# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Guiding Principles</td>
<td>4</td>
</tr>
<tr>
<td>Reporting Mechanisms and Procedures</td>
<td>5</td>
</tr>
<tr>
<td>Calendar of Events</td>
<td>7</td>
</tr>
<tr>
<td>Spring 2021 Campus Operational Norms</td>
<td>8</td>
</tr>
<tr>
<td>Academics and Course Delivery</td>
<td>14</td>
</tr>
<tr>
<td>Student Experience and Engagement</td>
<td>17</td>
</tr>
<tr>
<td>Athletics</td>
<td>19</td>
</tr>
<tr>
<td>Conclusion</td>
<td>27</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Office, Academic Department, or Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Kimberly Greenway, CHAIR</td>
<td>Student Affairs</td>
</tr>
<tr>
<td>Ms. Bliss Adkison</td>
<td>Academic Affairs</td>
</tr>
<tr>
<td>Dr. Eric Becraft</td>
<td>Biology</td>
</tr>
<tr>
<td>Dr. Wayne Bergeron</td>
<td>Geography</td>
</tr>
<tr>
<td>Dr. Joy Borah</td>
<td>Academic Affairs</td>
</tr>
<tr>
<td>Ms. Susan Breer</td>
<td>Chartwells Campus Food Service</td>
</tr>
<tr>
<td>Ms. Sheena Burgreen</td>
<td>University Health Services</td>
</tr>
<tr>
<td>Ms. Cindy Conlon</td>
<td>Business and Financial Affairs</td>
</tr>
<tr>
<td>Ms. Teresa Dawson</td>
<td>Health and Well-Being</td>
</tr>
<tr>
<td>Ms. Michelle Eubanks</td>
<td>University Communications and Marketing</td>
</tr>
<tr>
<td>Ms. Amber Fite-Morgan</td>
<td>General Counsel</td>
</tr>
<tr>
<td>Mr. Kevin Hudson</td>
<td>Facilities Administration and Planning</td>
</tr>
<tr>
<td>Mr. Ethan Humphres</td>
<td>Information Technology Services</td>
</tr>
<tr>
<td>Mr. Les Jackson</td>
<td>University Police</td>
</tr>
<tr>
<td>Dr. Tammy Jacques</td>
<td>Student Affairs</td>
</tr>
<tr>
<td>Ms. Shauna James</td>
<td>Student Financial Aid</td>
</tr>
<tr>
<td>Mr. Bret Jennings</td>
<td>Student Affairs Auxiliary Services</td>
</tr>
<tr>
<td>Dr. Lauren Killen</td>
<td>Kinesiology</td>
</tr>
<tr>
<td>Dr. Tera Kirkman</td>
<td>Nursing and Health Professions</td>
</tr>
<tr>
<td>Dr. Keith Malone</td>
<td>Economics</td>
</tr>
<tr>
<td>Mr. Ron Patterson</td>
<td>Diversity, Equity, and Inclusion</td>
</tr>
<tr>
<td>Mr. Josh Penny</td>
<td>Athletics</td>
</tr>
<tr>
<td>Ms. Jennifer Sutton</td>
<td>Housing and Residence Life</td>
</tr>
<tr>
<td>Ms. Julie Taylor</td>
<td>Admissions</td>
</tr>
<tr>
<td>Ms. Catherine White</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Ms. Melissa Williams</td>
<td>Business and Financial Affairs</td>
</tr>
<tr>
<td>Dr. Chunsheng Zhang</td>
<td>International Affairs</td>
</tr>
<tr>
<td>Ms. Angela Zwissler</td>
<td>Facilities Administration and Planning</td>
</tr>
</tbody>
</table>
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 Cleaning and Disinfecting Public Spaces, Workplaces, Businesses Schools and Homes](https://www.cdc.gov/coronavirus/2019-ncov/community/worksites.html)
- [Alabama Department of Public Health](https://www.dph.alsate.state.al.us/)
- [OSHA Guidance on Preparing Workplaces for COVID-19](https://www.osha.gov/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 spring 2021 (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 community is critical. As the situation continues to evolve and additional strategies or considerations are developed, ongoing and frequent communication remains a priority.

