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## Procedures for Spring 2021

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*Please direct questions regarding the return to campus procedures to [irt@uttyler.edu](mailto:irt@uttyler.edu).*

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## REBOOT UT TYLER TASK FORCE

# Procedures for Spring 2021

The University of Texas at Tyler returns to normal campus operations in spring 2021, with the understanding that we must balance the real and perceived healthcare needs of our community members with the educational and social mission of the University.

The procedures outlined here will guide the efforts of all students, faculty and staff to conduct themselves in a manner that creates a culture that sustains a healthy and safe campus environment.

As it is implemented, this plan will be informed by external factors, including governmental directives; local public health data; guidelines from the Centers for Disease Control and Prevention (CDC); local education, community and business response status; and internal UT Tyler infection rate trends.

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## CAMPUS READINESS

### Spring 2021 Academic Calendar

- Classes will begin Monday, January 11 and end Saturday, May 1.
- Spring Break March 8–13.
- Commencement April 30–May 1.

### Space Guidelines

Space capacity will vary based on CDC physical distancing guidelines. The UT Tyler Office of Environmental Health and Safety (EHS) will review space guidelines for compliance with CDC recommendations. All adjusted space capacities are based on a percentage of the current fire code maximum space capacity. Current recommendations are for all areas to maintain a six-foot physical distancing capacity. To meet these criteria, UT Tyler will implement the following:

- There will be minimal use of event spaces and conference rooms in order to make them available for academic space, if necessary.
- Access to space will be restricted without scheduling of the space.
- There will be one way in and one way out of rooms to minimize potential contact between groups leaving and entering.
- Furniture adjustments will be made in all rooms across campus to adhere to physical distancing requirements.
- Furniture modifications, queuing adjustments and physical barriers will be placed in dining facilities.
- Common area furniture will be limited to prevent bottlenecks and provide adequate physical distancing space.
- Physical barriers (i.e. plexiglass) will be installed at all service points on campus.
- Locker room use will be restricted to UT Tyler student-athletes only.
- Capacity of the Herrington Patriot Center pool will be limited to comply with CDC physical distancing recommendations.
- Exercise facilities/equipment will be limited to comply with CDC physical distancing recommendations.

## Signage Protocols

UT Tyler will display signs encouraging healthy practices such as physical distancing, face coverings and proper hygiene. (Design, message and distribution plan for signage will be approved through the Office of Marketing and Communications.)

- Signage will be adapted from CDC graphics.
- Signage will be placed at every major entrance to campus buildings.
- The campus digital signage will be used.
- Signage will be created for spaces that require PPE (i.e. labs, team-based learning, etc.).
- Signage for dining facilities will be increased based on CDC guidance.
- Temporary signage will be provided to indicate the reduced occupancy limit for all rooms on campus, as well as modified ingress/egress paths.

## Campus Cleaning

- All campus spaces will be regularly disinfected with a CDC-approved disinfectant.
- Targeted disinfection will be done in identified areas of concern.
- Frequent disinfection will be done on high touchpoint surfaces (door handles, elevator buttons, computer lab keyboards, exercise equipment, etc.).
- Commercial disinfectant wipes will be provided in all classrooms.

## Food Services

- Food service will operate in a limited capacity, offering grab & go with limited seating to accommodate physical distancing.
- Outdoor furniture will be relocated, and new outdoor furniture may be purchased to provide students, faculty and staff additional places to eat based on CDC-spacing guidelines.

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# COVID-19 PREVENTION AND REPORTING

## Face Coverings

UT Tyler will require face coverings in public settings. Given the nature of campus operations (i.e., large groups in common areas, physical distancing difficult to control), UT Tyler will proceed as follows:

- Students, faculty, staff and visitors will be required to wear face coverings when inside University buildings.
- Students, faculty staff and visitors will be required to wear face coverings when outdoors and physical distancing is difficult.
- Face coverings are not required when alone in an office or in assigned residence hall rooms.
- Accommodations will be available for individuals with religious, medical or other concerns, which will be processed through the Office of Human Resources (faculty and staff) and the Office of Student Accessibility and Resources (students).

## Other Preventative Measures

- 125 touch-free hand sanitizer stations will be located across campus in all major buildings.
- Plexiglass barriers will be installed at service areas across campus and are available upon request for employees who regularly interact with people at their workstations.
- It will be strongly encouraged that no more than one person/party ride in an elevator.
- Physical distancing floor markers will be placed in queuing locations across campus (i.e. One Stop Shop, food service locations, library, bookstore).

## Training Protocols

- All students, faculty and staff will complete formal, mandatory COVID-19 virtual training modules to ensure a well-informed, well-prepared campus community.
- Employee Return to Work training will be completed by all employees, including student workers, prior to returning to campus. Modules include return to campus protocols and infectious disease training.
- Students will complete training related to education and reduction of the spread of infectious disease, with specific attention to reducing the spread of COVID-19. Training will be available virtually.
- Additional training modules will be developed to address specific tasks, best practices and responsibilities such as:
  - How-to modules (i.e. short, specific videos), selected and maintained by the Office of Environmental Health and Safety.
    - » How to employ/utilize personal protective equipment effectively
    - » How to recognize COVID-19 symptoms in self and others
    - » How to maintain appropriate physical distance
    - » How students can keep living areas clean and sanitized
    - » How University employees can maintain safe work areas
    - » Appropriate University response for reported COVID-19 exposure
    - » Specific how-to guidelines for University personnel responsible for sanitizing areas for which a COVID-19 exposure has been reported
  - Best practices training modules
    - » Maintaining appropriate distancing in the classroom and common areas
    - » When is it appropriate to wear a face covering?
    - » Tips and tools for employees working remotely
    - » Effective approaches to managing a remote workforce
- Utilize The University of Texas Educational Assistance Program UTEAP training and resources ([www.uth.edu/uteap/corona-coping-resources](http://www.uth.edu/uteap/corona-coping-resources)).
  - Coping with COVID-19 fear and anxiety.
  - Coping with COVID-19 at home.
  - Telework resources for managers and employees.
  - Draw upon existing training programs for specific COVID-19 mitigation efforts such as contact tracing (see page 3).
- A process will be established for developing training protocols for specific areas (i.e. visitors to campus, University Academy, etc.), as conditions change, as new CDC guidelines are issued, as new University policies are established, etc.
- Specific training content will be developed for managers, department chairs and supervisors on establishing effective work accommodations for faculty and staff by the Office of Human Resources.

