



TEXAS A&M UNIVERSITY  
SAN ANTONIO

**Community. Safety.**  
**TOGETHER.**  
**Fall 2020**

**Community. Safety.**  
**TOGETHER.**

A message from the Blueprint 2020 Task Force, the Risk Management Group – COVID-19 and the President's Cabinet

During the past four months, Texas A&M University-San Antonio, our community and our world have grappled with unexpected and overwhelming challenges. Together, by adhering to our shared values, we have tackled the uncertainties of a global pandemic with creativity, flexibility and resilience. We deployed new ways to teach, work and live while also continuing to build an adaptive model for our campus. Our relative youth as an institution offers a distinct advantage: as an organization, we are agile and able to respond quickly to changing conditions.

Here's what you need to know

These unusual circumstances require us to continue to be innovative and maintain vigilant focus on our priorities: 1) the safety and health of our community and 2) advancing our students' academic progress. The following document provides an overview of how we will deliver our mission and our strategy. We've titled this plan "Fall 2020 Community. Safety. TOGETHER." to align with what is top of mind. Throughout the plan, you will find references for how we will learn, work and live on campus during Fall 2020.

Additional details for key contacts, support, services and resources can be found at [tamusa.edu/community-safety-TOGETHER](https://tamusa.edu/community-safety-TOGETHER).

We look forward to a time in the near future when we will all be together to reflect on how we continued to advance our mission in the face of enormous challenges. Thank you for all that you have done and continue to do to support our students. We hope you continue to take care of yourselves and each other. We welcome your feedback and suggestions for improving this document or communicating these important details of the plan at [CST@tamusa.edu](mailto:CST@tamusa.edu).

We offer our best wishes for a healthy and productive Fall semester.



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SAN ANTONIO

# Community. Safety. TOGETHER.

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# Community. Safety. **TOGETHER.**

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# Community. Safety. TOGETHER.

## Overview

Texas A&M University-San Antonio's *Fall 2020 Community. Safety. TOGETHER.* plan was developed to supplement the Texas A&M University-San Antonio Emergency Management Plan, and to preserve the health, safety and well-being of the campus community, while maintaining academic and operational stability during a global health crisis. This plan strives to minimize the negative effects to community members' health and disruptions to campus operations, while advancing the academic progress of our students.

Our guiding priorities are:

- Maintaining the health, safety and well-being of the campus community;
- Continuing to provide the full range of academic, support and business services to students; and
- Conducting onsite campus operations to the extent that public health conditions permit doing so safely.

**While the *Fall 2020 Community. Safety. TOGETHER.* plan provides current guidelines for the Fall semester, A&M-San Antonio will continue to monitor public health conditions and make or alter plans accordingly.**

This plan prioritizes the health and safety of our students, faculty, staff and visitors to our campus, and implements operational protocols aimed at reducing and minimizing the spread of the COVID-19 virus. It was developed with the assumptions that:

- Public health conditions will permit a reopening of campus to administrative staff with a limited number of faculty and students for in-person classes; and
- The plan is subject to change, should public health conditions make it necessary or new governing directives be issued.

Developed as a University-wide initiative, our plan follows the guidance and proposed progress indicators provided by the Texas A&M University System ([Sharp, 2020](#)): 1) reopening some previously suspended in-person instructional functions; 2) reopening departments and student-facing services; 3) returning employees who were directed to work from home consistent with "stay at home" orders; and 4) setting new safety, maintenance, hygiene and workplace protocols going forward.



In conjunction with the execution of this plan, all departments and operational units will continue to build-out and evolve their own individual return-to-campus plans, in alignment with key priorities and protocols.

**Current plans entail the offering of approximately 30 percent of Fall 2020 classes in person, with in-person limitations to allow for effective social distancing. However, upon official System, state or local direction, or at the recommendation of the committee monitoring community conditions, A&M-San Antonio will transition all courses to remote delivery with no interruption to the academic calendar.**

## Campus Closure Decision Matrix

**While the present plan provides guidance for the Fall 2020 reopening, A&M-San Antonio is poised to operate remotely, should circumstances necessitate doing so. In accordance with System guidance, the University has designated responsible parties for monitoring community and campus COVID-19 conditions no less than weekly. The monitoring process will produce a weekly report/recommendation to the president for purposes of possible adjustments to face-to-face instruction, co-curricular activities, athletics, research and residential life (and others, as necessary).**

