COVID-19 PLANNING: MOVING FROM RESILIENCE TO THRIVING
TACTICAL TEAM 3: ADVANCING BELONGING AND THE "OUT OF CLASSROOM" EXPERIENCE IN THE DIGITAL ERA

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Academic Affairs

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Tactical Team 3: Advancing Belonging and the "Out of Classroom" Experience in the Digital Era

Executive Summary

Based on initial committee members' responses to a survey collecting ideas regarding elements of the Team's charge, Tactical Team 3: Advancing Belonging and the "Out of Classroom" Experience in the Digital Era organized as two subcommittees to address the common themes that emerged. The first subcommittee addressed student engagement, success, and support, while the second subcommittee focused on public health and safety in out of classroom environments.

The Student Success, Student Engagement and Support subcommittee offered recommendations addressing the charge and focus to help advance a sense of belonging, innovation and equity while engaging in activities out of the classroom. Recommendations focusing on advancing research as a leading HSI, such as advancing virtual communities of practice and scholarship, delivering more professional development through virtual means to increase student preparedness for employment, and leveraging digital tools. Another set of recommendations focus on increasing equity and reducing the digital divide. These recommendations include using external partnerships and university investment to assist students with hardware, software, and internet access. Additional recommendations call for increased training for students, including peer mentoring technological assistance. Finally, to help close the digital divide, a set of recommendations focus on steps that can help develop a culture of "digital-flex" that aligns the university with the capabilities and practices of digital natives. The subcommittee offers specific recommendations for enhancing "Out of Classroom" experiences, both face-to-face and virtual, promoting campus affiliation, identity and belonging. Finally, the subcommittee recommends that significant training, support and skill development planning is called for and makes numerous specific recommendations to this end.

Building on the recommendations offered by the UTSA Public Health Task Force report, The Public Health and Safety subcommittee offers recommendations on how UTSA community members should navigate physical spaces outside of the classroom. One set of recommendations focuses on common protocols for out-of-classroom experiences, such as personal protective actions, signage, disinfection procedures and common space measures. Recommendations regarding navigating physical spaces while on campus, including commons space and all aspects of residential living space are detailed. Events, recreational, and athletic activities are critical to developing a sense of belonging to UTSA, but they also pose heightened exposure to risk. Thus, the subcommittee offers detailed recommendations for mitigating these risks to preserve the benefits of such activities to campus community. Finally, the subcommittee recommends an extensive audit of the risks associated with the variety of services provided through campus and business services & support.

Student Engagement, Student Success and Support Sub-Committee Recommendations

The Student Engagement, Student Success and Support Sub-Committee offers the following recommendations based on questions provided within the Tactical Team charge and focus on the how UTSA encourages a sense of belonging, innovation and equity.

Overarching Considerations

How might we do something distinctive with the potential for greater future value and that contributes to UTSA's position as a leading HSI Research University known for innovation and excellence?

How might we leverage this challenge as an opportunity for more equity, particularly to address the digital divide?

Additional Questions to Address in the Recommendations

- What out of classroom activities must be done on campus, F2F?
- What out of classroom activities are better done on campus F2F?
- What out of classroom activities can/should not be conducted on campus F2F?
- What out of classroom activities are best conducted online/remote?
- What out of classroom activities can be conducted suitably off campus remote/online?
- Who benefits most from on-campus out of classroom experiences?
- For out of classroom activities that will be delivered entirely online, how might we identify a suitable activity to occur on campus to promote campus affiliation, identity and belongingness?

Reaching Greater Potential as an HSI Research University

- Create virtual "communities of practice" or "communities of scholars." Identify peer engagement ambassadors to serve as facilitators and community leaders for these groups.
- Maximize resources to help students understand marketable skills (student organizations could lead part of this)
    - Graduate and Post-Success (GPS Navigating Your Career) and Career Builder Badges.
    - Student Affairs student staff training and Student Leadership Center.
    - Leverage small groups through partnerships or professional communities across campus.
- Provide digital literacy or common digital experiences, such as digital citizenship (potential subgroup for marketable skills).

- Small working or cluster groups working together to develop programs and sharing best practices. Include topics like maintaining personal safety, physical health and mental wellness considerations incorporating extensive online engagement.
- Open more opportunities for research through virtual experiences. Promote showcasing in-progress research and scholarly work to interested students and the San Antonio community
- Identify or develop digital tools for community and social gatherings. Provide training and support for these platforms similar to the outstanding faculty support provided through Academic Innovation and Teaching and Learning Services.
- Provide enhanced Career Services resources as a central feature connected to students' academic and professional goals:
  - Examine ways to use MyIDP or ImaginePhD as a career/education plan
  - Connect students with involved alumni -- People Grove
  - Communication campaign highlighting classroom to career connections with out of classroom activities
  - Connected to marketing skills, online interviewing skills

Leveraging for Equity and Addressing the Digital Divide

Strategic External Partnerships

- Collaborate with local organizations and corporations (Like Apple, Dell, Smart San Antonio etc.) to help close the digital divide.

- Partner with internet providers to provide free or sliding scale discounts to all students based on need.

- Collaborate with internet providers and internal technology units to provide mobile internet access.

- Examine and expand current UTSA mobile hotspots throughout campus and examine student residential data to work with nearby rural towns/counties

Physical Technology Provisions for Students

- Continue technology grants for students in need of additional technology.

- Consider community technology drives for additional equipment students may need.

- Expand library loans of laptops, tables, hotspots through library's Borrow Tech Gear.

- Free or low-cost adaptive technology solutions that support universal design to ensure that all students including those with disabilities provided opportunities to participate in virtual out of classroom experiences.

Training for Students

- o Provide multiple asynchronous and synchronous tech training for technology groups.

- o Formal, official UTSA sponsored help that actively reaches out to students.

