



UA Little Rock Fall 2020 Return to Campus Guide

Version 4 | August 20, 2020

Notable Changes from Version 3:

- Revised: Testing, Monitoring and Contact Tracing
- Added: Communicating symptomatic, close contact, and positive COVID-19 cases
- Revised: Face Mask Exceptions
- Added: Building Captains
- Added: Strategies for encouraging and enforcing mask use and physical distancing

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Introduction

Dear Campus Community,

Enclosed is the fourth version of the UA Little Rock Fall 2020 Return to Campus Guide that was developed in response to the coronavirus (COVID-19) pandemic. The guide represents a joint effort between the Coronavirus Emergency Response Team (CERT) and the Provost's Academic COVID-19 Taskforce (PACT) to describe key components of UA Little Rock's plans for the fall term.

The return to campus guide provides a framework to inform unit-specific planning. Safety of the campus community is the top priority of UA Little Rock's plans. In addition to safety, flexibility, inclusive learning support, and communication also serve as guiding principles for the planning process.

The return to campus guide sets forth a COVID Screening that will help employees and students self-assess as well as allow the university to monitor in aggregate students and employees who self-report COVID-19 related symptoms. An updated listing of COVID-19 test locations in central Arkansas is [available on the Health Services website](#). A partnership with the University of Arkansas at Medical Sciences (UAMS) is also established for COVID-19 contact tracing for both students and employees.

We have attempted to be comprehensive in this return to campus guide, but questions will inevitably remain as we continue to refine our plans and add further detail based on information from local, state, and national health officials. However, sufficient information is available now to help UA Little Rock prepare for a successful fall term. UA Little Rock's reopening started on July 27, 2020 with a phased return of employees to campus.

I want to express my appreciation to those that have participated thus far in this planning process. COVID-19 presented an unprecedented challenge to our campus, but UA Little Rock stepped up to ensure successful spring and summer terms and is again doing the same for the fall. I remain grateful for the extraordinary commitment of students, faculty, and staff during this trying time.

Please continue to check your email and the UA Little Rock website for updated information concerning the fall plans.

Sincerely,

Christina S. Drale, Chancellor
University of Arkansas at Little Rock

UA Board of Trustees Reopening Resolution

On May 4, 2020, the University of Arkansas Board of Trustees passed a resolution that required institutions in the University of Arkansas System to prepare reopening plans for the fall term. A copy of the resolution is provided below.

WHEREAS, the Board of Trustees of the University of Arkansas recognizes the need to continue monitoring the impact of COVID-19 in Arkansas and to adhere to the public health guidelines and directives from the state and federal governments; and

WHEREAS, the state and federal governments have outlined steps for removing some physical distancing directives to facilitate a phased-in reopening of communities across Arkansas where UA System institutions are located; and

WHEREAS, President Donald R. Bobbitt has appointed a UA System task force including campus leadership and representatives from the system administration to identify the necessary steps to reopen institutions to students, faculty and staff for the fall 2020 semester; and

WHEREAS, the Board recognizes the need for and encourages the task force and institutional leadership to create plans that include measures to protect the various campus constituencies from the spread and mitigate the impact of COVID-19;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ARKANSAS THAT the Board directs the President to work with the Chancellors and other chief executives across the UA System to prepare the various campuses, divisions and units of the system to reopen to students, faculty and staff for the fall 2020 semester;

BE IT FURTHER RESOLVED THAT the Board directs such plans be consistent with the health policy directives of the state and federal governments regarding the COVID-19 virus.

[Source](#)

Planning Process

Guiding Principles

Safety

UA Little Rock procured personal protective equipment (PPE), sanitizing supplies, sanitation measures, and contact tracing, physical distancing, and protocol for employees and students. Initial PPE procurement is complete, and additional PPE will be ordered as necessary.

Students who reside in university housing will receive a COVID-19 PPE kit upon move-in. Students who do not live in university housing may obtain a COVID-19 kit during the first week of classes. Student COVID-19 PPE kits contain a reusable cloth face mask, a digital thermometer, and a bottle of hand sanitizer. A face shield for students is available from the Ask Desk in the Student Services Center. Students can pick up their kits the first week of classes at Welcome Week tents, or in the Donaghey Student Center.

Employee COVID-19 PPE kits contain a face shield and an extra face mask in addition to the items in the student kit. UA Little Rock units will obtain employee COVID-19 kits from their unit supervisor.

Flexibility

Recognizing the need to protect potentially vulnerable members of the campus community and the increased work and caretaking needs presented by the COVID-19 pandemic, UA Little Rock will promote a culture of flexibility where possible. To help ensure the safety and health of students, faculty, and staff, UA Little Rock will offer multiple, flexible course options for students this fall.

Inclusive Learning Support

Professional development opportunities and resources for faculty in inclusive pedagogy and online course design and delivery has been shared throughout the summer. Faculty can take advantage of online course [design/delivery](#) and [renovation](#) assistance through Scholarly Technology and Research (STaR). UA Little Rock allocated a portion of its federal CARES Act funding towards technology needs to support faculty and students in the fall semester.

Communication

The Office of Communications and Marketing announced a [redesigned COVID-19 website](#) with information and resources for students, faculty, staff, parents, and community members. The Office of Communications and Marketing also resumed regular COVID-19 communications to prepare for the return to campus.

Planning Teams

The Coronavirus Emergency Response Team (CERT) was formed in March 2020 to advise the Chancellor's Cabinet on the execution of the pandemic policy, which is a component of the university's emergency management plan. As the status of the health crisis evolved, CERT objectives evolved. CERT now focuses on non-academic areas by overseeing emergency operations preparations; recommending appropriate environmental, health, and safety equipment and practices; and ensuring continuity for campus residences, dining facilities, and student experiences.

Complementary to CERT, the Chancellor's Cabinet created the Provost's Academic COVID-19 Taskforce (PACT) during April 2020. PACT oversees academic and student-support issues related to the COVID-19. PACT developed plans involving course scheduling, academic policy, classroom space, and additional support for students and faculty to ensure continuous learning during the pandemic. Sharing resources and overlap of members, CERT and PACT work collaboratively to support planning efforts for fall 2020.

Sources of Information

UA Little Rock utilizes information from several sources as it plans to reopen for the fall 2020 term. The sources included:

- Center for Disease Control and Prevention
- Arkansas Department of Health
- UA System COVID-19 Taskforce
- American College Health Association (ACHA)

Managing Anxiety

Due to the unprecedented level of uncertainty in our lives, as well as the emotional, social, and financial disruptions brought on by the pandemic, many are dealing with increased anxiety. This

anxiety can worsen after months of physical distancing and no easy access to our usual support systems.

Talking through issues of concern through the collaborative process of counseling can help reduce anxiety levels. Free counseling is available to the campus community, including students, staff, and faculty.

Counseling for Students

Counseling Services continues to provide confidential counseling by phone and videoconferencing for UA Little Rock students. Counseling appointments are available Monday through Friday, 8:00 am to 4:00 pm, with the exception of holidays and when the university is closed. Students should call 501-569-3185 to set up an appointment.

