



Back to Campus

Task Force Guidelines



LETTER FROM THE PRESIDENT

June 22, 2020

Dear Falcons,

I want to begin by thanking you for your hard work and willingness to adjust over the past four months. We have learned so much about our capabilities as an institution, and I believe the adjustments and innovations we've put in place have prepared us for what lies ahead. We are determined to navigate COVID-19 challenges in a way that is responsible and continues to provide our students with the highest quality educational experience.

In preparation for Fall 2020, I appointed Provost Dan Heimmermann to lead a broad-based campus task force on COVID-19. The task force appointed and engaged several subcommittees to examine undergraduate and graduate instruction, research, financial planning, campus operations, workforce transition, campus events, COVID-19 testing and health protocols, classroom capacity and technology, external relations/communication, housing/food service, athletics, sanitation, and public spaces. This work informed the UT Permian Basin Back to Campus Guidelines.

Below is a summary of the guidelines for Fall 2020.

For Students & Faculty

- UTPB will offer a full selection of courses for Summer II and Fall 2020.
- On-campus face-to-face classes will be offered but with additional safety modifications.
- Dates for the fall semester remain the same: students will begin classes on August 24 and instruction will continue through December 11.
- Students will not be required to return to campus after the Thanksgiving break; details for taking finals will be determined by faculty. All instruction after Thanksgiving will be virtual.
- Remote provisions will be made for students to complete face-to-face courses if during the semester they find they are unable to come to campus.
- Faculty members also have the option to offer face-to-face courses online if needed.
- The course schedule will soon be published, and all information will be included as to mode of instruction for each course.
- The Residence Life office will announce a new process for housing applications and roommate selection related to COVID-19 safety plans.

For Staff

- Staff will begin a phased return to campus on July 6. Implementation will include staggered arrivals and departures, alternating days and times, and some continued remote work.
- Until notified by your supervisor, employees will continue to work from home.
- Employees will receive direction on work hours and arrangements from their supervisors. We are asking all supervisors to exercise discretion and to exhibit flexibility in working with employees to address specific concerns.

For All Falcons

- If you are sick, stay home.
- Wash your hands and use hand sanitizer often.
- If you wish to request an accommodation due to COVID-19 risk, please contact your supervisor or instructor.
- Be respectful and maintain at least six feet of distance from others.
- Face coverings are required in all University buildings, including common areas, classrooms, and outside when physical distancing cannot be maintained. Face coverings are not required in personal office spaces or residential spaces and may be optional for staff/faculty meetings in conference rooms if physical distancing is maintained, masks are used when entering and exiting the conference room, and virtual options are also available for attendees.
- Please consider taking the stairs to reserve elevators for those with mobility limitations. Masks are required in order to use the elevators.
- Cleaning and sanitizing will remain a top priority for our UTPB facilities and maintenance teams.
- The UTPB Childcare Center will open by July 6 for employees who need childcare in order to return to work as well as students in summer classes.

Our plans and protocols will continue to evolve over the coming months, and we will ensure that everyone is updated along the way. I look forward to a productive fall term.

Sandy



Health & Safety Protocols

UTPB will adhere to all [CDC guidelines](#) along with local, state, and federal directives. We will also utilize a variety of tools including:

- Checklists for safety in operational units
 - Enhanced cleaning and sanitizing protocols
 - Personal Protection Equipment (PPE) protocols
 - Distance and capacity controls
 - Plexiglass safety barriers for transactional contact
 - Staggered work schedules for employees
 - Screening protocols
 - Contact tracing
 - Quarantine and self-isolation protocols
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- All Falcons must report if they are experiencing symptoms, feel they have been exposed, or have tested positive for COVID-19 via email at covid19@utpb.edu.
 - The UTPB College of Nursing will lead the Contact Tracing Team (CTT) to determine the risk of exposure from a known or probable case of COVID-19. They will determine if individuals should be isolated and work with campus leaders to determine next steps, which might include:
 - Coordinating with healthcare providers
 - Providing recommendations on whether courses need to move online
 - Providing information packets to affected employees
 - Increased sanitizing of rooms and spaces
 - Coordinating recommendations on return to work/isolation/testing for students, faculty, and staff
 - Support for on-campus housing isolation/quarantine requirements
 - Resources will be available through the Office of Human Resources (HR) and the College of Nursing to help with questions about isolation/quarantining protocols and testing.
 - All Falcons should practice safety precautions recommended by the CDC, including washing hands often, staying home if sick, keeping a physical distance of 6 feet when possible, and wearing a mask to minimize risk of exposure.

Phased Return to Work

Return to Work Plan

UT Permian Basin will establish defined phases of operations (red, orange, yellow, and green).

