



OZARK CAMPUS

COVID-19 Recovery Plan

JUNE 24, 2020

Arkansas Tech University – Ozark Campus COVID-19 RECOVERY PLAN

This plan is based on guidance from the American College Health Association (ACHA), Arkansas Tech University (ATU) “Return-to-Work” protocol, Center for Disease Control and Prevention (CDC), Occupational Health and Safety Administration (OSHA). *White House Guidelines for Opening Up America Again*.

GOALS:

1. Mitigate the spread of COVID-19 by following guidance from CDC, OSHA, and ADH.
2. Transition Faculty, Staff, Students, and Community Members back onto campus safely.

“Stages” of recovery/re-opening will be based on determinations, guidance, and directives made by the Arkansas Department of Health (ADH) and Arkansas Governor Asa Hutchinson. The ATU COVID-19 Task Force and the ATU Executive Council will determine which stage the ATU-Ozark campus is operating in and communicate that to the ATU-Ozark community.

This plan is subject to change based on any changes in guidance, directives, policies issued by the ACHA, ATU, CDC, Governor Asa Hutchinson or OSHA.

All Stages

- **Arkansas Tech University-Ozark Campus has developed this plan to mitigate the exposure of COVID-19 to Faculty, Staff, and Students based on guidance and directives from the American College Health Association (ACHA), Arkansas Department of Health (ADH), ATU COVID-19 Task Force, and the Center for Disease Control and Prevention (CDC). Faculty, Staff, and Students have an individual responsibility and expectation to adhere to these directives and guidance for their personal safety.**
- Faculty, Staff, or students who feel they need to be tested for COVID-19 are encouraged to contact their primary care physician or contact the Arkansas Department of Health hotline at ***1-800-803-7847*** for information on the closest ADH testing site or contact the ATU Health and Wellness Center at ***(479) 967-6610***. The following is a list of ADH Health Unit locations in the ATU-Ozark area where testing is being conducted:

Unit	Address	Telephone Number
Crawford County	2040 Chestnut Avenue, Van Buren	(479) 474-6391
Johnson County	#6 Professional Park Dr., Clarksville	(479) 754-2949

Logan County (Paris)	150 South Lowder St., Paris	(479) 963-6126
Logan County (Booneville)	721 West 1 st St., Booneville	(479) 675-2593
Pope County	203 Weir Road, Russellville	(479) 968-6004
Scott County	10 S. Main Street., Waldron	(479) 637-2165
Sebastian County	3112 South 70 th St., Fort Smith	(479) 452-8600
Yell County	719 North 5 th Street, Dardanelle	(479) 229-3509

□ When a person is confirmed to be infected with COVID-19 and has been on campus:

- Public Safety Officer contacts Director of ATU Health and Wellness and the ADH via the ADH Hotline phone number (1-800-462-0599) to report positive case and coordinate course of action.
- Public Safety Officer and Chief Officers work with ADH on determination of cancelling classes and/or closure of buildings and communicates those recommendations to the Chancellor.
- Chancellor and Officers of Administration coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure to faculty, staff, and students.
- Public Safety officer and Officers of Administration assist ADH and local health officials with contact tracing. ATU has formed a tracing team to assist with contact tracing. Public Safety Officer David Spicer has been appointed to the ATU tracing team to represent the ATU-Ozark campus.
- Maintenance staff to clean and disinfect all areas used by the COVID-19 patient focusing especially on frequently touched surfaces.
- In the event of building closures or suspension of face-to-face instruction, Chief Academic Officer and Faculty implements strategies to ensure continuation of education.
- Public Safety Officer reviews ATU “Communicable Disease Policy” (See Appendix “A”) and the ATU “Plan of Action for Reported Case COVID19” (See appendix “B”) and communicates with Chancellor, and Chief Officers any other steps to be taken.

□ Who should NOT come to Campus:

- Anyone exhibiting symptoms of illness — if you are not feeling well, stay home and call your medical provider or ATU Health and Wellness Center at **(479) 967-6610**.
- Anyone recently diagnosed with COVID-19 in the previous 14-days.

- Anyone who has had contact with a person with a confirmed case of COVID-19 and who has not received approval from ADH to return.
- Anyone diagnosed with COVID-19 can return to campus after they have satisfied the ADH requirement, which includes a 14-day self-isolation period, fever free for 72-hours without the use of fever-reducing medication, and have also experienced at least 10 days with improving symptoms. An ADH “Release to Return” document may be required.
- Faculty, Staff, or students who learn they were in close contact (defined by CDC as being within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated) should self-isolate for 14 days and report the situation to the ADH Hotline at **1-800-803-7847** and the ATU Health and Wellness Center at **(479) 967-6610** for guidance and directions.
- When Faculty, Staff, or students learn they have been in close contact with someone who has tested positive for COVID-19 are to contact Public Safety Officer David Spicer at (479) 508-3359 for guidance and directions.
- Faculty, Staff, or students who are symptomatic for COVID-19 may not be permitted to come to campus unless cleared by either the ADH or a physician and provide documentation stating they are released to come to campus. Faculty, Staff, Students should notify their supervisor and Public Safety Officer David Spicer at (479) 508-3359.
 - Is your temperature equal to or greater than 100.4°F?
 - Are you currently experiencing a cough?
 - Are you currently experiencing any shortness of breath?
 - Are you currently experiencing any of the following symptoms: muscle pain, sore throat, or new loss of taste or smell?
 - Have you been tested for COVID-19 in the last 14 days?
 - Have you been exposed to someone who has tested positive for COVID-19 in the last 14 days?
- Public Safety Officer to monitor status of COVID-19 cases in nation, state, and community. Public Safety Officer to communicate to Chancellor and Chief Officers any reports, information, or directives which could impact university operations, classes, and/or “Stage” status.
- Maintenance staff to conduct extensive cleaning and disinfection of facilities frequently and/or as needed utilizing EPA-approved disinfectants. (See Appendix “C”). Disinfecting wipes and hand sanitizer will be made available in offices, classrooms, labs, and other common areas for Faculty, Staff, and Students to clean and disinfect their area or areas they have touched.

