



## **College of Public Health, Common Areas**

The College of Public Health is committed to providing a safe and healthy workplace for all of its faculty, staff and students. To ensure we have a safe and healthy workplace, we have developed the following Operating Plan for the common space of Drachman Building A in response to the COVID-19 pandemic. All members of the College of Public Health are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace using a cooperative effort to help support the safety and health of our faculty, students, and staff.

Please find below the tentative re-entry plan for MEZCOPH. It includes the plan form Departments, Phoenix Division and the centralized support units: Student Affairs, IT and business.

### **TENTATIVE RE-ENTRY PLAN FOR FALL 2020**

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## Tentative Re-Entry Plan for MEZCOPH

MEZCOPH re-entry plan includes the plans of Departments, Phoenix Division and the centralized support units: Student Affairs, IT and business

### College of Public Health, Common Areas

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#### Key Milestones

Prepare common areas for return of faculty, staff, and students (estimated date of completion 07/01/2020)  
Minimize contact and reduce crowding (estimated date of completion 07/01/2020)  
Minimize transmission (estimated date of completion 07/01/2020)  
Communication (estimated date of completion 07/01/2020)

#### Goals and Tasks

##### Prepare common areas for return of faculty, staff, and students

- Install CDC Guidelines/Physical Distancing/Masks Required/Room Capacity signage in all conference rooms, break rooms, lounges, elevators, bathrooms, hallways, walkways, patios, computer labs and any other common areas within the College of Public Health.
- Ensure sanitizer, cleaning solutions, paper towels, and other necessary sanitation supplies are ordered and placed in visible and accessible locations.

##### Minimize contact and reduce crowding.

- Encourage faculty, staff, and students to continue to work/study remotely if they are able.
- Delineate flow of foot traffic using signage to create “one way” traffic flow to minimize crowding in hallways on all 3 floors.
- Designate stairwells as up or down only (except for in the case of an emergency) using directional signage.
- Ensure each individual that enters the building wears a mask. Guidance from risk management forthcoming.

##### Minimize transmission by establishing daily cleaning and disinfection guidelines.

- Common areas will be cleaned daily by FM. Building manager will provide list of actively used common areas to FM to ensure these areas receive the required amount of cleaning.
- Appropriate and effective cleaning and disinfectant supplies have been supplied by FM and are easily accessible and available for use.
- Daily: faculty, staff and students that utilize some common areas such as conference rooms, lounges, computer labs and other shared spaces should wipe down the space before and after they use them to

minimize the risk of transmission (workstations, phones, screens, desk surfaces, copy machine, fax machine, kitchen/break room surfaces and appliances, door handles, light switches etc.).

- Review/emphasize hygiene and respiratory etiquette using signage and periodic reminders via listservs.

#### Communication.

- Review re-opening plan with all faculty, staff and students via listservs and other communication channels.
- Review CDC Guidelines with all faculty, staff and students via listservs and other communication channels.
- Provide training on how to properly clean surfaces via listservs and other communication channels.
- Periodic communication via listservs to re-iterate CDC guidelines and communicate any updates/changes/best practices as we progress through the semester.

## Department of Community, Environment & Policy (CEP)

### Overview

This plan describes the efforts of the Community, Environment, and Policy Department to ensure that critical functions continue to be performed during the COVID-19 pandemic shutdown and re-opening of the campus. The objective of this plan is to define, implement, and verify best practices to provide a safe work and learning environment for CEP faculty, staff, and students and to evaluate and accommodate various needs to maximize the safety of unit personnel and students while engaging in our service, teaching, and research missions.

CEP primary staff and faculty (n= 22) were polled on May 28, 2020 and again on June 1, 2020 to assess who plans to be on campus for the fall semester and who will more likely work from home. If working from home, they were asked to provide a plan for performing their job and maintaining their teaching responsibilities. Faculty and staff's leads are polling additional personnel that they supervise (i.e., students, program coordinators, other staff) to determine additional spacing and scheduling needs.

CEP has one administrative assistant who plans to be on campus routinely, maintaining an 8 am to 5 pm schedule. Likewise, the CEP department chair and program directors in PHPM and EHS are available on campus and to also stagger schedules to work from home as necessary.

Of the responses received (n=13) the majority of faculty and staff report that they will work remotely when possible (i.e., when working on individual tasks or attending Zoom meetings) and will be flexible with regard to staggering work schedules as needed to maintain social distancing.

For the fall semester, online courses will continue as planned. There are, however, 24 CEP courses planned for face-to-face offerings (See Appendix for a list of courses and enrollment). To accommodate students and faculty who cannot be on campus, all scheduled face-to-face and hybrid course offerings will offer asynchronous, hybridized formats- typically a Zoom component that runs alongside the in-person component and can be recorded for later viewing. Several courses are lab based and typically have hands-on teaching activities. For these courses, we plan to stagger the number of students present at any given time and develop remote teaching activities to substitute F2F activities if a student is not able to attend in person. Faculty will offer Zoom/phone office hours to engage remote students.

Two faculty members responded to the survey that they are in a high-risk scenario and plan to work from home. One, is already teaching online and able to conduct other service and research activities remotely. The second was planning to teach a F2F course, however, enrollment is low and students have the option to take the course

online in the spring. Thus, the F2F version in the fall semester has been cancelled. With the help of student services and the office of academic affairs, students are being notified and the course is being formally removed from the fall roster.

All anticipated CEP operations are expected to continue without significant interruption pending re-entry to campus in the fall.

### Key Milestones

Re-entry Milestone	Estimated Completion Date
Determine personnel work schedules/remote access plans	6/1/20
Space work areas as per social distancing guidelines	6/15/20
Provide sanitizing stations, disinfecting kits, PPE, post signage	6/15/20
Determine modality options for all courses/need for additional instructors	6/15/20
Communicate re-opening policies re schedules, PPE, common area use/cleaning	7/1/20
Develop decision support tool for consistent student policies/communication	7/1/15
Install plexi glass barriers between 10 TA half wall cubes	7/15/20
Develop protocols/schedules for remote teaching/Zoom capacity	7/15/20
Course syllabi updates	7/30/20
Contingency/communication planning for possible future interruptions	7/30/20

### Budget Summary Information

Adjunct personnel/TAs or Preceptors to meet additional F2F teaching needs	
PPE, sanitizing stations	
Plexi glass installs	
Support for hybridizing courses and filming	

Note: If budget information is not available, please leave this section blank.

### Goals and Tasks

#### Goal 1: Communications plan for various scenarios

##### Task 1: Providing reassurance and information

- Reopening will require a robust communication plan to address the concerns of students, staff and faculty, to promote positive changes to mitigate the COVID-19 threat and to educate the University of Arizona community on the process when we do have a positive case on campus.
- Student-centric modes of communication (e.g., on relevant social media platforms,) will be important to consider if we hope to secure excellent public health outcomes.
- A subcommittee will be tasked with the development of consistent decision tree resources and guidelines for accommodating student or staff needs that may change over time (i.e., due to risk, illness, or quarantine)

**Goal 2: Offer remote work options for students, staff and faculty. Online and hybrid learning modes for students and faculty**

Task 1: Designing in-person classes as “hybrid” courses with options for remote teaching and attendance.

