



UNIVERSITY *of*
WEST FLORIDA



University of West Florida Reopening Campus Plan
FALL 2020



Introduction

“When patterns are broken, new worlds emerge.” —Tuli Kupferberg

The switch to all-remote course delivery in March 2020 went smoothly at the University of West Florida because of prior preparation and the heroic efforts of faculty and staff. We had previously created Canvas shells for every course offered at the University. Faculty had only to activate the shells to launch their online courses. As a result, UWF students were able to complete the spring academic term safely and successfully. Many acts of generosity and creativity have inspired us over the past few months. We owe a debt of gratitude to a myriad of Argo alumni, community members and friends of the University

who stepped up to provide needed financial support for our students in their time of need.

As we prepare for the reopening of our campuses for Fall 2020, we do so with four primary intentions:

- To provide the safest possible resumption of University operations for all.
- To preserve the highest standards of quality in our teaching and research.
- To keep any additional disruptions to a minimum.
- To build on lessons learned from these unprecedented events.

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Executive Summary

The University of West Florida developed this COVID-19 Reopening Campus Plan while keeping the safety, security and well-being of students and employees at the forefront of every decision.

This plan is a living document and is subject to change based upon federal, state or local guidance. Actions outlined in this plan may not happen sequentially as described, but instead will be implemented in relation to the ever-changing situation and conditions. In the event of a second wave of COVID-19 infections, re-implementation and mitigation procedures will be quickly executed.

The plan maintains focus on the University's mission to ensure the continuity of academic instruction, research and service while safeguarding students' continued progression in their courses of study.

To form a thorough Fall 2020 Return to Campus Plan, UWF President Martha Saunders established a Return to Campus Task Force and five subcommittees to focus on the below specific key areas that align with the reopening blueprint provided by the Florida Board of Governors. The task force, which includes representatives from all areas of the institution, addresses and monitors the repopulation framework during weekly meetings.

Healthy Campus Environment

The University will deploy strategies for a healthier campus environment, including providing face coverings, hand sanitizer, mandatory training modules and educational materials, among other resources, to students, employees and visitors. A significant number of events and services will be offered remotely. All facilities will adhere to CDC guidelines and safety protocols for on-campus residents will be enhanced.



Safety Protocols

- UWF will provide one reusable cloth face covering and a bottle of hand sanitizer for every student and employee. Visitors will be provided a disposable face covering.
- A disposable or cloth face covering is required inside all shared indoor spaces and in outdoor areas where social distancing is not possible. Examples of shared indoor spaces include classrooms, laboratories, hallways, shared offices, open offices, restrooms, conference rooms, lobbies and lounge areas, retail spaces, museums, libraries and dining facilities. Anyone using a dining facility should cover their face until they sit down to eat and then put the face-

covering back on immediately after. Face coverings may be removed when inside of private building space, such as a single-use office or residence hall room. Anyone with a disability that prevents them from wearing face coverings will be directed to [Student Accessibility Resources](#) (students), [Human Resources](#) (employees) or [Visitors Center](#) (visitors) and accommodations will be made.

- Students and employees are required to take a COVID-19 Training as well as a Daily COVID-19 Return to Campus Pre-screening every day before coming to a University location.
- All facilities will adhere to CDC guidelines, as well as University established guidelines. UWF has increased the cleaning of facilities and disinfecting frequently touched areas.

Housing and Residence Life

- UWF will continue honoring housing contracts for the fall semester.
- UWF will reserve spaces for COVID-19 isolation. A student who tests positive will be moved immediately to an isolation/quarantine space. If someone comes in one-on-one contact with that student in their living space, that unit will be quarantined until test results are available.

Student Activities and Services

- Student organization procedures and support programs will be delivered virtually through September and will be modified as needed throughout the semester.
- Counseling and Psychological Services will provide services remotely to students.
- Student Health Services will provide services using both telehealth and face-to-face office visits.
- Recreation facilities will reopen and operate with modified hours. Social distancing of six feet will be practiced in all areas and capacity limitations will be enforced.
- Dining Services and most retail operations will open and follow social distancing guidelines, including reduced occupancy. To-go dining options will be available.
- The UWF John C. Pace Library will reopen with reduced hours and set up for social distancing.

Intercollegiate Athletics

- University Athletics will comply with the UWF, NCAA and Gulf South Conference standards to return student-athletes to campus. Athletics will promote and support appropriate adherence by student-athletes to applicable health and hygiene recommendations.

Visitors

- The University will require guests to comply with the same requirements as students and employees, including wearing personal face coverings.
- If protocols are not followed, guests will be asked to leave the premises immediately.

Healthy Community Environment

UWF will engage with area business and civic leaders to promote a healthier and safer community. The University will identify venues that practice social distancing measures and cross-promote with these establishments.

- UWF will contact the Greater Pensacola Chamber of Commerce, Pensacola Downtown Improvement Board and the Fort Walton Beach Chamber of Commerce leadership to secure written acknowledgment of a shared responsibility to protect the health and well-being of the community.
- The University will also work with the organizations to develop a database of businesses that are adhering to social distancing measures.



COVID-19 Virus Testing

UWF will implement a comprehensive pre-screen and testing program as students and employees return to campus.

- All students and employees visiting a UWF location are required to take the **Daily COVID-19 Return to Campus Pre-screening** every day before coming to campus.
- Student Health Services will procure and administer a COVID-19 rapid test kit for students that allows preliminary results within several minutes. The test will also be sent to a laboratory for final confirmation of COVID-19 within two-to-three days.
- If an employee is presumed to have contracted COVID-19, the employee must notify Human Resources immediately. Testing will be conducted and provided through a local health care facility, as needed.



Contact Tracing and Surveillance

UWF will conduct initial contact tracking for the COVID-19 virus for the safety and well-being of students and employees. Any student or employee who reports that they have received a lab-confirmed positive COVID-19 test will be contacted by a contact tracker to evaluate potential exposure within the UWF community. The information gained during the contact tracking will be provided to the local Department of Health contact as deemed necessary to protect the health and welfare of the campus and the community.



- UWF COVID-19 contact trackers will conduct and assist in identifying potential 1:1 contacts with other students and/or employees. UWF COVID-19 Contact Trackers are required to successfully complete the [Johns Hopkins Contact Tracing course](#).
- A report will be provided to the Recovery Taskforce and the President's Cabinet on a weekly basis to address the summary of contact tracking numbers and information, starting the week of June 15, 2020.
- Should the numbers increase at a rapid rate, the President's Cabinet will be notified immediately to discuss further actions needed by UWF.

