Dear University Stakeholder,

The following checklist has been developed to ensure essential public health considerations, precautions, and planning/coordination functions have been addressed prior to a Recovery Operations Committee (ROC) plan review and presentation. Please ensure your plan includes the following:

**Public Health Considerations and Precautions:**

- **Identify the Daily Health Check Tool** from the UTSA Roadrunner Roadmap website in your department’s plan. This tool can also be accessed on the Roadrunner Roadmap website, UTSA mobile app, and the LiveSafe app.

- Reference common symptoms of COVID-19. A comprehensive symptom list is available through the CDC website:
  - Cough
  - Shortness of breath or difficulty breathing
  - Muscle pain
  - Sore throat
  - Chills
  - Repeated shaking with chills
  - Headache
  - Loss of taste or smell
  - Feeling feverish or measured temperature greater than 100°F

- Reference the self-reporting tool for students and employees to report positive cases, or close contact with known positive cases. (Close contact is defined as contact less than 6 feet apart for a cumulative time of 15 minutes over a 24-hour period)

- When a positive case on campus is reported, Occupational Health or Student Health Services will recommend disinfection, if appropriate. Plans should reference this process, to include the following:
  - Recommend the person under investigation to complete the self-reporting tool for documentation and contact tracing purposes.
  - Allow access for Facilities to conduct disinfection procedures, as appropriate.
  - Limit access to the impacted space until provided an all clear.

- Guidelines for physical distancing should be clearly outlined, with added precautions assigned to group events and certain activities carrying higher risk of transmission/exposure (e.g., musical events, physical training, eating/drinking, etc.)
  - Distance between participants must be minimum 6 ft.
  - Activities carrying higher risk, such as physical training, musical performances, etc., are required to distance participants at 10+ ft., depending on activity and space configuration, as well as whether activities are indoors or outdoors.
  - For campus activities with large groups, consider organizing activities by subgroups to mitigate the number of close contacts should a positive case be reported, thereby reducing the number of persons recommended to self-isolate or quarantine.
Plan Review Checklist

COVID-19 Recovery & Sustainment Operations

☐ Disinfection protocols, such as how a space will be disinfected during and after activities.

☐ Between ABM cleaning visits, responsibilities of the department include disinfection protocols for high-contact surfaces such as:
  o Regularly disinfecting door handles, countertops, service desks, etc., when students or visitors are present.
  o Making personal protective equipment, such as surgical masks, available for those who need them.
  o Reinforcement of disinfection policy/protocol.

☐ Requests for additional disinfection supplies are detailed on the “what to expect” section of the Roadrunner Roadmap website. Unused supplies may also be returned by contacting CareKit@utsa.edu.

☐ Hygiene protocols, such as handwashing, wearing face coverings, etc.

☐ Signage, to include reference to the downloadable kit on the Roadrunner Roadmap website.

Policy and Procedural Requirements:

☐ Reference that all employees will complete the mandatory Return to Work Training.

☐ Reference the Ask, Offer, Leave, and Report policy and shared responsibilities for these processes.

☐ Identify procedure to have participants engaging in activities sign-in/sign-out for contact tracing purposes.

☐ Return to campus office recommendations:
  o Consider your area’s workspace, workflow, constituent flow, and develop plans to maintain social distancing.
  o Plan traffic flow to allow for social distancing and minimize time in reception/waiting areas.
  o Remove chairs and rearrange furniture.
  o Redesign procedures to reduce touching the same objects (e.g., pens, intake forms, sign-up sheets, etc.).
  o Remove shared objects in reception/waiting room areas (e.g., magazines).
  o Ensure that university-approved signage is appropriately displayed at all entrances and within your workspaces. Approved signage is available for download as part of the “Do Your Part” campaign.

☐ Avoid in-person meetings as much as possible by utilizing the various technological communication modalities available at UTSA. If necessary to meet in person, individuals must adhere to all mitigation requirements listed above, and develop a public health mitigation strategy.

☐ Consult with Student Disability Services (disability.services@utsa.edu) for any student-related accommodations. Consult with People Excellence, ADA Coordinator (ADA@utsa.edu), for employee accommodations.

Recovery Operations Committee (ROC) and Resource Management Team (RMT) Review and Approval:

☐ Discuss and develop draft plan(s) and procedures with internal management.

☐ Consult with the Director of Risk & Emergency Management (or designee), and the Chief Medical Officer (or designee), in a joint meeting to discuss proposed procedures and operations prior to submitting a request to present to the ROC.
Once plans are reviewed by the consultants above, and approved at the department-level, submit a request for ROC-review using the ROC Meeting Agenda Item Request.

Departments will be required to upload protocol documents and presentation materials when submitting an agenda item request.

The Assistant Vice President of Administration and Operations will liaise with RMT to obtain final approval of operational plans. Following RMT approval, a representative of the ROC will communicate with approval status to the presenter.

Contact Information:

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- Dr. Lorenzo D. Sanchez, Director of Risk & Emergency Management – lorenzo.sanchez@utsa.edu

This checklist is being maintained by the Office of Risk & Emergency Management – BePrepared@utsa.edu.