

Campus Repopulation Plan

Updated: September 9, 2020

MESSAGE FROM THE PRESIDENT



Dear Colleagues,

In recent months, each of you has worked tirelessly to continue UTA's tradition of excellence in the face of unprecedented challenges. As we face another semester filled with new challenges and new opportunities, let's recommit ourselves to preserving the UTA experience that we love, while continuing to grow in excellence. To do this, we must continue to work together to keep each other safe and healthy.

To that end, the Campus Repopulation Task Force has developed this plan, which outlines our phased approach to safely resume activity on campus. This plan is built into three phases, with staff and faculty returning to campus throughout the summer and into early fall to prepare for the resumption of in-person classes.

Throughout the planning process we have proceeded thoughtfully and deliberately with safety as our guiding principle. The plan to bring people back to campus encourages social distancing, minimizes on-campus presence, and provides the safest environment for staff, faculty, and students as we resume in-person activity. That means we will be entering the Fall 2020 semester in a hybrid teaching format, with a mixture of in-person and online learning.

To safely resume on-campus operations, every one of us must be committed to the health and safety of each other. We will each do our part to keep our community safe by continuing to practice safe social distancing, not reporting to class or work if sick, following proper hygiene and sanitation procedures, and wearing masks and PPE in public, especially when social distancing cannot be achieved. If conditions dictate, the University may need to implement further safety measures such as temperature checks and isolating and quarantining when required.

As we continue to learn from and adapt to the pandemic, we will remain nimble and adjust as necessary while continuing to follow the recommendations of experts from the Centers for Disease Control and Prevention (CDC), the State of Texas, and The University of Texas System.

Having said that, none of us can guarantee what shape COVID-19 will take, and none of us can guarantee a COVID-19-free environment, but we can each do our part to keep one another safe and healthy. We are in this together.

Sincerely,

A handwritten signature in black ink that reads "Teik C. Lim". The signature is written in a cursive, flowing style.

Teik C. Lim, Ph.D.

President *ad interim*

The University of Texas at Arlington



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GUIDING PRINCIPLES

The University of Texas at Arlington Repopulation Plan for responding to the COVID-19 pandemic is rooted in safety and concern for the health, safety, and well-being of all members of our University community and the public we interact with. The primary goal of the plan is to continue the institution's vital mission of education, research, and service while minimizing on-campus population density to promote social distancing. The Plan seeks to support the repopulation of the University while reducing the potential impact of the pandemic to the health and well-being of the campus community.

The Plan will follow a three-phase plan to gradually return to working on campus beginning early July 2020. The Plan's goals are to protect the health of employees, help ensure the well-being of the community, and carefully and deliberately prepare for the fall semester. The Plan will align with the Texas Governor's Executive Orders and the Texas Taskforce Guidance. It will also follow recommendations from the Centers for Disease Control and Prevention, the Texas Higher Education Coordinating Board, and The University of Texas System and its Board of Regents.

This Plan will be continually updated as necessary as we continue to learn more about the COVID-19 virus and its impact to higher education.

CORE CONCEPTS

- Proceed thoughtfully, carefully, and deliberately.
- Accommodate employees who are members of a vulnerable population or who live with someone who is a member of a vulnerable population.
- Continue telework where possible.
- Be ready to adjust based on guidance from the CDC and from state and local health officials.
- Emphasize social distancing, handwashing, staying home when sick, and using of cloth face coverings.
- Continue and build on the innovations developed in the last few months.
- Be compassionate and flexible. Supervisors are asked to work with employees who have childcare or other family responsibilities and be mindful of the anxiety felt by employees.



SAFE RETURN TO WORK

OVERARCHING EXPECTATIONS

As we plan for the gradual return to campus, all faculty, students, and staff are expected to comply fully with existing policies and procedures, including those outlined in this document and available on the University's COVID-19 website. We emphasize the need for each person's help to ensure we are doing things as safely and as carefully as we can. Supervisors are encouraged to give employees as much advance notice as possible when they are to return to campus to work, preferably two weeks.

SYMPTOMS MONITORING REQUIREMENT

Employees who have been instructed to return to their workplace are asked to conduct symptom monitoring before reporting to work each day. They must be free of any symptoms potentially related to COVID-19 to be eligible to report to work.

If you experience any of the following symptoms that are new, worsening, or occurring in a way that is not normal for any chronic conditions, you should not come to campus.

Symptom Checklist

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feverishness, or a temperature greater than or equal to 100.0 degrees Fahrenheit

If an employee experiences any symptoms, they should take immediate precautions to avoid possible virus transmission to others and contact their immediate supervisor. Employees who have self-quarantined after experiencing COVID-19 symptoms should follow CDC guidelines on how and when to discontinue home self-quarantine. If test results are positive for COVID-19, the employee should follow similar instructions and self-isolate. A CDC summary of guidelines is listed on page 21.

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Employees who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that potentially places them in a higher risk group should contact their supervisor. Supervisors will consult with the Office of Human Resources (HR) about appropriate arrangements.