Academic Program Development

The University will expand its course delivery options for students to ensure they receive the top-rate education they expect from UWF while maintaining health and safety protocols.



- The course delivery framework was developed by college deans with input from stakeholders, including department chairs and faculty members. Department chairs are working with faculty members to review and restructure course delivery modalities as appropriate.
- Faculty members falling into specific categories will be made aware of their option to teach remotely if preferred.
- UWF is providing a safer environment primarily through a variety of delivery modalities in courses with multiple sections.
- Students identified as falling into risk groups will be directed to academic advisors, who will work with them to facilitate other delivery methods.
- Classroom facilities will be thoroughly cleaned and include signage that indicates where students can sit based on social distancing guidelines.
- All face-to-face classroom instruction will conclude immediately before Thanksgiving break. Courses will be arranged so that instruction, review and final exams are delivered remotely after Thanksgiving.

Strategies for courses with no online component (designated as “Primarily Classroom” in Classmate) include:

- Offer the course in a space that will accommodate all students under social distancing guidelines.
- Deliver live content via WebEx using multiple classrooms.
- Split laboratory courses into two sections. If 50% of students can be accommodated in one space, offer split sections concurrently and use teaching assistants/adjuncts to help instructors of record float between two spaces.

Strategies for courses with both face-to-face and online components (designated as “Hybrid” with 50-79% of direct instruction delivered by technology, or “Primarily

Distance Learning Course” with 80-99% of direct instruction online) include:

- Deliver live content via WebEx with small cohorts of students rotating for classroom attendance.
- Flipped classroom: Deliver content through recorded lectures via Panopto with additional live Q&A sessions either in person or via WebEx.
- Divide course into two groups and alternate online and face-to-face components.
- Begin with an online component, then allow students to complete face-to-face components in the same semester or the semester immediately following the online component.

Compliance

UWF is focused on creating a healthier and safer environment for all members of the campus community, including students, employees and visitors. The University established compliance guidelines that address social distancing and wearing face coverings among other safety measures. The health and safety on its campus is a shared responsibility for all involved.

PHASED EMPLOYEE RETURN TO CAMPUS

The UWF Return to Campus Task Force developed and began implementation of a three-phased approach for employees returning to campus. Each phase is directed by guiding principles as established by the University. The safety, security and well-being of the University community will remain of the utmost importance during this process. The plan strives to minimize potential exposure of returning students and employees to the virus and reduce opportunities for community transmission.

Phase 1 — Initial Resumption of Core On-Campus Operations permits up to 25% of employees in a department area to return to the work location simultaneously, as approved by department heads, with remote work continuing as the primary work arrangement for employees.

Phase 2 — Return to Limited Normal Operations with Ongoing Restrictions permits up to 50% of employees in a department area to return to the work location simultaneously, as approved by department heads.

Phase 3 — Return to Normal Operations with Long-Term Adjustments permits all employees to return to campus.





Healthy Campus Environment

Developing a healthier and safer UWF community is a shared responsibility between the University and the individual. The University will provide face coverings and hand sanitizer to students, employees and visitors. Training will be required for faculty, staff and students and a variety of educational materials and resources will be provided. A significant number of events and services will be offered remotely. All facilities will adhere to CDC guidelines and safety protocols for on-campus residents will be enhanced.

HEALTH, WELLNESS AND PREVENTION

Personal Protective Equipment Kit

UWF will provide one reusable cloth face covering and a bottle of hand sanitizer for every student and employee. A disposable or cloth face covering is required inside all shared indoor spaces and in outdoor areas where social distancing is not possible. Examples of shared indoor spaces include classrooms, laboratories, hallways, shared offices, open offices, restrooms, conference rooms, lobbies and lounge areas, retail spaces, museums, libraries and dining facilities. Anyone using a dining facility should cover their face until they sit down to eat and then put the face-covering back on immediately after. Face coverings may be removed when inside of private building space, such as a single-use office or residence hall room. A person not wearing a face covering will be asked to put one on or leave the area.

Anyone with a disability that prevents them from wearing face coverings will be directed to [Student Accessibility Resources](#) (students), [Human Resources](#) (employees) or [Visitors Center](#) (visitors) and accommodations will be made.

TRAINING AND EDUCATION

Mandatory COVID-19 Training Module

- Students: All students returning to campus are required to participate in the COVID-19 Student Training.
- Employees: All employees returning to their work location are required to participate in the COVID-19 Employee Training Module.

Educational Materials

The University has developed a variety of health, wellness and prevention promotional materials that will be displayed throughout campus. These posters and flyers include topics such as handwashing and when to wear a facial covering, among other prevention tips. Materials also direct the campus community to visit UWF's coronavirus website, which houses all the University's information on COVID-19.

FACILITIES

All facilities will adhere to CDC guidelines, as well as University established guidelines for providing a safer environment. UWF has increased its scheduled

custodial cleaning of facilities on campus and taken extra measures to disinfect frequently touched areas like doorknobs, stair rails, elevator buttons and other surfaces (such as exercise equipment and classroom AV equipment). UWF purchased free-standing plexiglass customer service windows for reception desks and similar workstations where employees come in direct contact with other students, employees or visitors. Furniture and equipment will be rearranged or closed off to ensure proper social distancing, and the number of available computer terminals will be reduced. Hours of operation for buildings with reduced hours will be adjusted monthly per established guidelines.

STUDENT LIFE

STUDENT ACTIVITIES AND SERVICES

Student Organizations and Events

UWF plans to resume events and activities as appropriate, given the health environment of the campus and the local community.

- Student organization procedures and support programs will be delivered virtually through September.
- All other events will adhere to the state and University established guidelines.

Fraternity and Sorority Life

UWF plans to resume Fraternity and Sorority Life operations and events as appropriate.

- FSL procedures and operations will be delivered virtually through September via chapter liaison meetings, officer workshops and FSL info sessions.
- FSL procedures and operations delivery methods for October through the end of the semester will be adjusted as appropriate, given the health environment of the campus community.
- All meetings and gatherings, including recruitment activities, must be conducted in adherence to University established guidelines.
- Council and chapter plans regarding recruitment and new member processes will be updated regularly on the FSL website at uwf.edu/fsl.

Education Research Center for Child Development

The ERCCD will open in a phased approach with reduced hours and reduced enrollment capacity. Staff will return in early to mid-July to begin training and preparation. A soft opening will begin in late July/early August for children. Children of students will return first, followed by children of employees and alumni.

