



UNIVERSITY OF THE SOUTHWEST

Campus Wellness Plan¹

¹Modified from:

https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf

Personnel Guidelines (All Departments)

USW personnel across departments will follow the guidelines below:

- Avoid office gatherings, break rooms, and unnecessary visitors in the workplace.
- Conduct meetings virtually (via Zoom) whenever possible.
- Monitor for presence of COVID-19 symptoms (see <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>). Staff will self-certify that they are healthy before beginning a workday by acknowledging they:
 - Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.
 - Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
 - Have not been asked to self-isolate or quarantine by their doctor or a local public health official.
- Stay home (or leave the workplace) and notify the supervisor if symptoms develop.
- Wear masks or face coverings in all public spaces and spaces used by multiple people.
- Routinely clean/disinfect workstation.
- Know where to find local information on COVID-19 and local trends of COVID-19 cases.

Supervisor Guidelines (All Departments)

Supervisors will follow the guidelines below for protecting the health of their employees and reducing transmission:

- Conduct meetings electronically, even when working on campus. If meetings cannot be conducted virtually, keep participation to fewer than 5 participants and enforce appropriate physical distancing and wearing of masks or face coverings.
- Encourage those with increased risk of severe illness or over the age of 65 to continue working remotely and avoid gatherings of greater than 5 or other situations of potential exposures, including travel.
- Consider phased return of employees to no more than 30% of the workforce at a time, staggering every 2–4 weeks for full return. Depending on the size and needs of the workforce, the percentage may vary
- Stagger shifts to reduce the number of people in the workplace at the same time.
- Gauge employee willingness to volunteer to be the first to return and prioritize those with the greatest ability/desire to return, while paying attention to individual risk factors.
- Allow those who can work effectively from home to be the last to return and/or delay their return to the campus.
- Encourage single occupancy in work rooms.
- Encourage use of disinfectant products and cleaning supplies so employees can frequently clean their own workspaces.
- Post and promote prevention strategies:
 - Wash hands frequently.
 - Maintain physical distance: stay 6 feet apart at all times.
 - Know the signs and symptoms of COVID-19 and what to do if symptomatic:
 - Stay home when you are sick (or leave work immediately) and notify your supervisor.
 - Call your health care provider's office in advance of a visit.
 - Limit movement in the community and wear a face covering in public.

Physical Plant Guidelines

The recommendations below will be followed for the use of on-campus facilities:

- Maintain at least 6 feet between workstations/workers.
- Place appropriate signage at entrances indicating how to proceed.
- Identify and follow allowable occupancy guidelines in order to control workflow and/or establish maximum attendance.
- Make face coverings available throughout campus (spirit store).
- Post maximum occupancy in common break areas and configure to accommodate appropriate physical distancing.
- Provide sanitizing supplies for individuals to clean their areas before and after use.
- Remove high-touch items such as magazines, common pens, etc.
- Provide hand sanitizer at all entrances and high-traffic areas.

- Identify frequently touched areas (doors, cabinets, etc.) and provide routine cleaning of such areas.
- Implement and use no-touch appliances/dispensers when possible (restrooms, water stations, etc.)
- Monitor and secure inventories of PPE, hand sanitizer, wipes, cleaning products, and hand soap.

Academic Affairs Guidelines

Planning for on-campus courses includes these strategies guided by public health considerations to resume in-person instruction which include:

- Implementation of a HyFlex/hybrid+ mode of instruction across programs and colleges..
- Limitation of the number of attendees for in-person courses/sections. In most cases, all in-person courses/sections will be limited to fewer than 15 participants and also utilize other physical distancing measures.
- Implementation of close monitoring and tracking of in-person attendance and seating arrangements to facilitate contact tracing in the event of an exposure
- Development of a physical distancing plan for each course that includes:
 - Number of students and faculty present in each session.
 - Length of session.
 - Nature of activities.
 - Mechanisms to conduct student and faculty symptom checks.
 - Public health practices: face coverings, 6 feet of physical distancing, cough/sneeze etiquette, hand hygiene.
 - Provisions for hand sanitizer and enhanced cleaning.
 - Instructions to participants on the course- specific physical distancing protocol.
 - Availability of remote options.
- Development of attendance and excuse policies that acknowledge and support students who become ill without creating barriers and without requiring unnecessary visits to health facilities for documentation of illness.
- Encourage faculty-student communication regarding health status and any changes in their ability to complete coursework and academic responsibilities.
- Identification of resources for students with learning disabilities or difficulties with remote learning platforms.

