



Stage 4 COVID-19 Campus Reopening Plan

Date: August 26, 2020

Effective: August 12, 2020

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This document provides guidance specific to the University of Evansville that will allow the campus to manage operations in a safer and more effective way throughout the COVID-19 pandemic. The objective is not to eliminate all potential risks, but to provide a guide for operations within the pandemic environment.

This stage is in effect starting August 12, 2020 until further notice. Campus is officially open, and all buildings are open and staffed.

The University of Evansville will continue to adjust policy and guidance based upon the latest public health information, regulatory guidance, and peer best practices.

Coronavirus Healthcare Task Force

The University created a Coronavirus Healthcare Task Force on March 3, 2020, to establish a collaborative approach to decisions during the pandemic. The team consists of essential departments and/or areas including:

- Dean of Students (Residence Life, Student Life, Security)
- Academic Affairs
- School of Public Health
- Health Center Operations and Dr. Chad Perkins from Ascension St. Vincent
- Campus Operations (Finance, Accounting, Human Resources, and Dining Services)
- Environmental Services
- Admission
- Students
- Athletics
- Technology Services
- Marketing and Communications
- School of Health Sciences (Public Health)
- Department of Biology
- Harlaxton College

The purpose of this task force is to:

- Identify critical operations and staffing needs.
- Update cleaning and sanitization protocols as needed.
- Develop communications to all stakeholders.
- Establish guidelines to minimize or eliminate campus visitors and determine reopening procedures.
- Determine how to report confirmed/suspected/quarantined cases.
- Establish and manage University business travel restrictions and establish guidelines.
- Complete checks to ensure protocols are in place.
- Ensure strong documentation and data control practices.
- Develop and implement clear communication to employees of new processes and expectations prior to their return to work.
- Develop education regarding hygiene, use of PPE, social distancing, and cleaning protocols.

The task force is developing specific plans that address the unique needs of our campus community. These plans are aimed at providing the safest experience possible to protect all members of the UE community.

1. Create a culture of safety.
2. Implement health education and safety protocols.
3. Adapt physical spaces.
4. Provide a range of academic environments.
5. Provide support.
6. Provide clear and consistent communication.
7. Anticipate contingencies.

Create a Culture of Safety

Each member of the UE community is responsible for protecting all members of the community. The culture of safety is a commitment by everyone to follow the guidelines set forth in the plan:

- **Be Safe.** Practice critical personal safety practices including wearing masks/face coverings, observing enhanced personal hygiene practices including frequent hand washing and sanitizer use, adhering to safe social distancing practices, and following all safety instructions and signage.
- **Report.** Self-monitor and report all COVID-19 symptoms and self-isolate if feeling ill.
- **Support.** The community is expected to be supportive and collaborative and follow the established guidelines.

The Student Government Association has developed a [Purple Pledge](#) that is an opportunity for the entire UE Community to commit to keeping our entire community safe.

Implement Health Education and Safety Health Protocols

- Adapt student activities to minimize the risk of COVID-19 transmission and set the stage for a culture of health and safety.
- Follow appropriate guidelines for protecting yourself and others.
 - Wear mask/face covering.
 - Wash hands regularly and use anti-microbial hand sanitizer after touching objects or surfaces (Hand-sanitizer stations will be strategically placed on campus).
 - Avoid touching your face as much as possible.
 - Adhere to safe social distancing practices.
- Individual buildings will have specific guidelines that will be posted and communicated to the community.
- Events involving visitors to campus will be reduced and carefully monitored.
 - High-traffic areas and areas with frequent off-campus visitors will be provided with infrared thermometers to monitor temperatures and plexiglass barriers and use appropriate floor signage and physical signs to direct others to maintain safe distances.
- All students, faculty, and staff will monitor for and report all symptoms of COVID-19.

