

Plan Ahead Team

Subteams Framework for Recommendations

This Plan Ahead Team document contains preliminary recommendations that reflect a point-in-time and existing circumstances. Recommendations could change upon additional review and as circumstances change. The document is designed to guide campus decision-making. Conditions on campuses and in communities will vary, and some recommendations may not apply in all cases.

SUMMER MONTHS Recommendations

Objective: Determine summer session recommendations and plans for:

- What events and services will be allowed?
- What employees should return to campus?
- Determine what student services are necessary for summer operations.
- Develop and implement a survey to students regarding needs during the summer months.

FALL 2020 SEMESTER Recommendations

Goal: Develop recommendations for the Fall 2020 semester. Across all objectives/questions, consider resiliency: how would campuses move from face-to-face to online if an additional wave or waves of COVID-19 occur? Note that alteration of the academic year calendar was out of scope for this planning process.

Maximize face-to-face (F2F) instruction. Identify courses that can only be taught face-to-face (for example, some lab and clinical

courses) for priority access to classroom space, which will be reduced in capacity due to physical distancing requirements. Consider moving courses with an enrollment approximately 50 or more fully online.

Academics

1. Maximize face-to-face instruction.
 - a. Physical spacing requirements will significantly reduce available classrooms; each campus will need to develop space prioritization criteria.
 - b. Identify courses that can only be taught face-to-face (for example, some lab and clinical courses) for priority access to classroom space, which may be reduced in capacity due to physical distancing requirements.
 - c. Consider moving courses with an enrollment of approximately 50 or more fully online.
 - d. Address options/accommodations for students with disabilities or underlying health conditions.
 - e. Develop attendance and excuse policies that encourage sick students to stay home and that do not require documentation of illness.
2. Course Design and Classroom Flexibility.
 - a. Optimize classroom usage (evening/weekend use, paired hybrid courses).
3. Address access to library services and the safe utilization of libraries for study and research.

Faculty/Staff

1. Prioritize health and safety by making a phased return to campus as allowed by state/local public health conditions.
 - a. To the extent possible, continue remote work options.
 - b. Make modifications to workstations and to work schedules as needed to achieve workplace social distancing.

- c. Strive to meet service expectations with minimal on-campus staffing.
- 2. Develop processes to accommodate employees with underlying health conditions and those in higher risk categories.
- 3. Create campus community health guidelines that define safe behavior on campus.
- 4. Develop plans for a return to remote operations in the event of a second wave or waves of COVID-19.

Athletics

- 1. Athletic events should take the recommendations from the NCAA and athletic leagues; however, local, state and institution policies/guidelines will supersede in determining feasibility of holding athletic events. Primary concerns would be attendee and athlete safety.

Housing/Dining

- 1. Develop a plan for occupancy.
 - a. Identify contract modifications and establish a communication plan to contract holders based on final decisions.
 - b. Identify areas where furniture needs to be de-densified to minimize group gatherings of ten or more.
 - c. Determine quarantine and isolation capabilities.
- 2. Develop a plan for food service (addressing ingress/egress, state/local public health guidance, ending buffet service, and food delivery for students in quarantine and/or isolation).
 - a. Address options/accommodations for students with disabilities or underlying health conditions.
- 3. Community Development and Retention.
 - a. Proactively provide residents information on change of expectations for residing on campus.
 - b. Prepare Residence Life staff to identify and plan for ways to develop

community while adhering to public health guidelines.

- c. Anticipate potential for bias related to diverse communities related to COVID-19 and determine proactive measures to support the community.
- d. Revise current operations and policies as needed (e.g., move in, guests, room changes, evacuation procedures, etc.).
- 4. Provide a set of expectations to encourage specific safe behaviors and identify areas that need to be enforced in a more formal context.

Information Technology

- 1. Identify recommended technology students will need to complete their course work online.
- 2. Inventory services provided to students during winter/summer terms and mirror that process for fall 2020 (e.g., laptop rentals/loans, cellular hotspots, software).
- 3. Identify students with equity challenges who are unable to afford needed technology and prioritize loans of university-owned equipment to this group.
- 4. Provide students with known locations for free public internet connectivity, both on-campus and [statewide in Wisconsin through this listing](#).

