



## Planning for a COVID-19-Prepared Fall

July 1, 2020

### COVID-19-Prepared

The presence of COVID-19 is our new reality. In planning and preparing for the upcoming academic year and beyond, the University is centered on *being prepared*. The following plan is subject to revisions and updates contingent upon the changes in the Arkansas Department of Health (ADH) and Centers for Disease Control (CDC) recommendations and guidelines, and guidance from the University of Arkansas Board of Trustees. Since early 2020, UAM has been responding to the present situation and preparing for the future of the COVID-19 pandemic by:

- Instituting the **Pandemic Action Plan** and **Pandemic Command Team** in February 2020. This team is charged with assessing and responding to the ever-evolving COVID-19 situation in Arkansas.
- Appointing a **Task Force for Fall University Opening**, consisting of representatives from across the University, with the charge of coordinating the plan for students, faculty, and staff to return to campus in Fall 2020.
- Drafting the **Plan for Employee Return to On-Campus Work**. [↔ Find Out More](#)
- Drafting the **COVID-19 Prepared Plan** with input from across the University and communicating this plan to the wider community.
- Developing a **Flexibility in Operations and Activity Model** to guide the University community in the future evolutions of the fluid COVID-19 situation.
- Requiring **Departmental Risk Mitigation Plans**, which address additional safeguards and practices specific to individual divisions, departments, campuses, schools, and colleges.
- Collaborating with ADH and other local health providers to provide availability of COVID-19 testing to symptomatic students, faculty, and staff.
- Establishing a response team for the purposes of ensuring contact tracing, notification, and support.
- Building a flexible academic calendar with the potential of moving to 100% remote instruction after the Thanksgiving break, until the end of the academic semester.

- Developing required campus-wide health and safety measures.

## Required Health & Safety Measures

UAM students, faculty, and staff have shown great resilience in the face of the unprecedented challenges presented by COVID-19. It is incumbent upon all members of the community to recognize the shared responsibility in maintaining good health and decreasing the potential impacts of COVID-19, and mitigating the risk to our community. **To that end, students, faculty, staff, and visitors to the University will be expected to abide by the following guidelines while on campus, and encouraged to do so when at home or away from campus:**

- Familiarize yourself with COVID-19 symptoms and how it spreads from person-to-person. [↔ Find Out More](#)
- Conduct a daily self-screen prior to coming to campus using the COVID-19 Health Self-Screen Form. Any individual exhibiting the following conditions should stay at home:
  - o 100.4° F or greater;
  - o One (1) of these symptoms of acute respiratory illness: cough, shortness of breath, difficulty breathing;
  - o OR two (2) of these symptoms: chills, shaking with chills, muscle pain, headache, sore throat, loss of taste or smell. If symptoms continue or progress, contact your health care provider for medical advice. [↔ Access the Health Self-Screen Form](#)
- Stay home when you are sick (or have had recent close contact – closer than 6 feet for more than 15 minutes – with a COVID-19 positive individual). Complete the COVID-19 Reporting Form to notify the campus-based response team. Faculty and staff should also notify their direct supervisor. See “When Someone Gets Sick” later in this document. [↔ Access the COVID-19 Reporting Form](#)
- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands. [↔ Find Out More](#)
- Practice physical distancing by staying at least 6 feet (about 2 arms’ length) from other people. Do not gather in groups. Stay out of crowded places and avoid mass gatherings. Avoid making physical contact with other individuals. [↔ Find Out More](#)

- **Wear a cloth face covering when you have to be in public, or when staying at least 6 feet apart is not possible.** Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms. The cloth face covering is meant to protect other people in case you are infected. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the face covering without assistance. Some laboratory or other settings may require additional personal protective equipment (PPE) such as face shields. In specific areas, face coverings are required by ADH (fitness centers, dine-in services, etc.) and ETS (testing centers). [↔ Find Out More](#)
- **Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.** Properly dispose of used tissues immediately, wash your hands and properly dispose of paper towels.
- **Clean and disinfect frequently touched surfaces daily.** This includes personal items, phones, keyboards, tablets, notebooks, and portfolios. [↔ Find Out More](#)

## Promoting a Healthy Student Body

The health and well-being of our students, while maintaining their access to the quality education they have come to know and expect, is of utmost importance to us. Led by Student Engagement, we will promote a healthy student body through:

- Face coverings will be required to be worn by all UAM **students**, faculty and staff when social distancing cannot be achieved on campus. This requirement, as with all reopening plan elements, is subject to changes. UAM continues to monitor federal, state, and local government advisories as well as guidance from the University of Arkansas Board of Trustees, ADH and CDC.
- UAM will provide one face mask to each **student** and employee. Everyone is encouraged to bring additional face coverings, to rotate between clean masks, and utilize hand sanitizer and disinfectant wipes, as they deem necessary, to help supplement the ongoing disinfecting of classrooms and workspaces.
- Continuing to offer virtual student support services in addition to on-campus services.
- Providing education and training on COVID-19 and how it spreads, health and safety measures, and personal responsibility in risk mitigation.

