



Spartan Shield
University of Tampa's Health Safety Initiative
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The Charge

On May 7, 2020, University of Tampa President Ron 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; sanitization, 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 Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), the 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 more was learned 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 campus, but also serves as a model for how UT students, faculty and staff 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 instructional continuity so the return to a face-to-face teaching environment, whether in class or the co-curriculum, is 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 began on Aug. 26, 2020, and these plans continue to be subject to modification as conditions and/or guidance from the CDC evolve. These adjustments enable the 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 at the time of the most recent update. However, the environment is dynamic, and therefore the plan may change based on current information. The task force may make changes at any point 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 is the following:

1. Faculty, staff and students are 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, including wearing face masks/coverings, physical distancing and surface sanitizing procedures.
2. All members of the UT 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 accommodating 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 virtual 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. Mask/coverings are also required in outdoor campus areas where physical 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 is being 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 was included in previous editions 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 serve us well as we implement the Spartan Shield initiative and hold our community accountable.

All students, whether living on or off campus, are responsible for their own behavior and their personal safety. In the current COVID-19 pandemic, it is imperative students understand their responsibility to support not only their own health and safety, but also how their personal actions contribute to the safety and welfare of others, including those within and outside the UT community. Non-compliance with the Spartan Shield Health Safety Plan has been incorporated into the Student Code of Conduct to promote accountability.

Prohibited conduct includes, but is not limited to, violating isolation and/or quarantine restrictions, not maintaining appropriate physical/social distancing and not adhering to the required use of facial coverings in public campus spaces indoors, and outdoors when physical/social distancing is not possible. Additionally, behavior that violates the residential student housing agreement addendum, such as hosting non-UT community members as guests in University residence halls, is also prohibited and may be adjudicated within the student conduct process. Lastly, behavior that violates city, county and/or state executive orders specifically related to the public health emergency in the state of Florida due to the spread of COVID-19, including hosting large gatherings on or off campus, is prohibited. Engaging in any behaviors, on or off campus, that violate the Spartan Shield Health Safety Plan may result in disciplinary action ranging from a disciplinary reprimand through expulsion from the University.

As a community, we abide by the Spartan Code and express care for ourselves and each other by sharing the obligation of compliance and holding each other accountable to the health safety measures outlined by **the University's** Spartan Shield Health Safety Plan. Violations of University policy should be reported by contacting Campus Safety at (813) 257-7777 or by submitting a student conduct incident report at https://ut-advocate.symplicity.com/public_report. For more information regarding the Student Code of Conduct please visit www.ut.edu/studentcode.

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Screening, Testing and Containment

Testing and Self-Assessment

Priority testing is given to symptomatic individuals and testing of close contacts is based on availability. Surveillance testing will be employed for **UT's** NCAA athletes and within specific populations as needed. 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 higher risk.** Faculty, staff and students will be asked to conduct a daily self-assessment screening every day they are coming to campus. 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 and they are cleared to return. If a positive COVID-19 test occurs at home, the student must isolate according to medical instructions. If they are already on campus or locally here in Tampa, they can be evaluated by health care providers in the Dickey Health and Wellness Center and tested for COVID-19 as appropriate. All current students who receive a positive COVID-19 test, except for those who have a remote accommodation, must contact Rapid-Trace at (813) 699-3551 so that they can receive support during isolation, get an official medical notification sent to their professors and be contact traced.

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. If a positive COVID-19 test occurs, faculty and staff should contact Human Resources.

Continuous Monitoring and Testing

Daily self-assessment will continue indefinitely. 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°F 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 installed 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-isolate 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-isolate until a test can be performed and symptoms subside.

Types of Tests Utilized

There are two different COVID-19 testing options: diagnostic tests and antibody tests.

A diagnostic test will identify if an individual has an active coronavirus infection. Currently, there are two types of diagnostic tests available – molecular tests, such as real time reverse polymerase chain reaction (RT-PCR) **which detect the virus's genetic material**, and antigen tests that detect specific proteins from the virus.

