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# COVID-19 Update: July 17, 2020

1 message

UCA President's Office <presidentsoffice@uca.edu>  
Reply-To: noreply@uca.edu  
To: FS <fs@uca.edu>

Fri, Jul 17, 2020 at 1:23 PM

Dear UCA Faculty and Staff:

As the Pandemic Planning and Response Team continues to prepare for the fall semester, I would like to remind campus of the efforts we are taking to help protect the health and safety of the UCA community. Below I have provided a summary of some of the issues that we know faculty and staff would like us to address.

## **WHAT TO DO IF YOU ARE SICK:**

As employees return to work, they should sign the [Return to Work Agreement form](#) that advises all employees of when they should stay home due to illness or COVID-19 exposure.

Dr. Randy Pastor has provided detailed information under the [What to do if you are sick](#) section of the coronavirus webpage that advises employees on how to proceed if they feel sick or have been in contact with anyone that has tested positive for COVID-19.

Most insurance plans, including UCA's health insurance plan, cover 100% of the cost of COVID-19 testing. If you need to be screened for symptoms or would like to request a COVID-19 test, please contact your primary care physician or refer to the COVID-19 [screening and testing information](#) on Conway Regional's website. The Student Health Clinic also stands ready to screen employees and refer them for testing.

Remember, if you are sick or have been exposed to someone that has tested positive for COVID-19, you need to follow the orders of your doctor and/or the Arkansas Department of Health before returning to work. **Employees should not report to work if they are awaiting COVID-19 test results.**

The Office of Human Resources and Risk Management can provide employees with additional information on emergency sick leave options available through the Families First Coronavirus Response Act. See the [COVID-19 section](#) of the HR website, or contact HR directly at [humanresources@uca.edu](mailto:humanresources@uca.edu) if you have questions about any available leave options.

## **FACE COVERINGS:**

In order to ensure that we have a safe work environment, all employees are required to wear face coverings when in enclosed areas and when moving through common areas such as bathrooms, stairwells, elevators, hallways, shared workspaces, high-traffic buildings, or other shared spaces. Face coverings should also be worn outside when physical distancing is not possible.

We have many employees that may be vulnerable or live with individuals that are part of a vulnerable population. We must all do our part to respect our co-workers, and that means maintaining distance and wearing face coverings. These measures, combined with regular cleaning and hand sanitization, will help us have a safe and successful fall semester.

Extra face coverings are available through the Purchasing Office. KN95 masks are also available to employees upon request. More information about KN95 masks, along with a request form, may be [found here](#) under “Face Coverings.”

### **RECONFIGURED SPACES:**

The Physical Distancing Working Group, building administrators, Physical Plant, and others are working diligently to reconfigure spaces across campus to allow for social distancing. We currently have more than 3.2 million square feet of building space on campus, so this has been no easy feat. Thanks to all of those individuals that have posted signage, placed floor markings, rearranged high-traffic areas, and prepared options for reconfiguring classroom space. This is still a work in progress, but we know these physical changes are necessary to promote social distancing and keep everyone healthy.

This work has also included the installation of plexiglass dividers in areas where it is deemed appropriate. The installation of plexiglass is ongoing, and I would like to thank the Physical Plant staff for making our work environments safer through these efforts.

If you have questions about reconfiguring your office or work area, please contact the [Physical Distancing Working Group](#) or your building administrator.

### **REMOTE WORK:**

In some circumstances, remote work will continue to be available to employees beyond August 10. Approval of remote work will be made by individual supervisors and will be based on the needs of the department and the ability of the employee to successfully complete their responsibilities on an alternative schedule and/or at a remote location. Remote work and alternative work plans can be submitted and approved using the [updated Alternative Work Form](#) available through the Office of Human Resources and Risk Management.

### **ON-CAMPUS MEETINGS:**

Employees should continue to conduct most meetings via video conferencing. We understand that sometimes it is necessary to meet face-to-face. If meeting physically, please ensure that you are mindful of the face covering and social distancing guidelines outlined above. For face-to-face meetings, we encourage supervisors and meeting hosts to provide a teleconference or videoconference option for employees that may be working remotely.

We have greatly restricted the number and type of external events that we will host on campus this summer and fall. Limiting off-campus visitors helps us reduce the risk of spreading COVID-19. It also ensures that all physical spaces on campus are available for use as we determine if classes or RSO meetings need to be moved to more spacious venues.

### **PPE AVAILABILITY:**

Thank you to the PPE Working Group, the Purchasing Office, and the Physical Plant for obtaining and distributing personal protective equipment (PPE) on campus. We have successfully secured 20,000 UCA-branded face coverings; 5,000 black face coverings; over 71,000 disposable face masks; over 120,000 disposable gloves; over 5,000 KN95 masks; and 2,000 face shields. We have also secured large quantities of disposable gowns, sanitizing wipes and spray, plexiglass, and thermometers.

A process for [requesting PPE](#) is now available through Purchasing. Because of supply-chain disruption, many of your requests for PPE have only been partially fulfilled. We anticipate we will receive additional bulk orders of PPE, as well as bulk technology orders, on a rolling basis. Additional PPE will be distributed to departments as it becomes available. Please limit your request for PPE to what you need in the short term so we can ensure the appropriate supplies are available when all students and faculty return to campus in August.

**CLEANING AND SANITIZING:**

The Physical Plant continues to clean buildings, classrooms, and restrooms on a daily basis, focusing on sanitizing all touch points such as sinks, door knobs/handles, tables, elevator buttons, toilets, faucets, light switches, etc. They are also performing routine maintenance on all heating and air units, which includes changing air filters multiple times a year and cleaning air handlers and air core units regularly.

Our response to COVID-19 is ongoing, and we appreciate the questions and suggestions that we are receiving from faculty and staff. I want to thank the Pandemic Planning and Response Team and Working Groups that are representing all of campus during this complex and uncertain time. Returning to campus this fall will be a team effort, and we are so proud of the work that is being done to respond to these unprecedented challenges.

As a reminder, the [coronavirus webpage](#) includes the most up-to-date information regarding the measures we are taking to ensure a safe return to campus. Additionally, if you have suggestions, questions, or feedback, you can always email [coronavirus@uca.edu](mailto:coronavirus@uca.edu).

Please know that we continue to focus on the health and safety of students, faculty, and staff in our planning for the fall, and we rely heavily on guidance from the CDC, Arkansas Department of Health, regional medical partners, and the Student Health Center in making decisions that affect all of us.

Sincerely,

Houston Davis  
President