

Instructor Quick Reference Sheet

Fall 2021

Masking policy:

Regardless of vaccination status, everyone must wear a mask indoors. This includes being inside a classroom, shopping, dining, public transportation, exercising, studying indoors at a location that is not your primary residence, attending indoor business meetings and indoor events. Laboratory settings require everyone to be masked.

For additional information on face covering at UC San Diego see: [Return to Learn Safety Requirements](#)

How to ask an individual to comply with the masking policy:

Step 1: Identify yourself as a University Official.

Step 2: Advise the student campus policy **REQUIRES** they wear a mask while indoors or follow the pre-approved accommodations required of their exemption. e.g., “Hi, my name is Professor _____. I am the instructor of this course. As a University Official, I am asking you to please wear a mask as campus policy requires.”
Note: You may ask, in private, if they have an OSD pre-approved accommodation for not wearing a mask, but you may not ask the reason behind the accommodation.

What if the student refuses to put on a facial covering or follow their pre-approved accommodations?

Step 1: Inform the student that failing to comply with policy, or the directives of a University official, violates Student Conduct Procedures and they will be referred to the Office of Student Conduct. You may also request they show you proof of compliance and/or pre-approved accommodations (but not the reason for them).

Step 2: If the situation persists, ask them to leave. If the situation escalates or the student repeatedly disregards staff or faculty directives, let them know that if they do not comply with policy or refuse to leave, you will dismiss the class and refer the student to the Office of Student Conduct. Until they comply, the student may not return to class.

Step 3: Report incidents to the Office of Student Conduct through the [Non-Academic Misconduct Report Form](#).

Step 4: You should follow-up with the student directly via the Virtual Advising Center (VAC) or email. Include a summary of what occurred. In your summary, you should:

- Explain that the student’s actions violate policy
- Direct the student not to repeat the actions
- Inform the student that the incident has been referred to the Office Student Conduct
- For more help, visit the OSC Blink resource page: <https://blink.ucsd.edu/instructors/advising/misconduct.html>

For questions about this issue not otherwise addressed, you may also contact the VC Student Affairs Office at vcsa@ucsd.edu

To request masks for yourself, or to bring with you to class for unmasked individuals:

Make a request through the PPE Store:

<https://blink.ucsd.edu/sponsor/BFS/divisions/ipps/ipps-initiatives/ppe-store.html>

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Compliance with the [UC COVID-19 Vaccination Policy](#)

<p>All students should be in compliance with the mandate, or be in the process of receiving an approved exception. You <u>may not</u> ask a student if they are in compliance with the UC Vaccine Mandate, however you can ask all students to show you their Daily Symptom Screening result (the thumb) on their mobile device. More information can be found here: https://returntolearn.ucsd.edu/return-to-campus/testing-and-screening/index.html</p>	<p>Link to the Student Screener (they must be registered): https://ucsd.co1.qualtrics.com/jfe/form/SV_4O3FqInkiyS1qsJ</p>	<p>Link to the Employee Screener (you must complete an initial registration): https://ucsd.co1.qualtrics.com/jfe/form/SV_ehMZDlojZELuynb</p>
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A/V/Tech information

<p>What is available to instructors:</p> <p>112 lecture halls and classrooms, all equipped with user-friendly media systems. To view photos, seating arrangements, and a detailed list of technology in each teaching space, visit: https://blink.ucsd.edu/faculty/instruction/tech-guide/classroom/details.html</p>	<p>How you request support:</p> <p>On-Demand Classroom Support Email classroom-support@ucsd.edu or, for immediate assistance, call 858-534-5784, or 4-5784 from an on-campus phone. A campus phone can be found at the front of every general assignment classroom and lecture hall.</p>	<p>A before-class walkthrough:</p> <p>Schedule a free 15-minute demonstration with a technician before your first class to ensure a smooth teaching experience. Contact servicedesk@ucsd.edu</p>
<p>A dedicated lapel microphone:</p> <p>If you are teaching in a lecture hall and do not feel comfortable reusing a lapel mic, you may request your own dedicated lapel mic to use throughout the quarter. Please request a mic at: servicedesk@ucsd.edu</p>	<p>More information about Zoom in classrooms:</p> <p>Most spaces are fully Zoom capable, allowing you to teach to your in-person and remote students simultaneously. Quick start guides are posted in each classroom, and online at: https://edtech.ucsd.edu/media-labs-and-facilities/classroom-technology</p>	<p>Recording/Podcasting info:</p> <p>All teaching spaces feature lecture capture, allowing your students to review audio and video recordings of your lectures anytime. This is an opt-in service. Please visit here to sign-up: https://podcast.ucsd.edu/info</p>

Important contacts

<p>Office of Student Conduct studentconduct@ucsd.edu 858-534-6225 or 4-6225</p>	<p>UC San Diego Police Emergency: 911 Non-Emergency Help: 858-534-HELP (4357) or 4-4357 from an on-campus phone</p>	<p>Facilities Management Services (to request classroom cleaning or service) Email or call the Customer Service Work Desk 858-534-2930</p>
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