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| **DRAFT INSERT UNIT NAME COVID-19 Reconstitution Plan DRAFT** | |
| **Purpose** | This document guides the actions of the INSERT UNIT NAME as it re-starts in-person teaching and learning operations on campus during the COVID-19 pandemic. |
| **Justification** | INSERT JUSTIFICATION FOR IN-PERSON COURSE ON CAMPUS |
| **Scope** | This document applies to the INSERT UNIT NAME on the CU Anschutz Medical Campus. The INSERT UNIT NAME will conduct operations in the following locations:   |  |  |  | | --- | --- | --- | | INSERT BUILDING NAME (COPY TABLE IF MULTIPLE BUILDINGS) | | | | INSERT ROOM #/NAME | INSERT ROOM #/NAME | INSERT ROOM #/NAME | | INSERT ROOM #/NAME | INSERT ROOM #/NAME | INSERT ROOM #/NAME | | INSERT ROOM #/NAME | INSERT ROOM #/NAME | INSERT ROOM #/NAME | | INSERT ROOM #/NAME | INSERT ROOM #/NAME | INSERT ROOM #/NAME |   The INSERT UNIT NAME will invite a total of INSERT# of students, faculty, and staff will be invited to campus. The invited population consists of the following:   |  |  | | --- | --- | | **Students** | INSERT# | | **Faculty** | INSERT# | | **Staff** | INSERT# |   ADD ROWS TO TABLE IF OTHER GROUPS INCLUDED  As operations expand or contract these numbers may fluctuate with INSERT APPROVAL AUTHORITY approval.  INSERT UNIT NAME will share the roster of students that will be invited to return to campus with the Office of Student Services |
| **Objectives** | The INSERT UNIT NAME’s objectives during academic reconstitution are:   * Ensure teaching operations are conducted in as safe a manner as possible to ensure the health and wellbeing of students, faculty, and staff. * INSERT OBJECTIVES |
| **Assumptions** | The following assumptions informed this document:   * Holiday building access controls remain in place. All badge activity will continue to be monitored 24 hours a day, seven days a week. * All work that can be done remotely, (e.g. administrative functions, fiscal functions, lecturing, grading, writing, reviewing, etc.) will continue to be done remotely until further notice * INSERT UNIT NAME fiscal unit will track all COVID-19 specific related expenses * INSERT UNIT NAME faculty and staff involved INSERT SPECIFIC PROGRAM IF APPLICABLE are designated as critical personnel * The INSERT UNIT NAME (CHOOSE) will/will not provide disposable or reusable facemasks to all personnel * Face masks are meant to protect the larger population by reducing the amount of potentially infectious respiratory droplets in the air from asymptomatic people who may be carrying the virus. They are not intended to specifically protect the individuals wearing them from becoming ill, nor are they intended to protect students, faculty, or staff from hazardous materials. * Students, faculty, and staff will be **invited** to return to work by the INSERT UNIT NAME leadership * Students, faculty, and staff concerned about returning to campus will contact their advisor, supervisor, and/or the INSERT UNIT NAME leadership * Any students, residents, faculty or staff needing any special accommodations need to request such from the INSERT UNIT NAME leadership, who in turn will contact the Office of Academic Support Services. * Any students, residents, faculty or staff with concerns about be able to return to campus should contact the INSERT UNIT NAME via this link: <https://ucdenverdata.formstack.com/forms/sodm_in_person_learning__data_collection> |
| **INSERT UNIT NAME Reconstitution Group** | The INSERT UNIT NAME Reconstitution Group is composed of representatives of University administration, and leadership, faculty, and staff of the INSERT UNIT NAME. This group will coordinate planning efforts with Facilities, the Office of Information Technology, Environmental Health and Safety, the Police Department, Student Services and INSERT UNIT NAME Finance and University Finance to ensure support services are in place for restart activities. |