While the recommendations put forth by the COVID-19 Recovery Task Force are made using the best-available guidance and data, the nature of this public health crisis requires ongoing evaluation and adjustments. While the COVID-19 Recovery Guidance Plan is presented to address a return to in-person instruction and activities, modified practices and instructional strategies may be necessary until the COVID-19 pandemic no longer requires a response.
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 quarantine, isolation, food distribution, access to medical and mental health services, 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 utilizing an online reporting tool or by calling 256-765-4328.

A standardized reporting process assures that appropriate information is requested and gathered. All data gathered will be confidential and comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
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 quarantine or isolate individuals will be implemented. The CDC provides the following definitions related to isolation and quarantine:

- **Quarantine** is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.
- **Isolation** is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

### 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 completing the online reporting form found on the Health Services webpage.

### 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 within 24 hours and at less than six-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 (or 256-765-5000 after hours) to report the result. The individual will need to contact Health Services for clearance before returning to campus.
- Individuals who are quarantined or isolated will be required to continue their UNA Healthcheck screenings to monitor symptoms. Should symptoms occur, University Health Services is available for phone calls or telehealth appointments during the quarantine or isolation period.
- Any individual who is placed in quarantine or isolation for COVID-19 must contact University Health Services to receive clearance before they return to campus. If a personal physician says it’s appropriate to return to campus, you must still contact University Health Services, as it is the only entity that can approve a return to campus.

### Students living on campus
- Students who become exposed to or contract COVID-19 while living on campus will need to plan to recover and isolate at home or a location off campus. This is necessary to mitigate the risk of spreading the disease to others on campus.
- Residential students occupying a shared space are considered a “family unit” and, as such, may be quarantined in cases of possible secondary exposure.
- Housing and Residence Life has designated a limited number of on-campus isolation areas for residential students with documented hardships that prevent them from isolating off campus.
## CALENDAR OF EVENTS

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Notes/Key Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>November and December</td>
<td>In preparation for spring semester</td>
<td>• Evaluate heating, ventilation, and air conditioning (HVAC) systems&lt;br&gt;  ◦ Inspect return filtration at air handlers, review maintenance logs, and replace filters as necessary.&lt;br&gt;  ◦ Monitor supply air/return air temperatures in spaces along with humidity.&lt;br&gt;  ◦ Inspect steam supply system as we enter heating season.&lt;br&gt;  ◦ Modify HVAC controls to return set points from unoccupied mode (energy savings) to occupied mode by Jan. 4, 2021.  &lt;br&gt;  ◦ Inspect cleaning wipes in classrooms and prepare supply for spring semester.&lt;br&gt;  ◦ Inspect hand sanitizer supply.&lt;br&gt;  ◦ Continue to clean and disinfect highly touched surfaces daily.&lt;br&gt;  ◦ Continue to fill faculty/staff requests for disinfectant spray.</td>
</tr>
<tr>
<td>January 6</td>
<td>Classes begin</td>
<td>• Inspect and alert Facilities via <a href="https://isevedesk.una.edu">iServiceDesk</a> with any items not addressed in preparation of physical campus or any discovered health and safety issue.</td>
</tr>
<tr>
<td>January 11</td>
<td>UNA Founders’ Day at noon</td>
<td></td>
</tr>
<tr>
<td>January 18</td>
<td>UNA closed for Martin Luther King Jr. Day</td>
<td></td>
</tr>
<tr>
<td>February 19-21</td>
<td>UNA closed for winter break</td>
<td></td>
</tr>
<tr>
<td>March 11</td>
<td>Light the Fountain at 6:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>March 22-28</td>
<td>UNA closed for spring break</td>
<td></td>
</tr>
<tr>
<td>April 2</td>
<td>UNA closed</td>
<td></td>
</tr>
<tr>
<td>April 27</td>
<td>University Awards Gala at 6:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>April 30-May 5</td>
<td>Final exams</td>
<td></td>
</tr>
<tr>
<td>May 7</td>
<td>Residence halls close at 6 p.m. (except graduating and summer hall students)</td>
<td></td>
</tr>
<tr>
<td>May 7-8</td>
<td>Commencement</td>
<td></td>
</tr>
<tr>
<td>May 10</td>
<td>Residence halls close at noon</td>
<td></td>
</tr>
</tbody>
</table>
CAMPUS OPERATIONAL NORMS FOR SPRING 2021

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.