International

- 1. Study abroad: Follow prevailing guidance on travel from U.S. agencies.
- 2. International student services must remain fully accessible to international students in every stage of the matriculation process: application, admission, enrollment and post-graduation training. International offices should ensure procedural change documents are filed and up to date with SEVP and follow current [temporary](#)

[COVID-19 federal guidance](#) and [Exchange Visitor Program Information on COVID-19](#).

3. Create an emergency fund for international students.
4. Foreign national employees: Survey all employees on H1B/E3 for residential location, work site location. If within normal commuting distance of the UW Campus, then review case-by-case to determine if a new LCA is necessary.

Research

1. Develop a plan for a phased return of research activity that addresses space requirements for physical distancing in research facilities.
2. Require written safety plans.
3. Train researchers on new safety protocols.
4. Plan for a quick shutdown if needed.

Student Services

1. Develop surveys to understand the student services needs of the student population.
2. Incorporate expectations for COVID-19 safe behavior into the student handbook, syllabi, housing contracts, and other student contact points.
3. Student Services offices/departments should develop ways to provide the same in-person services, virtually. Consider resuming all activities in a phased-in approach following local and public health guidelines.
4. When offering programs, employees will ensure that all aspects are accessible to meet the needs of students with disabilities.

Student Health & Well-Being

Items 1-3 are from the [American College Health Association COVID-19 Guidelines](#).

1. Resumption of activities will be gradual and phased in based on local public health conditions as well as institutional capacity. Return to an active on-campus

environment will depend upon widespread symptomatic testing, contact tracing, and ability to isolate/quarantine ill and exposed individuals both on campus and in the community. Planners should prepare for the likelihood of a local rebound of infections that may result in a return to more restrictive mitigation measures and physical distancing for periods of time.

2. Protecting our most vulnerable populations (medically susceptible, undocumented, students of color, uninsured or underinsured, non-traditional, older, DACA, and homeless students, faculty, and staff members) is a moral and ethical obligation. Some vulnerable individuals may need to observe ongoing physical distancing for a more prolonged period.
3. Meticulous adherence to public health practices including hand hygiene, physical distancing, proper cough/sneeze etiquette, frequent disinfection of common and high traffic areas, symptom assessment, and face covering in public is the campus' new normal. This should be widely communicated.
4. Maintain virtual access to student health services for both mental health and clinical health services.
5. Partner with the Dean of Students office to help identify and meet the needs of students in distress.
6. Utilize technologies to serve students, including System-wide tools such as the SilverCloud digital mental health program.
7. Offer online training modules on COVID-19 and the behaviors that all members of the campus community should engage in to minimize virus transmission.

PUBLIC HEALTH Recommendations

Introduction

Our Public Health Team of the UW System Plan-Ahead Committee provides recommendations that start with foundational guidance from WI DHS and CDC guidelines for colleges and universities. All and any of our recommendations further assume and recognize the importance of close collaboration between UW System campuses and their respective local health departments and health officials.

We follow a general public health risk management strategy of the “hierarchy of controls,” implementing administrative/policy, engineering, and personal protection. Many recommendations will involve any combination of these strategies keeping in mind, however, that personal protective strategies include some level of human behavior, so should rarely be the only strategy in any given situation.

Generally, we need to plan for a phased repopulation of the campus with flexibility to scale back operations if necessary.

We need to monitor health conditions to ensure early detection of infection and plan for rapid containment (including support services) to prevent the spread of the disease.

We’ll need added attention to concomitant mental health issues during the pandemic.

We’ll need effective and consistent communications that reach all members of each UW System institution.

Finally, whenever possible we should implement system-wide common technology for any data-generating technology to optimize interoperability for monitoring of the epidemic.

Our team’s recommendations are organized under two broad objectives:

Objective 1

Decide who, when, and after what gating criteria students, staff, and faculty can return to campus.

