

U of A Hope-Texarkana Protocol for Returning to School

The purpose of the protocol is to support higher education while minimizing the likelihood of person to person spread of COVID 19 on the campus of UAHT. The protocols presented are designed to reduce the chances that visitors, staff, faculty, and students will come in "close contact" with others. As with all procedures related to this matter, these protocols will be revised and adapted depending on the level of viral transmission in our community or school. UAHT administration, faculty, and staff will work to be flexible and nimble while responding to new information and guidelines from the CDC, Arkansas Department of Health, Arkansas Department of Higher Education, and the University of Arkansas System. Updates to these guidelines will be provided to students, staff, and faculty directly.

Fall course schedule

To support as a safe return to campus as possible this fall, academic deans and program directors have modified the typical schedule to put more classes online, move filled classes to larger areas, and limit seating in smaller classrooms. Classes are offered via distance learning in addition to in-person classes, and faculty are creating live streaming opportunities for students. Classes meeting MWF have a modified start time to allow 15 minutes in between classes for cleaning and safe transition. The academic calendar has also been slightly modified to accommodate the public school start date for face-to-face classes. The holidays have also been adjusted. Please check your classroom location, times, and the new academic calendar as some schedules have changed.

Classroom safety protocols

Students will wear a face mask while in the classroom and inside buildings. Faculty, when delivering lectures, must wear at minimum a face shield and deliver content from behind the plexiglass barrier placed on the lecture desk. Students will be seated at least 6 feet from the lecture desk. If stepping away from the desk is necessary, faculty must place a cloth face mask on in addition to the face shield. Students will properly wear a mask unless they have received a waiver. If the student does have a waiver, the faculty member will be notified. Students who have a mask waiver will wear a face shield.

Available classroom seats are spaced 6 feet in distance. Some classrooms will have dividers when spaced seating is limited. Some classes are split into two classrooms, where a live feed video will be delivered simultaneously. Students can choose to take lecture portions of their class through live feed at home when available. Lectures will be recorded when possible and placed in the Blackboard shell for students who may need to view it at a different time.

Students should enter and exit the classroom in an orderly manner maintaining 6 feet distancing. Students shall not congregate closely in the hallways or other areas. Students cannot enter the classroom until the previous class has exited, and the instructor or employee has disinfected the classroom.

Faculty will avoid handling paper whenever possible. UAHT recognizes that not all students have the technology available to them to send documents electronically. Faculty will work with students who must turn in or receive their work in a paper format. Some scan-to-email copy machines are located on campus for student use.

Faculty will work with students who are sick, suspected of being sick, or quarantined. Students who

question whether or not they should stay home due to a possible exposure should send questions to covid@uaht.edu.

Faculty will have established regular and virtual office hours and provide their office phone number to students. In the case that an in-person meeting is needed, the faculty and student will follow proper spacing and PPE guidelines. The meeting may take place in a separate larger room to provide safe spacing.

Faculty will maintain attendance records of all students meeting face-to-face. Students will be required to maintain a fixed seating schedule that the faculty member will document. This information will be kept up-to-date and shared with administration immediately in the event of an investigation of a case.

Faculty should stay prepared to move face-to-face classes to an online format in the event that it becomes absolutely necessary. Live lectures may still be presented. Students should familiarize themselves with Blackboard course navigation. The students' syllabus and grades are automatically placed in the Blackboard course even though the class is offered face to face.

Students may wish to submit work through online means. This will be discussed with the faculty member when classes begin.

A variety of open labs are available to students on both the Hope and Texarkana campus. Students can use these labs when needed. Students who are at high risk and need special accommodations should contact our disability services director, Steve Ogden, at steven.ogden@uaht.edu to receive those accommodations.

Face Coverings Required

Face coverings will be required for everyone (faculty, staff, students, contractors, suppliers, vendors, and visitors) while on campus, indoors. You are required to wear a face-covering anytime you are within 6 feet of another individual regardless of your location. **Face coverings will be required of students while in the classroom.**

Students who believe they cannot wear face coverings must provide medical documentation to the Director of Testing & Disability Services, Steve Ogden, at steven.ogden@uaht.edu. Mr. Ogden will work to find appropriate accommodations for students who qualify. Employees will be required to contact their direct supervisor or HR.

