

**PANDEMIC PLANNING TEAM & EXPANDED WORKING GROUPS**  
**December 2020- ARCHIVED**

**Pandemic Planning Team**

Dr. Houston Davis, Grp Lead  
Amy Whitehead  
Dr. Patricia Poulter  
Diane Newton  
Ronnie Williams  
Jim Nabors  
Dr. Stephanie McBrayer

Dr. Randy Pastor  
Sandy Childress  
John Merguie  
Carol Walton  
Trevor Seifert  
Dr. Phillip Bailey  
Ashley Pettingill

Larry Lawrence  
Amanda Hoelzeman  
John Fincher  
Dr. Jen Talbot  
Jamaal Lockings  
Steven Shook

**Charge**

The Pandemic Planning Team is charged with identifying challenges related to the COVID-19 pandemic, and implementing all facets of the UCA Pandemic Preparedness and Response Plan.

**Key Deliverables**

- Ensure that UCA Pandemic Committee work stays in sync with Higher Education Work Group of Governor’s Economic Recovery Task Force (Weekly)
- Mirror protocol and guidance from Arkansas Department of Health on signage, self-screening, face coverings, temperature screening, building entrances, common areas, work stations, meeting/conference rooms, and cleaning requirements (Weekly...and by June 15) - COMPLETED
- Return to Work Details and Documentation - Phase 1A (June 8), Phase 1B (June 22), Phase 2 (July 6), & Phase 3 (August 10) - COMPLETED
- Return to Instruction (Aug. 20) - Details and Documentation - COMPLETED
- Plan for Virtual Pivot and Academic Sustainability - COMPLETED

**Test, Trace, & Isolate Working Group**

Dr. Randy Pastor, Group Lead  
Sandy Childress  
Stephanie Hinsley  
Sandra Kemp  
Cindy Freeman  
Dr. Susan Sobel

Reesa Ramsaha  
Ary Servedio  
Arian Story  
Abigail Scott  
Jamaal Lockings

Plus working in consultation with Arkansas Department of Health and other health system partners

**Charge**

The Test, Trace & Isolate Working Group is responsible for identifying COVID-19 testing options for UCA employees and students, developing protocols for tracing contacts for exposure, and working collaboratively with the Office of Housing and Residence Life, Human Resources and Risk Management, and the Physical Plant to quarantine individuals that are suspected or proven to have COVID-19.

## **Key Deliverables**

- Student Health Center operational by June 8 - COMPLETED
- Testing capabilities with CRHS and others by June 8 - COMPLETED
- Quarantine and isolation spaces in university houses and duplexes by June 8 - COMPLETED
- Testing & Tracing Consortia with Hendrix, CBC, and CRHS announced and launched - COMPLETED
- Tracing process in place along with strategy for training tracers by August 10 - COMPLETED
- Quarantine and isolation spaces in Carmichael Hall by August 15 - Spaces to be set by Monday, August 24 and staffing of building in place during that week
- Regional higher education testing centers & resources operational by August 15 - State fulfillment of rapid test units has been delayed.

## **Academic Planning Working Group**

Dr. Patricia Poulter, Group Lead  
Dr. Jonathan Glenn  
Dr. Kurt Boniecki

Dr. Kevin Thomas  
Council of Deans  
Academic Council

## **Charge**

The Academic Planning Working Group will finalize dates for the academic calendar, address issues related to hybrid scheduling, determine appropriate social distancing practices within classroom settings, determine policies related to grade forgiveness and academic probation, and prepare faculty and all student support units for remote instruction and service delivery should face-to-face classroom instruction be cancelled.

## **Key Deliverables**

- Finalize academic calendar adjustments for 2020-21 including planning for remote operation from Thanksgiving Break to MLK Day (by June 1) - COMPLETED
- Produce a **companion document** to this that outlines broad-based academic and department planning for fall semester by the week of June 22 - COMPLETED
  - Associate Provosts Glenn and Boniecki are coordinating this effort, combining information from the Physical Distancing and PPE Working Groups
  - All colleges and departments will have a document that includes general, campus-wide best practice, as well as very specific information including but not limited to building maps with traffic patterns (as appropriate); ingress-egress patterns for classrooms, labs, studios, rehearsal spaces - COMPLETED
  - All programs with practica, internships, clinical experiences will partner with their professional partners for guidance and will document procedures (ongoing and variable)
  - Guidance for cleaning, sanitizing desks/tables/work stations
  - Capacity for classrooms, labs, rehearsal spaces, studios and alternative scheduling plans
  - Identification of spaces that will not be readily available to students to ensure appropriate cleaning schedules and access

