**Syllabus Statements related to COVID-19**

**Regarding Use of Face Masks**

As per the campus repopulation plan, all students and faculty are required to wear face masks while in the classroom. Face masks must fully cover both mouth and nose. Students and faculty will arrive in class wearing the mask and keep it on while in class and in the building where the class is located. If a student does not have a mask, he or she may be asked to report to the Dean of Students to assure they received their College distributed PPE kit.  Failure to comply with the face mask requirement will be considered a violation of campus and SUNY policies and a report will be filed with the Dean of Students office. Repeated infractions may result in a referral to Student Conduct and Community Standards. Students who have concerns about wearing masks for medical reasons should request an accommodation from Student Accessibility Services ([*https://sas.buffalostate.edu/*](https://sas.buffalostate.edu/)).

**Regarding Seating Plan**

As per the campus repopulation plan, classrooms (including labs, studios, etc.) are reformatted and marked to facilitate proper social distancing for instructors and students while seated. Please do not move any classroom furniture. If the arrangement is impacting your ability to hear or see an instructor or use instructional tools (e.g., screen, board, etc.) please notify your professor immediately.

**Regarding Vulnerable Populations**

As per the campus repopulation plan, students who report any health, safety or childcare concerns related to returning to a face-to-face classroom will be referred to and assisted by the office of the Dean of Students.

**Regarding Office Hours**

Faculty will maintain weekly office hours which will be held remotely via Blackboard Collaborate or other communication tool agreed upon between the faculty and students. Students will be notified of the dates/times of weekly virtual office hours or can schedule a virtual meeting at another mutually agreeable time by appointment.

**Regarding Video Recording or Live Streaming of Instruction**

Recordings and live streaming of lectures and other class content may occur to facilitate learning by remote or absent students, or for video playback. While every effort will be made in the classroom to place the recording device in a way that will capture only the instructor, it is possible that you may inadvertently appear on the video. Any student with a concern about appearing on a video, should notify the instructor so that seating changes can be made. Your comments or contributions may also be captured during class discussions. For online synchronous sessions, if the session is recorded, and you have concerns that you do not wish to appear in the recording, you should notify your instructor. You should discuss with your instructor if do not feel comfortable utilizing a camera or microphone during the recorded session. or if you are unable or unwilling to be recorded while using additional options to participate (i.e chat, poll, whiteboard). Video Recording or Live Streaming will not be shared with anyone outside of the class roster except by advance notice or agreement with the class.