



UA Little Rock COVID-19 Campus Guide

Version 5 | January 5, 2021

Notable Changes from Version 4:

- Revised: Guide is now applicable across terms (references to fall term updated throughout)
- Revised: International travel quarantine eliminated per new CDC guidelines - p. 8
- Added: Isolation and quarantine protocol enforcement - p. 10
- Added: COVID-19 vaccine administration - p. 11
- Revised: Added limited exceptions for mask wearing (food and beverage) - pp. 12, 15, 28, 32
- Revised: Phase return section expands flexibility for office staffing - p. 15-16

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Introduction

Dear Campus Community,

Enclosed is the fifth version of the UA Little Rock coronavirus guide. 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 plan for business continuity amidst the coronavirus pandemic.

The guide provides a framework to inform unit-specific planning and is also the basis for our student guide. Safety of the campus community is the top priority of UA Little Rock. In addition to safety, flexibility, inclusive learning support, and regular communication remain guiding principles for our planning and operations.

As we enter the spring term, we will emphasize the importance of the three Ws: washing our hands, watching our distance, and wearing a mask. Beyond these fundamental strategies, the campus continues to use enhanced precautions to help safeguard the campus community. Precautions include enhanced cleaning, regular classroom disinfection, utilizing alternative employee schedules to maximize social distancing, and providing students and employees with COVID-19 personal protection kits.

During the spring, the university will utilize Health Services and area agency partnerships to continue coronavirus testing, contact tracing and ultimately streamline the vaccination process once vaccines become available for higher education.

I want to express my appreciation to those who have participated in the coronavirus planning process and the day-to-day efforts to keep our campus safe. 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 plans for the current semester.

Sincerely,

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

Planning Process

Guiding Principles

Safety

UA Little Rock procured personal protective equipment (PPE) and sanitizing supplies. The university also implemented sanitation measures, contact tracing, physical distancing, and safety protocols 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 may obtain employee COVID-19 kits through 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.

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 may 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.

Communication

The Office of Communications and Marketing manages a [COVID-19 website](#) with information and resources for students, faculty, staff, parents, and community members. The Office of Communications and Marketing also sends regular COVID-19 communications for the benefit of the campus community.

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.

Sources of Information

UA Little Rock utilizes information from several sources for this guide. The sources include:

- Center for Disease Control and Prevention (CDC)
- Arkansas Department of Health (ADH)
- 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 501-916-3185 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 Testing

During the COVID-19 pandemic, Health Services triages patients via telephone or video. If triage indicates the patient is symptomatic or has recently been exposed to the coronavirus, Health Services can conduct a rapid covid test for COVID-19 on site. Health Services also maintains a [list of local testing sites](#) for the university campus to utilize.

Surveillance testing will be conducted on campus in January 2021, with additional surveillance testing administered during spring 2021. Surveillance testing allows identification of positive COVID cases among people who are asymptomatic and may not realize they are infected.

Regardless of the testing provider or test site, all COVID-19 test results are communicated to the ADH 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 be on 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?
- Within the last 14 days have you tested positive or had direct contact (meaning less than six feet for at least 15 minutes in a 24-hour period) 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 501-916-3188.

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 501-916-3188 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 be on 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](#).

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 [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, and will also be given 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 in less than six feet for at least 15 minutes in a 24 hour period (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

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.

Campus Living reserved approximately 100 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 placed into quarantine as a result of a close contact may be released after a minimum of 10 days if they have been asymptomatic throughout quarantine.

Failure to follow isolation or quarantine protocols may result in follow-up by the Dean of Students.

COVID-19 Vaccines

ADH published a vaccination [COVID-19 Vaccination Phased Plan](#). Higher education employees are in Phase 1-B of the plan. At time version five of this guide was developed, ADH had not yet provided a date for when Phase 1-B will start. Students are not included in the current ADH plan, but individuals who reside in congregate settings may receive a vaccine during Phase 1-C. Eligible on-campus residents will likely be able to receive the vaccine during Phase 1-C.

In the plan, both groups (Phases 1-B and 1-C) are to be vaccinated through community pharmacies. A [listing of pharmacies administering the vaccine is available online](#), and note that several pharmacies in Little Rock have a waitlist for those wishing to sign up online.