- Asking that students conduct a daily self-screen prior to coming to campus using the COVID-19 Health Self-Screen Form. If the student meets the conditions listed on the form, or a body temperature of 100.4° F or greater, the student should not come to campus. [↔ Access the Health Self-Screen Form](#)
- Limiting the size, frequency, and duration of gatherings and activities while also providing a safe, engaging on-campus experience.
- Closing or limiting the use of certain communal spaces on campus when space will not allow proper physical distancing.
- Supporting coping, resilience, and mental health through individual Counseling Services, support groups, and print as well as online resources. [↔ Find Out More](#)
- Adding an addendum to the Student Handbook and Code of Conduct related to guidelines and compliance with health and safety measures. [↔ Access the Student Handbook](#)
- Making accommodations for students with unique needs related to COVID-19 (students at higher risk, students in quarantine). [↔ Find Out More](#)

## Protecting & Preparing Our Faculty & Staff

A healthy workforce is essential to the continuity of our educational mission. We must both protect our faculty and staff, while preparing them to safeguard our students and community through the adherence to – and modeling of – health and safety measures. We will accomplish this dual task by:

- Face coverings will be required to be worn by all UAM students, **faculty and staff** when social distancing cannot be achieved on campus. This requirement, as with all reopening plan elements, is subject to changes. UAM continues to monitor federal, state, and local government advisories as well as guidance from the University of Arkansas Board of Trustees, ADH and CDC.
- UAM will provide one face mask to each student and employee. Everyone is encouraged to bring additional face coverings, to rotate between clean masks, and utilize hand sanitizer and disinfectant wipes, as they deem necessary, to help supplement the ongoing disinfecting of classrooms and workspaces.
- Providing education and training on COVID-19 and how it spreads, health and safety measures, and personal responsibility in risk mitigation.
- Asking that faculty and staff commit to following health and safety measures and Departmental Risk Mitigation Plans.

- Asking that faculty and staff conduct a daily self-screen prior to coming to campus using the COVID-19 Health Self-Screen Form. If the faculty or staff member meets the conditions listed on the form, or a body temperature of 100.4° F or greater, the faculty or staff member should not come to campus. [↔ Access the Health Self-Screen Form](#)
- Conducting virtual meetings in addition to face-to-face, even when working on campus, to allow participants a choice. If meetings cannot be conducted virtually, keep participation to a number that allow appropriate physical distancing.
- Making accommodations for faculty and staff with unique needs related to COVID-19. Employees with high-risk conditions who have concerns about returning to work on campus should contact their direct supervisors (i.e., department head, director, academic dean, etc.) and human resources to discuss their needs. [↔ Find Out More](#)
- Providing paid sick leave and expanded family and medical leave for COVID-19 related illness. Please contact the UAM Human Resources office and review important information posted on the UAM Human Resources website. See the FFCRA Paid Sick Leave and Expanded Family and Medical Leave memorandum. [↔ Find Out More](#)
- Placing limits on office gatherings, break rooms, and unnecessary visitors in the workplace.
- Providing faculty and staff hand and surface sanitizing supplies, soap, and hand washing supplies.
- Supporting coping, resilience, and mental health through support groups, print as well as online resources, and assistance in accessing mental health and counseling services through the Member Assistance Program and University of Arkansas Medical Benefit Plan. [↔ Find Out More](#)

## Maintaining a Healthy Environment

The environment in which the educational activity of the University takes place must be protected and maintained. Administration and Finance, the University Police Department, and the Physical Plant will oversee the maintenance of a safe, conducive environment through:

- Posting signs and messaging in highly visible locations (e.g., building entrances, digital signage, restrooms, dining facilities) that promote the health and safety measures, describe how to stop the spread, and encouraging accepting personal responsibility for protecting others.