Counseling for Faculty and Staff

The Employee Assistance Program (EAP) consists of a team of licensed behavioral health professionals providing confidential counseling and information for faculty and staff as a university benefit. EAP now offers remote options such as videoconferencing and phone counseling so it's easier than ever to connect with EAP. To schedule an appointment, call 501-686-2588.

Disease Control and Prevention

Testing, monitoring, and contact tracing

COVID-19 Local Testing Sites

UA Little Rock is actively seeking to establish on-site testing capabilities. The availability of on-site testing will be announced as soon as it becomes available. In the meantime, Health Services maintains a [list of local testing sites](#) for the university campus to utilize. Regardless of the testing provider or test site, COVID-19 test results are communicated to the Arkansas Department Health for reporting back to the Health Services and the University of Arkansas Medical Sciences (UAMS) for contact tracing for employees and students.

COVID-19 Screening & Monitoring

UA Little Rock utilizes health screenings to help monitor the overall health conditions of the campus community. IT Services developed a [COVID Screening](#) with the primary purpose of providing employees and students information about their ability to return to campus. The

screening provides a date- and time-stamped red or green indicator that can be shown for the rest of the day on individuals' phones to enter spaces on campus. Use of the COVID Screening is strongly encouraged for on-campus students, employees, and visitors.

On the screening tool, the following questions address symptoms, travel, and exposure.

- Within the last two days, have you had an onset of fever of 100.4° or higher, cough, shortness of breath, chills, shaking with chills, or loss of smell or taste?
- Have you traveled internationally in the last 14 days?
- Within the last 14 days have you tested positive or had direct contact (meaning less than six feet for at least 15 minutes) with someone who tested positive for COVID-19?

When an individual receives a red “STOP” indicator, the following instructions are provided:

Do not come to campus.

Your responses indicate that you may have the symptoms for COVID-19 or you may have recently been exposed to the virus.

[Review the important information at this link for instructions on next steps.](#)

If you have any emergency symptoms such as trouble breathing, chest pain, inability to stay awake, new confusion, or blue lips or face, go to the nearest hospital emergency department immediately or call 911.

To help you best determine if you need to seek testing for COVID-19, call UAMS COVID-19 Screening Line at 800-632-4502 or your personal physician.

If you are still undecided on the best course of action or if you have other health-related questions, please call Health Services at 501-569-3188.

When an individual receives a green “thumbs up” indicator, the following information is provided:

On the basis of the information that you have provided, you do not appear to have any COVID-19 symptoms nor an increased chance of exposure.

Please show this green symbol when entering any area on campus with signage asking for it to be shown and upon request. We appreciate your participation to keep our campus safe.

If you have any questions about COVID-19, please call Health Services at 501-569-3188 or the UAMS Health Hotline at 1-800-632-4502.



Monitoring & Reporting

The primary purpose of the COVID Screening is to provide employees and students information about whether or not they should return to campus. The secondary purpose is to monitor aggregate data for indications of spreading illness. No identifiable information is collected. Daily reports from the COVID Screening are generated for analysis at the university level. Further, Human Resources will utilize the staff time and leave tracking system to monitor absenteeism. These metrics will provide insights into the health status of the campus community.

Communicating symptomatic, close contact, and positive cases on campus

Quickly responding to potential threats of COVID-19 will help keep our campus community safe. Health Services developed informational posters for residential students, commuter students, faculty, and staff. These posters describe the steps to take when employees and students become symptomatic, are identified as a "close contact," or are diagnosed with COVID-19. Posters are maintained on the [Health Services website](#).

If you test positive for COVID-19:

- [Students who live on campus – test positive](#)
- [Students who live off campus- test positive](#)
- [Faculty or staff – tests positive](#)

If you're identified as a "close contact" with someone positive for COVID-19:

- [Students who live on campus- close contact](#)
- [Students who live off campus- close contact](#)
- [Faculty and staff – close contact](#)

If you have symptoms of COVID-19:

- [Students who live on campus – symptoms](#)
- [Students who live off campus – symptoms](#)
- [Faculty and staff – symptoms](#)

In addition to the posters, [flow charts](#) are available with the full communication process. A person with symptoms, identified as a close contact, or positive for COVID-19 need only use the posters identified above. Supplemental to the posters, the flow charts are for instructors and supervisors who need to close the communication loop related to COVID-19 scenarios.

Being able to respond quickly to these scenarios will help protect our campus community. Questions or suggestions regarding these communication resources can be submitted through the Health Services [feedback form](#).

Contact Tracing Protocol

UAMS provides contact tracing for UA Little Rock students and employees confirmed positive for COVID-19. When a person is confirmed as positive for COVID-19 (as reported from COVID-19 testing providers to ADH or as reported to ADH from Health Services), the person confirmed positive for COVID-19 will receive at least two phone calls related to their COVID-19 diagnosis:

- 1) The first call is from ADH to notify the individual about the positive diagnosis, discussion of symptoms (if any), instructions for isolation, and to determine if they are a university student or employee. If they are a university student or employee, the person will be told to expect a call from UAMS for contact tracing purposes, as well as guidance to let those who have been in close contact know so they can take protective measures. The intent of the guidance is to mitigate risk exposure prior to the formal contact tracing that will occur by UAMS.
- 2) The second call is from UAMS to determine who has been around the infected person for at least 15 minutes, and within six feet (with or without a face covering). That information will be provided to UAMS contact tracers who will begin contacting the list of people to determine if they fit into the “close contact” category, which may necessitate a quarantine.

Health Services is the designated point of contact for ADH and UAMS. Health Services will also liaise with campus unit heads to address their concerns and share information from ADH and UAMS as it becomes available. Furthermore, at the request of UAMS, Health Services will provide directory information, such as name, phone number, email address, class rosters, and similar information to UAMS to assist with contract tracing. Health Services will continue weekly meetings with UAMS to develop procedures as appropriate for the UA Little Rock campus.

Isolation & Quarantine Protocols

During the COVID-19 pandemic, Health Services triages patients via telephone and refers patients to their physician or UAMS if the patient is symptomatic for the virus or flu. If phone triage indicates the patient is asymptomatic, the patient can be seen in the clinic.

Isolation

The CDC defines isolation as “[separating] sick people with a contagious disease from people who are not sick.” Individuals who isolate may end their isolation period when they are cleared by the Arkansas Department of Health. A notification will go to them as well as to Health Services.

Campus Living reserved approximately eighty spaces for isolation purposes. These spaces will be utilized for on-campus residents who have received a positive COVID-19 test result but are unable to return home.

Quarantine

The CDC defines quarantine as an effort that “separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.”

Employees and non-residential students will self-quarantine off campus. On-campus residents who are unable to return home to self-quarantine will quarantine in their assigned bedroom. UA Little Rock is limiting capacity in the residence halls to one student per bedroom in order to allow residents to quarantine in-place if required. Individuals may end their quarantine when they are cleared by UAMS.

Education

SafeColleges provides free educational videos related to COVID-19 awareness, stress management, and workplace safety.

Employees and students are asked to complete selected SafeColleges training before returning to campus. In the event employees or students are unable to complete the training prior to on-campus arrival, the employee or student should complete the training as soon as possible upon return to campus. See Appendix B for instructions on accessing the SafeColleges educational videos.