Cloth Face Coverings

Appropriate cloth face coverings must cover both the nose and mouth and should not have any holes or valves. A face covering with a hole or valve allows droplets out of the mask, putting those nearby at risk. 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;
- Outdoors, while on UNA's campus*;
- In classrooms, students are required to wear cloth face coverings or masks. Reasonable accommodations will be made for those who are unable to meet this requirement;
- By employees when physical distancing of at least six feet cannot be maintained;
- While aboard any University transportation.

*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; and
- Other physical limitations or conditions that preclude an individual from wearing a cloth face covering.

Health checks

All students and employees are required to undergo daily self-temperature checks at home before coming to campus or going to class and should complete the daily UNA Healthcheck.

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-feet 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 to accommodate physical distancing.
- Buses will be cleaned routinely during use while making sure passengers are appropriately distanced.
- Cloth face coverings are required on buses.

Dining Services

- All food stations in Mane Market will be served by dining services staff verses 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 via the COVID-19 order form.

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, cloth face 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 the hallway to keep one directional path in hallways on either side of hallway.
- Identify entrances and exits to building to create potential 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.
- Cloth face coverings must be worn 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-feet physical distancing for common areas and classrooms to assist with this process.
- Request signage templates from University Print Shop using the request form.

Gatherings
The University recognizes that face-to-face gatherings increase the risk of exposure to COVID-19, but we also recognize that gathering with other individuals is often required for sufficient communication to occur between multiple parties or to satisfy certain basic human needs. Gatherings come in different forms, such as meetings, trainings, events, sports, and recreation activities. The following provides guidelines to minimize risk.

It is recommend to hybridize or cancel spring 2021 gatherings that cannot meet the recommended physical distancing and/or health guidelines outlined in this COVID-19 Recovery Guidance Plan.

The following criteria have been established to prioritize approval of gatherings and use of event space:
- Gatherings related to serving students’ needs, including academic gatherings, Recognized Student Organizations (RSOs), student support services, etc.
- Gatherings related to addressing internal University needs, such as required training, departmental meetings, etc.
- Gatherings on campus of external participants/constituents are not approved at this time. (Exceptions that include limited external participants may be approved by appropriate Vice Presidents or designee if gathering is related to either of the above, as long as guidance is followed—i.e., internal training by external vendor, student job fairs, etc.)

The following are protocol considerations to be used for gatherings:
• A sanitizing process for the facility must occur in between events.
• Implement a sign-up process for the event to plan population.
• Sanitizer will be available to participants at all times.
• Possible use of temporal thermometers for events.

**Capacity:** Consider 50 percent or less occupancy space to ensure six-feet physical distancing.

**Meetings**

• Most meetings should take place virtually.
• When hosting in-person meetings, the following must occur:
  a. Participants must wear cloth face coverings at all times in a shared space and maximize six-feet physical distancing.
  b. Meeting hosts should assure that only 50 percent of max seated capacity are admitted to a space and create access for participants to attend virtually, if they so choose.

**Trainings**

Practical learning often includes an element of training. Some training activities may require close interaction or physical presence for basic comprehension, ability development, or skill mastery to occur. Face coverings are required at all times. Every effort should be made to minimize the length of non-physically distanced interaction time.

Training that does not require closer interaction for basic comprehension, ability development, or skill mastery should follow the guidelines of meetings.

**Events**

• Participants must wear cloth face coverings at all times in a shared space and maximize six-feet physical distancing.
• Event hosts should assure that only 50 percent of maximum seated capacity are admitted to a space and create access for participants to attend virtually, if they so choose.
• The University will monitor conditions and announce a plan for Spring Commencement by April 1, 2021.

**Food Considerations for Events**

• Food at events should either be pre-packaged or served to guests. No self-serve stations are permitted. Recommendations include:
  ◦ Grab-and-go options for meals;
  ◦ Food items that are pre-packaged boxes or in bags;
  ◦ Food in carry-out plates with covers along with pre-packaged plasticware to reduce airborne illnesses from landing on food.
  ◦ Water bottles and canned drinks over cups. If this is not an option, encourage guests to bring their own drinks. Self-serve drinking stations are prohibited. Bulk-drinks (ex. 2-liter bottles, bulk drink dispensers,
etc.) are discouraged; however, if a common drink dispenser is used, designate one person to serve to guests. The server should wear gloves and a cloth face covering.