Masks and/or Face Coverings

- All students, faculty, staff, and visitors will be required to wear a mask or face covering when inside and when outside in proximity to others.
 - Masks or face coverings may be removed when inside of a private building space, such as an office or in a residence hall room where a student resides. They can also be removed in cubicles or workspaces that are spaced at least six feet apart and have vertical barriers in place between workstations.
 - Masks or face coverings are required outdoors when distancing cannot be achieved.
 - Each UE student, staff, and faculty will be provided with one face covering.
 - Disposable masks will be provided for campus visitors who do not have their own masks.
 - UE recognizes that some individuals may have medical cause for not wearing a mask or face covering. In these cases, accommodations can be made.
 - Students contact the [Office of Disability Services](#)
 - Employees contact the [Office of Human Resources](#)
 - Student mask distribution:
 - For students who will be living in campus housing, they will receive their mask when they pick up their key.
 - For students who reside in Fraternities who are not part of the University village system, masks for the students will be distributed by their chapter.
 - For students who commute to campus, there will be a distribution station at the welcome center in Ridgway University Center from 10:00 a.m. to 2:00 p.m. when classes begin.
 - The University [Mask and Face Covering Policy](#) is available online.

Safe Community for Everyone

- These protocols apply to anyone on campus, including but not limited to all students, staff, faculty, contractors, vendors, suppliers, and visitors.
- The hope is to achieve voluntary compliance. It is a shared responsibility of all those in the campus community to be supportive, collaborative and treat each other with respect and dignity at all times.
 - Failure to comply with these protocols may result in disciplinary action through the Office of the Dean of Students (students) or Human Resources (employees).

Expectations for Health Screenings, Safe Practices, and Safe Living Environments

- Before arriving back to campus, all students and employees will be required to complete online training regarding the new COVID-19-related expectations, such as possible required health screenings and/or COVID-19 testing.
- The University will incorporate safety practices that de-densify activities that have traditionally been congested.

Health and Wellness Screening

- All members of the campus community should take their temperature at least once, and preferably twice a day, and should not come to work/class with an elevated temperature of 100.4°F (38°C) or higher.
 - As a person mounts an immune response, the body may raise the temperature in order to combat the infection. By medical definition, an individual has a fever (or febrile illness) when the body temperature reaches or exceeds 100.4°F (38°C).
- Individuals should not come on to campus while showing any of the following symptoms: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, lack of appetite, diarrhea, and vomiting.
 - If an individual is ill, they are required to stay home.
 - Those who suspect that they might have COVID-19 should use the self-reporting tool to report it.
 - If any of the following scenarios occur, individuals should seek medical care.
 - If an individual has COVID-19 symptoms.
 - If an individual has been exposed or within close contact to someone with COVID-19.
 - If an employee develops symptoms while at workplace.

Exposure and Testing for COVID-19

The individual must complete the [Exposure, Testing and Confirmed Diagnosis form](#), an online self-reporting tool, to appropriately notify the University.

- **Exposure to COVID-19** is defined as being in close proximity for fifteen minutes (according to the ISDH and CDC) or more with someone who tests positive for COVID-19, with or without a face covering.
- You may also contact the [Office of the Dean of Students](#) by calling 812-488-2500 or by email at deanofstudents@evansville.edu for additional assistance
- **Do not visit the University Health Center.** This is a “clean clinic,” and will not be testing or accepting COVID-19 patients. If you are experiencing COVID-19 symptoms and would like a referral or to talk to someone, you can reach the Health Center at 812-488-2033
- Resources for testing are available in Indiana through medical providers:
 - **Ascension St. Vincent Evansville**
 - Ascension requires an order or referral from a medical professional to receive COVID-19 testing. This allows us to confirm your diagnosis and follow-up with next steps with a primary care provider (PCP) to appropriately treat symptoms.
 - Students seeking testing may call their Primary Care Provider or the Student Health Center at 812-488-2033. The Student Health Center hours during the term is 8:00 a.m. - 5:00 p.m., Monday – Friday.
 - The [Ascension Online 24/7 Care](#) using your smartphone, tablet or laptop.

- **Deaconess Health**
 - If you have been exposed or near someone who has tested positive for COVID-19 and are not experiencing symptoms, you can seek COVID-19 testing at a Deaconess facility. Appointments can be [scheduled online](#) for the Deaconess test sites at Lynch Road, Downtown, Henderson and Gibson County.
 - If you are currently experiencing symptoms of COVID-19 and need a medical evaluation, you can receive an evaluation and testing if necessary, through Deaconess. Your appointment can be [scheduled online](#) for Urgent Care locations at North Park and Gateway and the Respiratory Clinic at Deaconess Clinic Downtown.
- **OptumServe**
 - OptumServe has a list of Indiana COVID-19 testing sites is available on the Indiana State Department of Health [website](#).
- For individuals using public transportation to travel to testing sites, it is imperative that you wear a mask or face covering and practice social distancing as much as possible. The [Metropolitan Evansville Transport System](#) (METS) public bus access and other transportation services (i.e. taxi, Uber, Lyft), will not allow passengers to travel without wearing a mask or face covering.