| **COVID-19 Coordinator** | A COVID-19 official will be designated by the INSERT UNIT NAME to ensure the combined activities in their areas do not violate the physical distancing and safety requirements listed below. The COVID-19 official may appoint one or more COVID-19 coordinators to assist them with implementation of their responsibilities. The COVID-19 official will determine if break rooms, conference rooms etc. will be available for use and if so the number of people permitted in each large space. The COVID-19 official will submit these space designations as part of this plan. Upon approval, the COVID-19 official will create and post appropriate signage for each space noting its status and the maximum number of people allowed to use the space, and enforce adherence to the posted limitations.  INSERT UNIT NAME will determine shift lengths and schedules of its students, faculty, and staff with the goal of minimizing the number of people in any one room/ area at a time. Schools and departments are encouraged to stagger staffing and take other steps needed to have as few people in the building/area/room as possible.  If this activity requires individuals to work in close proximity, INSERT UNIT NAME will develop occupancy maps of their rooms/areas that detail how many people can occupy each room or work area based on the assumption that each person requires 120 square feet of active working space to maintain physical distancing protocols. These schedules and maps will be reviewed and approved by their designated COVID-19 official and research administration prior to implementation. |
| **Return to Campus Requirements** | * Students, faculty, and staff will be contacted by leadership from the INSERT UNIT NAME and **invited** to return to campus * Before returning to campus students, faculty and staff must complete the online training entitled “COVID-19 Return To Campus” which can be accessed via Skillsoft in the University portal |
| **Building Entry Requirements** | The INSERT UNIT NAME will coordinate the entry process and physical distancing requirements  **Student Building Entry**   * Students will have prescribed times to enter the building beginning at INSERT TIME at INSERT -minute intervals. * Students will enter the building through the INSERT entrance. * Physcial distancing of 6 feet will be enforced while students wait to enter the building (marked spots along INSERT FEATURES (e.g. patio/stairs/handicap ramp). * Screening of students using CDC recommended questions will be conducted and temperatures taken each day prior to students entering the building. * Screenings and temperature checks will be conducted outside of the building weather permitting or in the INSERT LOCATION. * Students will be required to wear face coverings around campus and throughout the building (See below for face mask requirements). * Administrative staff and/or faculty from the INSERT UNIT NAME will be assigned to enforce screening, monitoring of physical distancing, and appropriate use of Personal Protective Equipment (PPE) and other infection control behaviors.   **Faculty and Staff Entry**   * Faculty and staff will enter the building through the INSERT entrance. * Physical distancing of 6 feet will be enforced while faculty and staff wait to enter the building (marked spots along INSERT FEATURES (e.g. patio/stairs/handicap ramp). * Screening of faculty and staff using CDC recommended questions will be conducted and temperatures taken each day prior to entering the building. * Screenings and temperature checks will be conducted outside of the building weather permitting or in the INSERT LOCATION. * Faculty and staff will be required to wear face coverings around campus and throughout the building (See below for face mask requirements). * Administrative staff and/or faculty from the INSERT UNIT NAME will be assigned to enforce screening, monitoring of physical distancing, and appropriate use of PPE and infection control behaviors. |
| **Face Mask Requirements** | * Students, faculty, and staff on campus will wear a face mask at all times EDIT THIS BULLET TO REFLECT WHETHER MASKS PROVIDED BU UNIT OR STUDENT HAVE TO PROVIDE * If INSERT UNIT NAME provided masks are not immediately available, students, residents, faculty, and staff may utilize improvised face masks constructed in accordance with CDC guidance * Any decorations on the materials used to make the face masks will comply with the dress code standards regarding logos and appropriate work content established for other forms of dress and/or uniform standards   **Note:** Instructions for assembling an improvised face mask can be found at: <https://www.youtube.com/watch?v=tPx1yqvJgf4> or <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>   * The INSERT UNIT NAME will provide PPE to students, faculty, and staff for procedures for which these PPE items have historically been used in past practice. * Students, faculty, and staff will maintain their face masks as instructed * Cloth face masks will only be removed when manufactured PPE is required to be worn in its place for specific operational requirements * If students, faculty, or staff discover a conflict between this requirement and operational requirements, they will not begin, or will cease that operation and contact their Instructor and/or Supervisor. The Instructor/Supervisor will consult with Environmental Health and Safety for alternative measures before resuming that operation. ([Industrial.Hygiene@ucdenver.edu](mailto:Industrial.Hygiene@ucdenver.edu)) |