- Faculty, Staff, and Students can contact the Public Safety Officer at (479) 508-3359 for information, questions, or to report case of COVID-19. This number will is listed on the ATU-Ozark web site.
- Signage at building entrances, classroom entrances, restrooms, digital signage, and bulletin boards that promotes everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face coverings). Signage also to include reminding Faculty, Staff, and Students to practice social distancing and requirement to wear a face mask.
- Reinforce healthy hygiene practices for Faculty, Staff, and Students via signage, social media posts, e-mail, web site, and course syllabi:
 - Wash hands often with soap and water for at least 20 seconds
 - Use hand sanitizer, at least 60% alcohol, if soap and water are unavailable
 - Avoid touching your eyes, nose, and mouth with unwashed hands
 - Cover sneezes and coughs with a tissue. If a tissue is unavailable sneeze or cough into the elbow.

Stage 0

Stage 0 would mean that a shelter in place order or recommendation has been issued from either the state or local government or ATU has determined non-essential faculty and staff will work remotely.

- No face-to-face classes or advising.
- Faculty and Staff should be permitted work remotely
- Staff and faculty will work from home whenever possible.
- Faculty or Staff designated as essential personnel to maintain essential functions may report to campus, only other critical employees specifically approved by their supervisor may report to campus.
- Faculty and Staff who are allowed to report to campus are required to wear a mask when inside any building. Faculty and Staff may work in their office without a mask when no one else is present. Those who do not have a mask may contact Public Safety Officer David Spicer at (479) 508-3559 to obtain one.
- Faculty and Staff who are reporting to campus are to complete a self-check health screening and submit results via the Health Check form on OneTech:
 - Is your temperature equal to or greater than 100.4°F?

- Are you currently experiencing a cough?
- Are you currently experiencing any shortness of breath?
- Are you currently experiencing any of the following symptoms: muscle pain, sore throat, or new loss of taste or smell?
- Have you been tested for COVID-19 in the last 14 days?
- Have you been exposed to someone who has tested positive for COVID-19 in the last 14 days?

If you answer “Yes” to any of these questions, please do not come to campus. Please contact your primary care physician or the ATU Health and Wellness Center at **(479) 967-6610** for guidance and directions.

- ☐ No on campus events
- ☐ Library responding to digital service requests only

Stage 1

Criteria for Stage 1:

- There is no shelter in place order or recommendation from the state or local government.
- Local health officials have not observed an exponential increase in COVID-19+ cases.
- ATU has not observed a cluster of COVID-19+ cases within the campus community.
- Appropriate testing capability exists in the community.
- Health care and public health systems can cope with the volume of current and potential cases.

Stage 1, Arkansas Tech University-Ozark Campus will implement the following staged procedures: CURRENT AS OF 6/1/2020

- ☐ Course instruction to be online/virtual.
- ☐ Vulnerable Faculty, Staff, or Students should be permitted to work or learn remotely.
- ☐ Faculty or Staff designated as essential personnel may report to campus, only other critical employees specifically approved by their supervisor may report to campus.
- ☐ A limited number of employees may be asked to return to campus to assist as needed with key activities to prepare for the fall semester as identified by their supervisors.
- ☐ Work schedules for employees coming to campus should be staggered as necessary to adhere to social distancing requirements.

- Faculty, Staff, and Students required to wear a mask when inside any building
Faculty and Staff may work in their office without a mask when no one else is present. Those who do not have a mask may contact Public Safety Officer David Spicer at (479) 508-3559 to obtain one.
- Faculty, Staff, and Students who are outside and on the ATU-Ozark campus and unable to remain six feet apart may be required to wear a cloth face mask. (Ozark Campus strongly recommends the wearing of a cloth face mask, failing to do so may cause a substantial disruption)
- Faculty and Staff who are reporting to campus are to complete a self-check health screening and submit results via the Health Check form on OneTech:
 - Is your temperature equal to or greater than 100.4°F?
 - Are you currently experiencing a cough?
 - Are you currently experiencing any shortness of breath?
 - Are you currently experiencing any of the following symptoms: muscle pain, sore throat, or new loss of taste or smell?
 - Have you been tested for COVID-19 in the last 14 days?
 - Have you been exposed to someone who has tested positive for COVID-19 in the last 14 days?