- o Formal peer mentor support. Create a position title like "peer digital champions" for students interested in helping other students build digital skills and work through technical support needs. Increase the capacity of UTS for informal technology mentors. UTSA Tech Café expansion of hours and support

Cultural Shift and Support to "UTSA Digital Flex Culture"

- o Create programs and PSAs with an emphasis on instructor flexibility and understanding of the digital divide. Emphasize the importance of asynchronous connections methods across units and departments.

- o Make understanding and compassion for students our cultural UTSA default setting.

- o Create UTSA digital divide advocacy group with a cross-section of UTSA representatives.

- o Design content in OER. When unable to design in OER or free library resources, provide credits for students to access online access.

- o Make digital academic content physically available in print for students who need it. Provide increased print limits. Provide discounted bundles.

- o Conduct university-wide technology needs assessment. Identify and secure reliable equipment, software platforms, and expanded tech support.

- o Provide universal design technology training for faculty and staff and accessible digital experiences offered at multiple times to fit different schedules.

- o Organize outreach efforts to identify and reach populations in need. Outreach to engage larger populations and larger cross-sections of our community in digital asynchronous and synchronous activities.

- o More use of social media and other more accessible platforms like GroupMe. Provide an institutional support for GroupMe. Note that students use Instagram, Snapchat, TikTok much more than they use Facebook.

- o Offer students more academic, organizational and social online connection opportunities.

- o Additional later hours for units and departments that offer student support.

- o Increase bilingual support, communications and outreach across units and departments. Assess communications appropriate for offering Spanish version that would be more accessible to families.

Considerations for Face to Face "Out of Classroom" Experiences

- Provide resources/training/guidance for creating virtual events and developing best practices for community-building events.
- Provide a centralized point-of-contact for training and compliance to assist office/departments/student activities with implementing Public Health report guidelines.
- Provide clearly marked outside areas for student groups to market their organizations as they adhere to social distancing requirements.
- Open and maintain the Roadrunner Pantry during specific days and times.
- Provide venues for student organization meetings in the Student Union with limits placed on number of attendees to maintain social distance requirements.
- Provide smaller Student Union and library rooms for individual student use to access Wi-Fi and work/study space.
- Determine feasibility for using UTSA shuttle or Mobile Go Center as local Wi-Fi hot spot to create additional community-based study spaces.
- Provide library resource pickups during specific days and times.
- Provide technology resource pickups and distributions during specific days and times.

Considerations for Virtual "Out of Classroom" Experiences

- Virtual Best Fest (with a virtual way to support student organizations through fundraising opportunities).
- Continuing the Let's Talk series and allow for virtual breakout rooms.
- Consider creating virtual affinity groups for students and perhaps use existing student organizations to promote events and recruit additional participation
- Hosting Grad Fest as online event or a "pick up only" with reservations to get cap/gown. Provide a picture series around campuses with safe social distancing
- Roadrunner Days inclusion of a virtual "Get Involved" fair showcasing student organizations and provide breakout rooms based on organizational types.
- Provide training to student organizations on Adobe Creative Cloud Suite to support virtual events.
- Individualized activities that require one-on-one meetings longer than 30 minutes should remain primarily online with accommodations provided as needed.

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Promoting Campus Affiliation, Identity and Belonging

- Create structures that promote ongoing dialogue with students through a portal that is set up for constant feedback from students throughout the semester.
- Promote and expand virtual "front desks" like those at Student Activities and Student Union within key areas of engagement programs and offer training on best practices for virtual front desks.
- For the running dialog, assign students (mandatory with an opt-out option) a random social group, like a homeroom, dorm floor, or apartment tower. A resident advisor would lead these running dialogs. This dialog could take place through Microsoft Teams, GroupMe, WhatsApp or UTSA mobile.
- Leverage student peer leaders across campus to serve along with resident advisors and community leaders for virtual student engagement events (potential titles might include involvement ambassadors, peer mentors, peer digital champions, discussion group peer facilitators).
- Virtual "Lunch" and Learn series (e.g., Career Stories taking place with The Graduate School and Chomp and Chats at the Multicultural Student Center for Equity and Justice). Invite alumni to speak about how UTSA education prepared them for the workforce.
- Wellbeing check-ins. Recruit faculty or staff to collaborate with Counseling to address anxiety/stress (e.g., The Happiest Hour from UTSA Counseling and Mental Health Services)
- Expand watch parties at Student Activities and other areas of Student Affairs and encourage additional campus partners to host additional events. Identify Ted talks; continue social justice film series, movies, and YouTube videos to connect with students. Faculty, staff, peer mentors and student organizational leaders can facilitate group discussion can occur with Microsoft Teams, Group Me, WhatsApp. Inclusive Excellence and Multicultural Student Center for Equity and Justice have created guides for difficult conversations. This could be a good tool for this effort.
- Use Career Badges to highlight translatable skills and soft skills to establish a UTSA Affiliation.

Training, Support and Skill Development Planning

- Training on how to create inclusive online spaces for the delivery programs/activities with specific strategies for active engagement both individually and in small groups.
- Develop innovative engagement opportunities that support the lived experience of UTSA students navigating a pandemic expecting that these will likely be a

little different from traditional engagement activities. Areas should conduct an analysis of historical engagement programming to determine relevance and value to student development and success in the current environment. For example, we might consider how to integrate domains of wellbeing into on campus and virtual engagement programming and events.

