



August 21, 2020

Dear Faculty and Staff Colleagues,

We are writing to follow up on a great idea that was recently shared with us to provide suggestions on how to address students who are not following our requirements to wear a cloth face covering or to maintain appropriate physical distancing. Achieving broad compliance with our COVID-19 health and safety policies requires not just enforcement, but also establishing and reinforcing new social norms. We can all play a role in enforcing these new norms by speaking up when we see students, or for that matter our colleagues, not wearing masks or maintaining physical distancing.

We know that not everyone is comfortable speaking up, but for those of you who are willing to give it a try, here are some suggestions of what you might say regarding face coverings:

- “Please mask up!”
- “Sorry, but we are all required to wear our masks.”
- “The University asks everyone to wear a mask when walking between classes.”
- “Please pull your mask up.”
- “I know it’s inconvenient, but please wear your mask.”
- “You really do need to wear a mask here.”

Here are some suggestions if you see students who are not maintaining six feet of distance:

- “Sorry, folks, but you cannot congregate in the hall.”
- “Sorry, but you have to stay 6 feet apart, even outside.”
- “I know it’s harder to socialize, but you do need to stay six feet apart.”
- “Would you mind not gathering here? We all need to stay six feet apart.”

These suggestions are by no means a script, and you should feel free to address students in the way you feel most comfortable. We are so thankful for all you have done to get the University ready for the start of the academic year, and we hope that these suggestions may help you feel more comfortable to speak up when you see something that needs to be addressed. Remember: Six feet. Mask up. Protect our web.

We also recognize that direct communication may not always be an option. If you wish to report concerns anonymously, please use this form or call the University’s Ethics and Compliance Helpline at 804-287-1800. (For immediate assistance with an emergency, please call URPD at 804-289-8911.) Our overarching goal with these tools is not to be punitive but rather to encourage and

empower community members to preserve community health.

Thank you, and we wish everyone the very best as the University begins the fall semester.

Take good care,

**David Hale**

Executive Vice President and Chief Operating Officer

**Jeffrey W. Legro**

Executive Vice President and Provost