- University-sponsored events may provide plated meals served by a caterer, either Chartwells on campus or a third-party vendor, to ensure safety guidelines. For all other events, it is recommended to have professional servers prepare the food plates for guests. Use of disposable food service items (e.g., utensils, dishes) is preferred. 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.

- If buffet-style is served by members of a Department or a recognized student organization (RSO), the individuals must wear gloves and cloth face coverings. Individuals should wash their hands after removing their gloves or after directly handling used food service items. Home-produced food giveaways or sales (i.e. bake sales, cook-offs, etc.) are not permitted.

- Avoid sharing food and utensils, and consider the safety of individuals with food allergies.

- Hand sanitizer is required on any food service table.

### Signage
Departments and Offices may obtain signage and marketing material templates through University Print Shop via the [COVID-19 order form](#). Signage includes:
- Healthy hygiene and hand washing marketing materials.
- Directional signage for hallways and stairwells.
- Signage for elevators to indicate cloth face coverings must be worn.
- Marketing materials that concern six-feet physical distancing and encouraging 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
- University-sponsored international travel will remain canceled through May 31, 2021. Future international travel past May 31 will be determined by April 1, 2021.
- Domestic Study Away travel will be allowed subject to appropriate approvals by College Deans and with pre-approved health and safety guidance in place.
- Other travel may be approved through the appropriate Vice Presidents and/or designee.

### 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 SPRING 2021 (cont.)

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. When List N products are not available, an alternative product that has comparable ingredients may be used to sanitize 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, and
  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.
Strategies for Returning to In-Person Instruction

Academic Instruction

1. We anticipate class formats in the Spring 2021 semester to be similar or the same as class formats in the fall 2020 semester. Courses will follow similar modalities of instruction as practiced in the fall, such as in-person/synchronous, asynchronous, Hy-Flex, etc.

2. Deans and Department chairs will work with faculty in order to 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 the class into groups and utilizing Zoom or similar technology to deliver instruction, alternating which group receives in-person instruction;
     b. Providing livestream 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.

3. Department Chairs will notify students of any changes to modality, meeting time, location etc.

4. In addition to COVID-19 risk reduction strategies, the COVID-19 Symptom Checker must be completed before arriving on campus each day.

Physical distancing in the classroom

- In addition to the expectation of cloth face coverings in the classrooms as outlined in 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.

Academic Calendar

There will be no modification to the academic calendar for spring 2021. Key elements of the spring calendar include:
- January 6 – Classes begin
- March 22-29 – Spring break
- May 7-8 – Commencement
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.)

Classrooms and laboratories

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

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.

Canvas support and technical assistance

- Faculty, staff, and students who need help with passwords, email, Wi-Fi, PCs/Macs, classroom
technology, telephone, Portal, or Banner should contact helpdesk@una.edu, 256-765-4865, or ITS
Collier Library Helpdesk, Main Floor or visit www.una.edu/its

- Faculty, staff, and students who need help with Canvas and Canvas-related (Canvas Studio,
Respondus, Turnitin, Zoom, etc. in Canvas) should submit a support request in Canvas by going to
the Question Mark (?) Help Menu and selecting Report a Problem. Students may also visit https://
www.una.edu/its/canvas/index.html for answers to common support issues. You can also visit the
Canvas Student Support page.

- Faculty and staff ONLY who need help with course design, creating online classes, Zoom account
creation should contact ets@una.edu or visit Educational Technology Services. Please do not have
students use the ets@una.edu email address. Instead, have them use the Canvas Support route above.

- For technical assistance with internet connectivity, visit Information Technology (IT), or contact
helpdesk@una.edu, or call 256-765-4865.

- When evaluating computer lab spacing, IT should be included in the discussion.
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 in order 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 they leave for the day. After campus activities, hands should be washed and sanitized. 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. Students should follow all directions given by the instructor and 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 Chair or UNA Human Resources.