- Coronavirus Awareness - 10 minutes
Description: *The current coronavirus outbreak, called COVID-19, has impacted every aspect of our lives, including all facets of campus employment. Information provided will help you to return to campus in a safer manner.*
- Coronavirus: Managing stress and anxiety - 12 minutes
Description: *Stress is our body’s way of responding to physical, emotional, or mental demands, such as those imposed by the pandemic. This course discusses signs and symptoms of stress and explains the physical and emotional effects of built up stress, such as anxiety. Further, this course discusses lifestyle changes, stress management techniques, and treatment options to help reduce stress during difficult times.*

In addition, employees are asked to complete the following training:

- **Coronavirus: Cleaning and disinfecting your workplace - 10 minutes**
Description: *This course provides you with practical guidance from the CDC for cleaning and disinfecting your workspaces and offices.*

Personal Protective Equipment & Signage

Face Masks & Shields

UA Little Rock requires that employees, students, and visitors wear a face mask on campus in all indoor settings with limited exceptions (e.g. in a private office when only one person is present, residential bedrooms, and aquatic activities). Face masks are also required in outdoor settings where physical distancing cannot be maintained, also with limited exceptions. To ensure face masks remain on in classroom settings, no food or drinks may be consumed in classroom settings. This policy will remain in effect as long as the use of face masks continues to be recommended by ADH and the CDC.

A cloth face covering, disposable face mask, or similar face covering that covers the mouth and the nose as recommended by the CDC is required and may be used as a face mask. A face shield may also be worn but will not serve as a substitute for a face mask. The [PPE guide](#) provides additional information about face masks and shields.

COVID-19 kits will be provided to students and employees. Student kits contain a face mask, digital thermometer, and hand sanitizer. Employee kits contain these items along with a face shield. Students may obtain a face shield at the Ask Desk on the second floor of the Student Services Center. Students and employees should plan to wear a mask of their own until obtaining a COVID-19 kit from the university.

Cleaning Supply Kits

Facilities Management provided a cleaning supply kit to each unit. The cleaning supply kit contains one box (50 pairs) of disposable gloves, a hand sanitizer dispenser, disinfectant wipes, and aerosol disinfectant spray. These kits are in addition to the COVID-19 PPE provided to employees and students. Additional sanitization supplies may be obtained through a request to Central Stores.

Disposable Gloves

Because disposable gloves are ineffective in stopping the spread of germs unless replaced frequently, UA Little Rock recommends the use of handwashing or hand sanitizer instead. However, if there are situations where disposable gloves are needed, please contact Facilities Management for acquisition of disposable gloves.

Desk Shields/Sneeze Guards

Areas on campus that are high-traffic and may require close proximity have been identified for the installation of desk shields, also known as sneeze guards, to help reduce exposure to COVID-19. Facilities Management has many of these shields already in place. Facilities Management may be contacted with additional inquiries concerning desk shields.

Signage

Signage is utilized to illustrate physical distancing and PPE requirements. Signage includes maximum elevator occupancy, maximum room occupancy, directional signs to elevators and stairs, reminders to wear masks, and reminders to wipe down work areas regularly. Floor decals have been strategically placed to indicate at least six feet of separation for individuals in a queue. Individuals designated as Building Captains have been assigned to high-use facilities to help ensure placement of signage.

Building Captains

Reopening campus and scheduling in-person classes for the fall semester highlighted the need for more coordinated space management efforts among Facilities Management, Academic Affairs, Student Affairs, IT Services, and Public Safety. In an effort to coordinate building management and safety across campus, a [Building Captain](#) was appointed to each building on campus. Building Captains are currently assigned with ensuring appropriate signage, sanitation supplies, security, and PPE for their buildings. Building Captains serve as an important resource in facilitating communication and information transfer as UA Little Rock adopts a more centralized space management model to encompass future space planning, and emergency response planning.

Strategies for encouraging and enforcing mask use and physical distancing

Using face masks and physical distancing are critical to keeping our campus community safe during the COVID-19 pandemic. Anyone on campus not wearing a mask and/or not keeping enough physical distance between themselves and others puts the health of the campus community in jeopardy.

There are ways to respond that are helpful and may resolve the situation. The table below provides a de-escalation protocol that should be used to encourage and enforce face mask use and physical distancing.

	Not wearing a mask	Not physically distancing
Ask	Ask if the individual is aware that face coverings are required on campus	Ask the individual to please honor the physical distancing requirement and allow for at least 6 feet apart
Direct	Direct individual to the Building Captain(s) to receive a mask	If in a location that makes it challenging to effectively physical distance, offer to relocate to a space where you can physically distance
Leave	If noncompliance continues, either ask the individual to leave or, if able, remove yourself from the area	
Report	For ongoing violations and/or egregious violations, please report to the following: Students notify Dean of Students Faculty notify Chair Staff notify Supervisor	

Facilities Management Plan

Facilities Management developed a facilities plan for UA Little Rock with information specific to COVID-19. The plan is available on the [Facilities Management website](#).

Phased Return to Campus

ACHA guidance emphasizes the importance of “...how to repopulate campuses in the safest way possible. The college/university must address the public health issues caused by the virus in a manner that permits easing physical distancing practices and the resumption of many of the activities and educational experiences of a vibrant campus.”

Employee Return to the Workplace and Alternative Work Arrangements

UA Little Rock recognizes the many unique challenges associated with varying offices, programs, and facilities in preparation for a return to the campus workplace. There are some positions, including those that require direct interactions with students on campus, that may not be amenable to alternative work arrangements for the fall term. There are other positions that may, at least temporarily, fit within an alternative arrangement. UA Little Rock provides supervisors discretion to determine what alternatives (if any) should be utilized for alternative work arrangements for the fall

term. Alternative work arrangements must be documented and approved by the supervisor as well as the vice chancellor for the respective division.

For employees with a health condition (or dependent health or care situation) that may impact the employee's ability perform his or her job functions (irrespective of work location), it is important that supervisors involve Human Resources so that Human Resources can engage in an interactive process with the employee to seek solutions that will allow the employee to return to work/continue to work (recognizing that the essential functions of some roles will include the employee's presence in the workplace).

An employee may request an American with Disabilities Act (ADA) workplace accommodation by contacting his or her dean, department head, director or supervisor, or by contacting the ADA Coordinator in Human Resources at 501-560-3180. A dean, department head, director, or supervisor who receives a request for accommodation from an employee should immediately notify the ADA Coordinator for assistance in engaging in the interactive process and responding to the request. [Additional ADA information is located on the Human Resources site.](#)

An employee seeking an ADA accommodation or leave under the Family Medical Leave Act or Families First Coronavirus Response Act should begin the process prior to his or her return date.

Employees should also contact Human Resources at 501-560-3180 if they have questions about the [Family Medical Leave Act](#) or [Families First Coronavirus Response Act](#).

In preparing for a return, some employees may identify personal health and safety concerns. While the CDC has identified "higher risk" health conditions, these conditions alone do not override the employee's obligation to perform the essential functions of the job, with or without an accommodation.

Return to Campus Plan

Employees started a return to campus on July 27, 2020, with offices ensuring full operational capacity by the start of the fall semester. To reopen the campus as safely as possible, a phased return plan is provided that supervisors may utilize or modify based on the particular business needs of the unit.

