

FACULTY SENATE MINUTES
Special Called Meeting – Renaming Select UNA Buildings
June 30, 2020

Call to order:

A special meeting of the University of North Alabama's Faculty Senate convened via Zoom Video Conferencing at 3:30pm with President Williams presiding.

I. Proxies

Jesse Prince-Lubaway for Jessica Stovall (Department of Mathematics) and Brent Olive for Frank Diaz (Department of Chemistry and Industrial Hygiene).

Members in attendance

Lori Alford, Rae Atencio, Aaron Benson, Lisa Ann Blankenship, Tabitha Blasingame, Tim Butler, Cory Cagle, Justin Carter, Stephanie Clark, Lisa Clayton, Sarah Franklin, Ravi Collapalli, Betsy Heckert, John Hodges, Scott Infanger, Christopher Klein, Ian Loeppky, Thomas Lukowicz, Jennifer Maddox, Janna Malone, John McGee, Janet McMullen, Prema Monteiro, Eric O'Neal, Katie Owens-Murphy, Gary Padgett, Cheryl Price, Jason Price, Chris Purser, Ansley Quiros, Craig Robertson, Sunhui Sim, Michael Stocz, Kevin Stoltz, Jillian Stupiansky, Alex Takeuchi, Mark Terwilliger, Brian Thompson, Jason Watson, Laura Williams, Pete Williams, and Gretchen Windt.

Members not in attendance (without proxy)

Trudy Abel (Department of Elementary Education), Eric O'Neal (Department of Kinesiology), and Terry Richardson (Department of Biology)

II. Approval of agenda

President Williams requested a modification to the June 30th meeting agenda to add a discussion of the UNA Covid Recovery Guide Report to section VIII. Information Items (new part B).

Senator Robertson moved to accept the modified agenda. Senator Purser seconded the motion. The modified meeting agenda was approved.

III. Approval of the Minutes

There were no minutes for approval as the last Faculty Senate meeting involved elections.

IV. Remarks from Faculty Senate President Laura Williams

President Williams began by thanking the Senate membership for attending this special called meeting.

She then discussed the recent death of UNA's mascot Una and asked that the community keep Ms. Anne Howard and Mr. Dan Howard in their thoughts given the level of care they selflessly provided to both Una and Leo.

President Williams went on to thank the following faculty for their work in producing the "Resolution in Support of Building Name Changes on the University Campus": Dr. Jeffrey Bibbee, Dr. Brian Dempsey, Dr. Ansley Quiros, Dr. Lynne Rieff, and Dr. Matthew Schoenbachler.

President Williams then relayed to the Senate some information from President Kitts regarding the internal process related to the building name change resolution:

1. Staff Senate and SGA have approved similar resolutions.
2. If Faculty Senate approves its resolution, it is to be signed by President Williams.
3. The three resolutions would then go to President Kitts who, in his role of Secretary to the UNA Board of Trustees, would present them to the Board.
4. The Board of Trustees receives the resolutions as recommendations.
5. The Board of Trustees meets again in September, 2020.

V. Committee Reports

There were no committee reports. Committee reports will be presented at the next regular business meeting of the Faculty Senate (Sept. 10, 2020).

VI. Old Business

None

VII. New Business

A. Consideration of joint resolution concerning the renaming of buildings on UNA Campus.

(See Appendix A)

Senator Robertson made a motion to discuss the resolution. Senator Franklin seconded the motion.

Initial comments in favor of the resolution were expressed by senators representing several academic departments. Some additional comments concerned the overall legality and liability of actions stemming from approval of the resolution, the idea that although legal issues are present the university

community must move forward with the renaming initiative, the involvement of minority faculty, staff, and students involved in the process of developing the resolution, and the idea that all namesakes likely have questionable elements associated with their biographies.

Senator Infanger called for the question and a vote. Senator Owens-Murphy seconded the motion.

A vote was taken on the Resolution in Support of Building Name Changes on the University Campus. 38 votes were in favor of the resolution. One vote was cast in opposition to the resolution and two votes were recorded as abstentions.

The resolution was approved. President Williams will sign the resolution and forward it to President Kitts.

VIII. Information Items

A. First regularly scheduled faculty senate meeting on September 10, 2020

B. Covid Recovery Guide Report

(See Appendix B)

President Williams stated that she and Senate Executive Committee had received concerns regarding the University's COVID-19 Recovery Guidance Plan (released June 26th). The Senate Executive Committee wants to create a survey that provides senators and faculty an opportunity to express their concerns. Ideally, concerns/issues can be raised and sent to President Williams by July 7th.

IX. Adjourn

Senator Robertson moved to adjourn the special called meeting UNA's Faculty Senate. Senator Williams seconded the motion.

The meeting adjourned at 4:11pm.

Appendix A.

UNIVERSITY OF NORTH ALABAMA FACULTY SENATE

RESOLUTION IN SUPPORT OF BUILDING NAME CHANGES ON THE UNIVERSITY CAMPUS

WHEREAS, the University of North Alabama has strived to create a diverse and inclusive community that acknowledges its complex past and celebrates all of its students, faculty, and staff; and

WHEREAS, in recent years, the University of North Alabama has made concrete steps towards racial inclusion including, but not limited to, adopting the UNA Strategic Diversity and Inclusion Plan, naming the University Commons building for pioneering student Wendell Gunn, and creating new programs, courses, and centers that recognize human differences;

WHEREAS, this group of faculty representatives strongly supports the premise that the University of North Alabama should continue this important work to promote diversity by addressing the names of structures on our campus and specifically, that the university should not honor individuals who advocated for or actively perpetuated white supremacy, in particular Governor David Bibb Graves, Governor Lurleen Burns Wallace, and LaGrange College/Florence Wesleyan College President R. H. Rivers;

NOW, THEREFORE, BE IT RESOLVED that the duly elected Faculty Senate calls upon President Kenneth Kitts to convey to the University's Board of Trustees that this body supports the removal of the above listed names from University buildings in keeping with the stated values of our institution.

