Spartan Shield
University of Tampa’s Health Safety Initiative
June 2020
The Charge

On May 7, 2020, President Vaughn charged the COVID-19 Health Safety Task Force with the responsibility to recommend practices and procedures for the safe return of staff, faculty, students, and visitors. He asked that the group’s work contain four main areas of focus, including screening, testing and containment; sanitation, personal hygiene, and personal protective equipment; physical/social distancing; and instructional continuity. He noted that each of these areas is key in keeping The University of Tampa (UT) community healthy and safe for the foreseeable future.

In establishing the Task Force, President Vaughn selected colleagues who would work with campus and Tampa community experts, follow best practices from the Center for Disease Control (CDC), the World Health Organization (WHO), U.S. federal government, and the American College Health Association, among others. They were to solicit feedback to strengthen the plan. It was envisioned that the plan would evolve over time as we learn more about the coronavirus and health safety.

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Executive Summary

*Spartan Shield* is a UT health safety initiative that offers guidance to all members and guests of the University community in the era of COVID-19. It encompasses the University’s plan for maintaining a safe and socially responsible environment within the confines of a beautiful campus, but also serves as a model for how UT Spartans will lead by example when they venture out into the broader Tampa community. The full *Spartan Shield* plan includes guidance for screening, testing, containment, physical/social distancing, sanitization, hygiene, personal protective equipment, and finally, instructional continuity so that the return to a face-to-face teaching environment, whether in class or the co-curriculum, will be safe and socially responsible.

*Spartan Shield* includes practices designed to preserve a standard on UT’s campus that prioritizes the health, safety and well-being of all UT community members and guests. It is expected that this standard will be emulated in the greater community as well. The fall semester will begin on August 26, 2020, and these plans are subject to modification as conditions and/or guidance from the CDC evolve. These adjustments will enable achievement of meaningful engagement and personalized instruction that has characterized the University throughout its history. This document offers baseline guidance that individuals and departments can use as a foundation for re-entry to campus life.

This *Spartan Shield* plan provides guidance based on the best information that is available today. However, our environment is dynamic, and therefore the plan may change based on current information. We may make changes before or during the Fall 2020 term as circumstances dictate. Spartan Shield should be treated as an evolving course of action and not viewed as a static or contractual document that cannot change.

Thus, in the interest of preserving a reasonably safe environment for every member of the UT community and shielding the Spartan community from unnecessary risk, all UT faculty, staff and students are asked to follow these basic principles and practices as described in detail in this document. Key to the success of Spartan Shield are the following:

1. Faculty, staff and students will be expected to become familiar with a general overview of COVID-19 including infection prevention and control measures individuals can employ such as, hand hygiene, respiratory etiquette, physical distancing and surface sanitizing procedures.
2. All members of our community are strongly encouraged to monitor for fever through daily temperature checks and self-assessment of COVID-19 signs and symptoms.
3. Best practices in physical distancing involve staying at least six feet (about two arms’ length) from other people where there is no physical barrier. Physical distancing practices should be followed in both indoor and outdoor spaces.
4. Recognizing that larger spaces that accommodate greater levels of physical distancing will be in high demand, essential University business will be prioritized. All spaces should be reserved through Ad Astra and monitored by Facilities Rental.
5. Faculty and staff should continue to use ZOOM technology when possible if physical distancing measures cannot be met or to allow participation of higher-risk individuals who choose not to attend face-to-face meetings/activities.

6. Sanitization plans will be developed for areas designated in the report, to include high traffic student service centers and departments/areas, event spaces, intercollegiate athletics and intramural facilities.

7. Faculty, staff, students and visitors, including vendors, are required to wear face masks/coverings in all common areas of campus facilities including classrooms and outdoor campus areas where social distancing is not possible. Exceptions are permitted for the use of dining facilities, participation in athletic practices and contests and instruction in selected fine arts. Detailed instructions on how best to navigate these activities will be provided by the respective areas that are reviewed by Dining Services, Athletics and the College of Arts and Letters.

8. Every unit will have a person(s) designated for the provisioning of supplies related to COVID-19.

9. Encourage students, faculty and staff to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean.

10. Install appropriate campus signage that addresses personal responsibility, safe distancing and learning space hygiene.

11. A comprehensive educational campaign will be developed, employing social media.

12. Reinforce the campus culture that values the health and safety of others and models appropriate concern for public safety, even when that requires personal sacrifice.

As an extension of the Spartan Shield principles stated above, and in order to maximize the mitigation of transmission risk in the classroom, faculty will commit to the following practices in the design of their classes. They will

1. post all syllabi, course assignments and assessments on Blackboard;
2. observe CDC-recommended physical distancing guidance in the classroom;
3. use technology to ensure that students remain engaged, even when all students cannot be physically present in the classroom at the same time;
4. redesign course assignments and assessments to allow for immediate transition from face-to-face to remote delivery, as needed; and
5. prepare for the possibility of remote delivery of courses, in the case of unexpected quarantine for themselves or their students.

The core business of the University is teaching and learning, and as such, the Task Force recognizes that education and training will be a logical extension of this report’s guidance. Along with treatment of the major report foci, an implementation checklist has been included to assist with building educational opportunities and monitoring progress going forward.

As with all work of the University, the Task Force is mindful of the values all Spartans share, as articulated in the Spartan Code.
The University of Tampa is a community committed to the values of honesty, citizenship, inclusion, respect, responsibility, and life-long learning. As a member of The University of Tampa community, I agree and pledge that I will

HONESTY: Promote and practice academic and personal honesty.

CITIZENSHIP: Commit to actions that benefit our community and others.

INCLUSION: Recognize diversity and practice inclusion in our community.

RESPECT: Recognize the ideas and contributions of all persons, allowing for an environment of sharing and learning.

RESPONSIBILITY: Accept responsibility and be accountable for all decisions and actions.

LIFE-LONG LEARNING: Engage in intellectual curiosity and commit to high academic standards and performance on campus and beyond.

These values will serve us well as we implement the Spartan Shield initiative.
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Screening, Testing and Containment

Testing and Self-Assessment Prior to the Start of the Fall Semester

Mandatory testing for the entire UT community prior to the start of the semester is not being recommended as current guidelines from the CDC and the American College Health Association do not support routine mass screening of any population. However, it is essential for all members of the University community to conduct daily COVID-19 self-assessments, not only for one’s own health and safety, but to mitigate the spread of the virus to protect those members of the UT community who are at high risk. Faculty, staff and students will be asked to begin a daily self-assessment screening on August 19th and continue daily assessments during the week prior to the start of the fall semester. The self-assessment will ask:

- Do you have a fever of 100.4°F or higher?
- Have you had any COVID-19 symptoms in the last three days? Symptoms include:
  - Chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- Have you been exposed to anyone with COVID-19 in the last 14 days?