Cross-cutting recommendations that will remain in place across all phases include:

- 1) Social (physical) Distancing of >6 ft.;
- 2) Staying at home if [feeling sick](#);
- 3) Hand and respiratory hygiene; and
- 4) Wearing a cotton or standard surgical mask when in public settings, especially when indoors.
 - We recommend an online teaching module detailing these above guidelines be created and required for anyone before they reenter campus.
 - We also recommend an overarching detailed COVID-19 Health and Safety Resources materials be developed, similar to the [University of Washington, Seattle](#), or other university informational materials.
 - We also recommend a daily brief (1-2 minute) online survey of symptoms be completed by employees (who mostly live off campus) before coming to work - similar to many other universities.
 - To the EOC teams working on teaching and work rescheduling, the clear public health priority is to reduce the density of people and frequency of physical close interactions on campus at any one time.
 - Committees addressing course planning may consider adopting a semester calendar similar to the University of Indiana, where in-person classes end on Thanksgiving, after which point classes are completed thereafter as online-only.

Commuting: Avoid overcrowded public transportation, wear face masks and other PPE, maintain safe distance from other passengers, use hand sanitizer when entering and exiting, wipe surfaces with disinfecting wipes prior to touching them. Other safer transit methods might include: Ridesharing while wearing PPE, and solo transit modes such as bikes and cars.

Objective 2

Protect individuals while on campus and closely monitor trends and establish a robust health monitoring & contact tracing, isolation, and medical referral system.

This section contains recommendations for Contact Tracing; Isolation and Quarantine; and Mental Health Maintenance.

Recommendations for Contact Tracing

- Contact tracing for UW System should be coordinated closely with the state and local county health service contact tracing efforts.
- Campuses will likely need to hire some people as contact tracers to address the unique situations of their campus, but this must be coordinated with either county or state efforts.
- Campuses may choose to augment state and local contact tracing protocols but should ensure that these are aligned so that there are clear lines of rapid communication to identify address new clusters and outbreaks.
- Individual campuses should not attempt to create their own technology solutions to do contact tracing, but rather should use the systems supplied by the State of Wisconsin Department of Health Services.

Recommendations for Isolation and Quarantine

- Reserve approximately 5% of available residence hall rooms for potential quarantine or isolation situations of on-

campus students. These rooms should be in an area (building, floor, section) away from healthy students. Housing is covered by another committee.

- Educate students, faculty and staff on when they should stay at home or self-isolate. Identify who they should contact at campus to report their condition.
- Off-campus students should be provided with information on how to effectively quarantine in shared living quarters from a combination of student health or student affairs offices on campus and community health services.

NOTE: The recommendations below pertain to on-campus students who have been directed to quarantine or self-isolate and who are not able to isolate at home away from campus.

- Academic policies should be modified to encourage sick or exposed students to remain in their quarantine or isolation room without fear of reprisal for missing classes. Students, faculty and staff should be made aware of these policies and who to contact with questions.
- Campus student health services offices should coordinate communications with local public health departments regarding reporting of cases, testing, contact tracing, etc.
- Students quarantined or isolated in campus residence halls should have campus food service delivery options. Plans should be made for the delivery of other services, such as laundry, shopping for personal needs and medications, counseling and medical treatment.
- Facilities custodial services should follow CDC guidelines for cleaning and disinfecting areas with sick individuals (see [CDC - Cleaning & Disinfecting](#)). Campuses may have additional protocols.
- When sick students leave a room, facilities custodial services or residence hall staff will lock their rooms and affix signage to

identify that those rooms housed (potentially) sick individuals. Those rooms should be left locked and undisturbed for at least 7 days, after which, rooms will only need normal cleaning. If there is a high demand for these rooms, a 24-hour minimum lockout is required, followed by thorough cleaning and disinfecting per CDC protocol.

- Restrooms are enclosed places with uncertain air circulation and potential persistent presence of aerosols and potentially infected surfaces. People visiting restrooms should maintain physical distancing, wear masks, and wash hands before and after use. Restrooms used by people in isolation or quarantine should be restricted to those individuals where possible. All restrooms, especially those used by people in isolation, will need frequent and thorough cleaning per CDC protocol by facilities custodial services.

