



## **COVID-19 Pandemic Return to Campus Requirements and Expectations Policy**

**Effective: July 21, 2020**

### **SCOPE**

This policy applies to all members of the University of the Incarnate Word (UIW) community, which includes all students, faculty, staff, and administrative employees, as well as individuals and contractors that conduct business with the University, and campus visitors. This policy applies to all UIW facilities and locations.

### **BACKGROUND**

The COVID-19 pandemic and the state of emergency it has created have presented challenges for all members of our community and for society. The World Health Organization declared COVID-19 a global pandemic on March 11, 2020. Governor Greg Abbott issued a disaster proclamation on March 13, 2020, and the Texas Department of Health Services declared a public health disaster on March 19, 2020. The federal government issued a Federal Major Disaster Declaration for the State of Texas on March 25, 2020.

The U.S. Centers for Disease Control and Prevention (CDC) provided guidance on health measures that should be in place when reopening institutions of higher education. This policy sets expectations for all members of the UIW community to follow while on campus or engaging in University related activities. This policy anticipates and relies on the shared responsibility of all members of the University community, and incorporates the [Statement of Shared Responsibility for Students](#) and [Statement of Shared Responsibility for Employees](#).

### **NOTICE**

This policy may be modified at any time and is subject to change with the introduction of additional public health guidelines from local, state, and federal authorities. Any policy amendments or updates will be communicated through the [University of the Incarnate Word website](#) and will take effect upon issuance. It is expected that this policy, or subsequent versions of it, will be in force through the Fall Semester 2020 and possibly into the Spring Semester 2021.

The University provides general information on coronavirus and the University responses through the [UIW coronavirus website](#), which is regularly updated. This website may provide more details on items addressed in this policy.

### **POLICY STATEMENT**

The University of the Incarnate Word's primary focus is on the health and well-being of all members of the Cardinal community. UIW requires every member of our community to take personal

responsibility for following safety precautions to protect all members of the UIW community at all UIW campus locations.

While the University cannot guarantee a risk-free environment, the following requirements are intended to minimize the spread of COVID-19 at UIW. These requirements, which must be followed by all community members, are consistent with the guidelines from the CDC and the Occupational Safety and Health Administration (OSHA).

#### **A. Education Before Reporting/Returning to Campus**

Prior to returning to campus, all students and employees are expected to complete a COVID-19 educational module: [COVID-19: What You Need to Know](#). All students and employees are required to submit a confirmation form affirming their completion of the educational module prior to returning to campus.

- [Employee Training Confirmation Form](#)
- [Student Training Confirmation Form](#)

#### **B. Requirements for All UIW Community Members On-Campus**

1. Community members are required to stay home if they are ill with [any symptoms of COVID-19 as set out by the CDC](#) or if any person living in the same residence is sick with COVID-19 symptoms.
2. Community members are [required to report](#) if they have flu-like symptoms, have been directly exposed to a confirmed case of COVID-19, and/or if they test positive for COVID-19.
3. Community members are required to wear face masks according to [CDC-prescribed guidelines](#). Face masks must always be worn except as noted in Section F.2. below.
4. Community members are expected to adhere to physical distancing (staying at least six feet away from others) when possible.
5. Community members should engage in and encourage frequent and thorough hand washing.
6. Community members should plan meetings and other gatherings on virtual platforms rather than in-person as much as possible. Some of the available tools are Zoom, Microsoft Teams, and Skype. If an in-person meeting is necessary, the meeting organizer must structure the meeting with health measures in mind, including wearing of face masks, maintaining physical distancing, abiding by capacity limits for the space, and encouraging hand washing or use of hand sanitizer.
7. Community members should engage in respiratory etiquette, including covering coughs and sneezes, and disposing of tissues promptly.
8. Community members should avoid using others' phones, desks, offices, or other tools and equipment, when possible.
9. Community members should avoid gatherings and interactions with nonessential visitors.
10. Community members who host visitors are responsible to ensure their visitors know and adhere to all items in Section B: Requirements for All UIW Community Members On-Campus.
11. Community members should avoid remaining on campus for longer periods of time than necessary.