If you answer “Yes” to any of these questions, please do not come to campus. Please contact your primary care physician or the ATU Health and Wellness Center at (479) 967-6610 for guidance and directions.

- Meetings and physical events must be approved by administration and are limited to 30 or fewer individuals. The number of individuals permitted in room or indoor area will be based on the ability for individuals to allow for a distance of at least 6 feet between individuals. It is recommended that Faculty and Staff minimize contact with others, including students, using appointments and/or technology. Allowable room occupancy to be posted on classroom or other rooms when appropriate.
 - Faculty, Staff and Students to practice social distancing by remaining six feet or greater apart.
 - Faculty, Staff, and Students who are unable to remain six feet apart are required to wear a cloth face mask.
 - If there is going to be any contact between Faculty and/or Students during a lab setting individuals are to wash or sanitize hands prior to contact, wear gloves during contact, wash or sanitize hands after removing gloves.
 - All tools and/or equipment is to be cleaned and disinfected before and after use by the individual using the item.

- Faculty to maintain daily attendance and seating charts to assist ADH with contact tracing in the event of an on-campus COVID-19 case. To minimize contact the use of “Sign in” sheets are not to be used.
 - Faculty to record which students are attending class each time a class meets. The attendance record is to include the student’s first name, last name, and phone number.
 - In a class room setting Faculty are to create a seating chart designating which seat a student will sit in the class for the remainder of the term. The seating chart to include the course name, instructor name, and location where student is seated during class.

- Vendors on campus to practice social distancing, wear cloth face masks when social distancing is difficult, and be restricted to essential services.

- Furniture (tables, chairs, and desks) removed from waiting areas or where individuals might congregate to prevent individuals from congregating and aid in social distancing. Furniture that is not removed should be labeled if usage is allowed.

- The list of following buildings may have limited access:
 - Collegiate Center restricted to Faculty and Staff
 - Student Services Conference Center restricted to Staff
 - Technology & Academic Support (TAS): Students restricted to access to TAS 101 Computer Lab and student union restrooms, remainder of TAS restricted to Faculty and Staff
 - Allied Health restricted to Faculty and Staff
 - Health Science and Wellness (HSW): Students restricted to access to HSW 117 or HSW 118 when utilized as computer labs and restrooms on first floor, remainder of HSW restricted to Faculty and Staff.
 - Automation (Industrial Controls Systems) restricted to Faculty and Staff
 - Air Conditioning and Refrigeration restricted to Faculty and Staff.
 - Adult Education Buildings and Offices restricted to Faculty and Staff
 - ATCC restricted to Faculty and Staff (This may be adjusted to align with any directives from ADH or Governor.

- No on campus camps or events.

- All meetings should be conducted remotely.

- Computer labs available to students with social distancing restrictions and disinfected by maintenance staff frequently. Students are to clean the space they use before and after use.

- Limit sharing of office supplies and equipment; if sharing is essential, all items should be disinfected before and after use.
 - Copiers
 - Telephones
 - Staplers
 - Postage Meter
 - Scissors
 - Refrigerators
 - Coffee makers
 - Eating utensils
 - Microwaves
 - Any other item which may be used by others
- Faculty and Staff are to clean and disinfect their office space or assigned area upon arrival to campus and prior to leaving. Faculty and Staff are also to clean and disinfect after an individual has visited their office space.
 - Clean and disinfect door handles
 - Areas which are frequently touched
- Library responding to digital service requests only
- Student access to campus is restricted, designated computer labs may be available upon approval by the administration and other services may be available by appointment.
- Fitness center closed
- No non-essential travel

Stage 2

Tentatively July 6, 2020

Criteria for Stage 2:

- The state continues to progress forward with their plans to reopen Arkansas.
- Local indicators of COVID-19 transmission show stable or decreasing community transmission.
- ATU has spent at least 14 days in Stage 1 of this plan with no evidence of community transmission.
- ATU has not observed a cluster of COVID-19+ cases within the campus community.
- Health care and public health systems can cope with the volume of current and potential cases.

Stage 2, Arkansas Tech University-Ozark Campus will implement the following procedures:

- Virtual classes are recommended. The Chief Academic Officer may approve classes or labs as needed on a limited basis.
- Limit the number of students allowed in individual classrooms and laboratories for social distancing purposes. The goal is to set up classrooms and laboratories in a manner that allows for social distancing. Some examples of how this might be accomplished include:

Allow some portion, of the students to attend face-to-face lecture with the other students attending the lecture remotely.

Use other options as long as the maximum socially distanced occupancy is not exceeded.

- Vulnerable individuals should be permitted to work or learn remotely.
- While the intent is for people to continue working remotely as much as possible, additional employees who must be on campus to prepare for students in the fall should return as determined by their supervisor.
- Work schedules for employees coming to campus should be staggered as necessary to adhere to social distancing requirements
- Faculty, Staff, and Students required to wear a mask when inside any building. Faculty and Staff may work in their office without a mask when no one else is present. Those who do not have a mask may contact Public Safety Officer David Spicer at (479) 508-3559 to obtain one.
- Faculty and Staff who are going to report to campus are to complete a self-check health screening and submit results via the *Health Check* form on OneTech:
 - Is your temperature equal to or greater than 100.4°F?
 - Are you currently experiencing a cough?
 - Are you currently experiencing any shortness of breath?
 - Are you currently experiencing any of the following symptoms: muscle pain, sore throat, or new loss of taste or smell?
 - Have you been tested for COVID-19 in the last 14 days?
 - Have you been exposed to someone who has tested positive for COVID-19 in the last 14 days?

