SECTION 1: SUSTAINING VALUES

This guidebook serves as a reference for the Texas A&M University-Texarkana (TAMUT) community as it deals with the current threat of contracting COVID-19. This document was prepared to implement the recommendations and requirements of The Texas A&M University System’s COVID-19 Response Plan for Reopening Member Campuses and Programs for 2020-2021 (approved May 21, 2020) https://www.tamus.edu/pdf/Reopening-Plan-REVISED-FINAL.pdf. Adjustments, additions, and deletions will likely occur based on local, regional, and national announcements. The campus has adapted to maintain a healthy workplace in light of the challenges presented by COVID-19. While every effort has been made to ensure the accuracy of this document, it is crucial to know that the situation is evolving, and plans are subject to change. Key points are listed below.

• TAMUT will continue to follow guidance from the Texas Department of State Health Services (DSHS) as well as the Center for Disease Control and Prevention (CDC).
• Fall courses will transition to an online format after Thanksgiving to prevent COVID-19 spread due to holiday travel. Only a small percentage of students will need to return to campus after Thanksgiving to complete exams.
• Anyone displaying symptoms of COVID-19 is asked to stay at home.
• Face coverings are required in all public spaces.
• Sanitizing wipes will be available to clean work surfaces and other common areas.
• Hand sanitizer will be available at the entrances to each building and in common areas.
• Physical barriers will be in place in certain areas that traditionally require face to face contact.
• Seating arrangements will be made in classrooms to maintain appropriate levels of social distance.
• The custodial staff has the appropriate personal protective equipment (PPE) and chemicals to sanitize all work and study areas.
• Any requests for outside visitors to campus must be approved by the President or their designee and will require appropriate justification. Visitors will also need to complete COVID protocol training and self-assessment certification.
Required Training
As part of the repopulation plan in response to the COVID-19 pandemic, each employee is required to take a TrainTraq course – Safe Practices for Returning to the Office During the COVID-19 Pandemic (2114131) https://apps1.system.tamus.edu/TrainTraq/web/CourseDetails.aspx?cnum=2114131 and certify their compliance with the protocol and commitment to self-assessment of potential illness (2114130) https://apps1.system.tamus.edu/TrainTraq/web/CourseDetails.aspx?cnum=2114130 BEFORE returning to campus, in any capacity. This training is being assigned for all employees.

Symptom Monitoring and Self-Assessment
TAMUT employees planning to work on campus are required to self-assess for COVID-19 symptoms prior to coming to campus. If symptoms exist, employees will be directed not to come to campus and will be provided information for next steps. This will help educate people about symptoms to watch for in addition to creating a self-monitoring culture.

Guidelines
Texas A&M Texarkana began planning for an eventual COVID-19 pandemic in mid-January 2020. Local resources and subject matter experts were used to form committees that shaped the guidelines in place for the TAMUT community.

These guidelines will be updated as appropriate and will remain in effect at least until there is a widely available reliable vaccine for COVID-19.

We can each do our part to limit the spread by:
• WEARING A FACE COVERING
• Not sharing food or drinks
• Maintaining appropriate physical distancing of six feet
• Frequently cleaning and disinfecting surfaces and other objects
• Washing hands correctly and frequently
• Cover your nose and mouth when coughing or sneezing. Do this either with a tissue or your inner elbow.

Physical Distancing
The CDC recommends maintaining at least 6 feet separation from other individuals.
• There are signs throughout the facility, reminding people to practice social distancing.
• Virtual meetings are encouraged.
• The elevator capacity has been reduced in all buildings.
• Social distancing must be practiced even when face coverings and masks are also being used.

Face Coverings
Face coverings are required for all students, employees, and visitors while on campus in public settings. A public setting is any indoor space other than your own private office, residence, or personal vehicle. Facemasks also must be worn in private areas when occupied by more than one person. Public settings include lobbies, restrooms, cafeterias, classrooms, common spaces of
residence halls, conference rooms, and break rooms. You should also wear the covering if you are in an outdoor area and cannot maintain a 6-foot social distancing perimeter between you and other people.