- Hybrid options could include remote faculty with in-person preceptors.
- Instructors and students with vulnerability to severe infection outcomes should be advised to work and learn remotely
- Neither students nor faculty should be penalized for online attendance or instruction – this includes modified TCE to ensure that vulnerable faculty do not face indirect pressure to attend in person when it could jeopardize their health.
- All syllabi should continue to include flexibility to accommodate absences for illnesses.
- Continued support from OIA for faculty to “hybridize” their classes.
- Consider plexiglass barriers to protect faculty/students in classrooms
- Online programs should proceed as planned
- Continuing with flexible sick-time practices for staff whose jobs require them to work onsite and/or attend to work activities or duties in-person
- Developing flexible work arrangements or reassign duties to support remote work for staff and faculty who are concerned about themselves or their family members’ health and safety.
- Extending traditional workday hours for staff who remain onsite and adopt shift-like schedules to reduce the number of individuals within offices and buildings at one time.
- Increasing capacity for filming lectures (e.g., through Panopto).
- Work with IT personnel to develop a plan for equipment accessibility for Zoom capabilities in classrooms

**Goal 3: Implement controls for Faculty/Staff/Student workspaces**

Task 1: utilize individual offices and cubicles with walls high enough to provide distancing and barriers

- Workspaces will be evaluated to determine whether designated one-way walking paths will decrease contact.
- Supervisors and Human Resources will promote remote working where possible and will consider staggered or alternating work schedules on campus (e.g., Team A works Monday, Wednesday, Friday on campus; Team B works Tuesday, Thursday on campus).
- CEP will use virtual meetings rather than using conference rooms.

**Goal 4: Minimize contact and reduce crowding in classrooms**

Task 1: Course scheduling to follow social distancing guidelines.

- Enabling distancing within classrooms where possible.
- Increase the number of offerings of very large classes (i.e. general education courses) as needed to ensure there is at least one chair space between students in the classroom.
- Increase the hours that campus is open to allow additional offerings during early and late hours to decrease crowding in large classrooms
- Move very large classes into hybrid formats, whereby students attend classes in-person on some days, and attend remotely on other days.
- Holding some classes and activities outside, weather and accessibility permitting
- Restricting movement through and around buildings on campus, e.g.,
- Engineer one-way entrances and exits and walkways to maximize physical distancing
- Redesign large congregation areas to promote physical distancing to the degree possible (grocery store models may be useful here).
- Offer an extended daily schedule for in-person activities so that fewer students are on campus at the same time

## Goal 5: Promote and maintain environmental hygiene

Task 1: Hand sanitizer will be available at numerous locations across Drachman Hall including in no-touch community dispensers, large pumps for office/lab use, and smaller bottles for personal use by faculty/staff.

- Disinfecting spaces between classes, or provide students with supplies to wipe down their own chairs/desks when coming into classrooms.
- Enhance frequency of hand disinfection by including alcohol-based hand sanitizer stations at all entry and exit points of buildings, classrooms, and laboratories.
- Enhance disinfection of fomites with EPA-registered disinfectants.
- Continue modified custodial schedules to ensure enhanced cleaning of common spaces.
- Provide students with resources to self-clean their classroom spaces with disinfecting wipes.
- Make disinfecting wipes available in labs and administrative spaces.

## Data Management and Assessment

### Communication

All MEZCOPH/CEP faculty/staff are responsible for keeping informed of emergencies by monitoring news media reports, the UofA website, through direct notification via email, and signing up for UAlert, <https://cirt.arizona.edu/ualert> ( UA Alert is a free service that delivers emergency alerts to registered UA students, faculty and staff). Also, CEP has prepared a phone list. Below are the system(s) that are used to contact CEP faculty/staff in an emergency.

Email: Specific messages are issued to MEZCOPH faculty, staff and students, [coph-all@list.arizona.edu](mailto:coph-all@list.arizona.edu)

Email: Specific message from President Robbins, [president@comms.arizona.edu](mailto:president@comms.arizona.edu)

UArizona website: Event-specific web page with instructions, contacts, and pertinent links (i.e., CDC), <https://www.arizona.edu/>

UAlert, <https://cirt.arizona.edu/ualert>

## Department of Epidemiology and Biostatistics

### Overview:

The operating plan for the department of Epidemiology and Biostatistics has been developed following UA “Guiding Principles for Reopening University of Arizona’s Operation”. We have been getting input from faculty, staff and students in the department, and using published guidelines and data from CDC, ADHS, and PCHD to draft the plan. The main purpose of the plan is to guide us to establish departmental procedures and to allocate resources to **safely** and **effectively** reopen our operations on campus in the fall of 2020. Our department’s operating plan includes three goals: **1) Offer flexible and hybrid courses to meet faculty and students’ needs during the pandemic; 2) Create and maintain a safe and effective learning and working environment; 3) Support faculty, staff and students’ physical and mental wellbeing.**

The plan is built using the general prevention framework of practicing physical distancing, hand hygiene, surface cleaning and wearing face covering to minimize the risk of virus transmission. The operating plan intends to make people safe and feel safe while guarding individual’s social and professional connections and physical and mental wellbeing. The plan requests members of the department to make a critical analysis on essential tasks that have to be completed on campus to minimize personal risk. We consider this operating plan a living document which will be continuously evaluated and modified with input from faculty, staff and students in our department when new information becomes available and new situations arise.

There are 20 primary faculty members in the department. The polling information from 18 faculty has shown that 15 of the 18 faculty are scheduled to teach on campus classes for the fall of 2020. Among the 15 faculty, 11 of them are planning to teach face to face classes (completely in-person or in a hybrid format), 2 faculty are currently not planning to teach in the classroom on campus, and 2 need more information to make their decision.

The department’s operating plan support flexible teaching formats and work schedule and location to provide students in-person, hybrid and completely online learning opportunities. In the case that a faculty is not able to teach in the classroom, a TA or instructor will be hired to lead in-class activities, including lectures for on campus classes.

The initial polling results suggest that most of our faculty are planning to be back on campus in the fall of 2020. Our department will work closely with faculty, staff and graduate assistants to develop a schedule to ensure physical distancing and proper disinfection following guidelines by UA and federal governments.

Physical and mental wellbeing of our faculty, staff and students are critical part of consideration in our operating plan. We will communicate with and engage faculty, staff and students throughout the planning and implementation phases of the re-opening.

## Key Milestones

*Provide a list of the key milestones. Milestones should mark a significant event or decision point. E.g., Milestone for an academic department may be: 7/1/2020: Determine modality for all courses.*

Time	Milestone	Note
May 23- June 5th 2020	Develop operating plan	Communicate with and engage faculty in the planning process
June 5 <sup>th</sup> -15 <sup>th</sup> , 2020	Complete and submit individual plan for instruction	Establish a teaching plan for each course and to assess needed support for instruction; the individual plan will be submitted by June 15
June 15 <sup>th</sup> –August 7 <sup>th</sup> , 2020	Finish teaching preparation and submit syllabus	Support faculty to develop flexible classes to meet the needs of different learning modalities (in-person, online or hybrid), work with college and university to arrange classroom to reduce the risk of virus transmission. Faculty will submit their updated syllabus 2-week before the starting of the fall semester.
June 5th – July 31st, 2020	Set up office space, purchase supplies and develop a protocol for work from campus	Complete office space setup and scheduling to minimize the spread of SAR-CoV2; develop a monitoring plan and prepare supplies for disinfection and personal protection (have spared face masks and gloves for emergency use, for example).