If you answer “Yes” to any of these questions, please do not come to campus. Please contact your primary care physician or the ATU Health and Wellness Center at (479) 967-6610 for guidance and directions.

- Faculty, Staff, and Students are to practice social distancing by remaining six feet or greater apart.
- ☒—Meetings, physical events, and classes are limited to 50 or fewer individuals. The number of individuals permitted in room or indoor area will be based on the ability for individuals to allow for a distance of at least 6 feet between individuals. It is recommended that Faculty and Staff minimize contact with others, including students, using appointments and/or technology. Allowable room occupancy to be posted on classroom or other rooms when appropriate.
 - Faculty, Staff and Students to practice social distancing by remaining six feet or greater apart.
 - Faculty, Staff, and Students who are unable to remain six feet apart are required to wear a cloth face mask.
 - If there is going to be any contact between Faculty and/or Students during a lab setting individuals are to wash or sanitize hands prior to contact, wear gloves during contact, wash or sanitize hands after removing gloves.
 - All tools and/or equipment is to be cleaned and disinfected before and after use by the individual using the item.
- Faculty to maintain daily attendance and seating charts to assist ADH with contact tracing in the event of an on-campus COVID-19 case. To minimize contact the use of “Sign in” sheets are not to be used.
 - Faculty to record which students are attending class each time a class meets. The attendance record is to include the student’s first name, last name, and phone number.
 - In a class room setting Faculty are to create a seating chart designating which seat a student will sit in the class for the remainder of the term. The seating chart to include the course name, instructor name, and location where student is seated during class.
- Limit the number of students allowed in individual classrooms and laboratories for social distancing purposes. The goal is to set up classrooms and laboratories in a manner that allows for social distancing. Some examples of how this might be accomplished include:
 - Allow some portion, of the students to attend face-to-face lecture with the other students attending the lecture remotely.
 - Use other options as long as the maximum socially distanced occupancy is not exceeded.
- All vendors allowed on campus but required to practice social distancing and wear cloth face masks when social distancing is difficult.

- Cosmetology not to provide services to public.
- No on campus camps or events.
- All meetings encouraged to be conducted remotely when possible, all in person meetings to meet CDC social distancing guidance and based on space available.
- Designated computer labs available to students with social distancing restrictions and disinfected by maintenance staff frequently. Students are to clean the space they use before and after use.
- Limit sharing of office supplies and equipment; if sharing is essential, all items should be cleaned and disinfected before and after use.

Office Supplies or equipment which should be cleaned and disinfected before and after use:

- Copiers
 - Telephones
 - Staplers
 - Postage Meter
 - Scissors
 - Refrigerators
 - Coffee makers
 - Eating utensils
 - Microwaves
 - Any other item which may be used by others
- Faculty and Staff are to clean and disinfect their office space or assigned area upon arrival to campus and prior to leaving. Faculty and Staff are also to clean and disinfect after an individual has visited their office space.
 - Clean and disinfect door handles
 - Areas which are frequently touched
 - Library open with restrictions on occupancy based on social distance guidelines.
 - Fitness center may reopen August 3rd, with restrictions.
 - Users are to wear a face covering or mask at all times except when actively exercising.
 - Use of the shower is prohibited.
 - Hand sanitizer and supplies to clean and disinfect equipment available in the fitness center.
 - Users are to ensure all equipment is clean and disinfected prior to and after each use.

- Equipment set up to allow for 12 feet between each person using the fitness center. This may require closing or moving some equipment.
 - Avoid personal contact at all times, including hand shaking.
 - Individual training sessions or workouts requiring a partner must maintain 12 foot spacing between each person.
- Essential travel may continue on case-by-case basis upon approval of supervisor and adhering to any directives or guidance from the CDC, ADH, and Governor.

Stage 3

Criteria for Stage 3:

- State is in Stage 3 of its own plan to recover from COVID-19.
- Local indicators of COVID-19 transmission show minimal or decreasing community transmission.
- ATU has spent at least 14 days in Stage 2 of this plan with no evidence of campus community transmission.
- ATU has not observed a cluster of COVID-19+ cases.
- Health care and public health systems can cope with the volume of current and potential cases.

Stage 3, Arkansas Tech University-Ozark Campus will implement the following procedures:

- Classes will resume but with limited capacity. Blended classes recommended. Virtual instruction recommended when appropriate.
- Limit the number of students allowed in individual classrooms and laboratories for social distancing purposes. The goal is to set up classrooms and laboratories in a manner that allows for social distancing. Some examples of how this might be accomplished include:
 - Allow some portion, of the students to attend face-to-face lecture with the other students attending the lecture remotely .
 - Use other options as long as the maximum socially distanced occupancy is not exceeded.
- Vulnerable individuals may return to work but should practice social distancing and minimize exposure in social settings unless extra precautions are taken.
- All employees return to campus other than employees with documented permission to work remotely or be absent following ATU policies and supervisor approval. Supervisors may consider whether there are staff with demonstrated

performance who may be able to carry out their functions effectively via telecommuting on a longer-term basis (post-virus), consistent with efficient campus operation and university policies.

