School of Law Procedures for Compliance with UCI Face Covering Directive and Other UCI COVID-19 Policies (August 10, 2021)

All UCI students, staff, and faculty must:
- Comply with the COVID-19 Vaccination Policy.
- Complete UCI's COVID-19 prevention training.
- Complete and submit a daily self-screening for COVID-19.
- Not come to campus if feeling sick or exhibiting any COVID-19 symptoms.
- Comply with UCI’s face covering directive, which requires all individuals, vaccinated and unvaccinated, to wear approved face coverings while inside UCI buildings. This includes classrooms, conference rooms, the Law Library, restrooms, hallways, and all other locations at the School of Law.
  - In addition, the directive states that “All individuals who are not Fully Vaccinated on UCI controlled property are recommended to wear a face covering when outdoors if six feet of physical distance between people cannot be maintained.”
- Comply with additional non-pharmaceutical interventions including wearing a face covering when indoors and participating in weekly COVID-19 asymptomatic testing if you:
  - have an Exception (including a temporary exception) or Deferral under the UC COVID-19 Vaccination Policy;
  - are awaiting a decision on a request for an Exception or Deferral; or
  - are in the process of becoming Fully Vaccinated but are not yet Fully Vaccinated.
- Follow COVID-19 prevention measures such as frequent handwashing; not touching your eyes, nose or mouth; and cleaning and disinfecting frequently touched objects and surfaces.
- Respond to and cooperate with UCI COVID-19 contact tracing.
- Comply with all UCI Executive Directives.

General COVID-19 Policies

**Vaccination.** Under the UC COVID-19 Vaccination Policy, UCI students, staff, and faculty are not authorized to physically access UCI’s locations and programs, including UCI Law’s locations and programs, unless they are in compliance with the policy. Unauthorized access may lead to discipline, which for students would be reportable to the State Bar and may adversely affect the ability to be admitted to the practice of law.

**Face Coverings.** Everyone at the law school—faculty, staff, and students—must comply with UCI’s face covering directive, which currently requires all individuals, vaccinated and unvaccinated, to wear approved face coverings while inside UCI buildings.

The only time members of the community do not have to wear face coverings is when they have successfully gone through the university exemption process or are alone in a private office or enclosed space with the door shut. If you are in your office with the door open, you must wear a face covering.
Handling noncompliance with Face-Covering Policy by students, faculty, and/or staff, outside the classroom

See Possible Responses for more detailed assistance for each category of individual (faculty, staff, students). Please keep in mind that in all situations it is important to seek to deescalate rather than intensify the interaction.

Steps

- Ask if the individual is aware that wearing a face covering is required unless they cannot do so for disability related reasons. If available, offer to give the individual a face covering unless the person has observable difficulty with breathing or cannot don the face covering for disability related reasons.
- If non-compliance continues, supervisors may either ask the person to leave or remove themselves from the area; non-supervisors may simply leave and inform their supervisor.
- For more information regarding ongoing violations and/or egregious, intentional violations, see:
  - Students
  - Faculty/other academics
  - Staff
  - Vendor

Faculty members may assume the role of supervisor in areas where staff are present and need assistance with unmasked individuals. A list of supervisors trained on how to handle student noncompliance will be provided for those staff members who are uncomfortable asking students to wear a face covering and/or enforce UCI policy.

Because it will likely be difficult for staff and students to ask a faculty member to wear their face covering, faculty should take care to do so at all times, unless exempt. Staff should ask their supervisors for assistance if they are with faculty members who do not wear face coverings.

Handling Noncompliance with Face-Covering Policy in the Classroom

- An instructor or staff member may ask a student in a classroom, or during a class meeting indoors, to put on a face covering.
  - A student in a classroom or during a class meeting who is asked by an instructor or staff member to put on a face covering must do so promptly unless the student has a university-approved exemption from complying with the policy at issue.
- An instructor may ask a student to leave a classroom or class meeting if the student does not have a university-approved exemption and refuses to comply with a request that the student comply with the face covering directive.
- An instructor may end a class session in the event a student who is required to wear a face covering refuses to do so or refuses to leave the classroom when requested to do so. The instructor should report the student’s refusal to the Assistant Dean for Students Affairs, Dr. Jennah Jones. If the instructor wishes to invoke the campus disciplinary procedure, the instructor should use the reporting form for the Office of Academic Integrity & Student Conduct (discussed below): https://uci-advocate.symphlicity.com/public_report/.
- An instructor may wish to include in their syllabi a requirement that students comply with the campus face-covering policy and information on possible outcomes for violating the policy (ending class, loss of attendance or participation points, etc.)
Reporting student noncompliance
To address and track noncompliance at the law school, report incidences to Dr. Jennah Jones, Assistant Dean for Students Affairs. She can discuss your options for further reporting at the campus level (OAISC).