The university expects the TAMUT community to behave responsibly with respect for the health and safety of others. Those not complying with use of face coverings will be asked to leave and return with a face covering. Individuals—either employees or students—who do not comply with face covering requirements may be referred to Human Resources (employees) or Student Life (students) for appropriate action.

Appropriate use of face masks or coverings that mask both the mouth and nose is critical in minimizing risk to others near you. The university expects the campus community to provide their own personal face coverings.

Faculty have the right to require students to wear face masks in class and to remove students from class if they fail to comply.

Face coverings should:
• Fit snugly but comfortably against the side of the face and allow for breathing without restriction.
• Include multiple layers of material. Masks with one-way valves are prohibited as they will not prevent the expulsion of droplets.

Safely remove a used face covering by being careful not to touch your eyes, nose, and mouth while removing and wash your hands immediately after removing.

Wash the face covering in a washing machine, if the covering is a reusable fabric mask.

**Hand Hygiene**
Wash hands often for 20 seconds and encourage others to do the same.

If soap and water is not available use hand sanitizer and wash hands as soon as you can.

Handwashing is always preferred over hand sanitizer.

**ALWAYS** wash your hands:
• After removing disposable gloves
• After using the bathroom
• Before, during, and after preparing food
• Before eating food
• Before and after caring for someone at home who is sick
• After changing diapers or cleaning up a child
• After blowing your nose, coughing, or sneezing
• After touching an animal, animal feed, or animal waste
• After handling pet food or pet treats
• After touching garbage
Cleaning, Sanitizing, and Disinfecting

- Hand sanitizing stations will be in place throughout the campus.
- Sanitizing wipes will be available in the classrooms and other common areas.
- SSC Custodial staff are trained to sanitize rooms used by someone who has COVID-19.
- Campus departments are encouraged to clean common touch points within their offices/work areas throughout each day.

Vulnerable Populations

Some people may be at a higher risk for severe illness from COVID-19 complications.

Based on the current data, vulnerable populations may include:

- People 65 years of age or older
- Those with serious underlying health condition such as high blood pressure, heart disease, chronic lung, kidney or liver disease, diabetes, severe obesity or moderate to severe asthma
- People with weakened immune systems
- Other circumstances that enhance risks associated with COVID-19 exposure or illness.

Contact Tracing

Contact tracing is a process used to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and their contacts (people who may have been exposed) and working with them to interrupt disease transmission. For COVID-19, this includes asking cases to isolate and contacts to quarantine at home voluntarily. While EHS and Risk Management staff have received training in contact tracing, this process will require community engagement. Steps to assist contact tracers are listed below.

- Record attendance in classes, meetings, activities, etc.
- Maintain accurate and detailed (date, time, contact, phone number) sign-in sheets in service counters.
- Document substantial contacts each day. i.e., anyone in close proximity for more than 10 minutes OR within an enclosed space for greater than about 30 minutes.

The campus community will be responsible for providing their contacts if they become ill. The contact tracer could ask an individual to reconstruct their previous week and list all persons they came into contact with, and it will be beneficial to have this information ready.

Additional Information:

Priorities for returning employees to work on campus:
• Those who cannot do their work remotely.
• Those who are unable to be fully productive remotely.

Circumstances under which employees should not come to campus:
• Employees who have tested positive or who are exhibiting symptoms related to COVID-19 illness.
• Those who have had contact with others who have COVID-19 and are still within their 14-day quarantine window.
• Employees who have recently traveled to areas with self-isolation requirements.
• Those who have recently completed COVID-19 testing with results pending.
• Employees who are at a higher risk for severe illness from COVID-19, i.e. Vulnerable Populations, should consult their supervisor to seek accommodations to continue working from home.

