



COVID-19 Summer 2021 CAMPUS OPERATION PLAN

June 1, 2021

MESSAGE FROM THE PRESIDENT



Dear Colleagues,

After more than a year of working and living amidst the challenges of the global pandemic, the spring semester is drawing to a close, and I remain immensely proud of the commitment and resiliency of our faculty and staff. Your sustained efforts ensured UTA could continue to fulfill its institutional mission such that our students could continue to pursue their education. Your perseverance is a testament to the Maverick spirit.

With the outlook on the pandemic improving, the COVID-19 Executive Task Force developed the COVID-19 Summer 2021 Campus Operation Plan. We are taking a thoughtful, measured approach based on the most recent guidance from health experts and government officials with the safety of the entire Maverick community as our top priority.

The summer semester will include a mix of online and on-campus classes, and we are optimistic about the resumption of predominantly in-person courses, activities and events in the fall. Accordingly, our Campus Operation Plan involves a phased approach with a gradual return to on-campus work that is aligned with the summer semesters beginning on June 1. This careful and deliberate strategy will allow us to protect the well-being of employees and students this summer.

The plan maintains our commitment to health and safety measures like wearing masks and practicing social distancing. A successful return to campus relies on everyone's support and involvement. To bring our Maverick family together again, we must work collaboratively to keep each other safe and healthy. I urge you to do your part by continuing to follow UTA's health and safety protocols, and I encourage you to sign up for a COVID-19 vaccine.

We will continue to diligently monitor developments on testing, treatments, vaccines and guidance from experts from the Centers for Disease Control and Prevention, the state of Texas and the University of Texas System. We will remain flexible and adapt to changing circumstances to preserve our ability to provide a safe work environment to you and a safe educational experience to our students.

Thank you for the commitment each of you demonstrated over the last year. I am optimistic about the upcoming summer and fall semesters, and I am sure you share my eagerness for a safe return to our beloved University. UTA is a special place, and I am looking forward to seeing you on campus again.

Sincerely,

A handwritten signature in black ink that reads "Teik C. Lim".

Teik C. Lim, Ph.D.

Interim President

The University of Texas at Arlington



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GUIDING PRINCIPLES

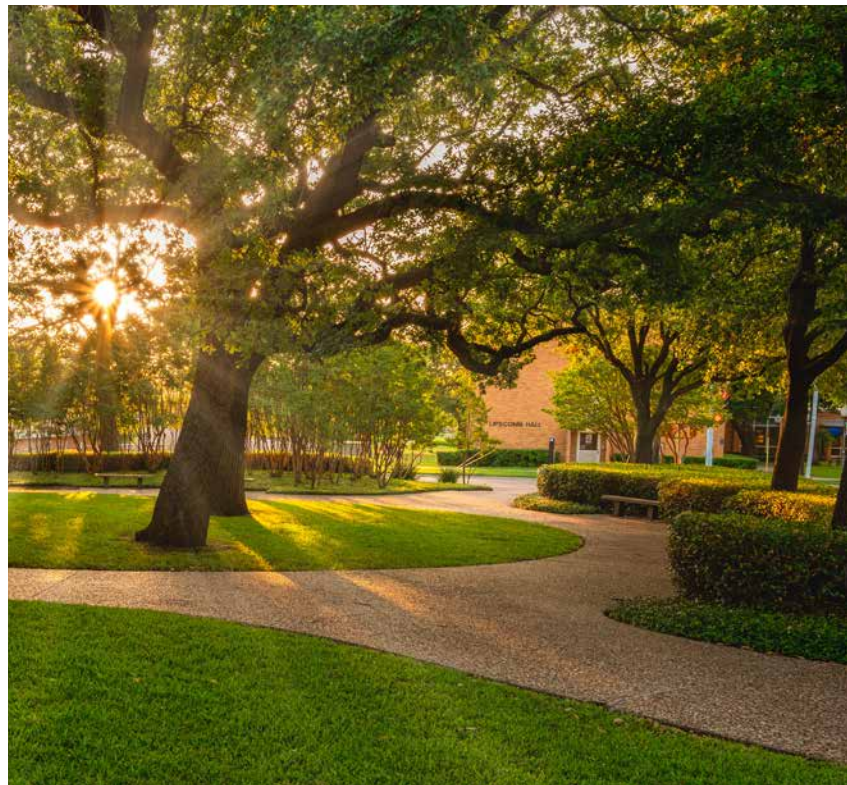
The University of Texas at Arlington COVID-19 Campus Operation Plan is rooted in safety and concern for the health, safety, and well-being of all members of our University community and the public we interact with. The primary goal of the plan is to continue the institution's vital mission of education, research, and service while safely and gradually returning to on-campus operations including more in-person courses, labs, campus activities, and staffing of offices across the campus.

