COVID-19 OPERATING PLAN 2020

Sources:
University of Arkansas, “Guide to Returning to Campus”, June 1, 2020
Centers for Disease Control and Prevention, “Considerations for Institutes of Higher Education”, May 20, 2020
OUR GOAL AS A COLLEGE

The goal of this plan is to maintain the health and wellbeing of College of Engineering (COE) employees, students, visitors, and the community as we move to reopen and sustain campus operations during the coronavirus pandemic.

We seek to adhere to the U of A Campus Plan which is holistically compliant with public health guidance and directives from the Arkansas Department of Health (ADH) and the Centers for Disease Control and Prevention (CDC). We recognize that this plan can only be successful if all COE constituents follow the plan.
GUIDING PRINCIPLES

1. The U of A will continue to follow guidance from the Centers for Disease Control and Prevention (CDC) and the State of Arkansas including the Arkansas Department of Health (ADH).

2. People will return to campus on an as-needed basis, as slowly and safely as possible; otherwise, remote operations will continue.

3. Employees and graduate assistants who can effectively work remotely, as determined through their supervisory chain, will continue to do so.

4. Our plans will be designed to mitigate the risk of a resurgence of the virus.
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<td>In consultation with the ADH, a protocol will be developed for self-assessment, monitoring and contact tracing as well as continuing education.</td>
<td>Our plans will seek to protect the people who are at the highest risk for severe illness.</td>
<td>Our plans will provide for centrally managed cleaning and sanitizing services and procurement.</td>
<td>All units will be prepared to return to a remote environment if conditions change.</td>
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GUIDING PRINCIPLES

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We will be inclusive and eliminate any essence of differential power. There will be zero tolerance for retaliation regarding one’s personal decisions on whether or not to come to campus at any time (includes all faculty, staff, students).

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The road to recovery will be challenging. Agility and flexibility are key. Local rebounds in COVID-19 cases may occur.
All COE employees, students, and visitors must follow best practice precautions as recommended by the ADH and CDC:

- Know the signs and symptoms of COVID-19 and what to do when symptomatic.
- Always wear a face covering in buildings unless in your individual office. Outside wear a face covering when distancing is difficult to maintain.
- Maintain physical distancing of a minimum of six feet.
- Use best practices of hand washing and wash hands frequently.
- Use best practices of hygiene when coughing or sneezing.
- Clean, sanitize and disinfect regularly.
- Ask that all colleagues do the same.
PROTECTING OUR COMMUNITY: HEALTH AND SAFETY

• A successful return to campus relies on each member of the U of A community exercising common sense, good judgment, and practicing good health and safety guidance, including:
  • Respect distancing measures of keeping at least 6 feet of distance from others even when wearing face coverings
  • Wear face coverings
  • Practice frequent hand-washing hygiene and cover your mouth when coughing or sneezing

• U of A employees planning to work on campus will certify self-assessment of no COVID-19 symptoms on a daily basis prior to coming to campus.

• All COE employees, students, and visitors with COVID-19 symptoms must leave the workplace immediately and not come to campus until ADH health guidance has been met. Employees must notify their supervisor and students must notify the Pat Walker Health Center if symptoms develop.
PROTECTING OUR COMMUNITY: HEALTH AND SAFETY

- Wear face coverings when entering, inside and leaving all buildings.
  - Face coverings will be provided for faculty, staff and graduate students.
  - Training will be provided for safe usage.
  - The face covering is not a substitute for physical distancing.

- Those not complying with use of face coverings will be asked to leave and return with a face covering. Individuals may be subject to warnings or other sanctions available in the Employee Handbook or Code of Student Life.

- All COE employees and students should be aware of mental health issues associated with stress, anxiety and fear of COVID-19 and provided with frequent information about access to mental health resources on campus.

- Accommodations must be made for COE employees and students who are at risk of severe illness due to COVID-19. Check with your supervisor for the process.
PHASED RETURN TO CAMPUS FOR STAFF AND FACULTY

The overall goal is to minimize the number of employees on campus wherever possible.

