COVID-19 Recovery Guidance Plan
from the University of North Alabama
June 2020
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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:

<table>
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<tr>
<th>Member Name</th>
<th>Office, Academic Department, or Division</th>
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<tr>
<td>Dr. Kimberly Greenway, CHAIR</td>
<td>Student Affairs</td>
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<tr>
<td>Ms. Bliss Adkison</td>
<td>Academic Affairs</td>
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<tr>
<td>Dr. Eric Becraft</td>
<td>Biology</td>
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<td>Dr. Wayne Bergeron</td>
<td>Geography</td>
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<tr>
<td>Dr. Joy Borah</td>
<td>Academic Affairs</td>
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<tr>
<td>Ms. Susan Breer</td>
<td>Chartwells Campus Food Service</td>
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<tr>
<td>Ms. Sheena Burgreen</td>
<td>University Health Services</td>
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<tr>
<td>Ms. Cindy Conlon</td>
<td>Business and Financial Affairs</td>
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<tr>
<td>Ms. Teresa Dawson</td>
<td>Health and Well-Being</td>
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<tr>
<td>Ms. Michelle Eubanks</td>
<td>University Communications and Marketing</td>
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<tr>
<td>Ms. Amber Fite-Morgan</td>
<td>General Counsel</td>
</tr>
<tr>
<td>Mr. Kevin Hudson</td>
<td>Facilities Administration and Planning</td>
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<tr>
<td>Mr. Ethan Humphres</td>
<td>Information Technology Services</td>
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<tr>
<td>Mr. Les Jackson</td>
<td>University Police</td>
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<tr>
<td>Dr. Tammy Jacques</td>
<td>Student Affairs</td>
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<tr>
<td>Ms. Shauna James</td>
<td>Student Financial Aid</td>
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<tr>
<td>Mr. Bret Jennings</td>
<td>Student Affairs Auxiliary Services</td>
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<tr>
<td>Dr. Lauren Killen</td>
<td>Kinesiology</td>
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<tr>
<td>Dr. Tera Kirkman</td>
<td>Nursing and Health Professions</td>
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<td>Dr. Keith Malone</td>
<td>Economics</td>
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<tr>
<td>Mr. Ron Patterson</td>
<td>Diversity, Equity, and Inclusion</td>
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<tr>
<td>Mr. Josh Penny</td>
<td>Athletics</td>
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<tr>
<td>Ms. Jennifer Sutton</td>
<td>Housing and Residence Life</td>
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<tr>
<td>Ms. Julie Taylor</td>
<td>Admissions</td>
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<tr>
<td>Ms. Catherine White</td>
<td>Human Resources</td>
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<tr>
<td>Ms. Melissa Williams</td>
<td>Business and Financial Affairs</td>
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<tr>
<td>Dr. Chunsheng Zhang</td>
<td>International Affairs</td>
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<tr>
<td>Ms. Angela Zwissler</td>
<td>Facilities Administration and Planning</td>
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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.
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 is 256-765-4328 during business hours and 256-765-5000 during nights and weekends. The telephone is answered by designated, qualified staff.

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 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 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 calling 256-765-4328 or emailing healthservices@una.edu.
- After hours, call 256-765-5000.

**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 (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 participate in medical monitoring by University Health Services in the form of phone calls or telehealth applications. This health monitoring includes nurse check-ins and symptom monitoring. University Health Services will provide clearance before an individual’s 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 PLAN OF ACTION**

