

## **COVID-19 RECOVERY PLANNING GUIDANCE FOR ACADEMIC AFFAIRS UNITS**

Version 1.0

The purpose of this document is to provide specific guidance to Academic Affairs units as they develop their operational recovery plans that must adhere to the COVID-19 Recovery Framework with general guidance from the COVID-19 Recovery Planning Assistance and Guidelines.

**Note: Plans do not need to address classrooms spaces, as they will be addressed centrally. However, if there are issues specific to the unit regarding specific classroom spaces please note in the unit's plan.**

This guidance document will continue to be updated as needed. New versions will be communicated to all units as they become available.

Academic Affairs units should consider the following when utilizing the Recovery Planning Assistance and Guidelines:

- The purpose of the checklist is primarily as a thought-provoking exercise to assist planners in thinking through the issues needed to be addressed in the plan.
- The items in the checklist are neither exhaustive (there may be other issues planners should address that are not listed) nor individually required (some items may not apply to the unit).
- Planners should assume that a central unit will provide the necessary supplies (masks, disinfectants, signs, etc.) needed by the unit. The plans should as appropriate address particular needs related to those supplies.

At a minimum, all plans should address the following **three requirements listed in the Recovery Framework**:

1. How will your unit operate to ensure physical distancing of at least 6 feet from every person present at every location?
2. How will your unit operate to ensure all gatherings are limited to 30 (Phase 1), 50 (Phase 2), or 90 (Phase 3) or fewer people while ensuring appropriate physical distancing?
3. How will your unit operate to ensure good hygiene practices in the kinds of spaces and activities germane to your unit?

All plans should address the three questions arising from the Recovery Framework listed above within the context of the following essential elements:

- The plans should provide solutions as possible. However, even if a solution is not determined, issues and concerns should be communicated in the plan.
- The plans should address all three questions for each and all types of **spaces** (include room numbers for all) managed by the unit, including:
  - Office (include modified work schedules)
  - Lab
  - Art Studio/Simulation/Hospitality Meals/Experiential Learning Activities

- Conference/Meeting Rooms
- Break Rooms
- Sticky/Gathering Spaces
- Other/Multipurpose Spaces
- The plans should address all three questions for each and all types of **activities** managed by the unit, including:
  - Advising
  - Tutoring
  - Special Events - one off or recurring
  - Student Events or Activities
  - External/Internal Visitors
  - Individualized Teaching
  - Meetings (of any size)
  - Off Campus Activities - internships, clinical, industry visits, field experiences
  - Standardized Testing
  - Other
- The plans should address any issues related to **class-related travel** for unit faculty, staff, and students.
- The plans should discuss the following **mechanisms to encourage compliance**:
  - Communicating the University policy (for example in syllabi) on wearing masks as required (see next bullets) or the individual will be asked to leave the area
    - In public spaces and gatherings: masks must be worn.
    - In private spaces (e.g. enclosed office): mask must be worn if six feet of social distancing cannot be maintained at all times.
  - Communicating to unit faculty, staff, and students on the University expectations for behavior regarding social distancing and hygienic practices (emails, signage, meetings, classes, etc.)
  - Designation of appropriate models of good behavior (e.g. student organizations)
- The plans should clearly state that all communication channels should be through the unit supervisor to the next level supervisor.

### **Suggested Plan Format**

#### I – Spaces

Address the three requirements listed in the Recovery Framework for each

#### II – Activities

Address the three requirements listed in the Recovery Framework for each

#### III – Class-Related Travel

#### IV – Mechanisms to Encourage Compliance

### **Deadlines for Submission**

June 26 to deans from academic departments  
June 26 from non-degree AA units to VPAA  
July 6 from deans to VPAA (and Dean GC&R)