	RESTRICTED CAMPUS	LOW DENSITY OPERATIONS	MEDIUM DENSITY OPERATIONS	OPEN CAMPUS
Operations	Essential personnel identified by name Remote work for all others Approval for on-campus exceptions at Vice President level	Minimum of 25-50% office hours on campus as determined by supervisor (varies by department) Staggered work schedules Campus mostly closed Vulnerable can request accommodations	Minimum of 50-100% office hours on campus; virtual otherwise (varies by department) Campus opens with staggered work schedules Vulnerable can request accommodations	Normal
Distancing for Enclosed Offices, Labs, Studios	N/A	6 feet separation/masks	6 feet separation/masks	Room capacity
Distancing & Density for Lecture Halls	N/A	Maintain 6 ft spacing/masks required	Maintain 6 ft spacing/masks required	Room capacity
Approved Work-Safety Plan	N/A	Required for all operations	Required for all operations	When required by regulation for hazards
Training	N/A	Required for all employees and students	Required for all employees and students	Not required
Face Coverings	N/A	Required in all UTPB buildings and outdoors when physical distancing is difficult. This does not include private offices or residence spaces.	Required in all UTPB buildings and outdoors when physical distancing is difficult. This does not include private offices or residence spaces.	Not required
Supplemental Cleaning	N/A	Required as presented in Work-Safety Plan	Required as presented in Work-Safety Plan	Not required

- Each department must develop their own detailed return to work plan. In doing so, it must consider the need to maintain required social distancing measures and to reduce population density within buildings and workspaces where possible. Supervisors will consider the following options when developing their return plans:
 - **Remote Work**

Those employees who can work remotely to fulfill some or all of their work responsibilities may continue to do so in order to reduce the number of individuals in UT Permian Basin facilities and the potential spread of the COVID-19 virus. These arrangements, which must be approved by the immediate supervisor in accordance with unit protocols, may consist of alternative work schedules, including a full or partial day/week schedule as appropriate.
 - **Alternating Days**

To limit the number of individuals and interactions among those on campus, departments may schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces. To the extent possible, cohorts of employees should work the same schedule to promote social distancing by avoiding interactions with the other group. (e.g., In week one, Group A works Monday, Wednesday, and Friday, and Group B works Tuesday and Thursday. In week two, Group A works Tuesday and Thursday, and Group B works Monday, Wednesday, and Friday.)
 - **Staggered Reporting/Departing**

The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements. Allowing employees to start or end their workday remotely will help in staggering arrival and departure times.

Employees who have been instructed to return to work at UT Permian Basin and have concerns about doing so because of potential higher risk from illness related to COVID-19 should contact their supervisor. Supervisors will consult with HR about appropriate arrangements for these employees.

Academics & Research

- The Fall 2020 academic calendar will begin August 24, 2020 and end December 11, 2020.
- On-campus instruction/activities cease by Thanksgiving, and the semester continues virtually until the scheduled end of the semester.
- A revised Fall 2020 schedule will be published by June 30, 2020.
- On-campus face-to-face classes will be offered but with some safety modifications.
- Hybrid modes of instruction will be utilized as needed to manage the semester.

Instructional Labs

- Instructional Labs will be open for face-to-face educational activities on August 24, 2020.
- All lab spaces were surveyed for capacity using social distancing parameters.
- Labs whose learning objectives may be achieved without face-to-face instruction should be carried out virtually.
- Labs that require in-person and hands-on instruction will be offered in a hybrid format or reduced seat approach that will allow for the rotation of student cohorts into alternating weeks/class periods.
- Faculty instructing labs will develop a contingency plan to offer the lab fully online if the need arises to return to a fully online/remote semester.
- All participants in lab activities will follow all campus general social distancing and safety protocols.

Research Labs

- A Canvas training module regarding lab safety protocols will be required for researchers. This class will be developed in conjunction with lab faculty, director of labs, and Environmental Health & Safety. FalconOnline will make these records available to faculty and supervisors for verification of compliance prior to entering the lab.
- Principal investigators are responsible for conducting training sessions with all laboratory workers to ensure they are aware of protocols concerning the operation, maintenance, cleaning, and storage of lab machines and equipment. The training should include safety and hygiene procedures and proper use of PPE.

UTPB Clinical Sites

- UTPB clinical sites will adhere to CDC and University safety and social distancing guidelines as on-campus spaces.

J. Conrad Dunagan Library

- The library will reopen July 6, 2020 with a phased approach in accordance with the University return to work plan.
- CDC and University safety protocols, including wearing masks and maintaining proper social distancing, will be required.
- Computer labs will be available to patrons and masks will be required.