Counseling Services

Counseling and Psychological Services will provide services remotely to students. Crisis intervention and evaluation for Baker Acts will be provided on campus, as clinically appropriate. Crisis intervention services will be available remotely to all students 24/7. A virtual online peer-to-peer support community will be available to students 24/7.

Health Services

Student Health Services will provide services using both telehealth and face-to-face office visits. SHS will reserve two hours each day to provide COVID-19 testing to students. SHS will work with Recreation and Wellness Services to promote increased participation in flu vaccination among students.

Recreation

The Health, Leisure, and Sports facility will be reopened and will operate on modified hours based on peak usage times, allowing time for additional cleaning. Physical distancing of six feet will be practiced in all areas and capacity limitations will be enforced. Touchless transactions will be utilized for entry to the facility and for point-of-sale. Increased sanitization of all equipment will occur and be the shared responsibility of the user and the HLS staff.

The use of personal storage lockers, towel service and shower access will be discontinued. Water fountains will be discontinued, but water filling stations will remain operational. Equipment checkout will be limited and returned equipment will be removed from the rotation for 24 hours after return. Outdoor Adventure and Intramural activities will be offered within the University's established guidelines. The UWF Aquatic Center will operate with limited programming and reduced capacity.

Modifications to UWF Recreation's operations are guided by the following organizations: the CDC; Climbing Wall Association; Association of Outdoor Recreation and Education; American Industrial Hygiene Association; Florida Department of Business and Professional Regulation; National Intramural, Recreation and Sports Association; National Federation of State High School Associations; Starfish Aquatics Institute; Occupational Safety and Health Act; and the USA Swimming organization.

Dining Services

Dining Services, including the Nautilus Market and most retail operations, will open and follow social distancing guidelines, including reduced occupancy. To-go dining options will be available. All meals will be served by dining staff. The tables will be cleaned after every use. Employees will conduct personal safety checks before reporting to work.

UWF John C. Pace Library

The UWF John C. Pace Library will reopen with reduced hours and reduced access to certain spaces. The University Archives department will be by appointment only; the third and fourth floors of the library will be closed; study carrels and group study rooms will be closed; and the 3D printing lab in SkyLab will be closed, but printing may be requested. Library instruction will be conducted virtually and reference consultations will be by video appointment. The Reference Desk will be accessible through open online office hours.

Furniture will be spaced appropriately and cleaning supplies will be available for students to wipe study tables down before and after use. Returned equipment and materials will be quarantined and then cleaned before returning to circulation. Late fees will continue to be waived until the library is fully operational.

The UWF Library will follow the Council of State University Libraries' Guiding Principles for Reopening University Libraries and the CDC guidelines.

HOUSING AND RESIDENCE LIFE

UWF will continue honoring housing contracts for the fall semester. HRL staff will focus on one-on-one interaction with residents for support and resources, as well as virtual programming.

Isolation Protocol

UWF will reserve spaces for COVID-19 isolation, as needed. A student who tests positive will be moved immediately to an isolation/quarantine space. If someone comes in personal contact with that student in their living space, that unit will be quarantined until test results are available. If the student comes in contact with someone outside their living unit, that individual will be moved to an isolation/quarantine space. Anyone moved to an isolation/quarantine space will be provided with food, counseling and other services as needed. HRL is also working with local hotel partners to provide alternative options for student housing, if needed.

Staff and Resident Assistant Training

HRL will provide COVID-19 related training to all staff and use a virtual meeting to educate all residents on safety and the new policies and guidelines.

Extensive email communication will be sent to students and parents highlighting the new policies, guidelines and move-in plans. Residents will be asked to sign a COVID-19 liability waiver/disclaimer before moving in to make sure they understand their personal responsibility for health and safety.

Safety Protocols for Residents

UWF will enhance student health and safety measures for residents through the following protocols:

- Move-in Day will be expanded to a full week, during which a drive-through move-in process will be established.
- Residents will be provided with welcome back kits that include a cloth face covering, thermometer and hand sanitizer.
- Residence hall common areas will be cleaned several times a day in compliance with enhanced CDC cleaning protocols.
- Barriers will be installed and hold 36 spaces for quarantine and isolation.
- The number of residents in the lounges and other common spaces will be limited to no more than 10 people.
- The number of guests a resident may have at any given time will be limited to one person.
- Health, wellness and prevention promotional materials will be posted throughout each residence hall.

INTERCOLLEGIATE ATHLETICS

University Athletics will comply with the UWF, NCAA and Gulf South Conference standards to return employees and student-athletes.

General Guidelines:

- UWF Athletics will follow the University and state guidelines for screening, testing and tracking of its student-athletes and staff.
- UWF Athletics will follow the Gulf South Conference and NCAA guidelines and provide an adequate acclimatization period for student-athletes to get back into game shape.
- UWF Athletics will promote and support appropriate adherence by student-athletes and the Athletics staff to applicable health and hygiene recommendations.

VENDORS, VISITORS AND VOLUNTEERS

UWF will ensure visitors are aware of protocols that promote a safer and healthier campus. The University will require guests comply with the same requirements as students and employees, including wearing personal face coverings. If protocols are not followed, guests will be asked to leave the premises immediately. A limited supply of disposable face coverings will be provided in high traffic areas (e.g., Visitors Center, University Commons, Recreation). Signage detailing guidelines will be posted at the Visitors Center and throughout the University.

Healthy Community Environment

UWF will engage with area businesses, organizations and civic leaders to promote a healthier and safer community. The University will identify venues that practice social distancing measures and cross-promote with these establishments.

Engaging the Community in Shared Responsibility

UWF will contact the Greater Pensacola Chamber of Commerce, Pensacola Downtown Improvement Board and the Fort Walton Beach Chamber of Commerce leadership to secure written acknowledgment of a shared responsibility to protect the health and well-being of the community. The University will also work with the organizations to develop a database of businesses that are adhering to social distancing measures.

UWF will share its plan for a healthier and safer University community with city and county leadership, request a public endorsement from civic leaders and work with identified organizations on promoting the adoption of guidelines by their members.



COVID-19 Virus Testing

UWF is implementing a comprehensive pre-screen and testing program to return students and employees to campus.

STUDENT PRE-SCREENING

All students visiting campus are required to take the **Daily COVID-19 Return to Campus Pre-screening** every day before coming to a University location or leaving their residence hall room. Students without access to technology will be asked to contact Student Health Services or the Dean of Students Office by telephone to complete the screening over the phone.

The pre-screening will include a question on recent travel. If travel restrictions are imposed by the state, any student will be required to abide by those restrictions.

