

Siena College

COLLEGE AND ADMINISTRATIVE POLICY

Policy Title:	<i>Syllabus Statement on Student Face Coverings*</i>
Type or category of Policy:	<i>Administrative</i>
Approval Authority:	<i>Dr. Margaret Madden, Provost and Senior Vice President</i>
Responsible Executive:	<i>Dr. Margaret Madden, Provost and Senior Vice President</i>
Responsible Office:	<i>Academic Affairs</i>
Owner Contact:	<i>Office of Academic Affairs, academicaffairs@siena.edu, 518-783-2307.</i>
Reviewed By:	<i>Dr. Margaret Madden</i>
Reviewed Date:	<i>July 28, 2020</i>
Last Revised and Effective Date of Revision:	

**This policy was developed as a response to the COVID-19 crisis. It applies to the Fall 2020 semester and its continuation will be reviewed periodically as the situation changes.*

Policy template Approved by President's Cabinet 25 October 2016

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

Reason for Policy

To help prevent the spread of COVID-19 through the use of appropriate face coverings.

Scope of the Policy: Entities or Individuals affected by this policy

All members of the Siena community.

The Official Policy:

Siena College requires students to wear appropriate face coverings (e.g. masks, fully covering both mouth and nose) in all college buildings, including classrooms, laboratories and studios. If students arrive to a class, lab, studio, or office hours without a face covering, they will be denied entry, and must leave and obtain a face covering before they can return. Likewise, students are required to wear face coverings when in hallways within buildings and to be prepared to put one on if they come within six feet of another person when traversing campus. Students who refuse forfeit the right to attend class until a mask is worn and are subject to disciplinary action for violating the campus code of conduct (see policy in Student Handbook.

<https://www.siena.edu/files/resources/siena-life-student-handbook.pdf>)

All college employees have the right to refuse services to students if they do not comply with these requirements.

Students are requested to use available cleaning products to wipe down their desks or work areas when they arrive in class. Classrooms will be thoroughly cleaned and sanitized at least once daily as well. Students with any symptoms of illness, especially those associated with COVID-19 must not attend class under any circumstances. As with any absence, they should contact instructors to discuss missed lectures and assignments.

If the instructor is quarantined due to COVID-19 exposure, the class will be offered remotely until the Instructor is able to return to campus. Additionally, Instructors may move the class to remote instruction if they feel in-person meetings are not safe.

Adopted: *Date the policy was first approved. 28 July 2020*

Reviewed: *Date the policy was last reviewed.*

Revised: *Date(s) of revisions made to the policy.*

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