- Providing supplies, including soap, hand sanitizer containing at least 60% alcohol, paper towels, tissues, disinfectant wipes, and cloth face coverings (as feasible).
- Enhancing campus cleaning and disinfecting of frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand rails, bathroom stalls, tables, desks). Employees are encouraged to wipe down workspaces at the start and end of every work shift. [↔ Find Out More](#)
- Installing sanitizing stations outfitted with hand sanitizer and disinfectant wipes in highly visible locations in building across campus.
- Events involving external groups or organizations on campus that are not essential to the educational mission will be approved on a case-by-case basis and will be conducted in accordance with University policies and CDC and ADH guidelines. [↔ Find Out More](#)
- Utilizing close tracking of all visitors to offices using the COVID-19 Office Traffic Log. [↔ Download the Office Traffic Log](#)
- Placing plexiglass or other barriers at highly-visited areas such as reception desks and check-in points in addition to workspaces where people are otherwise unable to be 6 feet apart.
- Adjusting office/work assignments where one or more people share space (i.e., shared cubicles, offices, service counters/desks, etc.).
- Reducing waiting room, lobby, and sitting area capacities and removing or demarking furniture to allow for proper physical distancing. Providing visible guides on floors, stairwells, and doors, when necessary to ensure safe ingress and egress and allow for proper physical distancing.
- Limiting the use of drinking fountains to those equipped with bottle refilling stations. All other water fountains will be turned off.
- Regulating, as needed, the capacity of elevators and restrooms to promote social distancing. It is recommended that individuals keep to the right in hallways and stairwells.
- Requiring departmental Risk Mitigation Plans, which address additional safeguards and practices specific to facilities within individual divisions, departments, campuses, schools, and colleges.

## Providing a Flexible Instruction & Learning Environment

Central to the University experience is the continuity of a safe and conducive learning environment. Administrators, faculty, and staff in Academic Affairs will provide flexible instruction and a safe, responsive learning environment through:

- Implementing a combination of face-to-face, hybrid, and remote classes.

- Modifying classroom settings, split or staggered meeting times, relocating classes, limiting class enrollment, and distancing seating to meet CDC guidance for social distancing.
- Creating flexibility to move into a remote format, if needed, and for any period of time, with the exception of courses that require some campus presence to meet accreditation and licensing requirements.
- Making accommodations for students requiring excused absences related to COVID-19 (students at higher risk, students in quarantine). [↔ Find Out More](#)
- Offering intensive academic support and services for students with limited access to technology, Wi-Fi, and internet connectivity in the event that classes move to remote instruction.
- Utilizing close monitoring and tracking of student, staff and employee attendance to facilitate contact tracing in the event of an exposure.

## Preparing in Key Areas

### Housing & Residence Life

- Exploring the options for accommodations for students with unique needs related to COVID-19 (students at higher risk, students wishing to observe strict physical distancing, students in quarantine).
- Utilizing prescheduled appointments for early arrival move-in and scheduling priority move-in days to limit the number of students moving in at a particular time. Students will be limited to two (2) individuals assisting them during their move-in time.
- Limiting the size, frequency, and duration of programs and activities while also providing a safe, engaging on-campus living experience.
- Enhancing campus cleaning and disinfecting of frequently touched surfaces (e.g., door handles, bathrooms, common areas, grab bars, hand rails, tables, desks). [↔ Find Out More](#)
- Providing and preparing quarantine spaces. Housing & Residence Life, in conjunction with Student Health Services will facilitate quarantine using the following guidelines:
  - o Students required to quarantine should return to their permanent residence to do so, or if unable, will be assigned a room for quarantine. [↔ Find Out More](#)
  - o Separate banks of rooms on-campus will be used for quarantine (individuals who might have been exposed to COVID-19). These rooms limit contact with others as much as possible.



- Rooms will be prepared with linens and personal items such as disposable thermometers, cleaning products, and nonperishable food items.
- Meals will be delivered at set times to each student in on-campus quarantine.
- Students in quarantine will receive a daily medical call (at a scheduled time) with a symptom check and temperature reading.
- Students in on-campus quarantine will be given the following guidelines, as adapted from ADH:
  - Remain in the assigned room and avoid all public contact. This means do not go to class, work, activities, stores (including grocery stores), nor any public event or place.
  - Do not have visitors.
  - Wash your hands or use an alcohol-based hand sanitizer often. Do not share personal items such as dishes, cups, forks, spoons, towels, etc.
  - Do not leave your assigned room except to get urgent or emergency medical care. If you need to see a doctor for reasons other than a medical emergency, please call Student Health Services or your medical provider ahead of time to assist in making proper arrangements.
  - In the event of a medical emergency, call 911. Tell them that you are in quarantine due to possible COVID-19 exposure. Keep a cloth face covering on until a health care provider asks you to remove it.
  - Do not use any public transportation (buses, taxis, ride share services, or airplane).
  - Check yourself for fever twice a day. This means taking your temperature in the morning and before bed at night. Write it down on the table found on the COVID-19 Health Self-Check Form. Your doctor will need this information to determine when you are able to resume normal activities or if you need additional care.
  - Familiarize yourself with ADH quarantine and isolation guidelines. [↗ Find Out More](#)
  - Familiarize yourself with CDC quarantine and isolation guidelines. [↗ Find Out More](#)

### **Student Health Services**

- Continuing to provide in-person clinic services by appointment. Telephone screenings will be conducted before every appointment. [↗ Find Out More](#)



- Providing telephone consultations for a variety of health concerns will be provided when possible.
- Utilizing “contactless” medicine distribution for simple over-the-counter student needs.
- Providing and preparing spaces for safe on-campus quarantine of students directed to do so by Student Health Services or their medical provider. Student Health Services, in conjunction with Housing & Residence Life, will facilitate quarantine of residents of on-campus housing using the above guidelines.
- Participating in the CDC and ADH surveillance programs. Frequent communication and collaboration with local health providers regarding testing, vaccinations, policies, etc.
- Collaborating with ADH and other local health providers to provide availability of COVID-19 testing to symptomatic students, faculty, and staff.