PHASED STAFFING

UT Arlington will phase in a return of employees to campus over time in a coordinated process to ensure appropriate social distancing, availability of PPE (personal protective equipment), and employee/student training availability. Consistent with Gov. Abbott's Executive Orders, units or employees who can continue to work effectively remotely will likely continue to do so until restrictions ease and campus operations expand to meet the needs of our students.

- It is expected that central offices for administration/divisions/colleges/schools should open for service during the phase in which assigned.
- Department leaders should work closely with division/college/school executive leadership to develop a phased approach to return employees to work. Deans and vice presidents should approve department reopening timelines and operational plans.
- Each unit has approval for limited staffing on campus during their designated phase. Workforce capacity should be based on how much of the campus is populated and needing to be served.

The phases, timeline, and list of units scheduled to return are listed below.

Phase 1: Limited Return to Campus

Departments will incrementally return in a limited capacity. Priorities include positions needed for campus safety or reopening, or some jobs that cannot effectively be completed from home with the reopening of UTA and are critical to ongoing operations. Plan for social distancing for on-campus employees. Target date is between July 6, 2020 and July 26, 2020.

Divisions/Units to Return to Campus During Phase 1

- Academic Affairs, including Graduate School (except those colleges/schools in Phase 2)
- Administration and Campus Operations
- University Advancement
- Athletics
- CFO / Business Affairs
- Division for Enterprise Development
- Global Education and Outreach
- Government Relations
- Human Resources
- Information Technology
- Internal Audit
- Legal Affairs
- Office of President
- Office of Provost
- Office of Research
- Student Affairs
- Student Enrollment Services

Phase 2: Expanded Return to Campus

Carefully bring back additional personnel to increase unit capacity and functionality as needed, as well as begin repopulating the divisions/departments listed below for Phase 2. Refine workspace habits on social distancing and hygiene. Target date is between July 27, 2020, and August 9, 2020.

Divisions to Return to Campus During Phase 2

- College of Architecture, Planning, and Public Affairs
- College of Business
- Dean and Department Chairs of Colleges / Schools

- College of Education
- College of Engineering
- Honors College
- University Housing
- College of Liberal Arts
- Libraries
- College of Nursing and Health Innovation
- College of Science
- School of Social Work

Phase 3: Full Return to Campus / New Normal Operations

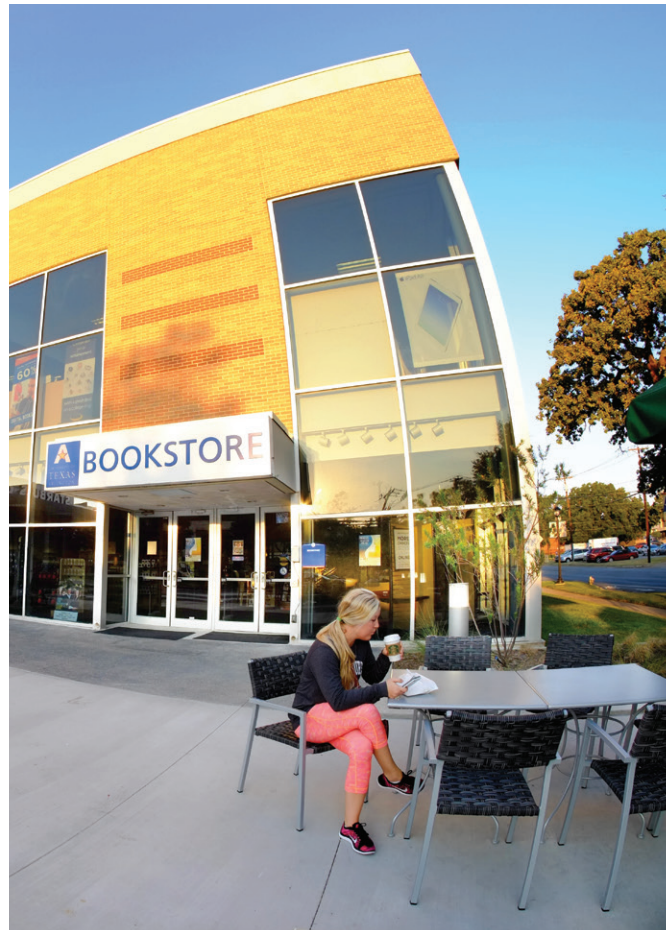
Return to new normal with faculty and staff while continuing to make use of telework, scheduling, and other measures to maintain social distancing and flexibility. Target date is between August 10, 2020, and August 24, 2020.

Special Attention Will Be Given During This Phase to Following Student Serving Functions

- Bookstore
- Classrooms
- The Commons
- Dining / Food Service
- University Housing
- Labs
- MavExpress
- Parking / Transportation Services
- University Center

Expanded staffing will be controlled and coordinated to mitigate potential risks. No unit or department should increase staffing levels beyond current needs to support critical on-site operations. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed herein for returning to work on campus.

Changes in phases will be determined by guidance and data from the CDC as well as from state, local, and university health professionals.



STAFFING OPTIONS

In order to maintain required social distancing measures and reduce campus population density, department leaders have several options as they plan to accommodate student services and balance the health and safety of our community.

Remote Work

Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which must be approved by the immediate supervisor and respective dean/vice president, can be done on a full or partial day/week schedule as appropriate.