Antigen tests for COVID-19 return results in 15 minutes. They are generally less sensitive than the polymerase chain reaction (RT-PCR) tests. Proper interpretation of the antigen test results and confirmatory testing when indicated is crucial for accurate clinical management and for patients with suspected COVID-19.

An antibody test looks for antibodies made by the immune system in response to a specific immune attack, such as a specific virus. It can take several days or weeks to develop antibodies after an infection and may

stay in the blood for several weeks or more after recovery. The antibody test cannot be used to diagnose COVID-19. The use of antibody tests to exclude from quarantine is not well known and is not recommended for this purpose by the CDC or the FDA.

Insurance Coverage for Testing

All full-time and international students have a health insurance policy through United HealthCare Student Resources (UHCSR). Testing for symptomatic students and those who are close contacts is free at the Dickey Health and Wellness Center for these students. Close contact testing is based on availability, as students with symptoms are a priority. When going elsewhere for testing, students should contact their insurance carrier for eligibility, benefits and coverage.

Contact Tracing

The University has partnered with Rapid-Trace, a local, independent contact tracing team, which is dedicated to tracing and contacting individuals who have tested positive or have been exposed to someone diagnosed with COVID-19. The intent of contact tracing is to measure and control the spread of the virus. The 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. The University also meets with the Florida Department of Health bi-weekly to coordinate cases as needed and receive updates on trends and guidance.

The associate dean of wellness serves as the point of contact for the student contact tracing process and the human resources benefit manager serves as the point of contact for employees and vendors. Rapid-Trace is responsible for the effectiveness of the contact tracers to maintain a high level of performance for this critical intervention. The University will continue to partner with the Florida Department of Health and Rapid-Trace 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.

In December 2020, the CDC and the Florida Department of Health provided options to reduce quarantine time. Quarantine is a critical measure to control transmission. It also ensures that individuals who become symptomatic during quarantine can rapidly receive care and be evaluated. The 14-day quarantine remains the gold standard of care. The residual post-quarantine transmission risk with the 7- or 10-day quarantine time frame is between 1-12%. That transmission risk is too high for the UT community, as the safety of **UT's** students takes precedent. As such, the University will continue with the 14-day quarantine strategy in the spring.

Testing for Close Contacts

Close contacts can be tested in the UT medical clinic based on availability with priority given for testing symptomatic cases. A negative test would not allow a student to leave quarantine early. Students will still need to quarantine for 14 days.

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

1. As soon as a student becomes aware that they are a close contact of someone who has tested positive for COVID-19, they must report it to Rapid-Trace, (813) 699-3551, if they have not already

been notified by Rapid-Trace. These individuals will need to quarantine for 14 days from last exposure.

2. Contacts of positive cases who have been diagnosed at the Dickey Health and Wellness Center or who have self-reported to Rapid-Trace will be notified and required to quarantine in their residences for 14 days since the last exposure.
3. Quarantine requirements would extend to any individual deemed a close contact by Rapid-Trace, which would include any individual who shares bathroom facilities in a residence.
4. Individuals under quarantine should check their temperature twice per day and monitor for COVID-19 symptoms daily.
5. Rapid-Trace will regularly check in with quarantined individuals to monitor their health status.
6. For students – the appearance of a fever or symptoms should be reported to the Dickey Health and Wellness Center and a COVID-19 test will be performed.
7. 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 one day (24 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 the Barrymore Hotel or designated residence hall rooms 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 and animals, including pets, using a separate bathroom if available. Meals will be delivered to residential students who are quarantined or isolated in University residential facilities.