Face Covering Violations

Everyone is required to wear face coverings inside classrooms unless the student has received an accommodation. Failure by students to adhere to this stated policy will result in the following:

1st refusal – a student's refusal to wear a face-covering inside a classroom will result in that student being dismissed from class for that day. The Dean of Students will be informed of this incident and will schedule a meeting to discuss the situation with the student and provide education on the need for face coverings.

2nd refusal – The second incident in which a student refuses to wear a face-covering will result in that student being withdrawn from the class for the remainder of the semester. Students who are withdrawn from a course will receive a "W" on their transcript and will not be eligible for any refund

of tuition and fees. The student's conduct will be reported to the Dean of Students and processed for a violation of the Code of Student Conduct, which can be a basis for suspension.

Physical Distancing

The practice of physical distancing includes but is not limited to classrooms, labs, cafeteria, common areas, entrance/exit areas of buildings, and offices. Plexiglass and other barrier devices will be used in classrooms and high traffic areas when distancing is not possible. Meetings with individuals should be virtual whenever possible. When a virtual meeting is impossible, groups meet in a location where 6 feet distancing is possible. Faculty may wish to meet with students and advisees in a larger space if necessary. Keeping space between one another is one of the best ways to avoid being exposed to and spreading viruses.

The best practice is to call or email the person you wish to visit to set up an appointment. Make sure you know their office location and wear your mask. Be diligent in maintaining safe distancing while traveling on campus. If someone else is meeting with the staff or faculty member, please wait until the individual leaves the space occupied and that the employee safely cleans the area before entering.

Handwashing and Disinfecting

Regular handwashing with antibacterial soap is one of the best ways to stop the spread of germs and viruses. The CDC recommends washing hands often with soap and water for 20 seconds. In addition to proper handwashing, one should sanitize his/her hands frequently. Hand sanitizer stations are available throughout buildings, and individuals are encouraged to disinfect upon entering and exiting buildings throughout the day.

Closure of Common Areas

To discourage individuals from congregating in enclosed spaces, common areas will either be closed or have minimal seating until further notice. Whenever possible, in-person meetings should be replaced with virtual meetings. Essential in-person meetings should be limited to employee to employee or student to employee; wearing of face coverings and social distancing shall be maintained.

Faculty Offices

During office hours, faculty doors should remain partially open, or the faculty member should be visible if the door is shut. Office hours will be clearly visible on every faculty member's door and in their syllabus.

Students are encouraged to conduct as much business as possible virtually. Faculty can meet with students one-on-one, but social distancing and proper PPE are required. Faculty are not required to wear a face mask when in their office alone.

Staff Offices

Staff office doors should be kept open, depending on their location. It is a best practice to call or email the staff you wish to visit to set up an appointment. Appointments will be taken care of before walk-ins. Make sure you know the office location and wear your mask. Be diligent in maintaining safe distancing while traveling on campus. If someone else is meeting with the staff or faculty member,

please wait until the individual leaves the space occupied and that the employee safely cleans the area before you enter. If you are sick or running a fever, do not visit with any employee in person. Please contact that person by phone to see how best to take care of the situation.

Library Use and Procedures

Students must be appropriately masked when entering the library. No more than 13 students will be allowed in the library and 9 in the computer lab at one time. Staff will clean computers and workstations after students' use. Library books that are checked out and returned will be held for 36 hours before disinfecting. The same will hold true for all rented textbooks that are returned.

Please space according to the following:

- Four students may work on student desktops, and four may work on Chromebooks in the library.
- Five students in the Cyber Cafe: two at Chromebook counter, one in cowhide chairs, and two at opposite end).
- Nine students in the lab maintaining spaced seating.

Food Services/ Breaks /Meals

The Brickhouse Express Cafe in the Student Center on the Hope campus will adhere to all requirements in the Arkansas Department of Health's *Directive on Resuming Restaurant Operations*. The full text of the directive can be viewed here:

https://www.healthy.arkansas.gov/images/uploads/pdf/directive_restaurant_dine-in.pdf

Seating in the Student Center atrium will be arranged so that students are 6 feet apart, and chairs will be removed so that the dining capacity is 33% of the standard capacity. In breakrooms, high touch devices such as microwave ovens must be cleaned after each use.

Business Office/Student Bills

The UAHT Business Office staff encourage employees and students to use electronic options as the preferred means of communication and interaction.