### **Dining Services**

Cafeteria operations will be adjusted accordingly to adhere to guidelines recommended by the CDC and ADH. This includes:

- Reducing capacity inside the dining hall to ensure physical distancing requirements can be followed.
- Discontinuing the availability of self-serve options.
- Cleaning tables before the next group can be seated and enhancing cleaning and disinfecting between high-traffic meal periods.
- Increasing the overall capacity for students, faculty, and staff who wish to dine inside by opening the Gallery Room for seating.
- Minimizing contact at point-of-sale locations.
- Offering grab and go options at the cafeteria during lunch in the event students prefer the option of take out.
- Providing additional hand sanitizing stations.

### **Athletics**

The Department of Athletics will take all steps necessary to provide as safe a game day environment as possible for student-athletes, the student body, faculty, staff, and fans. UAM Athletics will adhere to all CDC, ADH, University, NCAA Division II, and Great American Conference guidelines as it relates to the conduct of events for all intercollegiate sports. Event considerations include but are not limited to:

- Adherence to applicable CDC and ADH health and safety guidelines
- Tailgating protocols
- Facility ingress and egress
- Concessions and restrooms
- Seating adjustments
- Pre-event, in-game, and post-event cleaning/sanitizing
- Press box and media operations
- Communications and signage

## COVID-19 Exposure

Educate yourself on quarantine and isolation. Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. [↔ Find Out More](#) You are advised to not travel to any location on the ADH quarantine list (14-day home quarantine is required). [↔ Find Out More](#)

### Do Not Come to Campus If:

- You have tested positive for COVID-19 until you have met CDC criteria for ending home isolation. [↔ Find Out More](#)
- You are exhibiting symptoms and currently waiting for results of a COVID-19 test (in-home quarantine is required). [↔ Find Out More](#) Employees and students may be asked to go home or be tested if they are exhibiting symptoms of COVID-19.
- You received notification from public health officials (state or local) that you are a close contact (closer than 6 feet for more than 15 minutes) of a confirmed case of COVID-19 (14-day home quarantine is required).
- You are caring for or live with someone who is in quarantine or isolation.

### UAM will:

- Cooperate with ADH for contact tracings and notifications of close contacts.
- Continue to follow the directions of ADH and CDC regarding any response and mitigation efforts, should an outbreak be declared.

## Proper Use & Care of Face Coverings

The University expects the UAM community to behave responsibly with respect for the health and safety of others. Face coverings will be required to be worn by all UAM students, faculty and staff when social distancing cannot be achieved on campus. This

requirement, as with all reopening plan elements, is subject to changes. UAM continues to monitor federal, state, and local government advisories, as well as guidance from the University of Arkansas Board of Trustees, ADH, and CDC. Face coverings should:

- Fit snugly but comfortably against the sides of the face and cover the nose, mouth, and chin.
- Fasten securely with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Have the ability to be laundered properly without damage or change to shape. [↔ Find Out More](#)
- Be discarded, if disposable, in the nearest trash receptacle.

## Travel Guidance

- University travel continues to be frozen/restricted except in special circumstances approved by the Executive Council. [↔ Find Out More](#)
- The ADH guidelines for safe travel recommends that employers respond in a way that takes into account the level of disease transmission in their communities. [↔ Find Out More](#)
- Employees should be knowledgeable about the State of Arkansas guidance or requirements for personal out-of-state travel and should be prepared to take action accordingly. [↔ Find Out More](#)
- Personal travel to CDC designated “hot spots” will require 14-day quarantine.
- If the state recommends but does not mandate a self-quarantine, employees should consider the risks which are inherent from the travel, and discuss self-quarantine with a supervisor.
- Employees should be familiar with all CDC guidelines and recommendations for travel. [↔ Find Out More](#)

## COVID-19-Prepared

All members of the University community have a shared responsibility to maintain good health and decrease the potential impacts of COVID-19. As the situation continues to develop, the University will continue to provide updates via email and the UAM website. As CDC and ADH guidelines/policies change, the plan will be revised accordingly.

The University recognizes its' role in taking every possible precaution to protect the health and safety of the campus community. In addition to this plan, individual campus divisions and units continue to develop comprehensive Departmental Risk

Mitigation Plans, which address additional safeguards and practices specific to protect students, faculty, staff, and visitors.

*Let's be prepared to have a great year.*