



University of Arkansas at Monticello Plan for Employee Return to On-Campus Work

The University of Arkansas at Monticello will use primary public health controls based upon the recommendations of the Centers for Disease Control and Prevention (CDC), state guidelines and the University of Arkansas Board of Trustees as the campus begins the process leading to full fall 2020 reopening.

Who Will Return to Work?

Each Vice Chancellor assessed the need for critical personnel to return for on-campus work in their division while considering the special needs of some employees to continue working remotely for a period of time.

- All staff members and administrators designated as essential to everyday operations and preparations for fall 2020 returned to work on campus on June 1, 2020.
- Faculty teaching in Summer I or Summer II 2020 terms continue to teach remotely, with the exception of approved face-to-face technical courses, but have access to office space for personal or work-related materials required for teaching or preparing to teach online.

UAM recognizes that 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) provides guidance for people in the highest risk categories.

Employees with high-risk conditions who have concerns about returning to work on campus should contact their direct supervisors (i.e., department head, director, academic dean, etc.) to discuss their needs.

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>

Controls for Reopening

The university recognizes its' role in taking every possible precaution to protect the health and safety of the campus community. Each campus divisions/units continue to develop comprehensive plans for returning to an on-campus work environment and to provide appropriate controls to best protect employees and students. Key controls considered to mitigate the risk of a resurgence and to protect employees include:

- availability of appropriate personal protective equipment (PPE),
- enhanced cleaning and disinfection,
- social distancing,
- screening/testing,
- contact tracing, and
- processes for quarantine of individuals exhibiting symptoms or test positive.

The information in the following sections on COVID-19 symptoms, risks and precautions is based upon guidance provided on the Centers for Disease Control and Prevention website.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Employees and visitors should maintain CDC physical regulations for social distancing.

Face Masks/Coverings

UAM strongly recommends that employees, visitors and independent contractors wear masks/face coverings in common areas of buildings (areas outside of personal office space) and/or when the job or circumstances prohibits or hinders social distancing. In specific areas, face masks/coverings are required by the Arkansas Department of Health (fitness centers, dine-in services, etc.) and ETS (testing center).

Generally, face masks options include a disposable mask, a cloth mask made using CDC specifications or a bandana. Some laboratory or other settings may require additional personal protective equipment (PPE) such as face shields. It is the responsibility of the employee to clean bandanas or homemade masks when dirty or soiled and ensure they are sanitary for use in the workplace.

Proper Use of Face Masks/Coverings

- Fit snugly but comfortably against the sides of the face and cover the nose, mouth, and chin.
- Fasten securely with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Can be laundered without damage or change to shape.
- Discard your disposable mask by placing it in the nearest trash receptacle.
- The university expects the UAM community to behave responsibly with respect for the health and safety of others.

Personal Health and Self-Screening

The University of Arkansas at Monticello strongly recommends that the university community, including students, faculty, staff, and independent contractors to conduct a personal COVID-19 daily self-screening by taking their temperature and assessing respiratory symptoms. This action is especially important for those living or working on campus and should be conducted before leaving one's residence and/or arriving on campus.

After screening, any individual demonstrating the following conditions should stay at home. If symptoms continue or progress, contact your health care provider for medical advice.

Symptoms

- a fever (100.4° F [38.0° C] or greater)
- one (1) of these symptoms of acute respiratory illness: cough, shortness of breath, difficulty breathing OR
- two (2) of these symptoms: chills, shaking with chills, muscle pain, headache, sore throat, loss of taste or smell

Do not come to campus if:

- You are exhibiting symptoms and currently waiting for results of a COVID-19 test. (In home isolation is required.)
- You are sick with any illness. Supervisors may send any ill employee home.
- You are advised to not travel to any location on the Arkansas Department of Health quarantine list. (Requires a 14-day home quarantine.) <https://www.arkansas.com/travel-advisory/covid-19>
- You received notification from public health officials (state or local) that you are a close contact of a confirmed case of COVID-19. (Requires a 14-day home quarantine.)
- You are caring for or live with someone who has been notified of potential exposure and/or are in quarantine.

Individuals who have been sick with confirmed or suspected COVID-19 symptoms who have self-isolated and have not been tested for COVID by a medical provider should utilize the following criteria in determining when to return to class or work:

- resolution of fever without the use of fever-reducing medications; AND
- improvement in respiratory symptoms (e.g., cough, shortness of breath); AND
- 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); AND
- at least 7 days have passed since symptoms first appeared.
- If individual has never tested for COVID-19 but has an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work should be based on that diagnosis.