July 1 <sup>st</sup> –July 31 <sup>st</sup> , 2020	Develop a protocol for work from a remote place	Use the protocol to set up remote work schedule and communication plan with each faculty and staff.
August 3 <sup>rd</sup> – 21 <sup>st</sup> , 2020	Conduct student orientation	Provide orientations to all students including TAs about department operation and how to best protect each other.
June 15- August 24 <sup>th</sup> , 2020	Develop contingency plans	Contingency plans will be developed in case of future interruptions: such as set up teaching buddies for each class, so faculty can step in to help each other’s classes quickly during any emergency.
August 24 <sup>th</sup> – December 16 <sup>th</sup> , 2020	Implementation and evaluation	Continuous assessment of the implementation of the plan will be carried out.

## Budget Summary Information TBD

Note: If budget information is not available, please leave this section blank.

## Goals and Tasks

*Define the high-level goals and specific tasks for each goal, including details when available. E.g., Colleges might list Goal 1: Offer flexible, hybrid options for all required courses. Task 1: Determine number of sections and size of each section for all courses based on campus recommendations. Task 2: Define standard protocol for remote learning, etc.*

### **Goal 1: Offer flexible and hybrid courses to meet faculty and students’ needs during the pandemic**

#### **Task 1: Determine number and size of in-person session based on UA recommendations**

*Description:* We will catalog all departmental course offerings for the Fall 2020 semester, including classroom seating capacity and the projected enrollment based on past and current data. Maximum enrollments for student in-class attendance and potential needs to switch classrooms to accommodate responsible distancing will be addressed using these data.

Faculty will individually decide how they will run their classrooms to reduce the number of individuals in-person to allow for spacing of 6 feet distance between all students. This assumes ALL individuals in a classroom space will wear masks at all times. Some possibilities include;

- 1) breaking out larger classes into sections with graduate students leading smaller groups in multiple classrooms and instructor with one group in classroom streaming to the other classrooms,
- 2) rotating in-person sessions with students (e.g., one-third to half students in-person one session, others online – flip the next session),
- 3) minimizing time in classroom setting – if there is a 3-hour class – do more online activities and then gather for 1 hour per week in-person,
- 4) breaking into multiple sections throughout the week,
- 5) going to fully online instruction.

Faculty should provide information on their modality of teaching by June 15<sup>th</sup>, 2020 to their program director to facilitate coordination of room assignments that may need to change.

**Responsible Person or Unit:** Program directors and individual faculty who are teaching in Fall 2020.

**Schedule/Duration:** Activity to be undertaken in June

**Financial Considerations:** Dramatic reduction in course enrollments will result in tremendous loss of revenue for the university and college. Possible need for additional classroom space to allow for distance within the classroom.

**Risk/Uncertainty:** Unclear how capping in-class attendance will impact overall enrollment. Obviously all of this has associated health risk if responsible conduct is not followed. Potential reduction in course enrollments has down-stream implications for students being able to progress towards graduation in a timely fashion. There has been no assessment of individual classrooms and their ventilation / airflow, so it is unclear if there are specific rooms that will not be used due to higher risks of transmission in a specific setting. Faculty should have contingency plans for in person meetings in the event that active transmission is detected within the college.

### **Task 2: Develop instructional materials for in-person, online and hybrid teaching**

**Description:** Each faculty will be asked to describe the support needed from the Department and College to offer their classes. Course materials will be developed and syllabus will be updated for submission. We will follow UA re-entry plan for the definitions of different teaching modalities. Here is the current draft from UA:

**Flexible Modalities:** There are possible three modalities of instruction to allow for physical distancing in the classroom and remote access for students and instructors who are unable to be in the classroom. They are:

- **In-Person:** Students, faculty, and instructional support will attend in-person for the duration of the course. Classroom safety protocols, including physical distancing and face coverings, will be mandated.
- **Flex In-Person:** This includes various teaching styles that mix both in-person and online methods of instruction. Students will have in-person meetings with the instructor at least once per week.
- **Live Online:** Both faculty and students are online. They will meet synchronously via Zoom, Panopto, or similar technology during the regularly scheduled class meeting times.

**Asynchronous Availability:** In all three modalities, students who miss class due to illness or quarantine must still be able to access course material online. This can be accomplished by posting Zoom or Panopto recordings of in-person classes, making in-class work available via D2L, or other means. Faculty will not be expected to design unique asynchronous material for their classes.

**Responsible Person or Unit:** Program directors and all faculty”

**Schedule/Duration:** Activity to be undertaken in June/July.

**Financial Considerations:** If faculty are teaching courses from home and students are attending in-class there will be certain considerations of availability of technology and assistants to aide in the instruction. Instructors and TAs may have to be hired to support in-class instructions.

**Risk/Uncertainty:** How faculty wish to teach, what classroom might be assigned to them and the technology available in the classroom may be incompatible.

### **Task 3: Provide students real world learning and training opportunities in the pandemic**

**Description:** It is important for our students to gain real work experience and to help responses to the pandemic, so we are encouraging faculty mentors to involve students in their work. This task is to develop a protocol to ensure these opportunities are offered to the students, and our faculty and students are following guidelines to protect themselves while working on these research projects or participating in public health responses activities.

**Responsible Person or Unit:** Department chair

**Schedule/Duration:** June—August

**Financial Considerations:** Students should be compensated (or receive free independent study credits), and be able to incorporate this activity into their MPH, MS or PhD programs.

**Risk/Uncertainty:** There may be a challenge for the people who are most well-versed on the pandemic to have time to create additional courses during the summer that could be offered in the Fall.

## **Goal 2: Create and maintain a safe and effective learning and working environment**

### **Task 1: Determine needs for people work from campus**

Description: Identify what are the critical tasks that have to be done on campus; what are the desires of faculty, staff and students to work from campus; what are the needed supports and protocols for people to work safely and effectively on campus.

**Responsible Person or Unit:** Department chair and administrative staff

**Schedule/Duration:** June

**Financial Considerations:** The efficiency of certain work may be reduced if people cannot work from campus.

**Risk/Uncertainty:** Whether people will wear face covering all the time will change the risk. Close-door offices can trap viruses if people don't wear face covering in the offices. This will increase the risk for others if someone use the office spaces soon after the previous person. People who work in the cubicle offices may need to wear face covering all the time to protect each other or other reconfiguration need to be done. Eating and drinking in the work place may potentially increase people's risk to be exposed to viruses.

### **Task 2: Develop schedules and setup space for activities on campus**

Description: We will set up on-campus work schedules to meet the requirement for spacing people in the working area (such as 6 feet apart between individuals, reconfiguration of the work space, half day work on campus to avoid eating and uncomfortable feeling with wearing face covering etc.); develop a monitoring plan including evaluation procedures and a reporting system for campus space usage to minimize the spread of SARS-CoV-2.