Housing Guidelines

Modifications to decrease the risk for exposure within traditional residence halls, campus apartments/suites, campus fraternity/sorority houses, and other on-campus housing arrangements, include:

- Single resident per room.
- Requirement of personal face coverings in common areas.
- Frequent reminders of proper hand hygiene (verbally, posters, videos) with hand sanitizer widely available in common areas and rooms.
- Enhanced cleaning and sanitation protocols in all common areas.
- Expanded use of signage specific to public health and safety information.
- Training on public health measures and signs/symptoms of COVID-19 for all live-in professionals, graduate hall directors, residence advisors (RA), and others in similar roles.
- Increased wellness checks and expanded RA coverage.
- Restrictions on guest access.
- Express orientation and check-in/out process.

Isolation and Quarantine

USW will proactively identify appropriate residential spaces and reserve those spaces in the event of needed isolation or quarantine of a student(s). If on-campus housing is nonexistent, unavailable, or unfeasible, the college/university will identify off-campus options for the isolation and quarantine of residential students.

- A protocol will be made available to all individuals involved in the management of isolation spaces and its procedures.
- The isolation and quarantine rooms will be physically separated from other residential student rooms.
- The rooms will have private bathroom facilities and be stocked with a thermometer, sanitizing wipes, tissues, soap, hand sanitizer, and toiletries.
- Student health services staff will remotely monitor students on a daily basis (temperature checks and symptom screening) and transfer to an on- or off-campus site for a clinical evaluation if symptoms advance or the patient requests.
- For students on the campus meal plan, dining services will arrange food delivery in collaboration with housing/residence life staff.

Dining Guidelines

Campus dining options will include the following guidelines:

- Requiring all dining facility staff to wear face masks and gloves at all times while working and interacting with the public.
- Requiring employees to follow infection prevention guidelines including:
 - Staying home when ill.
 - Practicing physical distancing whenever possible at work.
 - Practicing proper hand hygiene.
 - Avoiding touching the eyes, nose, and mouth with unwashed hands.
 - Cleaning and disinfecting frequently touched surfaces throughout the workday.
 - Undergoing temperature checks prior to shift.
- Requiring all customers/diners to wear face masks or coverings while in the facility. Since an individual cannot eat and drink while in a mask, masks will be worn during movement in the facility and can be removed when sitting and dining. This further emphasizes the need for physical distancing of patrons and additional discussions of providing only takeout options during the initial phases of re-opening.
- Limiting the number of individuals dining in a single facility at one time. The number will be chosen with the goal to achieve appropriate physical distancing of diners. Possible approaches include:
 - Access control: once the target number is reached, students are only allowed to enter when another customer leaves.
 - Cohort dining: established dining times admitting a specific group of customers/diners.
 - Physically spaced (6-foot) floor markers for waiting lines outside and inside the facility.
 - Appropriately spaced and limited numbers of tables and chairs per table.
 - Eliminating buffet-style self-serve food or beverage stations and replacing with staff-served meal stations.
 - Providing a bagged take-out meal option at every meal. Consider kosher, vegetarian, vegan, and gluten-free options, as requested or appropriate to the customer base.
 - Arranging food delivery to students in isolation or quarantine.

Athletics Guidelines

Student athletes are first and foremost students. Athletics and sports medicine programs must ensure department policies, procedures, and communications regarding COVID-19 align with institutional, CDC, federal, state, tribal, territorial, or local public health guidelines and requirements. In preparation for a partial or full resumption of intercollegiate athletics activities, including practice and competition, athletics and sports medicine programs will consider the following:

- Adequate availability of recommended PPE
- COVID Questionnaire screening prior to arrival
- In depth modifications made in:
 - Training Room (PPE, Physical distancing, mobile training room)
 - Locker rooms (Physical distancing, use based on recommendation by CDC and NAIA)
 - Practice sessions (Temperatures regularly checked, utilization of personal equipment, limit practice size sessions, sanitization recommended by CDC)
 - Team Functions (limit team meetings, small study sessions, limit of team bonding activities)
 - Weight room (deep sanitization after each use, spacing of equipment, limit capacity in room)
- Contingency plan for isolation and quarantine for onset of illness and/or exposure during athletics-related travel and competition
- CDC guidelines for athletic trainers and staff
- Other recommendations to soon follow based on NAIA guidelines