12. Community members may be asked to leave a facility, classroom, building, and/or campus if they are not abiding by the University's health and hygiene rules as outlined in this policy.

### **C. Additional Expectations for Employees (Faculty, Staff, Administrators)**

1. Employees are [required to report](#) travel outside of the State of Texas, [using this form](#). Domestic travel to hot spots may require self-isolation and self-monitoring, as [recommended by CDC guidelines](#). A 14-day self-isolation is currently required [following international travel](#).
2. Managers and supervisors must determine work assignments and schedules for employees in their department to ensure that areas do not exceed the stated capacity limits.
3. Managers and supervisors should coordinate workplace furnishings and activities to allow at least six feet between workers, or between workers and other persons. This also applies to shared offices without partitions, break rooms, conference rooms, etc. Cubicles with wall partitions of less than six feet in height will also require six feet between workers.
4. Employees should frequently sanitize shared office equipment, including photocopy machines, fax machines, and scanners, among other things.
5. Employees should frequently sanitize touchpoints and high touch surfaces within office suites or departments, including breakrooms and other shared spaces.

### **D. Additional Expectations for Students**

1. Students are [required to report](#) travel outside of the State of Texas, [using this form](#). Domestic travel to hot spots may require self-isolation and self-monitoring, as [recommended by CDC guidelines](#). A 14-day self-isolation is currently required [following international travel](#).
2. Students are required to review the [Student Handbook](#) and/or handbooks for their respective campuses and programs for any additional policies and procedures related to COVID-19.
3. Students living on campus should not leave their residence hall room/suite if they are ill or experiencing symptoms of COVID-19, or if any person living in the same residence room/suite is sick with [COVID-19 symptoms](#). Additional guidance and procedures for residential students is available in the [Residence Life Handbook](#).
4. Students should remain six feet apart in labs and designated study areas, where possible, and should practice personal hygiene guidelines.
5. Student organizations and clubs should plan to engage through meetings and other gatherings on virtual platforms rather than in-person as much as possible.

### **E. Additional Expectations for Campus Visitors and Contractors**

1. Contractors must ensure they and their employees know and adhere to all items in Section B: Requirements for All UIW Community Members On-Campus.
2. Contractors are required to ensure that their employees are not reporting to a campus worksite if the employee is ill or experiencing symptoms of COVID-19, or if any person living in the same residence is sick with COVID-19 symptoms.

3. Contractors are expected to provide face masks for their employees or otherwise require their employees to provide their own. Campus visitors are expected to provide their own face mask.
4. Campus visitors should expect that most University services are being offered remotely and should contact individual offices about the possibility of scheduling in-person meetings.
5. Contractors and contractor employees must frequently sanitize shared tools and equipment, among other things, and should clean touchpoints as they exit a worksite.

## F. Special Considerations

### 1. Individuals at Higher Risk

The CDC has identified that certain individuals [are or may be at higher risk](#) for COVID-19 and/or for developing serious COVID-19 illness.

- [Older Adults](#)
- [People with Underlying Medical Conditions](#)

If you fall into one of these categories, please consult with your healthcare provider concerning the particular risk associated with your return to campus.

If a higher risk employee is asked to return to on-campus work, the employee may make their higher risk status known to Human Resources to request assistance.

If a higher risk student is asked to return to on-campus learning (such as for a clinical training course) or is planning to return to on-campus learning as courses become available, the student may make their higher risk status known to Student Disability Services and/or their program of study.

### 2. Exceptions.

Wearing a face mask is not required or may not be appropriate:

- When a person is in a personal office (a single room with a closed door) and others are not present.
- When a student is in their assigned residence hall room (refer to [Residence Life Handbook](#) for additional details)
- When exercising in one's private quarters or outdoors.
- Where wearing a face mask creates a safety hazard at work under established health and safety guidelines. For example, performing procedures where a surgical mask is required as PPE to protect the individual from exposure to potentially harmful materials, a cloth face mask should not be worn; instead, use a disposable FDC- cleared surgical mask. Similarly, consideration should be given to the appropriateness of cloth face masks in environments where flame resistant materials are employed for safety.
- While eating, but 6 feet social distancing must be maintained.
- For children age 3 and under.