If students answer “yes” to any of the questions they will be advised to seek medical care to determine if they should be tested for COVID-19, recognizing these symptoms are not specific to COVID-19, and not return to campus until medical care has been sought. If a positive COVID-19 test occurs at home, the student must isolate according to medical instructions. If they are already on campus, they will be evaluated by health care providers in the Dickey Health and Wellness Center and tested for COVID-19 as appropriate. All students who receive a positive COVID-19 test immediately prior to the start of the fall semester must notify the Dickey Health and Wellness Center.

Faculty and staff will be advised to stay home if they have answered yes to any of the questions and are advised to seek medical attention to determine whether a COVID-19 test is necessary.
Continuous Monitoring and Testing
Daily self-assessment will continue throughout the fall semester. Recommendations are guided by the principle of shared responsibility for each other’s health and safety, and continuity of instruction, services and operations. To promote a campus-wide culture that supports and reinforces this principle, all members of our community are strongly encouraged to monitor for fever by daily temperature checks and self-assessment of COVID-19 signs and symptoms. These include:

- Temperature of 100.4 degrees Fahrenheit or higher
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

To facilitate self-monitoring and assessment, UT will provide hands-free temperature screening systems in several strategic locations across campus to maximize utilization, complete with signage and videos. Members of the UT community will be encouraged to enter daily temperature readings and symptoms, if any, in the mobile application of their choice. Students who exhibit any signs or symptoms of COVID-19 should contact the Dickey Health and Wellness Center for an appointment and self-quarantine until a COVID-19 test can be performed, if necessary, and symptoms subside.

Faculty and staff who exhibit any of these signs or symptoms are strongly encouraged to contact their physician to determine whether a COVID-19 test is necessary and self-quarantine until a test can be performed and symptoms subside.

Contact Tracing
The University will work with the local Health Department and with one or more contact tracing companies which may be hired to support and enhance the work of the local Health Department to identify close contacts of individuals who receive a positive test result. The intent of contact tracing is to measure and control the spread of the virus. Use of an external tracing firm with a skilled contact tracing team is intended to speed up the tracking process while achieving quality performance results.

In addition, there will need to be one person who serves as the point of contact for this process. The contact tracing firm should be responsible for the effectiveness of the contact tracers in order to maintain a high level of performance for this critical intervention. As indicated by the [CDC](https://www.cdc.gov), attributes that should be monitored include:
1. Time to interview from symptom onset and from diagnosis; proportion interviewed; median number of contacts elicited; proportion with no contacts elicited.
2. Contact notification: Proportion of contacts notified; time from first potential exposure to notification.
3. Contact follow-up: Daily proportion of contacts whose status is evaluated; proportion of contacts with symptoms evaluated within 24 hours of onset of symptoms; proportion of contacts who complete their full self-monitoring period

Faculty will need to maintain seating charts for all classes and a depository of these charts will need to be electronically available for contact tracers within the first week of class.

The University will continue to partner with the Florida Department of Health concerning contact tracing.

**Containment: Quarantine and Isolation**

If a COVID-19 test is performed for any member of the UT community, that individual must remain in quarantine until the result of the test is obtained.

Furthermore, individuals who are close contacts of someone diagnosed with COVID-19 should adhere to the following guidelines for quarantine:

1. Contacts will be notified and required to quarantine in their residences for 14 days.
2. Quarantine requirements would extend to any individuals who share a residence with the close contact.
3. Individuals under quarantine should check their temperature twice per day and monitor for COVID-19 symptoms daily.
4. For students — appearance of a fever or symptoms should be reported to the Dickey Health and Wellness Center and a COVID-19 test will be performed.
5. Faculty and staff should work with their primary care physician or go to a testing facility.

Members of the University community who test positive for COVID-19 will be required to isolate for ten days from when symptoms first appeared and until symptoms have resolved, defined as at least three days (72 hours) having passed since the resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath). Students who reside on campus may be relocated to designated residence hall floors reserved for COVID-19 isolation. Those who reside off campus should isolate at home, and those who live with others should stay in a specific “sick room” or area away from other people or animals, including pets, using a separate bathroom if available. Meals will be delivered to students who are quarantined or isolated on campus.

The University will continue to closely monitor community trends, work closely with our local health care systems and adapt our policies and procedures as necessary. Quarantine status for
international students and high incidence area is still evolving. The University will follow
guidance from CDC and the state of Florida as it is released.
Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home or residence hall suite. Best practices in physical distancing involve staying at least six feet (about two arms’ length) from other people where there is no physical barrier. Physical distancing practices should be followed in both indoor and outdoor spaces.

We are committed to mitigating the spread of Covid-19 through a University-wide commitment to physical distancing practices while also fostering ongoing social connections and community building.

At this time, it is anticipated that the State of Florida restrictions will be lifted in phases according to the Safe. Smart. Step-by-Step. Plan for Florida’s Recovery. However, UT will be taking extra precautions in light of the risks of transmission in our high-density living and learning environment. These guidelines are intended to mitigate the risk of resurgence.

As directed by Florida’s plan for recovery, postsecondary institutions should develop a plan for the return to full-time on-campus instruction for the 2020-2021 school year. As more guidance is available from the Centers for Disease Control and Prevention and the Florida Department of Health, recommendations and precautionary measures may evolve. The considerations below were developed by consulting the American College Health Association Consideration for Reopening Institutions of Higher Education in the COVID-19 Era, State and federal re-opening guidance, and other resources. In addition, attention to the State University System of Florida Blueprint for Reopening Campuses was considered.

Physical distancing recommendations are grounded in the guidance of:

1. Health and Safety recommendations, determined by the Center for Disease Control and Prevention, American College Health Association Consideration for Reopening Institutions of Higher Education in the COVID-19 Era, Florida Department of Health, Global Center for Health Security, and the World Health Organization, and

All recommendations were considered for:

1. Maintaining academic quality and the integrity of our academic experience,
2. Balancing the health and safety of the student, staff, and faculty while developing a sense of belonging and connectedness among students to support student success,
3. Mitigating risk for those determined to be vulnerable or immunocompromised,
4. Ability to quickly and nimbly scale up or scale back our response to the progression of COVID-19 in our community and/or changes in restrictions enacted.

**General Classroom Guidelines**
1. Space seating/desks at least six feet apart where feasible. For lecture halls, consider taping off seats and rows to ensure six-foot distance between seats.
2. Host smaller classes in larger rooms.
3. Offer distance learning in addition to in-person classes to help reduce the number of in-person attendees.
4. For classes where physical distancing of six feet or more is not possible, explore alternative modes of delivery (e.g., online, hybrid remote/traditional model).
5. Prioritize remote learning for the most vulnerable faculty, students and staff when possible.
6. Faculty members create a seating plan in case the need for contract tracing arises.
7. Consider working in cohorts (keeping the same members within cohorts throughout semester if possible).