Each area of the University needs to develop plans to transition face-to-face classes to a remote format should COVID-19 cases rapidly increase in the community. Faculty are advised to develop online/remote learning contingency plans, including a modular approach such that required coursework can be delivered completely online should one of 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, both virtually and face-to-face, 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.
- All University or RSO gatherings (on- or off-campus) must require attendees to wear a cloth face covering. Cloth face coverings must be worn over mouth and nose.
- Establish a set up for your events to maintain six-feet physical distancing.
- In-person programming will be planned in formats that incorporate the CDC “Lowest Risk” and “More Risk” gathering guidelines. Those that are classified as “Highest Risk” are not permitted. See the CDC guidelines here.
- 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-feet 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 they can be offered virtually or through a combination of in-person and virtual modalities. Campus Operational Norms (pages 8-13 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.
- 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 “family unit.”
- Outside vendors and contractors must follow university safety guidelines within university housing.
- All residential students must complete the COVID-19 Self-Screening Assessment daily.
• Students will be isolated or quarantined based on the recommendations of the ADPH, CDC, and University Health Services.
• Should a residential student be in quarantine or self-isolation, Dining Services will work with Housing and Residence Life to deliver meals to the student.
• Additional guidance and information pertaining to the 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 COVID-19, the University of North Alabama, in agreement with best practices, has implemented this policy for the Athletic Department to keep students and staff safe upon their return to campus.

**PHASE I**

**Entering athletic buildings, social distancing, and hand sanitizing**
- Hand sanitizer should be available in hands-free automatic dispensers.
- Upon entering and exiting an athletic building, student-athletes will be required to use hand sanitizer.
- Student-athletes will be required to wear a cloth face covering if social distancing cannot be maintained.

**Athletic training room**
- All treatments will be by appointment only.
- Limited group sizes will be maintained in the athletic training room.
- Upon entering the training room, each student athlete will have their temperature taken with non-contact infrared thermometer and will be given a screening assessment.
- Any student athlete with a temperature greater than 100.4 will not be allowed to enter. These student athletes will be instructed to contact University Health Services.
- Minimizing touch should be a priority.
- Student athletes and staff should maintain social distancing (six feet between persons) during treatment.
- If social distancing cannot be achieved, both the student-athlete and staff member will be required to wear a mask.
- Drinking fountains will not be used.
- Modifying access to areas or equipment may be needed.
- Heating pads/towels will be used on a single-use basis.
- Aquatic therapy will not be available (cold/hot whirlpool).
- All items that the student-athlete used during their session will be cleaned thoroughly at the end of their session.

**Weight room**
- Limited group sizes will be maintained in the weight room. No more than two persons at a rack with no more than 25 student-athletes at one time.
- Upon entering the weight room, each student-athlete will have their temperature taken with non-contact infrared thermometer and will be given a screening assessment.
- If the student-athlete has been screened in the athletic training room before weights, they will not be required to be re-screened.
- Any student-athlete with a temperature greater than 100.4 will not be allowed to enter. These student-athletes will be instructed to contact University Health Services.
- Minimizing touch should be a priority.
- Student-athletes and staff should maintain social distancing (six feet between persons) during weights.
• Drinking fountains will not be used.
• Modifying access to areas or equipment may be needed.
• All items that the student-athlete used during their session will be cleaned thoroughly at the end of their session.

Cleaning of athletic training room and weight room
• Cleaning should take place frequently, no less than twice a day, with the focus on high-touch areas.
• Cleaning should include door knobs, restrooms, and stationary surfaces.
• Each treatment table/weight rack should be cleaned after each use.
• Weights and rehab equipment should be cleaned after each use.
• Cleaning supplies will include a long-acting virucidal, such as Whizzer and Clorox sprays.

Locker room/team rooms
• Limited group sizes are recommended in locker rooms.
• Changing and using restrooms is recommended.
• Congregating/hanging out in locker rooms is not recommended.
• Showering in locker rooms is not recommended.
• Locker rooms will be cleaned daily.

Reporting sickness
• Anyone who feels ill should report their symptoms immediately to their primary athletic trainer.
• The student-athlete or staff member will be referred to University Health Services for further evaluation.
• Student-athletes and staff should begin self-isolation if they are experiencing symptoms consistent with COVID-19.
• Student-athletes and staff members should report exposure to someone who has tested positive for COVID-19 and should self-isolate. Self-isolation may last two weeks.
• Self-isolated student-athletes may need access to campus services, (e.g., food and health care). University Health Services will coordinate the use of these services for the student-athlete.

Evaluation and treatment of illnesses
• Student-athletes and staff members who experience symptoms consistent with COVID-19 will be referred to Health Services.
• University Health Services will refer the student-athlete or staff member to a COVID-19 testing site.
• Individuals who test positive for COVID-19 will need to begin self-isolation.
• Health status should be monitored daily by their primary athletic trainer and should be documented. Self-isolation may last two weeks.
• Self-isolated student-athletes may need access to campus services, (e.g., food and health care). University Health Services will coordinate the use of these services for the student-athlete.