Alternating Days

In order to limit the number of individuals and interactions among those on campus, departments should consider scheduling partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing

The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

RETRENCHING CAMPUS OPERATIONS

The decision to move back to a previous phase or shut down again may occur if the

- Local, state, or federal public health authority declares a public health emergency for a second or third wave;
- Governor issues a stay-at-home executive order; or
- University's COVID-19 positive cases are at a level that threaten the public health and safety of the University and the community. This decision will be made in collaboration with local public health officials and UT System.
- For full details on campus retrenching plans, reference Addendum 1 on p. 22.



PERSONAL SAFETY PRACTICES

Social Distancing

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and to slow its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick.

Employees and students on-site should follow these social distancing practices:

- Stay at least 6 feet (about the length of two arms) from other people at all times
- Stay out of crowded places and avoid mass gatherings

Face Masks/Cloth Face Coverings

The University implemented a face-covering protocol that went into effect on June 10, 2020, and will remain in effect until further notice.

- Face masks or face coverings for all employees, students, visitors, and vendors are required while in campus buildings and elsewhere on campus where social distancing measures are difficult to maintain (e.g., student shuttle buses, well-attended outdoor events, etc.).
- A mask or face covering is not required if you are working alone in a private office space or a cubicle where you are 6 feet from another person, in a private lab, or in your residence hall room or apartment.
- If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it after you are done eating.
- The University will provide two re-usable cloth face masks per employee and one per student. Departments/groups can request cloth face masks from Environmental Health & Safety (EH&S) using the [Face Mask Request Form](#).
- Cloth face masks will also be made available to individual employees and/or students at the University Center Campus Information Desk, the Main Library, and The Commons Information Desk.
- Re-usable cloth face coverings must only be worn for one day at a time and must be properly laundered before each use.
- EH&S will provide disposable face masks to research groups as needed. Research groups can request disposable face masks from EH&S using the [Face Mask Request Form](#).
- Disposable masks may only be worn for one day and then should be placed in the trash.

Adherence to the protocol is the responsibility of all University of Texas at Arlington students, faculty, staff, visitors, and vendors. It is expected that all comply with this protocol. Students who have a condition that precludes the wearing of a mask should follow the procedures for obtaining an accommodation by working with the Office for Students with Disabilities. Faculty and staff who have a condition that precludes wearing a face covering should work with their immediate supervisor and HR for accommodations.

Members of our campus community are empowered to respectfully inform others about the protocol in an ongoing effort to enhance awareness and encourage a culture of compliance. An individual who feels that there has been a violation of this protocol may invoke the following actions:

1. The concerned individual should attempt to resolve the problem informally by requesting that the other individual comply with the procedure.
2. If direct appeal fails, the individual not wearing the mask/face covering may be asked to leave the building, office, classroom, or event immediately.
3. If the behavior persists, the individual not wearing the mask/face covering should be reported to their immediate supervisor first. If the supervisor is not available or is unable to assist, faculty should be referred to Faculty Affairs and staff to the Office of Human Resources. Students should be referred to the Office of Community Standards.
4. Repeat offenses may result in disciplinary action through already established policies and procedures. Members of the UTA campus community should NOT contact the UTA Police Department as UTA PD is not responsible for enforcement of the face covering protocol.

USE AND CARE OF FACE COVERINGS

Putting on the Face Covering/Disposable Mask

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face covering/disposable mask fits over the nose and under the chin.
- Situate the face covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

Taking Off the Face Covering/Disposable Mask

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- If you plan to reuse the face covering soon (e.g., you are taking a break to eat), carefully fold the mask so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage, then place the face covering in a paper bag until you are ready to put it on again.
- Wash hands immediately after removing.

Care, Storage, and Laundering

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use and after each shift.

Cloth face coverings should be replaced immediately if soiled, damaged (e.g., ripped, punctured), or visibly contaminated.

- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material), or visibly contaminated.

Handwashing

Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Gloves

Health care workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Goggles/Face Shields

Employees do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-health care environments. Instructors are encouraged to use face shields instead of masks while giving lectures, etc., as face shields can be more effective than masks for lecturing—especially when considering the accessibility needs of some students who depend on facial cues—and, potentially, for public health. In certain situations, faculty may be required to wear a face shield in lieu of a mask if a student has been approved for an accommodation. Departments/groups can request face shields from EH&S.

Personal Disinfection

While custodial crews will continue to clean office and workspaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, you **must** wipe down all work areas with products that meet the [EPA's criteria for use against COVID-19](#) and are appropriate for the surface. This includes any shared-space location or equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).

Coughing/Sneezing Hygiene

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

UPON ARRIVING TO CAMPUS

Before returning to campus or arriving for the first time, all faculty, staff, and students should complete **UTA's COVID-19 web-based training** and pledge a commitment to abide by all University requirements for health and safety of the community, including:

- Social distancing,
- Proper use of face coverings,
- Daily self-monitoring for symptoms, and
- Staying home when sick or close contact with an individual known to have COVID-19.