## Recognizing Signs and Symptoms

- All employees and students will perform a self-check for COVID-19 symptoms prior to reporting to class or work. Symptoms of COVID-19 include:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- Individuals who exhibit COVID-19 symptoms and who do not have a history of allergies or other causes of the symptoms will self-isolate until they are symptom-free without medication for 72 hours.
- Persons in quarantine or self-isolation due to potential exposure to COVID-19 will perform daily self-checks for symptoms and contact medical help if they suspect symptoms are developing.
- If a potentially symptomatic person is brought to the attention of a supervisor or instructor, the person will be separated from others, given a face covering and sent home. The person will be asked to complete the CDC self-checker. If the individual believes seasonal allergies are the cause, a thermometer will be available in every building to aid in the screening process.

Some instances (i.e. student-athletes) will require mandatory health checks. Health checks should be done safely and respectfully, and in accordance with any applicable federal or state privacy and confidentiality laws and regulations.

## Testing

- UT Tyler will make testing available to students, faculty and staff who exhibit symptoms or who believe they have come in contact with someone diagnosed with COVID-19.

## Contact Tracing

- UT Tyler will use a centralized contact tracing program, which will involve identifying individuals who may have come in contact with an infected person, documenting information and notifying individuals of potential exposure so that appropriate isolation measures can be implemented.
- The Incident Response Team (IRT) will coordinate the contact tracing protocol, which includes:
  - Trained volunteers across campus with designated areas of contact tracing responsibility.
  - Centralized campus program administration (student and employee roles can be interconnected) to create a one-stop shop (or call center) for all COVID-related reporting to prevent and manage cluster events.
  - Mandatory contact tracing training, to include HIPAA compliance, for all contact tracers, selected members of the Office of Human Resources and all members of the IRT.
  - Campus-wide training to encourage everyone on campus to maintain a log of routine contact information. This information will be important in the event of a potential exposure to the virus.

## Reporting Positive Test Results

- Students, faculty and staff who test positive for Covid-19 will immediately self-report this information via the COVID-19 hotline, 903.565.5999 or by completing the reporting form [uttyler.edu/coronavirus](http://uttyler.edu/coronavirus).
  - If you have recently been on campus, please immediately report via the hotline so that steps can quickly be taken to prevent a possible spread.
- Student self-report forms will be received by the Office of Student Success, Office of Human Resources and the Chief of Police.
- Employees who test positive will complete the self-report form or report directly to Human Resources or to the Chief of Police, both confidential sources.
- When positive results are reported, the contact tracing process will begin.
- All supervisors will share equal responsibility for reporting known cases immediately, as well as all possible contacts to the Chief of Police, who is a confidential source as defined by HIPAA laws.

## Voluntary Self-Isolation: Symptomatic Without Test Results

- Individuals who feel they may be experiencing symptoms, but have not been tested, will self-report and immediately begin a voluntary self-isolation process at home until testing can be accomplished.
- On-campus residents who are self-isolating will be directed by the Office of Residence Life if alternate living arrangements become necessary.
- These individuals need to schedule a medical appointment for a test right away.

## Quarantine Procedures: Positive Test Results

- Off-campus students and employees who test positive will be sent home to complete the 14-day isolation period.
- On-campus resident students who test positive and cannot go home to quarantine will be relocated to a local hotel for the duration of their 14-day isolation period and given instructions about food, laundry and best practices.

## Hospitalization Procedures

- UT Tyler will monitor the progress of hospitalized resident students and provide various assistance through Student Success and Residence Life.

(UT Tyler faculty and staff will not be responsible for the transportation of any symptomatic or positive-tested individuals. Ambulance transports will be used as needed.)

## Return to Campus

To maintain a safe campus community, UT Tyler will provide options for students, faculty and staff at [higher risk for severe illness](#) (including older adults and people of all ages with certain underlying medical conditions) to limit their exposure risk (e.g., telework and modified job responsibilities or virtual learning opportunities). Consistent with applicable law, policies are in place to protect privacy regarding underlying medical conditions in compliance with applicable federal and state privacy and confidentiality laws.

- Faculty, staff and students who test positive and have completed the 14-day isolation period will be required to provide a doctor's note to their supervisor/dean upon their return to campus.
- Supervisors/deans will promptly report this employee/student return to Human Resources or Student Success.

## Plans for Essential Positions/Functions

- Back-up staffing and remote work plans will be developed at the unit level.
- Absenteeism of students and employees will be monitored.
- Staff will cross-train, and there will be a roster of trained back-up staff.

## Flexible Sick Leave Policies and Practices

- Students, faculty and staff will stay home or self-isolate when they are sick, have been exposed to COVID-19 or must care for someone who is sick.
- Policies will be examined and revised as needed for excused absences and virtual learning (students) and leave, telework and employee compensation (employees).
- Leave and excused absence policies will be flexible, not punitive, for taking time off and will allow sick students and employees to stay home and away from others. Leave and excused absence policies will also account for students and employees who need to stay home with their children if there are school or childcare closures or to care for sick family members.

## Resources for Physical and Mental Well-Being

- Training modules will be developed to help students, faculty and staff who are feeling overwhelmed, including resources for managers to help support their team members.
- Healthy habits for eating, exercising, sleeping and finding time to unwind will be encouraged.
- Students and employees will be encouraged to share concerns and feelings with people they trust.
- Students and employees will be informed of such resources as the national distress hotline, 1-800.985.5990; disaster distress helpline, text TalkWithUs to 66746, and student counseling center crisis line, 903.566.7254.

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## ACADEMICS AND INSTRUCTION

The CDC considers several teaching-related factors that influence an individual's risk for COVID-19. These include, but are not limited to, classroom capacity with physical distancing, class schedules (rotating schedules), teaching modalities (face-to-face, hybrid, online) and classroom materials/supplies. In addition, the types of course experiences may vary greatly between degree programs and may require special considerations and/or use of personal protective equipment (PPE).