Student Medical Notifications to Faculty and Staff

A medical notification for a student does not necessarily mean there is a COVID-19 case, as these **notifications go out for all medical issues that would affect a student's participation in the classroom**. The University must follow HIPPA laws and is unable to give out additional information. The following outlines the medical notification process for students:

- Faculty notifications can come from either the Office of the Dean of Students or Medical Services at the Dickey Health and Wellness Center.
- Notifications for student employment will not be given. If an employer would like to verify a **student's medical absence**, they should contact the dean of students office (deanofstudents@ut.edu).
- If a student notifies a faculty member directly that they have been diagnosed with COVID-19 or feel they are a close contact of someone that has the virus, they should be directed to contact and work with Rapid-Trace, (813) 699-3551, in order to get an official notification from the University.
- Timing for medical notifications can differ depending on the circumstances. If a student is not timely in contacting or responding to Rapid-Trace, the notification may be delayed. Notification can also be delayed over the weekend due to operational hours.
- It is up to the student to inform the professor when they are cleared to return after being released from isolation/quarantine. As quarantine and isolation times vary from student to student, the University is unable to put in anticipated return to class times due to the volume of notifications.
 - A student will be cleared to go back to class by Rapid-Trace.
 - Rapid-Trace will check on each quarantined and isolated student to make sure that they are remaining in quarantine and isolation until cleared.

- Students adhering to quarantine guidelines on campus are also closely monitored by Residence Life staff.

The University will continue to closely monitor community trends, work closely with local health care systems and adapt policies and procedures as necessary. Quarantine status for international students and high incidence areas is still evolving. The University will follow guidance from CDC and the state of Florida as it is released.

Re-entry after Isolation

Once an individual has completed their full 10 days of isolation after a positive COVID-19 diagnosis and are considered recovered, they no longer pose a risk to the community and can safely return to their prior living situation. Retesting is not recommended as they may continue to test positive over a period of time after recovery.

Vaccine Development

The University is closely monitoring vaccine development, state and federal distribution plans and will look to the CDC and the state health department for guidance regarding administration, efficacy and impact on the campus community. Until a vaccine is widely available and high vaccination rates are reached, the University expects that all Spartan Shield guidelines will continue.

Special Considerations for Faculty and Staff

All faculty and staff who report COVID-19 symptoms or who are exposed to the virus must follow the testing, contact tracing and quarantine protocols established in this plan, and by the Hillsborough County Health Department and the state of Florida.

If you are experiencing COVID-19 symptoms, or if you do not pass the COVID-19 daily health assessment, please do not come to campus. Instead, isolate and seek medical consultation. Faculty and staff should contact their healthcare provider. Please also provide confidential notification to Human Resources (Tara Peters at tpeters@ut.edu or (813) 257-3724) to discuss how to ensure your care and privacy. Human Resources also maintains an after-hours phone line, (813) 743-8953, dedicated to COVID-19 and contact tracing. In addition, please notify your supervisor to make work arrangements.

You will be asked to quarantine or isolate until your test results are in or while seeking treatment. If a faculty or staff member tests positive for COVID-19, they will be referred to Rapid-Trace so that their close contacts (per CDC guidelines) can be notified to take the necessary precautions. Information about the **infected person's name or identity will not be shared. This information is confidential and will remain private.** All questions about quarantine and isolation dates should be directed to benefits manager Tara Peters and/or Rapid-Trace.



Physical/Social Distancing

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.

UT is 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.

State of Florida restrictions have been lifted in phases according to the Safe. Smart. Step-by-Step. plan for **Florida's** recovery. However, UT is taking extra precautions in light of the risks of transmission in its 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 CDC 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 Centers 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,
2. Local, state and federal regulations including the Safe. Smart. Step-by-Step. plan for Florida's recovery.

All recommendations were considered for:

1. Maintaining academic quality and the integrity of **UT's** academic experience.
2. Balancing the health and safety of students, 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 response to the progression of COVID-19 in the UT community and/or changes in restrictions enacted.

General Classroom Guidelines

1. Revise capacity of all general-purpose classrooms to provide six feet of physical distancing, and limit occupancy to the new capacity. Students, faculty and staff may review the revised capacities on the [student SharePoint site](#) or [faculty/staff SharePoint site](#). A UT login is required.
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. 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 required six-foot distance.
2. Limit chairs per table or row during room set-ups to accommodate the required six-foot distance.

