



UNIVERSITY  
*of* ARKANSAS  
AT PINE BLUFF  

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June 30, 2020

Greetings UAPB Family:

The past three months have been a major adjustment for the University of Arkansas at Pine Bluff (UAPB) as we navigate a new way of life due to the COVID-19 pandemic. The disruption it has caused is like no other. The only certainties we have are that we are all entering uncharted waters together, and we will get through these uncertain times together. I commend you for demonstrating your resilience and determination while transitioning our entire campus to remote operation in a matter of days. You have made adjustments and have also helped your friends and colleagues adjust. You have learned how to use Zoom to conduct virtual meetings. And, we all have gotten into the habit of wearing masks, vigorously washing our hands, and staying at home--for the most part. Times like these have proven our true strength as a campus community, and I am grateful to have a team like you!

Now, we are preparing to reopen our campus. Restoring our operations across our academic institution will prove to be a challenge given the nature of the coronavirus and our desire to protect our community of students, faculty, staff, and visitors. Be assured, we intend to reopen with the health and safety of our students and employees at the forefront of our considerations. To help us in the reopening process, we have developed a guide that will minimize the risks for all members of the campus community as it maximizes options for students and employees. Using the best scientific and health information available, we have assembled in this guide a number of requirements to maintain the health and safety of our campus community.

Adapting to changes in the way we go about our daily lives on campus will be crucial to the university's ability to maintain maximum safety throughout the fall semester and into the spring. It will not look and feel the same as before — but our faculty and staff are determined to embrace the challenge to produce a rigorous, engaging and rewarding experience for our students.

Our return to campus involves balancing risk with benefit. As the university reopens for the fall semester, the primary tool to limit the viral spread and harm is prevention. This requires everyone accepting personal responsibility for following the Centers for Disease Control and Prevention (CDC) and Arkansas Health Department guidance. In the midst of the pandemic, we are called on to be our brother's and our sister's keeper by following all guidelines for the health, safety, and welfare of the members of the university community. All of us are responsible for mitigating the risks of transmission of COVID-19 by adhering to university, governmental, public health and medical guidelines. Please read the attached plan in its entirety and keep it available as a handy reference.

We look forward to welcoming our students, faculty and staff back, and we thank you in advance for embracing the changes and limitations necessary to keep everyone safe as we move our university forward.

Once again, thank you for your dedication and service to UAPB!

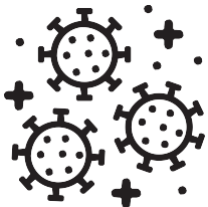
Sincerely,

Laurence B. Alexander, J.D., Ph.D.

Chancellor

# Section 1

## Overarching Principles



In charting a path forward amid the unprecedented circumstances of the COVID-19 pandemic, **UAPB is committed to providing students, faculty, and staff with an environment where teaching, research, creativity, service, and outreach thrive.** The following phases and protocols will serve as a guide for the university as it gradually reopens campus to these vital endeavors. The trigger timing for launching many of these events and activities is contingent upon our on-going assessment of federal and state health guidelines and other requirements that may apply.

### **Employees Who Will Return to Work on Campus and When**

This document specifically addresses the rights and responsibilities of staff members, 12-month faculty, and administrators. Faculty members employed in any summer session will continue to teach remotely.

All faculty, staff and students are required to comply with the policies, protocols, and guidelines in this document, as well as any published amendments to this document.

Amendments will be noted with the date and time of the modification and sent to employees through university assigned email addresses.

Individuals who are authorized to return to campus must conduct symptom monitoring every day before coming to work. It is **YOUR** responsibility to comply. It is **OUR** shared duty as a community to act responsibly.

This plan should be received in the spirit of the fluidity required as it relates to the evolving knowledge about COVID-19. Our reopening will be phased and guided by these overarching principles:

- ❖ UAPB will follow the guidance from the Centers for Disease Control (CDC) and the State of Arkansas Department of Health (ADH).
- ❖ People will return to campus on an as-needed basis.
- ❖ Campus functions will return in a phased manner that emphasizes caution and safety.

# Section 1

## Overarching Principles

- ❖ Our plans are designed to mitigate the risk of a spread of the virus.
- ❖ Employees and students are required to participate in monitoring and contact tracing in accordance with the Arkansas Department of Health.
- ❖ University-wide cleaning and sanitizing services and procurement.
- ❖ All units should be prepared to return to a remote environment if conditions change.

While many policies and guidance apply campus-wide, each unit must additionally make decisions on the best practices that will allow for a safe work environment for their employees, space(s), and type(s) of work. Following the guiding principles below is information on what decisions are set by the University and where Deans, Directors, Chairs and their teams should make decisions to address their unique requirements and needs.

## Section 2 Health and Safety

The Coronavirus Response Team began planning for an eventual COVID-19 pandemic in early February 2020. The goal was to provide information regarding the diagnosis and spread of COVID-19 to the campus community.

The senior level administrators are in communication with local medical providers, as well as the Arkansas Department of Health. The administration has created specific guidelines regarding the university's efficient response that will be followed.

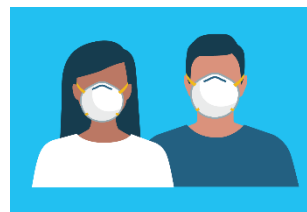
These guidelines will be updated as appropriate and will remain in effect at least until there is a widely available reliable vaccine for COVID-19.

A successful return to campus relies on each member of the university community exercising common sense, good judgment, and practicing the health and safety guidance contained in this document.

### **Behaviors for Mitigating Risk of Transmission of COVID-19**

Employees should practice the following hygiene habits to minimize potential community spread of COVID-19:

- Wash hands for at least 20 seconds with soap and water
- Wash hands frequently and after each time you have been in a public place,
- Avoid touching your face (eyes, nose, and mouth) and wash your hands immediately if you cannot avoid doing so,
- Cough into your elbow, not your hand,
- Create a physical distance of at least 6 feet between you and others,
- Do not gather in groups of 10 or more,
- Avoid crowds and mass gatherings,
- Use hand sanitizer with at least 60% alcohol content



## Section 2 Health and Safety



### Symptom Monitoring and Self-Assessment

UAPB employees planning to work on campus are required to complete a daily certification that they have self-assessed that they are not exhibiting COVID-19 symptoms **PRIOR** to coming to campus. If symptoms exist, employees will be directed not to come to campus and will be provided information for next steps. Employees with certain conditions may be at higher risk for contracting COVID-19 or may have a higher risk for severe illness.

The Centers for Disease Control and Prevention (CDC)'s latest guidance suggests that people in the highest risk categories include individuals who:

- ❖ Are over the age of 65,
- ❖ Suffer from chronic lung disease or moderate to severe asthma,
- ❖ Suffer from serious heart conditions,
- ❖ Severely obese (Body Mass Index of 40 or higher),
- ❖ Have diabetes,
- ❖ Suffer from chronic kidney disease undergoing dialysis, or
- ❖ Suffer from liver disease

Additional Information:

- ❖ CDC Groups at Higher Risk for Severe Illness:  
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html>
- ❖ CDC Who Needs to Take Extra Precautions:  
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>
- ❖ ADH COVID-19 GUIDANCE FOR HIGH RISK INDIVIDUALS:  
<https://www.healthy.arkansas.gov/programs-services/topics/covid-19-guidance-for-high-risk-individuals>



Employees exhibiting any of these symptoms should call the Arkansas 211 hotline or their primary care physician for assessment of symptoms and COVID-19 testing. Individuals who experience these symptoms may not come to work until they are certain that they do not have COVID-19. If the symptoms begin while at work, the employee should notify their direct supervisor and immediately leave the campus to self-isolate until they have an assessment by a medical professional.