- Develop and deliver campus-wide training on effective communication practices for staff and faculty with focus on strategies that promote student sense of belonging (definition of belonging, role of tone, language used in emails, absence of non-verbal cues, understanding when to ask more questions, service continuity throughout referral process) for both virtual and on campus activities.
- Training and awareness with adaptive technology for students with visual, hearing or other physical disability to ensure full access to all online activities. Training for staff, student peer leaders and faculty on how to best leverage these adaptive technologies (consult with Disability Services)
- Clear health protocols with accessible online training and small group synchronous engagement to allow for area specific application questions. We could do this through virtual "labs" that area representatives can sign up for similar to trainings held by financial affairs and telephone services.
- Training and professional development provided through July and August for employees hosting student engagement events at each risk level. Offer events consultation prior to virtual events similar to current events management consultation for on campus events to support best practices and technology support. Similar to model established by Academic Innovation and TLS, establish a centralized website of resources for staff professional development, communities of practice events and meetings to share ideas and best practices using key technology such as Zoom, WebEx, MS Teams (etc.) for various levels of groups.
- Centralized website of student engagement, success and support resources. Access to technology training and peer support as part of that structure.
- Develop infographic guide for on campus operations and services/programs remaining online in both English and Spanish.
- Engagement, success and support programs offered on campus should be prepared to include virtual engagement components.
- University wide training on digital citizenship for students, faculty and staff that includes focus on personal safety and strategies for maintaining physical and mental wellness with extended time online.
- In consultation with UTSA police and relevant safety offices develop guidelines for organizing and managing vehicle drive-thru engagement events held on campus.

Public Health and Safety Sub-Committee Recommendation

The Public Health and Safety sub-committee offers the following recommendations based on the UTSA Public Health Task Force report guidance on how UTSA community members should navigate physical spaces outside of the classroom. These recommendations provide guidance on public safety equipment and supplies, procedures for organizations, departments/offices, residential living, campus services, and event planning. This group examined possible hybrid considerations for activities, functions, and operations.

The appendix for this document includes additional guidance on office and programmatic procedures.

Planning Principles

Principle #1: Follow all CDC, state, and city orders.

Principle #2: Adopt recommendations relevant to our campus community put in place by national associations and professional organizations.

Principle #3: Track all managed/assignable space use, both indoors and outdoors, via 25Live and/or RowdyLink to ensure consistency of public health recommendations across campus.

Principle #4: No movement of any furniture or chairs by students or non-UTSA assigned staff members at any time.

Principle #5: Guidance for departments/offices, housing and auxiliaries, and other business and student engagement functions of UTSA.

Residence Living Guidance

Personal Space Recommendations: Residence Halls/Off-Campus Residence
General:
- No visitation of UTSA or non-UTSA guests in residence halls while social distancing measures remain in effect. Only allow residents of the living unit will within the living space.
- Encourage communication between suitemates about travel, employment, interaction with public, etc., to ensure the "family unit" is aware of each other's behaviors.
- Update roommate agreements to encourage and facilitate discussion on risk management, cleaning and visitors.

Shared kitchens and dining rooms:
- Common area public kitchens are limited to one or two at a time to allow for social distancing.

- o Accommodate people who are sick, their roommates, and those who have higher risk of severe illness from COVID-19 for meals in their room, if possible.
- Housing Facilities personnel will clean and disinfect common area public kitchens regularly using EPA-registered disinfectants, at least twice per day (e.g., in the morning and evening or after times of heavy use).
- Housing Facilities personnel will continuously stock common area public kitchens with hand sanitizer and disinfecting wipes for residents and staff to clean and disinfect countertops and cooking surfaces.
- Residents clean shared kitchenettes in resident units regularly using EPA-registered disinfectants. Residents sharing kitchenettes should develop and agree to a shared kitchenette-cleaning schedule. Minimally, residents are encouraged to clean kitchenettes weekly.
- Residents are responsible for cleaning and disinfecting all personal cookware items utilized in shared kitchenettes in resident units. Residents should immediately clean and disinfect all items and store properly. Residents should not allow items to remain exposed after use.
- Residents should provide disinfecting wipes to clean and disinfect kitchenette surfaces before and after use.
- Do not share dishes, drinking glasses, cups, or eating utensils. Use gloves, non-disposable food service items and wash with dish soap and hot water or in a dishwasher. Wash hands after handling used food service items.
- Use gloves when removing garbage bags and handling and disposing of trash when possible. Wash hands after handling garbage bags.
- Residents are responsible for removing trash and recycling from shared living units on a regular basis and depositing items in the appropriate receptacles in their community. Residents should develop and agree to a shared trash and recycling schedule.

Laundry rooms:
- Laundry rooms are limited to one or two at a time to allow for social distancing.
- Housing Facilities personnel will continuously stock laundry rooms with hand sanitizer and disinfectants wipes in common areas for residential community members to clean and disinfect laundry machines and surfaces.
- Post guidelines for doing laundry in shared spaces, such as washing instructions and handling of dirty laundry.

Shared bathrooms:
- Housing Facilities personnel will clean and disinfect common area public bathrooms regularly using EPA-registered disinfectants, at least twice per day (e.g., in the morning and evening or after times of heavy use).
- Housing Facilities personnel will continuously stock common area public bathrooms with soap and paper towels. Hand sanitizer may also be available to supplement hand washing.
- Residents are responsible for cleaning shared bathrooms in resident units on a regular basis. Residents are responsible for shared bathrooms in resident units

using EPA-registered disinfectants. Residents sharing bathrooms should develop and agree to a shared bathroom-cleaning schedule. Minimally, residents are encouraged to clean bathrooms weekly.

- Housing Facilities personnel empty common area public trashcans regularly.
- Residents are responsible for removing trash and recycling from shared living units on a regular basis and depositing items in the appropriate receptacles in their community. Residents should develop and agree to a shared trash and recycling schedule.
- Provide information on how to wash hands properly. Hang signs in bathrooms.
- Shared sinks could be an infection source. Residents and staff should avoid placing items directly on counter surfaces. Residents should avoid placing toothbrushes or other personal items on shared counter surfaces within resident units. Use tote bags for the storage of personal care items to limit their contact with countertops or surfaces in the vanity and bathroom areas.