**Laboratory, Studio, Simulation and Performance Spaces**
1. Recognize the unique features of the facility, specialized equipment used, and the frequent hands-on approach of learning in these spaces that lends itself to additional precautions.
2. Identify facility coordinators for implementing COVID-19 physical distancing guidelines.
3. Maintain opportunities for hybrid, fully remote and traditional research, discovery and creative activity combinations.
4. Implement a plan for human subject research programs that reflects best practices in physical distancing, including considerations for the most vulnerable individuals.
5. Consider working in cohorts, keeping the same members within cohorts throughout semester if possible.
6. Explore the addition of outdoor, potentially tented, teaching areas (e.g., dance, music, etc.)

**Waiting Areas**
1. Use tape on floor or signage to identify recommended physical distancing while waiting.
2. Evaluate furniture placement and remove or mark off furniture to maintain physical distancing
3. Add plexiglass barriers when six-foot physical distancing measures are unable to be met.
4. Develop an appointment system to minimize walk-in traffic.

**Conference Spaces and Meeting Rooms**
1. Reset all conference rooms, meeting rooms, and event spaces and change capacities in Ad Astra to accommodate the six feet distance.
2. Limit chairs per table or row during room set-ups to accommodate the six feet distance.
Dining
1. Follow all national Sodexo physical distancing recommendations for food venues and catering options.
2. Follow State guidance for restaurants reopening plans and adjust, as necessary.
3. Remove chairs and some tables in food venues to accommodate physical distancing.
4. Limit occupancy to decrease density.
5. Explore hours of operation for food venue options and consider opening in phases.
6. Consider creating one-way traffic patterns in Ultimate Dining.
7. Use floor decals to manage all lines in Ultimate Dining and retail locations.
8. Consider technology for no contact pick-up and to avoid congestion in waiting areas.
9. Move to credit card or meal cards only, using a contactless system in which individuals swipe their own cards.
10. Provide grab-and-go as an option for Ultimate Dining and retail locations.
11. Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves and after directly handling used food service items.
12. If food is offered at an event, consider pre-packaged boxes or bags for each attendee rather than buffet or family-style meals. Avoid sharing food and utensils and consider the safety of individuals with food allergies.

Education
1. Provide posters/infographics, web material, social media and videos on how to practice physical distancing actions.
2. Consider coordinating educational information for students through Live Well UT and for employees through Human Resources.
3. Provide a targeted educational campaign to first year students.
4. Provide education to parents so they can work with their students for a safe return.
5. Coordinate branded signage across campus.
6. Provide online Return to Work module addressing physical distancing, among other areas in Workday.
7. Explore the option of adding educational content and resources for students on physical distancing and personal hygiene accountability during their online orientation program.

Travel
1. Limit non-essential travel for faculty and staff in accordance with state and local regulations and guidance.
2. Student travel will be limited to experiences that are essential to the academic program or co-curricular activity. All student travel must adhere to CDC, local and state guidance, and adhere to physical distancing and safety protocols. All student travel must be approved in advance by the appropriate Senior Staff member.
3. Create distance between students in vehicles (e.g., skipping rows) when possible.
4. Limit capacity of personal cars, vans or busses to accommodate physical distancing measures. In most situations this will be half capacity.
5. Follow all recommendations of transportation providers.
6. Require travelers to wear masks and open windows while traveling if physical distancing requirements cannot be met.
7. Sanitize all University vehicles after each use.

Visitors
1. Develop and implement policy to limit visitors except for required essential services and UT invited guests.
2. Provide written health safety measures to approved UT visitors. Require guests to follow these practices that include physical distancing, wearing of face coverings and other health safety precautions.
3. Restrict uninvited visitors who do not have official University business or are not attending a UT event.
4. Encourage visitors to sign in when possible for contact tracing purposes.
5. Revise residential guest/visitation policies to permit only UT students, faculty and staff in residence halls. Personal care attendants for students with disabilities would also be permitted. University students, faculty and staff may continue to reserve residence hall lounges and host an invited presenter or speaker when necessary. Non-UT guests would not be permitted in residence halls with the exception of an approved invited presenter or guest for the explicit purpose of an event. Identify process to enforce student guest policy violations through the student code of conduct.

Space Prioritization
Recognizing that larger spaces that accommodate greater levels of physical distancing will be in high demand, it is recommended that essential university business be prioritized. Consider having additional approval structures for large-scale venues. All spaces should be reserved through Ad Astra and should be streamlined through Facilities Rental. Suggested prioritization of space reservations:
1. Academic classes and Enrollment activities
2. Department sponsored co-curricular programs
3. Student organization sponsored events
4. Departmental internal meetings/events
5. UT sponsored events (limited external guests)

The Athletic Department has priority for athletic facilities and will use Ad Astra to document all space usage. No outside rentals will be permitted.

Elevators
1. Limit occupancy to allow distancing. Take alternate route if possible.
2. Increase routine cleaning to multiple times daily.
3. For residence hall move-in and move-out, allow elevator usage per family, family unit, or limit occupancy to allow physical distancing.
General Precautions and Education for Residential Students

1. Enhanced sanitation plan for residence halls will be developed and implemented including the frequent cleaning of high-touch, high-traffic areas.
2. Educational messaging to residential students will be developed by Residence Life and the Wellness Center and will include:
   a. Avoid socializing in large groups of people and wear PPE in circumstances that do not readily allow for six-foot physical distancing.
   b. Practice good hygiene etiquette per CDC guidance with respect to face coverings, hand washing and face touching.
   c. Bring sanitization and cleaning tools, including soap, hand sanitizer, cleaning products, and cloth face coverings from home.
3. Provide PPE to all student staff working in residence halls.
4. Ensure access to PPE for all Residence Life, Campus Safety, and Facilities Management professional staff members and others supporting residence hall operations.
5. Where possible, make stairwells one-way with signage, excluding emergency exiting.
6. Bathroom cleaning will be escalated if possible; students will be encouraged to clean their spaces.

Residential Isolation/Quarantine Preparation

1. Isolation/quarantine protocols have been reviewed and updated, including retrieval of personal belongings and food delivery.
2. Isolation/quarantine locations have been established for the new term including identified isolation/quarantine beds with single room/single bathroom configuration.
   a. Urso Hall has 21 beds.
   b. Barrymore Hotel will have up to 15 additional beds, pending contract.
   c. Additional Barrymore rooms are available for reservation.
3. Students will be first recommended to quarantine/isolate off-campus.