## Section 2

# Health and Safety

### **Who Should NOT come to Campus?**

- ❖ Anyone exhibiting symptoms of illness — if you are not feeling well, stay home and call your medical provider
- ❖ Anyone recently diagnosed with COVID-19 in the previous 14-days.\*
- ❖ Anyone who has had direct contact with a person with a confirmed case of COVID-19 and who has not received approval from ADH to return.
- ❖ Anyone arriving from an international destination or CDC/ADH-identified hot spot or who has not contacted ADH and completed the mandated 14-day self-quarantine.
- ❖ Non-essential visitors and guests — only essential, official visitors and guests here for academic or business purposes should be invited on campus.

*\*Anyone diagnosed with COVID-19 can return to campus after they have satisfied the ADH requirement, which includes a 14-day self-isolation period, fever free for 72-hours without the use of fever-reducing medication, and have also experienced at least 10 days with improving symptoms. In some cases an ADH “Release to Return” document may be required.*



## Section 2

# Health and Safety

### **Return to Work Post COVID-19-**

Recovery status (and clearance to return to work) is assigned when: 1) the individual remains fever-free without the use of fever reducers for 72 hours, 2) the individual shows improvement in respiratory symptoms (e.g., cough, shortness of breath), and 3) it has been at least 10 days since their symptoms first appeared, or after two consecutive negative COVID-19 tests.

At this time, two consecutive negative COVID-19 tests are required to return to work following a positive test.



### **Face Coverings**

- ❖ **Face coverings are required for all students, employees and visitors in university facilities where physical distancing is not possible.**
- ❖ Appropriate use of face masks or coverings that cover both the mouth and nose is critical in minimizing risk to others near you, as well as ensuring an adequate supply of medical grade masks for health care workers, first responders and those needing more effective respirators.
- ❖ Employees and students should have at least one cloth face covering for each day of the week. To offset your costs, UAPB officials will provide every employee and student 2 reusable masks.
- ❖ Reusable cloth facemask must be washed each day.
- ❖ Employees are required to have a replacement mask on hand in the event the face covering becomes wet or soiled.
- ❖ The university expects the UAPB community to behave responsibly with respect for the health and safety of others.

## Section 2

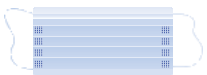
# Health and Safety

### *Types of Face Coverings*



#### **Cloth Face Covering:**

- ❖ Homemade or commercially manufactured face coverings that are washable will help reduce the spread of respiratory droplets when talking, coughing or sneezing.
- ❖ Cloth masks may not be effective at preventing infection for the person wearing the mask, but they do help reduce the spread of COVID-19 to others. Please remember some people who are infected are asymptomatic, widespread use of masks can help slow down the spread.
- ❖ Cloth face coverings are recommended for non-health care workers for areas where 6 feet of social distancing cannot be consistently maintained.
- ❖ Must be washed or replaced daily. Not required when alone in an enclosed space.
- ❖ Cloth face coverings are **NOT** the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by health care personnel, first responders and required workers.



#### **Disposable Mask:**

- ❖ Commercially manufactured face mask that helps reduce the spread of respiratory droplets when talking, coughing or sneezing.
- ❖ Recommended for use in areas where 6 feet of social distancing cannot be consistently maintained and required in designated areas. Not required when alone in an enclosed space.
- ❖ Must be thrown away and replaced daily.
- ❖ Disposable face masks are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by health care personnel, first responders and workers in other industries.

## Section 2

# Health and Safety



### **Medical & Surgical Masks:**

- ❖ Also referred to as Medical Protective Personal Equipment (PPE). These masks should only be used by health care personnel and first responders for their protection.
- ❖ Health care personnel and first responders should not wear cloth face coverings when medical personal protection equipment is required.



### **N95 Respirators**

- ❖ Provide effective respiratory protection from airborne particles and aerosols.
- ❖ Fits tightly around your face and filters out 95% or more of the smallest particles in the air, but only if they are fitted correctly.
- ❖ Recommended for use by health care personnel, first responders.

The World Health Organization has created this graphic<sup>1</sup> to show how to properly put on, wear, and dispose of a disposable facemask:

**World Health Organization**

### How to put on, use, take off and dispose of a mask

- 1** Before putting on a mask, wash hands with alcohol-based hand rub or soap and water
- 2** Cover mouth and nose with mask and make sure there are no gaps between your face and the mask  
Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water
- 3** Replace the mask with a new one as soon as it is damp and do not re-use single-use masks
- 4** To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; wash hands with alcohol-based hand rub or soap and water

<sup>1</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

# Section 2

## Health and Safety

### **General Considerations**

- ❖ When using a face covering, make sure:
  - The mouth and nose are fully covered
  - The covering fits snugly against the sides of the face so there are no gaps
  - You do not have any difficulty breathing while wearing the face covering
  - The face covering can be tied or otherwise secured to prevent slipping
- ❖ Avoid touching your face as much as possible.
- ❖ Keep the covering clean.
- ❖ Wash hands with soap and water or alcohol-based hand sanitizer before putting on after touching or adjusting, and after removing the face covering.
- ❖ Don't share with anyone else.
- ❖ You should be the only person handling your covering.
  - Cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

Face coverings or masks are not a substitute for social distancing and should be used in addition to physical distance.

## Section 2

# Health and Safety

### **Social Distancing**

In addition to self-assessments and monitoring, the university will adhere to CDC and ADH guidelines and recommendations regarding social distancing — minimum of 6 feet between individuals whenever possible.



#### USING ELEVATORS

Elevator usage should ensure physical distancing is achieved. Use stairs whenever possible, given that elevator capacities may be challenged. If you are using the elevator, wear your face mask/covering and wash your hands or use hand sanitizer with 60% alcohol upon departing the elevator. Custodial crews will be wiping down elevator buttons more frequently during the day.

#### MEETINGS

Convening in groups represents a high risk of viral transmission. Gathering sizes are governed by university restrictions determined at each phase. Where feasible, meetings should be held in whole or part using online collaboration tools (e.g., Zoom). When allowed, in-person meetings are limited to the restrictions of gathering sizes, assuming individuals can still maintain 6 feet of separation for physical distancing requirements. Departments should remove or rearrange chairs and tables (e.g., consider staggering seats) or add visual cue marks in meeting rooms to support physical distancing practices between attendees. During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, Skype messenger, telephone or other available technology. You can also use a range of available collaboration tools (e.g., Zoom).

***Social distancing must be practiced even when face coverings and masks are also being used.\****

## Section 2

# Health and Safety



### **Hand Hygiene and Respiratory Etiquette**

- ❖ Wash hands frequently with soap and water; avoid cross contamination – hand sanitizing stations will be made available in all campus buildings.
- ❖ Avoid close contact with others.
- ❖ Wear face coverings whenever it is not possible to maintain six feet of separation.
- ❖ Cover coughs and sneezes with a tissue or elbow, and dispose of the tissue properly.
- ❖ Avoid contact with frequently touched surfaces.
- ❖ Routinely clean and disinfect frequently touched surfaces.
- ❖ Cleaning, sanitizing and disinfecting will continue under the purview of Facilities Maintenance. Plans, protocols and schedules will be created to meet the specific needs of common areas in buildings including bathroom, classrooms, and laboratories.