The monitoring body will consider:

- Guidance and coordination from:
  - The Governor, Chancellor and Regents, as well as local governing authorities (e.g., county and city);
  - Center for Disease Control (CDC), state and local health departments; and
  - Athletic associations and conferences.
- Sufficiency of supplies and personnel, including the availability of:
  - COVID-19 testing, associated supply chains and turnaround times (days) for return of test results;
  - Contact tracing, its capacity and effectiveness;
  - Health care workers specific to COVID-19 operations; and
  - Cleaning supplies, personal protective equipment (PPE), disinfectant, etc.
- Metrics sufficient to evaluate local and University/agency conditions:
  - University-available capacity for quarantine and isolation for on-campus students;
  - University ability to support off-campus students during quarantine and isolation;
  - Level of spread among faculty and staff necessary to support classes;
  - Level of spread among staff needed to support essential campus functions (maintenance, food service, public safety, etc.);



- Level of spread among students (general spread versus localized spread);
- Spread of infection through campus operations (rather than off-campus functions);
- Local available hospitalization capacity, particularly ICU and ventilator capacity;
- Infection rate (seven-day rolling average) in local/community testing and University/agency testing; and
- Local elementary, middle and high school operations.

These considerations (guidance, sufficiency of supplies and personnel, and metrics) will be balanced in performing a “gating” function to determine the level of activity occurring on a campus at any given time.

**On a weekly basis, informed by the above considerations, the monitoring committee will recommend one of the following levels of activity to A&M-San Antonio President Cynthia Teniente-Matson:**

#### **Initial COVID-19 Operations:**

- Precautionary measures in place at the beginning of Fall 2020 semester including face coverings, physical distancing and enhanced cleaning.

#### **Heightened Awareness:**

- Onsite work for faculty and staff levels above 50 percent, but less than 100 percent.
- Face-to-face instruction, co-curricular activities, research and athletics may or may not be scaled back depending on need.
- Residential living continues with precaution.

#### **Extreme Caution:**

- Onsite work locations for faculty and staff would reside between 25 and 50 percent.
- Face-to-face instruction, co-curricular activities, research and athletics should be limited, but may continue under additional limitations the Institution may implement.
- Residential living continues with heightened precautions.

#### **Remote Operations:**

- Onsite work limited to personnel essential to support functions such as maintenance, food service, public safety, residential living, IT, etc.
- Face-to-face instruction temporarily suspended, and all instruction offered remotely; exceptions may be granted by the president.
- Co-curricular activities may continue remotely.
- Research suspended except as needed for animal care and those projects exempted by the VPR.
- Athletics status to be determined by state, conference and athletic association.
- Students living in residence hall may be encouraged to return to their permanent residence. Residence hall, food service and computer labs remain open to support students who choose to remain on campus.





## Current Plans for Instructional Setting

**Face-to-face teaching:** A limited number (approximately 30 percent) of Fall 2020 classes are being offered with face-to-face instruction. The courses selected for face-to-face delivery prioritized providing an on-campus experience for new freshmen. All faculty scheduled to teach on campus volunteered to do so, rather than teaching exclusively remotely. No student is being required to take face-to-face classes; students of any class standing are able to build a full schedule of classes offered remotely, should they prefer to do so.

**Classroom schedules** will facilitate **block scheduling** to minimize contact resulting from frequent class moves by students. Students will remain in classrooms while faculty cycle in and out.

- The furniture in each classroom will be spaced apart, or blocked-off, to support social distancing.
- Health and safety signs will be displayed.
- Regular and frequent cleaning and sanitization will occur.

**In-person limitations for face-to-face classes** reflect newly determined room occupancy limits that provide for the recommended social distancing. Floor markings will be in all classrooms planned for use in the Fall in order to provide visual cues for social distancing.

**Face shields** will be available for faculty conducting face-to-face instruction to provide an additional protective barrier over and above face masks.

**Plexiglas shields on rolling stands will be available for use by faculty** conducting face-to-face instruction in classrooms where the 6 foot physical distance cannot be complied with. Please submit respective requests for the plexiglas shields using the Facilities Service Request (Repair/Maintenance Request/Sanitation) found at: <https://www.tamusa.edu/businessaffairs/facilitieservices/index.html>. Requests will be evaluated on a case by case basis.