This Plan will follow a phased approach to gradually returning to working on campus during the Summer I and Summer II semesters, **beginning June 1, 2021**. The Plan's objectives 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 state of Texas Governor's Executive Orders and follow recommendations from the Centers for Disease Control and Prevention (CDC), 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 learn more about the COVID-19 virus and vaccine efficacy and their impact on higher education. A separate plan will be published for the fall semester as we continue to evaluate all of the available information and recommendations of experts.

CORE CONCEPTS

- Proceed thoughtfully, carefully, and deliberately.
- Continue to telework where possible during Phase 1 and gradually return to campus office work during mid- to late-summer in preparation for the fall semester.
- Be ready to adjust based on guidance from the CDC and from state and local health officials.
- Emphasize mask or face covering, social distancing, handwashing, and staying home when sick.



SAFE RETURN TO WORK

OVERARCHING EXPECTATIONS

As we plan to gradually return to campus over the summer months, 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.

SYMPTOMS MONITORING REQUIREMENT

For the upcoming summer semesters, 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
- Fever or chills
- Repeated shaking with chills
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

If an employee, **regardless of COVID-19 vaccination status**, 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 (age 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.



PHASED RETURN TO CAMPUS

As the availability of vaccines increases across the state and nation many public health experts are optimistic that we may be able to incrementally resume many of our pre-pandemic ways of life. In anticipation of an improving situation, UT Arlington is currently planning a phased return of employees **starting June 1, 2021**, Summer I. This plan will focus on the phased return for Summer I and Summer II semesters.

UTA is optimistic and planning for regular operations in fall 2021, which will include a majority of the courses being offered in-person. During the ensuing weeks and months, and as we have done throughout the pandemic, we will evaluate all of the available information and recommendations of experts from the CDC, the state of Texas, and The University of Texas System to develop the University's plans and protocols for the fall semester.

The phases, timeline, and list of units scheduled to return during each phase are listed below. Flexibility is key and some departments/units may need to make certain adjustments to effectively serve our campus community.

Phase 1: Summer I (June 1- July 12, 2021)

During this time, many classes will remain online. Priorities for this phase include the return of positions that are needed on campus for campus safety or campus operations, or some jobs that cannot be effectively completed from home and are critical to ongoing operations.

Divisions/Units to Return to Campus During Phase 1

- Academic Affairs
- Administration and Campus Operations
- Audit and Consulting Services, Office of
- CFO / Business Affairs
- Diversity, Equity and Inclusion, Office of
- Government Relations
- Human Resources
- Information Technology, Office of
- Legal Affairs
- President, Office of
- Provost, Office of
- Research
- Student Affairs
- Student Enrollment Services
- University Advancement

Phase 2: Summer II (July 13-August 18, 2021)

All University offices return to campus. Department heads will decide their on-campus staffing needs with approval from their respective dean or vice president. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed herein for safely 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

For the summer months we will continue to maintain social distancing measures and reduce campus population density. Department leaders should continue to utilize the options outlined below as they plan to accommodate student services and balance the health and safety of our community.

Remote Work

Summer Semesters I & II

For the summer, those who can work remotely to fulfill some, or all of their work responsibilities may continue to do so with the approval of their immediate supervisor. These arrangements can be made to accommodate a full or partial day/week schedule. The determination of that scheduling is made by the employee's immediate supervisor and the respective dean/vice president, based on the needs of the University and the employee.