### **Cleaning, Sanitizing, and Disinfecting**

#### **BUILDING CLEANING AND DISINFECTION PROTOCOLS**

Enhanced cleaning protocols are in place on campus for high-risk/high-touch areas (e.g., door handles, light switches, handrails, interior doors, door push plates, common spaces, flat surfaces such as tables, elevator buttons). Increased cleaning will be performed in restrooms in common areas. Hand sanitizer dispensers will be placed at entrance and exit points for buildings on campus, as well as near elevators. Doors will be automated, where possible.

If an individual in a building tests positive for COVID-19, the entire building might not be shut down. Whenever possible, the immediate space(s) in which the positive person was in will be deep-cleaned based on CDC protocols and will be re-opened once sanitized.

If machinery or equipment are thought to be contaminated and cannot be cleaned, they can be isolated. Isolate papers or any soft (porous) surfaces for a minimum of 24 hours before handling. After 24 hours, remove soft materials from the area and clean the hard (non-porous) surfaces per the cleaning and disinfection recommendations. Isolate hard (non-porous) surfaces that cannot be cleaned and disinfected for a minimum of 7 days before handling.

## Section 2

# Health and Safety

- ❖ Commercial grade cleaning, sanitizing and disinfecting materials, products and other tools, such as Electrostatic Sprayers, will be sourced by Facilities Maintenance for this purpose and units do not need to source their own disinfecting materials.
- ❖ Hand sanitizer and other supplies, such as dispensers or wipes, will be provided to the units to supplement services, to keep personal work areas (Offices, Cubicle Areas, Private File Rooms, Private Storage Rooms, Private Copier Rooms, etc.), keyboards, telephone receivers, etc. disinfected.
- ❖ **Daily custodial service will be suspended in individual employee work areas to focus resources on Classrooms/Teaching Labs/Libraries/Public Spaces until further notice. Individual employee work areas will not be entered by custodial staff for “normal” cleaning/servicing including trash removal. Employees will be responsible for placing their trash in centralized collection areas.**
- ❖ Classrooms/Teaching Labs/Libraries/Public Spaces cleaning, sanitizing, and disinfecting will be done daily by Facilities Maintenance staff. The staff will clean/disinfect high touch areas throughout the day.
- ❖ UAPB indoor “Fitness Center” area cleaning, sanitizing, and disinfecting support is dependent on Fitness Center Staff and Users.
- ❖ Research Labs or other areas with special chemical cleaning considerations will be handled on a case-by-case basis under the direction of the principal investigator.
- ❖ If other areas are identified that require separate or special attention, plans will be developed to address those requirements.
- ❖ Specific plans, training and instruction will be provided along with ways in which the community can support collective hygiene and sanitation on campus.
- ❖ Plans should be considered flexible as adjustments may be required at any given time based on the availability of human resources and supplies. Any potential changes will be communicated to all supervisors.
- ❖ All cleaning protocols will be developed and adapted based on current CDC guidance about cleaning and disinfecting to reduce transmission.

## Section 2

# Health and Safety

### **Procedure for On-Campus Outbreak**

- ❖ The university will follow its established guidelines and work in coordination with ADH for communicable disease response.
- ❖ The university will cooperate with ADH for contact tracings and investigations: Once a person has been identified as having COVID-19 and a contact investigation is started by ADH, all contacts for that person will be tested; and regardless of test result, must self-quarantine for 14-days.
- ❖ ADH will be the agency to declare an outbreak.
- ❖ Once an outbreak is declared, the university will continue to follow the directions of ADH and CDC regarding any response and mitigation efforts.

### **Prior to Returning to Work**

Employees who have tested positive for COVID-19, are suspected to have COVID-19, or are symptomatic are required to stay home until:

- a. At least 10 days have passed since symptoms first appeared and;
- b. At least 3 days (72 hours) have passed since recovery- defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath)

Employees who have been exposed to COVID-19 or recently traveled internationally but are not symptomatic and do not develop symptoms are required to self-quarantine for 14 days.

Employees who cannot attest to being without symptoms are required to stay at home until they are no longer ill or symptomatic, according to CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>).



## Section 2

# Health and Safety

### **Employees Who Will Return to Work on Campus:**



Employees identified by the vice-chancellors and senior-level administrators as needed to support the return to face-to-face instruction will return to work. Schedules will be staggered as identified by division vice-chancellors. Some employees will continue to work remotely full-time or part of the day to reduce the population density and limit the number of people entering and exiting facilities simultaneously.

- ❖ On-site mandatory employees: those who must be on-site at a given time to work with students or prepare the campus for returning students, or to support critical research functions.
- ❖ Those who cannot do their work remotely.
- ❖ Those who are unable to be fully productive remotely.



### **Circumstances under which employees should not come to campus:**

- ❖ Employees who are exhibiting symptoms related to COVID-19 illness.
- ❖ Those who have had contact with others who have COVID-19 and are still within their 14- day quarantine window.
- ❖ Those caring for, or living, with others with underlying health conditions that enhance risk from COVID-19; these employees should be referred to the [Office of Human Resources](#) for appropriate arrangement.
- ❖ Those who, in the last 14 days, have traveled to a COVID-19 hot spot or international destination, as identified by the Arkansas Department of Health or Centers for Disease Control and Prevention.
- ❖ Those who have recently completed COVID-19 testing with results pending or positive.
- ❖ Non-essential visitors.

In addition, subject to the return phases following, employees who can conduct their work effectively on a remote basis, as determined by the supervisor, should continue to do so. Our overall goal is to minimize the number of employees on campus while the pandemic is ongoing wherever possible.

## Section 2

# Health and Safety

### **COVID-19 HOME HEALTH SCREENING PROTOCOL**

Review this COVID-19 Daily Self Checklist each day before reporting to work.

If you have experienced any of the following in the past 24 hours, STAY HOME and follow the steps below:

1. Notify your supervisor that you need to take sick leave.
2. Notify the UAPB/Human Resources response team @ [covid19@uapb.edu](mailto:covid19@uapb.edu).

If you start feeling sick during your shift, follow steps 1 and 2 above.

Do you have a Fever (temperature over 100.30F) without having taken any fever reducing medications?

Do you have a Loss of Smell or Taste?

Do you have a Cough?

Do you have Muscle Aches?

Do you have a Sore Throat?

Do you have Shortness of Breath?

Do you have Chills?

Do you have a Headache?

Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite?

Have you, or anyone you have been in close contact with someone who has been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

If you reply YES to any of the questions in the checklist, stay home and follow the steps 1 and 2.