### Physical Distancing Protocols for Academic Spaces

- Classroom occupancy will reflect CDC physical distancing recommendations. When recommended physical distancing is not possible, the use of hybrid courses offering a face-to-face for all students, with students attending at a rate of 33.3 percent/33.3 percent/33.3 percent for MWF courses and 50 percent/50 percent for T-Th courses, with synchronous learning through Zoom or other recorded technologies offered to the remaining 66.6 percent (MWF) or 50 percent (TTh) of the class for each day.
- In courses with multiple sections, at least one section will be offered online for immunocompromised students and students whose households face other health challenges. More than one online section may be offered at faculty and departmental discretion in a collaborative way that balances student needs with faculty and student health concerns.
- In classrooms where physical distancing is not feasible for pedagogical purposes, (i.e. team-based active learning, simulation labs, skills labs), the use of personal protective equipment and physical barriers will be required.
- In classrooms where physical distancing is not feasible even at 33 percent due to furniture layout, the use of personal protective equipment and physical barriers will be required.



## Classroom Supplies and Materials to Enhance Health and Safety

- When feasible, supplies will be provided to prevent students from sharing materials (e.g. art supplies, demonstration devices).
- If separate supplies are not feasible, enhanced cleaning and/or use of personal protective equipment (PPE) will be used.
- Commercial disinfectant wipes will be provided in all classrooms.

## Department- and College-Level Course Delivery Plans

- Course delivery and teaching methods used within a program will be identified at the department and college level.
- Once proposed delivery and teaching methods are approved, the registrar will review potential scheduling conflicts within and between degree programs.
- Event space (e.g. University Theater, COB 180, etc.) will be made available for additional academic space, if needed to comply with CDC guidelines.
- Examples of modifications include:
  - Continuation of face-to-face course.
  - Use of larger classroom to allow for physical distancing of all students.
  - Use of two smaller classrooms and simultaneously offer the course to both classrooms through technology.
  - Use of outside spaces for classwork or move the entire class outside when course content allows (e.g., arts, music, ecology).
  - Use of multiple, smaller independent sections.
  - Modify course schedule to include evening and/or Saturday classes.
  - Use of PPE when physical distancing is not feasible.
- Conversion of face-to-face course to hybrid course.
  - Programs will alternate between face-to-face and online class days with all students attending on one day in a larger classroom and all students online on other days. PPE will be used if physical distancing is not feasible.
  - Programs will alternate between face-to-face and online class days with half of the students attending face-to-face and half online. The class is delivered simultaneously to both groups and students either alternate between delivery methods or a specific face-to-face section or online section can be created. PPE will be used if physical distancing is not feasible in the face-to-face group.
- Conversion of face-to-face courses to online courses.
  - Programs will consider shifting content that requires face-to-face interaction to the first half of the semester in case courses need to shift to a hybrid and/or online method mid-semester.

## Opportunities to Select Courses That Best Meet Learning Styles and Personal Preferences

- UT Tyler will update courses in myUTTyler to reflect the final course delivery method, i.e. face-to-face, hybrid or online.
- Students will be notified via instructor and CANVAS regarding attendance requirements (i.e. which days they are expected to be present in class).

## Clinical Work and Preceptorships in Health-Related Fields

Clinical coursework is a cornerstone of several programs including pharmacy, nursing, occupational therapy and psychology. Healthcare students and faculty complete clinical coursework in a variety of practice

settings and regions both within and outside of Texas. COVID-19 recommendations for healthcare providers and healthcare students can change rapidly based on guidelines, clinical site recommendations and local transmission/recovery data.

Programs will consider multiple resources when developing and updating COVID-19 guidelines for clinical rotations including national guidelines (CDC); state and local regulations; clinical site contracts; site specific policies, standards and expectations; professional associations; state licensing boards; and accreditation agencies.

The following precautions related to clinical work and preceptorships will be followed:

- Programs will communicate program-based restrictions for student contact with patients with active confirmed COVID-19 to students and partnering clinical sites.
- Students will adhere to site-specific COVID-19 policies and procedures.
- There will be strict use of PPE as recommended by the program and clinical site.
- Self-screening tools will be used to identify COVID-19 signs/symptoms.
- COVID-19 training will be required that includes, but is not limited to, signs/symptoms, transmission, self-screening of symptoms and use of protective personal equipment in the healthcare setting.

## Internships and Clinical Work for Non-Health-Related Fields

**Internships:** UT Tyler-associated internships vary widely. The guidelines listed below are recommended regardless of whether academic credit is received or if the internship is associated with a stipend or wage.

**Clinical Work:** UT Tyler students also participate in a variety of clinical work, such as the field experience and clinical teaching activities within the School of Education. The School of Education internships and clinical experiences differ from other departments in that these must follow the Texas Administrative Code that stipulates the requirements for our students to acquire state certification.

The following precautions related to internships and clinical work this fall will be followed:

- To the greatest extent possible, internships and/or clinical work will be placed in the first portion of the fall semester.
- Students will follow guidelines established by the company, school or on-campus department where internships/clinical work is being completed.
- Students with signs or symptoms of COVID-19 will not attend internship or clinical work and will follow the program's recommendations regarding when internships and/or clinical work can resume.

## Simulation and Skill Labs

The use of simulation labs and skill labs are an essential part of several healthcare-related programs.

The following precautions related to simulation labs and skill labs this fall will be followed:

- Simulation and skills labs will be strategically placed within the semester to allow for optimal student participation in clinical rotations, simulations and skill labs.
- Physical distancing will be practiced when possible (i.e. clinical introductions, theory, debriefs).
- When physical distancing is not possible, the appropriate PPE will be required.
- The Office of Facilities will help ensure appropriate cleaning of devices and models.

## Off-Campus Instructional Sites

- Palestine and Longview Campus
  - Academic spaces include classrooms, laboratories and simulation/skill labs and will follow the guidelines for classrooms, laboratories, simulations/skills labs developed for the main campus.
  - All classes, including Kilgore College classes held at the Longview University Center, will follow UT Tyler policies.
- Houston Engineering Center (HEC)
  - Based on the Houston Community College (HCC) campus, the HEC will follow HCC guidelines.
  - HEC students, faculty and staff will follow any additional UT Tyler guidelines that are not addressed by HCC.

## Technology Support for Faculty

The Office of Information Resources (IT) will provide the following support.