- Flexible schedule guidance appropriate to all academic departments, created and recommended by the A/B Schedule Working Group (by week of June 22)
- Inventory by academic department of courses online for 100% of fall semester by July 21 - COMPLETED
- Torreyson Library stand-alone documents will be available by July 15 - COMPLETED
- Outreach and Community Engagement guidelines for engaging with community partners
- Arkansas Coding Academy plan and guidelines
- Enrollment Management Units (Academic Advising, Admissions, Financial Aid, and Registrar's Office) guidelines- COMPLETED
- Academic continuity plan for all courses in the event that university has to pivot back to remote operations to complete the term (by August 1) - COMPLETED

The Academic Planning Working Group has several subgroups working on various facets of the planning process. Information on these subgroups is available in the appendix of this document.

### **CARES Act Working Group**

Diane Newton, Group Lead  
 Andrew Courtway  
 Warren Readnour  
 Cheryl Lyons  
 Sandra Ott

Cassandra McCuien-Smith  
 Terri Canino  
 Jennifer Newton  
 Carol Walton

### **Charge**

The CARES Act Working Group will identify appropriate expenditures that can be made using CARES Act funding, disburse funds to appropriate student accounts, and ensure compliance with all federal requirements.

### **Key Deliverables**

- Make the majority of disbursements of Part A of CARES Act funding dedicated to direct support for students of \$4,802,462 by September 1. Certain funding allocated for distribution by the Student Support and Resource Center is expected to be expended after September 1. As of 11.06.20 - As of 11.25.20 - entire allocation has been expended (6,858 unique students received a CARES grant) and drawn down from G5. Website has been updated accordingly.
- Make determination of all COVID-19 expenses eligible for reimbursement using Part B of CARES Act funding of \$4,802,462 dedicated to institutional support by September 1
  - As of 02.01.21 - Total expended \$4,343,064/Total drawn down \$4,334,212. Required CARES Institutional Relief/SIP quarterly reports (QE 9/30/2020, 12/31/2020) accessible through CARES Act funding webpage. Next quarterly report (QE 3/31/2021) to be posted by 04/10/2021. Annual report (on calendar year 2020 CARES HEERF expenditures) submitted 01/26/21.
- Make determination of all COVID-19 expenses eligible for reimbursement using funding through the CARES Act Strengthening Institutions Program (Part C) by September 1

- As of 12.02.2020 - Lost revenues of \$475,012 identified/Total drawn down \$475,012. All funds in allocation expended and drawn down as of 12.02.2020.
- Cross reference FEMA eligible expenses with CARES Act pool B eligible expenses by December 31st. CARES Working Group to begin discussing identification of expenses related to quarantine & isolation housing not reimbursed through CARES funding for possible reimbursement through FEMA contingent upon grant approval.
- Cross reference eligible expenses with CARES funds available from the State of Arkansas by September 1. As of 11.19.20 - following ADH audit, per ADHE we have approximately \$45k remaining in allocation. Invoices must be submitted by 12/11/2020 to guarantee reimbursement. Purchasing is working on this. Update 02.01.2021 - full \$977,366 allocation expended and reimbursements received by 12.31.2020.
- Ensure documentation of all steps and initiatives with expectation of reporting to USDOE by mid fall
- Ensure publication of certain information regarding distribution of CARES Act emergency financial aid grants on the website and update as needed or required by regulation. This is ongoing. Per updated DOE guidance, this must be done (at a minimum) no later than the 10th day of the month following the conclusion of the previous calendar quarter (e.g., by Oct 10th for the quarter ending Sept 30th). Compliance provides UMAC the information for updates to this information as needed.