Recommendations for Residential Living Common Spaces

Based on CDC and other public health authority guidance, UTSA will require all residents and staff to follow requirements and behavioral considerations for (1) monitoring of symptoms and exposure, (2) following personal preventive measures, and (3) disinfecting protocols. The people living and working in the community must have a sense of ownership and take care of each other and the community environment.

Training all Housing and Residence Life (HRL) staff and residents via updated daily operations and procedures. Training will be virtual when possible. When virtual training is not feasible, implement social distancing measures. HRL is developing training for residents regarding how to live safely away from home including the recommendation that residents create and bring their own personal safety kit among the items they plan to bring to campus.

Use temporary Resident Access cards for card access to residential areas in lieu of Student IDs. Use resident Access cards to access gates, buildings and resident units. The use of Resident Access Cards allows HRL to load the card with access information to prepare for contactless move-in procedures as well as card related issues. HRL can issue a new card without contacting the resident's old card until properly sanitized.

Within residential common spaces, it is important for residents to clean spaces before and after use. HRL Facilities personnel clean spaces on recommended schedules but the frequency of space utilization in residential areas is high. Best practices indicate residents should take responsibility for cleaning spaces before and after use for additional protection.

While social distancing remains in effect, visitation is suspended and do not permit visitors or guests from outside a living unit inside living units or common areas. This is important to protect your family unit and community from possible exposure and virus transmission.

Common spaces, such as multi-purpose rooms, seminar rooms and enclosed common spaces will be limited or closed to support social distancing. In larger areas, replace furniture and limit to designated locations. The focus will be on furniture that supports academic success. Designate a maximum number of occupants to reduce capacity of the space.

Smaller spaces will be closed entirely or available by reservation only. Kitchens will be limited to 1-2 persons depending upon location due to the size of
the workspaces. Elevators in Alvarez Hall will be limited to two (2) people due to the size of the elevator car. Residents will be encouraged to utilize stairwells where possible. Laundry will be limited to two (2) people per location and residents will be educated to utilize the laundry website to determine when machines are available for use. Close computer labs because they are such high touch areas that are more difficult to clean and sanitize. Close the pool at Chaparral Village and basketball courts at Chaparral and Laurel Villages while social distancing remains in effect.

Use protective equipment in public or common locations according to the Common Space Measures indicated above.

Campus Events & Planning Guidance

Event & Social Activities Guidelines

The University of Texas at San Antonio is implementing mitigation and social distancing strategies in an effort to slow the spread of COVID-19. These guidelines exist to assist decision-making by faculty members, staff members and students for those in-person meetings, events, or other gatherings that are deemed essential and cannot be postponed or moved to an online format.

Any in-person event must be considered on a case-by-case basis with plans in place to maintain appropriate health protocols. In additional to all applicable guidelines found in the Public Health Task Force report, the following should be applied and enforced by event hosts to all meetings, events and other gatherings of 2+ people:

Pre-Event Planning:
- Consider the use of online technology for small meetings and events, if it is feasible (e.g. teleconferencing, Teams Zoom, WebEx, Skype, etc.).
- **Submit All space reservations** through 25Live and RowdyLink.
- Check with supervisor for approval before planning any event exceeds attendance of 50.
- Limit the duration of the event and number of attendees. Do not meet no longer than needed to complete the task.
- Possible waiver/agreement of "Initial" I understand these rules and guidelines. For event hosts recommend sending to all participants to go to site to agree individually.

- Based on event details, a risk management plan regarding Covid-19 mitigation measures may be required.
- In Student Union spaces, Express Scheduling and Block Bookings will not be available. These do not allow for cleaning/sanitizing time between events.
- UTSA may further reduce risk by limiting nonessential visitors, volunteers, and activities involving external groups or organizations to campus.
- Send communication to all event participants ahead of time with the guidelines below, encouraging individuals not to attend if they are sick or high risk, explaining expected hygiene during the event. Clearly explain expectations for social distancing. Discuss cleaning procedures before and after the event.
- Any individuals sick or experiencing symptoms of illness should not participate. Immunocompromised and high-risk individuals should consider virtual attendance or another adjustment or accommodation.
  - Individuals feeling unwell or experiencing any respiratory symptoms should not participate in the activity. Organizers have the discretion to ask attendees with respiratory symptoms to leave the event.
  - Individuals who are in a high-risk population are encouraged not participate in the activity.
    - Make reasonable adjustments and accommodations for people who cannot participate in the activity because they are in a high-risk population. High risk includes older adults (age > 60) and people with serious chronic medical conditions such as heart disease, diabetes, lung disease, or who are immunocompromised. More details about People at Risk for Serious Illness from COVID-19 is on the CDC website.

During Event:
- Event check-in is required at all events, meetings, and social gatherings. UTSA Union staff will enforce registering your event through n Event Check-In Pass on RowdyLink. This attendance allows for contact tracing at every event, meeting and social gathering.
  - To assist with check in, it is encouraged to have a tablet or laptop to complete contactless check in and agreements of participation waivers.
- Safety briefing before each event/gathering. "As a reminder..."
- Implement social distancing techniques
- The Centers for Disease Control and Prevention (CDC) recommend face masks (over nose and mouth) to prevent the spread of coronavirus in people without symptoms during all events, meetings and social gatherings.
- Maintain hygiene during the event and provide appropriate sanitizing materials for guests/attendees.
- Ensure access to hand-washing stations or hand sanitizer.
- Limit barriers and touch points at your event.
- Facial tissues and wastebaskets should be present within the activity space.
- The more open and well ventilated a space, the better. Consider options for outdoors.