Student Health Services will be notified if a student answers “yes” to a question in the pre-screening and will assist the student in testing. Housing and Residence Life will quarantine students immediately if they live on campus.

STUDENT TESTING

Student Health Services will procure and administer a rapid test kit for COVID-19 that allows preliminary results within several minutes. The test will also be sent to a laboratory for final confirmation of COVID-19 within two-to-three days. The preliminary rapid test kit results will allow SHS personnel to quickly identify and respond to any hot spot locations on campus in coordination with the UWF Contact Trackers (listed below). SHS will reserve two hours each day to provide COVID-19 testing to students at the Student Health Clinic.

SHS also plans to establish mini mobile testing locations around campus; the specific locations and schedule will be determined by August 1, 2020. If a student would like to take the COVID-19 test on their own, they may visit an official testing site or contact their health care provider.

SHS will work in concert with the Recreation Department and the Counseling and Wellness Services Department to promote increased participation in flu vaccination among students.

EMPLOYEE PRE-SCREENING

All employees directed to return to their work location by their supervisors are required to take the **Daily COVID-19 Return to Campus Pre-screening** before arriving on campus each day. If a department has employees unable to access a computer or mobile device before work, the pre-screening must be completed via the official paper form before entering a UWF building. Each employee will be provided direction based on their answers to the questions.

Any employees hired from out-of-state will be required to adhere to the current travel restrictions imposed by the state at their time of hire.

EMPLOYEE TESTING

If an employee is presumed to have contracted COVID-19, the employee must notify Human Resources immediately. Testing will be conducted and provided through a local health care facility, as needed. If employees would like to take the COVID-19 test on their own, they may visit an official testing site or contact their health care provider.



Contact Tracing and Surveillance

For the purpose of this plan and communications, “contact tracing and surveillance” is referred to as contact tracking, as only the Department of Health is authorized to use the term “Contact Tracing.” UWF will conduct initial contact tracking for COVID-19 for the safety and well-being of students and employees. Once students or employees report that they have received a lab-confirmed positive COVID-19 test, they will be contacted by an official COVID-19 Contact Tracker to evaluate potential exposure within the UWF community.

The information gained during the contact tracking will be provided to the local Department of Health contact as deemed necessary to protect the health and welfare of the campus and the community. The only personal information that will be provided to DOH will be a name and phone number unless otherwise directed by DOH. Upholding the individual privacy of students and employees will be held to the highest standards.

ONE-ON-ONE CONTACT

DOH requires anyone identified as having close 1:1 contact with an infected person to self-isolate for 14 calendar days. DOH requires a COVID-19 positive person to self-isolate for 14 calendar days from the date of a positive test.

Examples of what **IS** considered 1:1 contact include:

- Individuals who have made physical contact with a person who is COVID-19 positive.
- Individuals who have made physical contact with others while they were infectious during their illness and/or two days before COVID-19 symptom onset.
- Individuals without a face covering who interacted with others within six feet for more than 10 to 30 minutes.
- Individuals who made proximity contact more than six feet but in the same room for an extended period of time without any protective measures used such as wearing a face covering, washing hands and using hand sanitizer.

Examples of what **IS NOT** considered 1:1 contact include:

- Individuals who have not had direct contact with a person who is COVID-19 positive.
- Individuals who were more than six feet away and anyone who was wearing a face covering.

UWF COVID-19 contact trackers will conduct and assist in identifying potential 1:1 contacts with other students and/or employees. General public contacts will be identified and traced by the DOH. 1:1 contact information will be submitted to the FDOH Senior Community Health Nurse—epidemiology or the FDOH Community Health Nurse as soon as possible.

UWF COVID-19 CONTACT TRACKERS

UWF COVID-19 Contact Trackers are required to successfully complete the [Johns Hopkins Contact Tracing](#) course. Documentation of course completion must be sent to the Environmental Health and Safety Director.

- Student contact trackers will be assigned by the Assistant Dean, Case Management and are listed below:
 - Assistant Dean, Case Management
 - Director, Housing
 - Athletics Staff
 - Faculty/Staff from Usha Kundu, MD College of Health
- Employee contact trackers will be assigned by AVP HR and are listed below:
 - AVP Human Resources
 - EHS Director
 - Additional Human Resources personnel

STUDENT CONTACT TRACKING

Student contact tracking will begin if a student answers “Yes” to one of the daily COVID-19 pre-screening survey questions and Student Health Services is notified or if student contacts SHS and/or Student Affairs directly notifying them that the student tested positive for COVID-19 from an external testing source.

If a student tests positive through on-campus testing locations provided by SHS, an SHS representative will contact the patient with the student’s test results and notify the DOH with any COVID-19 positive results as required by the State regulations.

The Assistant Dean, Case Management will assign the case to one of the identified COVID-19 contact trackers listed above. The designated contact tracker will contact the student and discuss information to include:

- Class attendance and location
 - Building and room numbers
- On-campus residency
 - Resident location
 - Identification of roommates

If a student is identified as an on-campus resident, the assigned contact tracker will notify the Housing Director immediately. The Housing Director will work with the student(s) who may need isolation rooms; designated isolation rooms will be set aside in each residence hall.

Locations the student may have been on campus for an extended period of time must be determined and disclosed. If locations of concern are identified, the Director of Buildings & Grounds Services and the EHS Director must be contacted as soon as possible for potential deep cleaning. Areas will be evaluated on a case-by-case basis for the best cleaning method.

Other information to consider:

- Is the student a UWF student-athlete who has attended training and/or an athletic event within five days before testing positive? If this is affirmed, the Athletic Director or the Senior Associate Director would be notified as soon as possible.

The assigned contact tracker will work in cooperation with SHS to set up and/or provide resources for COVID-19 testing via Student Health Services or an alternate location, as well as provide assistance with student needs and/or information about supportive resources ([campus and community resources](#)).

EMPLOYEE CONTACT TRACKING

Employee contact tracking will begin if an employee answers “Yes” to one of the daily COVID-19 pre-screening survey questions and Human Resources is notified or if an employee contacts HR directly notifying them that the employee tested positive for COVID-19 from an external testing source.

The employee’s supervisor will be required to contact Human Resources. A Human Resources representative will contact the employee and discuss information including potential 1:1 contact with other employees and/or students. If names from the general public are recorded, those names will be referred to the DOH for follow-up. Locations the employee may have been on campus five days before notification of positive COVID-19 test must be determined and disclosed.

Once employee(s) have been identified as having 1:1 contact, Human Resources will notify each employee by email with the following [COVID-19 employee notification letter](#). Human Resources will assist with the set up and/or provide the employee(s) with COVID-19 testing via a local health care facility. An appropriate time for the employee(s) to get tested within 3-5 days from contact or onset of any symptoms will be determined.