- Faculty, Staff, and Students to practice social distancing.
- On Campus camps, events, and community gatherings may resume with restrictions. Meetings, physical events, and classes are limited to 90 or fewer individuals. The number of individuals permitted in room or indoor area will be based on the ability for individuals to allow for a distance of at least 6 feet between individuals. It is recommended that Faculty and Staff minimize contact with others, including students, using appointments and/or technology Allowable room occupancy to be posted on classroom or other rooms when appropriate.
- Library open with restrictions with restrictions on occupancy based on social distance guidelines.
- Fitness center may reopen on August 3 with restrictions.
 - Users are to wear a face covering or mask at all times except when actively exercising.
 - Use of the shower is prohibited.
 - Hand sanitizer and supplies to clean and disinfect equipment available in the fitness center.
 - Users are to ensure all equipment is clean and disinfected prior to and after each use.
 - Equipment set up to allow for 12 feet between each person using the fitness center. This may require closing or moving some equipment.
 - Avoid personal contact at all times, including hand shaking.
 - Individual training sessions or workouts requiring a partner must maintain 12 foot spacing between each person.
- Travel may resume with approval and budget has available funding.

Stageout: Return to Normal Operations

Criteria for Stageout:

- State has continued to see stable or decreased transmission and has continued to progress in its recovery plan.
- Local indicators of transmission continue to decrease and are at a minimal level in comparison to previous Stages.
- Clusters of cases are promptly identified, contained, and do not indicate community spread.
- Local health systems can cope with the volume of current and potential cases.

- Vaccinations or therapeutic treatments are available for prevention or treatment and have a measurable impact on disease activity and treatment options.

Stageout, Arkansas Tech University-Ozark Campus will implement the following procedures:

- Activities may return to normal.
- All University-sanctioned travel can resume if university funding allows.
- No restrictions are in place for any activities, but some limitations may be imposed on a case-by-case basis.
- Very large gatherings (those with more than 300 people) are allowed on a case-by-case basis, depending on specific public health risk and local and state guidance.

Resources

American College Health Association (ACHA) Considerations for Reopening Institutions of Higher Education in the COVID-19 Era

https://www.acha.org/documents/resources/guidelines/ACHA_Preparing_for_COVID-19_March-3-2020.pdf

Arkansas Tech University COVID-19 Recovery Planning Assistance and Guidelines

<https://www.atu.edu/docs/Pandemic%20Checklist-2020.pdf>

Considerations for Institutions of Higher Education

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

Interim Guidance for Administrators of Higher U.S. Institutions of Higher Education

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/guidance-administrators-college-higher-education.pdf>

Guidance on Preparing Workplaces for COVID-19

<https://www.osha.gov/Publications/OSHA3990.pdf>

People Who Are at Higher Risk For Severe Illness (CDC)

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

Whitehouse Guidelines for Opening up America Again

<https://www.documentcloud.org/documents/6840741-White-House-Guidelines-for-Opening-Up-America.html>

APPENDIX “A”

9/10/19

Subject: **COMMUNICABLE DISEASES**

Policy:

Arkansas Tech University must be prepared to act in the event of an outbreak of a communicable disease among our student, faculty, and staff populations. Communicable diseases can potentially threaten the health of the ATU campus community as an epidemic; therefore, specific steps will be taken to ensure that all students, staff, and faculty of ATU are appropriately protected. The Health and Wellness Center (HWC) will follow this policy on communicable diseases and will cooperate with all county, state, and federal regulations regarding the identification, treatment, and prevention of all communicable diseases. This policy would be effective for, but not limited to, the following communicable diseases:

- o Chickenpox
- o Hepatitis
- o Measles (Rubella)
- o Meningitis
- o Mumps
- o Pandemic Flu
- o Tuberculosis (TB) active

- o Diphtheria
- o Pertussis
- o Cholera
- o Leprosy
- o Legionellosis

Procedure:

1. Procedure for reporting and notification

A. The above communicable diseases are reportable to the Arkansas State Health Department, 24 hours a day, at 1-800-482-8888.

B. In the event that an ATU student, faculty, or staff member is diagnosed with a reportable communicable disease, the Director of Health Services will be notified.

C. The Director will notify the Associate Dean for Student Wellness. The Associate Dean for Student Wellness (or designee) will notify the Associate Vice President for Student Affairs who will notify the Vice President for Student Affairs.

D. The Vice President for Student Affairs will notify the university President, Chief of Staff, and all other appropriate Vice Presidents.

E. Residence Life will be notified by the Director of Health Services or the Associate Dean for Student Wellness (or designee), if advised by the Associate Vice President for Student Affairs. It will be up to the diagnosing provider and public health guidelines whether or not the student should return home, be housed on or off campus, or transferred to the hospital.