Guidance for Isolation and Quarantine

- **Tested Positive:** Tested Positive: Individuals who are symptomatic and test positive for COVID-19 should self-isolate until they are fever free for 24 hours without fever reducing medications and 10 days have elapsed since the symptoms first started. If the individual is asymptomatic, they will need to isolate for ten days after the positive test.
- **Exposure:** Anyone exposed to COVID-19 should stay home and quarantine for 14 days after their last contact with a person who has the virus.
- **Returning to Campus:** You should not return to campus until you have met the CDC's criteria to [discontinue home isolation](#).
- **Recovery:** If a person has been diagnosed positive with COVID-19 within the last 3 months and is identified as a close contact, then that person will not need to self-quarantine if asymptomatic. If symptoms of COVID-19 are present, then the individual should self-quarantine and get tested for reinfection.

In the event of a positive case of COVID-19

In the event of a positive COVID-19 diagnosis, the following plan will be implemented:

- Establish a communication plan.
- Work with local health officials and the health department as appropriate.
- Determine location of possible exposure and set isolation requirements.
- Implement contact tracing and quarantines as appropriate.
- Follow cleaning protocol.
- Capture data on dates of first reported diagnosis and clearance for return to work/campus.
- Provide resources for individuals and the entire UE Community

Contact Tracing

The ability to test and trace individuals who have been infected by COVID-19 is key to containing the spread of the virus. Anyone who comes into close contact with someone who has COVID-19 is at increased risk of becoming infected themselves, and of potentially infecting others. Contact tracing can help prevent further transmission of the virus by quickly identifying and informing people who may be infected and contagious, so they can take steps to not infect others. In collaboration with external healthcare providers, the University has created capabilities to perform [contact tracing](#) through resources of the University. Contact tracing will be done through a remote interviews.

The goals of referring for testing include:

- Protecting the most vulnerable.
- Caring for symptomatic and sick individuals.
- Managing the spread of the virus.

UE has established guidelines for contact tracing according to professional public health standards. If you are tested and found to be positive, you will be contacted by trained contact tracing personnel and you will need to provide information about your recent contacts. All faculty, staff, and students will be asked to agree to comply with contact tracing protocols in order to reduce the exposure of COVID-19 quickly and effectively. All members of our community are expected to cooperate with the Contact Tracing System.

Information collected will be kept confidential and will only be provided to the Indiana State Department of Health and Vanderburgh County Health Department for epidemiologic purposes. All contact tracers will sign a confidentiality agreement and will abide by the Family Educational Rights and Privacy Act (FERPA).

Workspace Social Distancing

- Employees will follow appropriate guidance regarding social distancing whenever possible.
- Employees who need to access their offices or other campus spaces to work effectively may do so as long as they can maintain social distance with others. Ideally, employees should work in an office with a closed door.
- In all cases, workspaces must be spaced with at least six feet between them.
- Modify layout of break rooms, office workspaces, and lunchrooms to reduce the number of people and increase the amount of space. Eliminate the common shared break room and/or a coffee pot and other “kitchen items.”
- When possible, use alternative work schedules to create limited contact with others.
- Use teleconferencing platforms (i.e. Zoom), even if all participants in the meeting are on campus.
 - If in-person meetings are necessary, strictly adhere to social distancing guidance and minimize number of participants.
- If a workspace is remote or a closed door can be used for self-isolation, employees are expected to do so.
- If individuals work in a high contact area and come in proximity with others, use appropriate floor signage and physical signs to direct others to maintain safe distances.

- Limit interaction between individuals.
- All individuals must wear protective gear, including a mask or face covering, when traveling to and from workspace when inside and interacting with others.
- Workstation pre- and post-shift cleaning and disinfecting includes using disinfectant wipes or other equipment to disinfect computer surfaces, desktops, door handles, light switches, or other surface areas that you touch.
- Wash hands regularly and use anti-microbial hand sanitizer after touching objects or surfaces.
- Reduce or eliminate the sharing of office equipment and the transmission of paper documents between employees.

