Coronavirus Preparedness & Guidance at UTSA

UTSA is committed to the safety and well-being of our campus community. All members of our community are encouraged to remain calm and take appropriate steps for heightened precautions. Although there are no community cases of the Coronavirus in Bexar County outside of the quarantined area at Lackland Air Force Base, we are actively monitoring the outbreak and engaging in readiness activities. To meet these goals, the UTSA Office of Risk & Emergency Management (OREM), in collaboration with campus partners, have developed the following essential guidance for departments, faculty/staff, and students. Please be aware that these recommendations may change daily due to CDC guidance; the latest information will be posted on the UTSA Coronavirus website.

Guidance for Everyone at UTSA

- Wash your hands often with soap and water.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Avoid close contact with people who are sick as best as possible. Social distancing from sick persons in public settings (>6 feet) is a rule of thumb to maintain your distance.
- Cover your mouth and nose when you cough or sneeze, then wash your hands afterward.
- Avoid travel to areas where the risk of Coronavirus is highest, as identified in UTSA’s travel restrictions. Limit unnecessary travel to reduce your potential exposure in areas where you are unaware of local conditions.
- Engage in public health protective strategies, such as purchasing and using hand-sanitizers, disinfecting wipes to clean common surfaces (including desk/cell phones, tablets, laptops, computers, workstations, dorm rooms, etc.), stay current with seasonal influenza vaccinations, and everyone is encouraged to maintain a healthy diet/stay hydrated.
- If you are feeling sick, stay home. Communicate with your professor, supervisor, and family. Seek medical attention as necessary, either through Student Health Services or your healthcare provider.

Medical Information:
- Student Health Services (Monday – Friday, 8 – 5 pm): 210-458-4142
  - After-Hours: If you need immediate medical care after-hours, please visit a local urgent care clinic or other provider. For all medical emergencies, call UTSA Police at 210-458-4911.
- Faculty/Staff: For UTSA employees, you can seek medical support by visiting your healthcare provider, or taking advantage of a virtual doctor via MD Live.

General Departmental Guidance

- Engage in public health protective strategies, such as encouraging seasonal influenza vaccinations, using disinfectant supplies (i.e. wipes, hand sanitizer, aerosols, etc.), promoting good hygiene recommendations, and cough etiquette. Promote the guidance above.
- Refer staff to UTSA Coronavirus website for the latest information.
- Review and develop internal call tree lists to stay connected with your staff should the public health emergency escalate. Review internal departmental policies regarding leave, telecommuting, and other personnel matters; document your processes.
• Review your readiness strategies such as making contingency plans.
• Determine telecommuting capabilities and shortfalls.
• Notify key personnel of possible emergency operations, and cross-train as necessary.
• Develop tentative task assignments and identify potential resource shortfalls; document all your processes and share with your management teams.
• Track all expenses in support of your emergency preparedness and response.
• Track absenteeism and report abnormalities to OREM at beprepared@utsa.edu.

Faculty and Staff Guidance
• Engage in the recommendations above, and share proper hygiene information with students and employees as noted above.
• Review and refer employees/students to UTSA Coronavirus website for the latest information.
• Stay connected with your managers/supervisors, department chairs and deans for information pertinent to academic affairs and university operations. The latest updates will be on the website above.
• Determine telecommuting capabilities and shortfalls as they pertain to your situation. Test your ability to VPN from home, access Microsoft Teams, and become familiar with other common IT resources. University Technology Solutions has more information on their Tech Café website.
• Faculty - Become familiar with online teaching tools, such as BlackBoard, as well as ensuring your online class environments are up-to-date. If you need assistance, please contact Academic Innovation at 210-458-2700 or see information on current academic continuity recommendations.
• Laboratory experiments may be disrupted during this time. Be sure that all lab staff follow safe shutdown procedures in the event that you are unable to access the lab for an extended period of time. Contact LSD@utsa.edu for guidance.

Student Guidance
• Follow recommended preventative measures above, but most importantly, wash your hands often with soap and water for at least 20 seconds, and use hand-sanitizer where washing your hands is not immediately an option.
• If you are considering Spring Break travel, monitor the UTSA website and CDC website frequently for updates on travel notices and restrictions. Use disinfectant wipes on vehicle steering wheels, keys, door handles, and buttons or airplane armrests and tray tables.
• Use disinfectant wipes on backpacks, door knobs, TV remotes, light switches, book bag handles, tablets/computers, gaming controls, and other frequently used objects. If you have roommates, work with them on a cleaning plan.
• Share messages with your peers about avoiding the spread of germs and campus resources.
• If you are feeling sick, stay home. Communicate with your professor, supervisor, and family. Seek medical attention as necessary, either through Student Health Services or your healthcare provider. If students require additional instructions for communicating with faculty about potential extended absences, email Student Assistance Services for additional support.
• Stay informed of the latest updates by visiting the UTSA website, local news, and other trusted sources to prevent misinformation.