**Responsible Person or Unit:** Department chair and administrative staff

**Schedule/Duration:** June-July

**Financial Considerations:** If reconfigurations are needed for any working space, there will be associated cost. TBD

**Risk/Uncertainty:** People may change schedule and plan without any prior notifications, so more people than the planned may present in a designated space.

### **Task 3: Provide resources to reduce virus transmission**

Description: We will ensure supplies to be available for surface cleaning and disinfection, face covering and hand hygiene. Stations will be set up for hand cleaning and disinfection. Face masks and gloves will be prepared for emergency use.

**Responsible Person or Unit:** Department chair and administrative staff

**Schedule/Duration:** Summer to fall

**Financial Considerations:** Cost for purchasing supplies if they are not provided by the university.

**Risk/Uncertainty:** Shortage of supplies and improperly use of PPE presents risk.

### **Task 4: Develop and implement protocols for remote work**

Description: Standard operating protocols will be developed for work scheduling and communication etc. while people work remotely to provide high quality of teaching, research and service.

**Responsible Person or Unit:** Department chair and administrative staff

**Schedule/Duration:** June -- fall semester

**Financial Considerations:** TBD

**Risk/Uncertainty:** TBD

### **Task 5: Conduct student and TA orientation**

Description: Orientation will be provided to all students, especially TAs to ensure effective communication about department operation, course offering and risk reduction practices.

**Responsible Person or Unit:** Department chair and administrative staff

**Schedule/Duration:** July – August

**Financial Considerations:** TBD

**Risk/Uncertainty:** TBD

### **Goal 3: Support faculty, staff and students' physical and mental wellbeing**

#### **Task 1: Organize activities to increase social and professional connection, promote healthy lifestyle and reduce stress**

**Description:** Promote opportunities to increase professional and personal connections among departmental students, staff, and faculty. This includes hiring graduate students to coordinate internships and research opportunities, organizing remote opportunities for department members to learn about each other's interests and to mingle (e.g., Zoom events: seminars, lunches, coffee breaks, tea time, group exercise, talent show and happy hours).

**Responsible Person or Unit:** Department chair, administrative staff and working group

**Schedule/Duration:** Fall semester

**Financial Considerations:** Financial support to graduate students to coordinate faculty and student interactions will come from department operation fund.

**Risk/Uncertainty:** The events may be offered depending on department members' schedule, interest, and health states.

## **Data Management and Assessment**

*Provide a summary of the data management and assessment plan.*

Data management for research and instruction will be done following UA instruction. Department operation and administrative data will be managed using college's shared drives and UA box.

## **Communication**

Department communication with use email listserv (faculty, staff and students) and phone list (faculty and staff). UA box will be used to share department information, such as P&T guideline and packets, and meeting minutes according to each person's responsibility.

Faculty, staff and students are responsible for keeping informed of emergencies and college's and university's directions by monitoring news media reports, the college's website, the UArizona's website, and reading direct notification via email. They are encouraged to sign up for UAlert, <https://cirt.arizona.edu/ualert> (UA Alert is a free service that delivers emergency alerts to registered UA students, faculty and staff).

## **Department of Health Promotion Sciences**

### **Overview**

The fall 2020 semester re-entry operating plan, for the University of Arizona (UArizona) Department of Health Promotion Sciences (HPS) in the Mel and Enid Zuckerman College of Public Health, has been developed following the University's "Guiding Principles for Reopening University of Arizona's Operation." The plan also draws from available local, state, and national guidelines and recommendations, including those of Pima County Health Department, Arizona Department of Health Services, and the Centers for Disease Control and Prevention. In this plan we describe arrangements to ensure that critical functions of the department will continue to be performed during the COVID-19 pandemic shutdown and re-opening of the campus in the fall semester of 2020 with risks mitigated based on the state of the science and all pertinent data(?) This plan outlines procedures that will be followed to ensure that HPS is able to provide a safe work, instructional, and research environment for staff, faculty, and students.

Following UArizona guidelines, we have requested that HPS faculty and staff carefully assess tasks that can be completed remotely versus on campus in order to determine strategies to minimize personal risk. We also asked faculty (and staff?) to assess their risk level based on CDC’s guidelines. We are aware of faculty and staff members who will return in fall and those who will work remotely (partially or fully), although plans and contingencies may change between now and August 2020. Indeed, as with any operating plan, implementation will be monitored in line with changing epidemiology of the COVID-19 pandemic as well as local, state, and national developments order to identify and collaboratively (dept administration, staff, faculty, and students) execute changes that may be necessary to maximize safety.

Based on information available at present, our re-entry operating plan will seek to achieve three overarching goals: 1) Offer flexible instructional modalities that will meet students and faculty’s needs during the pandemic; 2) Create and maintain a safe and effective instructional, research, and service environment; 3) Support staff, faculty, and students with the resources they need to safely and effectively conduct their instructional, research, and service activities. Our re-entry operating plan will be underpinned by the general prevention principles of physical distancing, hand hygiene, surface cleaning, and use of face covering to minimize the risk of virus transmission.

**Summary**

HPS has 87 members, including 25 faculty, 26 classified staff, and 36 appointed professionals (are not Aps now reclassified as staff?) Our recent survey suggests that most HPS faculty and staff plan to be back on campus in fall 2020. The list of HPS fall semester courses is attached as Appendix 1. Eighteen (18) HPS faculty are scheduled to teach on-campus classes in fall 2020. Among the 18 faculty, 16 plan to teach face-to-face (completely in-person or in a flex-in-person format); 2 faculty instructors will not be back on campus in fall 2020, and do not plan to teach any course components in classrooms on campus. HPS operating plan supports flexible teaching modalities, work schedules, and locations to facilitate in-person, hybrid, and fully online instruction. For instructors who are not able to teach in person in the classroom, courses will be offered fully online. Based on additional guidelines from the University, we may hire TAs or instructors to lead in-class activities following live zoom lectures by the instructor. HPS administration will work with staff, faculty, and graduate assistants to develop schedules and procedures that ensures physical distancing, face covering, and regular cleaning/disinfection in the spaces used. Physical and social wellbeing of our staff, faculty, and students is a critical part of the consideration in our operating plan. We will communicate with and engage staff, faculty, and students throughout the planning and implementation phases of the re-opening.