All faculty, staff, and students must also certify that they

- Have not been determined to be actively infected with COVID-19;
- Do not have a fever, cough, or other symptoms of COVID-19 as listed on the CDC website;
- Have not been in close contact with anyone known or suspected to have tested positive for COVID-19 in the previous 14 days; and
- Have not returned from travel or traveled through an area with state or local travel restrictions that mandate quarantine upon arrival home in the previous 14 days.

This self-certification will create a continuing duty on the part of the employees to notify their supervisor and students to notify the applicable University official if the answer to any of the questions over the course of time becomes "no."

DAILY SELF-MONITORING AND INSTRUCTIONS FOR ILLNESS

All students, faculty, and staff are advised to perform a health self-screening each day prior to coming to campus or before leaving their on-campus residence. If you experience any of the following that are new, worsening, or occurring in a way that is not normal for any chronic conditions, you should not come to campus or leave your campus residence hall or apartment.

Symptom Checklist

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat



- Loss of taste or smell
- Diarrhea
- Feverishness, or a temperature greater than or equal to 100.0 degrees Fahrenheit

If an employee begins to feel sick at work, they should notify their supervisor and return home. Students should also return home if they become ill while on campus. Employees should consult their primary care provider prior to returning to campus. Students should consult their primary care provider or Health Services prior to returning to campus. Both employees and students should follow the CDC guidelines for self-isolation (see page 21).

Students living on campus who test positive for COVID-19 will be advised to return to their permanent residence; if they do not have an alternate residence or cannot return home, isolation accommodations will be provided.

CLOSE CONTACT GUIDANCE

Faculty, staff, or students who have had known close contact (within 6 feet for 10 minutes or longer) with someone who has tested positive for COVID-19 shall self-quarantine off campus for 14 days from the date of last known exposure. Anyone testing positive for COVID-19, with the exception of students tested at Health Services, should fill out the [Close Contact or Personal Diagnosis form](#).

STUDENTS IN CLINICAL PROGRAMS, PRACTICUM, STUDENT TEACHING, AND FIELD WORKS-RELATED EXPERIENCES

The University is committed to ensuring the safety of faculty, students, staff, patients, families, and communities throughout all clinical and/or applied educational experiences. Special arrangements and precautions are likely to be required for students and faculty engaged in educational experiences that take place in clinical facilities other agencies or in the community (e.g., nursing, social work, allied health, athletic training, communication disorders/speech language pathology, student teaching, etc.). Arrangements and precautions are unique to the specific program, setting, and activity and may be influenced by local conditions. Program directors and internship advisors are best placed to provide guidance for students and faculty and will be guided by information from regulatory, accreditation agencies, requirements and protocols of the agency or community hosting the student, and medical and public health officials.

COVID-19 TESTING

On-campus testing will be focused on students showing COVID-19 symptoms and will be based on testing strategies implemented in accordance with public health and medical guidance. Employees seeking testing should contact their health care provider or local health department. Those testing positive by diagnostic testing for COVID-19 should receive appropriate treatment and will be required to place themselves in self-isolation consistent with CDC guidance (see page 21).

Where possible, on-campus residents who test positive for COVID-19 will complete their self-isolation at their permanent residence. Where self-isolation at a student's permanent residence is not feasible or poses risk of transmission to others, the University will coordinate with the student, University Housing, and local health authorities to locate an appropriate location for self-isolation. Students requiring more extensive medical care will be treated as appropriate by medical professionals. Students who test positive for COVID-19 may return to engagement in the University community if cleared to return by their health care provider and consistent with CDC guidance.

Faculty and staff who test positive for COVID-19 will be required to work remotely or take sick leave or another appropriate leave in accordance with HR policies and regulations. They will place themselves in self-isolation as determined by local health officials at the time of testing, returning to campus only after cleared to return by their health care provider and consistent with CDC guidance.

Faculty and staff who test positive for or come into contact with someone who has tested positive for COVID-19 should file a report using the [Close Contact or Personal Diagnosis form](#), found on the UTA website at uta.edu/coronavirus.

CONTACT TRACING

The University will coordinate contact tracing with local health authorities and the Texas Department of State Health Services. Contact tracing for those who test positive for COVID-19 will be led as instructed by local public health officials. In the event state and local public health officials are unable to provide timely contact tracing, the University will work to identify and facilitate quarantine of campus contacts of infected campus community members.



GUIDANCE FOR SPECIFIC WORKPLACE SCENARIOS

UTA Campus Shuttle Transportation

While waiting in a shuttle stand and while riding the bus, maintain social distancing. When on the UTA transportation shuttle, wear a mask before entering the bus and avoid touching surfaces with your hands. Do not ride if ill. Avoid interactions with the operator and respect their need to distance from passengers. Upon disembarking, wash your hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing your mask.

Seating will be limited to CDC-recommended occupancy levels. As a result, certain shuttle stands may be closed. Shuttles may bypass stops if a bus has reached capacity.

Working in Office Environments

If you work in an open environment (i.e., open cubicles), be sure to maintain at least 6 feet distance from co-workers. If possible, have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared workspace/room (e.g., supply/copier room, break room, kitchen).

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as the following:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open workspaces with multiple through-ways to increase distance between employees moving through the space.
- When using stairways, stay at least eight steps away from the person in front of you and pay special attention to signage in the area. If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained.