Testing
• Testing for COVID-19 should be performed to help identify asymptomatic or mildly symptomatic student-athlete and staff.
• It is recommended that testing be performed often (weekly, before competition, before travel).
PHASE II

Entering Athletic Buildings, Social Distancing, and Hand Sanitizing

- Hand sanitizer should be available in hands-free automatic dispensers.
- Upon entering and exiting an athletic building, student-athletes and athletic department staff will be required to use hand sanitizer.
- Athletic department staff members will be required to wear a mask while outside of their office, in common areas, or if six feet social distancing cannot be maintained.
- Student-athletes will be encouraged to wear a mask in common areas or if six feet social distancing cannot be maintained.

Athletic Training Room

- All treatments will be by appointment only.
- Limited group sizes will be maintained in the athletic training room.
- Upon entering the training room, each student-athlete will have their temperature taken with non-contact infrared thermometer and will be given a screening assessment.
- Any student-athlete with a temperature greater than 100.4 will not be allowed to enter. These student-athletes will be instructed to contact University University Health Services.
- Minimizing touch should be a priority.
- Student-athletes and staff should maintain social distancing (six feet between persons) during treatment.
- If social distancing cannot be achieved, both the student-athlete and staff member will be required to wear a mask.
- Modifying access to areas or equipment may be needed.
- Heating pads/towels will be used on a single-use basis.
- Aquatic therapy (cold/hot whirlpool) will be available when deemed necessary by supervising athletic trainer.
- All items that the student-athlete used during their session will be cleaned thoroughly at the end of their session.

Weight Room

- Limited group sizes will be maintained in the weight room. No more than two persons at a rack with no more than 24 student-athletes at one time.
- Upon entering the weight room, each student-athlete will have their temperature taken with non-contact infrared thermometer and will be given a screening assessment.
- If the student-athlete has been screened in the athletic training room prior to weights, they will not be required to be re-screened.
- Any student-athlete with a temperature greater than 100.4 will not be allowed to enter. These student-athletes will be instructed to contact University Health Services.
- Minimizing touch should be a priority.
- Student athletes and staff should maintain social distancing (six feet between persons) during weights.
- While spotting, a mask is required.
- Drinking fountains will not be used.
- Modifying access to areas or equipment may be needed.
- All items that the student-athlete used during their session will be cleaned thoroughly at the end of their session.
Cleaning of Athletic Training Room and Weight Room

- Cleaning should take place frequently, no less than twice a day, with the focus on high-touch areas.
- Cleaning should include door knobs, restrooms, and stationary surfaces.
- Each treatment table/weight rack should be cleaned after each use.
- Weights and rehab equipment should be cleaned after each use.
- Cleaning supplies will include a long-acting viridical such as Whizzer and Clorox sprays.
- Each area of use will be cleansed with an industrial strength surface sanitizer at the end of each day.

Locker Rooms/Team Rooms

- Six feet social distancing will be required
- If six feet social distancing cannot be maintained, a mask is required.
- Congregating/hanging out in locker rooms is not recommended.
- Showering is strongly recommended before departing locker room.
- Sharing of towels is prohibited.
- Locker rooms will be cleaned daily with an industrial strength surface sanitizer

Reporting Sickness

- Anyone who feels ill should report their symptoms immediately to their primary athletic trainer.
- The student-athlete or staff member will be referred to University Health Services for further evaluation.
- Student athletes and staff should begin self-isolation if they are experiencing symptoms consistent with COVID-19.
- Student athletes and staff members should report exposure to someone who has tested positive for COVID-19 and should self-isolate. Length of self-isolation will be determined by health services.
- Self-isolated student-athletes may need access to campus services, (e.g., food and health care). University Health Services will coordinate the use of these services for the student-athlete.

Evaluation and Treatment of Illnesses

- Student athletes will be required to fill out a screening form daily through the ARMS software 14 days before arriving on campus.
- Once on campus, student-athletes will be required to fill out a screening form through the ARMS software by noon each day.
- If team activity takes place before noon, form must be completed one hour before team activity.
- Temperature checks will take place before team activity.
- Student-athletes and staff members who experience symptoms consistent with COVID-19 are referred to University Health Services.
- University Health Services will refer the student-athlete or staff member to a COVID-19 testing site.
- Individuals who test positive for COVID-19 will need to begin a 14-day self-isolation process.
- After the 14-day self-isolation process, individuals will report to health services to determine clearance for return to activity.
- Self-isolated student-athletes may need access to campus services, (e.g., food and health care). University Health Services will coordinate the use of these services for the student-athlete.