Departments will require employees who test positive for COVID-19 to isolate for 14 calendar days from the date of their positive test. Employees will not be allowed to return to work until after the 14 calendar day isolation period concludes. Departments will also provide the employees with the [self-monitoring form](#) and resources/assistance with needs.

- <https://uwf.edu/offices/human-resources/i-am-a/employee/benefits/perks/>

If a student is identified as having 1:1 contact with an employee, the Student Affairs Assistant Dean, Case Management, will be notified with the student information as soon as possible.

MONITORING CASES AND IMPACT TO UWF

The UWF Contact Tracking subcommittee will meet regularly or on an as-needed

basis depending upon the need. A report will be provided to the Recovery Taskforce and the President's Cabinet on a weekly basis to address the summary of contact tracking numbers and information, starting the week of June 15, 2020.

Should the numbers increase at a rapid rate, the President's Cabinet will be notified immediately to discuss further actions needed by UWF. If necessary, additional measures will be taken in consultation with the President's Cabinet, as well as internal, local and state health officials.



Academic Program Development

As early adopters of online learning nearly 20 years ago, UWF is an established leader in online learning, delivering high-quality instruction through various platforms. The University is expanding its course delivery options for students to ensure they receive the top-rate education they expect from UWF while maintaining health and safety protocols. Classroom facilities will be thoroughly cleaned and include signage that indicates where students can sit based on social distancing guidelines. The University will also continue to enhance its faculty training and professional development to support new technologies for remote instruction.

This plan allows flexibility and may need to be altered throughout the semester in reaction to the evolving health conditions in the community.

COURSE DELIVERY FRAMEWORK

The course delivery framework was developed by college deans with input from stakeholders, including department chairs and faculty members. Department chairs are working with faculty members to review and restructure course delivery modalities as appropriate.

The framework is intended to:

- Provide a general framework that informs but not prescribes.
- Encourage safety, quality, flexibility and creativity.
- Provide some structure for developing the Fall 2020 course offering modalities.
- Encourage an iterative process that includes input from the academic community for successful course delivery.
- Allow faculty members to deliver courses that address the dynamic environment that is expected for Fall 2020.

Faculty members falling into specific categories will be made aware of their option to teach remotely if preferred. These categories include:

- Individuals with serious illness.
- Older adults.
- Individuals of any age with serious underlying conditions who may be at higher risk for severe illness from COVID-19.
- Individuals whose availability for face-to-face instruction is impacted by an enhanced need to provide home care for young children or the elderly.

UWF is providing a safer environment primarily through a variety of delivery modalities in courses with multiple sections. Additionally, students identified as falling into one of the risk groups outlined in bullet points above will be directed to academic advisors who will be able to:

- Place students in remote learning sections of necessary courses.
- Adjust student schedules to avoid the immediate need for courses offered only in a face-to-face modality.
- Work with faculty members, department chairs and college deans to arrange remote directed study sections of required courses.
- Work with faculty members, department chairs and college deans to locate appropriate course substitutions for those courses that cannot be addressed through any of the other methods.

The framework below was designed to build UWF course deliveries to:

- Prioritize groups of students who would benefit most from having face-to-face interactions in courses.
- Offer courses identified as experiential (requiring face-to-face time) with face-to-face components.
- Provide UWF faculty some choice concerning the type of course delivery.
- Provide UWF students some choice concerning the type of course participation.
- Conclude all face-to-face classroom instruction immediately before Thanksgiving break and arrange courses so that instruction, review and final exams are delivered remotely after Thanksgiving.

Lower Division Courses will be delivered with face-to-face components unless:

- The department/faculty opts to teach online and can do so effectively.
- A course has multiple sections and the department offers some sections online.
- The department opts to teach online to accommodate more space for experiential courses.
- The course was historically offered online.

Upper Division Courses generally will be delivered remotely except in the following cases:

- Courses identified by department and faculty as experiential.
- Courses paired (by department and faculty) with an experiential course.
- Capstone courses with significant face-to-face components.
- Clinical/internship courses that require faculty supervision and/or lead to certification or licensure.
- Courses that serve as practicum experiences.
- Courses that traditionally end with a public performance or presentation (as long as there is the possibility to effectively teach the course while observing social distancing guidelines). In semesters when culminating public performances are unlikely, preference will be to teach these courses remotely.
- Courses in which 50% or more of instructional time is devoted to personal interaction/skill development between faculty and individual students (e.g., art, music, theatre courses). Preference will be to teach these courses via remote instruction when possible.

Graduate Courses will be delivered with face-to-face components unless:

- The course is part of an online program.
- Students are enrolled in synchronous online instruction offered as part of a face-to-face course.

INSTRUCTIONAL STRATEGIES TO BE DETERMINED BY INSTRUCTOR

Preference will be given to teaching upper division courses via remote instruction when possible. Courses identified as having face-to-face components will be taught in accordance with the most current and accurate clinical information related to contamination resulting from face-to-face activities, as determined by [Student Health Services](#) and [Environmental Health and Safety](#) and guidance from the CDC.

Strategies for courses with no online component (designated as “Primarily Classroom” in Classmate) include:

- Offer the course in a space that will accommodate all students under social distancing guidelines.
- Deliver live content via WebEx using multiple classrooms.
- Split laboratory courses into two sections. If 50% of students can be accommodated in one space, offer split sections concurrently and use teaching assistants/adjuncts to help instructors of record float between two spaces.

Strategies for courses with both face-to-face and online components (designated as “Hybrid” with 50-79% of direct instruction delivered by technology, or “Primarily Distance Learning Course” with 80-99% of direct instruction online) include:

- Deliver live content via WebEx with small cohorts of students rotating for classroom attendance.
- Flipped classroom: Deliver content through recorded lectures via Panopto with additional live Q&A sessions either in person or via WebEx.
- Divide course into two groups and alternate online and face-to-face components.
- Begin with an online component, then allow students to complete face-to-face components in the same semester or the semester immediately following the online component.

INTERNSHIPS

UWF will work with employers at worksite and internship sites to ensure compliance with University health and safety guidelines.

- A protocol will be developed for which students can report unsafe working conditions. Students completing internships for academic credit should work with academic departments to discuss guidelines and protocols for health and safety.
- UWF will inform students that they should follow the health and safety guidelines of the internship host site and actively promote virtual employment and internship opportunities.
- The UWF [internship agreement template](#) will be updated to include requirements by facilities to provide documentation of safe working protocols.