The TAMU System has authorized moving the final phase of repopulating campus to **August 1st, 2020**. Employees who need to schedule a short visit to campus before reopening should contact their supervisor.
Texas A&M University-Texarkana will return to on-campus instruction this fall on Monday, August 24th, and we are excited to have students, faculty, and staff back together. We are prepared to be flexible in our planning and are building in contingency plans where necessary. As such, we are offering multiple modes of course delivery to ensure a safe and effective learning environment.

**Modes of Course Delivery**

At this time, Texas A&M University-Texarkana is planning to offer courses in three ways:

1. **Online** (not face to face, some instruction delivered during scheduled class time via ZOOM or other technology).
2. **Face to face** which are also streamed remotely from the classroom a.k.a Hy-Flex.
3. **Traditional face to face courses.**

Classrooms have been adjusted to allow for social distancing with reduced class sizes. Seats will be clearly identified so that students maintain a safe physical distance.

Students who are under CDC recognized quarantine guidelines for illness, such as possible COVID-19 exposure, should contact student affairs to discuss options to attend class via virtual means.

Labs will be evaluated to ensure student health and safety in each particular setting. Please refer to the relevant syllabus or departmental document for additional information.

The fall 2020 semester will begin as scheduled with the first day of classes held Monday, August 24th. The majority of students will not return to campus following the Thanksgiving break, but will finish the semester online and take final exams remotely.

The last day of on-campus instruction will be Wednesday, November 25th, with the university closed for the Thanksgiving break Thursday, November 26th and Friday, November 27th. Final exams will begin on December 4th and be completed by December 9th remotely.
Student Housing
Bringle Lake Village (BLV) has made adjustments to the move in process for the fall semester. In an effort to promote the health and safety of our student community, the following policies are in effect for move-in and the remainder of the 2020-2021 academic year.
- BLV residents must complete a COVID-19 Blackboard Course prior to move in.
- If someone arrives too early or late for their assigned move-in time, they will have to wait until a space becomes available to move-in.
- If someone arrives on the wrong day, they will either be assigned a new move-in time on the same day or need to wait to move-in on Sunday, August 23, 2020.
- Students will only be allowed TWO movers/guests TOTAL and we will have limited to NO additional volunteer support unlike previous move ins.
- All parties moving items into BLV MUST wear a mask when in public areas. The assigned COVID-19 course contains a module on how to make a mask.
- Students and families should stick to a one hour, move-in, time frame.
- Bringle Lake Village has single flow traffic both in and outside of the building. Failure to follow the flow of traffic could result in a guest being removed from the building.
- Once move-in is complete, no guests will be allowed in BLV UNLESS you are completing a full move-out.
- The university will identify living spaces on- and / or off-campus to be used for quarantine and isolation purposes based on availability. However, students should be prepared to move home for quarantine and isolation, if possible.

Beyond move-in, other preparedness measures include minimizing common areas occupancy to two people and providing hand sanitizer in common areas. The study areas will be closed. The kitchen area will have limited furniture and, if left dirty or overcrowded, will be closed. The laundry room light switches are now motion activated to eliminate touch points. COVID-19 reminders will be posted in every dorm room, and additional signage will be on all bulletin boards.

Dining Services
- Plans are in place for social distancing and traffic management.
- Contactless service and payment plans will be implemented.
- Plexi-glass shields will be installed at points-of-service.
- All food service employees will perform daily wellness checks.
- Food Service employees will receive COVID-specific health and sanitization training.
- Food service employees will wear face coverings and gloves when handing food.
- Increased cleaning and disinfection in all food service, food preparation, and dining areas.
- Plans are in place to adjust dine-in seating and food packaging as needed due to current conditions.