**Key Milestones**

Re-entry Milestone	Estimated Completion Date
<i>Develop operating plan:</i> Communicate with and engage faculty in the planning process	6/18
<i>Complete and submit individual plan for instruction:</i> Establish a teaching plan for each course and to assess needed support for instruction; the individual plan will be submitted by July 1	7/1
<i>Finish teaching preparation and submit syllabus:</i> Support faculty to develop flexible classes to meet the needs of different learning modalities (in-person, online or hybrid), work with college and university to arrange classrooms to reduce the risk of virus	8/7

transmission. Faculty will submit their updated syllabus 2-week before the starting of the fall semester.	
<i>Set up office space, purchase supplies and develop a protocol for work from campus:</i> Complete office space setup and scheduling to minimize the spread of SAR-CoV2; develop a monitoring plan and prepare supplies for disinfection and personal protection (have spare face masks and gloves for emergency use, for example).	7/31
<i>Develop a protocol for work from a remote place:</i> Use the protocol to set up remote work schedule and communication plan with each faculty and staff.	7/31
<i>Conduct student orientation:</i> Provide orientations to all students including TAs about department operation and how to best protect themselves and others.	8/21
<i>Develop contingency plans:</i> Contingency plans will be developed in case of future interruptions: such as set up teaching buddies for each class, so faculty can step in to help each other's classes quickly during emergencies.	8/24
<i>Implementation and evaluation:</i> Continuous assessment of the implementation of the plan will be carried out.	8/24-12/16

### **Budget Summary Information**

<b>Resource Need</b>	<b>Dollar Amount</b>
Adjunct personnel/TAs or Preceptors to support instructional need	
PPE, sanitizing stations	
Plexi glass installation	
Support for preparation of courses for flex in-person delivery, including audio visual equipment, and quality video recording of class sessions.	

### **Goals and Tasks**

<b>Goal 1: Offer flexible and hybrid courses to meet faculty and students' needs during the pandemic</b>	
<b>Task 1: Determine number and size of in-person session based on UA recommendations</b>	
<p><b>Description:</b> We will catalog all departmental course offerings for the Fall 2020 semester, including classroom seating capacity and the projected enrollment based on past and current data. Maximum enrollments for student in-class attendance and potential needs to switch classrooms to accommodate responsible distancing will be addressed using these data. Faculty will individually decide how they will run their classrooms to reduce the number of individuals in-person to allow for spacing of 6 feet distance between all students and other persons in the classroom. ALL individuals in a classroom space will also be required to wear masks (or face shields?) at all times. Some possibilities include;</p> <ol style="list-style-type: none"> <li>1) breaking out larger classes into sections with graduate students leading smaller groups in multiple classrooms, and instructor with one group in classroom streaming to the other classrooms,</li> <li>2) rotating in-person sessions with students (e.g., one-third to half students in-person one session, others online – flip the next session),</li> </ol>	Program directors, department chair, and fall semester instructors

<p>3) minimizing time in classroom setting – if there is a 3-hour class – do more online activities and then gather for 1 hour per week in-person or subsets of the enrolled students in person for 1/3<sup>rd</sup> to 1/2<sup>th</sup> the class,</p> <p>4) breaking into multiple sections throughout the week,</p> <p>5) going to fully online instruction.</p> <p>Faculty should provide information on their modality of teaching by June 30<sup>th</sup>, 2020 to their program director and the department head to facilitate coordination of room assignments that may need to change</p>	
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**Task 2: Develop instructional materials for in-person, online and hybrid teaching**

<p><b>Description:</b> Each faculty will be asked to describe the support needed from the Department and College to offer their classes. Course materials will be developed, and syllabus will be updated for submission. UA’s flexible instructional modalities redesigned to allow for physical distancing in the classroom and remote access for students and instructors who are unable to be in the classroom. We will adapt and implement these modalities as appropriate for HPS instructors and students. The guidelines provided by the University that will guide implementation by Departments and Colleges are as follows:</p> <p><b>In-Person:</b> Students, faculty, and instructional support will attend in-person for the duration of the course. Classroom safety protocols, including physical distancing and face coverings, will be mandated.</p> <p><b>Flex In-Person:</b> Various teaching styles that mix in-person and online methods of instruction. Students will have in-person meetings with the instructor at least once/week</p> <p><b>Live Online:</b> Both faculty and students are online. They will meet synchronously via Zoom, Panopto, or similar technology during the regularly scheduled class meeting times</p> <p>Asynchronous Availability: In all three modalities, students who miss class due to illness or quarantine will be able to access course material online. This can be accomplished by posting Zoom or Panopto recordings of in- person classes, making in-class work available via D2L, or other means. Faculty will not be expected to design unique asynchronous material for their classes.</p>	<p>Program directors, department chair, and all faculty</p>
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**Task 3: Provide students real world learning and training opportunities in the pandemic**

<p><b>Description:</b> It is important for our students to gain real world experience and to help responses to pandemics, so we are encouraging faculty mentors to involve students in their work. This task is to develop a protocol to ensure these opportunities are offered to the students, and our faculty and students are following guidelines to protect themselves while working on these research projects or participating in public health responses activities.</p>	<p>Program Directors and Department chair</p>
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**Goal 2: Create and maintain a safe and effective learning and working environment**

**Task 1: Determine needs for people work from campus**

<p><b>Description:</b> Identify what are the critical tasks that have to be done on campus; what are the desires of faculty, staff and students to work from campus; what are the needed supports and protocols for people to work safely and effectively on campus.</p>	<p>Department chair and administrative staff</p>
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<u><i>Task 2: Develop schedules and setup space for activities on campus</i></u>	
<b>Description:</b> We will set up on-campus work schedules to meet the requirement for spacing people in the working area (such as 6 feet apart between individuals, reconfiguration of the work space, half day work on campus to avoid eating and limiting discomfort with wearing face covering etc.); develop a monitoring plan including evaluation procedures and a reporting system for campus space usage to minimize the spread of SARS-CoV-2.	Department chair and administrative staff
<u><i>Task 3: Provide resources to reduce virus transmission</i></u>	
<b>Description:</b> We will ensure supplies to be available for surface cleaning and disinfection, disposable gloves, face coverings (including extras) and hand hygiene. Stations will be set up for hand cleaning and disinfection. Face masks and gloves will be prepared for emergency use.	Department chair and administrative staff
<u><i>Task 4: Develop and implement protocols for remote work</i></u>	
<b>Description:</b> Standard operating protocols will be developed for work scheduling and communication etc. while people work remotely to provide high quality of teaching, research and service.	Department chair and administrative staff
<u><i>Task 4: Develop and implement protocols for remote work</i></u>	
<b>Description:</b> Standard operating protocols will be developed for work scheduling and communication etc. while people work remotely to provide high quality of teaching, research and service.	Department chair and administrative staff
<u><i>Task 5: Conduct student and TA orientation</i></u>	
<b>Description:</b> Orientation will be provided to all students, particularly those with TA roles, to ensure effective communication about department operation, course offering and risk reduction practices.	Department chair and administrative staff

<b>Goal 3: Support faculty, staff and students' physical and mental wellbeing</b>	
<u><i>Task 1: Organize activities to increase social and professional connection, promote healthy lifestyle and reduce stress</i></u>	
<b>Description:</b> Promote opportunities to increase professional and personal connections among departmental students, staff, and faculty. This includes hiring graduate students to coordinate internships and research opportunities, organizing remote opportunities for department members to learn about each other's interests and to interact informally (e.g., Zoom events: seminars, lunches, coffee breaks, tea-time, group exercise, talent show and happy hours).	Department chair and administrative staff

### **Data Management and Assessment**

Data management for research and instruction will be done following UA guidelines and standard practices. HPS operation and administrative data will be managed using UA Box.