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- Avoid food service when possible or select individually packaged options. Avoid the use of self-serve buffet style meals in classes, meetings and events. Caterers providing food must use sanitizing equipment and wear face coverings.
- Limit barriers/touch points at your event.
- Event hosts should post points of entry/exit and information that promotes everyday protective measures and describe in clear language how to stop the spread of infection. *See signage recommendations above.*

Space – Outdoors:
- **Follow CDC Recommendations for Outdoor Events:**
  - **Lowest risk**: Virtual-only activities, events, and gatherings.
  - **More risk**: Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear cloth face coverings, do not share objects, and come from the same local area (e.g., community, town, city, or county).
  - **Higher risk:** Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.
  - **Highest risk**: Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.
- Reposition further way but also emphasize they cannot be moved.
- Limit non-event group gatherings to 10 persons, while allowing for physical social distancing.
- Provide diagrams for large outdoor events to ensure social distancing and thoroughfare.
- Use a spray disinfectant for surfaces that are difficult to wipe with a cloth.
- Include disinfectant stations for outdoor spaces.
- Fundraisers/Giveaways for student organizations or departments:
  - No onsite prepared food/beverage for the fall semester (i.e. grilling, drip coffee, and crockpots).
  - No food/beverages from restaurants/fast food establishments (i.e. tacos, donuts).
  - Only pre-packaged food/beverage items may be sold/distributed (i.e. bottled water/soda/tea/coffee, bagged chips/snacks/candy).
- Student organization tabling for engagement:
  - Recommend that student organizations submit a reservation for a maximum of 2 hours from EMCS:
    - 10am to 12pm reservable time and 1pm to 3pm reservable time; 12pm to 1pm to disinfect tables and chairs; 13 organizations max per timeframe; total of 26 organizations per day
    - Central Plaza only within marked spaces.
    - Limit group size to 10 persons, while allowing for physical social distancing.
    - Provide Plexiglass barriers for the tables, if available.
    - 1 table and 1 chair provided

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- If student organizations bring their own table:
  - No tabling under building porticos or next to buildings.
  - May table along the Paseo Principal next to the grass areas.
  - Tables must be spaced at least 6 feet apart.
- We will plan for special consideration and communication for outside parties who wish to participate in expressive speech. Update to all media, handouts, emails and sites will reflect campus decisions on social distancing and masking expectations.

Space – Indoor:
- The capacity of an event should maintain social distancing throughout. Seating arrangements should accommodate appropriate physical distancing of six (6) feet separation, including ADA and fire code requirements.
- All must adhere Ingress/Egress/ADA/Fire codes.
- Limit participation for events to one (1) check-in table for an event, with one (1) person per table.
- Ensure social distancing measures outside of event space, including lines.
- Removal of non-essential furniture, and a single point of responsibility for managing health protocols.

Space – Common Areas:
- Food courts: limit seating capacity to allow for social distancing, create physical barriers/partitions between tables or close common seating area; no disposable utensil dispensers (see State of Texas Checklist for Restaurants); no self-serve soda/ice machines.
- All furniture should stay in formation allowing for social distancing. Do not use areas where social distancing is not possible for events, meetings or social gatherings.
- Capacity for tables without moveable chairs should be limited tallow for social distancing.
- Facility managers of each space should remove (move to alternate location) common area furniture that does not comply with social distancing. Reduce amount of furniture in common space.
- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.

Post-Event:
- After an event, perform routine environmental cleaning. Read the CDC's Environmental Cleaning and Disinfection Recommendations.
- Clean all frequently touched surfaces.

Event Guidelines and Resources:
- The Event Safety Alliance Reopening Guide (attached in Teams Chat)
- https://www.dshs.state.tx.us/coronavirus/opentexas.aspx
- https://www.dshs.state.tx.us/coronavirus/docs/opentx/OutdoorEvents.pdf

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- https://www.bexar.org/3234/COVID-19
- https://coronavirus.utexas.edu/event-guidelines
- https://www.cvent.com/en/blog/hospitality/safe-meetings-events
- https://www.harvard.edu/coronavirus/event-information
- https://www.pcma.org/social-distancing-future-events/

Recreational and External Activities

Recreational/Athletics

- Follow state recommendations for fitness facilities and NIRSA considerations for recreational facilities and programs.
- Follow NCAA, CUSA, or specific sport association   .
- General Recommendations for Recreational/Athletic Facilities:
    - Close common spaces that are small and do not allow for social distancing.
    - Do not move furniture or equipment.
- General Recommendations for Recreation:
    - Seek virtual options for fitness or recreation.
    - Follow fitness or recreational facility local guidelines.
    - Avoid group fitness, dance, or other recreational activities where social distancing cannot be maintained.
    - Do not touch communal recreational or fitness equipment. If you do, wash your hands with soap and water or use an alcohol-based hand sanitizer as soon as possible.
    - Provide your own personal fitness and recreational equipment.
    - Clean and disinfect your personal equipment, including water bottles.
    - Have plenty of bottled water on hand as to no have to use water fountains.
    - Do not use the recreational or fitness facility locker rooms, changing areas, or showers.
    - Whether inside or outside, be mindful of other parties when passing others on walkways, trails, or in the water. Choose a less crowded location if an area is congested.

Field Trips/Excursions/Engagements Off-Campus

- Recommendations on what to do/follow:
    - Seek virtual options for field trips/industry site visits
    - Students/faculty/staff travel to off-site location individually, when possible
    - Follow all health and safety policies set by host location
- In an on-campus visits by external parties has been approved:
    - Invited visitors agree to follow all guidance set out for students, faculty, and staff.
    - Sponsoring office/department is responsible for sharing guidelines and ensuring compliance.
- No camps are recommended for Fall 2020

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Campus and Business Services & Support

Departments, Offices, and Auxiliary Services

Departments and managers will conduct a risk assessment of all areas within the unit. It should be noted that one unit many have different areas assessed with different levels of risk.