Information for individuals who are considered as high risk can find more information at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

Campus Outbreak/Contact Tracing

- The university will work in coordination with the Arkansas Department of Health (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.

Personal Hygiene and Limiting the Spread of Germs

It is essential that each of us do our part to maintain good hygiene and highly sanitary conditions. Procedures that should be followed include:

- Wash hands frequently with soap and water for 20 seconds or use alcohol-based hand sanitizer (at least 60% alcohol) if soap and water are not available.
- Avoid touching your face, mouth, nose and eyes but if you do, please follow the above protocol immediately.
- Practice social distancing.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Properly dispose of used tissues immediately, wash your hands and properly dispose of paper towels.
- Clean and disinfect frequently touched objects and surfaces including your keyboard, phone, copier, and other items.
- If you are sick or experiencing any COVID-19 symptoms such as fever, shortness of breath or coughing, stay home and contact your supervisor by phone.

Physical/Social Distancing

Shared offices or open space offices should be restricted or limited to physical distancing recommendations of at least 6 feet or more where possible.

- While moving about within the building, maintain a social distance of 6 feet between you and other workers. Please avoid making physical contact with other individuals.
- Walk on the right side of hallways.
- You are strongly recommended to wear a mask when you are outside your personal work area, if you are in your personal work area and cannot social distance, or if you are interacting with the public (i.e. receptionists, office administration, etc.)
- Avoid office gatherings, break rooms and unnecessary visitors in the workplace.
- Eating at your personal desk is acceptable, unless you are in a lab or otherwise prohibited area.

Disinfecting Work Space

The UAM facilities team routinely cleans and disinfects all campuses in accordance with CDC guidelines. However, everyone should assist by cleaning personal work surfaces and commonly touched areas to stop the spread of illness.

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Regular cleaning with soap and water decreases the amount of the virus that causes COVID-19 on surfaces and objects, which reduces the risk of exposure. You are encouraged to wipe down your workspace at the start and end of every work shift. Frequent cleaning of surfaces and objects touched by multiple people (e.g., tables, doorknobs, light switches, countertops, handles, touch screens, printer/copiers, and coffee makers) is important. Risk of virus exposure occurs outside of the workspace as well. When at home or away from campus, we encourage you to continue practices such as thorough cleaning, hand washing, and physical

distancing that will limit the chance of exposure. Comply with Centers for Disease Control (CDC) disinfecting protocols for the worksites that address the need for thorough and frequent cleaning.

Modification of Physical Spaces

Examples of physical space modifications include but are not limited to the following:

- Plexiglas or other appropriate material shields may be added in high traffic areas to provide barriers between employees and those who need face-to-face services.
- Hallways and high traffic areas will have directional markings.
- Potential changes to office/work assignments where one or more people share space (i.e., shared cubicles, offices, service counters/desks, etc.).
- Signs will remind employees that restroom use should be limited based on size to ensure at least 6 feet of social distancing 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 that have bottle refill stations may be used to refill bottles, but all other water fountains will be “turned off”.

Meeting and Office Spaces

- Remote meetings should continue when possible and especially when appropriate social distancing practices cannot be utilized.
- Common areas (break rooms, hallways, etc.) where personnel are likely to congregate and interact must adhere to strict social distancing protocols.
- All offices must keep a sign-in record of visitors with name, date and contact information.

Dining Services

- Campus dining and food services are open on a limited basis and specific guidelines are posted for each service.
- The campus cafeteria student dining service guidelines will be shared prior to students return to residence halls and the campus in August.
- Wearing a mask to and from the dining location is strongly recommended.
- Sanitize dining spaces (table, chair, microwave, refrigerator handle, etc.) before and after use,
- Wash hands for at least 20 seconds before and after the meal.
- Keep a reasonable social distance between yourself and other diners (6 or more feet).

Travel Guidance

- University travel continues to be frozen/restricted except in special circumstances approved by the Executive Council.
- The Arkansas Department of Health guidelines for safe travel recommends that employers respond in a way that takes into account the level of disease transmission in their communities.

<https://www.healthy.arkansas.gov/programs-services/topics/covid-19-guidance-for-travelers>

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

- Employees should be knowledgeable about the State of Arkansas guidance or requirements for out-of-state travel and should be prepared to take action accordingly.
- If the state recommends but does not mandate a self-isolation, employees should consider the risks which are inherent from the travel, and discuss self-isolation with a supervisor.