# Section 2

## Health and Safety

### **Travel Guidance**

U.S. Travel Advisories

(<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>)

CDC Travel Guidance (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>) UChicago Travel Toolkit (<https://www.traveltoolkit.uchicago.edu>)

### **Signage and Factsheets**

CDC COVID-19 Symptoms Sign

(<https://uchicago.box.com/s/k59v00e8x99mu3slw8yes4v9vd5w287>)

CDC Wash Your Hands Factsheet

(<https://uchicago.box.com/s/04pxn8c6k5c74st2ddrnnvvykybrgjjja>)

CDC Disinfecting Your Home Guide

(<https://uchicago.box.com/s/xfpe8804l0y2y5n1wvnoj2v9itj8mi0t>)

EPA Disinfectants Guide (<https://uchicago.box.com/s/beb4kvj50bxvqgdneh1mi86ahbtugfy3>)

## Section 3

# Return to Campus for Staff and Faculty-

### **Phased Return**

#### **Phase 1: Bring employees back only as needed (Target Date: July 6, 2020)**

- ❖ Mandatory on-site employees continue to work on campus.
- ❖ A limited number of employees may be asked to return to campus to assist as needed with key activities to prepare for the fall semester as identified by department heads.
- ❖ These plans must be approved by a dean or vice chancellor because the intent is for people to work remotely as much as possible. Units should plan according to their unique needs.
- ❖ Examples may include but are not limited to, certain staff members based on job duties in academic units, IT support to prepare classrooms, enrollment management, student affairs, or athletics
- ❖ On-site work schedules for employees coming to campus should be staggered as necessary to adhere to social distancing requirements
- ❖ Departments must notify Facilities Management when buildings will be occupied to ensure proper cleaning and disinfecting of common areas.

#### **Phase 2: Bring additional employees back only as needed (Target Date: July 13, 2020)**

- ❖ While the intent is for people to continue working remotely as much as possible, additional employees who must be on campus to prepare for students in the fall should return as determined by the unit.
- ❖ Departments should notify Facilities Management when buildings will be occupied until all employees have returned to campus.

## Section 3

# Return to Campus for Staff and Faculty-

### **Phase 3: Employees and students return for the fall semester (Target Dates: August 10, 2020)**

- ❖ On August 3 – All staff, administrations, and 12-month faculty return to campus other than employees with documented permission to work remotely or be absent. Supervisors have been provided with guidance on the various forms of permissions and leave.
- ❖ On August 15 all 9-month faculty return to campus.
- ❖ Limited official campus visitors will be allowed beginning August 3. Official visitors include people invited to campus for a specific academic or business purpose.
- ❖ On August 3 – All employees return to campus other than employees with documented permission to work remotely or be absent. Supervisors have been provided with guidance on the various forms of permissions and leave.
- ❖ Aug. 24 is the first day of classes for the fall semester.

### **Quiet Zones**

To reduce the spread of COVID-19 some areas of the campus will be designated as quiet zones. Due to the limited space in bathrooms and other close areas will be designated as quiet zones. Individuals should refrain from conversations in these areas.

## Section 4

# Return to Academics & Student Success



The campus is preparing for a variety of ways to operate during the fall 2020 semester. Multiple strategies are being considered and could be implemented or modified as necessary as health conditions change, including the possibility of transitioning from one method of instruction to another at any point during the semester as indicated by the ADH or CDC.

One critical decision that we have made is to follow the academic calendar that has already been established. The contingency plan was made with the two exceptions: first we are canceling fall break to reduce the chances of virus spread by students who travel to other locations and second, we may go to 100% remote instruction after the Thanksgiving break again to reduce the chances of travel-related spread of the virus on campus. A decision regarding post-Thanksgiving instruction will be made at a later date based on the state of the virus. All instructors should design their courses to switch to 100% remote delivery at any time should circumstances warrant.



### **Planning for Several Modes of Instruction**

#### *Traditional Face-to-Face Delivery*

- ❖ For some, class delivery will be the traditional method of face-to-face instruction.
- ❖ Department chairs and deans may make adjustments to faculty workload distributions, and/or adjustments to faculty course assignments, including online teaching, for the benefit and effectiveness of the unit and for optimizing delivery of instruction, as well as to maximize the effectiveness of research and service activities.
- ❖ It is possible that some students will self-identify as having underlying health conditions that enhance the risk from COVID-19 and thus limit their ability to attend face-to-face classes. These students should be referred to the Provost and Vice-Chancellor for Academic Affairs. To encourage social distancing generally, all classes will be designed to enable attendance remotely. This may necessitate the installation of recording equipment in some classrooms and the use of this equipment by faculty.

## Section 4

# Return to Academics & Student Success



### **Social Distancing Face-to-Face Delivery**

- ❖ Move as many classes as possible to larger classrooms to allow for social distancing.
- ❖ Classes will meet as scheduled with options for adjustment consistent with these guidelines.
- ❖ To support social distancing the university will limit the number of students per class. Classrooms and laboratories will be setup in a manner that allows for social distancing. Some examples of how this might be accomplished may include:
  - ❖ Assuming the class has enrollment at the maximum fire code occupancy, allow some portion, perhaps one-third of the students to attend every third face-to-face lecture with the other two-thirds of the students attending the lecture remotely.
  - ❖ Assuming the class has enrollment at the maximum fire code occupancy, students to attend face-to-face lectures in an adjoining classroom.
  - ❖ Use other options as long as the maximum socially distanced occupancy is not exceeded.
  - ❖ Move some classes, labs and drills to the evenings or weekends to utilize the larger classrooms.
  - ❖ Move some face-to-face classes to online or remote delivery.
  - ❖ Utilize classrooms on Saturday for drill session and/or additional sections taught in one day.



## Section 4

# Return to Academics & Student Success



### **Online or Remote Delivery**

- ❖ Schools and departments are urged to continue online or remote delivery whenever that is feasible and effective.
- ❖ Designing large lecture courses for online or remote delivery would be particularly useful at this time since larger lecture halls can be used for socially distanced smaller face-to-face classes.
- ❖ The Teaching and Learning Center will work to evaluate what is needed to improve remote delivery and provide a list of best practices for faculty to use.

### **Create a blended approach (in-person/remote) for academic advising, tutoring, and supplemental instruction:**

Academic advising and academic support programs should move to a blended approach to maximize social distancing while giving students multiple options for in-person small group support throughout the semester that include online options.

### **Academic Advising, and Tutoring**

- ❖ Virtual 1:1 Meetings to ensure social distancing.
- ❖ In-person Q&A and/or small group sessions with social distancing scheduled throughout semester.



## Section 5

# Housing, Dining and Campus Life



This section covers housing, dining, events, Greek Life and transportation. Other student experiences will also follow the same guidance. Housing and dining both have remained open with onsite mandatory employees to support students living on campus. Contingency plans have been prepared to maintain current operational status, facilitate training and to prepare for move-in during August.

### **Move-In**

- ❖ Move-in operations will be phased over multiple days or weeks in August with additional safety measures in place including:
- ❖ Move-in assistance will be limited to two people for each student.
- ❖ Decreased numbers of additional volunteer support.
- ❖ Cleaning, disinfecting, sanitizing protocols.
- ❖ Programming and amenity limitations.
- ❖ Health and safety information and protocols including dining.
- ❖ Minimizing gatherings in common areas.

In accordance with an ADH directive, anyone returning to live on campus from an international location or a CDC/ADH identified hot spot, is required to contact ADH or Pat Walker at the Health Center for COVID-19 testing and additional instructions prior to moving onto campus. They will also be required to self-quarantine for 14-days with continued guidance from ADH.