Touchless methods of making payments are available and are encouraged as the safest option for paying on your account. Online debit/credit card payments may be made by accessing MyUAHT; make debit/credit card phone payments by calling 870-722-8213; mail check payments to UAHT Business Office, PO Box 140, Hope, AR 71802 (please include your student ID#).

If you need to make a cash payment on the Hope campus, wear your mask and ring the bell located at the service window in the Administration Building. One of the business office staff will assist you. If another student is in line ahead of you, remain 6-feet away on the designated floor decal. If more than one person is ahead of you, please wait in the covered area outside the back door. Hand sanitizer is available.

If you need to make a cash payment on the Texarkana campus, wear your mask and go to the front desk of the Texarkana Campus Center. Ms. Donna Carter will assist you. If another student is in line ahead of you, wait 6-feet away. Hand sanitizer is available.

Contact Cathryn Looney, 870-722-8213, with questions about statement charges/credits or to set up

an arrangement to pay. Contact Financial Aid for questions concerning the amount of the financial aid applied to your account.

Students Health Kit

UAHT is creating a health kit that will be provided to all on-campus students. Each kit will include a cloth face mask, hand sanitizer, a personal thermometer, and a COVID-19 information guide. Students should be able to pick up their kits before the first day of class. Further guidance will be provided.

Health Guidance

All individuals are to practice social distancing (a minimum of 6 feet apart) wherever possible. Wash your hands frequently with soap and water for at least 20 seconds. When this is not possible, utilize hand sanitizer that contains at least 60% alcohol. Avoid touching your eyes, nose, and mouth. Utilize proper sneeze/cough etiquette. Cover your mouth and nose with a face covering. Monitor temperature and symptoms daily. Limit contact in large gatherings and where people are not practicing social distancing or wearing appropriate face coverings.

If you are sick, stay home and call your health care provider and email your instructors that you are ill and will not be attending class that day. Keep up online, if possible. Contact us at covid@uaht.edu for questions.

Anyone diagnosed with COVID-19 and who experiences symptoms may return to campus once they have satisfied a 14-day self-isolation period, are fever free for 72 hours without using fever-reducing medications, OR after 10 days since the first symptom appeared, and have obtained a letter of clearance from a health care provider or Department of Health.

Anyone diagnosed with COVID-19 and who never experienced symptoms may return to campus provided that 10 days have passed since the test, they continue to have no symptoms, and authorization to return is obtained from a health care provider or Department of Health.

Anyone identified as a primary contact of a positive COVID-19 case must self-quarantine for 14 days and complete daily personal health screenings through the Department of Health. The letter issued from the Department of Health will need to be provided to UAHT. On a case-by-case basis, individuals may return to campus sooner than 14 days following increased protective guidelines and with authorization from a health care provider or Department of Health.

COVID-19 Screening and Testing

In an effort to eliminate the risk for the spread of COVID-19, all UAHT staff, faculty, and students are required to complete a daily self-health screening. The self-health screening checklist will be provided in the student health kit. The screening questions are:

In the past 24 hours, have you experienced:

- *Subjective fever (felt feverish):*
- *New or worsening cough:*
- *Shortness of breath:*
- *Sore throat:*
- *Vomiting/Diarrhea:*

Current temperature _____

If you answer "yes" to any of the symptoms listed above, or your temperature is 100.4 or higher, do not come to campus. Contact the Dean of Students chris.smith@uaht.edu (for students) or your supervisor (for employees). Self-isolate at home and contact your primary care physician's office for direction.

More information about what to do if you feel sick can be found at

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>.

If you are a student and have additional questions regarding information on what to do if you are a UAHT student quarantined or COVID-19 positive, contact COVID@uaht.edu.

Training of Employees

All employees of UAHT will be trained prior to the first day of class on signs and symptoms of COVID-19, daily self-screening for symptoms, isolation protocol for symptomatic employees or students, physical distancing measures, disinfection measures, personal protective equipment and reporting unsafe working conditions. Department-specific training will be developed by each department based on their department needs.

Employee Personal Protective Equipment (PPE)

Classroom cleaning equipment and PPE will be provided to faculty and staff. Masks will be provided to every employee. Employees are responsible for cleaning their mask and should notify their supervisor if supplies are running low.