**Students** will be required to wear face coverings while in class or elsewhere on campus, except when alone in a study or testing room.

**Temperature scans and wellness check screenings** of all students will be conducted before classroom entry is permitted.

**Classroom management:** The student code of conduct currently includes policies relevant to maintaining healthy practices and social distancing standards. (Covered under Section 13.4, Article III, clause I Endangerment: actions that endanger the health, safety or well-being of one's self or others; and Section 13.4, Article III, clause I.: Failure to comply-failure to comply with direction of University officials acting in the performance of their duties.) Faculty can locate the Student Handbook [here](#).



If a member of the faculty or staff determines a student is endangering the health of others, they may take actions to request the student leave a classroom or other area of campus and promptly report the student to the Office of Student Rights and Responsibilities at the following link: [Student Conduct Report](#).

A guide for faculty specific to teaching in-person courses is available in Appendix A on p.25.

## Student Success Strategies

We place the educational growth of our students at the forefront of the student experience. Our commitment to our students includes a reimagined structure through the *Fall 2020 Community. Safety. TOGETHER.* plan to include:

- Creating a sense of community by focusing on student safety, support for academic and personal success and engagement in vibrant campus programs;
- Access to the resources available to them throughout campus;
- Helping our students network with their peers, faculty, employers and all student success services;
- Providing equal and equitable access in-person and virtually;
- Being in tune with challenges presented by COVID-19 and the remote learning environment; and
- Dedicating a student-focused web page within the Fall 2020 microsite that provides additional information on support and services.

**A University strategy is in place to provide our students with continued access to the services and support needed to advance their academic progress and their well-being. We've responded to the dynamics of the changing environment to ensure that we safely and consistently provide support and services at the highest level of quality.**

A range of student support services will be available with some modifications to delivery, including academic advising, the bookstore, computer and technology support, dining, disability support services, international affairs, the library, military affairs, student counseling and wellness, student success, testing and the welcome center. For more information, visit [tamusa.edu/community-safety-together/students](https://tamusa.edu/community-safety-together/students).

## Health & Safety Protocols

As of now, the A&M-San Antonio campus will be open to both University affiliates and visitors. The full range of business operations and student support services will be available, though not all departments or offices will offer in-person services. We anticipate a mix of campus-based



and remote-working employees for Fall, and plan to welcome a limited number of faculty and students to campus for in-person classes.

Before coming to campus, students, prospective students, contractors and visitors are encouraged to visit [tamusa.edu/community-safety-TOGETHER](https://www.tamusa.edu/community-safety-TOGETHER) for the most current information on office hours and operations specific to a unit or service. Units will manage and display QR codes for current hours and points of contact.

## Educational Training & Health Self Certification

### Campus employees and students

In alignment with System guidance (Sharp, 2020), A&M-San Antonio is requiring all employees and students returning to campus to complete a **training module** regarding the spread and prevention of COVID-19 and to **self-certify** that they:

- Have not been diagnosed with COVID-19;
- Are not awaiting results of a COVID-19 test;
- Do not have symptoms of COVID-19;
- Have not been in contact with someone known or suspected to have tested positive in the previous 14 days; and
- Have not traveled through an area for which post-travel quarantine mandates are in place.

The self-certification also confirms agreement to complete daily self-screenings, and to refrain from coming to campus and notify the designated University official should answers to any one or more of the self-certification questions change.

Below are links to the employee training sessions:

2114130 : Protocol and Certification for System Member Employees  
<https://trainraq.tamus.edu/CourseDetails.aspx?cnum=2114130>

2114131 : Safe Practices for Returning to the Office During the COVID-19 Pandemic  
<https://trainraq.tamus.edu/CourseDetails.aspx?cnum=2114131>

### Visitors

Campus visitors must also review the training materials and complete the self-certification found here: <https://www.tamusa.edu/community-safety-together/testing-contact-tracing.html>.

### Vendors/contractors



Operational plans for on-campus vendors/contractors have been evaluated for alignment with University health and safety protocols and 2) coordinated through Business Affairs. For any areas where there is a difference in practice, vendors/contractors are required to adhere to University guidelines.

## Personal Protective Equipment

**Face coverings are required on campus.**

Current research indicates face coverings slow or minimize the spread of infectious diseases, including COVID-19 (Centers for Disease Control and Prevention, 2020). The following provides guidance for our campus respective to face masks.