The following precautions will be taken until further notice:

- Individuals must [self-screen daily](#).
 - Individuals who do not pass the screening protocol should not enter the campus.
 - Individuals who are sick shall not enter the campus without first consulting Health Services.
- Employees who test positive for COVID-19 shall [follow this information provided by Health Services](#). Supervisors will advise employees to contact Human Resources for guidance on leave options.

- Students who test positive for COVID-19 shall follow this information provided by Health Services for [residential students](#) and for [commuter students](#).
- While on-campus, individuals should physically distance themselves at least six feet away from others.
- UA Little Rock requires that all employees, students, and visitors wear a face mask on campus in all indoor settings with limited exceptions (e.g. in a private office when only one person is present, residential bedrooms, aquatic activities). Face masks are also required in outdoor settings where physical distancing cannot be maintained, also with limited exceptions.
- Outside of classroom spaces with appropriate physical distancing measures, meetings of more than 10 people are discouraged and require vice chancellor approval.
 - Note that some events may require approval by the ADH. Please check with your supervisor for additional information.
- The continued use of virtual meeting services is encouraged.
- Travel for university business is discouraged and requires approval by a vice chancellor.
- During and following the phased return plan, Human Resources will analyze employee absenteeism and Health Services will analyze aggregate health monitoring data to determine possible campus spread of COVID-19.
- Supervisors may use alternative schedules to ensure staffing does not exceed the specified office capacity during each phase of the return to campus plan.

The following phased return plan may be modified based on the business needs of a particular unit but is expected to serve as a general guide for the return to campus.

Phase 1: Employees Return Only As Required

- Essential, on-site employees continue to work from campus.
- Telework for non-essential on-site employees is encouraged.
- Employees who telework can visit campus briefly if needed while practicing physical distancing.
- Employees may be asked by supervisors to return to campus as needed to assist with fall semester preparations.

Phase 2: Additional Employees and Students Return to Campus as Needed

- Additional employees who are needed on campus to prepare for students in the fall should return as determined by the unit supervisor.
- During phase 2A, on-campus office capacities are limited to approximately one-third of the employees. The target date for 2A was July 27, 2020.
- During phase 2B, on-campus office capacities are limited to approximately two-thirds of the employees. The target date for 2B was August 10, 2020. The phased return of employees is intended to allow the maximization of physical distancing measures as well as monitoring of potential campus spread of COVID-19.

- In addition to fall preparations, units should collaborate with Facilities Management to provision personal protective equipment and health precaution signage.
- Students were encouraged to continue conducting business virtually until the start of the fall term but were invited to start visiting on-campus offices in-person beginning August 10, 2020. Units shall ensure each office is appropriately staffed to provide direct assistance to students.

Phase 3: Additional Employees and Students Return for the Fall Term (Current Status)

- Each unit's on-campus office is staffed to provide direct assistance to students and visitors.
- All employees return to campus except those with documented permission to temporarily work remotely or be absent from work (see "Employee Return to the Workplace").
- Supervisors should ensure employee work schedules are appropriate to meet the business requirements for the unit (e.g. students must be served during business hours and must not be asked to return at an alternative time because a particular employee is working an alternative schedule.)
- On-campus office capacities are no longer constrained
- Students return for the regular fall term on August 24, 2020.

Phase 4: Easing of Physical Distancing Measures

During phase four, employees and students are allowed on-campus as needed with eased physical distancing restrictions. Phase four is expected to signify a general return of normal campus operations; a lifting of physical distancing restrictions, and resumption of general travel, meetings, and events. Phase 4 will be further developed as the COVID-19 health crisis evolves.

Contingency Planning

As COVID-19 continues to impact the community and the university, UA Little Rock is cognizant that the evolving COVID-19 pandemic may warrant modifications to procedures, policies, instruction modalities, facility usage, and more. UA Little Rock recognizes the fluid nature of the pandemic and the need to closely monitor guidance from medical professionals and regulatory entities as the situation evolves.

Although the focus of the current version of the return to campus plan is on the reopening of UA Little Rock for the fall term, the document will be expanded in future versions to describe contingency planning specific to COVID-19, including enhanced descriptors of community and campus COVID-19 triggers and steps to transition the campus back to virtual settings should it become necessary.

Continuity of Instruction

UA Little Rock is leveraging its 22 years' experience teaching online in adapting to the demands created by the coronavirus and maintaining continuity of instruction. UA Little Rock's May 2020

Institutional COVID-19 Survey revealed that 66.66% of UA Little Rock faculty had previous experience teaching online prior to spring 2020, with 44% of these faculty regularly or always teaching online. Leading up to and throughout the fall semester, PACT, the Scholarly Technology and Research (STaR), the Academy for Teaching and Learning Excellence (ATLE), and the Provost's Office will provide ways for our own faculty to serve as mentors and resources for colleagues newer to online teaching.

Fall 2020 Academic Calendar

The Provost's Academic COVID-19 Taskforce (PACT) has recommended, in consultation with the Records and Registration and the Faculty Senate, that UA Little Rock retain the current academic calendar for fall semester 2020. All parts of term and the Thanksgiving fall break will occur as scheduled.

At the same time, PACT and CERT will continue to assess COVID-19 prevalence both on campus and in Central Arkansas to determine whether the university needs to consider conversion to 100% online instruction after Thanksgiving or at any time during the semester.

Course Delivery Options

To ensure the safety and health of students, faculty, and staff -- and specifically to allow for the scheduling of classrooms to meet the requirements for physical distancing -- UA Little Rock will offer multiple, flexible course options this fall. With a variety of course formats, students should be able to build class schedules that best meet their preferred style of learning, as well family, work, and health needs. UA Little Rock has 2,833 total courses scheduled this fall with a mixture of the following course formats:

- **In-person/face-to-face:** traditional courses that meet in-person with regularly scheduled on-site learning in a classroom. Instructors of face-to-face classes will be prepared to pivot to remote instruction at any point during the semester if necessary.
- **Hybrid/face-to-face:** courses that blend online learning with face-to-face learning; regular or intermittent on-site course meetings follow the course schedule and are listed in the course syllabus.
- **Hybrid/online synchronous:** courses that meet entirely online but that meet at a regularly scheduled time through an online platform, such as Zoom, Google Meet, or Blackboard Collaborate.
- **Online/asynchronous:** courses that meet entirely online; no required scheduled meeting times.

In order to provide more flexible class options for students during the fall semester, adjustments have been made over the summer to the course schedule. **The formats of students' classes may have changed since they first registered, so students should check their schedules for any posted changes.** Instructors and department chairpersons are also expected to contact students if a course format has changed. Students can easily [check their course schedule for changes by going to the College Scheduler app in Blackboard.](#)

Students who are unhappy with changes in class formats and want to change their schedule or who wish to take exclusively face-to-face or online classes should contact their advisor or department chairperson for assistance.

Contingency Plans

In planning their courses and syllabi for fall 2020, PACT has asked that all face-to-face instructors prepare contingency plans for a rapid conversion to 100% online during the semester if necessary.