- Technical support for faculty members transitioning to hybrid and online courses.
  - Room equipped with the technology required for live streaming and/or recording classes.
  - Appropriate equipment and training to live stream and/or record coursework.
- Technical support for faculty members who are delivering coursework simultaneously to multiple classrooms.
- Technical support for both faculty and students using online proctored exams.
- Technical support to provide students and faculty members self-isolating at home to actively participate in courses.

## Faculty Office Hours

Given the challenge of maintaining physical distance in faculty office spaces, faculty have the right to individually determine whether to conduct office hours in their office, at another location on campus or online.

While faculty have the freedom to determine the best way to conduct their office hours, they are still expected to hold their regularly scheduled office hours at the allotted time of their choice, following their departmental guidelines on office hours.

This fall:

- Consider an alternative method for students self-isolating to communicate during office hours. This could be by phone, email, video conferencing, etc.
- If conducting face-to-face office hours, practice physical distancing and/or use face coverings.

## Library

- Signage will be placed in key locations to promote physical distancing and face coverings.
- Employees will model safe physical distancing and use of face coverings.
- Plexiglass barriers will be used at counters/stations that require face-to-face interactions.
- Open library hours will be structured to reflect student use patterns (high use times), staffing requirements and student needs.
- Online access to library materials and library services will be communicated.

## Computer Labs

- Computers will be rearranged or removed/disabled to meet physical distancing requirements. Computers available for use will be clearly marked to indicate those available for use.
- Labs will follow enhanced cleaning schedules.
- Disinfectant will be provided in each computer lab along with appropriate instructions to allow students to disinfect keyboards and other contact surfaces prior to each use.

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## STUDENT ENGAGEMENT

Providing an opportunity for students to connect with one another and experience enriching opportunities outside the classroom is vital for the success of the University. The following strategies balance this need with the real and perceived healthcare needs of students, faculty and staff. All meetings, activities and events that are for members of the UT Tyler community must be submitted in Patriots Engage. Contact the Department of Student Engagement at [getconnected@uttyler.edu](mailto:getconnected@uttyler.edu) for assistance.

### Student Housing

- UT Tyler housing facilities will operate at full housing occupancy, with each suite/apartment at maximum occupancy.
- Due to likely higher demand than supply, temporary off-campus housing will be provided at the start of the semester.
- Residents will not be allowed to have guests in their rooms.

### Move-In

- Check-in times will be assigned to limit traffic in hallways, stairs, lobbies and elevators by staggering when multiple people from the same floor and/or apartment move in.
  - No more than 1/3 of an area at a time.
  - Roommates not moving in at the same time.
  - Roommates who have already moved in will either depart the room/apartment or stay in their personal rooms when other roommates move in.
- Personal contact will be limited when completing check-in procedures.
- Express check-in will be offered with pre-prepared student packets and check-in paperwork.
- All staff will wear face coverings and gloves when processing move-ins.
- Staircases will be designated as either up or down to prevent crossing paths.
- The number of family or other move-in helpers will be limited to no more than two people.
- New residential students will be provided with cleaning supplies, and additional supplies will be available upon request.

### Ongoing Precautions

- Frequent cleaning of public areas, including regular sanitizing of elevator buttons, door handles, etc. will be required.
- Students will be responsible for maintenance of their own spaces.
  - Standards will be increased for student self-maintenance of their personal living environment.
  - Resident Assistants (RA) will conduct monthly health and safety checks of occupied rooms/apartments.
  - There will be more focus on health/cleanliness when checking rooms/apartments.
- Campaigns will be created to promote cleanliness and personal sanitation self-care.
  - Emails, flyers, bulletin boards
- Face coverings and gloves will be provided for any staff needing to enter student spaces.

- Roommate agreements will be required that include cleaning schedules and responsibilities.
- The use of face coverings, physical distancing in public areas and good hygiene behaviors will be stressed.
- Educational outreach on self-care and care for others will be increased.
- Residents will leave the immediate area (go to another room or leave the unit) when standard maintenance/work orders are being completed.
- Disinfecting supplies/equipment will be provided to maintenance staff.
- Student staff interactions will be limited (fewer numbers and non-shared spaces for essential personnel only).
- Nonessential staff will alternate office/remote schedules, and essential staff will limit contact.
- Staff will frequently wipe down staff areas at the beginning and end of every shift (phones, desk, staplers, door handles, light switches, etc.).
- The number of staff will be limited in any given area at the same time.
- Modified programming opportunities and requirements will be provided.
  - Each RA will be required to present a minimum of four programs per semester.
  - Programs will be a mixture of face-to-face, virtual and non-interactive/passive.
  - Attendance will be limited to no more than 10 people per event for in-person events.

### Isolation/Quarantine Procedures

- If a student is suspected to have been exposed to COVID-19, they will quarantine for 14 days.
  - Students are to remain in their rooms.
    - » Meals will be delivered to student.
      - › Three meals per day Monday through Friday.
      - › Two meals per day Saturday and Sunday.
    - » Laundry will be picked up weekly and returned following EHS no contact protocols.
    - » Trash will be removed following EHS no contact protocols.
- If resident tests positive, he/she will enter isolation.
  - Student will be removed from on-campus housing to an off-campus location that has been identified by the University as isolation location.
    - » Meals will be delivered to student.
      - › Three meals per day Monday through Friday.
      - › Two meals per day Saturday and Sunday.
    - » Laundry will be picked up weekly and returned following EHS no contact protocols.
    - » Trash will be removed following EHS no contact protocols.

### Student Event Guidelines and Checklists

- To host student events on campus, groups must:
  - Be registered student organizations with the Office of Student Engagement.
  - Request space through Astra.
  - Require students, faculty and staff to check-in with their UT Tyler ID via Engage.
  - Maintain physical distancing, wearing a face covering, using hand sanitizer frequently, continuous hand washing and other CDC recommendations throughout an event.
- Food policies
  - Boxed meals only.
  - Require food distributor to wear a face covering and gloves.
  - Food stations must be thoroughly cleaned before and after food distribution.