Fall Semester

The remote work policy and remote worker agreement is currently being updated in preparation for the fall semester. It is anticipated that the remote worker agreements will need to be executed in August, prior to the beginning of the fall semester.

Deciding How a Remote Work Arrangement Might Fit an Employee

Employees cannot dictate that they will work remotely. The decision to work remotely should be made by the manager after considering the job task. Here are some questions to consider when deciding if a remote work arrangement is suitable.

- How much onsite supervision, oversight, or direction is needed by this employee?
- Can the employee work independently and be self-directed in accomplishing tasks?
- Does this employee need to demonstrate competency in a critical area before such an arrangement can be approved?
- Can the employee maintain a high level of customer service and engagement? (i.e., meetings, customer service, responsive to internal communications/requests).
- Has the employee demonstrated a high level of productivity when working remotely?
- Are there any existing performance issues with the employee?
- How can I help this employee succeed if working remotely is approved?

Alternating Days

Departments should consider scheduling partial staffing on alternating days, when possible.

Staggered Reporting/Departing

Staggering reporting and departure times by 30 minutes will reduce traffic in common areas to meet social distancing requirements.

ADA/ADAAA Accommodations and Medical Leave

If you are at high risk for COVID-19 because you have an underlying condition that qualifies as a disability under the ADA/ADAAA you will need to provide a note from a licensed medical practitioner. An extension will be required for anything beyond August 1, 2021. Staff, faculty, and student employees needing reasonable accommodations should contact the ADA/ADAAA coordinator.

Staff and faculty whose work can only be performed on-site and who are unable to do so due to medical conditions should work with Leave Management in the Office of Human Resources to explore FMLA options.

Flexible Summer Hours Program

The flexible summer hours program will run from June 1–August 18. Employees who can work a flexible schedule for the summer can work a compressed week of four 10-hour days with one day off during the work week. Managers must give written approval and employees must select Compressed Workweek on form HR-E-F10 (Flexible Work Arrangement). A manager-approved copy must be submitted to Payroll Services at payroll@uta.edu before employees can begin the program. Schedules for non-exempt employees must include a minimum 30-minute lunch break.

Any approved request for the flexible summer hours program may be ended sooner than was originally requested if activities around returning to campus require additional focus and attention.

Contact your [Human Resources Business Partner](#) or call 817-272-5554 for questions.



RETRENCHING CAMPUS OPERATIONS

The decision to move back to a previous phase, make modifications to this Plan, or shut down again may occur if the:

- Local, state, or federal public health authorities declare another public health emergency;
- Vaccine rollout is stalled, majority of the population remains unvaccinated, and cases continue to increase;
- Vaccine-resistant variants of the virus emerge in the U.S. and CDC public health officials require that health and safety measures, including social distancing, remain in place; or the
- University's COVID-19 positive cases are at a level that threatens 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 has proven to be one of the best tools we have to avoid being exposed to the COVID-19 virus. Even though vaccines are available, we still want to remain diligent in protecting one another. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick and those who have not been vaccinated.

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 face-covering protocol 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 replace it after you are done eating.
- Cloth or disposable 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.

- Reusable cloth face coverings must only be worn for one day at a time and must be properly laundered before each use.
- Environmental Health & Safety (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. All are expected to 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 Student Access and Resource Center (formerly 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 Human Resources 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 should be referred to the Office of Human Resources. Students should be referred to the Office of Community Standards. The Incident Reporting Form can be found at the following link: [Incident Reporting Form](#).
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.

Putting on the Face Covering/Disposable Mask

- Wash your 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 to not touch the inside of the mask.
- Wash your hands immediately after removing.

Care, Storage, and Laundering

- Keep face coverings/disposable masks 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 soiled, damaged (e.g., stretched ear loops, torn or punctured material), or visibly contaminated.

OTHER SAFETY PRACTICES

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.

