

Classroom Guidance for Instructors Related to COVID-19  
July 28, 2020

***This guidance is current as of the date listed and is subject to change as additional information becomes available.***

**Classroom Expectations:**

- For Students:
  - Wear a face covering (cloth covering, disposable or cloth mask, face shield) in all university buildings, at all times
  - To the extent possible, maintain an appropriate social distance (6 ft. if possible)
  - Stay home if you have been exposed to, are diagnosed with, or experience symptoms consistent with COVID-19
- For Faculty:
  - **Model appropriate behavior as noted above for students**
  - **Orally review classroom requirements** at the beginning of the semester and spend a few minutes on these requirements for the first several class periods, before the add/drop deadline on Friday, September 4, 2020.

If a student fails to adhere to the requirements during a particular class, instructors should take the following steps, in quick succession:

- **Ask the student to comply with university expectations (offer a face covering from the supply in the classroom).**
- **If they fail to comply, ask the student to leave the classroom immediately.**
- If the student fails to leave, consider doing one of the following:
  - Canceling the remainder of class for the day. **This should be the primary response**
  - Calling the University of Iowa Police Department (319-335-5022) for assistance.

**After class, instructors should:**

- **For students who failed to comply:** Immediately [file a report](#) with the Office of Student Accountability (OSA). OSA will alert the student that they will not be allowed to return to class until the matter is addressed following University of Iowa's conduct process.
- **For students who chose to comply when addressed:** Consider an email or other communication to remind the student of the requirement for future classes, but also to allow the student to explain their action in a way that might help mitigate it in the future.
- **Immediately communicate a class cancellation or call to the University of Iowa Police Department due to non-compliance to your academic unit leader (department head, director, etc.) and Office of Student Accountability (OSA) through the [reporting form](#)** and, as soon as possible, produce a written record of the facts.