CLASSROOMS AND FACILITIES

Classroom Capacity

General Purpose Classrooms (110)

As part of the examination of the existing classrooms spaces, the UWF Classroom Review Board reviewed and updated its current list of the 63 general purpose, or 110, classrooms on campus to update the maximum room capacity based on the square footage of the space, with an allowance of 36 square feet per person based on the current CDC guidelines. The CRB will also walk through the spaces with a capacity of at least 20 students to consider additional factors like seating arrangements and location of the faculty podium to determine if the capacities need to be further adjusted. The CRB has shared the updated classroom capacity with the college deans for review as they continue to update fall course delivery. The CRB will conduct walkthroughs to prioritize the available spaces based on the condition of the furnishings/fixtures/equipment, overall condition of the building and the size of the common areas in the building.

Based on the initial review of the currently available spaces, UWF should strive to schedule face-to-face or hybrid classes with fewer than 50 students maximum given the space capacity in UWF's 110 classrooms.

Department Scheduled Classrooms (210)

The CRB will work with the colleges to examine the 210 classrooms to determine maximum capacity for the rooms based on the CDC guidelines. These 210 classroom spaces are primarily used for lab, studio and performance classes. The Registrar's Office will work with the colleges to open some 210 classroom spaces to be used for large lectures.

Faculty Walkthrough of Classrooms

After the classroom capacities and locations are updated, the CRB will schedule walkthroughs of the spaces with the faculty who are scheduled to teach in these rooms to ensure that the updated spacing will work for the needs of the class and faculty member.

Non-Traditional Spaces

The University Commons will provide its large meeting spaces to be used for classrooms, if needed. These spaces will be used only if there are not sufficient classrooms available, as these spaces are not maintained by ITS or Facilities Management. The priority remains to use the 110 and 210 classrooms.

Several existing outdoor spaces are being considered for possible classroom meetings. Classes will not be permanently scheduled for these spaces, but faculty may consider using them.

Building Density Considerations

Following guidance from the CDC, UWF will consider the capacity and density of the buildings where classes will be scheduled. The University will work to ensure that buildings do not have too many classes at the same meeting times that would lead to crowding in hallways, common areas and restrooms in the building. These concerns

can also be alleviated by utilizing more days of the week and more times of the day for class meetings.

Facilities Management

As much as possible, UWF will schedule classes in spaces that will allow for the most efficient use of limited UWF Facilities Management resources. Since spaces will require more regular cleaning protocols in accordance with CDC guidelines, it will be important to focus on maintaining fewer classroom buildings. UWF will work to ensure that some classrooms are taken out of the rotation in a way that maximizes the safe and efficient use of resources.

Technology

ITS is working to ensure all classrooms in use in the fall semester will have webcams that may be used for webcasting the classroom lecture for those students who cannot attend the class in person. ITS will also host its eClassroom training for all faculty before the fall semester begins so faculty can be familiar with using the technology for webcasting and recording lectures if needed.

ITS acknowledges that the delivery of some equipment for the classroom technology refresh has been delayed as a result of the pandemic, so the summer refresh project has been delayed as a result. After the determination of which classrooms will be in use for fall, ITS will prioritize the refresh process.

Signage in Classrooms and Buildings

All classrooms in use for Fall 2020 will have signage showing where students can sit based on social distancing guidelines. Buildings will also have signs that include information related to social distancing. These signs have been designed by UWF Institutional Communications. Please see appendices.

ACADEMIC CONTINUITY

The Center for Global Online Learning and Development will increase options for faculty training and professional development to ensure quality academic program delivery as part of the reopening plan for Fall 2020. The Academic Continuity for Teaching plan was developed to provide enhanced training and support for new online technologies and non-traditional modes of delivery of instruction. Below is a brief highlight of training options that will be available to prepare faculty at various levels of technical instruction experience:

1. Repository of On-demand Videos.
2. Essentials in Digital Instruction Canvas Course.
 - a. Basic Canvas Modules (1-2 hours to complete the course):
 - i. Academic Continuity Template
 - ii. Accessibility—short videos
 - iii. Tech Tools—short videos
 - iv. Online Pedagogy
3. Designing a Quality Online Course—self-paced/open enrollment.

In preparation for the fall semester, the Center for Global Online Learning and Development will:

- Host discipline-based assessment meetings to determine online proctoring needs.
- Attend department chair/faculty listening sessions to assess discipline-specific training needs.
- Develop the schedule of targeted webinars.
- Develop a best practices guide for blended synchronous instruction (e.g., using a webcam in the classroom and ADA compliance in the social distancing classroom setting).
- Showcase faculty best practices.

COURSE SCHEDULING

Deans will work with the department chairs, who will then work with faculty to determine course schedules and formats and provide them to the Provost for review.

After approval from the Provost, the Registrar will provide a template to deans for course meeting times and/or location changes. The faculty and department chairs will review the final list of changes and provide them to deans, who will then provide a finalized list to the Registrar in the form of a spreadsheet. The Registrar will update the course components as necessary.

The Registrar will update the course meeting times and/or locations as needed to accommodate traffic flow, staggered class start times and room capacity.

Students will be notified of course changes via email by July 1, 2020.

ACADEMIC CALENDAR

The **Fall 2020 semester** is currently scheduled for 8/24/2020 – 12/12/2020, with final exams scheduled for 12/7/2020 – 12/12/2020 and three scheduled holidays:

Labor Day
9/7/2020

Veterans Day
11/11/2020

Thanksgiving
11/26/2020 – 11/27/2020

After the Thanksgiving holiday, all courses will shift to remote instruction through the rest of the semester.



Compliance

UWF is focused on creating a healthier and safer environment for all members of the campus community, including students, employees and visitors. The University established compliance guidelines that address social distancing and wearing face coverings among other safety measures. The health and safety on its campus is a shared responsibility for all involved.

STUDENT COMPLIANCE

UWF will utilize a shared responsibility and accountability model that establishes and implements procedures to check that students comply with safety measures, pre-screening and training.

Pre-Screening: All students visiting campus are required to take the Daily COVID-19 Return to Campus Pre-screening every day before coming to a University location or leaving their residence hall room.

Training: All students returning to campus are required to participate in the mandatory COVID-19 Student Training before the first day of the semester. Students are to maintain social distancing at all times while on campus. Specifically, they should:

- Stay six feet (about two arms' length) from other people.
- Avoid gathering in groups.
- Stay out of crowded places.
- Avoid mass gatherings.

