Town Hall
June 3, 2020

Guidance for Resuming Campus Operations
General Approach

• Single, prescriptive instruction unlikely to be appropriate or effective.
• Each unit leader will develop a written Work/Safety Plan to resume operations.
• Until there is a vaccine, we will adapt to changing risk levels.
• Most important factors:
  • Local transmission of disease
  • Impact on El Paso’s healthcare system
# Return to Work Matrix

<table>
<thead>
<tr>
<th>UTEP Recovery Level</th>
<th>Restricted Campus</th>
<th>Limited Campus Operations</th>
<th>Low Density Operations</th>
<th>Medium Density Operations</th>
<th>Open Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transmission</td>
<td>Uncontrolled Transmission</td>
<td>Significant, Controlled Transmission</td>
<td>Moderate, Controlled Transmission</td>
<td>Low, Controlled Transmission</td>
<td>No Community Spread</td>
</tr>
<tr>
<td>Characteristics</td>
<td>and Indicators (Based on CDC Guidelines)</td>
<td>CDC Phase 1: Downward trajectory (or near-zero incidence) of documented cases over a 14-day period</td>
<td>CDC Phase 2: Downward trajectory (or near-zero incidence) of documented cases for at least 14 days after entering Phase 1</td>
<td>CDC Phase 3: Downward trajectory (or near-zero incidence) of documented cases for at least 14 days after entering Phase 2</td>
<td>No new local cases over past 14 days</td>
</tr>
<tr>
<td>Operations</td>
<td>Essential personnel identified by name</td>
<td>Remote work for vulnerable</td>
<td>On-campus work for others with approved work/safety plan</td>
<td>Remote work for vulnerable</td>
<td>Normal</td>
</tr>
<tr>
<td></td>
<td>Remote work for all others</td>
<td>Remote work for vulnerable</td>
<td>On-campus work for others with approved work/safety plan</td>
<td>Remote work for vulnerable</td>
<td>Normal</td>
</tr>
<tr>
<td></td>
<td>Approval for on-campus exceptions at Vice President level</td>
<td>Remote work for vulnerable</td>
<td>On-campus work for others with approved work/safety plan</td>
<td>Remote work for vulnerable</td>
<td>Normal</td>
</tr>
<tr>
<td></td>
<td>Essential personnel identified by name</td>
<td>Remote work for vulnerable</td>
<td>On-campus work for others with approved work/safety plan</td>
<td>Remote work for vulnerable</td>
<td>Normal</td>
</tr>
<tr>
<td></td>
<td>Remote work required when possible</td>
<td>Remote work for vulnerable</td>
<td>On-campus work for others with approved work/safety plan</td>
<td>Remote work for vulnerable</td>
<td>Normal</td>
</tr>
<tr>
<td></td>
<td>Small work groups limited to no more than 10 individuals</td>
<td>Remote work for vulnerable</td>
<td>On-campus work for others with approved work/safety plan</td>
<td>Remote work for vulnerable</td>
<td>Normal</td>
</tr>
<tr>
<td>Distancing for enclosed offices, labs, studios</td>
<td>6 feet separation</td>
<td>6 feet separation</td>
<td>6 feet separation</td>
<td>6 feet separation</td>
<td>Room design capacity</td>
</tr>
<tr>
<td>Distancing and Density for lecture halls.</td>
<td>n/a</td>
<td>n/a</td>
<td>Maintain 6’ spacing. Further density requirements depending on ventilation</td>
<td>Maintain 6’ spacing. Further density requirements depending on ventilation</td>
<td>Room capacity</td>
</tr>
<tr>
<td>Approved Work-Safety Plan</td>
<td>Required for all operations</td>
<td>Required for all operations</td>
<td>Required for all operations</td>
<td>Required for exceptions to general guidelines.</td>
<td>When required by regulation for hazards</td>
</tr>
<tr>
<td>Training</td>
<td>Required for essential employees</td>
<td>Required for all returning employees</td>
<td>Required for all employees and students</td>
<td>Required for all employees and students</td>
<td>Not required</td>
</tr>
<tr>
<td>Face Coverings</td>
<td>Required outside of personal office space</td>
<td>Required outside of personal office space</td>
<td>Required outside of personal office space</td>
<td>Not required</td>
<td>Not required</td>
</tr>
<tr>
<td>Supplemental Cleaning</td>
<td>n/a</td>
<td>Required as set out in Work-Safety Plan</td>
<td>Required as set out in Work-Safety Plan</td>
<td>Not required</td>
<td>Not required</td>
</tr>
</tbody>
</table>
General Principles

• Continue our mission.