## Strategies to Safely Serve Immunocompromised Students

- Communication plans will be developed to educate students on available accommodations.
  - Students currently registered with SAR will be contacted to discuss potential accommodations.
  - Faculty and staff will be informed about available accommodations for immunocompromised students.
  - Students who live with chronic illnesses will be informed about the possibility of taking more online courses.
- Online, phone or in-person appointments reflecting student preference will offered.
- Safety protocols for testing will be created to include considerations like:
  - Tests will be completed by appointment only.
  - Testing stations will be sanitized after each use.
  - Physical distancing will be practiced in testing rooms per CDC guidelines.
- Students will be informed via an online instructional guide regarding COVID policies and procedures in the testing center.
- Immunocompromised students will be offered a letter of support to request reduced course load to nine hours without affecting full-time status.
  - Immunocompromised students and those in high risk categories may register with the Office of Student Accessibility and Resources to seek accommodations, including a letter recommending reducing their full-time course load to nine semester credit hours.
  - Requests will require medical documentation and confirmation from faculty and their academic advisor that no online or recorded courses are being offered that would lead to the completion of their degree.

## University Center

The University Center (UC) serves as a vital point of student service, community building and engagement. It is important for this building to remain open to provide a place for students to engage with one another and the campus as a whole.

### Facility Use

- Occupancy levels will be adjusted to 50 percent of normal operations, based on current CDC physical distancing guidance.
- Hours of Operation will be limited to:
  - Monday – Thursday: 8am – 8pm
  - Friday: 8am – 6pm
  - Saturday – Sunday: 11am – 6pm
- Lending of UC equipment will be discontinued.
- Procedures for events in the UC will be adjusted.
  - Scheduling of rooms will be limited to ensure groups are not close to one another.
  - Set-up changes will be limited. Static setups/standards will be used to maximize resources and limit staff in close quarters such as storage rooms.
  - Extra chairs/furniture will be secured to prevent usage that would violate CDC guidance.
- Adjust furniture in the UC.
  - Furniture near the bookstore will be removed for the first two weeks of school to allow for physical distancing while queuing to purchase books and supplies.
  - General use/lounge spaces will be created for no more than five people by configuring furniture, dry erase boards and TV displays that are installed on rolling carts.
  - Couches will be removed and replaced with single seating.
  - Dining tables will be moved a minimum of six feet apart with a maximum of two chairs each.
- Plexiglass will be installed at the information desk, various dining service outlets and the bookstore.

- High-touch items such as magazines, pens, etc. will be removed from coffee and side tables in these areas.
- No flyers, handbills, etc. will be permitted on tables, desk etc.
  - Use of virtual signage will be encouraged.
- The number of hand sanitizer stations will be increased throughout the UC.
- Sanitizing stations will be in each room.
- Patrons playing the piano will be instructed to disinfect the piano after use. Staff will also disinfect the piano before and after each use.
- Full-time staff will monitor the facilities multiple times per day to identify any potential areas of concern. Staff will implement changes to problematic areas.
- A stock of PPE will be maintained in the event of shelter-in-place orders.

### **Food Services**

- Outdoor eating will be encouraged at the Met by moving point of sale operation.
- Mobile pickup will be available for Chick-fil-A in the second and third floor lounge areas.
- Patriot Brew Café (Free Coffee Passive Programming) will be discontinued.
- Food court area will be reorganized to allow for physical distancing.
- Community microwave will be removed.

### **University Center Staff**

- Virtual and in-person training will be provided to all UC staff, including topics related to infection prevention and control and personal protective equipment use.

### **University Center Programming (Patriot Zone, Food Court, Patriot Plaza)**

- Technology such as Zoom will be used for all events and use of screens across the UC.
- All events will require students to check in using Engage with their IDs.
- Physical distancing will be encouraged through set-up procedures, use of multiple areas, etc.
- Catering
  - Catering vendors will be limited to purchasing-approved companies that prepare meals to be distributed on-site but consumed in student personal spaces such as on-campus or off-campus housing.

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## **ATHLETICS AND REC SPORTS**

### **Student-Athlete Return to Campus**

- Prior to returning to face-to-face activities, student-athletes must have a negative PCR test conducted upon their return to campus
- Student-athletes will wear face masks or face coverings when not actively involved in physical activity
- Student-athletes will transport themselves to and from training sessions and home competitions (no carpooling outside of household).
- Student-athletes coming from out-of-state and Texas counties that have experienced an increase in COVID-19 cases will be required to follow current CDC guidelines with respects to quarantines.
- Sufficient time must be given between sessions to allow for sanitation of equipment and surfaces between sessions.
- Student-athletes will be instructed to avoid nonessential socialization outside of sport specific activities.
- Individuals who are considered high risk will be informed that they are not at an increased risk for infection but are at an increased risk for severe symptoms and reactions.
- Virtual meetings will be used whenever possible or feasible. This includes academic meetings, team building activities, and film sessions.

## Policies and Procedures for Positive COVID-19 Cases in the Athletics Department

Prior to participation in any strength and conditioning or team activities, student-athletes will complete a questionnaire screening remotely with a staff athletic trainer. Provided they are allowed to do so, student-athletes will come to campus and have their temperature checked.

If the screening reveals any of the following, the student-athlete will be removed from that session, along with any individuals with whom they have come in contact in the past 48 hours.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Contact with a known COVID-19 case within the past 48 hours

The student-athlete's coach or primary athletic trainer will be contacted to initiate the following process.

- Inform the student-athlete to report to the Cowan Center at the earliest possible time for testing and call the University COVID-19 Hotline immediately.
- Inform coaching staff and head athletic trainer via telephone of the team physician's decision.
- The head athletic trainer will inform the athletic director, compliance coordinator and senior women's administrator, Dean of Students, Faculty Athletics Representative and COVID Contact Tracing Staff.

In the event that the student-athlete does have a positive COVID-19 test, or is presumed positive, the following individuals will also enter a 14-day quarantine period.

- All coaching staff that have come in direct contact with the individual (to be determined by team physician in association with the health department).
- Any other student-athletes living with that individual.
- Any other student-athletes who have come in direct contact with the individual (ex. members of their skills/workout session group).
- Athletic trainers who have had direct contact without PPEs and exhibit one or more symptoms of COVID-19 (to be determined by team physician in association with the health department).
- Any individuals exposed to respiratory droplets or bodily secretions from the student-athlete.
- Any other individuals that the student-athlete reports coming into indirect contact with subject to consultation with the team physician.