- ❖ University Housing will identify living spaces on- and/or off-campus to be used for quarantine and isolation purposes, based on availability.

# Section 5

## Housing, Dining and Campus Life

### **Housing Preparedness**

University Housing is preparing plans (outlined separately) for housing students this fall and will continue to support move-in of residents. The foundation of these plans is based on creating an environment that supports the health and safety of students and the larger campus community. Key elements include:

- ❖ Implementation of social distancing plans for all residential facilities.
- ❖ Minimizing common areas.
- ❖ Cleaning and sanitizing in accordance with CDC guidelines.
- ❖ Providing hand sanitizer for students.
- ❖ Adding additional precautions including sneeze guards where appropriate.
- ❖ Enhancing education and communication efforts including appropriate signage and queuing systems.
- ❖ Visitation guidelines to minimize possible exposure.
- ❖ Preparing for possible quarantine or isolation situations.

Housing facilities remain open with “onsite mandatory” staff following CDC and ADH guidelines. Training is moving forward for the coordinators for resident education.



### **Dining**

Dining hall hours will be adjusted throughout the semester to help with continued service and cleaning. All checkout registers will have customer-facing card swiping devices, and the use of ID cards, bank debit, and credit cards will be encouraged to minimize cash handling. Additionally, Plexiglas will be installed at each cash area.

Additional hand sanitizer dispensers and stations will be available for increased access, as well as additional trash receptacles.

Dining hours in will be modified to allow full cleaning and sanitizing of the facility in between high traffic meal periods. Grab-n-Go options will also be available at specific dining halls. Seating will be reduced to follow guidelines currently recommended by the Arkansas Department of Health to ensure proper social distancing.

# Section 5

## Housing, Dining and Campus Life

### **SIDEWALKS, CAMPUS PATHWAYS AND NEAR BUILDING OUTDOOR AMENITIES**

Maintaining space between you and others is a best practice and is required on the UAPB campus to avoid exposure to the COVID-19 virus.

Physical distancing is especially important for people who are at higher risk.

Everyone on campus should follow these physical distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid gathering

Additional criteria is being developed for outdoor spaces and will be updated in the near future. Be mindful to follow the directional signage and be prepared to change your daily routine to adhere to the new circulation patterns.

# Section 5

## Housing, Dining and Campus Life

### **Greek Life**

The Office of Student Involvement and Leadership has created a plan for face-to-face interactions during recruitment and new membership intake this fall. The plan is based on the health and safety guidelines provided by the CDC and state of Arkansas and supports a safe and responsible way to coordinate these events including:

#### Social Distancing

- ❖ All events must conform to social-distancing requirements. Office of Student Involvement and Leadership is exploring the most appropriate options for different types and sizes of events including in-person, virtual and hybrid approaches.
- ❖ The maximum capacity for all public areas used for recruitment activities will be determined using these social-distancing guidelines.
- ❖ The Office of Student Involvement and Leadership will facilitate requests to reserve additional university facilities for small group meetings throughout the campus to accommodate any occupancy restrictions related to the L. A. Davis Student Union that requires additional space.

Enhanced cleaning and disinfecting including portable hand-washing equipment for outdoor use and hand sanitizers.

Health and wellness checks designed to certify that participants are not sick.

#### **Masks and face coverings**

- ❖ Greek Life is allowed to purchase and supply face coverings.
- ❖ Students may choose to bring their own masks.
- ❖ Chapters may also have custom-designed masks with their sorority or fraternity emblem.

# Section 5

## Housing, Dining and Campus Life

### **Housing/Dining**

#### The Housing/Dining

Led by Vice Chancellor for Student Affairs Elbert Bennett, the administration is studying how many students the campus can safely accommodate and serve. The current thinking is that there will be single and double occupancy rooms in campus residence halls, but no triples.



Space will be reserved for students who need to isolate or quarantine. It is likely that we will not be able to offer housing to all students who want to live on campus. The committee is establishing a criteria for prioritizing availability of housing through an equity and needs-based lens.



### **University Recreation**

The Fitness Center and swimming pool will reopen but operations are contingent upon the university's ability to meet state requirements for monitoring, distancing and sanitation.

## Section 6

# Events and Large Outdoor Gatherings



Campus events must be held in accordance with federal, state and university guidance for gatherings, social distancing, capacities, and use of face coverings. Hours of occupancy for facilities and spaces may be modified to limit group sizes and ensure proper distancing.



- ❖ Approval of events or gatherings will be determined on a case-by-case basis.



- ❖ Approval of large gatherings will be limited at least through the end of the semester.

- ❖ Online and virtual meetings and events are encouraged.

- ❖ Sanitation protocols and social distance practices will increase during face-to-face meetings and events.

### **When can we host large events again?**

The state health department directive covers outdoor venues for commercial, community, or civic events and activities where an audience, spectators, or a gathering of people are present, such as at concerts, weddings, plays, sporting events, rodeos, races, fundraisers, parades, fairs, livestock shows, auctions, carnivals, and festivals.

Examples of such venues include theaters, arenas, sports venues, race tracks, stadiums, auction houses, amusement centers, and fair grounds.

Gatherings subject to this directive also include, without limitation, community, civic, public, leisure, or commercial events.

- A venue may increase the number of attendees at events to up to 66 percent capacity for the facility with a plan approved by the Secretary of Health.
- One hundred (100) people or fewer in attendance is allowed without a requirement to submit a plan.
- The performers/players/contestants must be separated from the audience by at least 12 feet and must be limited in number to fifty (50) or fewer.
- Lines or cues for entrance, exit, making purchases, or for other reasons must be marked or monitored for maintaining a distance of 6 feet between people.
- Seating must be arranged to maintain a 6-foot distance between members of the audience
- Family groups may sit together but 6 feet should be maintained between groups.

## Section 6

# Events and Large Gatherings

- Every other row seating should be unoccupied to provide for 6 feet of physical distancing.
- Face coverings are required per the CDC for all persons present, except for children under 2 years of age, who are exempt.
- For outdoor venues, once attendees are seated and maintaining 6 feet physical distance from others, face coverings may be removed. However, if moving around where social distancing is not achievable, such as in food and beverage areas, or any area where there is confinement such that 6 feet distancing cannot be maintained, the face covering must be put back in place.
- Performers/players/contestants may be without a face covering if they are 12 feet from other persons.
- Signs must be posted at all entrances advising the public not to enter if
  - They have fever, cough, and shortness of breath, sore throat, or loss of taste or smell.
  - They have had known exposure to someone with Covid-19 in the past 14 days.
- Signs must be posted at all entrances advising the public that they may wish to refrain from entering if:
  - They are 65 years of age or older.
  - They have underlying health conditions including high blood pressure, chronic lung disease, diabetes, severe obesity, asthma, or weakened immunity.
- Hand sanitizer stations must be available at all entrances and exits.
- Refreshments may be served. However, self-service operations, including, but not limited to, salad bars, buffets, and condiment bars shall not be allowed.
- Catered events are allowed with caterer-served buffets or plated meals. Seating must be arranged to maintain 10-foot physical distancing between tables so occupied seats are six feet from seats at adjacent tables.

## Section 7

# Monitoring and Modifying

### Monitoring and Modifying

As on-campus work ramps up through the four phases, UAPB administrators and members of the Emergency Management Team will continue to monitor and assess the spread of COVID-19 closely.