• Priorities for returning employees back to campus:
  • Those that must be on-site to prepare for returning students or support vital research
  • Those that cannot do their work remotely
  • Those who are unable to be fully productive remotely

• Circumstances under which employees should not come to campus:
  • Exhibiting symptoms related to, contact with others who have, or are within 14-day quarantine window for, COVID-19
  • Self-identified with underlying health conditions that enhance risk for COVID-19
  • Those caring for, or living, with others with underlying health conditions
  • Traveled within last 14 days to COVID-19 hot spot (as defined by ADH) or internationally
  • Recently completed COVID-19 testing pending results or positive
  • Employees who can conduct their work effectively on a remote basis, as determined by their supervisors
PHASED RETURN TO CAMPUS FOR STAFF AND FACULTY

• Phase 1 (Target June 15):
  • Mandatory on-site employees continue to work.
  • Limited number of employees asked to return to campus, such as IT works who need to prepare classrooms, etc.
    • Return plan must be approved by Dean
    • Notify Kyle Cook when buildings will be occupied to ensure proper cleaning

• Phase 2 (Target July 15):
  • Limited additional employees asked to return to campus to prepare for fall.
    • Plan must be approved by Dean
    • Notify Kyle Cook when buildings will be occupied
• Phase 3 (Aug. 3 and 10):
  • Aug. 3: First day of fall intersession. Limited official campus visitors allowed, if for a specific academic or business purpose.
  • Aug. 10: All employees return to campus, except employees with documented permission to work remotely (supervisor permission required).
    • 9-month faculty begin appointments August 17th
  • Aug. 24: Fall classes begin.
• Eliminate gatherings of more than 10 people, even where space allows for distancing. Eliminate office gatherings (break rooms, coffee time, congregating in common areas like hallways, etc.)
• No more than one person in small workrooms (less than 200 square feet). The person leaving is responsible for disinfecting the affected areas of the room.
• Eliminate reusable kitchen items (coffee pots, sponges, towel, water vessels, etc.) and replace with one-time use utensils.
• Shared kitchen appliances (refrigerators, microwaves, coffee pots, etc.) must be disinfected prior to and after use.
• Do not use ice machines that require a handheld scoop.
RETURN TO CAMPUS: EMPLOYEES AND WORKPLACE

- Conduct meetings electronically.
- Minimize requirements for/use of paper forms. Convert to electronic routing and signatures to the fullest extent possible.
- Provide hand-sanitizer at all entrances and high-traffic areas.
- Reception areas:
  - Create plexiglass barriers to protect employees.
  - Add floor markings for six feet physical distancing when in place.
  - Reduce reception seating areas to a safe level.
- Kits will be provided so colleagues can clean their own areas.
  - All persons must view training materials regarding proper disinfection products and techniques.
- Place standard signage in hallways and outside each office suite for office practices.
- Post maximum occupancy in all rooms (faculty offices, break rooms, work rooms, classrooms, laboratories).
Return to campus staffing should consider a phased-in approach within each individual department or suite. Maintain staffing rotation until all employees return to campus under normal operations.

- Rearrange offices to satisfy physical distance of at least 6 feet between colleagues.
- Employees on a multi-person team are encouraged to rotate weekly instead of daily.
- Be proactive in providing all necessary accommodations for at-risk employees to continue to work remotely.
- Supervisors must ask all employees for volunteers to be first to return. This MUST be absent from ANY power differential. Prioritize those with the greatest ability/desire to return.
- Publish schedules regarding who will be in the office when. Maintain and update the schedules.
- Faculty appointments should be flexible, to allow for possible increases in teaching loads related to multiple modes of deliver (suggested standard: 50/40/10).
- Limit restroom facilities to satisfy 6’ distance requirements.
RETURN TO CAMPUS: TRAVEL

• University-sanctioned and sponsored out-of-state or university-sponsored travel to the university will continue to follow guidance regarding restrictions and quarantines. Visit https://health.uark.edu/coronavirus/index.php#travel for latest information.

• Appeals should be made to supervisor to be forwarded through chain to appropriate Vice Chancellor
Rider Rules and Regulations

- Riders must wear a face covering at all times
- Riders must sit only in designated seats
- Riders must display their ‘BUS PASS’ to the driver before boarding (riders will be issued a BUS PASS on their first trip)

Reserving A Seat: Ride Requests

Reservations Accepted Beginning July 6, 2020
Shuttle Service Times: 8:00 am – 8:30 pm, Mon-Fri

- Rides are by reservation only; there will be no “walk-up” service
  - “Same-day” reservations are not available at this time
- If the rider knows that they will not make their appointed time, please notify A.J. Bellard as soon as possible (575-7913 or aibellar@uark.edu)