Adapt Physical Spaces

De-densify Spaces

- Classrooms, living spaces, dining hall, and libraries will be de-densified to allow for safe social distancing, with an enhanced commitment to the health and safety of our campus community.
- Additional spaces for study will be available throughout campus.
- When possible, classrooms and other instructional spaces should be redesigned to limit close contact between students.
- Student occupant capacities in **all classrooms will be reduced by approximately 50 percent**, or maximum occupancy will be posted for spaces that allow for additional social distancing.
- In classrooms, a safe distance of at least 10 feet will be maintained, whenever possible, between the instructor and the students, and appropriate accommodations will be made to protect instructors and students
 - Instructors may wear a face shield rather than a mask if a distance of 12 feet can be maintained at all times between the instructor and all students. Otherwise, instructors must wear a face mask.
 - Students must wear masks or face coverings at all times unless specific accommodations have been made through the office of disability services.
 - Classroom protocols, including new entry/exit procedures and additional disinfection and cleaning procedures, will be established.
 - Additional barriers will be provided in instructional labs and other spaces where occupancy of more than 50 percent occupancy must be maintained.
 - Additional personal hygiene measures will be required for common contact points in more interactive teaching environments.
 - Dining
- There will be adjustments to **food service and seating** to follow recommended practices for community dining.
- Carry-out options and increase the use of sustainable, disposable products.
- Self-service stations will be eliminated, and protective barriers will be installed at all points of service.
- All food service lines will be clearly marked for proper social distancing.

Phased Move-in

A phased move-in approach has been implemented for moving into residence halls. With the recent adjustments of the start of the semester to August 26, students will receive an email by July 30 from residence life with a link to update their scheduled a move-in appointment.

- **New students will move in August 20-21:**
 - New international students
 - New Transfer students participating in Welcome Week
 - Welcome week is scheduled for August 22 through August 25.
- **Returning students will move in August 23-25:**
 - All returning Students
 - New Transfer students who are not participating in Welcome Week.

For those who need to move in earlier than these dates, students can fill out an [Early Move-In Request form](#). These are due by August 2. A response will be sent out the week of August 3.

With the changes in our start date, the University will be flexible with students to help accommodate move-in. Further details are forthcoming.

- **Housing and Food Service Contract 2020-21** - Before you apply for a check-in slot, you must go to [WebAdvisor](#) and sign the Addendum to your housing and Food Service Contract. It is located under “Housing and Meal Plans”.
 - Once you have signed your addendum you can register for a designated 3-hour move-in time to accommodate social distancing guidelines. Watch for an email from Residence Life.
- **Before your Arrival** - As you make plans to return to Evansville in the next few weeks, we ask that you consider the best practices for minimizing the risk of COVID-19 exposure by practicing good hand hygiene, social distancing, and wearing a mask or face covering. Depending on your location and the positivity rate of COVID-19 cases in your area, we ask that you consider a two-week self-quarantine period prior to traveling to Evansville as an effort to minimize the possibility of transferring exposure to the campus community.

Residence Halls

The University is taking several measures to reduce the potential exposure and spread of the COVID-19 Virus. The following measures have been taken or are being proposed to address this new normal.

Reducing Density on Floors

- Housing Assignments have been adjusted to spread students across the campus more evenly with a maximum of 25 students per residential floor sharing the same common area bathroom. Additional floors have been opened to accommodate the reduction of density.
- The construction project for a new residence hall has been put on hold for a year to support changes in occupancy density. Both Morton and Hale will be populated with new

students in a new coed concept. Hale and Morton are no longer single gender Halls (Brentano is still all-female). Hale is coed by floor. Morton is coed by side of floor – half men and half women (There are two bathrooms on these floors).

- Additional RA staff have been hired to supervise students within this new configuration.

Room Occupancy

- Rooms will remain double occupancy and roommates will be viewed as a family unit.
- Students are not required to wear masks / facial coverings in the privacy of their own room and with a roommate.

