

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 Sept. 2, 2020.



University of Wisconsin
Whitewater

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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@uww.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:

- fit snugly but comfortably against the side of the face and chin
- cover both the nose and mouth
- be able to be laundered and machine-dried, or disposed of after use
- not have an exhalation valve

Appropriate face coverings 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
- Outdoors while performing physically exerting activities such as manual labor and athletics training (face coverings must be worn indoors)
- 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 www.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 adacoordinator@uww.edu.

Vulnerable Individuals

Students with a disability or health condition who are more vulnerable to 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@uww.edu.

Meetings, Programs and Events

The Emergency Operations Center and university leadership have approved the [Event Policy and Exception Protocol](#), which took effect Aug. 1, goes until further notice, and will be updated as needed. This document outlines the requirements for holding meetings, gatherings and events at the Whitewater and Rock County campuses, as well as the Community Engagement Center — including maximum capacities, attendance tracking and other requirements.

All organized activities (Athletics, Club Sports, Greek Chapters, Intramurals, Student Organizations, Spirit Program, etc.) must comply with the Event Policy and Exception Protocol, regardless of whether events are occurring on or off the campuses. Failure to do so may result in possible conduct ramifications for groups, leaders, coaches, advisors and/or members by Human Resources or the Dean of Students Office. Additionally, university funding may be revoked.

Additional guidance is available through the [Warhawks Return website](#), Exception Committee or staff of either Career and Leadership Development or the Success Center at the Rock County Campus.

[View Event Policy and Exception Protocol »](#)

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

Each day, before returning to the university in person, students, faculty and staff are strongly encouraged to use the online [COVID-19 Daily Screener tool](#) to self-monitor their health and determine whether or not they should come to campus.

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](#) is conducting COVID-19 testing for students who show signs or symptoms consistent with COVID-19 or are asymptomatic with recent known or suspected exposure to the virus. The university is partnering with local public health agencies and hospital organizations in order to provide services to students on both the Whitewater and Rock County campuses.

COVID-19 testing to screen asymptomatic residence hall students will be offered through the financial support of UW System Administration. UHCS will randomly select residence hall students and invite them to schedule their test the following week (approximately 300 students every week). Testing is voluntary.

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.

COVID-19 testing for faculty and staff will come from that employee's primary care physician. University Health and Counseling Services does not provide services for faculty and staff. There will not be mandatory testing, but employees who are sick will need to stay home and not come to campus. Employees who are well enough to work remotely and can do so, should consult with their supervisor. The UW-Whitewater COVID-19 hotline (262-472-1362 or covid19info@uww.edu) has information on free testing sites.

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. Non-emergency concerns can also be reported through the [online form](#).

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.

UW-Whitewater faculty and instructional staff are expected to be flexible with students who have a documented accommodation through the Center for Students with Disabilities, or other 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:

- Flexibility for students who have a documented accommodation through the Center for Students with Disabilities, or other 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.

Warhawk Social Covenant

Whitewater Student Government, Faculty Senate, Academic Staff Assembly, University Staff Council and the Chancellor's Cabinet approved the Warhawk Social Covenant, a pledge to reinforce the concepts in the Warhawks Return plan. It will be communicated in printed and digital communications. The text of the covenant is as follows:

At UW-Whitewater, we work together to solve the smallest or toughest problems that we face, locally and globally. Being a Warhawk means that each of us takes every step possible to stay well and protect each other — on campus and beyond.

In this spirit, we ask each of you to pledge to the Warhawk Social Covenant: to take responsibility for your own health, to behave in ways that protect others and to help prevent the spread of COVID-19 and other risks that impact our university family and the community.

Join us in pledging to take the following steps:

Maintain my own wellness

- I will monitor for the symptoms of COVID-19 and report to a medical professional if I experience a fever of 100.4°F (38°C) or higher, dry cough, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat or loss of taste or smell.
- I will wash my hands often with soap and water or use hand sanitizer.
- I will cover my mouth and nose when I cough or sneeze (with a tissue or into my elbow).
- I will strongly consider being vaccinated for influenza as my health and beliefs allow.
- I will clean my personal spaces or office in an appropriate manner.