## **Communication**

HPS will use email listserv (faculty, staff and students) and phone list (faculty and staff). UA box will be used to share department information, such as P&T guideline and packets, and meeting minutes according to each person's responsibility.

Faculty, staff and students are responsible for keeping informed of emergencies and college's and university's directions by monitoring news media reports, the college's website, the UArizona's website, and reading direct notification via email. They are encouraged to sign up for UAlert, <https://cirt.arizona.edu/ualert> (UA Alert is a free service that delivers emergency alerts to registered UA students, faculty and staff).

## **College of Public Health; the Phoenix Biomedical Campus**

As the incidence of new cases of COVID-19 in Phoenix and Arizona continue to be monitored, the State of Arizona and the University of Arizona are developing guidelines for a staged return of citizens to normal work and educational activities. This draft set of guidelines (issued May 28, 2020) will govern the return to activities at University of Arizona College of Public Health (COPH) and will comply with the directives of the State and University. These guidelines will be shaped by other key recommendations such as the April 2020 CDC/White House "Guidelines for opening up America again" ([Guidelines-for-Opening-Up-America-Again](#)). Since the training of students is performed at different community based sites, the COPH will consider the rules of those sites in developing guidelines for IPE/APE/Internship education.

These guidelines will be updated on a regular basis with input from COPH, UAHS and UA leadership, community based partners and other Phoenix Biomedical Campus educational and research programs.

### **GUIDING PRINCIPLES**

- All activities will comply with Federal, State, Local and University Guidelines.
- Individuals with high-risk of complications from COVID-19 infection are encouraged to remain at home. (Those with household members at high-risk are also encouraged to remain at home.)
- Educational activities should be virtual unless personal interaction is essential for learning and training.
- Laboratory research activities will require review and approval to continue.
- Minimize face to face interactions through the use of teleconferencing.
- Masks are required for all face to face activities.
- Group size for conferences and meetings will be limited as detailed below.
- Scrupulous attention to handwashing.
- Maintenance of social distancing
- Individuals with any symptoms suggestive of illness should work from home.
- Use of gloves on shared equipment or high-touch equipment
- Frequent cleansing of spaces

### **CURRENT STATUS OF COPH ACTIVITIES (MAY 12, 2020)**

The COPH remains under a stay at home order from the Governor of Arizona (<https://azgovernor.gov/executive-orders>) and directives from the University of Arizona (<https://www.arizona.edu/coronavirus-covid-19-information>). Faculty, staff and students are staying at home. Essential research is being performed on campus only if reviewed and approved by the University (<https://research.arizona.edu/covid19/announcements>). Currently all educational activities are being conducted online and by teleconferencing.

- Year 1, 2 and 3 students will continue their online and/or virtual learning.

### **RESUMPTION OF COLLEGE NON-CLINICAL EDUCATIONAL ACTIVITIES ON THE PHOENIX BIOMEDICAL CAMPUS**

The CDC/White House guidelines (Figure) describe three phases of progressive loosening of current restrictions, each triggered by "gating criteria" that emphasize 14 days of decreasing disease burden before progressing to the next phase (see Figure 1). In addition, we will use University guidance (<https://www.arizona.edu/coronavirus-covid-19-information>) with consideration of local data (e.g., the Maricopa County Health District data (<https://www.maricopa.gov/5460/Coronavirus-Disease-2019>), Arizona Department of Health Services data

(<https://azdhs.gov/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/index.php#novel-coronavirus-home>) in decisions to resume activity on campus.

**Phase 1 (Summer 2020)**

Telework and virtual education are encouraged in Phase 1, which should minimize changes to current CPH activities. Anyone on campus will be required to wear a mask and tentatively plan to conduct a brief screen (symptom questions and temperature check) at the entrance to campus buildings. Those with positive screens will be sent home, referred to their primary care providers for PCR testing, and further follow-up. Symptomatic individuals will be referred to primary care providers and request they quarantine until test results prove negative. Those with positive tests will remain in transmission- based precautions until released by their health care provider and/or lab will report to Maricopa Public Health Department for contact tracing.

Building One (2<sup>nd</sup> and 3<sup>rd</sup> floors) and Building 4, where faculty and staff reside, will continue to social distance (6 feet) and group size limits ( $\leq 10$ ) will be observed. Face coverings will be required. Hand sanitizer and sanitizing wipes will be available throughout the buildings. Sneeze guards will be placed in open-desk and cubicle learning and working environments. Vulnerable populations will continue to shelter in place and work/learn virtually. Social distancing and group size must be maintained throughout the buildings, including elevators, stairwells, conference rooms and common areas, for example.

**Educational activities will occur as shown:**

Activity	Modality	Activity	Modality
Case-based instruction	Virtual (Zoom)/Online		
Lectures	Virtual (Zoom)/Online		
Independent Learning Modules	D2L On-line recordings		
Internships	Virtual		
Interactive learning sessions	Virtual (Zoom)		

Sanitation and cleaning protocols will be developed in consultation with the Office of Campus Management and Operations. Most common areas will be closed to prevent congregation of employees or students. Only essential business travel will be permitted.

**Phase 2 (Fall and Spring 2020-2021)**

We will proceed to Phase 2 when permitted by University, State and local guidelines. On-campus activities will continue to practice social distancing and wear face coverings. Classrooms will follow UA and CDC guidelines for group size within classrooms and physical distancing. Masks will be required. Sanitizing supplies remain easily available. Vulnerable populations can resume public activities, but should maintain social distancing. Sanitation and cleaning protocols will continue under the direction of the Office of Campus Management and Operations. Common areas will be open. Business travel will be unrestricted.

**Educational activities will occur as shown:** Will resume to pre-covid19, which includes case-based instruction, lectures, and independent learning modules, but with classroom size limitations and follow physical distancing practices. We will phase into community-based internships and interactive learning sessions based on community partner policy and UA guidelines.

Activity	Modality		
Case-based instruction	Virtual (Zoom) and/or on camps		
Lectures	Virtual (Zoom)/Online/On campus		
Independent Learning Modules	D2L : On-line recordings		
Internships	Community-based or virtual		
Interactive learning sessions	Online/On campus/Community-based (Zoom)		

**RESUMPTION OF STUDENT INTERNSHIPS**

Decisions about returning to community-based internships require collaborative decisions between COPH and community partners. The following principles will guide decision-making:

- A. Safeguards to minimize students’ risk of contracting COVID-19 as well as protecting community partners.
- B. Alignment between IPE/APE/Internship experiences and the school’s educational program objectives
- C. Alignment with all applicable accreditation standards
- D. Mitigation—through mechanisms in the training environment—of students':
  - a. risk of transmitting the virus in the community,
  - b. risk of transmitting the virus to community member for whom they serve, and
  - c. personal risk of infection and illness

**For all phases, the following criteria must be met:**

1. Availability of SARS-CoV-2 PCR testing, with a reasonable turnaround time for results, for students, faculty and staff.  
Testing for symptomatic individuals will be followed by quarantine until test results are received. Those with positive tests will remain in transmission- based precautions until released by their primary care provide. Primary care provider and/or lab will report cases to Maricopa Public Health Department for contact tracing.
2. Students will follow all procedures for self-screening and other infection control practices established by community-based partners.
3. The status of the pandemic will be monitored for evidence of a significant rebound. Guidance from the University, State officials, and national organizations will inform discussion with community- based partners regarding potential withdrawal of students from IPE/APE/Internships.