Visitors and Guests

- Students are allowed to have up to one visitor in their room (a maximum of one visitor per room) as long as:
 - The visitor is from their own building
 - The roommate is comfortable having this visitor in the room
 - All parties wear masks / facial coverings when the visitor is present.
- No one is allowed in residential hallways or student rooms if they are not a resident of that hall. Exceptions include:
 - Emergency personnel, University personnel, or approved vendors performing their responsibilities.
 - Family and friends approved to assist during move-in and move-out periods.
 - All such individuals are to follow social distancing and use appropriate PPE at all times.
 - No overnight guests are allowed.

Room Setup for Social Distancing

- The recommended room set-up is to have beds on opposing sides of the room. This allows for beds to be positioned 6 feet apart from inner edge to inner edge. Bunking of beds is not allowed. Lofting of beds is allowed as long as the other bed is not slid underneath.

Fraternity Housing

- All Approved University Housing Units (Fraternities) will need to follow social distancing and room set-up requirements in a similar fashion as residence halls.

Village Housing

Room Occupancy

- Village Units (Houses, apartments, and Townhouses) are assigned at traditional occupancy levels. Each student with a private bedroom.
- Each Village unit will be viewed as a family unit.
- Students are not required to wear masks / facial coverings in the privacy of their own living unit with the people who live with them.
- Students in Village housing are allowed to have the following number of visitors:
 - A maximum of one visitor in a Weinbach or Lincoln Park Apartment.

- A maximum of two visitors in a Village Houses or Townhouse with no more than one visitor in a student room.
- This is allowed as long as the visitor is a UE student
- Others from the same living unit are comfortable having this visitor in the unit
 - All parties wear masks / facial coverings when the visitor is present.
 - No other individuals are allowed in the unit except for:
 - Emergency personnel, University personnel, or approved vendors performing their responsibilities.
 - Family and friends approved to assist during move-in and move-out periods.
 - All such individuals are to follow social distancing and use appropriate PPE at all times.
- No overnight guests are allowed.

Additional Guidelines for On-campus Housing

A [complete list of guidelines](#) is available online for any student current residing in campus housing.

Events

Events, lectures, concerts, sporting events, and performances create unique experiences on and off campus at the University of Evansville. In order to provide events during the COVID-19 pandemic, the following should be considered:

- For the purposes of this guidance, an event or conference is any non-credit bearing planned gathering of 25 or more people, whether public or private, indoor or outdoor, on- or off-campus, with a specific location, date, or time.
- When possible, organizers should provide virtual alternatives for those who cannot or should not attend in person
- In-person meetings should occur in open areas or rooms with occupancy levels that significantly exceed the number of participants and are not greater than 50 percent of current occupancy limits. Some spaces may require less than 50 percent occupancy to achieve required social distancing.
- Event Approvals:
 - Student organizations must have their event plan approved by the [Center for Student Engagement](#), which will ensure the student event is safely conducted and complies with those guidelines. Student organization events may be authorized to be held off campus for the fall 2020 semester provided that all safety measures are maintained.
 - All other events should be approved by the area's Vice-President.
- All events must comply with current guidance from CDC, Indiana State Department of Health (ISDH), the Governor's [Indiana Back on Track](#) plan, and University policy and guidelines
- Prior to an event
 - When possible, provide contactless transactions (ticketing, ticket scanning, conference materials, programs, etc.)

- Ensure that registration and ticketing processes are updated with relevant terms and conditions, waivers, etc.
- Employ a method to obtain contact information for potential contact tracing for attendees, staff, contractors, presenters/performers/athletes, volunteers
- Provide pre-meeting messaging for attendee education of risk and communication of behavioral expectations such as required masks, social distancing, required ticket for an event and expectation of screening process
- Reduce printed materials and handouts
- While at event
 - Require use of face coverings for attendees
 - Preserve physical distancing wherever possible
 - Establish entry and dismissal procedures that maximize physical distancing by employing timed or zoned entry/exit, maximize the use of all available doors most proximate to the event or seat location
 - Create plans for attendee safety, security, and compliance screening procedures and enforcement.
 - Employ screening protocols for presenters/performers/athletes
 - Create event layouts, signage and seating configurations that maintain physical distancing guidelines for seating, line queuing, restroom usage, and attendee circulation
 - Provide personal hygiene facilities for handwashing, hand sanitizing, etc.
 - Ensure that food and beverage offerings and procedures minimize contact, lines, and eliminate shared use
- Post Event
 - Ensure sanitation protocols for venue surfaces, seating, and equipment (microphones, radios, headsets, etc.)
- The University reserves the right to include additional screening measures such as temperature checks.