• Protect the health and safety of students, faculty, and staff.

• Provide campus departments the flexibility to use a mixture of remote and on-campus operations, modified workspaces, and schedule variations to enable each unit to best fulfill its purpose.

• Monitor and adapt to changing levels of COVID-19 in our community.
Written Work/Safety Plans

• Each leader will develop one.
• Draft to supervisor not later than June 15.
• Submitted to the appropriate Vice President for approval not later than June 30.
• Building Work/Safety Plan for common areas: entryways, stairways, elevators, restrooms.
• Seek input.
• Share drafts.
Work/Safety Plan Guidance

• Protect the vulnerable.
• Sick employees must stay home.
• If COVID-19-related symptoms, self-isolate for 3 days and get tested before returning to work.
• Every employee working on campus must receive training on COVID-19 and how to protect themselves and others.
• Maintain distancing of at least 6 feet.
• Face coverings required in public and shared areas of campus. Employees will provide and maintain their own face coverings.
Work/Safety Plan Guidance

• Discuss supplemental cleaning and disinfection.
• Employees must inform supervisors when sick.
• Supervisors must inform EH&S of sick employees at 915-747-7162 or covidaction@utep.edu.
• Track employees and visitors in the workspace.
• Signage will be provided to each building and department later in the summer.
Fall Courses

• Recovery Plan Task Force has engaged departments and faculty to get input on face-to-face, hybrid and online course mix.
• Survey sent to students last week to get their input.
• Expect more on fall course delivery before the end of June.
• Maximize options that can be done safely.
Student Services

• Student services will be provided online as much as possible.
• Union, Recreation Center and Mike Loya Academic Services Building will have their own safety plans.
• Dean of Students and staff are developing a plan for residential living based on best practices and health guidelines.
University-Funded Computer Upgrades

• Would the University help us purchase better computers/laptops and software to support teaching online for the coming fall semester?
Synchronous vs. Asynchronous Course Delivery

• Could you please clarify whether faculty have the option of teaching their summer and fall semester online courses synchronously vs. asynchronously?

There has been a great deal of confusion about this during the later weeks of the spring semester, as faculty were discouraged from adopting synchronous online teaching and holding virtual class meetings, but in return there was an increase in student complaints against faculty regarding their lack of regular engagement with students.
UTEP COVID Status

• *At what threat level are we currently?*

The email has a matrix of different levels and their instructions, but *where are we right now?*
UTEP COVID Status

• *In the correspondence, it said that EH&S COVID-19 training would be online by June 1. Is the training available online now? Can you direct us to the site?*

• *As with compliance training, will there be different modules based on job codes/student employee vs. professional employee, etc.?*

• *Will the training include computer lab operations?*
Multiple Department Buildings

• For buildings in which there is more than one venue or department, it is the building supervisor/steward who takes the lead on developing the Work/Safety Plan, correct?

• What about Kelly Hall? Who is taking the lead on the Building plan?

• Can we submit joint Work/Safety Plans from different programs but located in the same area/hallway with shared common areas like the copy room, the bathrooms, and the elevators?
Core Research Facilities

- *What are the guidelines/policies for opening core facilities for research?*
Remote Work

• Once the campus is open (taking all the recommended precautions), would it be mandatory for those with no restrictions to come back to the office, or would they be allowed to choose for themselves whether to keep working from home or go to their campus offices?

• What if a person doesn’t have an underlying condition but refuses to come back?
Children on Campus

• If an employee or student without childcare insists on bringing their child to the office (or to class), is this allowed, or what guidelines will UTEP suggest for this?
Students and Student Employees

• Under what circumstances are students allowed to visit departments on campus? Meaning what constitutes an essential visit?
• When can student employees come back?
• Has the protocol for coming onto campus changed, or is it the same (Dean's approval, contact police, screening, etc.)?
Date for Plans

• *When is the effective date for the plans that we will submit to our respective VP?*
Student Computer Labs

• Are all student computer labs going to reopen?
Air Conditioning and Fountains

• What is the plan for air conditioning within the facilities in terms of return to work and timelines, etc.?

• Are water fountains going to be off limits?