#### **CRRSAA**

- CRRSAA Student Grant allocation (\$4,802,462)
  - 8457 students who met the following criteria were notified on 01.28.2021 they would each receive \$570 from the University's CRRSAA student grant allocation to assist with eligible educational expenses or those arising due to the ongoing COVID-19 pandemic:
    - U.S. citizen or eligible non-citizen (eligible to receive federal student aid)
    - Enrolled in at least 1 credit hour for the Spring 2021 semester as of 01.25.2021 (last date to register for full spring semester courses).
    - High school concurrent students were not notified.
    - An additional 47 students were separately notified of eligibility contingent upon confirmation of eligible citizenship status.
  - This initiative will utilize full \$4.8M CRRSAA student grant allocation with funds in excess of this amount being taken from either remaining CARES Institutional Relief or CRRSAA Institutional Portion allocations.
- CRRSAA Institutional Portion (\$10,654,138)
- CARES Act Working Group will discuss potential uses of funding, but use is not as limited as CARES Institutional Relief funding and may be used for lost revenue.

## **Communications Working Group**

Amanda Hoelzeman, Group Lead  
Dr. Houston Davis  
Amy Whitehead

Mark Heffington  
Carol Walton (“campaign” coordination)

### **Charge**

The Communications Working Group shall prepare all internal and external communications related to COVID-19, including maintenance of the Coronavirus webpage, responding to media inquiries, and crafting campus updates through email and video.

### **Key Deliverables**

- Respond to all media and external requests on a daily basis
- Craft regular communications to faculty, staff, students, families, etc. on a weekly basis
- Reposition the uca.edu/coronavirus webpage to be the primary messaging tool for:
  - 1. UCA’s Return to Work Plans;
  - 2. UCA’s Return to Instruction Plans;
  - 3. FAQ for Students and Parents;
  - 4. General Health and Safety Guidelines; and
  - 5. UCA’s Academic Continuity Plan
- Campaign logistics: Coordinate the development, inventory, and deployment of building signage, hand sanitizing stations, face coverings, etc. for each phase of return beginning June 8 (ready and in place by June 1) - COMPLETED
- Campaign media: Craft and schedule regular UCA return to work videos and communication tools beginning June 1st. - COMPLETED

## **Emergency Student Grant Committee**

John Fincher, Group Lead  
Kelly Owens  
Cassandra Ward

Julia Robinson  
Sandra Ott  
Maria Negrete Padron

### **Charge**

The Emergency Student Grant Committee is charged with disbursing CARES Act funding that has been allocated by the VPFA in the amount of \$500,000, as well as the private foundation funding that has been raised for Emergency Student funds. The group shall consult with the Director of Compliance on any compliance questions and be prepared to submit a report of its activities and disbursements as requested by UCA Administration.

### **Key Deliverables**

- Direct first phase of funds to backlog of requests (June 1) - COMPLETED
- Fully process Round 1 of CARES Emergency Grant Applications (1,000+) (August 1)

- Maximize both CARES Act funding and private funding to needs of all students (including bridging needs of students not eligible for Title IV funds) (August 1)
- Coordinate with Information Technology and Finance & Administration on technology (primarily laptops) access initiative (August 1)
- Establish regular reporting to ensure that CARES Act disbursements remain compliant (through the fall semester)

### **HR & Legal Working Group**

Amy Whitehead, Group Lead

Dr. Graham Gillis

Warren Readnour

#### **Charge**

The HR & Legal Working Group will identify and plan for any human resources or legal issues related to a phased return to work. This includes consistent application of a remote work approval process, guidance related to available employee leave time, and developing Q&A documents and training for supervisors.

#### **Key Deliverables**

- Develop a Remote Work Assignment tool for use by employee and supervisor (May 11) - COMPLETED
- Develop a FAQ for Return to Normal Operations with phases beginning June 8 to August 9 (May 15) - COMPLETED
- Outline leave options and the processes relevant to the COVID-19 context and return to work (May 15) - COMPLETED
- Evaluate guidance from Division of Building Authority as a first sign of likely guidance for higher education from the State of Arkansas and Arkansas Department of Health (May 15) - COMPLETED
- Schedule training sessions for supervisors in preparation for phases of return beginning June 8 (all sessions in last two weeks of May) - COMPLETED

### **Quarantine and Isolation Housing Working Group**

Dr. Stephanie McBrayer, Group Lead

Diane Newton

Jim Nabors

Dr. Randy Pastor

#### **Charge**

This group will add to the previously used university houses on Farris, Elizabeth, Mitchell, and Bruce as well as the Georgetown Duplex Units. In particular, this group will make the preparations for Carmichael Hall being held in its whole for any needs related to quarantine and isolation.

