

# NORTHEASTERN STATE UNIVERSITY

## Mask Requirement Quick Reference

*Attention: This document is intended for internal communication only.*



On July 27, NSU announced the following policy concerning masks on campus:

*Effective Monday, Aug. 3, 2020, NSU will require faculty, staff, students, contractors, volunteers and visitors across all NSU locations to wear a mask or approved face covering that covers your nose and mouth. Masks or approved face coverings must be worn when in enclosed public and common areas on campus and outdoors when physical distancing is not easily maintained unless an exception is met. Masks should be worn in combination with other measures, such as strict physical distancing and proper handwashing.*

Many of you may be wondering what this means in terms of enforcement, and what you should do if someone refuses to wear a mask.

### Step 1:

Ask the individual to wear a mask or other appropriate face covering.

### Step 2:

Inquire about their reason for not wearing one.

Anyone not wearing a mask or approved face covering and does not have a pre-approved exception will be politely asked to leave the classroom, office or indoor public area and return after retrieving their mask or approved face covering. Students will be directed to the Welcome Center in the UC on the Tahlequah campus to pick up a mask. At Broken Arrow and Muskogee, students will be directed to the Dean's office. Visitors who do not have a mask may pick one up at a University Police office on one of our campuses. Employees will be directed to Human Resources to pick up a mask. All new employees will be provided a NSU branded mask on their first day of employment by their department or through Human Resources during new hire orientation.

Students will be allowed to pick up a mask if needed and return to class.

If they say they are **unable to wear one due to a medical condition or other disability and they do not have an exception card from Student Disability Services:**

**Students** may be referred to Student Disability Services/Educational Access for accommodations:

Tahlequah: 918-444-2120; [sdstah@nsuok.edu](mailto:sdstah@nsuok.edu)

Broken Arrow/Muskogee: 918-449-6139; [sdsba@nsuok.edu](mailto:sdsba@nsuok.edu)

Once approved, faculty will be notified regarding any approved accommodations and the student will be provided with a verification card.

**Faculty and staff** may be approved for accommodations by Human Resources:

All campuses: 918-444-2230; [humanresources@nsuok.edu](mailto:humanresources@nsuok.edu)

Once approved, the supervisor will be notified and the employee will be provided with a verification card.

**Contractors, vendors and other campus guests** may be approved for accommodations by Public Safety:

All Campuses: 918.444.2468; [publicsafety@nsuok.edu](mailto:publicsafety@nsuok.edu)

Once approved, the guest will be provided with a verification card.

**If they say they just don't want to wear one or believe they shouldn't have to wear one:**

### **Step 3:**

Potential violations of the mask requirement should be reported.

### **FOR STUDENTS:**

According to the NSU Student Handbook and Code and Conduct,

**Violation of any University Policy** – Violation of University Policy shall include any University policy, rule, or regulation published in hard copy or available electronically on the University website (i.e., residence hall policies, Student Organization Handbook, Tobacco-Free Campus, Drug-Free Campus and Community Act, NCAA policies).

**Reports may be turned in to the Office of Conduct and Development by completing the [Behavioral Concerns](#) report at the following link:**

**<https://www.nsuok.edu/ReportConcern.aspx>.**

Remember, each student will be granted their full due process, and this takes time. The conduct system considers each situation on a case-by-case basis and outcomes vary based upon the specifics of the case. Typically, if a student is found responsible for violating a policy, educational sanctions are assigned, and sanctions typically progress with each additional violation.

### **FOR EMPLOYEES (Faculty and Staff):**

Please direct concerns about employees to Human Resources: 918-444-2230, [humanresources@nsuok.edu](mailto:humanresources@nsuok.edu).

## **FOR CONTRACTORS, VENDORS, VOLUNTEERS AND OTHER GUESTS:**

Please submit concerns about contractors, vendors and other guests through the [Behavioral Concerns](https://www.nsuok.edu/ReportConcern.aspx) report: <https://www.nsuok.edu/ReportConcern.aspx>.

## **FOR EVERYONE:**

Employees, please report individuals who engage in harassing, discriminatory, bullying, or retaliatory behavior towards others regarding NSU mask policy and exceptions to your immediate supervisor or Human Resources. For students, you should report any similar violation by completing the [Behavioral Concerns](https://www.nsuok.edu/ReportConcern.aspx) report at <https://www.nsuok.edu/ReportConcern.aspx>.

### **What if the individual acts belligerently, threatens others or acts out violently?**

If you believe you or another person are in imminent or immediate danger, call University Police 918-444-2468. In most cases, not wearing a mask, in and of itself, should not be considered imminent or immediate danger.

### **What if I'm not comfortable having this conversation with an individual who is not wearing a mask?**

Consider options such as making a general announcement containing information from this handout at the beginning of class or meeting. For additional guidance reach out to your immediate supervisor or Human Resources.

### **Where should I direct individuals with other COVID-19 related concerns?**

[The RiverHawk Response: Student Guide to COVID-19](https://www.nsuok.edu/coronavirus) and other information pertaining to employee processes, course delivery and safety and on-campus events, can be found here: [www.nsuok.edu/coronavirus](https://www.nsuok.edu/coronavirus).

Faculty, staff, students, and guests should interact with one another respectfully and professionally. Should any individual not meet these expectations, please report the situation promptly. Additional questions may be directed to Student Affairs: 918-444-2120; [studentaffairs@nsuok.edu](mailto:studentaffairs@nsuok.edu).