If any increase in community spread or severity of the virus is noted on campus, in the region, or the State of Arkansas, campus officials may be required to modify this plan in order to mitigate risks, which may mean tighter restrictions on hours of operation, physical distancing, or a partial or complete return to remote work.



### Physical Modifications to Campus

UAPB leaders are aware of many physical and operational changes that will help us reduce the risk of community spread of COVID-19. We are committed to the safety of employees, students, and guests; thus, we have identified many modifications that must take place to physical spaces and our business practices.

Modification of physical spaces—UAPB officials have researched and identified several limitations of the current physical spaces, and they are making changes to ensure risk reduction. Until all work is accomplished, staggering employee time on campus and continuing some remote work will be necessary. Examples of physical space modification include but are not limited to the following:

- Addition of Plexiglas to counters in high traffic areas to provide barriers between employees and those who need face-to-face services.
- Floors in high traffic areas will be marked with six-foot separation marks to identify the amount of space expected between those waiting.
- Potential changes to office/work assignments where two or more employees share space (i.e., shared cubicles, offices, service counters/desks, etc.).



## Section 7

### Monitoring and Modifying

- Signs will remind employees that restroom use should be limited based on capacity to ensure sufficient distance between individuals. Employees will be required to wash their hands thoroughly after using the restroom to reduce the potential transmission of the virus.
- Drinking fountains were disabled.

#### Other Operational Changes Under Consideration

University officials are considering the following operational enhancements to reduce risks further or enhance work and teaching online:

- Conducting all one-on-one meetings with students by appointment only and holding one-on-one meetings online unless there is a necessary exception.
- Adopting an electronic ticketing system versus providing and handling paper tickets.
- Prohibiting university-sponsored travel until December 31, 2020, unless approved by the chancellor or vice-cha.
- Requiring temperature screenings and symptom checking for employees and for proposed large gatherings.
- Testing each employee and student for COVID-19 when symptoms may be present, and at regular intervals, if required or advised and if supplies are available.
- Mailing parking permits and allowing students to apply the permit charges to their student accounts.
- Requiring students and employees to make credit card payments for tuition, fees, and other expenses online.
- Using of online appointment scheduling and text messaging to alert a student that he or she can come to the facility for a face-to-face transaction (similar to the systems used at restaurants that allow patrons not to gather in the lobby).
- Eliminating use of lapel microphones that are shared.
- Faculty and students disinfecting lab and other shared equipment between each use,
- Removing/Rearranging equipment (i.e., computers, lab equipment, exercise equipment) to provide physical distance between users.
- Encouraging on-site employees to use digital communication tools to communicate with colleagues and supervisors.
- Encouraging phone calls, email, Microsoft Teams, etc. to avoid meetings where physical distance cannot be maintained.
- Encouraging employees to sanitize all public surfaces they touch during dining, including tables, chairs, microwaves, refrigerators, vending machines, etc., and to wash their hands before and after meals.

### Frequently Asked Questions

#### **What precautions can employees take to remain healthy when sharing workspace?**

The CDC has recommended many steps employees can take to minimize contact and guard against illness. <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

#### **I plan to travel out of state this summer on personal time. Can I come right back to work?**

It depends. The Arkansas Department of Health states that given the increased community spread in the US, you should consider self-home quarantine for 14 days upon your return to Arkansas to protect our faculty, staff and students.

#### **Can an employee be sent home if they have symptoms of COVID-19?**

Yes. A supervisor can consider sending an employee home if they are showing symptoms of being ill. The symptoms of COVID-19 are fever, cough or shortness of breath. The decision to send an employee home who is exhibiting these symptoms or others is to be made on a case-by-case basis. If possible, consult with the campus Human Resources Office and staff before sending an employee home. An employee sent home shall remain in pay status for the remainder of the day and use accrued leave or unpaid leave thereafter.

#### **Will the campus prohibit an employee from coming to work if the employee is known to have had close contact with someone who has been confirmed to have COVID-19, or who has contracted COVID-19?**

Yes. The campus is obligated to provide a safe workplace and may take necessary and reasonable steps to minimize health risks for its employees, such as requiring that employees not come to work if they have COVID-19. If an employee has had very close contact with a person who has COVID-19 (such as living in the same household or working within 6 feet for 45 or more minutes), the employee should be told to watch carefully for symptoms including fever, cough or shortness of breath.

## Section 8

### Frequently Asked Questions

**Will the campus require an employee who contracted COVID-19, or who was possibly exposed to COVID-19 and directed to remain quarantined, to provide certification before returning to work?**

Yes. We will require a certification from a local public health department clearing an employee to return to work if they have contracted or been exposed to COVID-19 and been placed in quarantine.

**During a typical workday, I take a break and go for a 10-15 minute walk around campus. Do I need to wear a mask?**

Employees should wear masks as they enter and leave workspaces and buildings, but they are not required to wear masks while walking around campus unless you cannot maintain a 6-foot distance between themselves and others walkers.

**What if I see someone who is not meeting these guidelines?**

Of course, we expect all employees to adhere to this reopening plan. This is new for all of us, and it will be easy for people to forget and revert to old practices. If you observe someone who does not adhere to the guidelines, please gently and compassionately remind them to follow this plan. If the individual does not comply or if you are uncomfortable confronting the situation, share what you observed with your direct supervisor, who will either communicate with the individual or identify ways to prevent the behavior in the future.

**Will the campus be sanitized?**

The university contracted with the vendor Serve-Pro to assist our facilities maintenance team with sanitizing of our residence halls, offices, and community spaces. For the safety and well-being of everyone, you must comply with the schedule for sanitizing your building.

**Where can I learn more about best practices for returning to work?**

The World Health Organization has created a document that has been used to guide some of the content of this plan. It can be found at:

<https://www.who.int/docs/defaultsource/coronaviruse/advice-for-workplace-clean-19-03-2020.pdf>

# Section 9

## Athletics

The COVID – 19 pandemic is a historical event that has altered university and athletic operations. If there is going to be a return to pre COVID – 19 activities, there has to be a plan to protect and serve the people at the University of Arkansas at Pine Bluff.

Health, safety and public confidence in the University of Arkansas at Pine Bluff Bluff Department of Intercollegiate Athletics' efforts to provide as safe a game day environment as possible will be key elements to holding competitions.

The Golden Lions will adhere to all federal, state, university, NCAA, and SWAC guidelines as it relates to the conduct of events for all sports.

### **Objective**

Provide student athletes and staff a safe environment, and to increase the awareness of student athletes and staff of the prevention measures.