Classroom Space

On-campus and hybrid courses have been scheduled in spaces large enough to accommodate physical distancing. Because of varied floor plans and furniture arrangements, there is no one-size-fits-all formula to determine COVID-19 classroom capacities. Rather, Facilities Management has assessed COVID-19 capacities for all classroom spaces by considering a minimum requirement of 6' physical distancing between students, as well as space for an "instructor zone" and transitions. These "covid classroom capacities" are reflected in the official course schedule.

Most classrooms have had desks arranged and/or posted to facilitate seating with physical distancing. In classrooms that do not have clearly marked seating or in which student desks have been moved, students are asked to arrange themselves in a way that ensures physical distancing of at least 6'.

Classrooms large enough to facilitate physical distancing and classrooms equipped with live-recording technology have been scheduled for courses prioritized for face-to-face learning (e.g., labs, studios, clinics, first-year experiences, etc.). All other courses that can be feasibly and effectively offered online have been scheduled online for fall.

UA Little Rock is preparing for future semesters of remote/hybrid instruction by installing live-recording meeting technology in a number of classrooms and non-academic spaces this fall. These newly equipped classrooms will more than double the current number of classrooms with live-recording technology this fall. These spaces should be available for later parts of term in the fall semester and in spring semester 2021.

Facilities Management has provided [detailed information for classroom and office space sanitization](#). Classrooms will be “fogged” once daily with a disinfectant that will clean all surfaces; this fogging does not clean the air. The fogging is non-toxic and will take place at least one hour before the classroom is scheduled to be occupied so that the solution can dry on surfaces and take effect. The fogging will not harm technological equipment.

Classrooms will also be equipped with non-toxic disinfecting wipes so that faculty and students can wipe down surfaces in their areas.

Face masks should be considered a first line of defense to keep classrooms sanitized because they minimize the number of aerosolized droplets from vocification.

Facilities Management will increase ventilation to academic buildings by extending scheduled ventilation hours to two hours prior to the first scheduled course and two hours after the final course.

Labs and studios have safety and instructional plans that take into consideration specialized configurations and equipment. Students who have questions about what their fall lab or studio experience will be like should contact their instructor or department chair about their specific courses.

Face Coverings and COVID-19 Screening Tool

Students and faculty are required to wear face masks in all classrooms and other in-person instructional spaces because physical distancing may be complicated by regular student and instructor interaction and active learning. A cloth face covering, disposable face mask, or similar face covering that covers the mouth and the nose as recommended by the CDC is required. A face shield may also be worn but will not serve as a substitute for a face mask. To ensure face masks remain on in classroom settings, no food or drinks may be consumed in classroom settings.

Students who are enrolled in courses with face-to-face components and who cannot wear a mask due to health reasons will be accommodated through the availability of synchronous and asynchronous online courses. For the small number of classes that, due to unique student learning outcomes, cannot feasibly be adapted for remote instruction, students should be advised to complete them in a later semester. If completing the requirement at a later time would delay graduation, we recommend that programs provide suitable course substitutions.

Masks will be available in each building in the office of the [Building Captain](#) for individuals who forget to bring masks to campus. Students who refuse to wear a mask in a classroom will be ejected from class per UA Little Rock policy 512.2 (“[Classroom Disruptions and Steps Towards Redress](#)”).

Faculty may require that students show their green “thumbs up” from the [COVID Screening Tool](#) before entering a classroom.

Technology Enhancements and Training

UA Little Rock allocated a portion of its federal CARES funding to fulfill technology requests -- including a university-wide Zoom account -- to support online teaching and learning for faculty and students. Technology requests prioritized by PACT, ITS, and the Provost’s Office are being procured now and should be ready just in time for the start of fall classes or shortly thereafter.

Although investment in some live-recording classrooms has been prioritized, these will not be installed and ready by the start of fall classes.

In addition to providing technology and software solutions to support learning in the fall, PACT is collaborating with the Office of the Provost, STaR, and ATLE to provide professional development opportunities and resources over the summer in online course design and delivery, accessibility, inclusive learning practices, and crisis pedagogy.

Student Technology Needs

PACT prioritized the procurement of 287 laptop computers for students. Students can [request needed laptops or other technical hardware, software, or internet for the fall semester](#). UA Little Rock’s Care Team will prioritize student need and coordinate with the Ottenheimer Library to check laptops out to students for the fall semester.

The Ottenheimer Library will have private study areas with wifi access and electrical outlets for students; students should inquire at the front desk of the library for information. The lobbies of Reynolds and Dickinson—also equipped with wifi and electrical outlets—will be open for students to study, as well as the following computer labs:

- Reynolds 109A
- Dickenson 110
- EIT 110

Students using these labs should wipe down their spaces and ensure physical distancing among stations. Posted COVID-19 room capacities should be observed.

Should the campus need to convert to 100% remote learning, designated study spaces enabled with wifi and electrical outlets—such as the Ottenheimer Library—will be open for students.

Flexibility for Students

Students' attendance (both online and face-to-face) and ability to meet deadlines may be compromised in the fall semester due to COVID-related challenges. Faculty are encouraged to follow [USDE attendance guidelines](#) to provide flexible class attendance policies, deadlines, and course structures to accommodate students who may need to stay home or miss synchronous class sessions due to technology issues, illness, caretaking, increased work (for first responders and essential workers), or self-isolation.

Students with underlying health conditions that put them at risk from COVID-19, or who live with others with such conditions, may need to refrain from participating in face-to-face learning activities. Students who are enrolled in courses with face-to-face components and who need to change to an online course should contact their academic advisor. If an online section of the course is not available, the student and advisor should find another option that fits in the student's degree plan. For the small number of face-to-face classes that, due to unique student learning outcomes, cannot feasibly be adapted for remote instruction, students should be advised to complete them in a later semester. If completing the requirement at a later time would delay graduation, we recommend that programs provide suitable course substitutions.

Students with a disability may consult with the [Disability Resource Center](#) for accommodations if needed.

Experiential/Service Learning

Only experiential learning directly tied to a student's licensure or program accreditation (e.g. clinicals, internships) will be permitted during the fall semester. If a non-accredited program not leading to licensure has an experiential learning requirement, students should be advised to complete the requirement in another semester; if completing the requirement at a later time should delay graduation, a suitable course substitution should be provided. All experiential learning must follow state and federal guidelines and be approved by the Provost's Office.

Academic Support Services

Academic advising, tutoring, mentoring, and supplemental instruction will be available throughout the fall semester. Updated information about these and other student support services will be maintained at <https://ualr.edu/studentssuccess/academic-resources/>.

High School Concurrent Education

High school concurrent education plays an important role in the economic and workforce development of the State of Arkansas by shortening time-to-degree for students and providing

college credit to eligible high school students at a greatly reduced cost. UA Little Rock values its high school concurrent schools because these partnerships allow for exchange and continuity between PK-12 and higher education curricula and communities.

As both PK-12 and higher education address planning for the fall 2020 semester amidst the COVID-19 pandemic, UA Little Rock understands the need for classes at all levels to be able to provide quality instruction and content in both online and in-person modalities and to be able to pivot rapidly between the two in case of the need for a return to fully remote instruction. To this end, UA Little Rock authorizes its high school concurrent partner schools to provide concurrent instruction in online and blended online/in-person formats. High school concurrent education with UA Little Rock will proceed during AY 2020-2021 as usual with adjustments and modifications as needed.