Dining

1. Follow all national Sodexo physical distancing recommendations for food venues and catering options.
2. Continue to follow state and city guidance for COVID-19 prevention and adjust operations, as necessary.
3. Remove chairs and some tables in food venues to accommodate physical distancing.
4. Limit occupancy to decrease density.
5. Retail food venue options operate with modified hours.
6. Continue to apply new 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. Continue using the contactless system with credit cards and meal cards only.
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, provide 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 content 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. Include educational content and resources for students on physical distancing, personal hygiene, testing and instructional continuity within 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 buses to accommodate physical distancing measures. In most situations this will be half capacity.
5. Follow all safety and distancing 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 facial coverings and other health safety precautions.
3. Restrict uninvited guests 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. Residential Guests/Visitors
 - a. Residential guest/visitation policy permits only UT students, faculty and staff in residence hall common areas such as community rooms, study lounges, kitchens and hallways.
 - b. Residential students may not visit other residence hall rooms, suites or apartments. They may not host off campus UT students in their residence hall rooms, suites or apartments.
 - c. Personal care attendants for students with disabilities are permitted in common areas as well as individual student rooms.
 - d. Residential students are encouraged to gather and visit in residential study lounges and community rooms while wearing a facial covering and practicing physical distancing.
 - e. University students, faculty and staff may continue to reserve residence hall community rooms 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 in a community room for the explicit purpose of an event.
 - f. Visitor and guest policy violations will be referred to the Office of Student Conduct.

Space Prioritization

Recognizing that larger spaces accommodating 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 are reserved through Ad Astra and 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 physical distancing. Take alternate routes 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. The enhanced sanitization plan for residence halls that was implemented includes the frequent cleaning of high-touch, high-traffic areas.
2. Educational messaging to residential students developed by Residence Life and the Wellness Center includes:
 - a. Avoid socializing in large groups of people and wear facial coverings in circumstances that do not readily allow for six-foot physical distancing.
 - b. Practice good hygiene etiquette per CDC guidance with respect to facial coverings, hand washing and face touching.
 - c. Bring sanitization and cleaning tools, including soap, hand sanitizer, cleaning products and cloth facial 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. Bathroom cleaning is routinely conducted, and students are encouraged to regularly clean their spaces.

Residential Isolation/Quarantine Preparation

1. Isolation/quarantine protocols have been reviewed and updated, including retrieval of personal belongings and meal delivery.
2. Isolation/quarantine locations have been established including identified isolation/quarantine beds with single room/single bathroom configuration.
 - a. There are rooms designated in Urso Hall for students in isolation (students who have tested positive for COVID-19) and quarantine.
 - b. Students may be permitted to quarantine (students who had close contact with someone who tested positive for COVID-19) in their residence hall rooms. This is preferable for the wellbeing of the student and does not add any additional health risk to students on the floor or residence hall.
 - c. Other residential vacancies on campus are used for quarantine and isolation.
 - d. Rooms at the Barrymore Hotel are also utilized for isolation and quarantine. All UT students are on a floor with other UT students, and floors are not shared with hotel guests.
3. Students may quarantine/isolate locally off campus in consultation with medical professionals.
4. Students who have recovered from COVID-19 will not have to quarantine again up to three months after their test date providing that they can show proof of positive test result, per CDC guidance.

Residence Hall Common Areas

1. Signage posted inside and outside common lounges remind occupants to maintain six-foot physical distancing.
2. Furniture has been removed, rearranged or designated to maintain physical distancing.
3. High touch surfaces are routinely cleaned, and disinfectant wipes or hand sanitizer is available in each common area.
4. Visual reminders of proper hand hygiene, physical distancing guidelines and COVID-19 prevention practices are displayed in common areas.
5. 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.
3. Students with high-risk medical conditions are 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.