As summer temperatures approach the hottest parts of the summer, this has a definitive impact on planning shift-based work (morning, midday, afternoon, evening) and also in terms of just common-sense stuff like reminding employees to bring water bottles, etc.
Building Stewards’ Timing

• Do we have an idea of when building stewards might get rough game plans re: course assignments (online/mixed/streaming) so we can start these conversations?

As a building steward for the UGLC, in my case, our strategies may change substantially based on what we are expected to prepare and get ready for re: fall class plans. Our timelines have to adjust based on if we are looking to adapt to support 2 classes or 75 and in what capacities we are looking to support them.

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Before COVID-19, I hosted courses off campus in a local shelter. Would I be able to return to this teaching venue any time soon? If so, is there guidance on this transition?
When do we anticipate the Interdisciplinary Research Building will be opened?
Student Input

• Are students being asked about their safety concerns upon returning to campus?

• Besides the two students who are on the Recovery Plan Task Force committee, are general UTEP students being asked (as part of a survey, maybe) for their feedback that the committee maybe incorporated as part of the return/re-opening campus guidelines?
Fall Events

• We had scheduled a HOPE event for members of the homeless community for the fall (mid or late October). Do you think this activity might be possible or should we reschedule for next spring (April 2021)?
Face Coverings for Instructors

• For in-person instruction in the classroom, students will have to wear masks. But what about instructors? Will we have to wear masks while lecturing?
Building Ventilation

• Social distancing compliance is easy to assess at a glance, but how will we know if there is sufficient quality of ventilation in rooms we work, meet, or possibly teach in? How is UTEP addressing proper air circulation in the buildings?
Face Covering Enforcement

• How will mask recommendations/requirements be enforced?

• If a student/visitor is non-compliant with social distancing or hygienic procedures such as face covering, are we allowed to deny face-to-face services and access to our departments? If so, who should we contact in case of this situation?

• How do we handle employees who refuse to comply?
People Observed With Symptoms

- What is the full protocol in case a student, staff or visitor is seen to have some of the COVID-19 symptoms by a third party?
  - Who do we contact?
  - Do we address the situation with the individual directly?
  - Which department should be contacted to disinfect the area?
  - Do we need to evacuate the area while it is being disinfected?
Visitor Sign In

• The sample plans the President's Office shared involved visitors signing in (to support future contact tracing), but how would this work for buildings that have multiple entry points and no staff member stationed there?
Classroom Cleaning

- Can you clarify how (and by whom) classrooms, including seating, will be kept clean if there are back-to-back classes?
- Can you clarify how (and by whom) faculty offices will be kept clean?
Cleaning Supplies

• Are cleaning and protective supplies going to be provided to the college? And what is the plan on ensuring that supplies are always on hand?

• Why is the University not providing face masks for employees/visitors to wear during working hours?
Water System Re-Start

- Before reopening, will UTEP be sanitizing/flushing the water pipes since leaving the buildings empty increases the risk for bacterial growth that causes Legionnaire’s disease?
Illness Notification

- Does UTEP have to notify a department if an employee in that department is diagnosed with COVID-19?
- Can departments require a doctor’s note to return to the office, or what will UTEP’s procedure be for employees or students who test positive after we have opened?
Non-Campus Buildings

• What types of safety measures are available for those of us who are not inside the UTEP campus, but in places like University Towers, where other tenants, separate from UTEP, are located?
Alternative Academic Calendar

• *Is UTEP currently considering an altered academic calendar?*

  e.g., starting earlier in August and ending at Thanksgiving, or switching to a larger number of shorter courses separated by breaks (not unlike what some school districts are doing with year-round school and intersession breaks).
Finalizing Fall Schedules

• *When will we know when we can count on and start planning for all (non-lab, non-performing arts) fall courses being held online, that we are currently signed on to teach?*

All the emails and surveys about this have inserted qualifier language like "may be offered online."
Employee Tax Issues

• Has someone looked into possible personal income tax implications for staff and faculty working from home?

Some people may incur some tax liability or may be entitled to some tax deductions. Some University employees reside in New Mexico or might very well decide to work from another state, and that may also create some tax nexus issues.
FY21 Budget

- Will there be furloughs, salary cuts, or layoffs for the fiscal year starting in less than 3 months?

All I've heard is that the last Town Hall assured us we're fine for the rest of the current fiscal year.
Thank you!

Please send additional questions to townhall@utep.edu

Find answers in the FAQs at www.utep.edu/coronavirus