- **Assessment:** UA Little Rock will ensure that students across all modalities of instruction on its main campus and in concurrent classrooms meet identified student learning outcomes through the assessment of embedded learning activities. As in regular academic years, this assessment will be coordinated with individual high school concurrent teachers by UA Little Rock departmental concurrent liaisons.
- **LMS:** As in regular academic years, UA Little Rock will make its Blackboard Learning Management System available to high school concurrent teachers and students. High school concurrent teachers are not required to use UA Little Rock's Blackboard LMS, and it may be less disruptive to high school concurrent students to interface with the same LMS that their school district has adopted. If a high school concurrent teacher does want to use UA Little Rock's Blackboard LMS, they should email UA Little Rock's concurrent coordinator, Charnley Conway (cqconway@ualr.edu) as soon as possible so that UA Little Rock can provide teacher and student support in using Blackboard.
- **Observations:** Observing synchronous online and LMS would be preferable. For face-to-face, we will work individually with high school liaisons and teachers to arrange a safe alternative to face-to-face visit.
- **Summer Professional Development Day:** In lieu of its annual summer professional development day for high school concurrent teachers, UA Little Rock departmental liaisons will reach out to high school teachers early in the fall semester with information about the fall semester. The Office of Concurrent Education will provide an asynchronous professional development opportunity for high school teachers later in the academic year.

Continuity of Research

General Guidance

Research operations are an important part of what distinguishes UA Little Rock as a Doctoral Research Institution. As a result, the institution released the [Research Continuity Plan](#) in March, 2020. This plan issued guidelines and directives that allowed research operations to continue during the campus transition to virtual operations. Research laboratories will continue to abide by the Research Continuity Plan including all recommendations in the “Immediate Measures” section. These recommendations include:

- Requiring that all personnel who are feeling unwell stay home until they no longer have symptoms.
- Reminding all personnel to practice sanitary measures such as [washing hands with soap and water frequently](#) and for at least 20 seconds, using hand sanitizer if handwashing sinks are not available, avoiding touching their face, and covering coughs and sneezes with their elbow.
- Requiring personnel to wear masks in common research lab spaces
- Exploring and implementing measures to reduce density and that allow “physical distancing” of lab/research personnel. For example, when possible, increase spacing between researchers or have personnel come to the lab in shifts.
- Reviewing opportunities for lab personnel and support staff to work remotely.
- Increasing proactive cleaning and disinfecting of laboratory and communal spaces and including lab benches and chairs, equipment, common spaces, etc. A [video detailing best practices can be found here](#).

Research Involving Human Subjects

All research involving human subjects should follow the guidance of the Institutional Review Board (IRB) detailed below. These restrictions apply until lifted by the IRB.

1. For studies within the U.S.:
 - a. All protocols employing in-person, face-to-face contact, have been halted. We will continue to review new protocols that propose the use of in-person methodology. However, approval will be delayed until the COVID-related restrictions at the university, state, and national levels are lifted.
 - b. We are continuing to review and approve protocols that use remote data collection.

2. For international studies: all the issues covered in # 1 apply. Furthermore, PIs are required to obtain guidance regarding COVID-19 from the country in which they seek to collect data. This is an extension of the current requirement to seek local (within the foreign country) IRB oversight.

Other Research Interactions

For other research interactions not covered by the General Guidance above such as directing student research, physical distancing measures, and the best practices mentioned previously in the “Phased Return to Campus Plan” section should be practiced in accordance with the current phase of the return.

Athletics

The Division of Athletics opened its facilities for voluntary workouts on July 6, 2020.

Athletes, coaches and staff will continue daily screening processes at the Jack Stephens Center. The Division of Athletics also requires that all student-athletes currently in Little Rock be tested and produce a negative result before student-athletes can continue workouts in athletic facilities.

The Division of Athletics works with individual teams, and their athletes, to obtain COVID-19 testing for student-athletes as they return to Little Rock. Workouts will continue to be on an appointment-only basis.

The Sun Belt Conference announced it will delay the start of fall competition until September 3. The Division of Athletics will continue to remain in communication with the conference office as it relates to the athletic season.

The Division of Athletics continues to work with the Sun Belt Conference and NCAA, with guidance from the CDC and ADH regarding seating plans for athletic venues. They will provide communication in the forthcoming weeks.

International Students

Until further notice, UA Little Rock requires that international students self-quarantine for two weeks upon arrival to campus.

Current and prospective international students are advised to contact the Office of International Student Services (OISS) for up-to-date information from the Immigration and Customs Enforcement (ICE) and Student and Exchange Visitor Program (SEVP) agencies. OISS is following

guidance closely and working to ensure all UA Little Rock international students, both current and prospective, receive the most up to date information during this unprecedented time.

Questions or concerns may be addressed by contacting OISS at internationalservices@ualr.edu or 501-683-7566.

Campus Living

Expansion of Move-In Dates

Move-in day was expanded to a week-long event for fall 2020 to limit the number of individuals in on-campus living facilities at any one point in time. The move-in week ends on August 22, 2020. Residents are limited to two guests to assist with move-ins. To limit the number of individuals in each building, residents select an appointment time to move-in their assigned residence facility. More information is available in Appendix C.

Reduction of Occupancy

Except in exceptional circumstances, Campus Living will allow one student to be housed in one bedroom, regardless of the number of beds in a given space. This will reduce overall occupancy to approximately 1,000 residents and allow available spaces for self-quarantine and isolation cases.

Enhancing Cleaning Protocol

Campus Living will implement an enhanced cleaning protocol for high-touch areas, including door handles, lavatories, trash receptacles, light switches, and more.

Reduced Capacity in Shared Spaces

Common spaces will have reduced capacities. The capacity reduction will be based on the particular facility space. Most spaces with shared seating will be reduced by at least thirty percent. In shared spaces without seating, signage will be used to limit the number of occupants. Further, where appropriate, a reservation system will be implemented.

Campus Living Spaces for Isolation

In residential facilities, over 80 spaces have been reserved for residents to isolate if required. Approximately thirty-spaces are reserved for isolation. Students who have a home available within a three hour drive of campus will be asked to isolate at home. Students who isolate on campus will be provided with additional support services for food, health, hygiene, and book store needs.

Please visit the [Campus Living webpage](#) for additional information related to move-in week.

Visitation Policy

To protect the health, safety, and wellness of residents, Campus Living recommends the visitation restriction remain for all residential facilities until further notice. Unless under emergency circumstances, outside visitors won't be permitted in residential facilities without prior approval by Campus Living. Exemption requests will be reviewed by the director of campus living and dean of students.

Campus Dining

Campus Dining implemented several health and safety measures for dining locations. These measures include: decrease capacity in all locations to observe physical distancing guidelines, removal of self-service items/options, increase Grab-n-Go (e.g. to-go meals) at all locations, increase signage promoting guidance from federal and state health officials, and requiring face coverings (e.g. masks and additional personal protective equipment (PPE) for all Sodexo employees as part of their uniform policy.)

Trojan Café

Dining hours in the Trojan Café will be adjusted throughout the semester to help with continued service and cleaning. For the fall term, the adjusted hours of operation will be the following: 7:00 am to 9:00 am (Breakfast); 10:30 am to 2:00 pm (Lunch); 4:30 pm to 7:00 pm (Dinner).