A disposable or cloth face covering is required inside all shared indoor spaces and in outdoor areas where social distancing is not possible. Examples of shared indoor spaces include classrooms, laboratories, hallways, shared offices, open offices, restrooms, conference rooms, lobbies and lounge areas, retail spaces, museums, libraries and dining facilities. Anyone using a dining facility should cover their face until they sit down to eat and then put the face-covering back on immediately after. Face coverings may be removed when inside of private building space, such as a single-use office or residence hall room. If a student is not using a disposable or cloth face covering, the student will be asked to put one on or leave the area to help maintain the health of UWF employees and students.

If a student is feeling sick, they should stay home. The student should consult their health care provider, if necessary. Students can also contact Case Management Services in the Dean of Students Office at casemanagement@uwf.edu if they need assistance in navigating class absences and or other challenges due to being sick.

Failure to comply with the safety measures, including requests to wear face coverings and social distancing, may result in accountability measures and student conduct and/or disciplinary repercussions for students.

- Students who do not comply will be asked to leave campus immediately and referred to the Dean of Students Office for consultation and follow up. This may result in potential charges under the provisions outlined in the [UWF Student Code of Conduct](#).
- Students are responsible for knowing and observing University regulations and policies as dictated in official University publications including, but not limited to, the UWF Housing Handbook (which is incorporated herein by reference) and the [UWF Student Code of Conduct](#).
 - The University reserves the right to add other regulations and policies as necessary. The Student agrees to abide by all additional regulations and policies that are adopted. Violations may result in sanctions up to and including removal from University Housing and expulsion from the University. A Student removed from University Housing for violations of University regulations and policies will be held to the full financial terms of this Contract.
- Any disorderly or disruptive non-compliance will be reported to the appropriate authorities, if necessary.

If a student comes to campus knowingly infected with COVID-19 or if a resident student refuses to maintain isolation, they will be referred to the Dean of Students for disciplinary action under the provisions outlined in the UWF Student Code of Conduct.

Faculty will not be responsible for ensuring that all students practice social distancing while in class. It is each individual student's responsibility.

EMPLOYEE COMPLIANCE

Pre-Screening

Employees are not authorized to return to their work location until the employee completes the **Daily COVID-19 Return to Campus Pre-screening** each day. If an employee does not complete the daily pre-screening survey for any reason and is required to return to their work location for work, the supervisor or department head shall immediately instruct the employee to complete the pre-screening survey. If an employee returns to their work location for work without first completing the pre-screening survey, the employee will be at their work location without authorization. If an employee refuses for any reason to complete the Daily COVID-19 Return to Campus Pre-screening survey each day before returning to their work location, the employee shall be placed on administrative leave without pay until the pre-screening survey is completed. Any employee who returns to their work location without first completing the pre-screening survey or who refuses to complete the pre-screening survey may also be subject to disciplinary action including, but not limited to, dismissal. Disciplinary action for employees covered by a collective bargaining agreement will be governed in accordance with the respective terms of the collective bargaining agreement governing their conduct.

Mandatory Training

Employees are not authorized to return to their work location for work unless or until they complete the **COVID-19 Employee Training**. If an employee does not complete the COVID-19 Employee Training and returns to their work location, the supervisor or department head shall immediately instruct the employee to complete the COVID-19

Employee Training as soon as possible. If an employee returns to campus without first completing the COVID-19 Employee Training or otherwise refuses to complete the COVID-19 Employee Training, then the employee will be at their work location without authorization. If the employee refuses to complete the COVID-19 Employee Training or fails to complete the training as soon as possible, then the employee shall be placed on administrative leave without pay until the training is completed. If an employee returns to their work location before completing the COVID-19 Employee Training, the employee shall be subject to disciplinary action, up to and including dismissal. Disciplinary action for employees covered by a collective bargaining agreement will be governed in accordance with the respective terms of the collective bargaining agreement governing their conduct.

Employee Responsibility for Working Safely

The University is supplying each employee as they return to work with one reusable face covering, a bottle of hand sanitizer and a bottle of sanitizing wipes.

A disposable or cloth face covering is required inside all shared indoor spaces and in outdoor areas where social distancing is not possible. Examples of shared indoor spaces include classrooms, laboratories, hallways, shared offices, open offices, restrooms, conference rooms, lobbies and lounge areas, retail spaces, museums, libraries and dining facilities. Anyone using a dining facility should cover their face until they sit down to eat and then put the face-covering back on immediately after. Face coverings may be removed when inside of private building space, such as a single-use office or residence hall room. If a person is not using a disposable or cloth face covering, the person will be asked to put one on or leave the area to help maintain the health of UWF employees and students. While face coverings may provide the wearer with some protection, their primary purpose is to decrease the risk of spreading viruses and other respiratory diseases by protecting people exposed to the wearer, as the wearer may not be showing outward signs of infection.

Employees are to maintain social distancing at all times while conducting business at their work locations. Specifically, they should:

- Stay six feet (about two arms' length) from other people.
- Avoid gathering in groups.
- Stay out of crowded places.
- Avoid mass gatherings.

Washing hands aids in keeping employees healthy and preventing the spread of COVID-19 to coworkers. All employees must adhere to the following CDC recommendations for washing hands:

- Wash hands often with soap and water for at least 20 seconds especially after they have been in a public place, or after blowing their nose, coughing or sneezing.
- If soap and water are not readily available, they are to use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of their hands and rub them until they feel dry.
- Avoid touching their eyes, nose and mouth with unwashed hands.

If an employee is feeling sick, they must stay home until better. The employee should consult their health care provider if necessary.

Employees should stay home and immediately contact their supervisor and Human Resources at hr@uwf.edu if they answer “Yes” to any of the questions below:

- Do you have any signs of respiratory infection—cough, shortness of breath?
- Do you have any signs of illness—fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, the new loss of taste or smell?
- Have you had any contact with any person(s) known to be infected with COVID-19 within the past 14 days that you have not reported to your supervisor or Human Resources?
- Have you been tested due to symptoms of COVID-19 or tested positive for COVID-19 and NOT reported to your supervisor or Human Resources?
- Have you traveled outside the United States in the past 14 days?

If an employee does not comply with a directive for wearing an appropriate face covering in their work area, does not follow social distancing requirements or otherwise does not comply with work safety requirements, the supervisor will direct the person to leave the work location immediately and contact Human Resources for consultation. If the employee refuses to leave the work area, the supervisor will contact the UWF Police Department to escort the employee from the work location. The employee’s behavior may be considered disruptive under the UWF HR-22.00-2004/07 Standards of Conduct policy.