UA Little Rock is in regular contact with ADH, the Arkansas Department of Higher Education (ADHE), and area pharmacies about streamlining our campus's vaccination process. The vaccine plan represents a fluid situation; and more information will be shared once it becomes available.

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 face masks on campus in all indoor settings with limited exceptions (e.g. in a private office when only one person is present, residential bedrooms, when eating, 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 at the Ask Desk (Monday - Friday 8:00 - 5:00), Ottenheimer Library (Monday -Friday 8:00 to 8:00), and Donaghey Student Center information desk (Monday - Friday 8:00 - 5:00). 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

Desk shields, also known as sneeze guards, were installed in areas on campus that are high-traffic and may require close proximity, to help reduce exposure to COVID-19. 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

[Building Captains](#) were appointed to each building on campus and tasked 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

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. 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. Such 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 501-916-3180. 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 501-916-3180 if they have questions about the [Family Medical Leave Act](#) or [Families First Coronavirus Response Act](#).

In preparing to work on campus, 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

This phased return plan is a template that supervisors may utilize or modify based on the particular business needs of the unit. Flexibility in staffing, for example when students are not generally on campus, makes it easier to reduce the risk of infection on campus. Supervisors may use alternative schedules to reduce the number of employees in the office at any one time until further notice.

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.
- Employees who test positive for COVID-19 shall [follow this information provided by Health Services](#). Supervisors will advise employees to contact Human Resources at HR@ualr.edu for guidance on leave options.
- Students who test positive for COVID-19 shall follow the 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, when eating, and aquatic activities), even if the

individual has received a COVID-19 vaccination. 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 that exceed ten people may require approval by the ADH before the event may occur. 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.

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, while ensuring service to students and continuity of operations. 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 to assist as needed

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

- Additional employees who are needed on campus to prepare for students should return as determined by the unit supervisor. Target office staff capacity is one-third, but may be adjusted by the unit supervisor as needed to accommodate social distancing and business operations.
- In addition to preparations for arrival of students, units should collaborate with Facilities Management to provision personal protective equipment and health precaution signage as needed.
- Students are encouraged to continue conducting business virtually to the extent possible. Units shall ensure each office is appropriately staffed to provide direct assistance to students as needed.

Phase 3: Additional Employees and Students Return to Campus

- Each unit's on-campus office is staffed to provide direct assistance to students and visitors. Target office staff capacity is two-thirds, but may be adjusted by the unit supervisor as needed to accommodate social distancing and business operations.
- 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 not be asked to return at an alternative time because a particular employee is working an alternative schedule.)

Phase 4: Easing of Physical Distancing Measures

During phase four, employees and students are allowed on-campus 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.

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. Throughout summer and fall 2020, PACT, the Scholarly Technology and Research (STaR), the Academy for Teaching and Learning Excellence (ATLE), and the Provost's Office have provided resources for colleagues newer to online teaching. This professional development will continue into the future as new best practices in online, hybrid, and "hyflex" instruction emerge.

Spring 2021 Academic Calendar

At this time, all parts of term and scheduled breaks in the approved spring academic calendar will be observed as planned.

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. 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 offers the following course formats:

- In-person classes that meet at a designated time and in a designated classroom in the course schedule (denoted in the schedule by -01 - 89 suffix; e.g., SPAN 1311-02)
- Hybrid classes that blend in-person course meetings at designated times/locations in the schedule and online participation (denoted in the schedule by -9H suffix; e.g., HIST 3332-9H1)
- Web-based classes that meet online at the same designated time as an in-person class (denoted in the schedule by -9W suffix; e.g., RHET 2312-9W2)
- Asynchronous (work-at-your-own-pace; no scheduled meetings) online classes (denoted in the schedule by -9U and -99 suffix; e.g., BSAD 3335-9U1, BSAD 3335-991)
- Synchronous online classes that meet virtually at scheduled meeting times (denoted in the schedule by -9S suffix; e.g., ECET 2312-9S2)

Students who would like assistance with building a schedule that meets their needs should contact their advisor or department chairperson for assistance.