Checkout registers have customer-facing card swiping devices, and the use of Trojan ID cards, bank debit, and credit cards will be encouraged to minimize cash handling. Additionally, plexiglass will be installed at each cash area. Use of floor decals and consistent signage will be used to reinforce traffic patterns and physical distancing.

Additional hand sanitizer dispensers and stations will be available for increased access as well as additional trash receptacles.

Retail Venues

Dining hours in retail venues such as Trojan Bistro, Tres Habaneros, Subconnection, Business Brew, Starbucks, and Trojan Grill will be modified to allow full cleaning and sanitizing of the facility in between traffic meal periods. These hours of operation will be announced at a later date. Seating will be reduced to follow guidelines currently recommended by the Arkansas Department of Health to ensure proper physical distancing.

Campus Visitors

Throughout the fall term, campus visitors are encouraged to utilize virtual resources when possible. However, to the extent that visitors are required to be on-campus during the fall term, the visitation policy will be based on the current return to campus phase.

This section does not apply to athletic events. The Division of Athletics will provide separate guidance concerning athletic events.

Visitor Precautions Until Further Notice

- Visitors are encouraged to utilize virtual resources when possible (as opposed to on-campus visits).
- Visitors must self-screen daily using the prescribed screening questions.
 - Individuals who do not pass the screening protocol should not enter the campus.
 - Individuals who are sick shall not enter the campus without first consulting Health Services.
- While on-campus, visitors should physically distance themselves at least six feet away from others.
- Visitors shall wear a face mask on campus in all indoor settings with limited exceptions (e.g. in a private office when only one person is present, aquatic activities). Face masks are also required in outdoor settings where physical distancing cannot be maintained, also with limited exceptions.

Phase 1 and Phase 2

During phases one and two of the return to campus plan, in-state visitors are encouraged to take advantage of campus resources through phone, email, and online communication until further notice. When it is not feasible to serve visitors via phone, email, and online, in-state visitors may visit the campus.

Out-of-state visitors are prohibited during phases one and two without vice chancellor approval.

Phase 3 (*Current Until Further Notice*)

When it is not feasible to serve in-state and out-of-state visitors via phone, email, and online, in-state and out-of-state visitors may visit the campus.

Communications

COVID-19 Website & Campus Signage

The [COVID-19 website](#) contains previously published information that is relevant for COVID-19. This and future versions of the Return to Campus Guide will be linked there.

A joint PACT/CERT communications subcommittee developed campus signage. Signage is mostly 8.5" x 11" and poster size and is [available online for download and printing](#). Some variations are templates that can be edited by hand or digitally to customize messaging. Communications may also develop large window clings and wall graphics where beneficial.

Health Awareness

The UA Little Rock Digest and individual emails will be sent as needed to keep the campus informed. The Digest will tentatively be scheduled to be sent on Monday and Thursday each week, provided there are multiple, relevant content submissions. Submissions may be sent to communications@ualr.edu. All campus communications pertaining to COVID-19 must be approved by the Office of Communications prior to dissemination.

A marketing campaign to encourage everyone on campus to complete the daily COVID screening has been in place, utilizing the following channels of communication:

- Campus signage (internal and external)
- Email Reminders
- UA Little Rock Digest
- UALR.edu Homepage announcements
- Reminders in Boss and Blackboard
- Messages on university social media
- Marquee on University Avenue

Feedback

[Feedback concerning the UA Little Rock Fall 2020 Return to Campus Guide](#) is welcomed.

Membership of Planning Teams

CERT members	PACT members
Emily Bell Study Abroad	Ann Bain Provost
Thomas Bunton Information Technology Services	Terri Beiner Bowen School of Law
Regina Carter Public Safety	Thomas Bunton Information Technology Services
Sloan Davidson Department of Nursing	Reed Claiborne Disability Resource Center
Cody Decker Vice Chancellor for Student Affairs and CERT Chair	Sloan Davidson Department of Nursing
Ophelia Dedner Human Resources	Cody Decker Student Affairs
Sharon Downs Student Affairs, CERT Vice-Chair	Erin Finzer Academic Affairs, PACT Chair
Jeff Harmon Communications & Marketing	Richard Harper Dean of Students
Richard Harper Dean of Students	Jeff Harmon Communications & Marketing
Mike Kirk Counseling Services & Health Services	Angela Hunter Academic Affairs
Patti Light Campus Living	Leslie Hutchins Facilities Management
Darius Maize Athletics	Joanne Matson Rhetoric and Writing
David Millay Facilities Management	David Millay Facilities Management
David Montague eLearning & STaR	Meaghan Milliorn Communications & Marketing
Mia Phillips Student Affairs - Student Experience Center	David Montague eLearning & STaR
Vince Rodgers Environmental, Health and Safety	Amanda Nolen Faculty Senate and School of Education
Desiree Taggard Procurement	Vince Rodgers Environmental, Health and Safety
	Laura Ruhl Earth Sciences
	Bruce Smith School of Education
	Larry Smith Theater Arts and Dance

The following sub-committees were created between CERT and PACT to ensure broad campus representation with faculty, staff and students, as well as enable targeted focus in specific subject areas:

CERT/PACT Equity Sub-Committee: John McAllister, Catherine Crisp, Lakeshia Jones, Adriana López Ramírez, Daryl Tate, Reed Claiborne, Mia Phillips, Ryan Davis, Shannon Collier-Tenison, Sharonda Lipscomb, Vernard Henley, Anissa Williams, Elizabeth Santillan, Kevin Davidson, Tracy Cook, Tagel Muqtasid (LRSD), Erin Finzer

CERT/PACT Communications Sub-Committee: Jeff Harmon, Meaghan Milliorn, Angela Parker, Richard Harper, Amanda Nolen, Terri Beiner, Sharon Downs, Emily Bell

CERT PPE, Signage, and Sanitation Sub-Committee: Vince Rodgers, Dave Millay, Sandra Vail, Ian Hadden, Leslie Hutchins, Greg Tatera, Charlotte Beck, Regina Carter, Jeff Harmon

CERT Phased Reopening Sub-Committee: Sharon Downs, Cody Decker, Darius Maize, Emily Bell, David Montague

CERT Disease Control and Prevention Sub-Committee: Mike Kirk, Regina Carter, Patti Light, Joyce Simmons, Sharon Downs, Chanell Smith

CERT Policies and Procedures Sub-Committee: Thomas Bunton, LaTonda Williams, Dave Millay, Desiree Taggard, Richard Harper, Regina Carter, Sharon Downs, Ophelia Dedner

PACT Faculty Best Practices Sub-Committee: Angela Hunter, Bruce Smith, Amanda Nolen, Joanne Matson, Reed Claiborne, David Montague, Laura Ruhl, Larry Smith, Thomas Bunton, Erin Finzer

PACT Technology Sub-Committee: Thomas Bunton, Erin Finzer, Amanda Nolen, Angela Hunter, Bruce Smith, Terri Beiner, Jane Wayland, Joyce Carter, Mark Baillie, Liz Pierce