Any individual entering self-isolation will only be allowed to return to contact with other individuals at the approval of the team physician. Individuals will then have to complete a gradual return to activity protocol to last no less than five days.

In order to be cleared to return to contact with other individuals, student-athletes who have tested positive for COVID-19 must:



- Remained free of fever for 24 hours without the aid of fever reducing medications.
- Be a minimum of 10 days out from the onset of symptoms.
- Received clearance from a cardiologist to return to vigorous physical activity and competitive sports if required by UT Tyler Team Physicians
- Complete a return to play protocol coordinated by the sports medicine department lasting no fewer than 5 days.

## General Outdoor Practice Guidelines

- Student-athletes and coaching staff must complete daily symptom screener prior to arriving to campus for the first practice of the day.
- Coaching staff must complete temperature screenings for their teams prior to the first practice of the day.
- Coaching staff must be masked during practice at all times.
- Student-athletes and coaching staff not actively involved in physical activity must remain masked and social distanced at all times.
- Student-athletes must bring their own refillable water bottles.

## General Indoor Practice Guidelines

- Student-athletes and coaching staff must complete daily symptom screener prior to arriving to campus for the first practice of the day.
- Coaching staff must complete temperature screenings for their teams prior to the first practice of the day.
- Coaching staff must be masked during practice at all times.
- Student-athletes and coaching staff involved in physical activity must remain masked at all times, even when involved in physical activity.
- Student-athletes and coaching staff not actively involved in physical activity must remain socially distanced.
- Student-athletes must bring their own refillable water bottles.

## Team Travel Guidelines

### Transportation

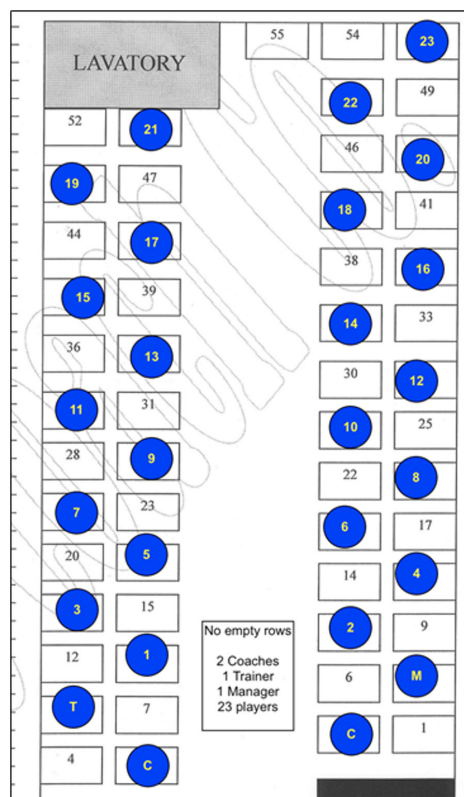
- All members of the travel party must complete a symptom screening and temperature check prior to boarding any transportation vehicle for team travel.
- All members of the travel party must remain masked during travel aboard any transportation vehicle.
- Seating on charter buses must be assigned staggered to allow for maximum social distancing.

### Restroom breaks

- Bathroom breaks must be taken at large, clean facilities. (i.e. Buccee's)
- Masks must be worn in these facilities at all times.

### Meals

- Meals must be limited to pick up or delivery.
- Meals need to be individually packaged (box or bag) and eaten on the bus or at an area allowing for social distancing. (parks, hotel rooms, etc.)



## Accommodations

- Rooms assignments will pair current housing mates whenever possible.
- Masks must be worn in common areas.
- No more than one individual per bed.
- No outside visitors to the hotel. (parents included)
- Student-athletes must remain in their assigned hotel rooms, and not visit other rooms.

## Spectators at Athletic Events

- Spectators must check in at a singular point of entry and provide information for contact tracing purposes, including temperature checks.
- Spectators and event staff must be masked at all times during athletic events.
- Marked seating sections will be created reflecting current physical distancing recommendations. Ushers will assist spectators and monitor sections.
- Hand sanitizer stations will be available throughout the venue.
- Restrooms and high touch areas will be disinfected frequently.
- Digital game programs will be accessible via QR code.

## Rec Sports

The Herrington Patriot Center and Rec Sports will follow minimum standard health protocols for gyms and exercise facilities as distributed by the Governor's Strike Force to Open Texas. These include:

- Train all employees and contractors on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Screen employees and contractors before coming into the gym or exercise facility.
  - Send home anyone with symptoms of COVID-19.
  - Do not allow employees or contractors with new or worsening symptoms to return to work until they meet qualifications.
- Have employees and contractors wash or sanitize their hands upon entering the gym or exercise facility.
- Have employees and contractors maintain at least six feet separation from other individuals.
- Space workout equipment to provide for at least six feet separation between patrons.
- Regularly and frequently clean and disinfect any regularly touched surfaces.
- Disinfect any items that come into contact with users.
- Provide equipment cleaning products throughout the gym for use on equipment, including dead weights.
- Make hand sanitizer, disinfecting wipes, soap and water available to employees, contractors and users.
- Place readily visible signage to remind everyone of best hygiene practices.
- Encourage users to:
  - Maintain at least six feet separation.
  - Self-screen before coming to the gym for COVID-19 symptoms.
  - Disinfect equipment before and after use.
  - Wash hands upon entering the gym.
  - Wear gloves that fully cover from the wrist to the fingers while exercising.

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## COMMUNITY ENGAGEMENT

### Require Compliance with CDC Guidelines

All events on campus, whether they are University events, joint sponsored events or rentals of University property, will follow current CDC guidelines, including campus policies on face coverings, physical distancing and availability of hand sanitizer.

### Event Logistics

- The number of attendees will be limited to the maximum number of people for the venue, as determined by EHS.
- Attendance records of attendees will be maintained to assist with contact tracing if it becomes necessary.
- Ropes and barriers will be used to create a “one-way” flow that allows for minimum crowding in hallways and choke points.
- Spacing guidelines will be clearly designated in queuing areas.
- Face coverings will be required for indoor events and strongly encouraged at outdoor events where physical distancing is difficult.
- Face coverings will be provided for guests at all university-sponsored events.
- Signage regarding face coverings, physical distancing and good hygiene practices will be displayed in prominent places throughout event.
- Hand washing and sanitizer stations will be available throughout the event venue.
- A validation/documentation process will be used at all event entrances.
- Every guest will be documented regardless of role or duration of visit.
- Records of all attendees will be provided to the University’s contact tracing team upon completion of the event. (Name and contact phone number at minimum, areas on campus visited, event participation, etc. when possible.)