Testing

- Testing strategies are designed to be directed toward student-athletes and athletics personnel who have regular, close contact with student-athletes. This group of individuals is considered Tier 1, which is the highest exposure tier. Following is a summary explanation of Tier 1, Tier 2 and Tier 3
risk categories, which is based on information in a recently published scientific article:

- **Tier 1** — This is the highest exposure tier and consists of individuals for whom physical distancing and face coverings are not possible or effective during athletic training or competition. Examples of relevant individuals include student-athletes, coaches, athletic trainers, physical therapists, medical staff, equipment staff, and officials.

- **Tier 2** — This is a moderate exposure tier and consists of individuals who come into close contact with Tier 1 individuals but can reasonably maintain physical distance and use face coverings. Examples of relevant individuals include certain team staff (for example, executives) and certain operational staff (for example, security, event staff, and league staff).

- **Tier 3** — This is the lowest exposure tier and includes individuals who provide event services but do not come into close contact with Tier 1 individuals (and should this occur, would be reclassified into Tier 2). Examples of relevant individuals include certain operational staff (for example, housekeeping, catering, sanitation, and transportation) and media or broadcast workers.

### Low transmission risk sports
**Cross Country, Golf, Tennis, Beach Volleyball**
- Testing performed in conjunction with a school plan for all students, plus additional testing for symptomatic and high infection risk individuals as warranted.
- If travel cannot take place with physical distancing and masking, then PCR testing within three days before travel departure, or antigen/rapid PCR testing within one day before travel for away competitions.

### Intermediate transmission risk sports
**Baseball, Soccer, Softball**
- Out-of-season athletics activities — Testing performed in conjunction with a school plan for all students, plus additional testing for symptomatic and high infection risk individuals as warranted.
- In season — Surveillance PCR or antigen testing, for example, 25-50 percent of athletes and Tier 1 nonathlete personnel every one to two weeks if physical distancing, masking, and other protective features are not maintained, plus additional testing for symptomatic and high infection risk individuals as warranted.
- If travel cannot take place with physical distancing and masking, then PCR testing within three days before travel departure, or antigen/rapid PCR testing within one day before travel for away competitions.

### High transmission risk sports
**Basketball, Football, Indoor Volleyball**
- Out-of-season athletics activities — Surveillance PCR testing, for example, 25-50 percent of athletes and Tier 1 nonathlete personnel every one to two weeks if physical distancing, masking, and other protective features are not maintained, plus additional testing for symptomatic and high infection risk individuals as warranted.
- Preseason — Testing of athletes and Tier 1 nonathlete personnel once weekly by PCR testing, or three times weekly by antigen testing.
- Regular and postseason, outdoor sports — Testing of athletes and Tier 1 nonathlete personnel once weekly by PCR testing (within three days before the competition), or three times weekly by antigen/rapid PCR testing.
  - If travel cannot take place with physical distancing and masking, then PCR testing within three days before travel departure, or antigen/rapid PCR testing within one day before travel for away competitions.
• Regular and postseason, indoor sports — Testing (PCR/antigen/rapid PCR testing) of athletes and Tier 1 nonathlete personnel three times weekly on nonconsecutive days, beginning one week before the first competition. If all training and competition are done with universal masking and adherence to infection risk mitigation, then testing in a manner consistent with outdoor high transmission risk sports.
  ▪ If travel cannot take place with physical distancing and masking, then PCR testing within three days before travel departure, or antigen/rapid PCR testing within one day before travel for away competitions.
  ▪ For the special scenario in which high transmission risk indoor sports are competing once weekly within a conference or specified geographic locale:
    » If a single game — PCR test within three days before the game, or antigen/rapid PCR test the day of the game.
    » If back-to-back games against the same team (for example, Friday-Saturday) — PCR test within three days before the second game, or antigen/rapid PCR test the day of each game.
    » If two games against the same team are separated by one day (for example, Thursday-Saturday) — PCR test within three days before the second game, or antigen/rapid PCR test the day of each game.