4. Students may apply for medical accommodations which may be granted based on need and availability.

Residence Hall and Vaughn Center Front Desks

1. Desk assistants provide a safety measure in residence hall lobbies.
2. The desk provides some safety for physical distancing and PPE is provided to student employees. Signage to maintain physical distancing is visible at all residence hall front desks. Some front desk locations have a physical plexiglass barrier.
3. The Vaughn Center information desk has been outfitted with a plexiglass 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. Residence Life staff training focuses on public health measures, signs and symptoms of COVID-19.
2. Spartan Living residential curriculum was revised to include and maximize physical distancing guidelines and other health-related protocols, including in floor meetings.
3. Students are required to follow physical distancing protocol and wear face masks/coverings in common areas of the residence halls, including lounges, hallways, entryways, etc. While students will be issued two face masks, they are encouraged to bring their own face masks/coverings, gloves and other sanitizing products.
4. Utilize the student code of conduct to enforce failure to abide by the Spartan Shield Health Safety Plan.

Extended Residential Opening

1. Provide an extended arrival timeline for students to maximize physical distancing and limit congestion during arrival process.
2. RAs are participating in a hybrid online/in-person training and arrive 2-3 days ahead of opening to prepare buildings before early arrivals.
3. Limit the number of family members/guests to two per student who can accompany and assist during the move-in process.
4. Extend hours of arrival times to minimize congestion during the move-in process.
5. Elevators
 - a. For residence hall move-in and move-out, allow elevator usage per family, family unit or two-person limit.
 - b. Increase routine cleaning to multiple times daily.
6. Mark floors for six-foot distancing requirement.
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., facial 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 higher 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 physical 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 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 has been added to the student organization event registration form on Engage.
4. As part of the RSO event registration process, student organizations submit a plan for how they will physically distance at meetings and events.
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. Student leaders can utilize their University Zoom accounts for Registered Student Organization meetings and events.
8. RSOs can utilize the University PayPal account that was created specifically for them to collect membership dues and fundraise 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 as 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.
7. The extent of competitive sports offerings will be dependent upon defined risk levels, ability to design risk mitigation plans and opportunities to adapt rules and play.

Virtual Platforms

1. Faculty and staff should continue to use virtual platforms like ZOOM, Microsoft Teams, etc. 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. Virtual platforms may be used for such activities 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 virtual platforms.

Student Employment

1. All student employee workspaces should meet physical distancing requirements and proper PPE should be provided.
2. Supervisors should evaluate space constraints 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.



Sanitization, Personal Hygiene and Personal Protective Equipment

The 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 CDC 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 the EPA 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 cleaning and disinfecting. Additional 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 physical distancing, wear facial coverings and follow proper prevention hygiene, such as washing 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 the 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 has assessed all buildings on campus to ascertain relative risk. Factors used in the examination were overall square footage, number of classrooms and offices and number of events/meetings/conference rooms, among other elements. This assessment helps guide environmental services to areas most in need of frequent service. For example, areas that have high census are treated several times a day. Adjustments in frequency, allowance for sanitization dwell times and revisions en route are **accommodated to meet the University's needs. Occupancy types and use of each building** have been 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. Assessing frequently 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 procuring uniform dispensers that are not wall mounted. This includes elevator banks and parking garages.
5. Examining restrooms to ensure all faucets are working properly and soap is available. Additionally, frequently used restrooms are 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 in particularly high traffic areas, as needed, with the most 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	Drinking fountains
Push plates and crash bars	Vending machines and ATMs
Automatic door openers	Tables and chairs
Overhead light and lamp switches	Faucet handles
Stair doors and handrails	Restroom surfaces and fixtures
Elevator call and interior buttons	Intelligent mail lockers

Of note, to minimize the risk of disease, all water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) are 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 have been assessed for physical distancing. Approved facial coverings are still expected to be worn in public restrooms on campus.