Cleaning and Disinfecting

To ensure you return to a safe campus environment, we clean and disinfect all campus buildings, including classrooms, common areas, restrooms, and surfaces daily. The college has implemented specific cleaning protocols for all public areas, including classrooms. Hand sanitizers have been placed in every building and classroom.

Enhanced scheduled cleaning and disinfecting of all common areas, and classrooms will be performed daily by custodial services. Additional cleaning supplies will be available for employees to clean learning spaces after use. Custodial services do not clean hard surfaces such as desktops in private offices; therefore, employees should clean and disinfect their own office space. Cleaning

supplies will be made available.

Quarantine

Students, faculty, and staff must notify UAHT if they have been in close contact with someone who has tested positive for COVID-19 or has displayed symptoms.

Contact tracing for those testing positive will be done in cooperation with the Arkansas Department of Health (ADH) or possibly your state agency if you reside elsewhere.

UAHT will follow current ADH guidelines to determine the appropriate length of quarantine.

Students, faculty, and staff will be considered to have been in close contact with someone who tests positive or is symptomatic if he or she has been within six feet of that person for 15 minutes or more.

UAHT will monitor ongoing situations and may require adjustments to the learning environment.

Faculty and staff who test positive should self-isolate at home. Faculty and staff required to self-quarantine because of exposure should quarantine at home. Faculty who must be quarantined can work remotely if possible.

Illness On Campus

If an individual displays symptoms of illness while on campus and is unable to leave, the following guidelines will be followed:

- Establish and maintain 6-foot distancing between the person and other personnel
- Arrange for the affected person to be isolated in the area they are currently in or move to a known designated location for those sick
- Notify a faculty member or employee immediately of the situation who will give guidance.

Reporting Safety Concerns

Although we have implemented protocols to help maintain the health and safety of all individuals coming to campus, it is possible that there are some things we have missed or something that others are doing that needs to be reported.

The UAHT administration has worked together to create a confidential form for you to fill out to report these concerns. You can scan the QR code below on your phone, or you can access the form on the college website at <https://www.uaht.edu/coronavirus-information/>.

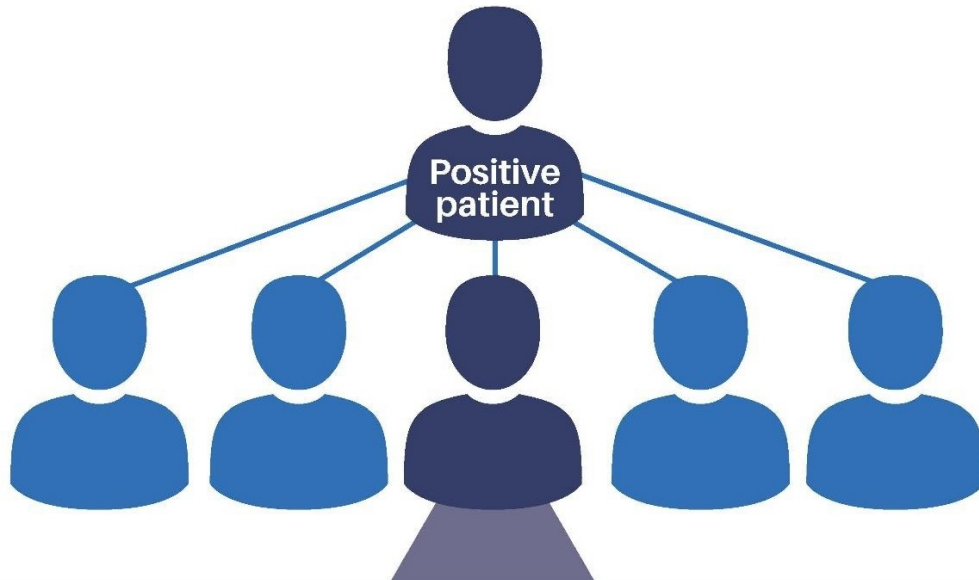
The page can be completed anonymously.



COVID-19 Contact Tracing



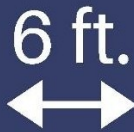
Who is considered a contact?



Contact tracing focuses on close contacts who were:



With the patient while they were infectious.



Within 6 feet of the patient.



For more than 15 minutes.

Patients are considered infectious 48 hours before symptoms began or before the positive test was collected, if the person never developed symptoms.

www.healthy.arkansas.gov