ADOPTED this the _____ day of June, 2020.

Dr. Laura Williams
2020-2021 Faculty Senate President



Appendix B.

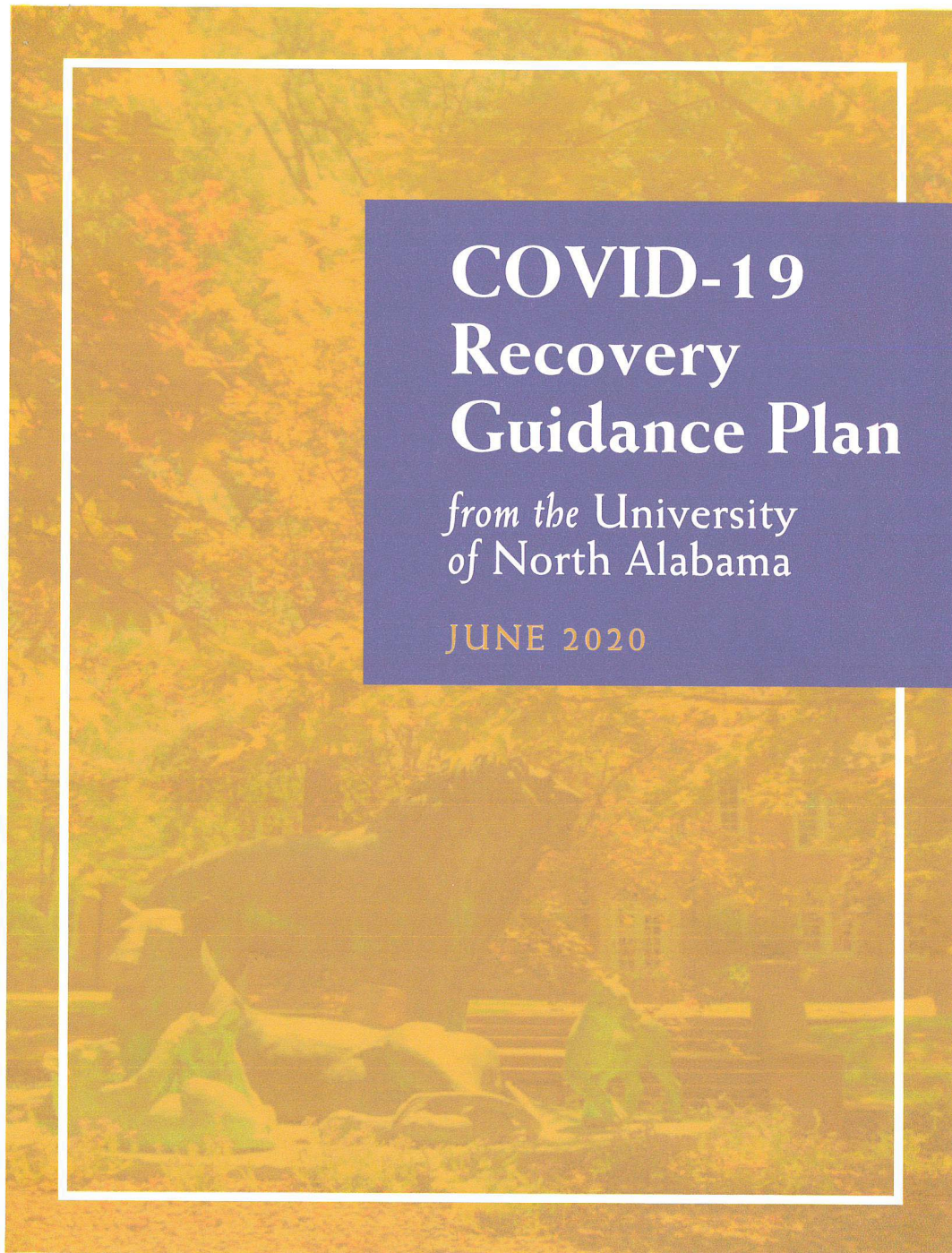
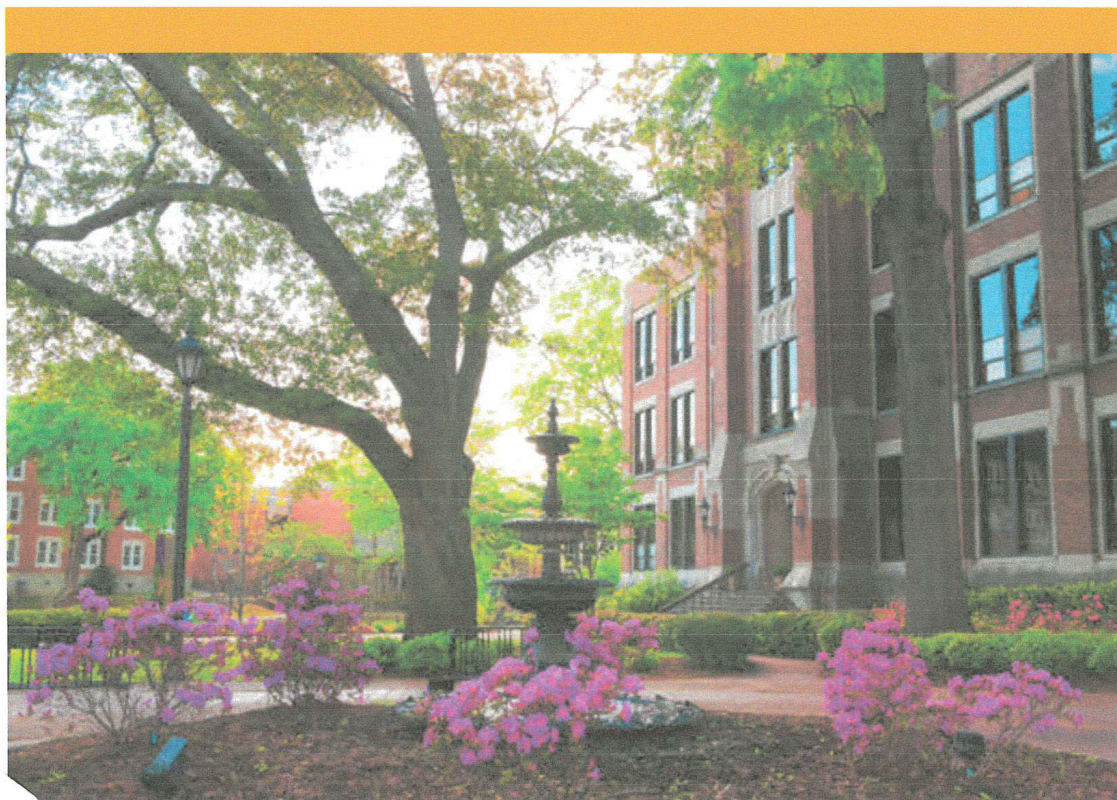