The CDC does not recommend repeat surveillance testing for infected individuals within the 90-day window following infection. However, these individuals should continue to follow all risk mitigation strategies. If such individuals develop COVID-19 symptoms during this 90-day window, testing should be considered if an infectious disease or infection control expert cannot account for another explanation for the symptoms. To date, reinfection appears to be uncommon during the initial 90 days after symptom onset of the preceding infection, and viral shed can continue beyond three months after COVID-19 illness onset. Recent publications have introduced the idea that neutralizing antibodies to SARS-CoV-2 are stably produced for at least five to seven months after infection and that robust cellular immunity persists for at least six months after even mild or asymptomatic SARS-CoV-2 infection. For the combined reasons of ongoing viral shed — and therefore possible false positive PCR tests — and ongoing immunity for at least five months, non-retesting previously infected individuals who are asymptomatic may be considered for up to 150 days from when the initial infection occurred; such decisions should be made in consultation with the team physician and local public health recommendations, and should align with school and conference recommendations. Individuals who develop symptoms between 90 and 150 days after initial infection should be retested. Regardless of the retesting strategy, and in keeping with CDC guidance, such individuals should be quarantined and otherwise managed in accordance with established school protocols after the 90-day post-infection window.

**Procedure for suspected COVID-19 exposure**

The information listed on the following pages will act as a guide for the Sports Medicine staff at The University of North Alabama to in order to care for any student-athlete who may have been exposed to the COVID-19 virus or is experiencing symptoms.
Signs and Symptoms of COVID-19:

According to the Center for Disease Control (CDC) the following symptoms may appear within 2-14 days after being exposed to the COVID-19 virus. Student athletes and staff members experiencing these symptoms should notify their primary care doctor and/or team athletic trainer first. Student athletes should not enter a medical facility or athletic facility with a fever or respiratory symptoms without clearance from the facility or athletic trainer, except in the case of an emergency.

Signs and symptoms include:

- Fever
- Cough
- Shortness of breath
- New loss of taste or smell
- Nausea or vomiting
- Congestion or runny nose
- Body/muscle aches
- Significant fatigue
- Headache
- Sore throat
- Diarrhea
- Significant fatigue
- Headache
- Sore throat
- Diarrhea
- New loss of taste or smell
- Body/muscle aches

A student-athlete and staff members should seek Emergency Care if the following emergent symptoms arise if there has been an exposure to COVID-19:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

Procedure for the University of North Alabama and Sports Medicine Staff:

1. The student-athlete should contact their team athletic trainer as soon as they begin experiencing any of the symptoms listed above. If an emergency, call 911.
2. The athletic trainer should do the following via phone or video conferencing:
   - gather a thorough history including all current symptoms;
   - note when the symptoms began;
   - note the student-athletes current location;
   - ask whether they have come in contact with anyone who has been diagnosed with COVID-19, and
   - assist in coordinating care with parent/guardian and coaching staff.
3. Once a thorough history is taken, University Health Services will be contacted.
4. University Health Services will recommend a plan of action regarding location of COVID-19 testing, treatment, location of isolation, and a plan for daily monitoring.
5. The Alabama Department of Public Health will be notified of a positive COVID-19 test. All contact tracing will be performed by University Health Services.
6. Communication on a confirmed COVID-19 case will be limited to University Health Services, parent/guardian, the team athletic trainer, head coach, and team administrator.

Treatment of COVID-19:

Each case will be treated on an individual basis. All protocols prescribed by a medical professional as well as all CDC and ADPH guidelines will be followed to ensure the student-athlete is getting the best care for their needs and recovery.
Return to Play

- Student-athletes who test positive and are asymptomatic
  - 10-day isolation
  - Can perform at-home exercising
- Student-athletes who test positive and have mild symptoms
  - 10-day isolation
  - Exercise not recommended
  - 5-7 day acclimatization period before full return
- Student-athletes who test positive and have moderate symptoms
  - 10-day isolation
  - 10-day no exercise following resolution of symptoms
  - 5-7 day acclimatization period before full return
  - Cardiac work-up recommended
  - Clearance from cardiologist before return
- Student athletes who test positive and have severe symptoms
  - Hospitalized
  - Follow advisement from physician
  - Mandatory cardiac work-up
  - Clearance from cardiologist before return
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.