<table>
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<tr>
<th>Date</th>
<th>Action</th>
<th>Notes/Key Considerations</th>
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<tbody>
<tr>
<td>May</td>
<td>Facilities Administration and Planning prepares for employees to return to UNA.</td>
<td>• Flush water supply systems and sanitize buildings.</td>
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<td>*Note: I-Service Desk is only accessible on campus.</td>
<td>• Evaluate heating, ventilation, and air conditioning (HVAC) systems.</td>
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<td>Me/June/July</td>
<td>Faculty and staff transition back to campus.*</td>
<td>• Inspect building accessibility and lighting fixtures.</td>
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<td>*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 <a href="#">click here</a> and follow the two-step process.</td>
<td>• Hand sanitizer and face coverings provided to employees.</td>
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<td>• Campus only open from sunrise to sundown.</td>
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<td>• 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.</td>
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<td>June</td>
<td>Evaluate physical distancing plans of actions for classroom spaces so faculty may determine which modality they want to execute.</td>
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<tr>
<td>July</td>
<td>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.</td>
<td>• Specific requests for students’ return to campus related to Housing should be directed to Housing and Residence Life.</td>
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<td>• Limited number of athletes will arrive on campus July 6.</td>
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<td>• Mane Market will continue providing services to support students living in the residence hall for summer housing.</td>
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<td>July 31</td>
<td>Hybridized Commencement</td>
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<tr>
<td>August</td>
<td>Housing move-in will resume with a staggered plan of action.</td>
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<td>August 1</td>
<td>Hybridized Commencement</td>
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<td>August 3-7</td>
<td>Approved early arrival check-ins for Residence Halls and Apartments.</td>
<td>• Visit <a href="#">Housing and Residence Life’s website</a> for more information.</td>
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<td>August 9</td>
<td>Internal events may resume on campus. Events must follow guidance.</td>
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<td>August 9-15</td>
<td>Residence Hall check-in.</td>
<td>• Visit <a href="#">Housing and Residence Life’s website</a> for more information.</td>
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<td>August 19</td>
<td>Fall 2020 classes begin.</td>
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<td>September 7</td>
<td>UNA closed for Labor Day.</td>
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<td>October 2-4</td>
<td>UNA closed for Fall Break.</td>
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<td>November 25-29</td>
<td>UNA closed for Thanksgiving holidays.</td>
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<td>November 30</td>
<td>UNA will resume classes via remote learning. No face-to-face instruction for the remainder of the semester.</td>
<td>• University Housing will remain open to serve the students that elect to remain on campus.</td>
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<td>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).</td>
<td>• Contracted food services will be tailored to accommodate needs as they are known.</td>
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<td>• Faculty, staff, and student support services will maintain business as usual.</td>
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<td>• The University will monitor conditions and announce a plan for Winter Commencement by October 31, 2020.</td>
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<tr>
<td>December 4-9</td>
<td>Semester examinations.</td>
<td>• Exams will be conducted remotely.</td>
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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 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, when near others, and when physical distancing of at least six feet cannot be maintained (e.g. course transition times);
- 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;
- In classrooms, faculty may teach their courses without a face covering only if they are able to maintain six-feet physical distancing from students; otherwise, a cloth face covering or mask is required. Faculty should maximize distance between themselves and students, and all coughs and sneezes must be covered with a cloth. Faculty could also consider using a Plexiglass barrier or shield;
- 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; and
- 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 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 start 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.

**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.

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 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.
- 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 spacing for common areas and classrooms to assist with this process.
- Request signage templates from University Print Shop.

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 Fall 2020 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 EC member 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 max 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 Winter Commencement by October 31, 2020.

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. Individuals need to watch a training video on food safety. (Video link is coming soon.)

- 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. 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 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 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

- Cleaning materials used should be a product that is listed on the [EPA’s List N](https://www.epa.gov/pesticide-registration/list-n-products-killing-covid-19) 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](https://www.columbia.edu/cu/ehs/) 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](https://www.osha.gov/Publications/OSHA3153.pdf).
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.
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

• Tuesday, November 24 – Last day for in-person instruction.
• Wednesday, November 25 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.
**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, 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. 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.
Possible use of temporal thermometers for events.

Marketing of the event should include the requirement of a cloth face covering.

- 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 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 automation dispensers.
- Upon entering and exiting an athletic building, student-athletes will be required to use hand sanitizer.
- Student-athletes will be encouraged to wear a mask 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 feeling 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, (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 are referred to Health Services.
• University Health Services will refer the student-athlete or staff member to a COVID-19 testing site.
• Individuals testing 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, (food and health care). 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, prior to travel).
• At this time, testing is not readily available for asymptomatic individuals.
ATHLETICS (cont.)

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 the 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 will be available when deemed necessary by supervising athletic trainer (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 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 feeling 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, (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 beginning 14 days before arriving on campus.
- Once on campus, student-athletes will be required to fill out a screening form by noon each day through the ARMS software.
- 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 testing 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, (food and health care). University Health Services will coordinate the use of these services for the student-athlete.

Testing

- Testing for COVID-19 will be performed at the discretion of the University Health Services department.
- At this time, testing is not readily available for asymptomatic individuals.
**Procedure for suspected COVID-19 exposure**

The information listed below 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-10 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
- Wheezing
- Body/muscle aches
- Significant fatigue

A student-athlete and staff members should seek **Emergency Care** if the following emergency situations arise if they have been exposed to COVID-19:

- Difficulty breathing or shortness of breath
- New confusion or inability to arouse
- Persistent pain or pressure in the chest
- 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
   - 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 ADPH.

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**

The student-athlete must be cleared by a medical professional before returning to play and follow the guidelines and recommendations of University University Health Services and the Alabama Department of Public Health. The medical clearance must be documented and given to University Health Services and the team athletic trainer before returning to play.
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.