TABLE OF CONTENTS

Introduction	3
Guiding Principles.	4
Reporting Mechanisms and Procedures	5
Calendar Plan of Action	7
Fall 2020 Campus Operational Norms	8
Academics and Course Delivery	13
Student Experience and Engagement	16
Athletics	18



INTRODUCTION

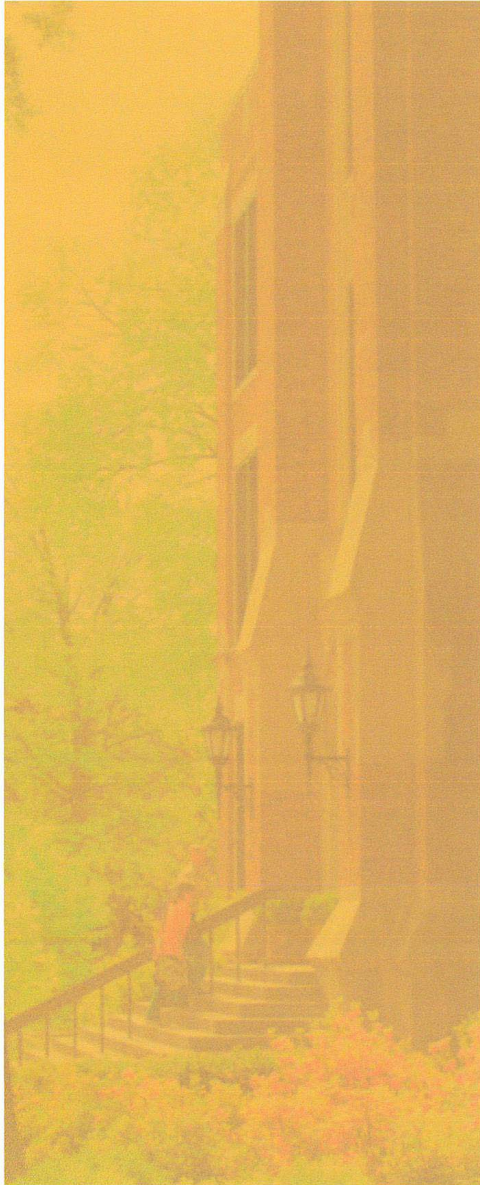
The University realizes the importance of serving students while creating and maintaining a safe environment for our UNA community. The COVID-19 Recovery Task Force (CRTF) was established on April 28, 2020, and endorsed by the Shared Governance Executive Committee. The task force was charged to do the following:

- Evaluate what actions are needed to resume academic, residential, student support services, and other campus programs in face-to-face format within the limits of the Alabama Department of Public Health (ADPH), Center for Disease Control (CDC), and other federal and state guidelines and best health practices;
- Advise the President on necessary action steps; and
- Ensure that other officials and shared governance leaders are informed of key findings and recommendations.

The task force was comprised of the following representatives:

Member Name	Office, Academic Department, or Division
Dr. Kimberly Greenway, CHAIR	Student Affairs
Ms. Bliss Adkison	Academic Affairs
Dr. Eric Becraft	Biology
Dr. Wayne Bergeron	Geography
Dr. Joy Borah	Academic Affairs
Ms. Susan Breer	Chartwells Campus Food Service
Ms. Sheena Burgreen	University Health Services
Ms. Cindy Conlon	Business and Financial Affairs
Ms. Teresa Dawson	Health and Well-Being
Ms. Michelle Eubanks	University Communications and Marketing
Ms. Amber Fite-Morgan	General Counsel
Mr. Kevin Hudson	Facilities Administration and Planning
Mr. Ethan Humphres	Information Technology Services
Mr. Les Jackson	University Police
Dr. Tammy Jacques	Student Affairs
Ms. Shauna James	Student Financial Aid
Mr. Bret Jennings	Student Affairs Auxiliary Services
Dr. Lauren Killen	Kinesiology
Dr. Tera Kirkman	Nursing and Health Professions
Dr. Keith Malone	Economics
Mr. Ron Patterson	Diversity, Equity, and Inclusion
Mr. Josh Penny	Athletics
Ms. Jennifer Sutton	Housing and Residence Life
Ms. Julie Taylor	Admissions
Ms. Catherine White	Human Resources
Ms. Melissa Williams	Business and Financial Affairs
Dr. Chunsheng Zhang	International Affairs
Ms. Angela Zwissler	Facilities Administration and Planning

GUIDING PRINCIPLES



This guidance document has been produced because the safety of students, faculty, and staff on UNA's campus is paramount.

