

## Memorandum of Understanding

On

### Policies Governing Use of Face Covering in Instructional Spaces at EIU, Fall 2022

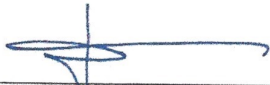
Pursuant to discussion between the VPAA's office and UPI, the following face-covering policies shall be enforced for the academic term of Fall, 2022.

1. Instructors may request that students in their classes wear a face covering during the instructional period, with the following guideline:
  - (a) If adequate physical distancing (defined as at least 6 feet of distance between instructor and students) can be reasonably sustained in an instructional space, then any student who refuses to honor the request can be directed to remain as far away from the instructor as practical in the room, but not less than 6 feet.
  - (b) If adequate physical distancing (defined as at least 6 feet of distance between instructor and students) cannot be reasonably sustained in an instructional space due to factors such as, but not limited to, the design of the instructional space, or the modality of instruction, then the instructor shall expect that the request will be followed.
2. The VPAA office will continue to make face masks available for both students and faculty who wish to wear one.
3. Office hours for instructors shall adhere to the following guidelines for Fall 2022:
  - (a) Faculty shall maintain a schedule of at least four office hours per calendar week spread over at least three days. Office hours shall be scheduled in increments of at least 30 minutes.
  - (b) Location of Office Hours
    - i. Any instructor who only teaches online courses may conduct the required office hours in a virtual environment off campus.
    - ii. Any instructor who has at least one online course but who also teaches face-to-face and/or hybrid courses shall maintain no fewer than two days of on-campus office hours.
    - iii. Any instructor who does not have an online course, i.e., instructors who teach face-to-face and/or hybrid courses only, shall maintain no fewer than three days of on-campus office hours.
    - iv. All other office hours may be held on- or off-campus.
  - (c) Any on-campus office hours may be conducted virtually, at the discretion of the instructor. Any such arrangement must be clearly communicated to the students.

- (d) During any in-person office hours, an instructor can expect students to follow a request to wear a face covering during the meeting.

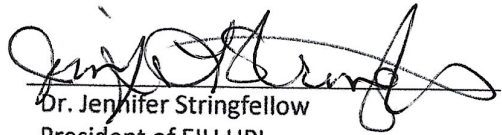
This agreement shall remain in full force and effect throughout the Fall 2022 semester unless later modified by mutual agreement of the parties. To the extent that this agreement is inconsistent with the terms of the 2018-2022 Collective Bargaining Agreement, this Memorandum of Understanding is intended to control.

Signed by:



Dr. Jay Gatrell,  
Vice President of Academic Affairs

Date: 8/18/22



Dr. Jennifer Stringfellow  
President of EIU UPI

Date: 8/18/22

Addendum:

- (1) The VPAA office will encourage students to comply with any requests to wear face coverings by their instructors.
  
- (2) In cases where an instructor can expect a student to comply with a request for face covering, the instructor has the right to ask the student to leave the instructional space at the time of dispute, so that the dispute can be resolved. Any refusal on the student's part to wear a face covering in cases where adequate physical distancing cannot be reasonably sustained shall be addressed and resolved by the VPAA's office in consultation with UPI. Reasonable efforts will be made by the instructor to not penalize a student's academic progress on account of their refusal to wear a face covering, but students will be held accountable for the academic standards set forth in the relevant syllabus.