Risk Level	Criteria	Unit Area Examples	PPE
High	1. Distance of 6ft. cannot be maintained 2. Total duration of all interactions is more than 30 minutes 3. F2F interactions are prolonged, 10 minutes or more	• Individual offices • Shared office spaces • Reception/intake areas • Smaller conference rooms • Lobby • hallways	Mandatory
Medium	1. Interactions can be had maintaining 6 ft. distance 2. Total duration of all interaction is less than 30 minutes/day 3. F2F interactions are prolonged, 10 minutes or more	• Conference rooms • Break rooms • Stairs/Elevators • Larger offices	Mandatory
Low	1. Interaction is only virtual 2. Working alone in an office, with limited or brief (<10 min) interaction with others	• Individual offices • Remote work • Conference rooms	Recommended as needed

As level of risk is determined, departments and managers will provide written procedures for sanitization, disinfection and/or cleaning of the areas as consistent with the Public Health Task Force report. Managers will need to write protocol to follow for employees, customers or patrons diagnosed or exposed to COVID-19. In addition to cleaning procedures undertaken by Facilities and/or housekeeping staff, departmental staff members will be required to engage in additional cleaning throughout the day, as determined by the level or risk and traffic in the area.

Preparation for Operations	Maintenance during Operations	End of Day
• Complete training on PPE • Install hand sanitizers at entry or throughout reception/intake areas • Install hand sanitizers within individual offices	• Maintain 6 ft distance whenever possible • Implement cleaning, sanitization and disinfection procedures	• Clean, sanitize or disinfect areas per procedures

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• Install protective barriers in needed areas based on risk level and priority level, determined by Facilities • Arrange office furniture in high and medium risk areas to facilitate 6 ft. distance • Stock-up on EPA cleaning supplies as recommended by CDC https://cfpub.epa.gov/giwiz/disinfectants/index.cfm • Stock-up on face-coverings and masks • Strategically place signage for PPE and social distancing • Conduct training for staff working in office and required to clean reception and/or personal spaces • Replace community plates, cups, mugs, utensils with disposable options • Assign a full-time staff member to ensure outlined clean procedures.	• Sanitize chairs, handles, tables, other furniture or equipment after each customer, patron or student • Designate doors as entrance and exit only, where possible • Reduce the number of employees in the office at one time by implementing shifts of in-office and remote work, where possible • Designate traffic flow as one-way in office hallways and corridors, where possible • Find alternatives for shared computers, laptops or other equipment • Find alternatives to the exchange of paper, pens and pencils	• Follow protocol for the disposal and/or washing of PPE

In person training conducted prior to shift reporting, by department through Occupational Safety and HR Training and Development. There may be a need for further trainings such as non-researcher blood-borne pathogens. Department will have the responsibility of assigning a full-time staff member the charge to assure all outlined cleanings above baseline are being completed.

Auxiliaries (Non-Housing)

Food Service
- Campus Services is developing strategies in conjunction with Aramark. Protocols will respond to the authoritative guidance provided (e.g. CDC) as it evolves. Current strategies include, but are not limited to:
  - Planning to expand mobile ordering to lessen waiting in lines and facilitate easy pick up of order.
  - Planning to add self-checkout at convenience venues.
  - Planning to add device to allow individuals to swipe their own ID (used for meal cards/dining dollars). Exploring going "cash less."
  - Planning to follow occupancy levels mandated for local restaurants.
  - Encourage and facilitate easy take out in RR Café.
  - Eliminate self-service buffets.
  - Eliminate common source condiment dispensers.
  - Food truck operations will continue and follow social distancing guidelines.

UTSACard/Campus Services Lobby (MS 1.01.52) (Frio 2.418)
- Plexiglas at service points

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- Placement of provided hand sanitizer unit(s)
- Removal or respacing of public computers in lobby or provide access to sanitizing supplies
- Use of gloves
- Wipe down of all touch points at recommended interval
- Social distancing markings on the floor
- Display of recommended signage

Parking Garages
- Current in-person payment windows have existing Plexiglas
- Use of gloves at in-person payment windows by Garage Service Attendants
- Fixed Placement of provided hand sanitizer unit(s) near service windows and self-pay units in garages
- Install external customer facing credit card swipe unit to avoid exchange of physical card
- Social distancing markings on the floor
- Display of recommended signage
- Wipe down of self-pay at recommended interval

Transportation (The 'Runner)
- Display of recommended signage inside bus and at bus stops
  o Plan for capacities not allowing frequencies and capacities normally available. Provide yourself adequate time for delays
  o Outreach to partners and stops outside of the University for consistent communication efforts
- Wipe down of all touch points at recommended interval
- Blocking of seats to provide adequate social distancing
- Fixed Placement of provided hand sanitizer unit(s) near entry to bus
- Fogging sanitization of buses weekly or daily, depending on recommendation
- Is there a stated limit, or capacity stated? What is that (reference VIA recommendations)
- Other Considerations:
  - Adjust your commute time: If you are still going into work or find yourself taking public transportation again now that lockdown restrictions have lifted, consider adjusting your regular schedule. This may mean shifting your work hours or simply leaving the house earlier or later, in order to avoid crowded buses or trains.
  - Do not touch your phone: While you may be used to using your phone, laptop, or tablet on your daily commute, your personal items can be breeding grounds for germs. Avoid touching your personal devices while on public transit so you do not carry any germs you may encounter home with you. If you need to use your phone, disinfect it as soon as possible.

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Campus Service Facilities:
Customer facing areas will require protective shields, hand sanitizer, cleaning/disinfectant and potentially gloves if handling any items passed between customer and staff.

All high volume and capacity areas become high-risk areas. In addition, areas that have geographic features of confinement become high risk (areas where lines form or funneled down to a space making social distancing difficult to exercise. Logistically change areas where staff are in close proximity to one to allow one staff occupant to restricted spaces at a time (help desk).