### **Key Deliverables**

- Make preparation for Short/Denney Hall to be used for early arrival quarantines for students coming from international locations. - COMPLETED BUT NO LONGER NECESSARY
- Make preparation for the entirety of Carmichael Hall to be used for quarantine and isolation for the fall semester and possibly spring semesters including operating a 24/7 Information Desk.
- Make preparation for the continued use in the fall of the Georgetown Duplexes and other houses for isolation housing. - COMPLETED
- Aramark has named Paul Deden as lead supervisor to be tasked with quarantine and isolation deliveries - COMPLETED

### **International Engagement Working Group**

Dr. Phillip Bailey, Group Lead  
Ashley Pettingill  
Dr. Stephanie McBrayer  
Dr. Randy Pastor  
Ross Duncan

Jim Nabors  
Anthony Howell  
Sarah Habtemariam  
Pamela Woodard George  
Celeste Flowers

### **Charge**

The International Engagement Working Group will identify and resolve any issues related to returning international students during fall 2020.

### **Key Deliverables**

- Ensure that all international students remaining in Conway for the summer are identified and regularly checked on for health and safety (weekly).
- Provide emergency funding for students remaining in Conway (June 1). - COMPLETED
- Identify all returning and new international students for fall 2020 and educate them on any protocol related to their arrival in the U.S. (July 1) (COMPLETED)

### **Physical Distancing Working Group**

John Fincher, Group Lead  
Hank Phelps, Co-Lead  
Richard Hammond  
Dean Covington  
Dr. Randy Pastor  
Larry Lawrence

Darrell Walsh  
Jim Nabors  
John Phelps  
Carrie Reed  
Adam Hensley  
Dr. Jonathan Glenn

Dr. Stephanie McBrayer  
Melanie Watson  
Amanda Horton  
Carol Walton

### **Charge**

The Physical Distancing Working Group is charged with developing physical distancing guidelines for high-traffic areas of campus (HPER Center, Student Center, Torreyson Library, etc.), developing

appropriate signage related to personal hygiene and physical distancing, and recommending physical changes and protocols for limiting the potential for the spread of COVID-19.

### **Key Deliverables**

- **Campus Signage:** Advise on signage needs throughout those areas that can promote personal hygiene and distancing strategies. Currently 13 sign-types in development with Communication Working Group (June 8) - COMPLETED
  - Additional Signage for Phase 2 (June 22) - COMPLETED
  - Additional Signage for Phase 3 (August 1)
- **Best Practices for Facilities:**
  - Summarize CDC, ADH, and other guidelines into reference document (June 22)
  - Determine spaces on campus that constitute high-traffic areas with best practice guidelines for physical changes to spaces to ensure social distancing (Draft - June 8) (Final - June 22) - COMPLETED
  - Classify and inventory large campus venues and ensure ADH approval for venues and events over 100 have been initiated. - (Ongoing)
- **Academic Building Operational Plans:** Review plans to provide feedback and align language across the institution (August 10)
  - **Best Practices for Groups: Preliminary Guidance for Classroom and Academic Building Adjustments** - a summary of existing CDC and State of Arkansas guidance regarding classroom modifications to assist with academic planning (June 8)- COMPLETED
  - **Best Practices for RSO and Student Gatherings** (August 1)
- **Assist PPE Working Group** with determining campus equipment and purchasing needs, such as plexiglass barriers, durable 6-ft floor markings, etc. (Ongoing/As Needed)

### **PPE Working Group**

Ronnie Williams, Group Lead  
Diane Newton  
Cassandra McCuien-Smith  
Amy Whitehead  
Dr. Kurt Boniecki

Larry Lawrence  
Amanda Horton  
Melanie Watson  
Dr. Randy Pastor

### **Charge**

The PPE Working Group will assess the on-campus needs for personal protective equipment (PPE), secure cost estimates from vendors, and purchase adequate PPE for students, faculty, and staff.

### **Key Deliverables**

- Ensure that PPE procurement is done in an aggregate fashion for the entire campus to ensure price leverage (June 1) - COMPLETED
- Acquire necessary face coverings, hand sanitizing stations, and cleaning supplies to meet the needs of each phase of return beginning June 8 (initial supplies in place by June 1)



- Face coverings will be required so the PPE committee must develop a comprehensive list of needed inventory and acquire it prior to August 10. - COMPLETED

### **Technology Access Working Group**

Trevor Seifert, Group Lead

Russ Hancock, Foundation Fundraising

Corey Throneberry, Coordinator

John Fincher, Application Process Coordinator

Drew Courtway, Compliance Coordinator

### **Charge**

The Technology Access Working Group is charged with identifying and procuring the needed equipment for students and faculty in order to successfully support a hybrid or remote learning and working environment. This group should consult with the Office of Purchasing and the VPFA regarding all expenditures.