**Scheduling considerations**

Given the uncertain future course of the pandemic with the possibility of resurgence and potential need to withdraw students from community-based sites again, schedules and options are being designed with flexibility to allow maximum utilization of windows of opportunity for direct community contact.

**Key Milestones**

<b>Re-entry Milestone</b>	<b>Estimated Completion</b>
Determine personnel work schedules/remote access plans	6/2/20
Space work areas as per social distancing guidelines	6/15/20
Provide sanitizing stations, disinfecting kits, PPE, post signage	6/15/20
Determine modality options for all courses/need for additional instructors	6/15/20
Communicate re-opening policies re schedules, PPE, common area use/cleaning	7/1/20
Develop decision support tool for consistent student policies/communication	7/1/15
Develop protocols/schedules for remote teaching/Zoom capacity	7/15/20
Course syllabi updates	7/30/20
Contingency/communication planning for possible future interruptions	7/30/20

**Budget Summary Information**

Adjunct personnel/TAs or Preceptors to meet additional teaching needs	
PPE, sanitizing stations	Sanitizing stations already in place. Additional stations ordered and placed within the 2 <sup>nd</sup> and 3 <sup>rd</sup> floors and supplied by Phoenix facilities.
Plexi glass installs	Ordered for two reception areas in building 1, 3 <sup>rd</sup> floor

Support for hybridizing courses and filming	Faculty already meeting with main campus support services.
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PHP & TR faculty and staff that have offices or cubicles on campus were polled on June 1, 2020

Faculty (n=12); all other faculty teach remotely/online	All other faculty plan to work/teach on campus (summer and fall); 5 primarily teach remotely, but do plan to attend internship conferences and meet students on campus in the fall 2020. All have office space available on campus.
Staff (n=4)	All will return in summer (mid - June) and fall 2020

## Office of Student and Alumni Affairs

### Operating Plan Overview

This plan describes the efforts of the Office of Student Services and Alumni Affairs (OSSAA) within the Mel and Enid Zuckerman College of Public Health to continue to serve the students and faculty of the College during the shutdown caused by COVID-19 Pandemic and through the eventual re-opening of the campus. The objective of this plan is to develop a safe process by which OSSAA can achieve and maintain optimal effectiveness in assisting public health students, applicants, and faculty while also providing flexibility needed by its staff. OSSAA staff have been consulted and contributed to the details of this plan and are aware of their individual responsibilities for contributing to its success.

### Key Milestones Related to Re-entry

Milestone	Estimated date to be completed
Confer with staff members to determine individual safety and family needs related to returning to the office	5/28/20
Establish preliminary schedule for staggered, rotating staffing for fall	6/15/20
Engage centralized scheduling system for graduate advising appointments	6/15/20
Assess arrangement of OSSAA Office for maintaining optimal cleanliness and placement of staff	6/15/20
Develop Plan for New Graduate Student Orientation Activities	7/1/20
Finalize Fall 2020 admissions process and report on admissions results for incoming campus based graduate students	7/15/20
Admit students to the undergraduate major and report on undergrad numbers	7/15/20
Determine signage needs for Office windows/doors	7/20/20
Communicate with students about campus and college re-entry plans	Ongoing

### The OSSAA Office Suite

The door to the Office of Student Services will be locked at all times. Signage indicating how to contact staff members will be posted as will general information related to safety measures. The intention of the communication is not to project fear, but rather, to communicate the importance of caring for each other and ourselves. Processes for delivery of packages, student paperwork, etc will be outlined. Students will be encouraged to reach out virtually to OSSAA Advisors, Coordinators, Assistant Dean as needed.

## Staffing

There will be a minimum of 2 people in the Office of Student Services, with a maximum of 4. In an effort to support our staff, flexibility in work schedules has been discussed with each student services professional who may be concerned with health and safety of themselves and their family members. As of this point in time, 5 staff members have requested to continue to work from home until further information is known about virus transmission, re-infection, vaccines. Job tasks and responsibilities have been handled well virtually, and this will continue until such time there is reason to re-evaluate.

## Goals and Tasks

Define the high-level goals and specific tasks for each goal, including details when available. E.g., Colleges might list Goal 1: Offer flexible, hybrid options for all required courses. Task 1: Determine number of sections and size of each section for all courses based on campus recommendations. Task 2: Define standard protocol for remote learning, etc.

### **Goal 1: Provide a robust, comprehensive orientation event for incoming graduate students**

#### Task 1:

Task Name: New Student Orientation

Description: Plan hybrid components of event

Responsible Person or Unit: OSSAA Grad Team

Schedule/Duration: TBD

Financial Considerations:

Risk/Uncertainty:

#### Task 2:

Task Name: Develop, script and schedule videotaping of modules

Description: Determine different areas of importance that can/should be videotaped

Responsible Person or Unit: OSSAA Grad Team

Schedule/Duration: 4 weeks

Financial Considerations: Pay for services of videographer

#### Task 3:

Task Name: Update Student handbooks

Description: Review current handbooks, adding new policies and guidelines including COVID-19

Responsible Person or Unit: Program Coordinators and Asst. Dean

Schedule Duration: 6 weeks

Financial Considerations:

Risk/Uncertainty: Incorrect information could be conveyed.

#### Task 4:

Task Name: Plan in person back to school activities if possible

Description: Determine if in person events can be held and schedule them in appropriate spaces for small groups – perhaps concentration students, etc.

Responsible Person or Unit: OSSAA Grad team

Schedule Duration:

Financial Considerations: Space reservation costs

Risk/Uncertainty: Medium to high

## Data Management and Assessment

- Ongoing efforts to collect, input, maintain, and analyze data are occurring and will continue virtually.
- Data regarding the incoming class of students will be added to the College's database when finalized.

## Communication

- Continue with twice weekly meeting between OSSAA staff to determine priorities and to share relevant COVID-19 mitigation strategies.
- Review and revise OSSAA Re-Entry plan as needed
- Review CDC guidelines regarding infection control strategies
- Review University and College guidelines and policies, existing and new
- Develop timed communication strategies with new students, current students focusing on the College's mission and values, sharing new developments, policies and guidelines. Share these student communications with staff and faculty.
- Communicate with College members about OSSAA staffing, contact information, and how OSSAA is doing business.

## Sanitization and Additional Physical Safety Considerations

- Staff members will wear face coverings at all times in the College when not in a closed office by themselves.
- Plexiglass panels will be installed around the front office desk. OSSAA Office will be regularly cleaned by custodial staff. OSSAA staff will sanitize their own work surfaces, equipment (phones, keyboards, printers) when they leave for the day
- OSSAA staff will clean high traffic, high use surface on a frequent basis throughout the day. These surfaces include door handles, copier, handles to storage cabinets, conference room table, coffee pot handles, water dispenser handles switches.
- Should a student or faculty member need to meet personally with an OSSAA staffer, a room reservation will be made for a space large enough for two or more people for the meeting. Alternatively, the meeting could occur outdoors, on the 3<sup>rd</sup> floor patio, etc.

