



---

## Update on planning for phased return to campus

1 message

---

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

Thu, May 7, 2020 at 3:24 PM

Reply-To: noreply@uca.edu

To: FS <fs@uca.edu>

Faculty and Staff:

As the situation with COVID-19 continues to evolve, I want to update you regarding our current operational approach and our plans to restore more normal university operations in June, July, and August.

As you are probably aware, Gov. Hutchinson began lifting restrictions in Arkansas on Monday, May 4. From the beginning of our work around COVID-19, we have built all university planning scenarios using four to six weeks beyond peak to allow for a careful and measured approach that maintains the health and safety of our UCA community. Five weeks from May 4 is Monday, June 8, and that will be our target date for beginning a phased approach for 12-month faculty and staff to return.

**Between now and June 8, we will keep our current operational approach in effect.** We are asking all employees to continue to telecommute, with supervisors providing guidance to employees relative to required onsite presence. Beginning June 8, all remote work assignments will need to be detailed in advance with signoff between supervisor and employee as well as clear assignments and deliverables outlined. The remote assignment plan will be evaluated every two weeks for continuation and must be renewed for each subsequent phase of our return to work. An internal form to document an employee's approved remote work assignment(s) will be released to campus in the coming days.

On **Monday, June 8**, we will begin a two-week period that will involve **all essential personnel** reporting to campus, though shifts will be emphasized and some remote work used to promote staggered schedules. Essential personnel will be determined by supervisors in consultation with their respective vice president. Starting on **Monday, June 22**, we will begin a two-week period where **all other personnel** will report to campus. Some remote work will continue to allow the shift approach and staggered schedules for units. Please note that during the phases between June 8 and July 5, all vulnerable individuals will continue to exclusively work remotely. More information will be provided in the coming days regarding the federal and state definitions of vulnerable status and our plan for documentation.

From **Monday, July 6 through Sunday, August 9**, we will begin a month-long period in which a four-day flex schedule can be employed by supervisors and units. During this time, remote work can continue to be employed, if possible and appropriate, to create shifts within units. Vulnerable individuals may continue to work remotely if a clearly documented and assessed remote assignment is available. Otherwise, sick leave and other leave options must be used. More information will be provided in the coming days regarding these leave options.

Beginning **Monday, August 10**, all employees are expected to report to work in person. Vulnerable employees may be allowed to continue to work remotely if approved by their supervisor. Now and at all times, an emphasis on good hygiene will be maintained, with hand sanitizing stations placed in locations across campus. Meetings should continue to be done virtually via video conferencing. Face coverings will be required in closed spaces and when social distancing is not possible. University-wide cleaning protocol will ensure that

high-traffic areas and frequently used items and surfaces are disinfected as much as possible. Common areas of the campus will have restricted use throughout the coming months.

As we progress toward June 8, our Pandemic Response and Planning Team is being aided by several working groups that are adding details to this broader framework. Those details will include much more information regarding our instructional and operational strategies for the fall semester. They will also include the work being done to procure the necessary masks and face coverings to accommodate the needs of students, faculty, and staff. The summer months provide us with valuable time to make adjustments and arrangements as we prepare for classes resuming on August 20.

For your reference, attached is a working document that provides some of the same timeline for our reopening phases and hopefully provides you further context for the planning that is ongoing. As noted in that working document, **all of this is subject to change**, including the anchor dates used to build the scenarios. As has been true since March 1, we will be guided primarily by health care expertise as the leadership team makes careful judgements about the coming academic year.

Thank you all for your patience and incredibly positive attitudes as we navigate these uncharted waters.

Sincerely,

Houston Davis  
President

## Working Notes of a Phased Approach for Reopening UCA -- Updated as of May 7, 2020

The Governor began lifting restrictions on **Monday, May 4th**. From the beginning of our work around COVID-19, we have built all university scenarios using four to six weeks beyond peak. Five weeks from May 4th is **Monday, June 8th**.