### **Plan**

As it relates to Event Operations, the athletics department has established a working group to evaluate considerations for a variety of options including conducting events at

1. Full facility capacity
2. Partial capacity\*
3. Limited capacity\*

\*prescribed by governing body recommendations

## Section 9

# Division Plans-Athletics

Event considerations include but are not limited to:

- ❖ Health and Safety Risk Minimization
- ❖ (Adherence to applicable health and safety guidelines)
- ❖ Arrival, Parking, Tailgating
- ❖ (Public transportation, shuttle service, parking passes, tailgating protocols, portable restrooms, Razorback team walk, fan zones)
- ❖ Stadium Ingress and Egress
- ❖ (Ingress and egress routes, entry procedures, fan queuing, prohibited items, group entry)
- ❖ Internal Stadium Flow and Amenities
- ❖ (Pedestrian flow, concessions, restrooms, drinking fountains, sponsor activations, program sales, merchandise sales, phone-charging stations)
- ❖ Stadium Seating
- ❖ (Seating adjustments, student seating, UAPB/visiting band seating)
- ❖ Premium Spaces
- ❖ (Pedestrian flow, suite occupancy, food service, club space)
- ❖ Stadium Operations
- ❖ (COVID-19 cleaning supplies, pre-event and post-event cleaning, in-game cleaning services, fixtures, HVAC systems, deliveries)
- ❖ Game Operations
- ❖ (Printed materials, COVID-19 staff and guest supplies, team equipment, field guests, recruiting operations, press box and media operations, press conferences, operational booths, stadium command center, credentials, radios, tours, team meals)
- ❖ Personnel Management
- ❖ (Staff ingress and egress, check in and out, training, PPE, first responders, thermal scanning)
- ❖ (Efficiency, alcohol, security, ADA services, communications and signage)

## Section 9

### Division Plans-Athletics

#### **Facility readiness**

##### **Objective:**

Facility managers will work to ensure the regular cleaning and sanitizing of the J. Thomas May Field House and the HPER complex for student and staff return.

##### **Plan:**

1. Clean and sanitize the areas in the J. Thomas May Field House and the HPER complex that will be used by student athletes and staff.
2. Doors are secured when appropriate
3. HVAC has to operate on a normal schedule
4. Social distancing stickers
5. COVID – 19 prevention and symptom signage
6. Social distancing protocols in the athletic training room.

##### **Administration**

Facility managers  
Physical plant  
Custodians

# Section 9

## Division Plans-Athletics

### **Sanitation Plan**

(Will be in conjunction with our campus policy)

#### **Objective:**

Maintain a clean and safe work environment for all staff, student-athletes, coaches and visitors.

#### **Materials needed:**

1. Hand sanitizer stations – Entrances of J. Thomas May Field House and HPER facilities.
2. Spray bottles with EPA approved cleaning solutions.
3. Hand sanitizer
4. Wipes

#### **Areas that need to be cleaned and sanitized:**

Offices, restrooms, locker rooms, athletic trainings room in the HPER and the J. Thomas May Field House need to have controlled access to eliminate infection rates.

#### HPER

Hand sanitizer stations at the entrance of the facility and the weight rooms

Hand sanitizer stations at the entrance of the athletic training room

Hand sanitizer stations at the entrance of the locker room and in the locker rooms

Cleaning of the facility before and after training groups

#### J. Thomas May Field House

Hand sanitizer stations at the entrance of the facility and the weight rooms

Hand sanitizer stations at the entrance of the athletic training room.

Hand sanitizer stations in the weight room

Hand sanitizer stations at the entrance of the locker rooms and in the locker rooms

Hand sanitizer stations at the entrance of the academic center and in the academic center

Cleaning of the weight room before and after training groups

Door knobs, light switches, door handles, and chair arms need to be cleaned and disinfected regularly.

# Section 9

## Division Plans-Athletics

### **Who's responsible?**

Facility management  
Athletic trainers  
Academic support staff  
Strength and conditioning coaches  
Staff members

### **Personal Protective Equipment (PPE)**

#### **Objective**

To make sure all student athletes, coaches, and staff know how to use and dispose of PPE

#### **What are PPE's and who will use them:**

PPE includes face coverings, face shields, gloves, goggles, glasses, and gowns. Student athletes and staff will be required to wear masks when training, working, and meeting in the HPER and the J. Thomas May Field House.

Who is going to supply masks if student athletes and staff don't have access to one?

#### **Who's responsible?**

All staff  
Supervisors of the departments  
Coaches



## Section 9

### Division Plans-Athletics

#### **Who's responsible?**

Coaches

Athletic administration

Staff

#### **Return of student athletes**

##### **Objective**

Provide a safe environment for the student-athletes to return to and be able to train, compete, and meet.

##### **Plan**

1. Voluntary workouts can begin upon the approval of this plan. Since the majority of our team isn't in Pine Bluff there's no rush to open the weight room for voluntary workouts. There may be 7 local student athletes that may want to train, and we want to be able to provide them with a safe place to train.
2. We want to form a committee that will provide wise counsel on how to safely train student athletes in the COVID-19 pandemic. We do want to provide a safe place to train and reduce our liability if a student-athlete tests positive for COVID-19.
3. If for any reason a student-athlete doesn't feel safe to return or participate, they are not to be pressured for any reason to do so. The threat of infection is real and has been demonstrated in our nation and world, so consideration for student athlete's sense of security is very important.
4. We will train in the weight room and outside. The student athletes will have their own training area (rack) for all exercises. If a spotter is needed, one spotter will be on each end of the bar to ensure the safety of the student athlete training.
5. Student athletes will maintain 12 feet distance from one another when applicable, and they will wear a mask when training in the weight room. When they are outside conditioning, they will maintain 6 feet from one another, and a mask will not be required. In our opinion, oxygen is needed for proper recovery during conditioning sessions.
6. Prior to training, the student athlete will need to receive an athletics physical and a negative COVID – 19 test. All physicals will be on a one on one basis. Returning and new student-athlete physicals must be completed prior to beginning any workout. –

## Section 9

### Division Plans-Athletics

7. Before each workout, the student-athlete will be required to log into KONGiQ application, complete, and submit the screening tool. If a student athlete doesn't complete the screening tool they will not be allowed to train that day.
8. When the student-athlete enters the HPER complex or the J. Thomas May Field House weight room they will have their temperature taken with a digital or "No touch" infrared thermometer.
9. Weight room staff will have their temperature taken before training sessions. Weight room staff will be required to wear masks, and gloves.
10. Student athletes will be required to wear their own clothes to training sessions, leave training sessions with the same clothes they came in with, and bring their own water bottles.
11. The water fountain will not be used during training sessions.
12. Student-athletes will clean and sanitize their hands before and after training sessions. Hand sanitizing stations will be located in the weight room.
13. Student-athletes will not be allowed to use the locker room.
14. Student-athletes will not be allowed to shower in the locker room after training sessions. Shower at your place of residence.
15. COVID-19 prevention signs will be posted on field house entrance, offices, and weight room doors.
16. Student athletes will not be permitted to train if they:
  - a. Have a fever of 100.4° F
  - b. Temperature of 99.9 and below will allow admittance to facilities per CDC guidelines
  - c. If temperature is 100.4° or greater per oral temperature check, student-athletes will be referred to the student health center and/or team physician for further evaluation
  - d. Have a cough/shortness of breath/other COVID-19 symptoms
  - e. Have had pneumonia-recently
  - f. Have had contact with a person known to be infected with COVID-19 within the previous 14 days.

