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## COVID-19 Update: May 15, 2020 - Resources for Phased Return

1 message

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**UCA President's Office** <presidentsoffice@uca.edu>

Fri, May 15, 2020 at 12:00 PM

Reply-To: noreply@uca.edu

To: FS <fs@uca.edu>

Faculty and Staff:

I am reaching out today to share a few important updates with you regarding plans for our phased return to campus and the fall semester.

First, I would like to let you know that I have accepted an invitation to join the Higher Education Working Group for the Governor's Economic Recovery Task Force. The group will be working closely with members of the Economic Recovery Task Force as well as representatives of the Arkansas Department of Education and the Arkansas Department of Health to develop strategies to help the state move forward. I participated in the first meeting yesterday, and it centered on planning and preparation for reopening colleges and universities in August, with a specific focus on testing and tracing capacity. The work of this group has just begun and will continue for at least the next eight weeks. We are pleased to have a seat at the table to ensure that the policies and procedures we plan to implement are consistent with those of the state of Arkansas.

Last week I referenced our internal working groups that are tasked with preparing for all aspects of our phased return to campus this summer and our opening to students in the fall. These ad hoc groups are an extension of our Pandemic Planning and Response Team. We know employees and students will have many questions about what to expect as we return to campus, and we will be updating you as both information and guidance are finalized.

Attached is a PDF that contains a description and current roster for each working group. Leadership for each group was pulled from the Pandemic Planning and Response Team, and group members were selected based on their functional or content-specific role. Groups are consulting with other key stakeholders on and off campus as they conduct their work. Below, find a listing of those working groups.

- Pandemic Planning and Response Committee is aided by:
  - Academic Planning Working Group
  - CARES Act Working Group
  - Communications Working Group
  - Emergency Student Grant Committee
  - HR & Legal Working Group
  - International Engagement Working Group
  - Physical Distancing Working Group
  - PPE Working Group
  - Technology Access Working Group
  - Test, Trace, & Isolate Working Group

Finally, last week we emailed a [framework](#) for a phased return to campus for faculty and staff. In just a few minutes, you will receive an email from the Office of Human Resources that will point you to several important documents and tools that are intended to answer many of the questions and concerns you

may have as we navigate personnel matters in the coming months. The communication from HR initially links to a set of frequently asked questions about returning to work and working remotely, important forms that will be available through HR, including an internal form to document an employee's approved remote work assignment, and a schedule of Zoom training opportunities for supervisors regarding our upcoming mode of operation.

Thank you again for your patience, positive attitudes, and tireless work as we all prepare for a safe, smooth transition back to campus.

Sincerely,

Houston Davis  
President

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 **Pandemic Working Groups Roster 5.15.20.pdf**  
85K

# **PANDEMIC PLANNING TEAM & EXPANDED WORKING GROUPS**

## **Pandemic Planning Team**

Dr. Houston Davis, Group 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

### **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.

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

Dr. Randy Pastor, Group Lead, and working initially 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.

## **Academic Planning Working Group**

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

## **PANDEMIC PLANNING TEAM & EXPANDED WORKING GROUPS**

Dr. Kevin Thomas  
Council of Deans

### **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.

### **CARES Act Working Group**

Diane Newton, Group Lead  
Andrew Courtway  
Warren Readnour  
Cheryl Lyons  
Sandra Ott  
Cassandra McCuien-Smith  
Terri Canino  
Jennifer Newton

### **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.

### **Communications Working Group**

Amanda Hoelzeman, Group Lead  
Dr. Houston Davis  
Amy Whitehead  
Mark Heffington

### **Charge**

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

# **PANDEMIC PLANNING TEAM & EXPANDED WORKING GROUPS**

## **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 \$200,000, 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.

## **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.

## **International Engagement Working Group**

Dr. Phillip Bailey, Group Lead  
Ashley Pettingill  
Dr. Stephanie McBrayer  
Dr. Randy Pastor  
Ross Duncan  
Jim Nabors  
Sarah Habtemariam  
Pamela Woodard George

## **PANDEMIC PLANNING TEAM & EXPANDED WORKING GROUPS**

### **Charge**

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

### **Physical Distancing Working Group**

John Fincher, Group Lead

Hank Phelps

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.

### **PPE Working Group**

Ronnie Williams, Group Lead

Diane Newton

Cassandra McCuien-Smith

Amy Whitehead

Dr. Kurt Boniecki

Larry Lawrence

Amanda Horton

Melanie Watson

## **PANDEMIC PLANNING TEAM & EXPANDED WORKING GROUPS**

### **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.

### **Technology Access Working Group**

Trevor Seifert, Group Lead

### **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.