F. Public statements/press releases will be coordinated through the Director of University Relations. Health related information may be released to the campus community by the Director of Health Services via website, OneTech, e-mail, and/or other appropriate communication channels.

2. Procedure for managing the outbreak

A. The HWC staff will be in charge of managing the outbreak with assistance from the Pope County Health Department, the Area Infectious Disease Specialist, and the Center for Disease Control, unless otherwise notified.

The HWC medical team will follow the HWC's policy on Communicable Disease and will:

- a. Establish a diagnosis, using recommended laboratory tests;
- b. Administer/arrange chemoprophylaxis to appropriate contacts when available;
- c. Investigate links between cases;
- d. Define the population at risk and determine its size;
- e. Select the target group for vaccination/testing as indicated;
- f. Coordinate with University Relations for news release; and
- g. Closely coordinate with Pope County and Arkansas Departments of Health

B. During disease outbreaks, unvaccinated students may be excluded from ATU until the outbreak is over. Arkansas Department of Health and CDC guidelines will be used to determine the length a student or students may require isolation or quarantine.

C. It may become necessary during the response to activate the Emergency Operations Center or the Virtual Emergency Operations Center to coordinate with campus authorities. It will be determined by the Director of Health Services, the Associate Dean for Student Wellness, Campus Emergency Manager, and Chief of Police if these are necessary to assist in coordination. As a general guideline, these will only be used if the event rises to a point that ATU leadership and public information personnel will consistently want updates to the status of response. The campus Emergency Manager will notify the Incident Management Team via Basecamp if the Virtual Emergency Operations Center or Emergency Operations Center is being activated, at which point coordinating information will be updated on those communication platforms.

3. Procedure for Residence Life Department

A. All efforts will be made to return the student to their permanent home. However, in the event that a student, or students, with a communicable disease must remain in isolation on campus, the Director of Health Services, the Associate Dean for Student Wellness or his/her designee, shall, in consultation with the Associate Vice President for Student Affairs, determine the extent of involvement of other major university offices in the management of the communicable disease. This decision will be based upon the Director's evaluation of the risk to the university community. The university departments and personnel that may be included in these decisions are: Residence Life, Emergency Manager, Vice President for Finance and Administration or designee, Facilities Management, Custodial Staff, University Relations, Food Services, and Human Resources.

B. If the student resides in campus housing, the Associate Dean for Residence Life will be notified and will attempt to make arrangements for isolating the student on campus, if necessary. Residence Life will attempt to assist the student with alternative housing. The university will NOT assume any financial responsibility for housing in off-campus locations.

C. Should the student reside in campus housing, Residence Life will notify Food Services that ATU has a student with a communicable disease and is unable to visit the cafeteria or food court. The student(s) will need food prepared on paper or plastic goods for delivery. Residence Life and Administrative Services will determine who will deliver food to the affected person.

D. HWC staff will provide personal protective equipment and instruction for use, if necessary, to the student and room/suite mates, to help limit contamination to others.

E. An EPA approved disinfectant will be provided to the patient, room-mates or suite-mates to disinfect their room/suite. Housekeeping will use an EPA disinfectant to disinfect common areas.

F. If the student resides off campus and is unable to return to their parent's home of record, yet must remain isolated, every effort will be made to relocate his/her house-mates during the isolation period. The university will NOT assume any financial responsibility for housing in off-campus locations.

G. If a student notifies a Resident Director, Resident Assistant, or other housing representative that they suspect a communicable disease but haven't been seen at the HWC, the housing personnel will

call the HWC to make arrangements for the sick student to be seen. The housing personnel should inform the HWC of the potential illness of concern so that efforts can be made to limit potential spread to the HWC patients and workers.

4. Procedure for providing academic services to students who have a communicable disease

A. Students who have a communicable disease and are sent home or isolated on or off campus will be assisted by the Associate Vice President for Student Affairs in working with faculty to complete any missed assignments.

B. Academic Affairs will work with students and instructors to provide these academic services.

5. Procedure should the individual be an international student

A. If the student diagnosed with a communicable disease is an international student, the International Student Service staff will be notified and kept informed regarding needs of the student.

6. Procedure for an infected student returning to classes and campus activities

A. Before a student is discharged from isolation and returning to classes at the university, he/she must be cleared by a HWC health care provider or their personal physician. A physician or advanced practice nurse shall document when the student is no longer infectious and can return to the university community.

7. Procedures for establishing student awareness regarding the communicable disease policy

A. The HWC staff shall oversee general university awareness regarding the campus communicable disease policy. The written campus policy will be available via the HWC webpage and in the HWC policy and procedure manual located in the office of the HWC.

8. Procedures for closing the university

A. If it is necessary to close the university or send students home due to an emergency situation, such as a major epidemic or pandemic, the university will follow recommendations from the Arkansas Department of Health and the Centers for Disease Control with involvement from the Emergency Manager. The university President and Board of Trustees may declare the university closed if recommended to do so by the Department of Health.

B. All available faculty and staff will be utilized to contact the students and their families to arrange for their return home.

C. In some cases, the HWC will provide personal protective equipment to the students to assist in a safe journey (i.e. mask) along with instructions for proper use.