Campus operations and recommendations are directed by federal and state guidelines and best health practices:

[CDC Guidance for Colleges and Universities](#); [CDC Guidance for Cleaning and Disinfecting Public Spaces](#); [Workplaces, Businesses Schools and Homes](#); [Alabama Department of Public Health](#); [OSHA Guidance on Preparing Workplaces for COVID-19](#)

Academic quality and integrity must be preserved. As faculty plan for and change delivery modes, course content, and pedagogy, UNA remains committed to supporting faculty with necessary resources, to the fullest extent possible.

While in-person activities in fall 2020 (and possibly beyond) may be different than previous years, UNA recognizes the importance of student interactions with each other and other members of the UNA community and will make every attempt to facilitate engagement that enriches the experience of our students while best protecting the health of the entire Lion family.

Prompt and clear communication with faculty, staff, and students regarding changes that substantially affect the campus communities is critical. As the situation continues to evolve and additional strategies or considerations are developed, ongoing and frequent communication remains a priority.

While the initial recommendations put forth by the COVID-19 Recovery Task Force were made using the best-available guidance and data, the nature of this public health crisis will require ongoing evaluation and adjustments. Additionally, while the COVID-19 Recovery Guidance Plan is presented to address a return to in-person instruction and activities for the fall 2020 semester, modified practices and instructional strategies may necessarily continue into the spring 2021 term or beyond.

REPORTING MECHANISMS AND PROCEDURES

UNA remains in contact with the Alabama Department of Public Health, the Centers for Disease Control and Prevention, and the U.S. Department of Health and Human Services. Plans are in place to address the need for isolation areas, food distribution, and other possible student needs.

Effective response to a communicable disease requires early reporting, rapid assessment, and implementation of quarantine measures as directed by qualified health officials. UNA has implemented a dedicated reporting and support system to facilitate this process. The contact telephone number, 256-765-5000, is answered by designated, qualified staff between 8 a.m. and 8 p.m.

A standardized reporting process assures that appropriate information is requested and gathered. All data gathered will be confidential per the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).



CASE MANAGEMENT AND CONTACT TRACING

UNA is engaged with the Alabama Department of Public Health and other health partners to facilitate contact tracing. All contacts received by the University that indicate a potential exposure to COVID-19 will be immediately referred to University Health Services for direction and case management. Immediate actions to isolate individuals will be implemented. UNA has designated on-campus isolation areas for persons residing in Housing and Residence Life residence halls or apartments who do not have accommodations elsewhere. UNA will provide transportation for students with COVID-19 or suspected COVID-19 who require assistance to a healthcare facility. Those residing off campus will be referred to public health.

Student informs a UNA employee that the student has COVID-19

- Employee should tell student to contact Health Services at 256-765-4328.
- Employee should inform Health Services that the student shared the information by calling 256-765-4328 or emailing healthservices@una.edu.

Positive COVID-19 case

- UNA follows the ADPH and CDC guidance in positive case response.
- Only individuals who were in contact with a person who had a positive result for more than 15 minutes and at less than 6-feet distance would be at risk.
- If an employee or student were reported as having been in contact with a positive case, the employee or student would be notified and asked to isolate for 14 days from point of contact.
- If an employee or student tests positive for COVID-19, the individual will need to remain at home and contact Health Services at 256-765-4328 to report the result. The individual will need to contact Health Services for clearance before returning to campus.
- If a student lives on campus and has no home to return to, UNA has protocols in place to isolate the student in a separate location to mitigate community spread.
- If an employee or student has not been contacted, their risk is minimal.
- Cloth face coverings and/or mask are required when 6-feet physical distancing is not maintainable.

CALENDAR PLAN OF ACTION

Date	Action	Notes/Key Considerations
May	Facilities Administration and Planning prepares for employees to return to UNA <i>*Note: I-Service Desk is only accessible on campus.</i>	<ul style="list-style-type: none"> • Flush water supply systems and sanitize buildings. • Evaluate heating, ventilation, and air conditional (HVAC) systems. • Inspect building accessibility and lighting fixtures. • Hand sanitizer and face coverings provided to employees. • Campus only open from sunrise to sundown. • Inspect and alert Facilities via I-Service Desk* with any items not addressed in preparation of physical campus or any discovered health and safety issue.
May/June/July	Faculty and staff transition back to campus.* <i>*If an employee is unable to return to the workplace for any of the FFCRA-protected reasons listed below, he or she may be eligible for FFCRA leave. To submit an FFCRA Leave Request Form, please click here and follow the two-step process.</i>	<ul style="list-style-type: none"> • Alabama's State Orders issued by the Governor • COVID-19 Self-Screening Assessment for employees working on campus • COVID-19 safety educational signage created by University Communications and Marketing. • Hand sanitizer and face coverings for employees. • Cancellation of all on-campus and/or University-sponsored camps for June and July 2020.
June	Evaluate physical distancing plans of actions for classroom spaces so faculty may determine which modality they want to execute.	<ul style="list-style-type: none"> • Faculty survey facilitated by CRTF team.
July	Depending on state and federal guidance, a limited number of students may return to campus (as approved by the appropriate divisional leader) for specific academic functions or athletic training.	<ul style="list-style-type: none"> • Specific requests for students' return to campus related to Housing should be directed to Housing and Residence Life. • Limited number of athletes will arrive on campus July 6. • Mane Market will continue providing services to support students living in the residence hall for summer housing.
July 31	Hybridized Commencement	
August	Housing move-in will resume with a staggered plan of action.	
August 1	Hybridized Commencement	
August 19	Fall 2020 classes begin.	
September 7	UNA closed for Labor Day.	
October 2-4	UNA closed for Fall Break.	
November 25-29	UNA closed for Thanksgiving holidays.	
November 30	UNA will resume classes via remote learning. No face-to-face instruction for the remainder of the semester. The academic term will remain in place as scheduled; however, faculty have the flexibility to schedule content, assignments, and exams to coincide with the virtual format after the Thanksgiving holiday (e.g., scheduling exams and assignments before Thanksgiving, if needed).	<ul style="list-style-type: none"> • University Housing will remain open to serve the students that elect to remain on campus. • Contracted food services will be tailored to accommodate needs as they are known. • Faculty, staff, and student support services will maintain business as usual. • The University will monitor conditions and announce a plan for Winter Commencement by October 31, 2020.
December 4-9	Semester examinations.	<ul style="list-style-type: none"> • Exams will be conducted remotely.