Learning Environments

Adopt an Alternative Fall 2020 Academic Calendar

- The University is starting the Fall 2020 semester on August 26, 2020.
- The [academic calendar](#) has been adjusted with the last day of instruction on Wednesday, November 25. The last day of the semester will be Wednesday, December 9.
 - Clinical graduate programs and experiences in healthcare and education fields may, in some cases, begin before August 26.
- Employees will return to campus with staggered schedules on August 12.
- The University will be eliminating any extended breaks, such as fall break, to help reduce travel and allow for the ability to end the semester early. There will be one student Wellness Wednesday where no classes will be held on October 7.
- At this time, we anticipate the spring 2021 semester will operate on a regular semester calendar but may need to be altered if any campus conditions change.

Hybrid Learning

- Faculty have developed plans for specific classes or offer hybrid courses.
- Online offerings will include a subset of available undergraduate courses, selected intentionally based on past enrollment, broad use across majors and plans of study, and input from department heads and associate deans.
- Online courses will be tailored for the online environment, including video and audio, engaging activities, opportunities for student-to-student interaction and connections between students and faculty.

Safe Learning

- Classes have been rescheduled to allow for more frequent disinfecting.
- All classroom and lab space will be provided with disinfecting supplies for students and faculty to use between regular cleaning.
- Instructional spaces will be evaluated for maximum safe occupancy with masks and face coverings and social distancing.
 - Room will be reduced to 75 percent occupancy for scheduled classes or less, with as many rooms as possible at a 50 percent occupancy.
- Masks or face coverings will be required during the class sessions.
- If a distance 12-feet can be maintained from students, an instructor may use an [approved face shield](#) and guidelines are referenced online. The University is not providing face shields.
- Students who are ill or who are experiencing COVID-19 symptoms should not attend class. Instructors will excuse absences incurred as a result of COVID-19 symptoms, self-isolation, or quarantine.

Provide Support

- The University will continue to support student ([Office of Disability Services](#)) and employee ([Human Resources](#)) accommodations.
 - Faculty and staff will self-assess and self-report their vulnerability level, with appropriate and necessary accommodations made to allow job duties and responsibilities to continue to be performed in a safe manner.
 - A secure intake form that is respectful of healthcare privacy concerns will allow employees to self-identify known vulnerability factors.
 - Human Resources will work with individuals and supervisors on appropriate workplace accommodations, potentially including remote work, alternative work schedules, special PPE, and/or physical alterations to work environments.
 - Optimize faculty and staff ability to work remotely through necessary equipment and skills training.
 - Remote employees will be eligible to obtain necessary home office equipment when required, and a training curriculum will assist supervisors and employees in developing remote working strategies and tactics.

CARES Act Funding Available for Eligible Students

- Eligible students who experience unexpected expenses directly related to a disruption of their educational experience due to COVID-19 may qualify to receive CARES Act funding.
- If you are in need of financial support, connect with the Department of Student Financial Services for available options at StudentFinancialServices@evansville.edu.
- Funds are expected to be available through spring 2021 or until available funds are exhausted.

Provide Clear and Consistent Communication

The University has a commitment to provide timely and relevant information. Sources of information include:

- The Coronavirus Healthcare Task Force was created to provide the most feedback around the University including operations, employees, faculty, and students. This multi-disciplinary team has helped guide the decisions provided in the reopening plan for the University of Evansville.
- Frequent email communication and Acenotes have been sent to the entire UE Community.
- Website resources at evansville.edu/coronavirus that provide the most relevant and timely information as released.
- Weekly Prez P video wraps distributed through email to all employees and students.
- Student and employee Zoom meetings.
- Ask a Question available at evansville.edu/coronavirus.

Anticipate Contingencies

The Coronavirus Healthcare Task Force is developing a range of contingency plans based on situations and circumstances that might occur and that may require the University to revert to a previous stage or reduce campus activities.