9. Procedures for managing university employees with a communicable disease

A. It is the responsibility of an employee who has a confirmed communicable disease to report that information to his/her immediate supervisor. The supervisor will inform the Director of Health Services that a potential health hazard is present. The Director will verify the diagnosis and notify the Associate Dean for Student Wellness and the appropriate Vice President. The employee is expected to remain off work until the risk of infecting others has ended, and until he/she can return to full duties.

B. Any employee who has a communicable disease shall be required to present a letter from his/her primary care physician to his/her supervisor before being permitted to return to work. The letter must certify that the employee poses no risk to the university community as a result of the communicable disease.

10. Procedures for managing an epidemic among participants in university programs, camps, or conferences

A. Responsible adults working with participants enrolled in university sponsored camps or conferences shall contact the Director of Health Services when the occurrence of a communicable disease has been confirmed.

B. The Director of Health Services shall consult with the Associate Dean for Student Wellness and the Associate Vice President for Student Affairs to determine the extent of the involvement of other university offices in the management of the communicable disease. This decision will be based upon evaluation of the risk to the university community.

C. Prior to returning to the program, the participant shall be required to present a letter from a physician to the program supervisor certifying that the participant is no longer contagious to others and presents no risk to the university community.

D. The decision to terminate any program will be made by the program director in consultation with the Director of Health Services, Associate Dean for Student Wellness, and the appropriate Vice President with guidance from the Arkansas Department of Health.

11. Enforcement of Communicable Diseases Policy

A. Students who have a communicable disease must follow all guidelines and directives given to them by the Director of Health Services. Students who fail to follow these guidelines and directives will be referred to the Associate Vice President for Student Affairs. Such students will be subject to immediate removal from the university and/or other disciplinary action as deemed necessary to protect the health, safety, and welfare of the university community.

B. Faculty or staff who have a communicable disease must follow the guidelines and directives given to them by the Director of Health Services, immediate supervisor, and/or Director of Human Resources. Faculty or staff who fail to follow these guidelines and directives will be subject to immediate termination and/or other personnel action.

12. For reference use: the CDC in Atlanta, Georgia, The Red Book, Arkansas State Health Department 501-661-2169, and Beneson, Abram S. (ed), 1995. Control of Communicable Diseases in Man, 16th edition, American Public Health Association. Washington, D.C.

Appendix “B”

Plan of Action for Reported Case On-Campus

Reported Case on Campus: (Not in a Residence Hall)

In the event that an ATU student, faculty, or staff member is diagnosed with a reportable communicable disease, the Director of Health Services will be notified. The Director of Health Services will notify the appropriate agencies. These include, but are not limited to, Arkansas Department of Health, Pope County Office of Emergency Management, Franklin County Office of Emergency Management, Pope County Health Center, and Franklin County Health Center.

These officials will help administrators determine a course of action for ATU.

Additional steps to be taken for a reported case of a student, faculty, or staff member not residing in a residence hall include the following:

- 1) Communicate with the campus community about possible COVID-19 exposure. Public statements/press releases will be coordinated through the Director of

University Relations. Health related information may be released to the campus community by the Director of Health Services via website, OneTech, e-mail, and/or other appropriate communication channels.

Communication should take into account the following:

- a. This communication to the ATU community should align with the communication plan in the emergency operations plan.
- b. Plan to include messages to counter potential stigma and discrimination.
- c. In a circumstance where there is a confirmed COVID-19 case that has been on campus, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act, as applicable.

2) Clean and disinfect thoroughly.

- a. Close off areas used by the patient. Open outside doors and windows to increase air circulation in the area and then begin cleaning and disinfection.

An EPA approved disinfectant will be provided to the patient, room-mates or suite-mates to disinfect their room/suite. Housekeeping will use an EPA disinfectant to disinfect common areas (e.g., offices, bathrooms, and other areas) used by the patient focusing especially on frequently touched surfaces.

- b. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- c. For disinfection most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the CDC website. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

3) Isolate a person(s) who test positive for COVID-19 or those who had contact with a reported positive case.

- a. It is the responsibility of an employee who has a confirmed case or who has been exposed to someone with a confirmed case to report that information to his/her supervisor. The supervisor will inform the Director of Health Services that a potential health hazard is present. The Director will verify the diagnosis and notify the Associate Dean for Student Wellness, the appropriate Vice President, or Chancellor of the Ozark Campus if applicable.

- b. Students who have a communicable disease must follow all guidelines and directives given to them by the Director of Health Services. Students who fail to follow these guidelines and directives will be referred to the Associate Vice President for Student Affairs or the Ozark Campus Chief Student Officer. Such students will be subject to immediate removal from the university and/or other disciplinary action as deemed necessary to protect the health, safety, and welfare of the university community.
- c. If a student who has been in contact with a positive case resides in campus housing, the Associate Dean for Residence Life will be notified and will attempt to make arrangements for isolating the student on campus, if necessary.
- d. Faculty or staff who have a communicable disease must follow the guidelines and directives given to them by the Director of Health Services, immediate supervisor, and/or Director of Human Resources. Faculty or staff who fail to follow these guidelines and directives will be subject to immediate termination and/or other personnel action.
- e. It is the responsibility of an employee who has a confirmed communicable disease to report that information to his/her immediate supervisor. The supervisor will inform the Director of Health Services that a potential health hazard is present. The Director will verify the diagnosis and notify the Associate Dean for Student Wellness and the appropriate Vice President. The employee is expected to remain off work until the risk of infecting others has ended, and until he/she can return to full duties in consultation with the Director of Health Services or if cleared by their Primary Care Physician or the Arkansas Department of Health.