A mask or face covering is not required if you are working alone in a confined office space (this does not include partitioned work areas in a large open environment where employees are less than 6 feet apart).

Restrooms

Use of restrooms should be limited based on size to ensure at least 6 feet of distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus. Signs will be placed in bathrooms to promote social distancing and hand hygiene.

Elevators

Elevator capacity will be limited based on the size of the elevator, so please use the stairs whenever possible. Signs with instructions will be placed in each elevator identifying the number of riders and where to stand. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

Meetings

Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g., Microsoft Teams, Zoom, WebEx, telephone, etc.). During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone, or other available technology rather than face-to-face.

In-person meetings, face to face, are limited to the restrictions of local, state, and federal orders, although it is strongly encouraged that meetings be held virtually instead of face-to-face. If there is a need to hold an in-person meeting, individuals should make sure they maintain 6 feet of separation to meet social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees.

Meals

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another.

Staff are encouraged to take food back to their office areas or eat outside, if this is reasonable for their situation. If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on.

Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc., after using in common areas.



CAMPUS FACILITIES

Cleaning

The Office of Facilities Management will continue to implement new measures and modify its cleaning protocols to minimize the spread of the virus. Cleaning frequencies will increase and schedules will be modified to meet the needs of the campus community.

Campus departments are encouraged to clean common touch points within their offices/work areas throughout each day. Sanitization supplies will be made available for departments, but given supply chain challenges for some products, departments are also encouraged to purchase their own cleaning supplies to supplement what is provided by Facilities Management.

Cleaning supplies should include hand soap and/or hand sanitizer containing at least 60% alcohol, paper towels, and disinfectant.

Signage

The Office of Facilities Management is responsible for placing signage at building entrances and in restrooms, dining areas, classrooms, elevators, common spaces, stairs, and student engagement spaces to mitigate the spread of the virus. These signs promote properly wearing a cloth face covering, washing hands, social distancing, covering coughs and sneezes, staying home when sick, etc.

Campus departments can request additional signage from Facilities Management, or standard signage will be made available so departments can print and install in their department.

Classrooms

The Office of Facilities Management will ensure there are adequate cleaning supplies in all classrooms scheduled for use this fall semester, and students will be encouraged to use the disinfectant cleaning supplies to wipe down shared desks, surfaces, and equipment before use.

Ventilation

The Office of Facilities Management will ensure ventilation and filtering systems are operating properly, control relative humidity, and increase circulation of outdoor air to further mitigate risks associated with the potential spread of the virus.

Water Drinking Fountains

All drinking fountains will be turned off to further reduce the spread of the virus. Faculty, staff, and students are encouraged to bring their own water.

Modified Layouts

To promote social distancing, all are encouraged to space seating/desks at least 6 feet apart. For lecture halls and classrooms, certain seats/desks and rows will not be used to ensure social distancing guidelines are met.

Physical Barriers and Guides (Plexiglass)

The Office of Facilities Management will provide Plexiglass screens/partitions to the extent supplies exist. Priority will be given to those departments with customer-facing counters and where 6-foot social distancing is not possible. Campus departments are encouraged to purchase Plexiglass screens/partitions as well, given supply chain challenges.

UNIVERSITY HOUSING

The University of Texas at Arlington will determine appropriate safety precautions for UTA residence halls and apartments using evidence-based public health protocols and guidance for the control of infectious disease.

Facility conditions related to resident density, restroom/shower facilities, cleaning protocols, ventilation, etc., have received careful review. Resident density in older residence halls will be reduced as follows:

1. Students in three-bedroom, private-occupancy suites will have a maximum of three residents per bath.
2. Students in double-occupancy suites will have a maximum of two residents per bath.

Common area spaces in the residence halls and apartments such as community kitchens, laundry rooms, computer labs, social lounges, and elevators will have reduced occupancy limits, scheduled limitations on resident use, and signage restrictions. Furniture in common areas will be reduced or controlled with designated signage to encourage appropriate social distancing. High-touch common area surfaces will be disinfected with increased frequency. Disinfectant supplies will be readily available for residents to sanitize surfaces as desired.

Residential students will be required to comply with health and safety laws, orders, ordinances, regulations, and health and safety guidance adopted by UTA as it relates to public health crises, including COVID-19. This guidance will evolve as the public health crisis evolves and may include, but is not limited to, social distancing, limitations on mass gatherings, wearing a face covering, COVID-19 diagnostic testing, contact tracing, disinfection protocols, limitations on guests, and quarantine/isolation requirements. Resident requirements related to COVID-19 health and safety will be described in more detail at a future date.



VISITORS

Campus departments are strongly encouraged to keep campus visitors to a minimum to reduce the spread of the virus. All visitors are expected to observe safety requirements and recommendations established by local health authorities and University/agency policies in effect at the time of the visit (e.g., meeting size, physical distancing, face coverings, etc.) and must declare they have not been determined to be COVID-19 positive, do not have COVID-19 symptoms, and have not been in the presence of anyone they knew to be COVID-19 positive in the last 14 days prior to coming to campus.