Residence Hall Common Areas

1. Post new occupancy limits inside and outside common lounges that will allow occupants to maintain six-foot distancing.
2. Remove and/or rearrange chairs as needed to maintain physical distancing.
3. Schedule routine cleaning of high touch surfaces, providing disinfectant wipes in each common area.
4. Display visual reminders of proper hand hygiene, physical/social distancing guidelines and COVID-19 prevention practices in common areas.
5. Post occupancy limits, discard unclaimed food and monitor the use of common area kitchens. Kitchens may be closed if students do not maintain sanitary conditions.
Housing Assignments
1. Students living in the same room, suite or apartment are considered family units. This classification will permit more than one occupant per room and bathroom. Family units will be encouraged to physically distance from other family units and follow health and safety precautions noted in this document.
2. Residence hall rooms housing three students in one bedroom (“triples”) have been assessed to meet physical distancing guidelines. With furniture rearrangement, almost all triple rooms provide adequate space for beds to be six feet apart. There is one group of triple rooms under review for re-configuration and/or reduced occupancy.
3. Students with high-risk medical conditions will be encouraged to consult with their primary care provider or UT Health Center to determine if they should live in on-campus housing, even with reasonable accommodations made. Students will be released from housing contracts at any point during the year if their medical provider determines this a necessary accommodation.
4. Students may apply for special medical accommodations that will be granted based on availability as the fall semester deadline of May 1 has passed.
5. It is anticipated that a higher number of medical need requests for single rooms with bathrooms for immunocompromised students will be received. This may require the use of the Barrymore Hotel, therefore impacting the Hotel contract.

Residence Hall and Vaughn Center Front Desks
1. Retain desk assistants to maintain student employment positions and provide a safety measure in residence hall lobbies.
2. The desk provides some safety for physical/social distancing, and PPE will be provided to student employees.
3. Add signage to maintain physical distancing at all residence hall front desks. Assess each front desk location for the addition of a physical barrier.
4. Vaughn Desk may need plexiglass or another type of barrier to protect student employees from constant close interaction and high traffic on the Center’s first floor.

Residence Hall Staff Training and Community Standards
1. Train all Residence Life staff on public health measures and signs/symptoms of COVID-19.
2. Revise Spartan Living residential curriculum to include and maximize physical distancing guidelines and other health-related protocols, including in floor meetings.
3. Students will be encouraged to maintain prescribed physical distancing protocols and bring and utilize their own facial coverings and gloves.
4. Utilize the classroom disruption policy and the student code of conduct to enforce failure to abide by COVID-19 protocols.

Extended Residential Opening
1. Provide an extended 10-day arrival timeline for students to maximize physical distancing and limit congestion during arrival process.
2. RAs will partake in a hybrid online/in-person training and arrive to prepare buildings for opening two to three days before early arrivals.

3. Limit the number of family members/guests to two per student who can accompany and assist.

4. Extend hours of arrival times from 8 a.m. to 7 p.m.

5. Elevators
   a. For residence hall move-in and move-out, allow elevator usage per family, family unit, or two-person limit. Add floor markings for passenger standing locations and post occupancy limit inside and outside elevator cars.
   b. Increase routine cleaning to multiple times daily.


7. Sanitize high-traffic areas frequently during the day.

**Mass Gatherings – Indoors and Outdoors**

1. Definition of a “large” group will generally depend on the size of the space and the ability to maintain six-foot physical distancing, as well as prevailing recommendations from state or federal authorities.

2. Group size will be limited to maintain six-foot physical distancing for indoor spaces.

3. Encourage physical distancing at outdoor venues.

4. Ensure that physical distancing can be met in entryways to events, hallways, bathrooms and lobbies. This may include staggering entrance and exit patterns.

5. Use every other seat and remove or block chairs when possible to facilitate physical distancing.

6. Consider the timing and nature of the event, particularly the physicality to determine if physical distancing and/or enhanced health and safety requirements can be achieved for the event to occur.

7. Require all guests to register and/or sign-in to the event for contact tracing purposes.

8. Clean spaces or equipment after each event if possible.

9. Notify attendees of precautions (e.g. face coverings required, physical distancing precautions).

10. Follow NCAA recommendations and access limitations that will be specific to venue type and may be adjusted as pandemic recovery occurs.

11. Limit any nonessential visitors, volunteers and activities involving external groups or organizations as possible, especially with individuals who are not from the local Tampa/Hillsborough County geographic area.

12. Communicate flexibility in attendance, including not requiring participation at any large-scale events. Individuals who choose not to attend because they are in a high-risk group and/or are immunocompromised should not be penalized. Individuals who choose not to attend out of personal caution should not be penalized.

**Off-Campus Learning Experiences**

1. Provide adequate distance between individuals engaged in experiential learning opportunities (e.g., labs, vocational skill building activities).
2. All off-campus learning experiences should be approved in advance by the academic dean.
3. Information on physical distancing should be provided to all attendees.
4. Experiential learning sites should be evaluated for ability to facilitate physical distancing.
5. UT minimum health and safety guidelines must be met prior to selecting experiential learning locations.
6. Follow travel practices for physical distancing.

Co-curricular Programs and Activities
1. Offer a robust student life experience whenever possible. The goal is to connect students in a manner that promotes student success and engagement, is consistent with UT values and adheres to physical distancing.
2. Provide alternative activities and experiences that promote physical distancing and engagement when physical distancing cannot be met with planned or traditional events.
3. Additional expectations regarding student organizations and physical distancing should be added to the Registered Student Organization Handbook and/or student organization registration form.
4. Consider having student organizations submit a plan for how they will physically distance at meetings and events as part of their event registration process.
5. All meetings and social gatherings should make accommodations for physical distancing, both on-campus and off-campus.
6. Remote participation should be made available for face-to-face activities when possible.
7. ZOOM for business accounts should be offered to all student organizations.
8. Fundraisers should leverage electronic money exchange (e.g. Venmo or PayPal) instead of physical currency.

Campus Recreation and Athletic Facilities – Indoor and Outdoor
1. Facilities and outdoor courts can be open if physical distancing and cleaning best practices are followed, and no local or state restrictions prohibit opening or usage.
2. Equipment should be moved or marked unavailable to maintain physical distancing.
3. All fitness and recreational programming, such as group fitness classes, competitive sports and intramurals should be limited based on ability to physically distance.
4. Attendance limits should be explored to adhere to physical distancing.
5. Considerations need to be made for how to enforce physical distancing at outdoor recreational facilities that typically are not staffed.
6. Remote fitness options should still be provided by Campus Recreation through social media and other virtual platforms.