### **Key Deliverables**

- Ensure an inventory by August 20 of laptops to meet needs of all returning and new students. UCA IT has received the 350 laptops ordered for student disbursement. - COMPLETED
- Create a process for students to apply for laptops, with a plan for distribution and tracking of inventory. Will incorporate the student hardship process.
- Work with the UCA Foundation to set up additional funding avenues for laptop purchases. - COMPLETED
- The university is working with SHI and Zoom to purchase campus wide zoom licensing, this initial purchase will look to fill all gaps. Ongoing - we will create an enterprise solution and look at consolidation of existing accounts - IT has rolled out zoom and created a TDX template to allow for additional users to request a zoom account. - COMPLETED
- The university has purchased DocuSign, initial plans are to focus on 4 documents, 3 from purchasing (emergency purchase justification, purchase justification, purchase change order) and 1 from HR(PAF). The approach will be to have Purchasing champion the project with a train the trainer model, and look to move to an enterprise solution in the future.
- Classroom technology inventory completed, currently collaborating with a small working group to close any gaps.
- IT has created a campus Wi-Fi coverage map and are working with the physical plant to place 117 picnic tables outdoors to accommodate additional physical distancing needs.

## Appendix

The Academic Planning Working Group had three ad-hoc working groups that assisted in various aspects of academic planning. The roster and charge for each group are listed below.

### **Online/Hybrid Attendance Working Group**

Jen Talbot, Group Lead

Amy Hawkins, Group Lead

Vicki Parish

Adam Peterson

Rick Tarkka

Thomas Lowder

Jessica Underwood

Anthony McMullen

Carl Olds

Patty Kohler-Evans

#### **Charge**

The Online/Hybrid Attendance Working Group sought out best practices for defining and recording student attendance in a variety of instructional modes. These options are intended to allow faculty to develop attendance and participation policies that are appropriate for their course goals and are flexible enough to accommodate the intermittent need for remote instruction.

#### **Key Deliverables**

- Identified online attendance and participation considerations.
- Developed a menu of attendance options and scenarios appropriate for various instructional models. <https://uca.edu/cte/instructional-models/#oap>

### **Instructional Technology Working Group**

Trevor Seifert, Group Lead

Matt Tanner

Vicki Parish

Gary Bunn

John Black

Ashton Hankins

Scott Meador

Carla Barber

Jacqueline Rainey

#### **Charge**

The Instructional Technology Working Group was tasked with completing a technology inventory of all classrooms on campus. The group also worked to procure and test technology so that all classrooms are outfitted with the appropriate technology for remote learning.

#### **Key Deliverables**

- The group took an inventory of technology in all schedulable classrooms on campus

- Working with representatives from each College to determine faculty technology needs for the fall semester
- Set up a lab in Torreyson West for faculty to get hands on the technology that might be required for fall instruction
- Working with Purchasing to purchase the required technology, examples of that might be amplification systems, lapel mics, webcams, tripods, etc.
- Currently installing a webcam in all instructional spaces on campus
- Putting together documentation on how to operate the new technology (for amplification, recording, etc.).

### **Instructional Models Working Group**

Gary Bunn, Group Lead  
 Valerie Couture  
 Thomas Snyder  
 Taine Duncan  
 Art Gillaspay

Brent Hill  
 Amy Hawkins  
 Technology support by Susan Hall, Judy Kinnison, and Adam Peterson

### **Charge**

The Instructional Models Working Group was asked to explore alternative scheduling options for face-to-face classes that meet all guidelines for safety and maximum occupancy in classrooms while providing faculty with flexibility to structure classes to meet instructional objectives.

### **Key Deliverables**

- Reviewed instructional models and considered the appropriateness for use in the anticipated fall semester environment.
- Compiled information about these models in a chart format to serve as a "menu of options" for faculty to consider (attached).
- Connected the instructional models options with resources to help faculty implement their selected models.
- Collaborated with other groups such as the technology and communication working groups and Student Support and Resource Center to aid each in their part of the planning process.