Warhawks Return

Practices for Fall 2020

Approved by the Emergency Operations Center on June 18, 2020.
Approved by the Chancellor's Cabinet on June 23, 2020.
Updated July 14, 2020.

University of Wisconsin Whitewater
The University of Wisconsin-Whitewater is committed to being as safely and widely open as possible while preserving the integrity and quality of our academic mission. UW-Whitewater is committed to supporting our faculty and staff, providing a safe instructional environment and delivering the best possible student experience given the current circumstances. Every reasonable attempt will be made to uphold our long-standing community, alumni and student involvement activities. However, UW-Whitewater recognizes there may be necessary changes to activities and settings in the fall that may impact our traditions.

The health and safety of students, employees and community members is the utmost priority as we prepare to return for the fall 2020 semester. UW-Whitewater continues to develop practices and to work on phases of reopening, mirroring guidelines in the Badger Bounce Back Plan. Extensions or modifications of these practices should be anticipated. UW-Whitewater will utilize data provided by the Centers for Disease Control, the State of Wisconsin, county health departments and the University of Wisconsin System to guide the decision-making processes across campus.

We ask all members of the campus community to embrace the practices contained in this document and to contribute to a campus environment that is safe for all. The requirements provided in this document are meant to serve as universal practices to apply in various situations throughout campus. Contact information is provided throughout for additional clarification or questions. This document is subject to updates, changes and additions as further information, clarifications and requirements are received.

For questions or comments related to the UW-Whitewater COVID-19 response, contact the COVID-19 Hotline at 262-472-1362 or covid19info@uw.edu.
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Preventive Safety Measures

Social Distancing

The definition of social distancing regarding COVID-19 is a **minimum distance of six feet in all directions. Social distancing is required in all areas of campus, both indoors and outside.** Virtual or hybrid options are highly encouraged, whenever feasible, to minimize face-to-face interactions.

Personal Protective Equipment

Face Coverings

Wearing face coverings will reduce the spread of infection by protecting you as well as those around you. **Appropriate face coverings must cover both the nose and mouth and are required to be worn at all times while in public areas, shared spaces in all buildings, hallways, classrooms and in university vehicles.** Face coverings should also be worn outdoors when social distancing cannot be continuously maintained between individuals.

The following instances are exceptions where face coverings are not required due to activity or environmental factors:
- Outdoors when continuous social distancing can be maintained
- While eating or drinking
- While in your residence hall room
- While alone inside a university office
- While performing physically exerting activities such as manual labor and athletics training
- When an individual has any physical limitations or medical reasons that may preclude them from safely wearing a face covering

Students who are unable to wear face coverings due to medical reasons may request accommodations through the Center for Students with Disabilities [uww.edu/csd/apply-now](http://uww.edu/csd/apply-now). Employees who are unable to wear face coverings due to medical reasons may request accommodations through the campus ADA Coordinator at 262-472-1409 or ADA-Admin@uww.edu.

Vulnerable Individuals

Students who may be particularly vulnerable to the effects of COVID-19 may request accommodations by contacting the Center for Students with Disabilities.
Employees who may be particularly vulnerable to the effects of COVID-19 should contact their supervisor or department chair and Human Resources and Diversity to address any safety or health concerns, including arrangements to work remotely.

Personal Hygiene

Coughing and Sneezing

Cover your mouth and nose with a tissue when you cough or sneeze. If you don’t have a tissue, cough or sneeze into your elbow, not your hands. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with hand sanitizer.

Healthy Hand Hygiene

Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer. Avoid touching your eyes, nose and mouth with unwashed hands.

Hand Sanitizing

Hand sanitizer will be provided in all classrooms, department offices and other key areas in all university buildings.

Cleaning and Disinfecting

Classrooms

Classrooms will be equipped with basic cleaning stations, including sanitizing wipes, disposable face coverings (if a personal one is not available) and hand sanitizer. Individuals are encouraged to clean their personal space before and after use. Because of the highly transitional aspect of classrooms, individual precautions and responsibility will be paramount. Classrooms will also be cleaned regularly by custodial staff.

Private Offices and Individually Assigned Workspaces

Cleaning and disinfecting private offices and individually assigned workspaces will be the responsibility of the employee assigned to that space. Cleaning supplies will be provided to departments in order to complete basic cleaning and disinfecting of surfaces. To request additional cleaning supplies, contact the COVID-19 hotline at 262-472-1362 or covid19info@uww.edu.
Public Spaces

Commonly touched surfaces in all public spaces will be cleaned and disinfected by custodial staff twice daily. This includes common areas such as primary entrances, hallways and restrooms.

Residence Halls

Housing and Residence Life will abide by the same campus standards and will provide information to all residents regarding the cleaning and disinfection of individual and common areas of residence halls.

Other Areas

Specific questions or concerns about cleaning and disinfecting practices should be directed to the COVID Hotline at 262-472-1362 or covid19info@uw.edu.

