Campus Clearance Tool FAQs for Faculty

What is the Campus Clearance Tool?
Information on this tool is located here: https://www.towson.edu/coronavirus/clearance-tool/
Accessing a status is found here: https://www.towson.edu/clearance

Are faculty required to use the Campus Clearance Tool in classrooms?
No. Use of the tool is optional.

Where do I instruct students to find their status?
Students can access their status by visiting www.towson.edu/clearance. Each student will need to login to the tool using their TU Net ID and password.

How do I use the clearance tool in my classroom?
If you plan to implement the tool in your classroom, you must request all students provide proof of status each time that you check the tool. Singling out students or selective requests should not be made. Ask all students upon entry to share their status in order to verify if all health and safety tasks have been completed and/or to verify those students with mask requirements (in the case that the current mask mandate for all indoors is repealed).

If you plan to implement the tool in your classroom, you might provide an example by showing your own status at the same time. Doing so can ease any awkwardness that might arise in this process. Also, a student has the right to request to see your status, so from a professional standpoint it’s wise to simply offer it yourself.

How do I use the clearance tool for one-on-one advising or office hours?
If you plan to implement the tool for office hours or one-on-one advising, you may request that the student provide proof of status.

What will I see on the clearance tool?
At the top of the clearance tool each student will have a status which will inform as to whether they have completed all their health and safety requirements. Additionally, any student that is required to wear a mask will be identified with a mask icon to reinforce required mask wearing. You can view each of the status icons here: https://www.towson.edu/coronavirus/clearance-tool/

When do I speak to my class about the health and safety requirements?
Start on the first day of classes. We recommend setting clear expectations for classroom management for health and safety requirements the same way you would for other classroom management matters. Also refer to your syllabus, the TU COVID-19 website, and TU COVID FAQ pages.
The Office of the Provost has provided language regarding COVID compliance requirements that all faculty may utilize in their syllabi. The syllabus language may be found on the resource page of the Office of the Provost website.

**What do I do if one or more students is non-compliant with health and safety guidelines?**

Use your best judgement in the management of your classroom. Providing language on your syllabus regarding COVID compliance requirements is key to setting expectations for behavior and enforcement. It is reasonable to request that a student wear a mask for the health and safety of the other students in the classroom, as well as you. Begin with a polite request and reminder of university required health and safety guidelines. Should this not prove to be effective, indicate that you are required by the university to report to the Dean of Students any student who fails to comply with the required health and safety protocols. If the student becomes belligerent or disruptive to the learning environment, you have the option of dismissing the student from class. You might frame the dismissal in terms of an opportunity to go to the West Village to be tested, or to obtain a mask from the college administrator. In the unlikely case of an emergency, you may contact public safety (410-704-4444) for support.

Each college has been provided with a supply of paper masks. You may want to have a couple of these on hand to offer to any student who has forgotten their own.

**What do I do if not all students have mobile devices or technology to share their status?**

You can encourage students to print their status from a computer. The date and time stamp must be clearly visible. A faculty member may also request that a student login and provide a status using a computer in the classroom.

**Can I compel students to wear masks who are required to?**

Yes. You can ask a student to wear a mask or other appropriate face covering, if they are required based on university health and safety guidelines. You may ask them to leave the classroom if they refuse to comply.

**Can I ask students to wear masks who aren’t required to?**

During this current period of temporary masking requirements, you can ask all students to wear a mask.

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