CAMPUS OPERATIONAL NORMS FOR FALL 2020

The following normative behaviors, actions, and strategies have been established to apply across the UNA community. We ask that all students, employees, and visitors abide by these operational norms.

Physical Distancing

Based on CDC guidelines, the definition of Physical Distancing regarding COVID-19 is a minimum physical distance of six feet in all directions. If you cannot maintain six feet physical distance, you are required to wear a cloth face covering over the nose and mouth.

Cloth Face Coverings

Appropriate cloth face coverings should cover both the nose and mouth. CDC guidelines about cloth face coverings can be found [here](#). Cloth face coverings are required:

- At all times when in public areas or shared spaces within buildings, including hallways and classrooms, where physical distancing of six feet cannot be maintained;
- Outdoors, when near others, and when physical distancing of at least six feet cannot be maintained (e.g. course transition times);
- In classrooms, when physical distancing of at least six feet is not maintainable, faculty and students are required to wear cloth face coverings or masks, reasonable accommodations will be made for those who are unable to meet this requirement; and
- By employees when physical distancing of at least six feet cannot be maintained. Reasonable accommodations will be made for those who are unable to meet this requirement.

There are situations when a cloth face covering is not required or does not have to be worn because of the type of activity or factors related to the environment. Examples include:

- While eating or drinking;
- While in your room/apartment with assigned roommates;
- Performing physical exertion, such as manual labor, running, and athletics training;
- Outdoors with more than six feet continuous separation between all people; and
- Other physical limitations or conditions that preclude an individual from wearing a cloth face covering.

Health checks

- All employees are required to undergo daily self-temperature checks at home before work and the [COVID-19 Self-Screening Assessment](#)
- Before students return to campus,
 1. All residential students will start the [COVID-19 Self-Screening Assessment](#) two weeks before their move-in. This will need to be completed daily.
 2. All commuter students will start the [COVID-19 Self-Screening Assessment](#) two weeks before physical arrival on campus. This will need to be completed daily.
 3. All international students start the [COVID-19 Self-Screening Assessment](#) two weeks before move-in and communicate with the Office of International Affairs (OIA). OIA will then communicate with Health Services. This will need to be completed daily.
- All students are required to take the [COVID-19 Self-Screening Assessment](#) and undergo daily self-temperature checks each morning before coming to campus or going to class.

CAMPUS OPERATIONAL NORMS FOR FALL 2020 (cont.)

Reconfiguration of areas on campus to limit capacity and maintain physical distancing

In all areas across University properties, and for University-led activities conducted off campus, provisions shall be made to limit the number of persons in a given area to comply with the six-foot physical distancing requirement. The following provides guidance on some common situations but should not be viewed as all-inclusive:

- Relocate or isolate chairs, benches, couches, or other seating, both inside buildings, outdoors, and in vehicles transporting students, to limit available seats;
- Temporarily close potential gathering spaces, excluding entrance lobbies or other building access points, to discourage people from congregating. If the area is part of the travel path to an exit, approval must be obtained from Facilities before installation of any barriers;
- Reconfigure classrooms, laboratories, and other teaching/learning spaces to promote physical distancing; and
- Reduce occupancy of dining, retail, and event spaces to correspond to state guidelines.

Buses

- Buses will resume routes as planned.
- Occupancy will be reduced.
- Buses will be cleaned routinely during use while making sure passengers are appropriately distanced.

Dining Services

- All food stations in Mane Market will be served by dining services staff versus self-service options.
- All seating areas will be minimized to promote physical distancing and maximize use of space. The number of guests at each location will be limited to meet ADPH, CDC, and federal/ state guidelines.
- Plexiglass and sneeze guards will be placed where needed.
- Sanitizing and disinfecting of high touch areas will occur continuously throughout operating hours.
- Mane Market will continue to support to-go orders.
- For residential students under self-isolation, dining services will work with housing staff to deliver meals.
- Pre-packaged boxes or bags will be provided at events for each attendee. Avoid sharing food and utensils.
- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.

Doorways

- If a classroom or office has two doors, consider one door as an entrance and one door as an exit.
- For high-traffic areas, consider leaving doors open.
- Request signage templates from University Print Shop.

CAMPUS OPERATIONAL NORMS FOR FALL 2020 (cont.)

Hallways

UNA community members are asked to walk to the right of the hallways to maintain one direction flow of traffic.

Students are encouraged to wait outside or in vehicles until close to class time to prevent hallway congestion in between classes. If students must wait in hallways and cannot maintain six feet physical distancing, face cloth coverings are required.

For Departments that oversee buildings:

- Designate pathways in hallways for people to walk certain directions. Require that all individuals walk to the right of hallway to keep one directional path in hallways on either side of hallway.
- Identify entrances and exits to building to potentially create paths for students and employees to follow.

Elevators

UNA community members are asked to follow these guidelines:

- Try to limit elevator usage unless necessary.
- Try to limit elevator use to one person at a time.
- Face cloth coverings must be worn when two or more people are in an elevator.
- Be aware that elevator buttons are high use surfaces. Sanitizing wipes will be placed outside elevator doors for individuals to use before pushing buttons.
- Signage should not be put directly on elevator doors, but either side of the opening to prevent damage.