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 may 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 students who depend on facial cues. However, if only using a face shield, there must be at least 6 feet between the lecturer and the first row of students. In certain situations, faculty may be required to wear face shields in lieu of masks 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 are not wearing 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

New students will complete UTA's [COVID-19 web-based training](#) during their New Student Orientation. New employees will also complete the training as part of the new employee compliance training curriculum. In addition to completing the training, faculty, staff, and students will 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 when you have been in 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, regardless of whether they have been vaccinated, are advised to perform a health self-screening each day prior to coming to campus or before leaving their on-campus residences. If you experience any symptoms potentially related to COVID-19 (listed on page 5 of this plan) 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.

CLOSE CONTACT GUIDANCE

Faculty, staff, and students who have not been vaccinated and have had known close contact (i.e., within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has tested positive for COVID-19 should self-quarantine off campus for 10 days from the date of last known exposure or after day 7 after receiving a negative test result (test must occur on day 5 or later). 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 available to faculty, staff, and students. Employees seeking testing should refer to uta.edu/coronavirus for UTA on-campus testing resources or 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, staff and students who test positive for or come into contact (i.e., within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period) 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. This excludes people who have had COVID-19 within the past 3 months or who have been fully vaccinated.

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.

COVID-19 VACCINATIONS

UTA students and employees are strongly encouraged to participate in COVID-19 vaccinations. Details regarding on-campus vaccination availability, UTA-affiliated vaccination locations, and/or vaccination availability in the community will be posted at uta.edu/coronavirus.

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 of 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 restrooms 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 of 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 use 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. Additionally, **approved signage** is available for departments to print and install on their own.

Classrooms

The Office of Facilities Management will ensure there are adequate cleaning supplies in all classrooms scheduled for use during the summer semesters, 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/Water Bottle Fill Stations

All drinking fountains are scheduled to be restored in July. Until then, faculty, staff, and students are encouraged to continue 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 has been 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.

VISITORS

Campus departments are free to have campus visitors. 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.)

CAMPUS GATHERINGS

The University has approved both virtual and on-campus UTA-sponsored day camp programs for the summer semesters. Camp directors will be responsible for submitting a COVID-19 safety plan for their camp program.

The University will continue to monitor and follow CDC guidelines and the Governor's Executive Orders for gatherings and campus events. A special event guidelines booklet has been created to define these procedures. Learn more about [event guidelines](#).

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 (CAPS) remains available to students during these unprecedented times. Services are performed remotely to limit exposure to both clinician and student. Please call 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 uta.edu/caps.



Summary of CDC Guidance Regarding Isolation and Quarantine Requirements

1. Guidance Regarding Isolation: Updated February 18, 2021

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 24 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** – Individuals who have recovered from COVID-19 symptoms after testing positive for COVID-19 may continue to test positive for three months or more without being contagious to others. For this reason, they should be tested only if they develop new symptoms of possible COVID-19. Getting tested again should be discussed with their healthcare provider, especially if they have been in close contact with another person who has tested positive for COVID-19 in the last 14 days.
- 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 strategy should be followed.

2. Guidance Regarding Quarantine: Updated March 12, 2021

If a person comes into close contact (within 6 feet for 15 minutes or longer) with an individual who has been tested and diagnosed with COVID-19, the person should complete the close contact form and follow any subsequent guidelines from UTA Health Services. This excludes people who have had COVID-19 within the past 3 months or who have been fully vaccinated.

The person should not return to work or class until:

- After day 10 of exposure* without testing, as long as there are no symptoms
- After day 7 of exposure* after receiving a negative test result (test must occur on day 5 or later)

**Exposure: The day an individual learns of close contact exposure is considered Day 0. Day 1 of the quarantine time is the following day.*

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 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 area 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 tests and cases linked to other cases
- Capacity and degree of adoption of various prevention methods
- Vaccine rollout is stalled, a majority of the population remains unvaccinated, and cases continue to increase
- Vaccine resistant variants of the virus emerge in the U.S. and CDC public health officials that require health and safety measures, including social distancing, remain in place

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; and in-person academic programs are canceled. 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. 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
- Limited occupancy in shared offices for faculty/staff/graduate students
- Strict social distancing, use of face coverings, frequent handwashing, 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 handwashing

LOW ALERT (New Normal)

UTA and external communities can operate high-density environments. Once vaccines and/or highly effective treatments are 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 (Protections 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 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.