Additional steps to be taken for a reported case of a student residing in a residence hall include the following:

- 1) In the event that an ATU student, faculty, or staff member is diagnosed with a reportable communicable disease, the Director of Health Services will be notified. Public statements/press releases will be coordinated through the Director of University Relations. Health related information may be released to the campus community by the Director of Health Services via website, OneTech, e-mail, and/or other appropriate communication channels.
- 2) The Associate Dean for Residence Life will be notified and will attempt to make arrangements for isolating the student on campus, if necessary. The Associate Dean will coordinate response with Health Services and Public Safety.

- 3) Affected person(s) will be isolated in their room if they choose to stay on campus, per CDC and ADH guidelines. To slow the spread of COVID-19 the room needs to be self-contained and include a shower and toilet to avoid exposing others. If the person resides in a residence hall with a community shower they will be relocated to a self-contained room or suite.
- 4) A professional staff member from HWC and a professional staff member from Residence Life will serve as the points of contact for the affected person(s) to communicate relevant information and perform daily check-ins. HWC staff will perform one daily check-in for a health update and related questions. Residence Life staff member will check in with the affected person twice daily and coordinate meals, laundry, etc. The check-ins will occur within a twenty-four period.
- 5) Affected person will be given contact information for Health Services, Public Safety, and Residence Life to ensure someone is available in case designated contact can't be reached.
- 6) PPE will be used when interacting with patient per CDC and ADH guideline to limit risk of exposure and contamination.
- 7) Residence Life will notify Food Services that ATU has a student with a communicable disease and is unable to visit the cafeteria or food court. The student(s) will need food prepared on paper or plastic goods for delivery. Residence Life and Administrative Services will determine who will deliver food to the affected person.
- 8) Food will be delivered at a designated drop off point to limit exposure to other person(s).
- 9) Clean and disinfect thoroughly.
 - a. Custodial Services will oversee the cleaning and disinfection of all areas used by the person(s) during quarantine.
 - b. Cleaning of areas will include, but not limited to, hallways, common areas, bathrooms, and adjacent rooms.
 - c. These should be routinely cleaned to avoid exposure by other person(s).
 - d. If available, an EPA approved disinfectant will be provided to the patient, room-mates or suite-mates to disinfect their room/suite.
- 10) Residence Life staff will be notified of the location of quarantined person(s) to help assist in limiting the exposure of others in the residence hall.

- 11) Residence Life will assist in the coordination with appropriate offices for additional services needed by affected person(s), e.g. laundry service.
- 12) If the student diagnosed with COVID-19 is an international student, the International Student Service staff will be notified and kept informed regarding needs of the student.

Appendix “C”

OZARK CAMPUS

Schedule of cleaning and disinfection

ATU-Ozark maintenance staff will conduct cleaning and disinfection utilizing FDA-approved disinfectants. Cleaning and disinfecting will be ongoing throughout the hours maintenance staff is present on the ATU-Ozark Campus, typically Monday-Thursday from 6:00 am to 9:30 pm, Friday 6:00 am to 5:45 pm, and Saturday from 8:00 am to 4:30 pm. Frequently touched areas will be cleaned by maintenance staff in their assigned area at the beginning and end of their shift. Cleaning and disinfecting will also be conducted by maintenance staff when notified it is necessary in an area after use. Cleaning and disinfecting will also occur as listed below:

TASK	FREQUENCY
Clean and disinfect all sinks and fixtures	3 x daily
Disinfect all toilets, urinals and fixtures	3 x daily
Disinfect all door and partition handles	3 x daily
Empty trash and sanitary receptacles	2 x daily
Replace trash liners and fill dispensers	Daily
Clean all horizontal surfaces	Daily
Sweep and mop (disinfect) floors	2 x daily
Clean Mirrors	Daily
Spot clean partitions	3 x daily
Spot clean walls, doors, jams and windows	Weekly
Wash trash receptacles and sanitary boxes	Weekly
Dust ceiling and light fixtures	Monthly
Vacuum supply and return air vents	Monthly
Classroom tables and chairs (clean and disinfect)	Daily
Sweep floors and mop (clean & disinfect as needed)	Weekly
Dust mop tile floors	Daily
Disinfect door handles	After each class or during
Empty trash receptacles	Daily or as needed
Clean whiteboard and tray	Daily
Dust monitors/computers/overhead projectors	Daily
Dust light fixtures and clocks	Weekly
Disinfect surfaces touched in vehicles e.g. steering wheel, controls etc.	After each use
Clean and disinfect mowers/blowers/weed eaters and hand tools.	After each use
Disinfect computer keyboards and printers	After each use
Communal areas e.g. study rooms/computer labs, student union (clean and disinfect)	Daily or as needed
Clean and Disinfect elevator	2 x Daily

