

Underlying Guiding Principles that Apply to All Settings

Scenario 1: COVID-19 is managed effectively, and face-to-face classes can be resumed

Approved Guidelines Based on Recommendations from the Health, Wellness, and Safety Work Group

Guidelines	Person(s) Responsible
<p>1. Cloth face coverings will be required indoors when physical distancing of 6 feet cannot be maintained, such as in instructional settings, shared office spaces, breakrooms, kitchens, elevators, common areas of residence halls, exercise facilities, and buses.</p>	<p>Mr. Elias Martinez, Assistant Vice President for University Marketing, and Ms. Sandy Pantlik, Assistant Vice President for Communications, will communicate via emails, websites, t-shirts, buttons, posters/signs, etc.; Dr. Gene Bourgeois, Provost and Vice President for Academic Affairs, will recommend language for syllabi and provide faculty with guidance; classrooms will be outfitted with disposable masks (Mr. Eric Algoe, Vice President for Finance and Support Services); students may request face coverings (Mr. Algoe)</p>
<p>a. Procedure masks are recommended to be worn in laboratory or clinical settings, when there is frequent close contact with others and Standard Operating Procedures stipulate.</p>	<p>Mr. Gordon Green, Director of Facilities Management (for procurement); Mr. Frank Gonzalez, Director of Materials Management and Logistics (for fielding requests); Dr. Walt Horton, Jr., Associate Vice President for Research and Federal Regulations (for distribution to research settings); department/office/unit heads (for distribution to faculty and staff)</p>
<p>b. Noncompliance with face covering requirements will be handled through existing employee discipline and student judicial processes.</p>	<p>Temporary language will be added to:</p> <ul style="list-style-type: none"> • The employee handbook (Mr. John McBride, Assistant Vice President for Human Resources) • The faculty handbook (Provost Bourgeois) • The student code of conduct (Dr. Margarita Arellano, Associate Vice President for Student Affairs and Dean of Students) • Syllabi (Provost Bourgeois)
<p>2. Physical distancing of at least 6 feet should be maintained, where feasible.</p>	
<p>a. Furniture must be reconfigured, reduced, or marked to achieve physical distancing.</p>	<p>Individual departments/offices/units with help from Materials Management (Frank Gonzales), as requested.</p>
<p>b. When physical distancing of at least 6 feet cannot be maintained:</p> <ul style="list-style-type: none"> • Density of indoor spaces and buses will be limited to 50% of space's rated maximum capacity. 	<p>Dr. Wendy McCoy, Director of Environmental Health, Safety, and Risk Management</p>

<ul style="list-style-type: none"> Students who utilize the transit system will be notified of longer commute times and encouraged to walk or ride bicycles. 	Steven Herrera, Director of Transportation Services
<ul style="list-style-type: none"> Indoor department/office/unit/organizational meetings are encouraged to be conducted remotely. 	Vice Presidents & Dr. Larry Teis, Director of Athletics
<p>3. Proper hand hygiene, including frequent hand washing and carrying of personal hand sanitizer bottles, will be practiced. Hand sanitizer will be made available on both campuses at 25 centrally located refill stations and 250 dispensing stations.</p>	Mr. Martinez and Ms. Pantlik (for messaging and branding) Mr. Green (for procurement)
<p>4. Proper sneeze and cough etiquette should be practiced.</p>	Mr. Martinez and Ms. Pantlik (for messaging and branding)
<p>5. Cleaning and disinfecting will be conducted on a regular basis. Classrooms and other high frequency areas will be sprayed with a disinfectant.</p>	Mr. Green
<p>6. Sick persons must stay home.</p>	Mr. Ken Pierce, Vice President for Information Technology, in consultation with Provost Bourgeois and Mr. Algoe, will develop/communicate this policy in the form of an attestation statement; Vice Presidents and Dr. Teis
<p>7. All employees must conduct a self-assessment for symptoms of COVID-19 at the start of their workday. In certain facilities (student health services, athletic facilities, dining facilities, and the Child Development Center), temperature checks and daily screens will be performed. Results will be logged and used to document compliance.</p>	Mr. Pierce (attestation form); Vice Presidents and Dr. Teis
<p>8. Indoor ventilation will be evaluated and optimized where possible.</p>	Mr. Doug Bynum, Director of Facilities Operation
<p>9. Physical barriers, such as plexiglass sneeze guards, will be placed in areas where there are significant face-to-face interactions.</p>	Mr. Bynum
<p>10. Individuals at high risk for complications from COVID-19, as defined by the CDC, will have the opportunity to request additional modifications. Additional modifications will be based on an individualized risk assessment using our normal procedures for working with employees and students with health issues.</p>	Mr. Fernando Rojas, American with Disabilities Act Compliance Coordinator, and Gavin Steiger (Director of Disabilities Services), in consultation with Mr. Bobby Mason, Chief Compliance Officer, Dr. Lisa Lloyd, Vice President for University Administration, Dr. Mary Ellen Cavitt, Vice President for Student Affairs, Mr. Algoe, Provost Bourgeois, and Dr. Debbie Thorne, Associate Provost for Academic Affairs