## College of Public Health, Business Office

### Overview

The College of Public Health Business Office is committed to providing a safe and healthy workplace for all of its staff. To ensure we have a safe and healthy workplace, we have developed the following Operating Plan in response to the COVID-19 pandemic. All members of the CPH Business Office team are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace using a cooperative effort to help support the safety and health of our business office team while also ensuring that college business services remain accessible to faculty, students and staff.

### Key Milestones

1. Prepare office space for return of staff (estimated date of completion 07/01/2020)
2. Minimize contact and reduce crowding (estimated date of completion 07/01/2020)
3. Offer flexible participation (estimated date of completion 07/01/2020)
4. Develop screening and policies for employees exhibiting signs and symptoms of COVID-19 (estimated date of completion 07/01/2020)
5. Minimize transmission (estimated date of completion 07/01/2020)
6. Communication (estimated date of completion 07/01/2020)

## Goals and Tasks

### 1. Prepare business office for return of staff

- a. Install CDC Guidelines/Physical Distancing/Masks Required/Room Capacity signage.
- b. Ensure sanitizer, cleaning solutions, paper towels, gloves and other necessary sanitation supplies are ordered and in place.
- c. Install Plexiglas sneeze guard on reception area of business office.

### 2. Minimize contact and reduce crowding.

- a. Encourage employees to continue to work remotely if they are able.
- b. Review business office capacity guidelines with staff. Capacity will be kept at 3 people with a maximum not to exceed 4 people at any time.
- c. Establish weekly rotating staff schedules for employees that need to work in the office. (For example, two employees with adjacent cubicles will not be scheduled to work on the same day to ensure social distancing guidelines can be met).
- d. Review CDC Guidelines with business office staff.
- e. Ensure each employee that will come to work has face mask.

### 3. Offer flexible participation

- a. Develop flexible work arrangements or reassign duties to support remote work for staff who are concerned about themselves or their family members' health and safety.
- b. Offer flexible hours for staff whose jobs require them to work onsite and/or attend to work activities or duties in-person

### 4. Develop screening and policies for employees exhibiting signs and symptoms of COVID-19 (Test).

- a. Inform workers how to self-monitor for signs and symptoms of COVID-19.
- b. Re-iterate daily check in process (our team utilizes a text chat in which we each check in each day to say if we are working, if we are well and if are household is also well).
- c. Continue to promote/support workers staying at home when they are sick or when household members are sick.
- d. Joy Caron will inform individual team members via phone call if they have been exposed to a person with COVID-19 at their workplace and will require them to self-quarantine for no less than 14 days.

### 5. Minimize transmission by establishing daily cleaning and disinfection guidelines.

- a. Business office will be cleaned 3 times per week by FM.
- b. Appropriate and effective cleaning and disinfectant supplies have been supplied by FM and are easily accessible and available for use.
- c. Daily: staff that work in the office will need to wipe down their workspace at the end of each day (workstations, phones, screens and desk surfaces).
- d. Daily: staff that work in the office will need to wipe down high contact surfaces (2 times per day) with cleaning solution provided by FM: copy machine, fax machine, kitchen/break room, door handles and light switches
- e. Review/emphasize hygiene and respiratory etiquette using signage and periodic reminders during business office meetings.

## 6. Communication.

- a. Review re-opening plan with all business office staff.
- b. Review CDC Guidelines with business office staff.
- c. Provide training on how to properly clean surfaces.
- d. Review shared areas that will need to be sanitized daily and establish who will be doing this (most likely will be shared by the few staff that will be in the office at one time).
- e. Communicate instructions to faculty, staff and students about how to reach the business office and set up “in-person” services if necessary.
- f. Business office staff to have office phone forwarded to ensure continuity of business operations.

## Office of Information Technology

The plan outlines the steps needed to deliver IT services to the MEZCOPH community in a safe and effective manner as the campus and MEZCOPH reconvene on campus in the fall semester.

### Key Milestones

- Enable Computer lab for safe usage
- Establish protocol for IT Support services
- Train IT staff on best practices for social distancing, interactions, cleaning
- Communicate with MEZCOPH community regarding services availability and delivery

### Budget Summary Information

- Supplies needed include cleaning supplies; gloves and masks; plexiglass separators between workstations and instructor workstation in Computer Lab; signage for walls and floors
- Proper training on cleaning computer equipment and surfaces

### Goals and Tasks

**Goal 1: Continue provisioning of all MEZCOPH IT services, adapting to modified delivery methods, while maintaining service levels.**

#### Task 1: IT Support Services

- IT Support will be available through phone, 626-7417, and ticket submissions at [coph-help@arizona.edu](mailto:coph-help@arizona.edu). Most support services will be provided remotely using the remote support tool, LogMeInRescue, unless physical access to hardware is needed to fix an issue. Call 626-7417 to schedule a problem resolution needing personal interaction.

#### Task 2: Other IT Services

- Other IT Services (Web, Data Analysis, software development) – These services will generally be provided remotely via requests through phone, email and the ticketing system at [coph-help@arizona.edu](mailto:coph-help@arizona.edu).

#### Task 3: IT Office Staffing

- During office hours, one of the IT Support team will be in the office, A321. The rest of the staff will be encouraged to work remotely with a staggered schedule to reduce the number of people in the room at the same time – to no more than 3. Signs will be put up to encourage social distancing and hand and equipment sanitizing. Floor tape (cat tracks) will be put down to facilitate social distancing. Hand sanitizer and spray cleaner will be available to wipe down equipment. Staff will wear gloves to handle equipment received for repair. Staff in the office are responsible for wiping down the areas

they used (desk, phone, computer/keyboard, handles, etc). The last person leaving for the day does a wipe down of common surfaces.

#### Task 4: Prepare Computer Lab

- The computer lab will be available with 11 enabled computers. Every other computer will be disabled and disabled computers will be staggered from one row to the next to provide maximum space between enabled computers. Door to the lab will be propped open from 8-5. IT will work with Facilities to ensure that the computer equipment and printer are disinfected appropriately. Additionally, hand sanitizer and spray cleaner will be available to wipe down equipment. Signs will be put up to encourage social distancing and hand and equipment sanitizing before and after use. Promote use of the virtual computer lab available at [VCAT.ARIZONA.EDU](http://VCAT.ARIZONA.EDU)

#### Task 5: Conference Rooms

- The Conference Rooms: A276; A324; A326; Dean's Conference Room - Reduce seating capacity to enable social distancing. Signs will be put up to encourage social distancing and hand and equipment sanitizing. Hand sanitizers and spray cleaner will be available to wipe down equipment. Work with Facilities to ensure that the equipment and remote controls are disinfected appropriately.
- A317G meeting room – single use only; Person using room disinfect before and after use.

#### Data Management and Assessment

- Incorporate feedback survey to IT support tickets.
- Survey users of Computer lab and virtual computer lab for feedback.

#### Communication

Align and consolidate communication to MEZCOPH community with college-wide communications. Announce availability of the virtual comp