Stairways

For Departments that oversee buildings:

- Consider making stairways one directional to minimize traffic, except during an emergency, and ensure directions are indicated on the walls or floors.
- Post directional signage and signage for six-foot spacing for common areas and classrooms to assist with this process.
- Request signage templates from University Print Shop.

Meetings, gatherings, and events

Recommend hybridization or cancellation of fall 2020 events and gatherings that cannot meet the recommended physical distancing and/or health guidelines outlined in this COVID-19 Recovery Guidance Plan.

- Prioritized criteria will be used for consideration in planning meetings, gatherings, and events:
 - a. Student consideration of needs for services
 - b. Internal services and events
 - c. External services and events

CAMPUS OPERATIONAL NORMS FOR FALL 2020 (cont.)

- All meetings should be virtual, if possible.
- No events or gatherings should occur that do not meet ADPH and CDC guidelines.
- Considerations for events, should they need to take place:
 - a. A sanitizing process for the facility must occur in between events.
 - b. Implement a sign-up process for the event to plan population.
 - c. Sanitizer will be available to participants at all times.
 - d. Possible use of temporal thermometers for events.
- Consider 50 percent or less occupancy space to ensure six-feet physical distancing; when physical distancing is not possible, a cloth face covering is required.
- The University will monitor conditions and announce a plan for Winter Commencement by October 31, 2020.

Signage

Departments and Offices may obtain signage and marketing material templates through University Print Shop. Signage includes:

- Healthy hygiene and hand washing marketing materials.
- Directional signage for hallways and stairwells.
- Signage for elevators to indicate coverings must be worn when two or more people are in an elevator.
- Marketing materials around six-feet physical distancing and encourage cloth face coverings.
- "Leo" and "Una" mascot signs that mark off seats, desks, and spaces that are not to be used.
- One-way entrance and exit signage.
- Signage for offices and spaces where six-feet of physical distancing cannot be maintained to warn people entering. (e.g. – STOP – call 256-765-xxxx before entering. A cloth face covering is required to enter this space.)

Travel

- Suspend all non-essential travel.
- Essential travel may be approved through the appropriate Vice Presidents and/or designee.
- University-sponsored student travel should not be allowed.
- This travel limitation will apply to fall 2020 semester. Travel for spring 2021 will be decided by October 31, 2020.

Cleaning and disinfection by area type

Operational requirements dictate minimum prescribed measures for cleaning and disinfecting areas to reduce the potential for spreading COVID-19. The following provides the recommended actions for common categories of spaces:

- Private offices and other individually assigned workspaces. Environmental Service Specialists will remove waste and vacuum floors on 2nd or 3rd shifts. Employees are asked to assist with cleaning and disinfection of private offices and individually assigned workspaces. Cleaning and disinfecting supplies

CAMPUS OPERATIONAL NORMS FOR FALL 2020 (cont.)

may be requested and will be provided to departments through Facilities Administration and Planning to aid in completing basic cleaning and disinfection of surfaces. It is recommended to use only the disinfectants supplied by Facilities to ensure the proper dilution; however, common household cleaners that will be allowed are:

- a. Clorox Disinfecting Wipes
 - b. Lysol Disinfecting Wipes
 - c. Clorox Multi-Surface Spray
- **Public operational spaces.** In all buildings serviced by the Department of Facilities Administration and Planning, Environmental Service Specialists will focus on frequent cleaning and disinfecting of common areas and limit the frequency of office cleaning to once per week on 2nd or 3rd shifts for the purpose of removing waste and vacuuming floors. Cleaning and disinfecting surfaces will be according to [CDC recommended guidelines](#).
 - **Residence halls.** Housing and Residence Life will develop and communicate an operational plan for the cleaning and disinfection of all common areas of University housing.
 - **Retail operations.** Retail operations, such as the UNA Bookstore and Dining Services, will develop a plan to assure cleaning and disinfection of equipment, supplies, and if applicable, merchandise. These plans must be in place before the resumption of public access to retail operations.
 - **Other areas not specified.** Operational areas not specified in this document that have regular occupancy will follow the guidance for Public Operational Spaces. Specific questions or concerns about cleaning and disinfection procedures and practices should be directed to the Department of Environmental Health and Safety.

Cleaning and Disinfecting Protocols

- Follow guidelines recommended by the [CDC Guidelines for Cleaning and Disinfecting](#) for proper use of materials and safety precautions.
- Cleaning materials used should be a product that is listed on the [EPA's List N](#) that is approved to kill SARS-CoV-2, the virus that causes COVID-19. Manufacturers' recommendations should be followed closely for dwell time and safety precautions taken.
- It is recommended to use only the disinfectants supplied by Facilities to ensure the proper dilution; however, common household cleaners that will be allowed are:
 - a. Clorox Disinfecting Wipes
 - b. Lysol Disinfecting Wipes
 - c. Clorox Multi-Surface Spray
- Communicate with the [Department of Environmental Health and Safety](#) for approval to use any cleaner or disinfectant not listed above.
- Ensure hand sanitizer is placed in accessible locations.
- Promote frequent hand-washing.

Contracted Services

All current and planned contracted services (outside companies) will be required to submit their plan to adhere to CDC recommended guidelines and [OSHA Covid-19 Guidance for the Construction Workforce](#).

ACADEMICS AND COURSE DELIVERY

Strategies for Returning to In-Person Instruction

Transitioning large classes, or classes with capacity of more than 40 students

Academic Affairs has identified 84 in-person courses with a capacity of 40 or more students per section for fall 2020 by college/department. The CRTF recommends that Deans/Department Chairs work with faculty teaching those courses to:

- Determine feasibility of transitioning to remote instruction if physical distancing is not possible.
- If a course cannot be transitioned to remote modality, faculty in consultation with department chairs, consider alternative modes of instruction.
- If neither #1 nor #2 are feasible, chairs and deans work with Academic Affairs to explore possible relocation to spaces not traditionally reserved for academic use.