When an employee exhibits signs of illness at work, they will be sent home by the supervisor. If the employee does not comply with the directive to leave the work location, the supervisor should contact Human Resources for consultation. If the employee refuses to leave the work area, the supervisor should contact the Police Department to escort the employee from the work location. An employee who fails to comply with the working safety requirements is subject to counseling or disciplinary action, up to and including dismissal. Disciplinary action for employees covered by a collective bargaining agreement will be governed in accordance with the respective terms of the collective bargaining agreement governing their conduct.

Faculty

Faculty are encouraged to include a statement regarding health, wellness and prevention safety measures in their syllabi.

VENDOR, VISITOR AND VOLUNTEER COMPLIANCE

All vendors, visitors, and volunteers at UWF will be required to abide by University guidelines and protocols that promote a safer and healthier campus. Vendors, visitors and volunteers on campus who refuse to adhere to University health and safety policies will be asked to leave the premises immediately.

Appendix A

HEALTH, WELLNESS AND PREVENTION RESOURCES

The below health, wellness and prevention resources are available for individual departments and units to purchase or print, as needed.

Floor Decals

Floor decals can be used to mark where to stand or which direction to travel to ensure six feet of social distancing is maintained in high traffic areas.

“Stand Here” Circles [12”]



Directional Arrows [6” x 12”]



“Keep 6 Feet” [6’ x 2’]



Posters

Informational posters are available for the campus to download with files prepared for professional or in-house printing.

Wash Your Hands



Prevent the Spread



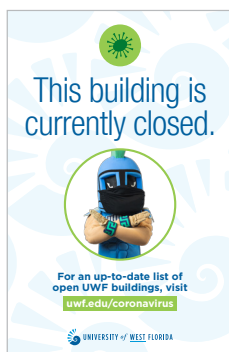
When to Wear Covering



Face Coverings



Building Closed



Area Closed



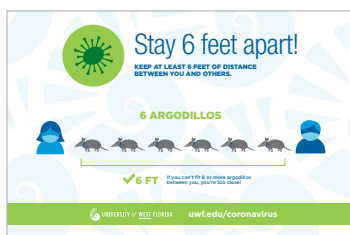
Entrance Only



Exit Only



6 FT Apart—Argodillo



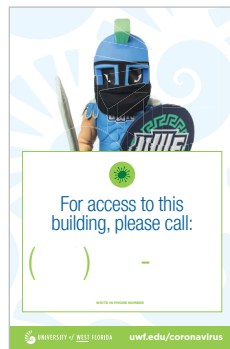
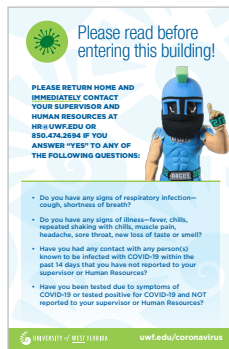
6 FT Apart—Argie



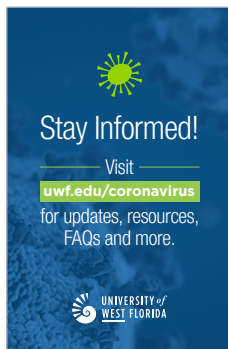
Maximum Capacity



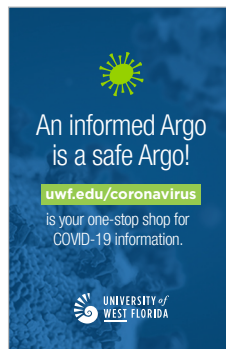
Building Access

**Read Before Entering**

Stay Informed



Informed Argo



2-Up Desk and Chair Sign



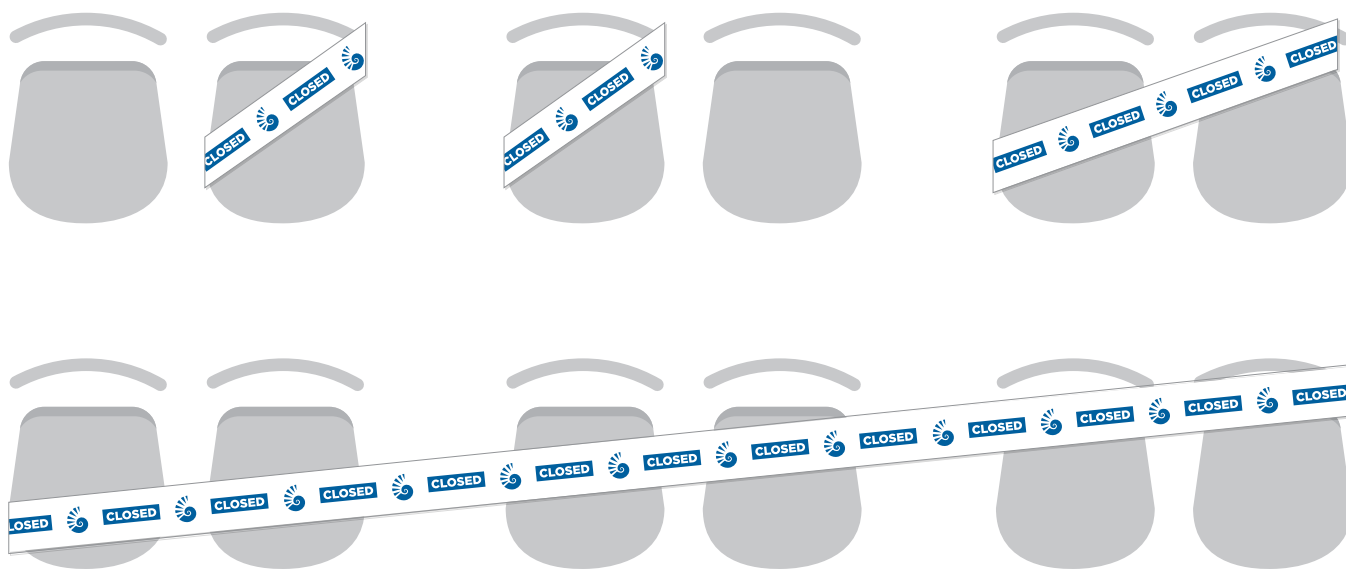
Appendix B

CLOSURE BARRICADE TAPE

This non-adhesive, barricade tape will be used to close off desks, furniture and equipment to ensure six feet of social distancing is maintained.



Example of Barricade Tape in Use



Appendix C

CLASSROOM CAPACITY

The UWF Classroom Review Board has updated the maximum room capacity based on the square footage of classroom spaces, with an allowance of 36 square feet per person based on the current CDC guidelines.

Example Classroom Alterations