- The following assumes that we will **continue** with our current operational strategy (maximizing remote work) **until June 8 with supervisors providing guidance to employees relative to required onsite presence**.
- The “**phased approach**” beginning June 8 assumes that physical distancing and campus traffic are addressed by shifts and continuing to encourage remote work when possible. Beginning June 8th, **all remote work assignments will be detailed in advance with clear assignments and deliverables outlined**. The remote assignment plan will be evaluated every two weeks for continuation and must be renewed for each subsequent phase.
- In all phases, an emphasis upon good hygiene will be maintained with hand sanitizing stations throughout campus and offices. Meetings should continue to be done virtually via Zoom and similar. Face coverings will be required in closed spaces and when social distancing is not possible. University wide cleaning protocol will ensure that high-traffic areas and frequently used items and surfaces are disinfected as much as possible. Common areas of the campus will have restricted use throughout the coming months.
- As we move from summer into the fall semester, the university will procure masks for those professionals requiring that level of PPE and appropriate cloth face coverings for all other students, faculty, and staff.
- In all phases, any employee who feels sick should stay home and should contact and follow the advice of their medical provider. Sick leave policy is to be utilized. The UCA Student Health Center will provide temperature checks as well as guidance and direction on testing, tracing, and isolating.
- ALL of this is subject to change including the anchor dates used to build the scenario. As has been true since March 1st, we will be guided primarily by health care expertise.
- Employees considered to be vulnerable will have to document their status via a process in development by Legal and Human Resources. According to the federal government’s “Opening Up America Again” guidelines, **vulnerable** individuals are defined as: 1. Individuals 65+ of age, and 2. Individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.

Current Operational Mode: <b>March 23 - June 7</b>	Maximize remote work with supervisors providing guidance to employees relative to required onsite presence.	Good hygiene. Minimal on campus time. Social distancing and face coverings <b>required</b> of employees in closed areas and when social distancing is not possible. No gatherings of 10 or more.	Vulnerable individuals exclusively working remotely.
Phase 1A: <b>June 8 - June 21</b>	Phased approach across two weeks for <b>essential</b> personnel only.	Good hygiene. Social distancing. Face coverings <b>required</b> of employees in closed areas and when social distancing is not possible. Disinfecting high traffic areas. Avoid gatherings of 10 or more.	Vulnerable individuals work remotely through July 5.
Phase 1B: <b>June 22 - July 5</b>	Phased approach across the next two weeks for <b>all other</b> personnel.	Good hygiene. Social distancing. Face coverings <b>required</b> of employees in closed areas and when social distancing is not possible. Disinfecting high traffic areas. Avoid gatherings of 10 or more.	Vulnerable individuals work remotely through July 5.
Phase 2: <b>July 6 - August 9</b>	Summer flex schedule with encouragement of four day week (M-Th, Tu-F) and remote work.	Good hygiene. Social distancing. Face coverings <b>required</b> of employees in closed areas and when social distancing is not possible. Disinfecting high traffic areas.	Vulnerable individuals continue to work remotely if possible. Otherwise, standard sick leave and/or FMLA.
Phase 3: <b>August 10 - TBD</b>	Resume normal operational schedule for fall semester.	Physical distancing protocols implemented across campus. Face coverings <b>required</b> of employees in closed areas and when social distancing is not possible.	Vulnerable individuals continue to work remotely if possible. Otherwise, standard sick leave and/or FMLA.

## **Current Status of Planning for Instructional Delivery**

### **Summer Academic Terms:**

All UCA classes will be **online** for May Intersession, Summer I, and Summer II.

### **Fall Academic Terms:**

Classes for the fall **will begin August 20, 2020** regardless of instructional mode. While decisions **have not been made** regarding our mode of operation for fall semester and will not be made until we have more information regarding state physical distancing requirements and COVID-19 conditions, the university is planning for several scenarios including:

1. Opening for the fall semester on the normal schedule with contingencies to transition to online if required.
2. Conducting the entire fall semester online.
3. Conducting the fall semester with a phased approach that maximizes face to face time prior to traditional flu season and moves to remote after November 15 with no return to campus until after MLK Day in January.

## **Working Groups Supporting the Pandemic Planning and Response Team**

International Engagement

Technology Access

Communications

Academic Planning

Human Resources and Legal

Emergency Student Funding

Physical Distancing

CARES Act

Personal Protective Equipment (PPE)