Timeline

June 30: Deans/Department Chairs work with faculty to complete hybridization plans and communicate with Academic Affairs for coordination with Student Affairs/ETS/IT/Facilities regarding specific needs.

July 15: Registrar's Office notify students of any changes to modality, meeting time, location, etc. since registration.

Transitioning classes of fewer than 40 students

Many classes with a capacity of fewer than 40 students may still take place in classrooms where physical distancing is not feasible. The committee recommends Deans and Department Chairs work with faculty and coordinate a plan from each instructor to make adjustments to their classes to maximize physical distancing. These options may include:

Option 1: Moving the course to a larger space, including locations not traditionally reserved for academic use.

Option 2: Reducing the number of students attending class at each scheduled class meeting time by:

- a. Dividing class into groups and utilizing Zoom or similar technology to deliver instruction, alternating which group receives in-person instruction;
- b. Providing live-stream access to face-to-face delivery to provide a synchronous experience for students engaging remotely ([see Hy-Flex model](#));
- c. Recording synchronous course sessions and allowing asynchronous participation via Canvas; and
- d. Employing other methods as deemed appropriate to maximize opportunities for engagement of all students.

ACADEMICS AND COURSE DELIVERY (cont.)

Physical distancing in the classroom

- In addition to the expectation of cloth face coverings in the classrooms as outlined in Fall 2020 Campus Operational Norms, seating arrangements should, when possible, spread students throughout the classroom by either (1) leaving empty desks between students, (2) physically moving desks farther apart, or (3) reducing the number of students seated at a single table.
- Maintain physical distancing protocols of a minimum of six-feet and reduce room occupancy in the classroom or physical location of meeting space at any time.
- If the classroom is not conducive to employing this strategy, faculty, in consultation with Department Chairs, should consider hybridization or relocation tactics as outlined above.

End in-person instruction and move to online/remote learning

- **Friday, November 22** – Last day for in-person instruction.
- **Wednesday, November 23 through Sunday, November 29** – Thanksgiving Break observed.
- **Monday, November 30** – Course instruction and assessment shift to online/remote delivery for the remainder of fall 2020 semester.

Virtual office hours

Because faculty offices are often smaller spaces with limited circulation or opportunities for physical distancing with guests, faculty may have virtual office hours and employ other strategies for in-person meetings that promote physical distancing.

Signage may be requested through University Print Shop for offices and spaces where six-feet of physical distancing cannot be maintained to warn people entering. (e.g. – STOP – call 256-765-xxxx before entering. A cloth face covering is required to enter this space.)

Classroom

Environmental Services Specialists will continue the routine cleaning and disinfecting of academic classrooms.

Additionally, cleaning materials will be provided in the classrooms and available for their use. Each faculty and student should wipe down his or her own spaces upon arriving and before exiting the classes, and make sure the materials are discarded in the trash cans.

Consider keeping classroom doors open at all times as door handles are high-traffic objects leading to possible microbe transmission.

If a classroom or lab has sufficient space or designated storage areas, consider having items and objects that are not required for class stored in an area where they cannot contribute to the transmission of microbes.

Consider removing absorbent surfaces from the classroom to allow for easy disinfection of surfaces.

Computer labs

- When evaluating computer lab spacing, IT should be included in the discussion.

ACADEMICS AND COURSE DELIVERY (cont.)

Guidelines and instructions to consider including in your syllabi

1. Please follow physical distancing guidelines, and remain at least six-feet from others as much as possible while in the classroom. Cloth face coverings are required and must be worn during class to minimize virus transmission.
2. It is recommended that there be no eating at any time to avoid all finger/hand-to-mouth contact, unless approved in advance by the instructor (e.g. a diabetic student might require food items).
3. Wash or sanitize hands before campus activities. Students and instructors will wipe down their immediate areas with cleaning wipes before class and after you leave for the day. After campus activities, be sure to wash or sanitize your hands. You may wash or sanitize your hands at any time during the class if you think you may have contaminated them, and you may wipe any surfaces or equipment with cleaning wipes immediately if you suspect contamination (e.g. if you cough into your hands and touch a surface or experience an uncovered sneeze).
4. To prevent contamination of personal belongings, such as books, coats, backpacks, etc., please place them in a designated area, if available.
5. Because of the transmissible nature of microbes, cell phones should remain in your pocket or backpack. Laptops and tablets should be considered contaminated after use in class and disinfected afterward.
6. Any objects or papers on the floor at the end of the class period are to be picked up and discarded in the wastebasket.
7. Follow all directions given by the instructor. Bring any safety concerns to the attention of the instructor immediately.

The information provided above was compiled from the COVID-19 Faculty Survey.

Additional Academic Considerations

In addition to the strategies listed above, faculty with an underlying health condition or who are otherwise members of populations that may be particularly vulnerable to the effects of COVID-19 may request an accommodation by contacting their department head or UNA Human Resources.