Recommendations for Teaching During COVID

At the October 2020 meeting of the UA Little Rock Faculty Senate, a request was made for guidelines for faculty around requiring cameras in virtual class sessions, late work, and requiring in-person proctored exams. The Provost's Academic COVID Taskforce (PACT) Faculty Best Practices Sub-Committee met to address these concerns and created the following guidance.

The [Academy for Teaching and Learning Excellence](#) (ATLE) and the [Office of Scholarly Technology and Research](#) (STaR) continue to provide ongoing professional development and venues for faculty conversations about teaching online during COVID. Please check their schedules for upcoming events. You can also access the Faculty Helping Faculty Blackboard Organizational Shell for additional resources and a discussion board on teaching in the time of COVID.

If you would like additional guidance on any aspect of teaching during the pandemic, please contact Dr. Bruce Smith, Associate Vice Chancellor for Academic Affairs, at bdsmith@ualr.edu.

1. Cameras on or off in synchronous course sessions?

- a. Consider what the camera requirement is doing in terms of educational goals, and how those could be satisfied with and without this rule. Please note that [Online Campus students \(i.e. students registered in 9U course sections\) do not have an expectation of participating in synchronous class sessions](#); therefore would not be on camera. Synchronous sessions can be required for Online Campus students in programs that make clear in advance that this is required. It is recommended that these students have the option to participate in synchronous sessions and the option to be on camera.
- b. If you want cameras on for some aspects of the course, specify when you will require students to be on-camera and explain why it matters for those occasions.
- c. If some use of cameras is required, have a plan to ensure students have access to the necessary equipment (through department or university, etc.).
- d. If you choose to require cameras, ensure that students understand video etiquette (e.g., to mute or turn one's camera off briefly if there are environmental distractions, to encourage virtual background, to wear clothing, to mute unless speaking, etc.). Consider including your expectations for video etiquette on your syllabus.
- e. If you are considering requiring cameras to be on, consider the following:
 - i. Privacy (especially of home environment)
 - ii. Anxiety
 - iii. Disruptions (kids, pets, others in a household)
 - iv. Internet connectivity--video can destabilize some connections
 - v. Learning needs--video can be a disruption or distraction for some learners
 - vi. Are there ways that you can still ensure student engagement without video? (polls, activities)

2. Exams

- a. The following types of course modalities must not require that students come to campus for in-person exam proctoring: synchronous online (-9Sx), asynchronous online (-99x, -9Ux), web-based (-9Wx). Online courses should have online exams; face-to-face (-01, 02, etc.) and hybrid (-9Hx) courses that include in-person requirements in the course schedule may have in-person proctored exams.
- b. Consider alternate assessments that do not require proctoring: e.g., open book, project based, essay, poster sessions, etc. A good resource: [Alternatives to Traditional Testing | Center for Teaching & Learning](#).

- c. Use publisher software to make several versions of exams (many of which are auto-graded) and ask higher-learning questions (applying, evaluating, analyzing, etc).
- d. The university also provides [Respondus Test Generator](#) through Blackboard, which randomizes questions and offers auto-grading.
- e. If there is no alternative and you must use an exam proctoring option, consider: use Zoom, Collaborate Ultra, or Google Meet with videos on.
- f. University e-Learning provides [Honor-lock](#) for online classes (99x/9Ux sections). (\$9.25 per student per usage). [This is a helpful Youtube video for students](#) to understand how this tool works.

3. Late submission of work or extensions on work

- a. The syllabus should address how late work is treated in the case of illness of faculty, students, family. Here are some suggestions:
 - i. Some faculty adopt a late-work allowance policy for assignments. Students can invoke the late-work allowance for one (or more) assignment and automatically receive an extension of a certain period.
 - ii. Build in several alternate exercises/assignments that can be completed in place of a missed assignment with notification to the instructor within a specified time period.
- b. If extensions will be allowed based on extenuating circumstances, make it clear in the syllabus what students need to do to request an extension.
- c. Make it clear if penalties are to be assessed for late work (and what the penalties are). Consider a policy on penalties that takes into account the circumstances caused by COVID in students' lives.

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.

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’.

During fall 2020, UA Little Rock prepared for future semesters of remote/hybrid instruction by installing live-recording meeting technology in a number of classrooms and non-academic spaces. These newly equipped classrooms more than doubled the number of classrooms on campus with live-recording technology.