ZOOM Protocol
1. Faculty and staff should continue to use ZOOM technology when possible if physical distancing measures cannot be met or to allow participation of higher-risk individuals who choose not to attend face-to-face meetings/activities.
2. ZOOM may still be used for such things as:
   a. Staff meetings
b. Individual meetings

c. Student group projects

d. Training sessions

e. Faculty office hours

f. Co-curricular and student programs

3. Follow all ITS safety protocols for data security while using Zoom and other platforms.

**Student Employment**

1. All student employee workspaces should meet physical distancing requirements and proper PPE should be provided.

2. Supervisors should evaluate space and maximize student employment opportunities while following safety protocols.

3. If multiple student workers are using shared equipment, cleaning in between shifts should occur.

4. Consider remote work for student employees whose role would accommodate it.
The Center for Disease Control and Prevention (CDC) has set guidance for institutions of higher learning regarding healthy hygiene practices, personal protective equipment (PPE) and sanitization that is reflected in this section of the Task Force Report, along with practices specific to the UT community. The CDC site should be checked frequently for updates. The Center for Disease Control and Prevention noted the following regarding this topic:

1. The virus that causes COVID-19 is thought to spread mainly from person to person, primarily through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about six feet). Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.

2. Normal routine cleaning with soap and water removes germs and dirt from surfaces. Routine cleaning lowers the risk of spreading COVID-19 infection.

3. Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, one can further lower the risk of spreading infection. EPA-approved disinfectants are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants may be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Bleach solutions will be effective for disinfection up to 24 hours.

4. Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together—this can cause fumes that may be very dangerous to inhale. Keep all disinfectants out of the reach of children.

5. Do not overuse or stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.

6. Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product. For more information, see the CDC’s website on Cleaning and Disinfection for Community Facilities.

7. Practice social distancing, wear facial coverings and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.

8. As with all Task Force recommendations, compliance by UT community members reflects values articulated in the Spartan Code.
Facility Sanitization Practices

It is helpful to know the difference between cleaning, disinfecting and sanitizing. According to the CDC, cleaning removes germs, dirt and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Disinfecting works to kill germs on surfaces or objects by using chemicals. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

It is also helpful to note that there are differences in chemicals that are used by environmental services/housekeeping personnel. Most disinfectants need to be wiped off and rinsed especially if surface will be used for eating. Most sanitizers do not have to be wiped off. UT’s standard practice is to disinfect and sanitize. For the purpose of this report, the term “sanitize” is used.

Facilities Management is assessing all buildings on campus to ascertain relative risk. Factors used in the examination are overall square footage, number of classrooms and offices, and number of events/meetings/conference rooms, among other elements. This assessment will help guide environmental services to areas most in need of frequent service. For example, areas that have high census will be treated several times a day. Adjustments in frequency, allowance for sanitization dwell times and revisions en route will be accommodated to meet the University’s needs. Occupancy types and use of each building will be mapped out with high, medium and low risk areas identified. These maps can be readily modified based on evolving university need.

Environmental Services/Housekeeping – General Procedures

Facilities Management has upgraded its standard operating procedures (SOPs) for enhanced disinfection and sanitization of common contact areas, offices, office kitchens and decentralized mail rooms. This includes the following:

1. Training and cross training its environmental services staff members with expertise in best practices, equipment uses and approved materials.
2. Frequent assessment of the stock of PPE, cleaning supplies, sanitizers and disinfectants.
3. Providing training for departments servicing high density areas.
4. Examining high occupation areas where there are no restrooms nearby for hand sanitizer placement and attempting to procure uniform dispensers that are not wall mounted. This will include elevator banks and garages.
5. Examining restrooms to ensure all faucets are working properly and soap is available. Additionally, frequently used restrooms will be scheduled for deep sanitization throughout the day and may not be available for small periods of time.
6. Continuing high intensity misting practices on a daily basis and more thorough misting at night while buildings are unoccupied.
7. Developing a matrix of disinfecting/sanitization practices, including the type and time allotted to implement.
8. Implementing containment practices should a UT community member receive a positive diagnosis of COVID-19.
9. Identifying common high-touch surfaces for frequent sanitization, to include:
   - Doors and handles
   - Push plates and crash bars
   - Automatic door openers
   - Overhead light and lamp switches
   - Stair doors and handrails
   - Elevator call and interior buttons
   - Drinking fountains
   - Vending machines and ATMs
   - Tables and chairs
   - Faucet handles
   - Restroom surfaces and fixtures
   - Intelligent mail lockers

   Facilities Management will examine exterior doors to see if there are candidates for door replacement to reduce contact via Spartan Card entry, pending cost considerations.

   Of note, to minimize the risk of disease all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) will be sanitized frequently. Drinking fountains should be disinfected and sanitized, but faculty, staff and students are encouraged to bring their own water to minimize the use and touching of water fountains.

   Public restrooms will be assessed for physical distancing.

10. Identifying high traffic areas likely frequented by students and requiring an escalated schedule of cleaning, to include the following student service centers:
   - Academic Coaching and Tutoring
   - Academic Success Center
   - Baccalaureate Office/Center for Teaching & Learning
   - Bursar
   - Campus Safety
   - Career Services
   - Dickey Health and Wellness
   - Financial Aid
   - Jaeb Computer Center & campus labs
   - Library
   - Mail Services
   - OSLE
   - Payroll
   - Registrar
   - Spartan Card Office

   Some of these offices/functions are looking at ways to remotely address services that will affect sanitization practices.

11. Examining non-athletic event spaces that will require a plan based on schedules:
   - Center/Chapel
   - Falk Theatre
   - Reeves Theatre
   - Plant Hall event rooms
   - SFB 101
   - Vaughn Center Ninth Floor
   - Vaughn Plaza
   - ICB Floor Eight, outdoor areas
   - H.B. Plant Museum
12. Examining athletic and recreation facilities that will require a plan based on schedules:
   - Bob Martinez Athletic Center
   - Fitness and Recreation Center
   - Stadiums/Track
   - Baseball field
   - Softball field
   - Pool
   - Outdoor courts

13. Residence halls will require a plan based on schedules, including the logistics of move-in.
14. Dining Services (see separate SODEXO plan).
15. Campus Store (see separate Barnes and Noble plan).

Environmental Services/Housekeeping – Classrooms
Recognizing that many classrooms are used for 18 hours each day, great attention needs to be focused on proper sanitization practices. Facilities Management environmental services staff members will ensure that classrooms are sanitized at the start of each class day, and they will conduct regular rounds through facilities. In addition, the following practices will be in place:

1. Podium users can clean the podium areas with the appropriate cleaner. Each room will be supplied with cleaning wipes and individual computer wipe packets. Wipes (single packaged) that are safe for electronics with 70/30 isopropyl solution will be available and used for wiping computers down as necessary before and after use in the open labs, podiums, and classrooms that have computers. There will be a daily sanitization performed by Facilities Management in these spaces of the desks, podiums, computers, keyboards, mice, and copier/printers.

2. Each room will be supplied with cleaning wipes and individual computer wipe packets. Computers should use computer wipes as they contain less liquid than regular wipes and are safer for equipment.

3. Faculty may request a dry eraser and markers for use in classrooms.

4. Pop-up dispenser stations for cleaning wipes will be available in classrooms. Students and faculty may use these materials to clean desks and seats between classes if they desire. It is also strongly encouraged that inside door handles be wiped as Environmental Services staff will not enter classrooms during instructional time.