- Face masks and coverings are required to help keep both the individual wearing the covering and those around them from transmitting the COVID-19 virus, but are not a substitute for social distancing.
- Individuals who cannot wear a face mask or covering due to medical reasons should contact Human Resources or Disability Support Services for possible accommodation measures.
- Individuals are asked to supply their own face mask or covering.
- The University has procured disposable face masks to distribute in the event individuals on campus forget their personal masks. *Disposable face masks should not be used more than three times.*
- Gloves are not considered necessary in most campus settings except for individuals performing high-risk activities, as determined by our department of Environmental Health & Safety.

If medically able to tolerate the covering, all individuals (faculty, staff, students and visitors) **must wear appropriate face coverings** (cloth face covering, bandana, scarf or handkerchief, surgical mask, etc.) **in all indoor areas on campus** (including all non-private or public-facing offices, lobbies, restrooms, classrooms, teaching laboratories, research laboratories, common spaces in residence halls, conference rooms, break rooms, game rooms and workout facilities). There are three exceptions to this:

- Faculty or staff alone in a workplace setting consisting of a private office or cubicles with walls that exceed 60" from floor, or with appropriate Plexiglas partitions procured and installed by Facilities. (We recommend the practice of closing doors when occupants are in alone in offices.)



- Student residents when alone in a residence hall room. We recommend that, due to room features of shared vanity areas, student residents continue to practice proper hygiene protocols and wear a face covering, particularly because it is not likely that it can be practical to allow for 6 feet of physical distancing in a shared vanity area. Minimize guests, and keep room doors closed.
- Alone in a study room (occupancy of one) or testing room (occupancy of one). The campus does not plan to allow use of any non-monitored study rooms. If not in a monitored or secured reservation system, rooms will not be available for use.

**Face masks/coverings are also required in outdoor spaces where 6 feet of physical distancing is difficult to maintain reliably.** Face masks/coverings are not required while exercising outdoors or engaging in physical activity outdoors and maintaining a safe distance from others.

## Social Distancing

Anyone spending time on campus will be asked to follow these social distancing practices, including:

- Avoid handshaking, mass gatherings, crowded places and other forms of physical contact.
- Stay at least 6 feet, or about two arms' length, from others.

Social distancing guidelines will be observed throughout campus, including in elevators, classrooms, office suites and common areas, to mitigate the potential spread of the virus. All members of the campus community should observe social distancing protocols in common areas, and where individuals are likely to interact.

An awareness campaign includes signage throughout campus illustrating maximum occupancy in classrooms and elevators, floor markings, and use of televisions and computer monitors with health and safety reminders (e.g., how to properly wear face masks, reminders on social distancing, etc.).

## Hygiene

Proper hygiene is the most effective everyday practice in prevention of disease. Regular handwashing is one of the best ways to remove germs, avoid getting sick and prevent the spread of germs to others. In support of this, supplies have been procured to support proper hygiene practices, including:

- Disinfectant wipes and carts for containing the larger-capacity wipe containers will be available for widespread use and distribution.
- Liquid hand sanitizer and touchless dispensers are placed strategically throughout campus primarily at classrooms, dining services, elevators, restroom entrances and stairwells and regularly monitored and refilled.



- Refillable pump dispensers containing sanitizer are available for use in interior office settings.
- Touchless dispensers (or pump, if touchless have a delayed arrival) are located near high-traffic areas.
- Additional disinfectants have been procured to support increased sanitization efforts. The primary product in use, Spartan's hdqC 2, is formulated to kill a broad spectrum of microorganisms, including the SARS-CoV-2 virus.
- Hand dryers in restrooms are disabled and sufficient paper towels for hand drying are available.
- Signage throughout all campus locations will display best hygiene practices, such as effective handwashing techniques, etc.

## Temperature Monitoring

The University will conduct temperature scans and wellness check screenings of all students at the Wellness Checkpoint Stations (Stations) found throughout campus. as they arrive for their course block each day and to confirm daily monitoring has been completed.

A map of Station locations is found at: <https://www.tamusa.edu/documents/community-safety-together/covid-wellness-testing-stations.pdf>. If the student passes the temperature check and the wellness check screening, they will be issued a wristband, signifying they are approved to attend classes or in person activities on campus.