Meetings, Programs and Events

All those planning UW-Whitewater meetings, programs and events should use judgment when determining whether these activities can be held successfully while abiding by the social distancing and personal protection guidelines. All university-led activities conducted on and off campus require reasonable efforts be made to ensure compliance with a six-foot separation between individuals. This may require limiting the number of attendees by offering multiple event times or multiple event locations. Virtual or hybrid events are highly encouraged whenever feasible to minimize face-to-face interactions.

Travel

All students and employees are encouraged to limit nonessential personal travel. Visit the Wisconsin Department of Health Services and the Centers for Disease Control and Prevention prior to travel for the latest travel guidance. Until further notice, employees must report any nonessential travel to their supervisors, as travel outside of Wisconsin or their state of residence may require a self-quarantine period upon return.
Surveillance and Reporting

Individual Health Screening Survey

As of now, employees submit an online health screening survey for each day the individual is on campus. This survey will assist with contact tracing if needed. This may be expanded to students as needed or recommended by current guidance.

Contact Tracing and Active Case Management

Contact tracing is currently being facilitated through local health officials. The staff at University Health and Counseling Services and University Police have undergone contact tracing training and are prepared to assist in this area if needed.

It is strongly recommended that students, staff and faculty return home and self-quarantine for the recommended time period of 14 days if they have been exposed to an individual who has tested positive for coronavirus. If a student is unable to return home, University Housing will assist in providing accommodations to residence hall students in an appropriate location as needed.

Testing

University Health and Counseling Services has a limited number of tests for students with COVID-19 symptoms or are asymptomatic but have had known or likely exposure to the virus. Free tests are available at various clinics and hospitals in the area. Individuals are strongly encouraged to use outside facilities as they are able. Information on testing sites can be obtained from the COVID-19 Hotline at 262-472-1362 or covid19info@uww.edu.

Students who test positive are strongly encouraged to contact the COVID-19 Hotline at 262-472-1362 or covid19info@uww.edu in order to begin contact tracing to potentially exposed individuals.

If an employee tests positive for a COVID-19 infection, the employee must contact the COVID-19 Hotline at 262-472-1362 or covid19info@uww.edu. The university will notify other employees who may have had possible exposure. The employer will work with the appropriate county health department to provide recommendations to the entire department at that time.
Employees who have had a confirmation of COVID-19 infection must remain out of work until they have a written statement from a medical professional who clears them to return to work OR:

- They have had no fever for at least 72 hours (three full days), without the use of fever-reducing medication.
- Other symptoms (cough, shortness of breath, etc.) have improved.
- At least 10 days have passed since the symptoms first appeared.

**Reporting Concerns**

As a university community, it is important for everyone to communicate concerns, so we can help one another stay as safe and healthy as possible. Situations not considered to be an emergency should be reported through the UW-Whitewater COVID-19 Hotline at 262-472-1362 or covid19info@uww.edu. In an emergency situation, please call 911.

**Configuration of Campus Spaces**

All areas across campus shall make reasonable efforts to ensure compliance with a six-foot separation between individuals to correspond to current state guidelines. Reconfiguration of campus spaces will be done to ensure social distancing is maintained inside all buildings and outdoor spaces throughout campus, in university vehicles and in classrooms, laboratories and other learning spaces.

Consider making changes in your respective work areas to fulfill these requirements. Relocating or removing seating to reduce occupancy may be required to maintain safe social distancing. In addition, process changes may also be required to reduce occupancy in order to maintain safe social distancing.

**Barriers**

Barriers or physical controls will be installed in areas where face-to-face interactions are required, such as service counters. A physical barrier can be a means of reducing exposure to droplet exchange.

Self-standing, removable desktop barriers can be requested through the COVID hotline at 262-472-1362 or covid19info@uww.edu. To request the installation of a permanent barrier, departments should complete a project request form through Facilities Planning and Management.
Traffic-flow Patterns

Physical barriers, closures or one-way traffic patterns will be deployed within buildings and classrooms to limit potential exposures. Contact the COVID hotline at 262-472-1362 or covid19info@uww.edu to share suggested locations for traffic-flow changes.

Learning Environment

UW-Whitewater intends to maximize face-to-face instruction while preserving the health and safety of everyone in our classrooms and academic buildings. In order to achieve that, we will follow social distancing guidelines and require all students, employees and guests to wear face coverings in all classrooms and buildings.

Alternate Schedule

Classes will begin as planned on Wednesday, Sept. 2, 2020. After Friday, Nov. 20, 2020, all courses will move to a fully remote course modality for the remainder of the fall semester.

Course Delivery

Students will be informed of the specific format of their classes prior to the start of the fall semester. How much a course is face-to-face versus online will be unique to each course.

Flexibility is expected of UW-Whitewater faculty and instructional staff to accommodate students who may be particularly vulnerable to the effects of COVID-19 or other conditions and who are unable to attend face-to-face classes.