### Food Service

- Boxed or plated food service will be required. Self-serve buffet-style will not be used.
- All food service employees must be documented to assist with contact tracing if it becomes necessary.

### Performing Arts Schedule to Return 100%

- The season will be conducted in accordance with best practices set by the Association of Performing Arts Professionals (APAP), the CDC, campus policies and current governmental orders.

### Students, Faculty and Staff Safe Participation in Off-Campus Events

- Students and employees will be advised to take precautions best suited for them.
- Events that do not abide by current CDC best practices are not mandatory for UT Tyler students or employees.

### Event Checklist (Per Current CDC Recommendations)

- How will attendance be tracked?
- Will you be offering PPE for your event? If so, what type and who is providing the equipment?
- Will hand sanitizer be available for event attendees, faculty, staff and vendors?
- Will you offer a health screening prior to entry to your event for all attendees, faculty, staff and vendors? (temperature check, health questionnaire)
  - If so, who will be conducting the health questionnaire?

- What is your plan for not admitting those who do not pass the health screening?
- What is your plan for physical distancing and traffic flow during your event? How will you enforce these protocols?
- How will you accommodate those who cannot attend due to capacity limits and/or health concerns?
- Will food be served as part of the event? If so, how will the food be distributed and presented?
- What are your cleaning protocols during the event? (i.e. meeting spaces, classrooms, bathrooms, door handles and other high touch surfaces)
- What is your back-up plan in case the in-person event must be canceled?

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## Appendix I

### Resuming Research Activities Under Coronavirus (COVID-19)

*Updated December 2020*

#### Overview

This document presents a framework for resuming research activities at the University of Texas at Tyler. The overall goal is to gradually reconstitute our research enterprise, parallel to that which existed prior to the onset of the pandemic, while minimizing the risks of coronavirus transmission at the workplace through the deployment of personal protection equipment, social distancing, and other established workplace practices.

#### Guiding Principles

1. Information outlined in this document are based on guidelines from the [Center for Disease Control and Prevention](#) and the [Texas Health & Human Services](#).
2. The research framework applies to the complete range of research activities conducted by faculty, staff and students associated with the University of Texas at Tyler, and is applicable to all research spaces, including those on the branch campuses and remote field research sites.
3. The resumption of research framework is intended to progress slowly, under managed conditions, to gradually allow researchers to resume lab and field research activities.
4. The University cannot possibly guarantee “zero cases” of any ailment. But, the University wishes to protect the health of its community members to the greatest extent possible while acknowledging that conditions and risks may change.

#### General Policies

The following outline delineates major components in the framework to reengage research activities while minimizing the risk of workplace transmission of COVID-19 and maximizing safety.

1. Stay home if you feel sick due to COVID-19 concerns (e.g. you have a cold, high body temperature, sinus infection or a similar condition). Communicate with your supervisor if you wish to self-isolate due to COVID-19 concerns.
2. Work from home with approval from your supervisor if you are in high risk categories, 65 or older and/or with pre-existing health conditions.
3. Maintain existing safeguards for reducing risk of transmission of COVID-19 infection to yourself and others by maintaining social distancing (6 feet or more) and wearing personal protective equipment (PPE) including gloves and masks.
4. Ensure that work scheduled in the Vivarium is approved by the Principal Investigators whose research represents the type of animal investigations carried out in the facility to avoid crowding in procedure rooms and other areas.
5. Establish a program for regular cleaning of “common” touchpoints in research facilities, such as door handles, throughout the workday.
6. Wash your hands for 20 seconds or more before and after any activity.

7. Observe cough etiquette and personal hygiene at all times.
8. Conduct field or lab-related meetings, seminars, research presentations and alike remotely (e.g., via Zoom or Microsoft Teams), unless face to face meetings can be conducted with safeguards for reducing risk of transmission of COVID-19 infection to yourself and others.
9. It is expected that you not use public transportation, including airlines, when traveling to conferences, research labs or field sites.
10. Consider using videoconference arrangements when attending or delivering presentations remotely. To protect the health of conference goers and presenters, follow the advice of institutional health officers, health authorities and, for larger conferences, national guidance for travel before attending conferences.
11. You and an appropriate number of research collaborators are permitted to be on field research sites and in research labs at any one time as long as you maintain safeguards for reducing risk of transmission of COVID-19 infection to yourself and others. If the field research sites or labs have more employees, develop a shift system that works best for your particular research setting.
12. If you are involved in field research requiring overnight travel, you are permitted to use field vehicles to travel to research sites as long as you travel alone and stay overnight in hotels using single-occupancy. You are also permitted to travel with research collaborators on field trips provided your travel in separate vehicles, stay in separate hotel rooms (or a maximum of two occupants per double room), and maintain safeguards for reducing risk of transmission of COVID-19 infection to yourself and others.
13. If you are involved in research requiring field crews (e.g., conducting aquatic surveys with multiple people in a single boat), you are permitted to travel with field crew members by allowing one person per bench in each vehicle (car, truck, or boat), and to sample from the same vehicle with each person occupying a single seat or bench.

### Additional Guidance

1. Sponsored research activities may be subject to additional guidelines presented by the sponsoring agencies. Consult with program officers from the respective funding agencies for updates concerning your sponsored projects.
2. Research monitored by research committees such as IRB, IACUC, and/or IBC may be subject to additional guidelines presented by these oversight committees. Consult with the relevant committee chairs regarding conducting approved research protocols, sanitizing research lab surfaces and equipment, or other research-oriented matters.
3. Consult the following documents from the [Centers for Disease Control and Prevention \(CDC\)](#) and the [Texas Department of State Health Services \(DSHS\)](#) for excellent guidance on specific actions that should be taken as businesses reopen.

Contact the following individuals for specific questions regarding your research.