Training, Support, and Skill Development

We recommend training and support for technology in the classroom that promotes remote and safe face-to-face teaching by Academic Innovation (AI). AI will provide practical guidance, advice, and resources to support you as you plan and teach your course remotely. Most importantly, AI staff will help faculty learn best practices, important policies, and essential aspects of effective remote instruction.

Faculty contact Academic Innovation and schedule support:
- Email at AcademicInnovation@utsa.edu or
- Phone at (210) 458-4520

Other resources:
- Coronavirus Updates
- The Academic Innovation
- Tech Resources

Develop online training modules for the following:
- Guidance for proper disinfection
- Guidance for applying PPE (gloves and face coverings/masks)
- UTSA health resources and COVID-19 exposure guidance

Protective Equipment and Disinfection Supplies
Common cleaning supplies for procurement and training:
- All-purpose cleaner
- Disinfection wipes
- Hand sanitizer (large bottles to help prevent them from running away)

Common protective equipment for procurement and training:
- Utility/Surgical/Antibacterial/N95 masks/non-medical face coverings
- Gloves

Tactical Team 3: Action Items

Belonging/Connectedness
- ❏ Continue hybrid and online Roadrunner Days event planning and integrate wellbeing initiatives into events.
- ❏ Inventory peer support groups and coordinate unified training efforts. Create outline for training including resources and active listening skills (specific emphasis on first gen, transfer, marginalized groups).
- ❏ Coordinate semester-long opportunities to virtually check-in with students and access and review progress and needs.

Logistical
- ❏ Plexiglas instillation, disinfecting supplies, additional signage and staffing procedures to adhere to the guidelines issued by the university.
- ❏ Provide a template for all offices to develop their reopening/recovery plan. Include protocols for potential reporting of employee COVID-19 cases.
- ❏ Create an outline of important steps for face masking, disinfecting procedures, and other considerations for employees and students (May need to be separate outlines.
- ❏ Research public health peer ambassador programs that encourage social norming and incentives social distancing and proper use of face covering.

Event Planning
- ❏ Add a COVID-19 page/hyperlinks on RowdyLink form
- ❏ Create pre-event waiver on RowdyLink
- ❏ Create Event Hosts checklist & post on UTSA Events website
- ❏ Work with the Office of Legal Affairs on questions of liability, Indemnification Waivers, and event event requirements for any event.
- ❏ Update free speech and assembly group handouts and template documents.
- ❏ Considerations for persons with disabilities – face coverings, egress.
- ❏ Signage kit creation for student groups.
- ❏ Upload of daily event reminders video on the UTSA Events website.

Technology/Equity/Access
- ❏ Explore data on student technology needs including adaptive technology needs. Coordinate with Services for Students with Disabilities, UTS and Academic Innovation.
- ❏ Identify additional Wi-Fi expansion opportunities for students (both physical spaces for use and access).

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References & Resources

Public Health Task Force Report: https://www.utsa.edu/strategicplan/documents/Public-Health-Task-Force-Report.pdf

Mayor's Emergency Declaration Executive Order: https://www.bexar.org/DocumentCenter/View/27118/Bexar-County-Executive-Order-NW-10-issued-June-17-2020?bidId=

Bexar County Emergency Management COVID-19 Response: https://www.bexar.org/3234/COVID-19

Colleges, Universities, and Higher Learning: https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html

Considerations for Institutes of Higher Education: https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html

COVID-19 Guidance for Shared or Congregate Housing: https://www.cdc.gov/coronavirus/2019-ncov/community/shared-congregate-house/guidance-shared-congregate-housing.html

Cleaning and Disinfecting Your Home: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

Governor's Strike Force to Open Texas - Gyms / Exercise Facilities Minimum Standard Health Protocols: https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Gyms-Exercise-Facilities.pdf

Texas Department of Health and Human Services: Protocols for Outdoor Events - https://www.dshs.state.tx.us/coronavirus/docs/opentx/OutdoorEvents.pdf

Follow Texas Health and Human Services Check List for Outdoor Events (PDF)
Resources - https://www.dshs.state.tx.us/coronavirus/docs/opentx/
Resources - https://www.bexar.org/3234/COVID-19

NIRSA Recommendations for Recreation Centers:
https://nirsa.net/nirsa/portfolio-items/reopening-considerations/

NCAA Guidance for Athletics:
http://www.ncaa.org/sport-science-institute/coronavirus-covid-19

Events Guidance:
https://www.dshs.state.tx.us/coronavirus/opentexas.aspx
https://coronavirus.utexas.edu/event-guidelines
https://www.cvent.com/en/blog/hospitality/safe-meetings-events
https://www.harvard.edu/coronavirus/event-information
https://www.pcma.org/social-distancing-future-events/

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Appendix

Public Health and Safety Sub-Committee Recommendation

Common Protocols across the Out-of-Classroom Experience

Personal Protective Actions

All students, faculty, staff and visitors are required to wear masks or cloth face coverings when they are in buildings on campus. This policy is consistent with the UTSA Public Health Task Force report, guidance from the Centers for Disease Control and Prevention, which makes clear that face coverings, in addition to social distancing measures, are among the most effective strategies in limiting the spread of COVID-19, particularly in high-density areas. It is also consistent with the Texas Department of State Health Services' guidelines for Opening the State of Texas.

UTSA community members can remove their face coverings in a campus building if they are alone in a private office space, or if they are in their assigned residence hall (once residence halls reopen). The use of masks in outdoor areas on campus will be encouraged, especially in areas where social distancing is not possible.