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	Financial Aid
Academic Success Center	Jaeb Computer Center and campus labs
Baccalaureate Office/Center for Teaching and Learning	Library
Bursar	Mail Services
Campus Safety	OSLE
Career Services	Payroll
Dickey Health and Wellness	Registrar
	Spartan Card Office

11. Examining non-athletic event spaces that will require a plan based on schedules:

Sykes Chapel/Center	Vaughn Center, Ninth Floor
Falk Theatre	Vaughn Plaza
Reeves Theater	ICB, Eighth Floor, outdoor areas
Plant Hall event rooms	H.B. Plant Museum
Southard Family Building, Room 101	

12. Examining athletic and recreation facilities that will require a plan based on schedules:

Martinez Athletic Center	Softball field
Fitness and Recreation Center	Aquatic Center
Stadiums/Track	Outdoor courts
Baseball field	

13. Residence halls 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 & Noble plan).

Environmental Services/Housekeeping – Classrooms

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

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

2. Each room is supplied with disinfecting 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 disinfecting wipes are available in classrooms. Students and faculty may use these materials to disinfect desktops 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 are sanitized and maintained in a disinfected state throughout the day by ITS lab/service desk assistants. Disinfecting 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 is 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/Housekeeping – 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 also augment existing written procedural documents to include a supplemental work plan to address the implementation of COVID-19 guidelines.

1. These updated procedures are 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 technicians who clean bathrooms, remove trash and 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 are 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 rooms, gymnasiums and other areas that experience high traffic volume have sanitization practices in line with hospital critical care-style environmental services. This includes fogging and sanitizing numerous times each day, including weekends. Outdoor venues incorporate pressure washing in a standardized rotation, and handheld misting devices are employed in stadium and other seating areas. There are elevated staffing levels at peak periods.

Critical to the services provided in this area is scheduling. This requires Facilities Management, Athletics and Campus Recreation to have regular meetings so that sanitization is 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 vehicle drivers practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth facial coverings). The CDC provides guidance on disinfecting and sanitizing vehicles. This also includes 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** examined all HVAC systems on campus to maximize control for facilities.

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°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 includes verification of operation, cleaning cooling and heating coils and changing filters.

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 are 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, occurs 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 addresses personal responsibility for hand hygiene, respiratory etiquette and the provisioning of PPE to individuals and units.

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

Personal Responsibility

1. Faculty, staff and students are 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. If soap and water are not readily available, hand sanitizer containing at least 60% alcohol may be used.
 - b. Spitting/expectorating in public is not hygienic and therefore discouraged.
 - c. Residential students are provided with a suggested list of items to bring to campus. These include soap, hand sanitizer, cleaning wipes, gloves, thermometers and other items recommended by Residence Life professionals.
 - d. Instructional videos about personal infection prevention and control measures are on the UT website. These videos emphasize guidance from the CDC.
3. The CDC recommends wearing cloth facial coverings in public settings where other physical distancing measures are difficult to maintain, such as grocery stores, pharmacies, public transportation and gas stations. Choose masks with two or more layers. Make sure your mask covers your nose and mouth and wash your mask regularly. Cloth facial 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. Mask/coverings are also required in outdoor campus areas where physical 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 are provided by the respective areas and 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. 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.
 - c. Face shields are provided to faculty and staff upon request. It is cautioned that this equipment needs to be used with face masks to be effective.
 - d. An instructional video about proper use of and care for face mask/coverings is on the UT website. The video includes 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 facial 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. All areas habitually utilizing gloves have signage and have facility-specific protocols for usage and disposal.
5. Antibacterial tools, now widely available, provide an option to avoid touching or grabbing public objects. UT community members are encouraged to consider such a tool for personal use.

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 has been 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 are 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, is necessary to inform tourists of University regulations. Other free-standing signs may be employed in front of high-volume traffic areas.
4. Segway and other similar personal transportation companies have been 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 is the best approach, employing social media. While Campus Safety is 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

Returning to face-to-face learning and re-entry of University staff members requires 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 has 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 understands the needs of the area and is 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 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 annually during the pandemic period.
 - 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 have been 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 have been developed.
- h. Cleaning products
 - i. Unless otherwise approved by the department for a specific reason (ITS, Art and Design, Chemistry, etc.) most cleaning products are 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 having safety data sheets (SDS) available.
- i. 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. Plexiglass has been installed throughout the campus per request and to facilitate required classroom distancing. If there are additional needs, Facilities Management may be contacted for an evaluation and work order.
 - iv. New 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.