| **Physical Distancing / Safety Requirements** | Unless otherwise described within this document, all students, faculty, and staff working on campus shall, at a minimum, engage in the physical distancing and safety measures listed below. The INSERT UNIT NAME will determine the best ways to educate their students, faculty, and staff about these requirements **in addition to** the return to campus training. Students, faculty, or staff who do not follow these requirements will be referred to their COVID-19 official for remedial training and reinforcement of these requirements. Those who consistently violate physical distancing/safety requirements may be subject to disciplinary measures.   * **All work that can be done remotely is required to be done remotely until further notice** * Work space population calculations will be based on 120 square feet per person for people actively working in an area. * Maintain at least 6 feet between themselves and other individuals unless wearing appropriate PPE * Do not loiter or congregate in public areas, hallways, work areas, etc. * Wash hands frequently in accordance with CDC recommendations * Follow posted building specific elevator occupancy limitations * Administrative staff and/or faculty from the INSERT UNIT NAME will be assigned as Infection Control Monitors to ensure students, faculty, and staff adhere to infection control guidelines while in the building. Anyone (students, faculty, and staff breaking infection control protocols will be asked to leave the building immediately.   **Cleaning Requirements**   * Cleaning supplies will be provided by the INSERT UNIT NAME * Students will disinfect their work space using COVID-19 infection control protocols prior to beginning activities in the morning and again after re-entering after a break in activities. * Students will disinfect their work space using COVID-19 infection control protocols while they are exiting their unit for breaks in activities and at the end of the day. * INSERT UNIT NAME will coordinate the cleaning of common areas with Facilities and/or EHS as appropriate   **Lunch Hours**   * Students are encouraged to return to their residences if they live near campus or eat in their cars alone if they commute to campus. * If eating on campus, students, faculty and staff must observe physical distancing protocols. If possible, the area where they are eating should be cleaned before and after their meal. * No gatherings in the lobbies/reception areas will be allowed. * Temperatures of students will be taken prior to re-entering the building. |
| **Personnel Movement Discipline** | In an effort to limit areas needing sanitization should someone become ill with COVID-19, all students, faculty, and staff should limit their movement in the INSERT UNIT OR BUILDING NAME in the following ways:   * Follow building specific signs, posters etc. that direct movement to entry and exit points to minimize interpersonal contact * Take the most direct route from the point of entry to their work location * Stay within their assigned work location as much as possible * Utilize the restroom facility closest to their work location whenever feasible * When retrieving supplies or equipment, students, faculty, and staff will make every possible effort to minimize trips while safely transporting needed supplies using dollies, carts, etc. Immediately clean transportation aids once they are finished using them.   **Note:** Guidance for cleaning of laboratory spaces and equipment can be found at: <https://www.cuanschutz.edu/coronavirus/research-guidance> |
| **Exiting the Building** | * INSERT EXITING INSTRUCTIONS IF APPLICABLE. IF N/A DELETE THIS ROW |
| **After Hours Use** | * INSERT ANY SPECIFIC INSTRUCTIONS PERTAINING TO AFTER HOURS USE. IF AFTER HOURS USE IS NOT PERMITTED NEEDS TO STATE THIS. |
| **Schedule of Activities** | * INSERT THE SCHEDULE OF ACTIVITIES. INCLUDE WHICH ROOMS WILL BE USED, THE NUMBER OF STUDENTS, INSTRUCTORS, ETC. ALLOWED IN EACH SPACE, and the necessary proximity of individuals to meet program requirements. |

