

### Protocol for handling issues related to non-compliance with COVID safety measures

In the event a student or visitor refuses to comply with LTC's COVID safety measures:

- Staff will attempt to explain the safety measures and gain compliance.
- If a visitor still refuses to follow the safety measures, they will be asked to leave campus.
  - If the visitor still refuses to leave, they would be considered trespassing and campus or local police would be called.
- If a student still refuses to follow the safety measure, the following will take place:
  - If the course allows, the student will be directed to an isolated room where he or she can participate remotely.
  - If the course does not allow, the student will be asked to leave campus.
  - If the student refuses to comply or refuses to leave, staff member will cancel class or activity for the day and instruct members of the event to leave campus.
    - If the student still refuses to leave, they would be considered trespassing and campus or local police would be called.
- In either case, the staff member will report the non-compliance issue to their dean/ manager who will report it to the Student Conduct Officer (SCO), George Henze.
  - If the individual is a student, the SCO will contact the student immediately and inform them that they are not allowed attend LTC until an investigation can be completed.
    - A member of campus security will be assigned to be present at the start of the subsequent class/ activity to ensure that the student does not return, or complies.

If further support is needed for handling these situations, please contact the IMT hunt group at 920-693-1400