## Section 10

### Division Plans- Research, Innovation and Economic Development

1. The intent of this standard operating procedure such as wearing mask, gloves, glasses, social distancing, minimizing the contact is to minimize the risk of COVID-19 virus transmission and protect the health and safety of personnel conducting research at laboratories. Failure to follow these procedures may result in suspension of individual(s) from participating in research.
2. No work can begin until a research Safety Plan has been prepared by the Research Group Leader and approved by the Department Chair and College Dean and Vice Chancellor of Research, Innovation and Economic Development.
3. Priority will be given to the funded grants.
4. Essential research operations must follow the strictest social distancing and safety protocols, and only authorized participants will be allowed into the laboratories.
5. Each Research Laboratory door must have a sign that indicates **“Do Not Enter Unless Authorized”**
6. Safety within laboratories must be rigorously maintained with adequate access to Personnel Protection Equipment (PPE) and when all safety related supplies are available.
7. PIs must identify the authorized personnel by name for each laboratory.
8. If any part of the research that can be done remotely, such as article searches, paper writings, and proposal writing should be done out of laboratory to minimize the contacts.
9. **All participants must review and accept to follow all laboratory protocols at its entirety and sign a written consent of their willingness to assume the risks. This document should be kept by the PI and at department’s personnel folder.**
10. The faculty researcher will inform their staff that they have the right to refuse to engage in activities that could involve other researchers.
11. A daily record of all participants and their activities must be recorded and maintained in each laboratory.
12. List of all personnel, their contact information and an emergency contact must be available and posted in each workplace.

## Section 10

### Division Plans-Office of Research, Innovation and Economic Development

13. No one should participate in any laboratory activities if they are feeling ill, have a temperature of >100 degrees Fahrenheit or if any members of their household are
14. Experiencing flu-like, COVID-19, or Coronavirus symptoms. This rule also applies to all those who are visiting (e.g. maintenance people, company technicians, etc.)
15. If traveling long distances, UAPB travel rules must be followed.
16. Research being conducted at non-UAPB sites must have written permission for the work to proceed from those who controls access to the remote research site with using the guidelines that are the most stringent.
17. While conducting research activities, it is recommended that masks be worn at all times but required when working with other personnel at less than 6 feet.
18. Upon the completion of the research all commonly used equipment, high touch area, faucets, doorknobs, telephones, and etc. must be disinfected.
19. Faculty, students, technicians and other staff must not be compelled to engage in travel or laboratory activities that they are not comfortable with.
20. If a member of the team shows flu-like symptoms during their travel the following steps are required
21. The individual must cease work and self-quarantine. The PI must consider contingency plans and funds for a separate hotel room or other measures before the travel begins.
22. The individual must apply for COVID-19 testing as soon as possible.
23. The individual can return to work if they test negative and fever free for at least three days or 72 hours.
24. No drinking or eating allowed in the laboratories.

All participants must follow all UAPB, CDC, and ADH, and Board of Trustees rules in and outside of the research laboratories.

*I read the above rules for participating in research; failure to follow may result in dismissal from participation in research.*

Name of the Participant: \_\_\_\_\_, Date: \_\_\_\_\_

Signature of the Participant: \_\_\_\_\_

## Section 11

### Division Plans-Enrollment Management and Student Success

COVID-19, EMSS Plan  
“Necessity is the mother of invention”  
“Emphasize humanity over procedure”

General:

- Staff members are responsible for light sanitization of individual offices; this should be done daily.
- Appointments for meetings will be highly encouraged.
- Limited congregation in common areas (per CDC guidelines)
- Staff meetings to be conducted virtually
- Rotation of sanitization of common areas (breakrooms, meeting rooms and etc.)
- Chairs in common areas should mirror social distancing and should be wiped down after each use
- EMSS “chat box” on the UAPB website
- Social distancing floor placards
- A plan will be in place, with duties, for all employees, should we have to transition to a remote environment
- All office doors will remain “open” during normal business hours.
- R<sup>3</sup> (R- Cube) : Recruitment, Retention and Reclamation
- Monthly polls to assess student wellbeing

Office of Student Success:

- Students will be encouraged to use AVISO to schedule appointments with their student success coach
- Online tutoring will take place via Zoom. If in person tutoring must take place, it will be done in one-on-one sessions while practicing social distancing
- Virtual workshops for students
- Single person computer usage in stations
- Host virtual HBCU Student Success workshop
- Increase the number of supplemental instruction coaches
- Establish an online HELP form
- Establish connections with non-profits in high yield areas (Little Rock, Chicago, Memphis and etc.)
- Establish a peer-mentoring program

## Section 11

### Division Plans-Enrollment Management and Student Success

#### Student Financial Services:

- Appointments recommended
- Online award letters for all students
- Relaxed verification documents
- Online document uploads
- Scholarship portal
- SAP reviews will be more lenient

#### Recruitment:

- Will participate in virtual college fairs, as much as possible
- Heavy follow-up with students
- If travel is allowed, we will “single blitz” out of town recruitment areas
  - QR scanners/codes
- Visitors will be required to schedule their campus tour online and they must wear face coverings throughout the visit, groups cannot be larger than 8.
- Virtual campus visit will be in place by the fall.
- Alumni Recruitment Network will be active
- Strong focus on the recruitment of local students
- Hire more regional recruiters to decrease travel and costs
- Host virtual recruitment events
  - Empower current students and staff

#### Admissions

- Applicants will be able to submit their admissions documents through an online portal (i.e. transcripts and etc.)
- Heavy follow-up

#### LIONS Program:

- Online document uploads (i.e. transcripts and etc.)
- Heavy follow-up on new students- year long recruitment for the program.
- The relocation of key staff to assist with retention and engagement: Marshall (Harold Complex), Shockley (Harold- ladies side)
- Establish a peer-mentoring program

## Section 11

### Division Plans-Institutional Advancement and Development

Institutional Advancement traditionally serves as the first line of contact for alumni and community stakeholders. Alumni Affairs, Fundraising, Communications, and in some instances, external relations may fall under the areas of responsibility of Institutional Advancement.

Towards implementation of donor engagement, alumni outreach, and general prospect cultivation, a thoughtful process of implementing advancement services will be required.

Clearly defined messages that point to progressive and thoughtful FAQ's to address concerns/inquiries. (Weekly "Kool-Kids" Stories)

Development must reflect a proactive, donor-centered approach, linking expanded social media engagement and growth, and not a sense of crisis management or a sense of perpetual emergency. Fundraising must be tied to institutional growth and visioning

Alumni and Stakeholder Engagement **MUST** be a core part of the new UAPB IA process/  
Less use of Student handling of mail and IA Resource materials

Online outreach, Social Media, and Electronic Development should reflect the fundamental mode of operations.

Data Management and Prospect growth should guide operations and donor cultivation.

## Section 12

### Division Plans- Finance and Administration

As the Division of Finance and Administration prepares to return to on-campus operations, the following methods will guide our new operations.

1. Employees will wear masks (in public areas and when social distancing is impossible) and gloves (as appropriate).
2. Employees will follow CDC guidelines.
3. Facilities Management will focus on sanitizing high-risk/high-touch areas around campus.
4. Meetings will be by appointment only and take place via call, conference call, or virtually.
5. All paperwork will continue to be processed electronically. Hard copies need only be provided when requested.
6. Technical Services will schedule appointments in order to complete installations and/or repairs.
7. Pick up of any non-payroll payment will no longer be available from the Controller's Office. Individuals can pick up checks from the Cashier's Window from 8:30 a.m. to 4:00 p.m.
8. Print Shop will now provide curbside delivery of completed printing jobs.

Employees in the Division of Finance and Administration remain ready to assist the campus community. We look forward to serving you!