Each area of the University needs to develop plans on how to transition face-to-face classes to remote format should COVID-19 cases rapidly increase in the community. Faculty are advised to develop online/remote learning contingency plans that could be implemented should one the following scenarios arise:

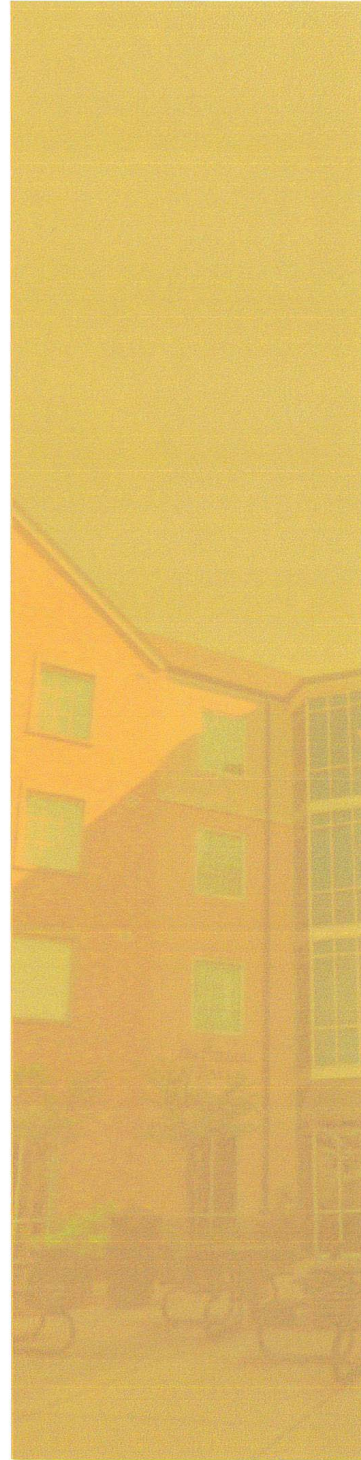
- Federal or state guidelines/recommendations shift downward the maximum size of gatherings or academic activities;
- An outbreak on campus necessitates a temporary break or a mid-semester shift;
- Individual courses experience a significant number of cases, and, upon the recommendations of ADPH and CDC, faculty are asked to transition some courses to remote delivery;
- Faculty become ill and are unable to complete the course;
- Department Chairs work with faculty to utilize virtual office hours and other strategies for in-person meetings to promote physical distancing; and
- Deans/Department Chairs may give faculty a choice of teaching style and work with those faculty who have underlying health conditions or may otherwise be vulnerable to the effects of COVID-19.

STUDENT EXPERIENCE AND ENGAGEMENT

UNA is committed to creating a variety of out-of-classroom experiences where students can make meaningful connections with peers, develop leadership skills, and become engaged as active citizens. This is accomplished by delivering quality, effective student services while providing them the best support to achieve personal and academic success.

General operating procedures for programmatic initiatives

- All events or gatherings must meet the ADPH and CDC guidelines, along with this Guidance Plan. Participants will adhere to physical distancing, sanitizing, hygiene, and self-screening. Events that cannot meet the guidelines should be hybridized or canceled.
- In-person programming will be restricted to the number of individuals advisable by the ADPH and CDC, which may change during the semester.
- Key programs may need to be repeated to accommodate student and stakeholder demand.
- In the event of a program with a speaker or artist, employees will consider broadcasting online, if possible, and/or the use of overflow room locations to ensure the physical distancing protocol.
- University staff will limit room reservations of on-campus spaces to reduce density. Students reserving space will work with employees to create and execute a plan to disinfect buildings and programming spaces after each student event. Consider 50 percent or less occupancy space to ensure six-foot physical distancing, and if physical distancing is not possible, a cloth face covering is required.
- All meetings should be virtual, if possible.
- In-person attendance at all student events (including student organizations, clubs, fraternity and sorority events, etc.) will be limited. Events should be individually evaluated to determine if it can be offered virtually or through a combination of in-person and virtual modalities. Fall 2020 Campus Operational Norms (pages 8-12 of this guide) should be applied to the activities of all registered student organizations regardless of the event/activity location.
- Considerations for events, should they need to take place:
 - a. A sanitizing process for the facility must occur in between events.
 - b. Implement a sign-up process for the event to plan population.
 - c. Sanitizer will be available to participants at all times.
 - d. Possible use of temporal thermometers for events.
 - e. Marketing of the event should include the requirement of a cloth face covering.





STUDENT EXPERIENCE AND ENGAGEMENT (cont.)

- Cloth face coverings are required when six-feet physical distancing is not maintainable.
- Students are encouraged to adopt the University Values Statement outlined in the [Student Handbook](#) when engaging with others in public campus spaces.

Housing Considerations

- Residence halls are projected to open at full capacity with two residents/room. Contingency plans may reduce housing occupancy in traditional halls to one person per room.
- Residents will complete a roommate agreement in which they are able to share concerns and agree upon conditions related to COVID-19; they will be considered as members of the same household.
- Visitation will be limited in university housing to residential students only to mitigate potential exposure.
- Outside vendors and contractors must follow university safety guidelines within university housing.
- All residential students will start the [COVID-19 Self-Screening Assessment](#) two weeks before their move-in date.
- Housing and Residence Life will stagger the move-in process to reduce congestion in university housing and promote physical distancing. HRL staff will determine and distribute the check-in process, utilization of volunteers, and logistical operations. Other move-in procedures will be determined in conjunction with University Health Services.
- Residents will arrive within a pre-scheduled timeframe which allows the university to implement physical distancing guidelines and safety methods, such as temperature checks and the monitoring of individuals who fall into high-risk categories.
- Students will be isolated or quarantined based on the recommendations of the ADPH, CDC, and University Health Services.
- Should a residential student be in self-isolation, Dining Services will work with Housing and Residence Life to deliver meals to the student.
- Additional guidance and information pertaining to the fall 2020 semester will be distributed by [Housing and Residence Life](#).

ATHLETICS

The University of North Alabama strives to provide a safe environment for student athletes, coaches, staff, and administrators. During the extended break because of the COVID-19 outbreak, the University of North Alabama, in agreement with best practices, has implemented [this guide](#) for the Athletic Department to keep students and staff safe [upon their return to campus](#).



CONCLUSION

The CRTF was appointed by the President in the spring of 2020 to evaluate actions needed to resume campus operations, provide advice on necessary action steps and ensure that campus officials and shared governance leaders are informed of key findings and recommendations. This document shall serve as a guide for the University of North Alabama campus to maintain the health and safety of students, faculty, staff, and the community.





una.edu