Maintain the wellness of others

- I will maintain appropriate physical distancing, especially in academic settings or in the presence of higher-risk members of our family and community.
- If I test positive or if I think I have been exposed to someone who is positive for COVID-19, I will call the UW-Whitewater COVID-19 hotline (262-472-1362) or email covid19info@uww.edu for next steps.
- I will help protect my community by wearing a face covering and other personal protective equipment or gear as required by the university and the City of Whitewater.
- I will be attentive and helpful to anyone who may need help or support.
- I will clean the shared areas and equipment I use for the next person to use.

Maintain community wellness

- I will carefully observe instructional signage and read and follow directions.
- I will keep my belongings, personal spaces and shared common spaces clean.
- I will participate in testing and contact tracing to preserve the wellness of the community as needed.
- I will make social decisions that reflect the Warhawk Social Covenant.
- I will remind others of their pledge and responsibility for fostering community wellness.

Warhawks Return Plan Practice Directive

Division: Administrative Affairs
Department: Administrative Affairs
Contact Information: Vice Chancellor of Administrative Affairs / Grace Crickette / (262) 472-1922/ cricketg@uww.edu
Effective Date: August 1, 2020
Revised Date: MM/DD/YYYY

Authority:

CDC: [Resources and Guidance for Institutions of Higher Education](#)

Department of Education: [Resources and Guidance for Institutions of Higher Education](#)

WI DHS: [Wisconsin Department of Health Services Guidance, Emergency Order #31 Badger Bounce Back](#)

Wisconsin Administrative Code: [Governor Evers Executive Orders Official Website, Executive Order #82 Relating to Declaring a Public Health Emergency, Emergency Order #1 Relating to preventing the spread of COVID-19 by requiring face coverings in certain situations](#)

UWSA: [UW System Coronavirus \(COVID-19\) Interim Policies](#)

[City of Whitewater: Ch 8.37 Face Mask Ordinance](#)

[UW-Whitewater: Warhawk Social Covenant, Warhawks Return: Practice for Fall 2020 Plan](#)

Objective:

The University of Wisconsin-Whitewater is committed to establishing and enforcing necessary COVID-19 related expectations and procedures to keep our community safe, healthy, and resilient. Campus resources, plans, and communications will be continuously and collaboratively updated to adapt to the rapidly changing COVID-19 environment, in accordance with CDC recommendations, as well as Federal, State, UW System, County, and other local partners' policies and/or best practices.

Statement:

This Practice Directive offers an authoritative framework to contextualize the "[Warhawk Social Covenant](#)", and "[Warhawks Return: Practice for Fall 2020](#)" Plan, which provide transparent protocol for reinforcing appropriate individual behaviors and codify necessary institutional actions while operating within the current global

pandemic. The campus community is expected to abide by the aforementioned covenant and return plan. Necessary steps may be taken to educate, warn, and/or discipline students and/or employees as deemed appropriate.

Please note that students may request accommodations through CSD via email at csd@uww.edu, or by telephone at (262) 472-4711. Employees may request accommodations through the ADA Coordinator via email at adacoordinator@uww.edu or by telephone at (262) 472-1024.

Procedures:

[Warhawk Social Covenant](#)

[Warhawks Return: Practice for Fall 2020 Plan](#)

Searchable Words:

COVID-19 Procedure, Coronavirus Procedure, COVID-19 Policy, Coronavirus Policy, COVID-19 Enforcement, Coronavirus Enforcement, COVID-19 Guidance, Coronavirus Guidance, COVID-19 Rules, Coronavirus Rules, Warhawks Return Plan, Fall 2020 Plan, Warhawk Social Covenant, Social Covenant, CDC Recommendations, COVID Hotline, Coronavirus Hotline.