Flexible class formats will be determined by faculty, department chairs, deans, and the office of Human Resources and Diversity when appropriate. Deans and department chairs will also determine any additional safety measures needed for faculty within their respective areas to maintain safety.

In addition to limiting campus density, these modalities will be prioritized for faculty and instructional staff who cannot teach courses face-to-face as identified by Human Resources and Diversity and/or for courses where online options are already developed.

Below are descriptions of various course-delivery formats.
Face-to-Face Format

In this model, all students in the class meet face-to-face during each class period. If students are unable to attend, as in a typical semester they will work with the instructor to determine options for completing the work.

Modified classroom seating layouts and class sizes for face-to-face teaching have been developed to fulfill social distancing and room capacity requirements following current public health guidelines. To maintain these distances, seating and other furniture should not be removed or rearranged at any point during the semester. Refer to the Cleaning and Disinfecting section of this plan for additional information.

Online Format

UW-Whitewater has a nationally recognized online program. Online courses are developed well in advance of the semester using techniques that primarily involve asynchronous (not live) instruction. They are designed for students who are specifically seeking out these types of classes. Due to the additional time and resources needed to develop these classes, these courses often have additional fees associated with them.

Remote Format

In this format, the class is taught fully remotely. Some or all of the course might be completed during the regularly scheduled class time. As an example, the instructor might teach the course during the regularly scheduled class time using video conferencing technology, or the instructor might arrange for group discussions to take place during the regularly scheduled class period.

HyFlex Format

HyFlex is a term that describes a wide range of instructional formats, but in general suggests that the course is taught in ways that allow the student to choose the particular format of their instruction. As an example, a class might be entirely livestreamed for every session, and students could elect to attend face-to-face or to participate via the livestream. Another example would be a class that is taught in such a way that the student could elect to participate face-to-face or later watch a recording of the class and participate in online discussions. Some classes might provide all three formats. The intention of the HyFlex model is that the student can move between the various versions at any point in the semester.
Hybrid Format

For instructional or health and safety reasons, the course is taught with a mix of face-to-face and remote teaching. Some subset of the students could meet face-to-face during a class period, while other students learn remotely. On other days, a different subset of students could meet face-to-face. This is implemented in a variety of ways. In some classes, some students would come one day of the week while the other students would watch a livestream and interact remotely; on another day, the other half of the students would come. For other classes, due to classroom capacity issues or for pedagogical reasons, the face-to-face component would happen less frequently.

Contingency Plans

All faculty and instructional staff are expected to develop contingency plans for the following scenarios:

- Accommodations for students who may be particularly vulnerable to the effects of COVID-19 or other conditions and who are unable to attend face-to-face classes.
- An outbreak resulting in a temporary break (short-term or extended).
- Any circumstances that result in the need for 100% remote learning.
- Further reduction of class sizes due to federal or state guidelines.
- A faculty member’s transition to an online or hybrid course due to a positive exposure or other related concern.
Work Environment

Staffing Options
Faculty should communicate health and safety concerns with their department chair and Human Resources and Diversity to make arrangements to teach remotely if needed.

Staff who can work remotely to fulfill some, or all, of their work responsibilities are encouraged to continue to do so to minimize campus density. These arrangements must be approved by the immediate supervisor and may occur on a full or partial day/week schedule as appropriate. If utilizing a blended schedule, coordinating preferences for on-site staffing with colleagues is recommended to limit interactions and fulfill social distancing requirements.

Shared Workstations
All employees are asked to share the responsibilities of maintaining safe working conditions by frequently cleaning and disinfecting equipment and surfaces in shared working areas. See the Cleaning and Disinfecting section of this plan for more information.

Breaks and Meals
Break rooms and other shared spaces must maintain a safe social distance of six feet between individuals. Creating a break schedule for these areas should be considered to maintain safe social distance.

Employee Assistance
For information on the Employee Assistance Program, through FEI and the State of Wisconsin, contact www.feieap.com or 866-274-4723. These services are available to employees, their spouses or significant others and their dependents.

Communication
Communications and marketing are critical components of the Warhawks Return plan. Making sure that we are communicating key messages both internally and externally will be important as we work to build confidence in our university’s ability to bring people back to campus in a safe way.
These communications will be developed by University Marketing and Communications in partnership with communicators across campus and in line with UW System communications and local, state and national health guidelines, with an emphasis on health and safety information; recruitment/enrollment needs; graphic design best practices; and the idea of the social covenant to keep our community safe.

The Warhawks Return website will serve as the central hub for information and will be updated regularly as appropriate. Additional communications will include broadcast emails to campus, social media updates, Webex Event meetings, targeted audience communications, and collaboration with traditional media.

**Signage**

All signage pertaining to operational changes and social covenant and health practices will be consistent and follow the established procedure for design, approval, production and posting. Signage may include but is not limited to: directional arrows indicating which ways people should be moving in buildings to eliminate cross traffic and reminders to wash hands, wear face coverings and practice physical distance, among other reminders.