Recommendations for Mental Health Maintenance

The following recommendations to address the increased mental health needs of students, faculty and staff returning to campus are drawn from the American College Health Association's Guidelines: *Considerations for Reopening Institutions of Higher Education in the COVID-19 Era*, and Centers for Disease Control and Prevention Interim Guidance for Administrators of US Institutions of Higher Education.

- Training for faculty, staff and residential advisors related to unique mental health challenges that may be faced by students related to the pandemic.
- Increased signage and communication regarding the mental health services available for students, faculty and staff on campus.
- Programming designed to specifically address mental health needs of students, faculty and staff related to the pandemic in residence halls and through campus health services as well as other campus units.
- Programming for students in specific divisional colleges/majors, residence halls, or other campus organizations/groups to facilitate community building and social support.
- Programming designed to counter stigma and promote resilience among students, faculty and staff in residence halls and through campus health services as well as other campus units.
- Campus messaging that counteracts misinformation about COVID-19 and negative behaviors or statements made against certain groups of people in relation to the pandemic.
- Continued availability of delivery of telemental health services, particularly for students in isolation or quarantine and/or faculty and staff working remotely along with adherence to public health guidelines for providing in-person services.
- Increased monitoring of mental health and well-being of and programming that provides support to health services and counseling staff as well as other staff working in crisis settings and/or in positions with increased risk for infection.
- Encouragement of students, faculty and staff to call 911 or the National Suicide Prevention Lifeline at 1-800-273-TALK (1-800-273-8255) if they are feeling overwhelmed with emotions such as sadness, depression, anxiety, or feel like wanting to harm themselves or others.
- Systems for daily check-ins with students who are in isolation or quarantine to evaluate their mental health status and needs.
- Establishment of guidelines for student accommodations related to mental health challenges associated with the pandemic.

PERSONAL PROTECTION EQUIPMENT (PPE) Recommendations

High Priority

1. Provide recommendation on the use of face coverings.
 - a. Providing guidance on proper use and laundering face coverings.
2. Providing guidance on proper use of and care for PPE.
3. Provide recommendations on a procurement process for institutions to include inventory management, end user order/request system, review process, and distribution plan.
 - a. assessing the capability of and possibly recommending System-wide procurement for some PPE

Lower Priority

Providing PPE resources to campuses (i.e. vetted/reliable vendor info, supply chain considerations)

FACILITIES MODIFICATIONS Recommendations

1. Will create guidelines and suggestions for Classroom Occupancy levels according to current physical distancing recommendations and best practice, also, guidance on the Management of Classrooms will be included with regards to loading, unloading, extended schedules and cleaning. (High priority)
2. Listing of suggested actions and thoughts regarding the area of Residence Halls Considerations, including occupancy, bathroom cleaning and usage, front desk operations and common spaces within various residence hall types, all based on CDC and ACUHO.

3. As a part of the Residence Hall Considerations section, develop some brief guidance on the size and considerations when setting up Quarantine and Isolation spaces for campus, which include consultation and collaboration with local health departments. (High priority)

4. Cleaning and Disinfecting general guidelines for various facility types, based on CDC guidelines. (High priority)

5. Listing of general guidelines, best practices and thoughts on configuring and managing Workplace and Common Area Considerations for campuses. This section includes ideas on various workspace types, restrooms, circulation areas, commons spaces and ingress and egress for most buildings in general, based on CDC and best practices throughout the country. (High priority)

6. Laboratory opening, and operation considerations will be created as general guidelines for any laboratory space, all based on CDC and CSHEMA.

7. Athletic and Recreation Space Management and Considerations will be created, to include locker rooms, work out spaces, and general athletic and recreational facility modifications. This includes cleaning and physical distancing considerations and will be based on CDC and WEDC.

8. Considerations and checklist for bringing lightly used buildings back online all based on CDC and best practice.

9. Heating, Ventilation and Air Conditioning Systems Considerations based on current thinking will be created, although brief at this time, further study is occurring in this area, and will be including in the guidelines and recommendations if the timing permits. Guidance based on ASHRAE and NAFA documentation.

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