Student Meeting & Event Guidelines
Programming must adhere to University, local, state, and federal guidelines, which are fluid and subject to evolve. Therefore, organizations and students are encouraged to be flexible. The Dean of Students Office will keep clubs, organizations, and others responsible for programming updated as policies evolve.
- Clubs and organizations will be limited to 3 in-person gatherings a month. An in-person gathering is defined as any organization or club meeting, event, or other activity. Exceptions
may be granted on a limited basis and should be made to the Graduate Assistant for Student Engagement.

- Clubs and Organizations will be required to track attendance at all events, including meetings, in EagleSync for potential assistance with contact tracing.
- Indoor events, meetings, or other gatherings are limited to the posted attendance for the room and attendees are required to sit as indicated by the room arrangement.
- Clubs or organizations are permitted to have their meetings indoors provided that the following rules are followed:
  1. attendees are required to wear masks at all times.
  2. attendees are required to maintain appropriate social distance (minimum six feet) from each other at all times.
  3. all other University guidelines is followed.
- Clubs, organizations, and students will generally not be permitted to host indoor in-person events. Exceptions may be granted on a limited basis by the Office of Student Life.
- Clubs, organizations, and students will not be restricted with the number of virtual events they can host.

Mental and Emotional Health
The counseling center will remain available to students. Services may be performed remotely to limit exposure. More details will be available at the beginning of the semester.
Student Counseling Services contact: Office Phone: (903) 223-3186; After Hours Crisis Line: (903) 276-8276; Email: counseling.services@ace.tamut.edu or cthomas@tamut.edu

Advising & Student Success
The Office of Student Success will offer a blended approach (in-person/remote) for tutoring, supplemental instruction academic advising, and mentoring.

Academic support programs will offer a blended approach to maximize social distancing while giving students multiple options for in-person or small group support throughout the semester and virtual meetings will be available as well.

Tutoring, Supplemental Instruction, Advising, and Mentoring*

*This includes Student Success Center, First-Year Experience, Advising and I-CARE offices, TRiO, and PATH
- Tutoring and Supplemental Instruction will be offered face to face (f2f) f2f using safe social distancing guidelines in conference rooms and classrooms and remote delivery will be utilized when this is not possible due to space constraints.

Appointments will be required for f2f and online tutoring, supplemental instruction, advising, and mentoring to ensure social distancing guidelines are followed and virtual meetings will be available as needed.
- Students will sign-in at the front desk when entering the Student Success Center and sign-out.
- In-person and/or small group sessions with social distancing will be scheduled throughout the semester.
- Hand sanitizing stations will be available at check-in and in common areas
• Social distancing will be enforced by indicated markings on the floor (and by removing chairs)
• Staff and student-workers will clean and disinfect in between appointments as much as possible (wiping down counters, tables, chairs, writing utensils, whiteboards, markers, erasers, computers, door handles, etc.)
• A fifteen-minute window will be scheduled in between appointments for disinfecting.
• Equipment and textbook check out will be limited and disinfected before being redistributed.
• In-person and small group sessions will take place in larger settings (classrooms, atriums, etc.) using social distancing recommendations.

**IS 1100, University Foundations**

• IS 1100 courses will be limited to 20 students per section and will meet f2f weekly in classroom that ensures safe social distancing. An online IS 1100 section is available for students who are unable to meet f2f.

**Library Changes**

The library is actively working to have safety plans in place for the return of students, faculty and staff to our campus space. There is now a designated third floor entrance and exit to help coordinate traffic flow. Since the library is a public area, facemasks must be worn. Hand sanitizer and cleaning wipes will be available for users.

The number of soft seating chairs, study tables and computer workstations has been reduced and rearranged to follow social distance guidelines. Users can select the type of workspace needed and will be limited to that space. A library seat reservation system will enable one to view available seats and reserve a spot from an electronic device or the Library Kiosk located outside the third floor entrance. Users will then check in and out of the space with their smartphone by scanning a QR code or using a mobile-friendly webpage. This process will help easily identify spaces to clean between uses. Because of limited seating, an initial two hour time slot will be imposed but not enforced unless the space is needed by another person.