Facilities Management has provided [detailed information for classroom and office space sanitization](#). Classrooms are “fogged” once daily with a disinfectant that cleans all surfaces; this fogging does not clean the air. The fogging is non-toxic and takes 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 does not harm technological equipment.

Classrooms are also 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 vociferation.

Facilities Management has increased 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 lab or studio experience will be like during the pandemic 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. 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 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, PACT recommends that programs provide suitable course substitutions.

Masks are 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 to support online teaching and learning for faculty and students. In addition to providing technology and software solutions to support learning, PACT collaborated with the Office of the Provost, STaR, and ATLE during summer 2020 to provide professional development opportunities and resources over the summer in online course design and delivery, accessibility, inclusive learning practices, and crisis pedagogy. This professional development continues throughout the academic year.

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](#) through the Care Team, which prioritizes student need and coordinates with the Ottenheimer Library to check laptops out to students.

The Ottenheimer Library has 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—are 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 during the pandemic 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 spring 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.

Study Abroad

UA Little Rock sponsored Study Abroad programs for Spring and Spring Break 2021 have been postponed. Study Abroad for the future terms will be determined at a later date. For more information about UA Little Rock Study Abroad, please email studyabroad@ualr.edu.

Academic Support Services

Updated information about academic advising, tutoring, mentoring, supplemental instruction and other student support services [is available for students](#).

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 respond to 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 as usual with adjustments and modifications as needed.

- **Assessment:** UA Little Rock ensures 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:** Virtual observations consisting of sitting in on a synchronous online class and evaluating the course design in the LMS is preferable. For face-to-face courses, UA Little Rock departmental liaisons 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 will reach out to high school teachers with information about online professional development.

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 pass the [COVID screening](#) before coming to campus.
- 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, Principal Investigators 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

Currently, all in-season sports are required to test 100% of their team and coaching staff once a week. Testing for men’s and women’s basketball is conducted three times per week. Out-of-season sports are required to test 25-50% of their team and coaching staff, on a weekly basis.

All practice/workout areas will continue to undergo sanitization upon the completion of each team’s workout.

The Department of Athletics continues to follow NCAA, Sun Belt Conference, CDC, and ADH guidelines related to the return of sports.

International Students

Per CDC guidelines, international students and others traveling from other countries are not required to self-quarantine before coming 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 501-916-3566.

Campus Living

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 reduces overall occupancy to approximately 1,000 residents and allows available spaces for self-quarantine and isolation cases.

Enhancing Cleaning Protocol

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

Campus Living Spaces for Isolation

In residential facilities, over 80 spaces were reserved for residents to isolate if required. 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 utilizes a visitor restriction policy for residential facilities until further notice. Except for exceptional emergency circumstances, outside visitors aren't 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: decreased capacity in all locations to observe physical distancing guidelines,

removal of self-service items/options, increased Grab-n-Go (e.g. to-go meals) at all locations, increased signage promoting guidance from federal and state health officials, and requiring face coverings (e.g. masks and additional personal protective equipment for all Sodexo employees as part of their uniform policy.)

Trojan Café

Dining hours in the Trojan Café will be adjusted to help with continued service and cleaning. Typical 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). Please refer to <https://ualr.sodexomyway.com/> to view dining service hours.

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 has been installed at each cash area. Use of floor decals and signage is in place to reinforce traffic patterns and physical distancing.

Additional hand sanitizer dispensers and stations are 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 have been 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

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

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.

- 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, when eating, 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.

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.

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. Some signage may be modified if necessary.

Health Awareness

The UA Little Rock Digest and individual emails will be sent as needed to keep the campus informed. The Digest is typically 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
- Monthly drawing for prizes

Feedback

[Feedback concerning the UA Little Rock COVID-19 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, when eating, 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.
- 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 work on-site based on the current phase. Communicate the plan to your employees and ensure they understand expectations for working on-site or remotely.
- 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 or Health Services for COVID testing. 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 (HR@ualr.edu) for determining next steps and appropriate follow up.
- Instruct employees with known close contact (within six feet) of 15 minutes or longer within a 24-hour period (with or without a mask) 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 501-916-2556.

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)