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| **Space Diagram(s)** | |
| INSERT DIAGRAMS OF EDUCATIONAL SPACES THAT WILL BE USED, DENOTING STUDENT ACTIVITY LOCATIONS.  IF NOT APPLICABLE DELETE THESE ROWS | |
| **Illness Reporting** | The information below provides the basic steps for the reporting of COVID-19 illness and exposure to the university. For the latest information on COVID-19 and more details about the reporting process please visit the University COVID-19 page at: <https://www.cuanschutz.edu/coronavirus>  If a student, resident, faculty, or staff member becomes ill, they will take the following steps:   * Report their symptoms/illness to their instructor/supervisor * After notifying their instructor/supervisor seek medical care by telephone or by calling 911 if a medical emergency * Do **NOT** come to campus under any circumstances * Submit a self-report to Human Resources using the online questionnaire: (<https://ucdenverdata.formstack.com/forms/covid_form_copy>) * If the student, resident, faculty, or staff member tests positive for COVID-19, they shall report this to their instructor/supervisor and complete a second on-line questionnaire form to update their status: (<https://ucdenverdata.formstack.com/forms/covid_form_copy>) * Do **NOT** return to work until cleared to do so by a medical provider or occupational health   If a student, resident, faculty, or staff member develops any of the following symptoms while on campus they will leave campus immediately and notify their instructor/supervisor:   * Fever greater than 100.4 oF * Cough * Shortness of breath * Sore throat * Headache * Muscle pain * Chills * Repeated shaking with chills * New loss of taste or smell   The student, resident, faculty, or staff member’s instructor/supervisor will take the following steps upon being notified of the person’s illness:   * Instruct the student, resident, faculty, or staff member to seek medical care by telephone or by calling 911 if a medical emergency * Confirm with the student, resident, faculty, or staff member areas in the building beyond their work area they may have frequented within the last 48 hours * Emphasize that the student, resident, faculty, or staff member is not to come to campus until they are cleared to do so * Contact occupational health ([cody.coburn@cuanschutz.edu](mailto:cody.coburn@cuanschutz.edu)) to notify them of the illness and the locations in the building frequented by the student, resident, faculty, or staff member * If the student, resident, faculty, or staff member reports a positive COVID-19 test result, immediately report this information to Occupational Health.   If a student, resident, faculty, or staff member believes they were exposed to a COVID-19 positive person at work or at home they should take the following steps:   * Report their exposure to their instructor/supervisor * Do **NOT** come to campus under any circumstances * Submit a self-report to Human Resources using the online questionnaire: (<https://ucdenverdata.formstack.com/forms/covid_form_copy>)   The student, resident, faculty, or staff member’s instructor/supervisor will take the following steps upon being notified of the person’s exposure:   * Instruct the student, resident, faculty, or staff member **NOT** to report to campus until cleared to do so by their medical provider or occupational health. * Confirm with the student, resident, faculty, or staff member areas in the building beyond their work area they may have frequented within the last 48 hours * Contact occupational health ([cody.coburn@cuanschutz.edu](mailto:cody.coburn@cuanschutz.edu)) to notify them of the illness and the locations in the building frequented by the student, resident, faculty, or staff member   Occupational Health will follow-up with those who test positive, (or believe they have been exposed to a COVID-19 positive person) to provide appropriate guidance, and investigate to determine others who may be at risk. Multiple cases in a single location will be investigated to determine systemic issues.  Once a student, faculty, or staff member meets the following criteria they may return to work (masks will be provided by the University): |
| **References** | Colorado Department of Public Health and Environment, Public Health Order 20-28 Safer At Home  Colorado Executive Order D 2020 39 “Ordering Workers in Critical Businesses and Critical Government Functions to Wear Non-Medical Face Coverings” |