5. Open computer labs and customer front line areas will be sanitized and maintained in a clean state throughout the day by ITS lab/service desk assistants. Cleaning and sanitization will include wiping down desks, tables, chairs, vending machines, copiers/printers, computer monitors and keyboards as needed based on customer traffic to/through these areas. Facilities Management will also perform daily disinfecting and sanitization of these spaces, including electronics.

6. All are discouraged in sharing items that are difficult to disinfect or sanitize. Messaging will be employed to ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own art supplies, lab equipment, computers) or limiting use of supplies and equipment by one group of students at a time and disinfecting and sanitizing between use. Electronic devices, books, pens and other learning aids should not be shared.
Environmental Services – Laboratories, Studios, Rehearsal Spaces and Equipment Storage Areas

It is common practice for University laboratories, studios, rehearsal spaces and equipment storage areas to have designated faculty or staff member(s) who maintain the security and safety of the facility. These persons will also augment existing written procedural documents to include a supplemental work plan to address the implementation of COVID-19 guidelines.

1. These updated procedures will be provided to regular users of the facility through effective distribution means to be determined by the area affected.
2. The updated procedures will be kept on file in the appropriate Senior Staff and/or College office.

Environmental Services/Housekeeping – Residence Halls

Residence halls are assigned environmental services staff and building techs who clean bathrooms, remove trash and otherwise maintain common areas. With the advent of COVID-19, an escalated sanitization schedule is in place. In the event of a diagnosed case, specialized staff will be employed to completely sanitize rooms affected, including misting. Facilities Management will coordinate the escalated schedule of sanitization based on hall activity and schedules with Residence Life.

Environmental Services/Housekeeping – Athletic and Recreation Facilities

Locker rooms, restrooms, training areas, weight room, gymnasium and other areas that experience high traffic volume will have sanitization practices in line with hospital critical care-style environmental services. This would include fogging and otherwise sanitizing numerous times each day, including weekends. Outdoor venues will incorporate pressure washing in a standardized rotation, and handheld misting devices will be employed in stadium and other seating areas. There will be elevated staffing levels at peak periods.

Critical to the services provided in this area is scheduling. This will require Facilities Management, Athletics and Campus Recreation to have regular meetings so that sanitization can be arranged around practice, training, and contest schedules, and employ the best practices available. CDC guidelines will be exceeded as possible.

Environmental Services/Housekeeping – University-owned Vehicles

Transport vehicles drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). The CDC provides guidance on disinfecting and sanitizing vehicles. This will also include all golf carts owned and leased by the university.

Air Quality

Air quality controls are important to removing and or reducing the droplet/aerosol spread of viral particles. They are not dependent on a person’s knowledge, practice or compliance. Facilities Management has been examining all HVAC systems on campus to maximize control for facilities. Beyond the work campus staff are doing to manage air quality controls, the following practices should be investigated in facilities:

1. Create dedicated facility entry and exit points. This is dependent on building traffic patterns and the number of persons who use the facility.
2. Place directional signs in hallways and stairwells to guide faculty, student and staff traffic.
3. Place physical barriers between individuals where possible.

Of note, the CDC recommends ensuring ventilation systems operate properly and increasing circulation of outdoor air as much as possible, for example by opening windows and doors. It also notes that windows and doors should not be opened if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to students, faculty or staff using the facility. As faculty and staff examine their own work areas, attention to ventilation options should be explored. Following best practices, Facilities Management has disabled all demand control ventilation strategies and will provide optimum ventilation air as long as the equipment can effectively dehumidify and cool. Many systems measure and monitor ventilation air to validate system operation. As a campus standard, all facilities operate between 70-75 deg. F and 50-60% RH. These conditions limit the life span of COVID-19 among other contagions. All air systems undergo a major preventative maintenance program during the summer months which include verification of operation, cleaning cooling and heating coils and changing filters.

Taylor Engineering’s May 2020 white paper indicated that ventilation can only be effective in diluting virus-containing particles if they are airborne and small enough to be entrained into the ventilation system exhaust/return grille. The air handling systems supplement prevention efforts. Therefore, the most effective method to prevent spread is the use of facial coverings, enhanced sanitation and physical distancing.

Waste Management
Procedures for distributing and disposing of PPE and other waste materials are important to not only minimize contact with contaminated items but also for the safety of Facilities Management environmental services staff. These procedures will be in place and communicated appropriately to avoid unnecessary contamination due to handling. Facilities Management handles most waste throughout campus reducing the amount of travel of faculty, staff and students handling waste. An elevated schedule of waste pick-up and disposal, particularly during peak class and event periods, will occur with additional pick-ups arranged as needed. It should be noted that at the time of this report PPE is not classified as hazardous waste.

Personal Protective Equipment (PPE) for Faculty, Staff and Students
This section will address personal responsibility for hand hygiene and respiratory etiquette and the provisioning of PPE to individuals and units.

PPE is considered among the least effective methods, due to its reliance on the user, and therefore companion training programs are considered essential. Recommendations for educational opportunities are also included so that all Spartans are ready to learn in the safest manner possible.
Personal Responsibility

1. Faculty, staff and students will be expected to become familiar with a general overview of COVID-19 including infection prevention and control measures individuals can employ such as, hand hygiene, respiratory etiquette, physical distancing and surface sanitizing procedures.

2. The CDC emphasizes the importance of hand hygiene and respiratory etiquette and recommends handwashing with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer containing at least 60% alcohol may be used.
   a. The CDC also encourages students, faculty and staff to cover coughs and sneezes with a tissue or use the inside of one’s elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds after disposal.
   b. If soap and water are not readily available, hand sanitizer containing at least 60% alcohol may be used.
   c. Spitting/expectorating in public is not hygienic and therefore discouraged.
   d. Residential students will be provided with a suggested list of items to bring to campus. These could include soap, hand sanitizer, cleaning wipes, gloves, thermometers and other items recommended by Residence Life professionals.
   e. An instructional video about personal infection prevention and control measures will be on the UT website. The video will emphasize guidance from the CDC.

3. The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, such as grocery stores, pharmacies and gas stations. Cloth face coverings may slow the spread of the virus and help people who may have the virus and are unaware from transmitting it to others. Faculty, staff, students and visitors, including vendors, are required to wear face masks/coverings in all common areas of campus facilities including classrooms and outdoor campus areas where social distancing is not possible. Exceptions are permitted for the use of dining facilities, participation in athletic practices and contests and instruction in selected fine arts. Detailed instructions on how best to navigate these activities will be provided by the respective areas that are reviewed by Dining Services, Athletics and the College of Arts and Letters.
   a. Faculty, staff and students will be provided two branded UT face masks. Other masks/coverings may be personally supplied and used.
   b. It should be noted that N95 rated masks are not easily obtained. These masks need to be fit-tested, users need to be trained and are best reserved for health care professional.
   c. Masks with a plastic mouth area will be investigated to help accommodate those with auditory disabilities. If available, they will be provided to faculty and staff upon request.
   d. Face shields will be investigated. If available, they will be provided to faculty and staff upon request. It is cautioned that this equipment needs to be used with masks to be effective.
e. An instructional video about proper use of and care for face mask/coverings will be on the UT website. This will include the importance of wearing the mask/coverings when using public transportation, proper disposal of PPE and hand hygiene following use.