Signage

A separate committee comprised of representatives from the Office of Risk & Emergency Management, Facilities, University Communications & Marketing, Student Health Services, Campus Services, and several other key stakeholders is discussing action plans for signage. The campus signage committee will provide the following with a tentative target date of July 31:

- Identify verbiage for campus signage to accommodate public health practices across the UTSA community.
- Develop signage and allow downloadable materials from a webpage for student groups, business offices, and academic/research areas.
- Installation of signage across the campus.
- Develop a timely request process for new materials.
- Develop a process for identifying and marking closed areas and seats in common areas, as well as in classrooms and meeting spaces.
- Develop ADA compliant and Fire Code compliant guidance regarding the placement of signage to the webpage.

Disinfection Procedures and Common Space Measures

Custodians work in the evenings to clean offices and common areas and use products that clean and disinfect simultaneously. Common areas include classrooms, corridors, lobbies, restrooms, elevators, stairs, etc. Porters (one per two floors) work during the day and will continuously clean and disinfect restrooms and high touch areas such as door handles, drinking fountains, stair rails, elevator buttons, etc. The products used are either quaternary ammonium, alcohol, or acid-based

agents. Virex and AcquaChem are two commonly used products for cleaning and disinfecting and are safe to use in occupied buildings.

Custodians and Porters will not clean and disinfect personal items, keyboards, mice, laboratory equipment, and anything else that is not readily used and accessible to guests or the general public.
Direct questions, comments, or requests to Facilities Service Center at 210-458-4262, or by submitting a [Work Request](#).

Departments, offices, and student-led areas are encouraged to supplement general campus cleaning protocols by doing the following:
- Regularly wiping down desks, chairs, door handles, light switches, phones, and lobbies on a designated schedule, or between visits by students/guests.
- Before and after entering workspaces, disinfect entry and exit points.
- Ensure disinfecting supplies are readily accessible to employees, students, and visitors to maintain public health.
- Ensure signage and hygiene outreach procedures are visible and replace worn or degraded signs.
- Create and use schedules for regular cleaning of common spaces and assign staff/students to assist with these procedures. The use of gloves and hand washing before and after cleaning is advised

Common Space Measures
University common spaces will be adapted to conform, guide, and inform the population of safe practices and social distancing measures. These spaces are defined as the non-assignable indoor and outdoor spaces often occupied and traveled by all stakeholders of the University.

Label path of travel in entryways, hallways, stairwells and elevators with a combination of University standardized signage and floor markings. Define elevators limits to three (3) occupants at a time (if possible), stairwells, and entry points with one-way directional flow where possible to enhance distancing efforts. Give people who have physical disabilities priority for elevator use at all times.
Place hand sanitizer stations in the most traveled building locations (located at entrances and elevator lobbies). Faculty and staff sanitizing products for the fall semester.

Erect protective shields/barriers in the highest-rated customer-facing areas and other spaces that traditionally have high frequency contact with students and where proper social distancing is not achievable in accordance with the following ratings:

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Rating	Barrier Guidelines
1	Personal interaction is required at a high rate (e.g. an average of every 10 minutes or less) and cannot be reasonably done remaining 6 ft. apart. Workstations cannot be separated by 6 ft. and personnel using them are in this close approximation for a lengthy period of time (e.g. 1 hour or more per day).
2	Personal interaction is required at a moderate rate (e.g. an average of every 30 minutes or less) and cannot reasonably be done remaining 6 ft apart. Workstations cannot be separated by 6 ft., but personnel using them are in this close approximation for a moderate period of time (e.g. 30 minutes or less per day).
3	Personal interaction is required infrequently (e.g. more than 30 minutes between interaction) when a 6 ft distance cannot be reasonably achieved. Workstations cannot be separated by 6 ft., but personnel using them are only in this close approximation for a short period of time (e.g. 15 minutes or less per day).
Note:	**Times given as examples should not be used as ridged guidance, but rather as broad approximations.**

Reconfigure common lobby, open study areas and lounge spaces to promote proper social distancing through signage, seating indicators, and reconfiguration of furniture. Movement of furniture by students, faculty, and staff is discouraged for personal convenience unless individuals seek social distancing measures.

Navigating Physical Spaces While on Campus

Hallways and Corridors
- All community members are encouraged to "keep to the right" while navigating hallways and corridors, and avoid situations where you must queue in line, when possible. Wait outside the building for classes to start is preferable when social distancing instead of in the hallways.
- Avoid "bottleneck" situations at entrances/exits that can cause congregating.
- All community members must remember to respect personal space.
- When walking into buildings, practice physical distancing by keeping 6 feet between persons, whenever possible.
- At all times, masks are required.
- Avoid touching common surfaces, and wash/sanitize your hands regularly.

General Indoor Common Spaces (Non-Classroom)
- Arrange tables to allow for social distancing.
- Capacity for tables without moveable chairs should be limited to allow for social distancing.
- Close of limit spaces where people can gather in large groups.
- All common spaces that are small and do not allow for social distancing will be closed for Fall 2020.

- Facility managers of each space must remove (move to alternate location) common area furniture that does not comply with social distancing. Reduce amount of furniture in common space.
- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Do not use common space that do not allow for social distancing, including communal gathering spaces for an event.

Outdoor Spaces & Considerations

- **CDC Recommendations for Outdoor Events**
  - **Lowest risk**: Virtual-only activities, events, and gatherings.
  - **More risk**: Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear cloth face coverings, do not share objects, and come from the same local area (e.g., community, town, city, or county).
  - **Higher risk:** Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.
  - **Highest risk**: Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.
- Reposition all outdoor movable furniture further way from communal or gathering spaces.
- Limit non-event group gatherings to reflect current CDC guidelines while allowing for physical social distancing.
- Provide diagrams for large outdoor events to ensure social distancing.
- Use disinfectants on all surfaces on a regular interval.
- Disinfectant stations for outdoor spaces will provide additional safeguards.

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