These Common Face Covering Mistakes



Don't touch your or your child's mask while it is being worn.

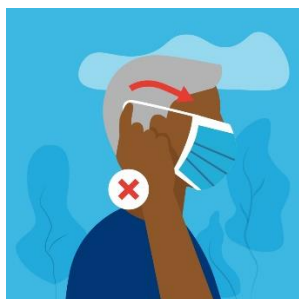


Don't wear the mask under your chin with your nose and mouth exposed.



Don't leave your nose or mouth uncovered.

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Don't remove the mask while around others in public.



Don't share your mask with family members or friends, especially after being worn.