Visitors to research workspaces—including the UTARI building, restricted access parts of the SEIR building, core facility labs, and faculty research labs—must be arranged in advance in accordance with University policy. Faculty principal investigators and supervisors of workspaces must ensure that the visitors are informed of the University requirement for masks or other PPE, as well as any enhanced PPE required in the research facility. Screening of visitors must be done in accordance with University policy and the visit must be canceled if screening criteria are not met. The PI must ensure that a written record is kept of all visitors and the University personnel they meet, in case contact tracing becomes necessary. No minor children may make visits to research spaces.

CAMPUS GATHERINGS

The University will continue to monitor and follow CDC guidelines and the Governor's Executive Orders for gatherings and campus events.

MENTAL AND EMOTIONAL WELL-BEING

The Employee Assistance Program (EAP) is available to offer emotional support during this stressful period. Telephonic or video counseling is available, and you can access this service using most smartphones, tablets, and computers with a camera. You may contact EAP by calling 1-800-343-3822.

Counseling and Psychological Services remains available to students during these unprecedented times. Services are performed remotely to limit exposure to both clinician and student. Please call at 817-272-3671 to schedule a time to connect with a counselor regarding your concerns. If this is an emergency please call 911 or the MavsTalk 24hr Crisis Line at 817-272-8255. We also encourage the UTA community to use CAPS online resources for accessing information related to emotional well-being and mental health support. These resources are available at www.uta.edu/caps.

Appendix 1**Summary of CDC Guidance as of July 16, 2020
Regarding Isolation and Quarantine Requirements****1. Guidance Regarding Isolation**

Persons who are confirmed to have COVID-19 or are showing COVID-19 symptoms should be placed in isolation and should discontinue isolation and return to campus/workplace only as follows:

- a) **Symptom-based strategy** – Remain in isolation until the following conditions are met:
 - fever free for 72 hours (without the use of fever-reducing medication),
 - improvement in respiratory symptoms (e.g., cough, shortness of breath), and
 - at least 10 days have passed since COVID-19 symptoms first appeared.
- b) **Test-based strategy** – Remain in isolation until the following conditions are met:
 - fever free (without the use of fever-reducing medication),
 - improvement in respiratory symptoms (e.g., cough, shortness of breath), and
 - two negative tests in a row, at least 24 hours apart, provided testing guidelines are followed (FDA Emergency Use Authorized COVID-19 molecular assay for detection of COVID-19 RNA from at two consecutive respiratory specimens).
- c) **Time-based strategy** – For asymptomatic people who have tested positive for COVID-19, isolation is required until the following conditions are met:
 - at least 10 days have passed since the date of their first positive COVID-19 diagnostic test, and
 - no COVID-19 symptoms have subsequently developed. If COVID-19 symptoms develop, then the symptom-based or test-based strategy should be followed.

2. Guidance Regarding Quarantine

- CDC recommends that asymptomatic persons exposed to persons known or suspected of having COVID-19 be quarantined for 14 days after their last known exposure.
- This includes people who have been in close contact with a person with COVID-19 returning from international travel or returning from cruise ship or river voyages.
- These persons should maintain social distancing (at least 6 feet), check their temperature twice a day, watch for COVID-19 symptoms, and avoid contact with people at higher risk for severe illness.

3. Other Considerations

- The CDC has specific guidance for certain persons (e.g., health care personnel and immunocompromised persons).
- CDC guidance recommends that employers may choose to apply a more stringent criteria to return to work (such as a longer period of isolation after recovery) for certain persons where a higher threshold to prevent transmission is warranted.

If enacting stricter criteria, the CDC recommends doing so explicitly, with clear justification, and in coordination with local public health authorities.

Addendum 1

Campus Retrenching Guide

INTRODUCTION

The University of Texas at Arlington (UTA) continues to monitor COVID-19 information to determine the level of operation for classes, housing, research, and other events and activities. Levels of operations range from a closed campus to fully open. Levels within this range may include various combinations of online and in-person classes, class size densities, on-campus housing availability, and expanded or reduced research activities.

A retrenching guide is a tool that may be used to prepare for changing levels of operations campus-wide as well as within each unit. This guide is only a tool to assist with determining retrenching and may be used with other community and campus considerations.

COVID-19 INDICATORS

COVID-19 indicators are gauges that have a significant impact on the campus and unit environment. UTA executive leadership may use these indicators, along with others, to support its planning and decision-making processes. No one indicator will cause a change in operations. The University's leaders understand there are a range of possible outcomes for each indicator; while they hope each indicator will progress toward a best-case outcome in the long-term, they are preparing for sudden deterioration. Leadership will instead review and consider all of the indicators collectively, along with other sources as needed to make decisions. COVID-19 indicators include, but are not limited to, the following:

- Significant, applicable actions by public officials
- Number and trends of COVID-19-related cases
- Testing, contact tracing, and quarantine capacity
- Availability of isolation facilities and hospital beds
- Availability of personal protective equipment
- Protocols and trends among similar institutions
- Percent of positive test and cases linked to other cases
- Capacity and degree of adoption for various prevention methods

RETRENCHING DECISION-MAKING

Units should follow appropriate decision-making protocols and business continuity plans to determine if retrenching is necessary and, if so, at what level. University leadership will also follow established decision-making protocols, which include consultation with UT System administrative officials.