PACT Student Academic Support Sub-Committee: Angie Faller, Daryl Rice, Erin Finzer, Denise LeGrand, J.B. Hill, Heather Reed, Keely Reeves, Landon DeKay, Laura Ruhl, Mia Phillips, Natalie Snow

PACT Space Management and Scheduling Sub-Committee: Maegan Hendricks, Missy Morgan, Malissa Mathis, Erin Finzer, Vince Rodgers, Leslie Hutchins, Angela Hunter, Bruce Smith, Dave Millay

Appendix A: Checklists

Checklist for all employees

- Complete the [COVID Screening](#) each day before reporting to work, or as soon as possible upon return to work.
- Rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- Maintain at least 6 feet separation from other individuals. Individuals must wear a face mask on campus in all indoor settings with limited exceptions (e.g. in a private office when only one person is present, aquatic activities). Face masks are also required in outdoor settings where physical distancing cannot be maintained, also with limited exceptions.
- Continue to utilize Collaborate, Hangouts, or Zoom for meetings. Avoid in-person meetings as much as feasible. If necessary to meet in person, keep meetings to 10 people or fewer and physically distance as much as possible.
- Wash and/or disinfect hands while at work and after any interaction with others or shared items in the workplace.
- Maintain office cleanliness through removal of unnecessary personal items and debris to create clean counter spaces and support of cleaning efforts on common surfaces. If additional cleaning is needed, please contact Facilities Management.
- Continuously self-screen for the following symptoms:
 - Onset of fever of 100 degrees or higher
 - Cough
 - Shortness of breath
 - Chills
 - Shaking with chills
 - Loss of smell or taste

If you begin to [show symptoms](#), notify your supervisor and leave work immediately.

Form adapted from [Arkansas State University](#) with permission.

Checklist for unit heads or designee prior to return to campus

- Evaluate your area's workspace, workflow, constituent flow, and work priorities to determine if there is adequate spacing to maintain physical distancing.
- Assess common spaces, such as conference rooms and break rooms. Evaluate and develop plans to maintain physical distancing, including working with Facilities Management to place specialized signage, sneeze guards if indicated, and decals on the floor for spacing individuals in queues.
- Ensure that university approved signage is appropriately displayed at all entrances and within the work spaces.
- Develop a plan and a schedule to document who will return based on the return to campus plan. Communicate the plan to your employees and ensure they understand their expected return to on-campus work date.
- Remind employees, if applicable, to bring all university equipment and supplies used to work remotely back to campus.
- Remind employees to complete the [COVID Screening](#) before reporting to work (or immediately upon return to work if not completed beforehand).
- Employees who develop symptoms of COVID-19 should STAY HOME and contact their healthcare provider. Below is a list of symptoms currently associated with COVID-19. Check the CDC website or your healthcare provider for the most current information.
 - Recent onset of fever of 100 degrees or higher
 - Cough
 - Shortness of breath
 - Chills
 - Shaking with chills
 - Loss of smell or taste

Form adapted from [Arkansas State University](#) with permission.

Checklist for unit heads or designee while at work

- ❑ Remind employees to complete the [COVID Screening](#) before reporting to work (or immediately upon return to work if not completed beforehand).
- ❑ Encourage employees to rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- ❑ Provide and ensure employee usage of face coverings, tissues, hand sanitizer, and disposable wipes for commonly touched surfaces (copiers, printers, workstations).
- ❑ Ensure the workspace adheres to physical distance guidelines and have employees maintain at least six feet of separation from other individuals. UA Little Rock is providing a face covering to each employee. Please contact Facilities Management for distribution and guidance.
- ❑ Continue to utilize Collaborate, Hangouts, or Zoom for meetings. Avoid in-person meetings as much as possible. If necessary to meet in person, keep meetings to 10 people or fewer and physically distance.
- ❑ If an employee shows COVID-19 symptoms while at the workplace, the employee should leave work immediately. Limit the employee's contact with other individuals in the office and on campus. The employee should immediately [refer to this informational document](#) for next steps.
- ❑ Report any known or potential employee absence due to COVID-19 immediately to Human Resources for determining next steps and appropriate follow up.
- ❑ Instruct employees with known close contact (within six feet) of 15 minutes or longer with a person who has tested positive for COVID-19 to self-quarantine until they have spoken with a contact tracer, who will give further instructions.
- ❑ Discourage employees from sharing other employees' desks or equipment and encourage them to wipe down desks and equipment between uses.
- ❑ Encourage employees to maintain office cleanliness through removal of unnecessary debris, clean counter spaces, and support of cleaning efforts on common surfaces. If additional cleaning is needed, please contact Facilities Management.
- ❑ Conduct check-ins regularly with employees to discuss their challenges, concerns, or questions. Offer support during this transition and contact Human Resources for any additional assistance needed addressing concerns or answering questions.

Form adapted from [Arkansas State University](#) with permission.

Appendix B: SafeColleges Instructions

All students and employees are expected to complete the Coronavirus training in an effort to increase knowledge and awareness surrounding this COVID-19.

To access this training, a computer with internet access and audio capabilities is needed. If you need assistance with the online training, please contact LaTonda Williams at lwwilliams@ualr.edu or 501-975-2556.

You will have the option to return to the training site at a later time if you are unable to complete the courses in one sitting. At the conclusion of each training course, you will have the option to print a certificate. All training is tracked and recorded electronically.

Students

Students login with T-Number and must create a password within the training site.

This below student training may be accessed at <http://ualrstudents.ar.safecolleges.com/training/home>.

- Coronavirus Awareness (Duration: 10 minutes)
- Coronavirus: Managing Stress and Anxiety (Duration: 12 minutes)

Employees

Employees will login with Net ID and password.

The below employee training may be accessed at <http://ualr.ar.safecolleges.com/training/home>.

- Coronavirus Awareness (Duration: 10 minutes)
- Coronavirus: Managing Stress and Anxiety (Duration: 12 minutes)
- Coronavirus: Cleaning and Disinfecting Your Workplace (Duration: 10 minutes)

Appendix C: Campus Living Move-In Procedures

Move-in will be a week-long event in an effort to safely social distance and decrease the amount of people in any residence hall or apartment complex at any time. Students will be able to select a move-in time slot for their specific building. Those who cannot move in on the day assigned to their building can move in August 22 or 23 by appointment.

Move-in Week days and building assignments

Date	Building/Hall
August 15-16, 9 a.m. - 4 p.m.	All buildings (for EIT, Donaghey, and fall sport athletes only)
August 17-18, 9 a.m. – 4 p.m.	North Hall and South Hall
August 19-20, 9 a.m. – 4 p.m.	East Hall and West Hall
August 17-21, 9 a.m. – 4 p.m.	University Village
August 22-23, 9 a.m. – 4 p.m. by appointment	All buildings for remaining students

Students should visit the [Campus Living site](#) to sign up for a time slot.

Other important information

- Check-in will be drive-thru and as contactless as possible. Maps and drive-through information will be sent the week before move-in.
- There will not be volunteer groups at move-in to help. Students may bring up to two helpers. Persons with compromised immune systems should not come to help.
- Students and their helpers must take the [COVID Screening](#) prior to coming to campus for move in.
- Please pack plenty of cleaning supplies for your room and masks for public spaces.

Check the [Campus Living site](#) regularly for updates.