To Request and Reserve a Ride:

1. Email A.J. Bellard (aibellar@uark.edu)
2. Provide the following information in the email:
   a) Your name
   b) Day(s) you wish to ride
   c) Pickup Time
   d) Pickup Location
   e) Destination
   f) Return Time (if needed)

Your appointments will remain the same each week, until you change them.
Know the Terms for Course Delivery:

For **In-Person** courses, all students are expected to attend class at a designated physical location and the instructor is present, in person, to lead learning activities for the entire class following appropriate social distancing measures. During this pandemic or during any crisis situation, to the extent possible, lectures in face-to-face courses at the University of Arkansas will be recorded and live-streamed and made available to students who need to attend remotely.

**Hybrid** courses feature a combination of face-to-face instruction and remotely delivered instruction. While several models exist for hybrid delivery, at the University of Arkansas the intent is that all students will attend a face-to-face class, in a defined sub-group of the entire class, on an alternating and scheduled frequency. The remainder of the class attends remotely via synchronous and interactive technology. All interactive sessions in a hybrid course will be recorded and made available in Blackboard.
RETURN TO ACADEMICS: WITH STUDENTS

Know the Terms for Course Delivery:

**Remote** courses are delivered synchronously at a scheduled time and use technology to allow instructor-student interaction and small-group active learning strategies. Students are expected to access the class at the scheduled time and participate in any scheduled activities during that scheduled time. While some content or activities may be asynchronous in remote courses, the bulk of the course will be delivered in the synchronous and interactive environment.

**Online** courses are intentionally designed for online delivery and have been traditionally offered through a remote or distance environment. While some synchronous interaction may be involved in an online course, the bulk of instructional content is typically delivered asynchronously.
RETURN TO ACADEMICS: WITH STUDENTS

Course Delivery: Fall 2020

• All courses will provide for synchronous access for students, will be live-streamed, and will be recorded with access via Blackboard.
• All courses must be capable of switching to 100% remote delivery at any time
• Each course should provide quality touch points throughout the semester. It is these touchpoints that represent much of the great feelings we have about our alma mater and separate universities from online providers.
• Excellence in teaching is key, whether in-person, hybrid, or remote. Student-faculty interactions are the reason many students come to college. This is an opportunity to improve the student experience. Quality student interactions are key.
RETURN TO ACADEMICS: WITH STUDENTS

• Rearrange student spaces to satisfy distance of at least 6 feet including student study lounges, computer labs, graduate student bullpens and student offices.

• Academic calendar for fall 2020 is set, except:
  • Fall break is cancelled and added to Thanksgiving break to make a full week off
  • May go 100% remote after Thanksgiving break

• Limit class sizes and teaching laboratories to no more than maximum distance occupancy.

• Evening or Saturday offerings being cognizant of childcare or other personal needs.

• Classrooms MUST be technically suitable (i.e., updated technology, recording capabilities, etc.) for our courses.
RETURN TO ACADEMICS: WITH STUDENTS

Development of distancing plans for all classes/laboratories:

- For any class/laboratory that must violate recommended physical distancing guidelines, assure adequate PPEs are always provided for students (e.g. face shields, gloves, proper training).
- Follow procedures to conduct student and faculty symptom checks. Through training, all faculty and staff will know how to guide situations when positive symptoms are observed.
- Faculty and students will be provided wipes to clean their areas
- Ensure provisions for hand sanitizer to be available
- Always be ready to go remote and return to original mode
RETURN TO ACADEMICS: WITH STUDENTS

- Make accommodations for high-risk students in the ABSENCE of power differential
  - No students will be penalized for remote attendance or instruction
- Expand the use of simulation and take-home project kits
- Include flexibility in syllabi to accommodate absences for extended illnesses/isolation due to COVID-19.
- Students will have assigned seating to allow for easier contact tracing
- Face coverings are required inside buildings, including in classrooms and labs
- Advising and office hours will be performed virtually
Facilities Management will:

- Maximize fresh air makeup in all buildings
- Increase airflow throughout spaces
- Place garbage can outside each restroom door
- Provide kits for each employee to clean their workspaces
- Pick up trash from centralized collection areas (daily custodial service suspended)
- Clean, sanitize and disinfect daily classrooms, teaching labs and public spaces and throughout the day for high touch areas