ALERT LEVELS

The guide uses four COVID-19 alert levels to indicate COVID-19 transmission and the possible effects on University or unit operations. UTA will pay attention to state and local mandates, which may supersede the alert levels. It is, however, critical to recognize that the state of COVID-19 transmission can vary greatly from that of the city, county, state, and even the campus community. For example, the University could experience a rapid outbreak of COVID-19 even without an increase at the city, county, or state levels. The University may raise its alert level even if the county or state are relaxing restrictions.

VERY HIGH ALERT (Stay at Home Orders in Place)

Schools and non-essential businesses are closed and individuals are expected to practice self-isolation.

Institutional Operations

Schools and non-essential businesses remain closed and individuals are expected to practice self-isolation. Campus and building access are highly restricted. Telework is the preferred choice for as many employees as possible, in accordance with state/local mandates. Instruction is remote; in-person housing and in-person academic programs are cancelled. Licensed health care professionals engaged in clinical placements as part of their academic programs follow the direction of their program leadership.

HIGH ALERT (State Reopening)

Institutions and communities can operate low-density environments. Many institutions are open, but there are significant prevention policies in place that may include limitations on meeting sizes, PPE use, and continued elevated precautions for high-risk individuals.

Institutional Operations

Instruction is primarily remote. In-person instruction is limited to clinical/practicum activities that are difficult to conduct remotely. On-campus housing is open with substantial restrictions. Significant prevention policies are in place and may include limitations on meeting sizes, PPE use, screening, contact tracing, and selective quarantining/self-isolation.

Additional operations:

- Limited access to facilities and increased use of shifts including use of shifts.
- Limited occupancy in shared offices for faculty/staff/graduate students.
- Strict social distancing, use of face coverings, frequent hand washing, and cleaning and disinfecting protocols.

MODERATE ALERT (Protections in Place)

UTA and the community can operate moderate-density environments. The University is open, and many protective measures are still actively in place. The underlying threat of outbreak remains, but prevalence of the virus is lower. Testing and contact-tracing capacities are robust enough to allow some policies to be relaxed.

Institutional Operations

Instruction is a mix of in-person and remote instruction, with online options for in-person classes (hybrid) where practical. Some students and faculty will not be able to return to campus; where possible, accommodations should be put in place to enable continued academic progress.

Additional operations:

- Easing of residential and facility restrictions, rigorous cleaning, and PPE protocols.
- Low-density instruction, 6-foot diameter per student.
- Limited specialized facility access (labs, studios, practice rooms).
- Shared offices with distancing and other measures.
- Social distancing, face covering use, frequent hand washing.

LOW ALERT (New Normal)

UTA and external communities can operate high-density environments. Once vaccines and/or highly effective and widely available treatments are approved and widely available, and there is low circulation of the coronavirus, active prevention practices may be gradually relaxed and/or curtailed following guidance from the CDC and the state of Texas.

Institutional Operations

It is likely that even when immune protection is established, social interactions will remain changed for a duration of time and that re-engineered processes and new technologies will persist, so long as they are functional.

Additional operations:

- Classrooms near full capacity.
- Shared office spaces.
- Dining and residential activities with some modifications.
- Research enterprise at full strength.

Appendix 1: Retrenching Alert Levels

Level 4: Very High Alert (Stay at Home Orders in Place)

- Schools and non-essential businesses are closed
- Individuals are expected to practice self-isolation

Level 3: High Alert (State Reopening)

- Institutions and communities can operate low-density environments.
- Many institutions are preparing to reopen, but there are significant prevention policies in place that may include limitations on meeting sizes, PPE use, and continued elevated precautions for high-risk individuals.

Level 2: Moderate Alert (Protection in Place)

- UTA and the community may operate moderate-density environments.
- The University is open and many protective measures are still actively in place.
- The underlying threat of outbreak remains, but prevalence of the virus is lower and testing and contact-tracing capacities are robust enough to allow some policies to be relaxed.

Level 1: Low Alert (New Normal)

- UTA and communities can operate high-density environments.
- Vaccines and/or highly effective treatments are approved and widely available, and there is low circulation of the coronavirus. Active prevention practices may be gradually relaxed and/or curtailed.

Appendix 2: Examples of Unit-Specific Activities by Alert Level

The following tables are illustrative of how UTA units can create operational guidelines by alert levels. The activity descriptions for each level are only examples and do not reflect campus operations. Each unit should create its own approach based on its unique situation. The following examples are drawn from a variety of sources and should not be considered as definitive public health or legal guidance. CDC, federal, state, and local government or health authority guidance may supersede these suggestions.