4. For the general public, the CDC recommends wearing gloves when cleaning or caring for someone who is sick. In most other situations, like running errands, wearing gloves is not necessary. Instead, the CDC recommends practicing everyday preventive actions like keeping a physical distance (at least six feet) from others, washing hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol) and wearing a cloth face covering when out in public. At UT, gloves are typically required in laboratories, studios and other similar areas, and this requirement may be extended by other areas as warranted.
   a. All areas will have signage and have facility-specific protocols for usage and disposal.
   b. An instructional video about the proper use and disposal of gloves will be on the UT website.

5. Antibacterial tools, now widely available, provide an option to avoid touching or grabbing public objects. A branded antibacterial tool that acts as a handle, button and keypad tool will be provided to faculty, staff and students, pending procurement decisions.

Education and Training
As noted previously, education about personal responsibility is vital. Several recommendations, beyond the aforementioned videos, will help keep personal hygiene top of mind.

1. A supplement for course syllabi will be made available to faculty members who choose to use it. This supplement will address face masks/coverings as well as general hygiene practices in classrooms.

2. Encourage students, faculty and staff to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean.

3. Appropriate campus signage that addresses personal responsibility, safe distancing and learning space hygiene will be necessary, particularly for visitors. For example, there are tourists who visit campus who are not associated with the Museum or other department-regulated programs. Free-standing signage, particularly on the east side of Plant Hall, will be necessary to inform tourists of University regulations. Other free-standing signs could be employed in front of high-volume traffic areas.

4. Segway and other similar personal transportation companies will be contacted by Campus Safety to inform them of University policy.

5. It is important to note that community members are accountable for practicing hand hygiene and respiratory etiquette and for wearing PPE according to campus policy. A comprehensive educational campaign would be the best approach, employing social media. While Campus Safety will be provided with information cards to use when confronting a person who is not compliant with campus policy, it is the responsibility of community members to help gain cooperation of all.
**Resourcing PPE for University Departments**

Readiness for a return to face to face learning and re-entry of University staff members will require proper provisioning of supplies. Most ordering will be conducted through Facilities Management and Business Services. There are areas that order supplies independently, and those units should coordinate with Facilities Management and Business Services for optimal efficiency and cost savings.

Every unit will have a person(s) designated for the provisioning of supplies related to COVID-19. In many cases, this will be the staff or administrative assistant for the area, or the area designee. This person will understand the needs of the area and will be the area liaison to Facilities Management and Business Services.

1. Due to limitations on obtaining some supplies, normal provisions may not be possible. In all cases, the unit representative will work with Facilities Management and Business Services to obtain the best fit for the need.

2. Standard office settings will require, at a minimum, masks, hand sanitizer and cleaning wipes, both general and computer use.

3. Supply options that may be considered are
   a. Masks, disposable and cloth. Two branded cloth masks for personal use will be supplied to faculty, staff and students.
   b. Gloves
   c. Face shields may be a solution when plexiglass barriers are not possible.
   d. Hand sanitizer
   e. Cleaning wipes, both general and computer
   f. Signage, floor
      i. Floor stickers can be used to distance persons.
      ii. Standardization of floor stickers fitting the UT brand will be developed.
   g. Signage, office
      i. Signs to promote physical distancing practices, e.g., “knock before entering”, etc., can be employed.
      ii. Standardization of signs fitting the UT brand will be developed.
   h. Signage, restrooms
      i. Signs to inform patrons the time of full sanitation processes
      ii. Signs to promote hand hygiene.
   i. Cleaning products
      i. Unless otherwise approved by the department for a specific reason (ITS, art & design, chemistry, etc.) most cleaning products will be managed by Facilities Management. In case of use for instructional purposes, some departments will have limited supplies of cleaning products. All faculty and staff utilizing and distributing these products will be responsible for training and have safety data sheets (SDS) available.
   j. Plexiglass screens
      i. Plexiglass can help maintain the recommended six-foot distancing, particularly at counter level. These shields are not as effective at the desk level.
ii. High volume areas can consider requesting such barriers after other options for re-arranging the environment have been exhausted.

iii. It should be noted that at the time of this report, plexiglass is in short supply.

iv. Requests for plexiglass will be evaluated to ensure materials are first provisioned to high priority areas and to find the best solution for the particular setting.
In developing the plan for classroom instruction, our highest priority is the health, safety and well-being of students and faculty as well as the many staff members who contribute directly to teaching and learning in classrooms, labs and studios.

Though we plan to resume in-person teaching on August 26, 2020, we want everyone to recognize that this cannot mean a simple resumption of the status quo ante. UT will be taking measures to reduce the risk of virus transmission in line with the CDC’s guidance for colleges and universities. Enhanced sanitization protocols, physical distancing measures and alternative modes of delivery such as hybrid virtual classes and staggered schedules will allow for smaller class sizes and offer protection to vulnerable students, faculty and instructional staff.

What One Can Expect on the Return to In-person Classes
In addition to the sanitization, hygiene and use of PPE (especially masks) described elsewhere in the university’s safety plan, UT will take additional steps to create physical distance in classrooms, labs and studios. Given the large variety of settings, from independent studies to small seminars to lecture classes, studios and labs, no single approach will be appropriate in all cases. However, students should expect to experience changes to the traditional classroom setting that preserve in-person interaction among students and between students and faculty while putting fewer students in a classroom at any one time. The following is a general description of measures being put in place by faculty and instructional staff:

1. Some classes may meet in full according to the posted schedule, but only in cases where classroom sizes and enrollments allow for necessary distancing.
2. In other cases, classes may employ alternative delivery methods that facilitate physical distancing while maintaining engagement with students. This may include some combination of smaller face-to-face class meetings and the use of a variety of educational technologies. For example, an instructor may record lectures for use outside the classroom, with smaller groups of students coming together with the faculty member for discussion and application of the material covered in the lecture.
3. In order to further reduce the risk of transmission, instructors and students will be expected to wear masks following the guidelines above.
4. If a student, faculty or instructional staff member has to be quarantined during the semester, instructors will use educational technology or other means to enable the continuity of coursework.
5. Syllabi and other course materials will be distributed electronically for greater accessibility for students.
6. Course supplies will not be shared among students unless appropriate sanitizing procedures are followed.
7. In order to maintain appropriate physical distancing and accommodate student and faculty needs, instructors will hold office hours and other meetings via Zoom or another online platform that allows for synchronous interaction.

