Mask Compliance in Lawrence Dining Hall/ Food Venues

Mask compliance in the food venues/Lawrence is as follows:
• Signage indicating the mask policy is posted at every entrance of each food venue, as well as the entrances to the buildings in which the food venues are located.
• Masks are available at the check-in/cashier stations so that students without a mask can be provided one. Also, mask dispensers are located at every entrance to every campus building.
• Students and other patrons must wear masks upon entry, at any time they leave their seat for any reason, and when exiting the venue. They are permitted to remove their masks while seated and eating.
• Aramark staff have been provided the talking points regarding mask compliance via the Student Affairs/Academic Affairs Mask Compliance Script.
• Enforcing and promoting compliance is a shared responsibility by all members of the Aramark Dining Services staff.
• Should any Aramark staff member have a problem with an individual student or patron, the matter will be referred to an Aramark supervisor or manager.
• Should any student be identified as a repeat offender, the details of the infractions will be provided to the Office of Student Conduct, with support from the Dining Services campus liaison (Office of the Assistant Dean of Students) for appropriate action.

Mask Compliance in Residence Life and Housing Services

Mask compliance in Residence Life and Housing Services (RHLS) is as follows:
• Signage indicating the mask policy is posted at every entrance in each residence hall.
• Graduate Hall Directors and Resident Assistants have been provided with the talking points regarding mask compliance via the Student Affairs/Academic Affairs Mask Compliance Script.
• Email messages have been sent to all on-campus residents regarding mask compliance.
• Information regarding mask compliance has been communicated during hall community meetings.
• Enforcing and promoting compliance is a shared responsibility by all members of the Residence Life and Housing Services staff.
• If there is non-compliance, staff have been instructed to document the situation via an incident report.
• If the incident is non-confrontational, an RLHS graduate or professional staff member will contact the student directly to engage in an educational conversation. A follow-up warning letter is also issued to the student via Maxient university software.
• If the incident is a more severe non-compliance matter or a repeated situation, the student will meet with a Residence Life and Housing Services staff member for a conduct meeting to discuss the behavior and the impact on the community. Sanctions for repeat offenses may range from residential probation to loss of housing.
Mask Compliance in Student Recreation Center

Mask compliance in Student Recreation Center is as follows:

• Signage indicating the mask policy is posted at the main entrance and around the building.
• Student Recreation front-line student staff (Supervisors and Recreation Attendants) who staff the building are trained to address the patron that does not have a mask on or is not fully covering their mouth and nose, that they need to wear a mask and/or wear it as indicated in the mask compliance policy.
• If the patron does not have a mask, they are provided one from the front desk.
  • Masks are supplied at the front desk before the patron enters through the gates
• If any issues occur from the request to comply, the student staff communicate with the Student Recreation Center professional staff by two-way radio or in person.
• If professional staff are needed, they follow up on the situation using the Student Affairs/Academic Affairs Mask Compliance Script that has been provided to all university faculty, staff, and student employees.
• If there is non-compliance, student staff have been instructed to document the situation via an online incident report.
• If the incident occurs during a time when professional staff are not present in the building and the patron will not comply, Public Safety will be called to address the incident.
• Student facility staff are located on the 1st, 2nd, and 3rd floors and walk the designated areas to ensure mask compliance.

Mask Compliance in Sykes Student Union

Mask compliance in Sykes Student Union is as follows:

• Signage indicating the mask policy is posted at every entrance of Sykes Student Union, and throughout the facility.
• Sykes front-line paraprofessional staff (Building managers and Operation Specialists) who staff the information desk communicate with any building guest that does not have a mask on or is not fully covering their mouth and nose, that they need to wear a mask and/or wear it as indicated in the mask compliance policy.
• If the guest does not have a mask, they are provided one from the information desk or the dispensers located at every entrance.
  o All staff check and replenish the mask dispensers during hourly rounds if necessary.
  o Work orders are placed for additional disposable masks when there are less than 6 boxes on hand
• If any issues occur from the request to comply, the paraprofessional staff communicate with the Sykes Union professional staff by two-way radio or Microsoft Teams communication.
• If professional staff are needed, they follow up on the situation using the Student Affairs/Academic Affairs Mask Compliance Script that has been provided to all university faculty, staff, and student employees.
• Paraprofessional staff also conduct “building rounds” on the hour (and sometimes more often) to ensure mask compliance in public spaces and meeting areas.
• If a paraprofessional staff member notices visitors are not wearing masks during rounds, they are instructed to:
  o Interrupt the meeting to provide a reminder that guests must wear masks inside the building. (This is the warning)
Make note of the situation when they return to the Information Desk if the meeting/event reservation crosses over later shifts with new staff for consistency of communication.

- If there is a second incident within a meeting/event reservation in the building, paraprofessional staff have been given the authority to ask the guests to leave by informing them that their reservation is over.
- If the group refuses to leave, paraprofessional staff have two options:
  - If Sykes Student Union professional staff are present, staff radio the professional staff for assistance.
  - If it is after normal business hours, staff are instructed to contact Public Safety for assistance and message Sykes Union professional staff on Microsoft Teams at the time of occurrence and document in the evening report.
- All meeting/event reservation cancelations due to non-compliance are documented via the reservation software, in Sykes Union records, and a Student Conduct Incident report is completed.
  - This information is tracked for purposes of adjusting future meeting/event reservations if necessary.