ACTIVITIES	*Level 4 <i>most restrictive</i> Very High Alert Level, Only Essential Ops	*Level 3 High Alert Level, Low-Density Ops	*Level 2 Moderate Alert Level, Medium-Density Ops	*Level 1 <i>least restrictive</i> Low Alert Level, High-Density Ops
Orientation, Pre-Arrival Travel	Only essential students and staff on campus.	Students with COVID-19 or flu-like symptoms—or students arriving from areas of high COVID-19 transmission—self-isolate or quarantine for a predetermined period of time.	Students with COVID-19 or flu-like symptoms—or students arriving from areas of high COVID-19 transmission—self-isolate or quarantine for a predetermined period of time.	Any student with COVID-19 or flu-like symptoms self-quarantines for a predetermined period of time.
Orientation, Residence Halls Move-In	Only essential students and staff on campus.	Students may move into dorms in small groups (e.g., 10 or fewer) with physical distancing in place.	Students may move into dorms in medium-sized groups (e.g., 50 or fewer) with physical distancing in place.	Students may move into dorms as usual.
Orientation, Residence Halls Move-In (Equipment)	Only essential students and staff on campus.	Move-in equipment is checked out by students and disinfected after each use.	Move-in equipment is checked out by students and disinfected after each use.	Move-in equipment is checked out by students and disinfected after each use.
Orientation, In-Person Activities	Only essential students and staff on campus.	Limit any in-person activities to small-sized groups (e.g., 10 or fewer) with physical distancing in place.	Limit any in-person activities to medium-sized groups (e.g., 50 or fewer) with physical distancing in place.	No limits on in-person activities.

*Note: The activity description for each level is an example and does not reflect current campus operations.

ACTIVITIES	*Level 4 <i>most restrictive</i> Very High Alert Level, Only Essential Ops	*Level 3 High Alert Level, Low-Density Ops	*Level 2 Moderate Alert Level, Medium-Density Ops	*Level 1 <i>least restrictive</i> Low Alert Level, High-Density Ops
Classrooms, Class Enrollment/ Size	Students not on campus. Instruction is fully remote/virtual.	Classes of 50+ should be fully online/remote. Classes of fewer than 50 students should be held in classrooms where physical distancing is possible, such as large lecture halls.	Classes of 100+ should be fully online/remote. Classes of fewer than 100 students should be held in classrooms where physical distancing is possible, such as large lecture halls.	All classes may return to full occupancy.
Classrooms, Lecture Halls	Students not on campus. Instruction is fully remote/virtual.	Lecture halls should be utilized for classes of fewer than 50 students, but only if appropriate physical distancing can take place. Each unit should determine the number of appropriate students for each category based on its circumstances. Federal/state/local mandates supersede institutional planning.	Lecture halls should be utilized for classes of fewer than 100 students, but only if appropriate physical distancing can take place. Each unit should determine the number of appropriate students for each category based on its circumstances. Federal/state/local mandates supersede institutional planning.	All lecture halls may return to full occupancy.
Classrooms, Specialized	Students not on campus. Instruction is fully remote/virtual.	In-person access on a restricted basis requiring approval; increased health safety protocols in place.	Small group access on a limited basis following institutional distancing policy; increased cleaning protocols in place.	Near or at full capacity.
Events (Assemblies, Info Sessions, Meetings, etc.)	Virtual only.	Virtual or in small groups abiding by health safety protocols.	Large events may be held outside or in venues that allow for appropriate social distancing practices. Clear guidance on entry and dismissal is established.	No restrictions on event size or cadence.

*Note: The activity description for each level is an example and does not reflect current campus operations.

ACTIVITIES	*Level 4 <i>most restrictive</i> Very High Alert Level, Only Essential Ops	*Level 3 High Alert Level, Low-Density Ops	*Level 2 Moderate Alert Level, Medium-Density Ops	*Level 1 <i>least restrictive</i> Low Alert Level, High-Density Ops
Shared Office Spaces	Essential workers may continue work in shared spaces, with health safety measures observed.	Capacity limitations are established. Most work remains remote, and essential use of shared spaces is planned to not exceed capacity limitations.	Capacity limitations are established. Most work remains remote, and health safety practices are honored for those in the workspace.	No restrictions on shared office spaces.
Research Labs	Essential employees only, abiding by health safety protocols and with increased PPE.	Managed through approved PI plans; one person per 400 square feet of gross lab area.	Managed through approved PI plans; capacity limits will be revisited.	No restrictions on capacity or interaction with equipment.
Library Spaces	Some digitizing of materials; curbside drop-off of books to be returned, plus cleaning protocols; curbside pickup of circulating books.	Staff continues digitizing needed materials for researchers; curbside drop-off of books to be returned, plus cleaning protocols; curbside pickup of circulating books; in-person access to non-circulating collections for small numbers of graduate students and faculty.	Staff continues digitizing materials; in-person access for instructors; in-person access for researchers and instructors from the broader community as time slots are available.	Access provided for non-institutional affiliates who rely on the institution's collections for other purposes; use of space in research collections for in-person classes and the general public.
Classroom Buildings, Hallways	Students not on campus. Instruction is fully remote/virtual.	Classes should be scheduled with increased breaks between them so that students can leave classrooms without crowding hallways. High-touch surfaces should be sanitized regularly.	Classes should be scheduled with sufficient breaks between them so that students can leave classrooms without crowding hallways. Consider dismissing students in groups of 10. High-touch surfaces should be sanitized regularly.	Normal health safety protocols.

*Note: The activity description for each level is an example and does not reflect current campus operations.