The stacks will be closed for browsing but the library will fill requests to retrieve books or media items to checkout for library pickup. Gloves will be used to pull items and all returned items will be quarantined between uses. Curbside Pickup/Contactless Checkout options will also be available. Users place holds through the library catalog and the staff will contact the requestor to coordinate check-out/pick-up option.

Normal library hours are under review and will be posted closer to the campus reopening.

Regardless of an open or closed campus, the library will continue to provide services.

• Find our chat, email or phone contact at [http://libguides.tamut.edu/help](http://libguides.tamut.edu/help)
• For library updates see [http://libguides.tamut.edu/blog](http://libguides.tamut.edu/blog)
• For FAQ’s see [https://libanswers.tamut.edu/](https://libanswers.tamut.edu/)
Only essential business travel will be approved. Travel requests are being routed by the Risk and Compliance Officer. For questions, please contact: Jill Whittington, Compliance Director, Phone: (903) 334-6755; Email: jill.whittington@tamut.edu.

**Travel within the State of Texas**

All System employees traveling within the State of Texas should review the current community transmission of COVID-19 (https://www.dshs.state.tx.us/coronavirus/default.aspx) in the locations that they will be traveling through and/or to. Employees engaged in business-related and personal travel who suspect they have been exposed to COVID-19 while away from the university or agency are required to notify their supervisor and place themselves in self-quarantine for a period of time in accordance with current CDC guidance.

**Travel Outside of Texas but Within the United States**

All System employees traveling outside of Texas, but within the United States, should review the CDC’s COVID Data Tracker (https://www.cdc.gov/covid-data-tracker/index.html#cases) prior to travel. Employees engaged in business-related and personal travel who suspect they have been exposed to COVID-19 while away from the university or agency are required to notify their supervisor and place themselves in self-quarantine for a period of time in accordance with current CDC guidance.

**International Travel**

Consistent with the CDC’s guidance on international travel (https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html) and due to the widespread, ongoing transmission of COVID-19 worldwide, all System Employees traveling internationally should self-quarantine and self-monitor for signs and symptoms of COVID-19 for 14 days after returning home.

Any country that is on the CDC’s list of countries (https://www.cdc.gov/coronavirus/2019-ncov/travelers/from-other-countries.html) with restrictions on entry to the United States will be included on System Risk Management’s list of Extreme Risk Countries and System Risk Management will not approve travel to these countries. If the travel is mission- or health-critical, it must be approved by executive leadership.
For updates and FAQs on COVID-19, visit https://tamut.edu/About/Administration/COVID_19/.

Questions? Contact Matt Pope at ehs@tamut.edu

**Reporting COVID-19 Cases**
All COVID Cases (student and employee) should be reported to Jill Whittington, Director of Compliance at jwhittington@tamut.edu or 903-334-6755. She will work with HR and Carl to manage the cases from there and ensure that contact tracing is occurring with local officials as necessary. An online reporting tool is in development but not available yet.
Executive Leadership
Dr. Emily Cutrer, President
Jeff Hinton, Vice President Finance and Administration and Chief Financial Officer
Vicki Melde, Chief of Staff
Kathy Williams, Vice President Student Enrollment, Engagement and Success
LeAnne Wright, Associate Vice President for University Advancement
Dr. David Yells, Vice President Academic Affairs and Provost

Academics
Dr. Del Doughty, Dean College of Arts, Sciences, and Education
Dr. Gary Stading, Dean College of Business, Engineering and Technology

Faculty Senate
Dr. David Allard

Communications
John Bunch

Facilities/Finance
Jeff Hinton

Environmental Health and Safety
Matt Pope

Housing/Student Affairs
Carl Greig

Risk Management and Compliance
Jill Whittington

Staff Council
Michael Stephenson

Information Technology
Robert Leitgeb

University Police Department
Chief Alex Serrano