1. For questions related to conducting research with human subjects, contact Dr. David Pearson, IRB Chair, via e-mail [dpearson@uttyler.edu](mailto:dpearson@uttyler.edu).
2. For questions related to conducting research with animals, contact, Dr. Brent Bill, IACUC Chair, via e-mail [bbill@uttyler.edu](mailto:bbill@uttyler.edu).
3. For questions related to biosafety, contact Dr. Ali Azghani, IBC Chair, via e-mail [aazghani@uttyler.edu](mailto:aazghani@uttyler.edu).
4. For questions related to Personal Protective Equipment (PPE), contact Paula Tate, Director of Environmental Health and Safety, via e-mail [prate@uttyler.edu](mailto:prate@uttyler.edu).
5. For other questions pertaining to other aspects of research, contact Kouider Mokhtari, Associate Provost for Research & Scholarship, via e-mail [kmokhtari@uttyler.edu](mailto:kmokhtari@uttyler.edu).

### For More Information

1. Check the Office of Research & Scholarship [website](#) for updates on resuming research activities.
2. E-mail questions or research inquiries to [research@uttyler.edu](mailto:research@uttyler.edu).

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## Appendix II

### Research and Reports Reviewed

#### Enrollment Projections

- Enrollment Report 5-6-20
- Enrollment Report 5-13-20
- Enrollment Report 5-21-20
- FTIC April 2020
- FTIC May 2020

#### Food Safety

- Six Foot Kitchen 05.12.20
- Sodexo Returning with Resilience: COVID-19 Game Plan

#### Government Documents

- Governor's Executive Order 5-18-20
- CDC Business Plans
- FAQ-Administrators-College-Higher-Education
- Interim Guidance for Administrators of US Institutions of Higher Education
- Lt. Governor Task Force Report
- Texas Department of State Health Services
- Texas Higher Education Coordinating Board's Recommended Health Protocols for Institutions of Higher Education – Summer 2020

#### Health-Related Data

- CDC's [Considerations for Higher Education](#)
- COVID-19: The CIDRAP Viewpoint-Part 1
- COVID-19 Projection Links
- ETX COVID-19 Cases 5-20-20
- ETX COVID-19 Cases 5-26-20
- ETX COVID-19 Stats
- Hibbs Brief COVID-19 in ETX
- University of Texas at Tyler COVID-19 County Data

#### Housing Information

- CDC Recommendations

#### Input from Faculty, Staff & Students

- Faculty Survey Results on Fall Re-Boot
- May 19, 2020 Qualtrics (.csv)
- May 19, 2020 Qualtrics (.xlsx)
- May 19, 2020 Qualtrics 1 (.xlsx)
- Patriot Input – compiled emails from faculty, staff, and students

## Other Institutions & Organizations

- A&M Plan
- ACE Guidelines
- ACHA Considerations for Reopening IHE's in the COVID-19 Era - May 2020
- ACHA Guidelines
- Are Colleges Ready for a Different Kind of Teaching This Fall
- ASHRAE Offers COVID-19 Building Readiness/Reopening Guidance - May 7,2020
- Camps Reopening Guidelines
- CDC Considerations for Institutes of Higher Ed – May 21, 2020
- Chancellor Remarks
- Duke Guide for Returning to the Workplace
- FMG COVID-19 Response Product Solutions - May 2020-2
- Inside Higher Ed 15 Fall Scenarios
- Kansas State University [Framework for Reawakening K State](#) and [Framework for Restarting Research](#)
- Major League Baseball
- McClennan Community College Guidance
- McClennan Community College Plan
- National Athletic Trainers' Association
- National Basketball Association
- National Collegiate Athletics Association
- National Football League
- National Strength & Conditioning Association
- Return to Workplace POV
- Rice Fall Plans
- Texas Education Agency
- Texas A&M is looking at Saturday and late-night options to reduce class sizes and comply with physical distancing (Texas Tribune article)
- University of Arizona Plans
- Vanderbilt University [Return to Campus Plan](#)

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## Appendix III

### Housing Addendum

#### *(Student Resident Agreement for University-Owned Facilities)*

The best way to prevent infection is to avoid being exposed to this virus.

You can reduce your risk by taking the same measures as you would to prevent infection from the flu and the common cold:

- Wash hands often with soap and water for a least 20 seconds.
- Use hand sanitizer, with 60–95% alcohol if soap/water is not available.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Avoid contact with people who are sick.
- **Stay home while you are sick and avoid close contact with others.**
- Cover your mouth and nose with your elbow or a tissue when coughing sneezing and immediately dispose of the used tissue.

**I understand that, if I exhibit any signs or symptoms of COVID-19**, as enumerated by the U.S. Center for Communicable Diseases (CDC) at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>, or if I have been **in close contact with someone who has tested positive for COVID-19**, it is my responsibility to contact a medical provider within one (1) business day and self-isolate. Self-isolation means NO human contact with ANYONE, including family, friends and especially going out into the public. (Remember, if your symptoms are mild this does not mean you cannot spread the virus to someone else and put others at severe risk.)

**I understand**, if I need to self-isolate, I will complete the [COVID-19 Reporting Form](#) within one day.

**I understand and affirm that, in the event of a medical emergency, I will call 911**, and that I should notify the operator that I have, or think I might have, COVID-19. If possible, I will put on a cloth face covering before medical help arrives.

**I understand that**, as a result of the coronavirus pandemic, I may be required to move to another room, hall or other location in the event of required self-quarantine or isolation by the Texas Department of Health.

**I understand that**, as a result of the coronavirus pandemic,

- No guests will be permitted at any time.
- If any policies are violated, the resident may be required to vacate their facility and leave the premises within 24 hours. Maintenance will only be entering apartments/rooms in case of emergency.
- Recreational and social housing areas may be closed (rec room, fitness room, community kitchen, swimming pool, etc.)

**I understand that** Residence Life may find it necessary to take specific actions to protect the public health of residents, which may include other communicable diseases besides COVID-19.

**I understand that** social distancing is important in keeping COVID-19 cases down. I understand that I have a responsibility to protect myself, roommate, neighbor, classmates, faculty and staff and the greater East Texas community with whom I may interact.

Additional information is available at: <https://www.uttyler.edu/coronavirus/>

*Please direct questions regarding the return to campus procedures to [irt@uttyler.edu](mailto:irt@uttyler.edu).*