

# COVID-19 OPERATING PLAN 2020

## Sources:

*College of Engineering, University of Arkansas, "COVID-19 Operating plan", June 2020*

*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*

*ACHE Guidelines, "Considerations for Reopening Institutions of Higher Education in the COVID-19 Era", May 7, 2020*

*AIHA Protecting Worker Health, "Reopening: Guidance for General Office Settings", Version 2. May 6, 2020*

# OUR GOAL AS A COLLEGE

The goal of this plan is to maintain the health and wellbeing of Fulbright College 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 holistic and 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 Fulbright College constituents follow the plan.

This plan is adapted from and consistently implemented with our colleagues in the College of Engineering.

# IF YOU DEVELOP SYMPTOMS...

If you have symptoms DO NOT come to campus.  
If you develop symptoms while on campus, leave immediately.

Call and report symptoms to:  
Pat Walker Health Center – (479) 575-4451  
FAMA – (479) 575-5050

*Labs and offices will be closed for 72 hours following a suspected/confirmed case  
and then be cleaned by FAMA before anyone may enter.*

# 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.

# GUIDING PRINCIPLES

5

In consultation with the ADH, a protocol will be developed for self-assessment, monitoring and contact tracing as well as continuing education.

6

Our plans will seek to protect the people who are at the [highest risk for severe illness](#).

7

Our plans will provide for centrally managed cleaning and sanitizing services and procurement.

8

All units will be prepared to return to a remote environment if conditions change.

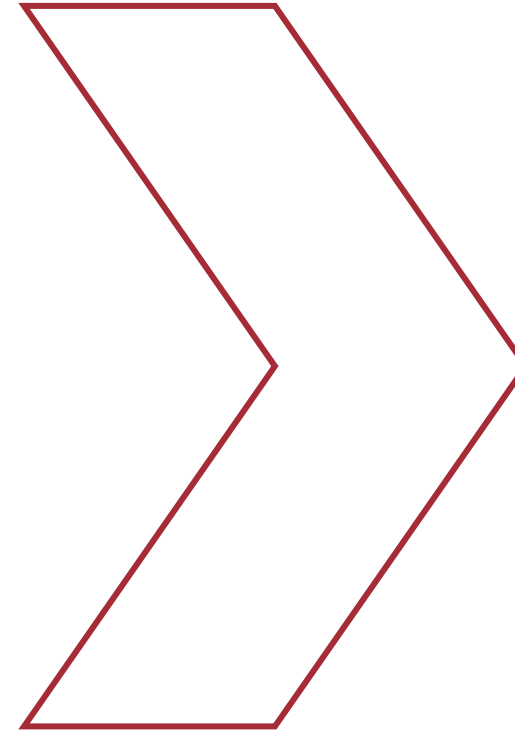
# GUIDING PRINCIPLES

9

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).

10

The road to recovery will be challenging. Agility and flexibility are key. Local rebounds in COVID-19 cases may occur.



# PROTECTING OUR COMMUNITY: HEALTH AND SAFETY

All Fulbright College 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 when other people are present. Face coverings are required when following the 6-foot guideline.



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 Fulbright College 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 and leaving the buildings, in all public spaces, in any office used by multiple people, and when visiting any other office. Public spaces include lobbies, restrooms, teaching laboratories, conference rooms, break rooms, etc.
  - 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.
  - Once seated in a classroom, face coverings are still required.
- 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 Fulbright College employees and students should be aware of mental health issues associated with stress, anxiety and fear of COVID-19 and should be provided with frequent information about access to mental health resources on campus.
- Accommodations must be made for Fulbright College 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, contact with others who have, or are within 14-day quarantine window, 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:
  - Mandatory on-site employees continue to work.
  - Limited number of employees asked to return to campus, such as workers 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:
  - 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

# PHASED RETURN TO CAMPUS FOR STAFF AND FACULTY

- Phase 3:
  - First day of fall intersession. Limited official campus visitors allowed, if for a specific academic or business purpose.
  - All employees return to campus, except employees with documented permission to work remotely (supervisor permission required).
  - Fall classes begin.

# RETURN TO CAMPUS: EMPLOYEES AND WORKPLACE

## General office spaces

- 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: EMPLOYEES AND WORKPLACE

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 delivery (suggested standard: 50/40/10).
- Limit restroom facilities to satisfy 6' distance requirements.

Elevators are limited to 1 person at a time

# 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



# 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
- Courses must be designed to provide for synchronous remote access for students. In addition, course designs need to be capable of switching to 100% remote delivery at any time
- Each course should provide opportunities for student feedback and instructor contact throughout the semester.
- Excellence in teaching is key, whether face-to-face, hybrid, or fully 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.**
- Limit class sizes and teaching laboratories to no more than maximum distance occupancy. FAMA will have capacity for each room by July 1.
- 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.
- Fulbright College will clearly identify distance from students where faculty do not have to wear a mask

# RETURN TO ACADEMICS: WITH STUDENTS

## Development of distancing plans for all classes/laboratories:

- Students will be seated at least 10' from faculty to ensure distancing when projecting voice
- 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).
- Mechanisms 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 to be provided wipes to clean their areas
- Provisions for hand sanitizer
- Always ready to go remote and return to original mode

# RETURN TO ACADEMICS: WITH STUDENTS

- Accommodations of high-risk students in the ABSENCE of power differential
  - No students will be penalized for remote attendance or instruction
- Expanded use of simulation and take-home project kits (good use of tele fees).
- Syllabi will need to include flexibility to accommodate absences for extended illnesses/isolation due to COVID-19.
- Students will have assigned seating to allow for easier contact tracing
- Once seated in a classroom, face coverings are still required
- Advising and office hours should be performed virtually

# RETURN TO CAMPUS: FACILITIES MANAGEMENT

## 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

WE'RE ALL IN THIS TOGETHER