Campus Life

Housing

- Checklists, safety information, and COVID-19 support will be provided to each resident.
- The occupancy standard for campus housing will be one student per bedroom and no more than two students per bathroom in a unit.
- Residence Life staff will assign roommates based on athletic participation or academic discipline, utilizing the “pod” methodology for minimizing risks, contact, and for self-isolation.
- While there will be self-isolation spaces on campus, if students are ill, they are encouraged to leave campus.
- Common spaces (workout area, study rooms, TV spaces, and laundry rooms) will have reduced capacity and use social distancing guidelines.
 - These areas will undergo increased cleaning.
- Move-in to campus will be extended over several days to allow for a system of scheduled check-in times to maintain distance and limit large groups.

Dining

The University dining services operated by Chartwells will follow the company’s internal guidance as well as the following:

- All locations will be open to provide additional options.
- Extended hours will be available to serve as many students as possible while minimizing risks.
- Required social distancing measures will be followed.
- No self-serve food stations.
- Limited capacity within the dining hall in RDH.
- Take out will be available.
- Chartwells staff will increase protective measures.

Campus Events

- Checklists will be developed for all events.
- Events will be permitted, with limitations on size, dependent upon venue capacity. In order to prioritize safety, we will use the following guidelines:
 - Events will be subject to size limits based on venue and required social distancing.
 - If attendance meets max capacity, event hosts will be asked to implement a one in/one out policy.
 - Attendee logs will be maintained at all events so future contact tracing can occur if needed. The Falcon Link app can be used for contact-free check in.
 - Hand sanitizer & masks required.
 - Signage will be posted about safety procedures.
 - Food must be provided through Chartwells unless exemption is received. Chartwells will have a three-tiered contactless catering option and protocols in place to safely cater events. Any exception request must confirm the vendor's adherence to campus safety protocols.
 - Giveaways are permitted but should be set-up so that attendees only touch what they are taking.

Workout Facilities

Workout facilities are available at the Student Activity Center (SAC), Gym, and Parker Ranch House. The following guidelines apply to these spaces:

- There will be a reduced capacity in each location, allowing for social distancing while working out, including spacing out equipment.
- Students should clean the equipment prior to and after using it.
- Staff in these facilities will be trained on enhanced cleaning procedures.
- Masks are required.
- To accommodate enhanced cleaning procedures, students should expect that hours will look different and more information will be made available closer to reopening.
- Spotting for weights should happen from side locations rather than in front of or overhead.
- Gyms will re-open in late August.

Childcare

- The Childcare Center will re-open July 6, 2020 with modified ratios as determined by the State of Texas.
- Children will remain in separate rooms by age grouping.
- Center staff will meet children and parents at the door.
 - Only children will be allowed inside the Center.
- Children will be screened daily, prior to entering the Childcare Center.
- Staff will wear masks.
- Meals and snacks will be served individually, not family style.
- Enhanced cleaning procedures utilized.

Bookstore

- Pin pads and counters will be sanitized every hour.
 - Upon re-opening, those actions will happen after every customer.
- Hand sanitizer will be available to customers and staff.
- The emergency entrance door will become the main entrance, and the previous main entrance will be the exit.
- There will be a limit of 20 people in the store at a time.
- Hours will be extended for semester start up.
- Best practice for students will be to order online and choose “in store pickup.” That option is free and will limit the amount of time a customer is in the store.
- Students who choose to come to the bookstore will be asked to use the Discover app (on Canvas) to help move quickly through the store.
- All merchandise is required to go through a three-day quarantine phase before reaching the sales floor.

Athletics

- Daily health screenings will be implemented for all student-athletes, coaches, and staff.
- Action plans will be followed for those who have or have been exposed to COVID-19.
- Specific sanitation protocols and policies for the Athletic Training Room and Strength & Conditioning Department have been developed.
- The Athletics Department has developed game day protocols for both home and away competitions.
 - All game day workers will follow protocols.
- Fan safety measures for indoor and outdoor events will be implemented.
- Protocol has been developed for on-campus, prospective student-athlete visits.

Resources

[Centers for Disease Control](#)

UT Select Blue Cross and Blue Shield of Texas Health Advocates

Coordinated, expert assistance for medical care needs via health advocate, information about medical issues, chronic illness support, and more. Chat on the BCBSTX mobile app.

866-882-2034

bcbstx.com/ut

UT CONNECT Customer Service

Enhanced customer service designed to make navigating health care simpler.

888-399-8889

bcbstx.com/utconnect

24/7 Nurseline

Registered nurses are available around the clock to assist members to decide if a situation is an emergency, answer health related questions and understand the condition.

888-315-9473

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