Instructional Continuity

Health and Safety in the Classroom Setting

In developing the plan for classroom instruction, **the University's** highest priority is the health, safety and well-being of both students and faculty as well as the many staff members who contribute directly to teaching and learning in classrooms, labs and studios.

Though UT offers in-person teaching, this cannot mean a simple resumption of teaching and learning as it was before the pandemic. UT is taking measures to reduce the risk of virus transmission in line with the **CDC's guidance for colleges and universities**, including enhanced sanitization protocols, physical distancing measures and alternative modes of delivery such as hybrid virtual classes and staggered schedules that allow for smaller class sizes and offer protection to vulnerable students, faculty and instructional staff.

What One Can Expect with In-person Classes

In addition to the sanitization, hygiene and use of PPE (especially facial coverings) described elsewhere in the **University's safety plan**, **UT has taken 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 is appropriate in all cases. However, students can 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 implemented by faculty and instructional staff:

1. Some classes will meet in full according to the posted schedule, but only in cases where classroom sizes and enrollments allow for the necessary physical 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 required to wear facial coverings.
4. If a student has to be quarantined/isolated during the semester, faculty will use educational technology or other means to enable the student to continue coursework.
5. Syllabi and other course materials will be distributed electronically for greater accessibility to 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 virtual 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. Courses that are offered remotely are listed in Workday as **“Remote” rather than listing a building and room number. Students should be careful to note this designation.**
9. Remote learning accommodation requests for the Spring 2021 semester will be considered for individual students on the following basis:
 - a. A student with a medical condition that puts them at higher risk of illness due to COVID-19.
 - b. A commuter student who lives with a family member who has a medical condition that puts them at higher risk of illness due to COVID-19.
 - c. An international student outside the U.S. who is unable to enter the U.S. due to COVID-19 travel restrictions. This is subject to guidance from Homeland Security, which UT must follow.
 - d. A U.S. citizen living abroad or in a U.S. territory who is unable to enter the continental U.S. due to COVID-19 travel restrictions.

Students who do not currently have a remote learning accommodation but are seeking to be considered for an accommodation for the Spring 2021 semester, will need to complete the [Spring 2021 Remote Learning Accommodation Request Form](#), including the required documentation located on the UT website.

- a. Remote attendance is not synonymous with online courses. If approved, attending remotely means participation in the course via remote means, but classes will still take place during the time of the course as posted on the UT schedule, at the discretion of the professor.
 - b. Students currently residing in on campus housing need to ensure their request is submitted in time to make arrangements to vacate campus housing, prior to leaving for break. Students living in campus housing will need to reach out to Residence Life to make arrangements for checking out of the residence hall.
10. Tuition and costs for courses in Spring 2021 will not change due to an approved accommodation for remote attendance.
11. The remote learning accommodation is a temporary accommodation for the Spring 2021 semester only and is in response to COVID-19. UT will continue to monitor conditions around COVID-19 and will update the policies and procedures accordingly, including policies surrounding requests for remote attendance.

Appendix A

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. This guidance will:

1. Provide posters/infographics, web material, social media content and videos on how to mitigate the spread of COVID-19.
2. Coordinate educational information for students through Live Well UT and for employees through Human Resources.
3. Provide education to parents so they can work with their students for a safe return.
4. Coordinate branded signage across campus.
5. Provide educational content and resources for students on physical distancing and personal hygiene accountability during their online orientation program.

The Office of Public Information and Publications (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.

Institutional/campus signage will be coordinated with Facilities Management, and the educational signage will be coordinated with the Wellness Center.

The following image was created to 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.



Public Information has created templates for posting 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.