Individuals who have been advised by a medical professional not to wear a face mask due to a medical condition or trouble breathing, being incapacitated, or otherwise being unable to remove a face mask without assistance, the University recommends that such individuals work or learn remotely for the time being. However, if remote learning or working is not possible, accommodations may be available. If this applies to you, please contact:

- Employees: Human Resources for ADA accommodations or your supervisor for other reasons
- Students: Student Disability Services.

Approval for accommodations must occur **prior to** your return to campus. Additionally, you will always be required to carry proof of this approval on your person when on UIW campuses and furnish documentation upon request.

## **G. Expectations Following Possible Exposure to Return to Campus**

Anyone with new or worsening signs or symptoms will not return to any UIW campuses until:

- In the case of an individual who was diagnosed with COVID-19, the individual may return to campus when all three of the following criteria are met:
  - at least 24 hours have passed since last fever without the use of fever-reducing medications, **and**
  - the individual has improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
  - at least 10 days have passed since symptoms first appeared.
- In the case of an individual who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to campus until the individual has completed the same three-step criteria listed above.
- In the case of an individual who has symptoms that could be COVID-19 and wants to return to campus before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

Additionally, individuals with known close contact to a person who is lab-confirmed to have COVID-19 will not be allowed on any UIW campuses until the end of the 14-day self-quarantine period from the last date of exposure. Healthcare personnel will follow the CDC guidelines and UIW Safety and Health Standards. Students in residence halls should follow guidelines in the Residence Life handbook.

## **H. Reporting**

*All community members are required to report their potential or confirmed exposure or contraction of COVID-19 using the [online reporting form](#).*

Community members should [submit a report](#), via the Maxient reporting system, if they witness behavior by anyone that may violate this policy. Concerns will be addressed by the appropriate office.

## **I. Enforcement**

All UIW community members must comply with the instructions in this policy. Individuals who violate this policy may be given an opportunity to correct their behavior, depending on the nature of the violation, and may be asked to repeat or complete additional training.

Employees who refuse to comply with this policy will be subject to disciplinary action up to and including dismissal. Refer to Chapter 11 of the [Employee Handbook](#) for the Policy on Discipline. Repeated acts of non-compliance will result in the individual's removal from campus.

Students who refuse to comply with this policy will be subject to the disciplinary action in accordance with the Student Handbook. Non-compliance may result in the individual's removal from residence halls, UIW campuses and/or dismissal from UIW.

Contractors and contractor employees who fail or refuse to comply with the university's policy may be asked to leave the university, may be in breach of contract, and may be trespassed from the University

if non-compliance continues.

Visitors who refuse to comply with the University's policy will be asked to leave the UIW campus and may be trespassed from the University if non-compliance continues.

## **RELATED INFORMATION**

UIW Coronavirus Information page (periodically updated):

<https://www.uiw.edu/covid-19/index.html>

UIW Recovery/Continuity of Operations Phase Plan

[https://my.uiw.edu/safety/\\_docs/continuity-plan.pdf](https://my.uiw.edu/safety/_docs/continuity-plan.pdf)

UIW Return to Work Guidelines

[https://my.uiw.edu/hr/\\_docs/uiw-return-to-work.pdf#UIW%20Return%20to%20Work%20Guidelines](https://my.uiw.edu/hr/_docs/uiw-return-to-work.pdf#UIW%20Return%20to%20Work%20Guidelines)

ACHA Considerations for Reopening Institutions of Higher Education in the COVID-19 Era:

[https://www.acha.org/documents/resources/guidelines/ACHA\\_Considerations\\_for\\_Reopening\\_IHEs\\_in\\_the\\_COVID-19\\_Era\\_May2020.pdf](https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf) (May 7, 2020)

CDC Considerations for Institutions of Higher Education:

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html> (page last updated May 30, 2020)

CDC Considerations for Wearing Cloth Face Mask:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>  
(page last Updated August 7, 2020)

UIW Employee Handbook

<https://my.uiw.edu/hr/employee-handbook.html>

UIW Student Handbook

<https://my.uiw.edu/student-advocacy-and-accountability/student-accountability/student-handbook.html>