If you choose to address noncompliance as misconduct at the university level, report student noncompliance to the Office of Academic Integrity & Student Conduct (OAISC). OAISC will use the Policies Applying to Campus Activities, Organizations and Students (PACAOS) to address COVID-related violations. Some of those policies include, but are not limited to:

- 102.13 Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities
- 102.16 Failure to Comply

Consequences of student noncompliance
Students who do not comply with UCI’s COVID-19 Policies and UC’s COVID-19 Vaccination Policy may be subject to disciplinary action or loss of campus privileges, including but not limited to:

- loss of Wi-Fi privileges,
- restriction from campus resources (such as Law Library resources),
- restriction of access to campus,
- deactivation of law school card keys, and
- an academic registration hold restricting students from registering for classes starting in Spring 2022.

Disciplinary action can include probation, suspension, or dismissal from the university. Disciplinary action becomes part of a student’s record, is reportable to the Bar, and may adversely affect a student’s ability to be admitted to the practice of law.

For more information, see the University’s noncompliance response procedures and the law school’s COVID-19 Policies and Updates webpage.

Academic Appointees noncompliance
The Dean or Vice Dean will discuss the noncompliance with faculty and other academic personnel to understand if there is a valid reason for not complying.

Absent valid reasons for non-compliance, if the Dean or Vice Dean has discussed the lack of compliance with the academic appointee and they continue to demonstrate a pattern of non-compliance, in the interests of safety, the dean or vice dean should send them home (with pay). The academic appointee will be expected to return to work and comply with these requirements on their next day of work.

See COVID-19 Return to Campus/Safety Compliance Guidelines for Academic Appointees for more details and guidance.
Staff Noncompliance
Employees who work onsite and demonstrate a pattern of non-compliance with the Working Well program (e.g. consistent failure to comply with one or more aspects of the Working Well program), the supervisor should discuss the issue with the employee to understand if there is a valid reason for not complying.

Absent valid reasons for non-compliance, if the supervisor has discussed the lack of compliance with the employee and the employee continues to demonstrate a pattern of non-compliance, in the interests of safety, the supervisor should send the employee home for the remainder of their shift (with pay). The employee will be expected to return to work and comply with the Working Well program on their next scheduled day of work.

For more information see Program Compliance Guidelines for Staff.

What to do if you are exposed to COVID?
- Contact the UCI COVID-19 Response Center and follow the instructions you are given: 949.824.9918 or Covid19@uci.edu
- Staff must inform their supervisors.

Under current UCI policy, fully vaccinated workers with no COVID-19 symptoms do not need to be tested or quarantined if they are exposed to the virus. For the most up to date information regarding what to do, please refer to https://uci.edu/coronavirus.

If you are unsure how to handle any exposure-related situation, contact the Covid-19 Response Center.

UCI COVID-19 Policies
All students, staff, and faculty must be familiar with and comply with these important policies, which are intended to mitigate the risk of spreading COVID-19 and keep our community healthy:
- UC Irvine’s (UCI) campus-wide COVID-19 Policies
- University of California’s (UC) COVID-19 Vaccination Policy

For further information:
- Reporting COVID-19 cases
- UCI Contact tracing
- Outbreaks and quarantines
- COVID-19 Vaccine information
- COVID-19 testing information from UCI and Orange County
- Requesting N-95 respirators
- Building Ventilation and Filtration Systems

Questions about UCI’s COVID-19 Policies? Visit UCI’s Current Campus Policies & Guidelines webpage or contact the UCI COVID-19 Response Center at (949) 824-9918 or covid19@uci.edu.

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