

Guidance for Compliance and Enforcement of Health/Safety Requirements

~ Student Compliance ~

As the College begins limited return to in person activities, a number of [public health requirements](#) have been introduced, including expectations for face coverings, hand washing and social distancing. Below is guidance for response if a student that is participating in an authorized on campus instruction or activity is choosing not to comply with the requirements.

For Faculty Leading in the Classroom or Program Specific Staff Supporting Classroom/Labs

How might I help promote health and safety guidelines?

- Send an email and post to D2L prior to class regarding the requirements and expectations, including when to arrive for class and how late a student can stay.
- Review the requirements and expectations with all students on the first day of class
- Share with students how to request a reasonable accommodation for these requirements and expectations. Share the contact information for Disability Services: disability.services@pcc.edu.
- If students have questions about the requirements and expectations, please share those with your department chair/division dean and through COVID-19 questions immediately (see below).
- Submit concerns, complaints and questions regarding COVID-19 health and safety matters to covidquestions@pcc.edu. Complaints will be sent to the appropriate areas of the college to ensure they are handled with care.

What can I do if there is non-compliance in the classroom?

- If a student will not follow procedures related to social distancing, hand washing and/or face coverings, you (as the faculty) can:
 - Ask the student how you can help clarify the PCC requirements and expectations
 - Ask if they need a mask and if you can help obtain that for them
 - Ask if you can help provide hand sanitizer or the location of the nearest hand washing station
 - Ask the student to step out in the hallway and talk to you (if social distancing is able to occur and all feel comfortable)
 - Ask the student if they are able to work at a different workstation that is social distanced away from others in the class
 - After class (that day/evening), faculty would need to follow up with the student about future class sessions and what will need to be in place to participate.
 - Ask the student to leave for the day
 - The student would need to be able to make-up the time/educational opportunity that they missed.

- After class (that day/evening), faculty would need to follow up with the student in writing via email about what are the needs of the student for them to be able to participate in the next session.
 - Faculty could reach out to Disability Services if there are questions around reasonable accommodations related to the requirement.
 - Faculty could also reach out to conductandcare@pcc.edu for support and assistance in communicating expectations and requirements.
- If a student shows up sick to class or exhibits signs related to COVID-19, the faculty should ask the student to leave for the day.
 - The faculty will follow up with the student around what was missed/how to make that up.
 - The faculty also needs to follow the process outlined under [Handling COVID-19 symptoms at PCC location and Communicating about COVID-19 Exposure.](#)

Refer Students if:

- If a student says they have a reasonable accommodation request related to the requirements (one or all), you (as the faculty) can reach out to Disability Services to inquire about the status of their request for accommodations. Remind students they must work with Disability Services to handle their request and remind them of the contact information: disability.services@pcc.edu
- If a student feels that they are being discriminated against, bullied or harassed about the requirements, the student should contact covidquestions@pcc.edu.

What if non-compliance persists after initial intervention attempts?

- If a student continues to show up to class and will not follow PCC policy around the requirements, the faculty will submit a [Conduct report](#). The Student Conduct and Retention Coordinator team will follow up with the faculty about next steps related to the conduct process. If moving forward with the conduct process, the student would be notified.
 - Typically, once a report is submitted the Student Conduct & Retention Coordinators are in contact within 48 hours if not sooner.
 - Depending on the program, the program handbook may have some stronger/quicker language for removal than the Student Code of Conduct, but both need to happen to ensure safety, compliance and aligned efforts.

For More Assistance:

- If you have questions regarding reasonable accommodations to the requirements, please contact Disability Services at disability.services@pcc.edu
- If you have questions regarding classroom behavior and/or students not willing to comply with the requirements, please contact conductandcare@pcc.edu for assistance.
- If there is a medical emergency, contact Public Safety at 971-722-4444 (emergency line).

- We would encourage that you have the following phone numbers available to you:
 - Public Safety Emergency: 971-722-4444 or 911
 - Public Safety Non-emergency: 971-722-4902
- After attempting the initial interventions identified above, if a student will not leave campus or the class, contact Public Safety for assistance (971-722-4444).
- If you need additional support, contact your division dean or supervisor. Note that these administrators will not likely be on site, so contact Public Safety (above) if immediate intervention and assistance is needed.