ATU™ ARKANSAS TECH U N I V E R S I T Y

COVID-19 RECOVERY PLANNING ASSISTANCE AND GUIDELINES

Instructions:

All University departments and offices are required to use the ATU COVID-19 Recovery Framework provided to develop an operational recovery plan for each area. This plan should be completed before allowing any employees to return to campus. A checklist has been provided below to assist in the planning process. Should you have questions or need further assistance with the operational recovery plan, please contact ATU Emergency Manager, Heath Whorton, at mwhorton1@atu.edu, or by phone at (479) 964-0583 ext. 4756.

All completed plans should be submitted to Heath Whorton, ATU Emergency Manager, and copied to the appropriate Vice President. Academic departments will submit plans to the Dean of the academic college, who will assure that all criteria are met. Deans will work with Vice President for Academic Affairs for final approval of plans. Administrative units will submit their plans to their respective Vice President, who will assure that all criteria are met before approving.

The following checklist is intended to support the plan writing process and those reviewing plans.

Criteria
[Please check if your operational recovery plan addresses the following criteria.]

- ☐ Do we have a plan to clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables) within our offices/classroom spaces at least daily or between use as much as possible?

- ☐ Do we have a plan to encourage students, faculty, and staff to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before use?

- ☐ Does my area have access to hand sanitizer and cleaning supplies to disinfect high-touch surfaces during the workday?

- ☐ Does FAMA have trained staff on safety protocols regarding cleaning and other safety measures specific to our area?

- ☐ Have we identified shared objects (e.g., lab equipment, computer equipment, desks) of which use should be limited when possible, or cleaned between use?

- ☐ Do we need to inquire with Procurement and Risk Management Services and/or FAMA about installing physical barriers, such as sneeze guards and/or Plexiglas partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart to provide added separation?

- ☐ Does my office space have directional signs to create traffic flow moving and limit contact between parties?

- ☐ Can we provide physical guides, such as tape on floors or sidewalks and signs on walls to ensure that individuals remain at least 6 feet apart in lines in places where lines typically form?

- ☐ Does my building/office have signs in highly visible locations (e.g., building entrances, restrooms, dining areas) that promote everyday protective measures and describe how to stop the spread of germs?

- ☐ Have we considered pursuing virtual group events, gatherings, or meetings, if possible?

- ☐ How will the department or office limit all gatherings to 30 or fewer in Phase 1, 50 or fewer in Phase 2, and 90 or fewer in Phase 3?

- ☐ Have we considered staggering of work schedules, if needed, to allow for social distancing following the guidance of Human Resources?

- ☐ Are we encouraging all employees to work from home when possible and according to the recommendation in each Phase and following the guidance of Human Resources?

- ☐ Have we considered how social distancing measures will be practiced within the department or office spaces and during essential services provided by department or office?

- ☐ Have we closed shared spaces such as lounges if possible or otherwise staggered use and restricted the number of people allowed in at one time, in accordance with recovery framework phases, to ensure everyone can stay at least 6 feet apart, and clean and disinfect between use?

- ☐ Have we considered options for limiting non-essential travel in accordance with the framework; how will my department consider requests for travel?

- ☐ Have we cross-trained staff and communicated how operations will continue if a member of the team becomes ill?

- ☐ Do we have a plan to provide masks to visitors and guests entering the area?

- ☐ Have we identified how employees can obtain a mask?

- ☐ Have we communicated that individuals are required to wear masks when in public spaces and when social distancing of 6ft is not possible?

- ☐ Have we clearly stated that individuals who test positive for COVID-19 should report their illness to ATU Health and Wellness Center?

- ☐ Have we clearly stated that individuals who experience any symptoms should not report to work and should contact their medical provider and the ATU Health and Wellness Center?

- ☐ Does the plan allow vulnerable individuals to restrict activities as much as possible following the guidance of Human Resources?

- ☐ Do we clearly state that individuals who test positive for COVID-19 must remain in isolation until at least 72 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvements in respiratory symptoms such as cough and shortness of breath; and, at least 10 days have passed since symptoms first appeared?

- ☐ Do we clearly state that individuals awaiting test results must remain in isolation and report the situation to the ATU Health and Wellness Center?

- ☐ Do we clearly state that individuals 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 Health and Wellness Center?

- ☐ Do we clearly state that all employees will complete the online daily health screening form and have a system in place to ensure that supervisors are monitoring compliance?