8. Some courses taught by faculty members who are themselves at higher risk of illness according to CDC guidelines may be taught remotely.
Appendix A
Implementation Checklist

This list is not exhaustive but rather a footpath for those units that will deploy the recommendations. It is loosely divided by general categories.

**Education/Training/Signage**
1. A comprehensive educational campaign would be the best approach, which includes information specifically about testing, tracing and containment.
2. Provide posters/infographics, web material, social media and videos on how to practice physical distancing practices.
3. Consider coordinating educational information for students through *Live Well UT* and for employees through *Human Resources*.
4. Provide a targeted educational campaign to first year students.
5. Provide a targeted campaign to residential students.
6. Provide education to parents so they can work with their students for a safe return.
7. Coordinated branded signage across campus.
8. Provide online *Return to Work* module addressing physical distancing, among other areas.
9. Explore the option of adding educational content and resources for students on physical distancing and personal hygiene accountability during their online orientation program.
11. Develop signage for elevator banks, including floor signs.
12. Prepare signage for residence hall common areas.
13. Provide residence hall staff training and residential community education.
15. Place an instructional video about the proper use and disposal of gloves on the UT website.
16. Make a supplement for course syllabi available to faculty members who choose to use it.
17. Develop appropriate campus signage that addresses personal responsibility, safe distancing and learning space hygiene, particularly for visitors.
18. Residential students will be provided with a suggested list of items to bring to campus.
19. An instructional video about personal infection prevention and control measures will be on the UT website, emphasizing guidance from the CDC.
20. An instructional video about proper use of and care for face mask/coverings will be on the UT website.

**Facility Assessment/Examination**
1. Assess every learning space to find options for physical distancing.
2. Reset conference rooms to assure physical distancing.
3. Consider modifying traffic patterns in buildings to improve physical distancing and air flow.
4. Examine waiting rooms to assure physical distancing.
5. Make stairwells one-way with signage, excluding emergency exiting.
6. Remove or rearrange residence hall lounge common space furniture for physical distancing.
7. Determine if any residence hall common spaces should be closed.
8. Review the one group of triple rooms under consideration for re-configuration and/or reduced occupancy.
9. Vaughn Center Desk needs plexiglass or another type of barrier due to high volume.
10. Residence hall reception desks need physical distancing assessment and signage.
11. Athletic and recreational attendance limits should be explored to adhere to physical distancing.
12. Facilities Management is assessing all buildings on campus to ascertain relative risk and to guide environmental services.
13. Facilities Management review and escalation of SOPs for enhanced cleaning and disinfection as outlined in the report.
14. Public restrooms will be assessed for physical distancing.
15. Facilities Management will examine exterior doors to see if there are candidates for door replacement to reduce contact via Spartan Card entry, pending cost considerations.
16. Supervisors should evaluate student employment workspaces and maximize student employment opportunities while following safety protocols.
17. Placement of classroom cleaning supplies needs to be determined.

Roles and Responsibilities
1. Deploy a team of hourly, trained contact tracers.
2. Name a coordinator for contact tracing.
3. Assign facility coordinators to monitor physical distancing.
4. Implement a plan for human subject research programs that reflects best physical distancing practices.
5. Provision of dry erase markers and erasers to faculty upon request.
6. Every unit will have a person(s) designated for the provisioning of supplies related to COVID-19.
7. Facilities Management will assess all areas requiring a plan for sanitization.
8. Segway and other similar personal transportation companies will be contacted by Campus Safety to inform them of University policy.

Policy/Procedure
1. Develop policy to limit visitors.
2. Review campus guest/visitation policy for residential students.
3. Develop process for prioritizing essential University business in terms of large event space
4. Review and update isolation/quarantine protocols.
5. Isolation/quarantine protocols and locations have been reviewed and updated, including retrieval of belongings and food delivery.
6. Schedule/coordinate 10-day arrival time for residential students.
7. Additional expectations regarding student organizations and physical distancing should be added to the Registered Student Organization Handbook and/or student organization registration form.
8. Review student code of conduct in light of health and safety requirements for students outlined in this report.
9. Addendums/supplements should be made to lab, studio and equipment area policies to include COVID-19 guidelines.
10. Develop a distribution system for PPE in all forms.

Screening/Testing
1. Testing program for students established.
2. Testing program for faculty, staff and business partners established.
3. Provision of hands-free temperature screening systems established.

Other
1. ZOOM for business accounts should be offered to all student organizations.
2. Masks with plastic mouth areas available upon requests to help with ADA compliance.
Appendix B
COVID-19 Institutional and Educational Signage

Part of the Spartan Shield health safety initiative is to provide educational guidance to all members and guests of the University community. As per the tentative report, this guidance will:

1. Provide posters/infographics, web material, social media, and videos on how to practice physical distancing practices.
2. Consider coordinating educational information for students through Live Well UT and for employees through Human Resources.
3. Provide a targeted educational campaign to first year students.
4. Provide education to parents so they can work with their students for a safe return.
5. Coordinate branded signage across campus.
6. Provide online Return to Work module addressing physical distancing, among other areas.
7. Explore the option of adding educational content and resources for students on physical distancing and personal hygiene accountability during their online orientation program.

The Office of Public Information (PI) will help manage and coordinate these educational elements through coordinated, branded campaigns that include signage, web content, social media content, LCD screen content, talking points, videos and etc.

However, for the immediate time, PI is coordinating signage for production prior to the start of the Fall 2020 semester. This planning needs to start immediately to allow adequate time for planning, design and production. Signage will include two elements: 1) institutional/campus signage, such as directional and instructional signs (spacing, traffic flow, masks required, etc.), and 2) educational campaign signage, such as informational reminders and persuasive messaging.

Institutional/campus signage will be coordinated with the Office of Facilities, and the educational signage will be coordinated with the Office of Wellness.

Our first challenge was to create a branded image that would impart consistency and urgency in the messaging. As such, we created the following image that could work on signage, as well as in social media, on the website, in emails, etc. for future campaigns. The image resembles not only a shield but a mask, and includes the Spartan Shield title and a UT logo. The shield is easy to reproduce.

PI will create templates for creating necessary signage campus wide. The following are examples of the signage that can be used or created for specific institutional exterior uses.
The following is an example of an instructional sign to remind UT community members of certain practices and behaviors to decrease the spread of the coronavirus.

This signage will be the initial phase of a comprehensive campaign, yet to be developed, that will target different segments of the UT community, and visitors. These campaigns will vary in appearance and messaging, but will include the Spartan Shield logo to designate it as an official message from UT. A committee has been formed to develop these campaigns to present prior and during the Fall semester. As noted above, these campaigns will include signage, social media, LCD screens, web and publication content and talking points.