COVID-19 Related Leave

Please contact the UAM Human Resources office and review important information posted on the UAM Human Resources website.

<http://www.uamont.edu/pages/resources/finance-administration/personnelpayroll/>

<https://benefits.uasys.edu/health-and-wellness/understanding-the-coronavirus>

UAM Office of Human Resources

Harris Hall

870-460-1082

Reopening Timeline

Phase One: June 1, 2020

- Vice chancellors and senior leaders identified individuals whose job responsibilities require them to support critical on-site work in preparation for the fall semester reopening planning. This group includes individuals who are required to support the physical and technical modifications necessary to reduce risk.
- Meetings of 10 or fewer individuals may be held face-to-face when social distancing can be ensured. Virtual meetings or a combination of virtual/F2F is required for groups larger than 10.
- Per Division II Administrative Committee approval, in-person athletic recruiting contacts will be allowed from June 1 - 30 with the following guidelines pertaining to tours for prospective student athletes (PSA):
 - Practice social distancing at all times.
 - Walking tours only with required social distancing.
 - Only one (1) prospective student athlete (PSA) allowed per day to visit campus.
 - No more than five (5) total on the visit – PSA and up to four (4) guests.
 - All PSA and guests will have temperature tested. If 100.4 or higher, they will not be allowed to be on campus.
 - Meetings with campus offices (admissions, financial aid, etc.) will be conducted to ensure required social distancing.
 - No dine-in meals – only take out.
 - All PSA and guests are highly recommended to wear face masks/coverings; gloves are optional. In specific areas, face masks/coverings are required by the Arkansas Department of Health (fitness centers, etc.) and ETS (testing center).
 - UAM athletic staff should wear masks.
 - PSA must arrive to campus on own – no coaches/administrators picking up/returning PSA to and from campus.

- Limit overnight stays, if possible.
- Randy Risher Wellness Center open in limited capacity and hours.
- Dining services remain take-out only.

Phase Two: August 3, 2020 (Target Date)

- Food services in the university cafeteria will be available for early return of students (athletes, band and choir) to campus.
- Campus meetings may continue face-to-face and/or hybrid with the previously noted restrictions consistent with state and CDC guidelines applicable on this date.
- Larger campus tours may be scheduled but not to exceed 10 people. Individuals should wear masks and use hand sanitizer throughout the event. The tour guide will be expected to wear gloves and open and close doors for the group members.
- Return of remainder of staff required for early arrival of students (Resident Assistants, August 2).

Phase Three: August 10, 2020 (Target Date)

- Faculty and remainder of support staff will return to work.
- Modified professional development week activities.

Phase Four: August 19, 2020 (Target Date)

UAM 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 lecture delivery to another at any point during the semester as health conditions change.

- Fall classes will begin with carefully developed plans to ensure social distancing and the safety and welfare of faculty and students. Modes of delivery will include:
 - Face-to-face classes will be conducted in spaces that ensure social distancing.
 - Hybrid format that ensures an appropriate balance of face-to-face with online supplemental instruction when no options for space that allows social distancing.
 - 100% online instruction
 - The U of A Board of Trustees has approved steps to reduce the chances of travel-related spread of the virus on campus including the cancellation of fall breaks. At UAM, the fall break was scheduled to coincide with the Thanksgiving holiday week. Classes will now be in session on Monday and Tuesday, November 23-24. Classes will be dismissed for observance of Thanksgiving from November 25-27. UAM classes will most likely go to 100% online instruction after the Thanksgiving break until the end of the academic semester.
 - Decisions 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% online delivery at any time should circumstances surrounding the virus change.

Other Steps to Ensure Safety and Health of Faculty and Students

- 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.
 - Seek to limit the number of students allowed in individual classrooms and laboratories for social distancing purposes. The goal is to set up classrooms and laboratories in a manner that allows for social distancing. Some examples of how this might be accomplished 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.

- Move some classes, labs and drills to the evenings or weekends to utilize the larger classrooms.
- Utilize classrooms on Saturday for drill session and/or additional sections taught in one day.

Resources

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

<https://www.osha.gov/SLTC/covid-19/controlprevention.html#health>

<https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html>

I have read and understand the plan of the University of Arkansas at Monticello return to on-campus work plan.

Unit/Division _____

Employee Name (Print)

Employee Signature

Date: _____