Additionally, the University has procured non-contact scan thermometers for voluntary use by faculty and staff. Temperature scan stations will be located throughout campus for those who wish to monitor their temperature, and will display guidance on COVID-19 symptoms and resources. Employees are encouraged to visit the Stations to complete their temperature check and wellness check screening.

Offices that host frequent visitors, group tours, etc. (e.g., the Welcome Center) are encouraged to require temperature scanning and wellness check screenings of guests.

## Public Health & Safety Assistants

To assist the campus community, the University will place Public Health and Safety Assistants (PHSA) in areas where teaching and services take place.

PHSAs will be deployed to buildings to help enforce social distancing and remind individuals to practice appropriate health protocols. These individuals will expand the University's capacity to support campus safety during the pandemic. Serving as a resource for information to help promote A&M-San Antonio's expectations for Fall 2020, PHSAs will:

- Perform temperature scans and wellness check screenings
- Assist with building entry and exit circulation;



- Encourage social distancing and the use of face masks/coverings;
- Provide directions to hand sanitizer stations, sinks for hand hygiene and other resources; and
- Direct to other community service capabilities across campus.

## Campus Environment

### General Classrooms & Public Spaces

The University's maintenance and custodial partner, SSC Services for Education (SSC), will continue to oversee day-to-day cleaning efforts taking place within buildings. Housekeeping staff will routinely clean workspaces, classrooms and public spaces. In addition to routine cleaning, surfaces that are frequently touched by multiple people, such as door handles, handrails, light switches and faucets, will be cleaned and disinfected frequently throughout each day by a dedicated custodial crew.

The University will affix signs to hand sanitizer and disinfectant wipe dispensers, soap and paper towels displaying a direct contact number to call to report shortages and empty dispensers.

Classrooms and study rooms not in use will be secured to prevent contamination of the space after it has been sanitized. Those areas with study rooms controlled by a department, such as the library, will be responsible for a reservation/check in process and for providing wipe-down practices before the next student is assigned the space. All spaces outside of offices will employ the reservation system to allow for cleaning to be part of the preparation for next group to use the space. To maintain sanitization, classrooms cannot be accessed for personal use for meetings, study groups, etc.

The CDC recommends individuals bring their own water from home. Drinking fountains are disabled, but the bottle-filling function within the water fountain will remain operational. Signage has been added to promote the CDC recommendations on water fountains.

For classrooms with two doorways, one doorway is designated as the entrance and the other as the exit.

Several building doors will be secured with notices to proceed to the preferred entrance in an effort to monitor traffic circulation and patterns inside buildings. All secured doors will be able to be used as an exit if needed.

### Office environments



Disinfectants will be provided to employees to wipe down their own keyboards, phones, desks and other items. Individuals will need to wipe down surfaces before use; in general, offices will not be part of the additional sanitization performed by SSC.

Breakroom use by staff or faculty should adhere to social distancing protocols, and individuals should avoid eating together in groups. Employees should wipe down all refrigerators, coffee machines and microwave handles, as well as any other surfaces touched in common areas before and after use.

Additional barriers, such as Plexiglas, will be installed in customer service areas that do not support social distancing guidelines in order to protect the University community. The service points may include the library, computer labs, science labs and customer-facing office locations. Floor markings will be added to accomplish social distancing.

For open floor plan offices, Facilities Services can be asked to help map out social distancing plans including visual cues, such as floor markings, as an aid in marking waiting areas, directional flow, etc.

As practical, the use of shared office supplies, such as penholders, clips and other office supplies should be avoided. If sharing is required, wipe down all supplies after shared use.

## **Shared space & resources**

Social distancing and cleaning are integral to maintaining the safety of our University community. The following provides guidance on expectations for the use of shared space. A series of signs will be displayed at entrances and exits and throughout classrooms, offices and other spaces.

**Elevator occupancy** is limited to two persons only and wearing face masks or face coverings is required. Signs displayed at each floor remind users of this policy, and are in place near and inside of each elevator.

**Room capacity** is posted outside all classrooms, labs, event spaces and computer labs. Room capacity was determined based on CDC social distancing guidelines (Centers for Disease Control and Prevention, 2020). An inventory of all gathering spaces and maximum capacity is posted on the University's COVID-19 website and can be accessed [here](#).

**Large meeting rooms and group event space** will have limited usage to support social distancing.

**Throughways (e.g. halls and stairwells)** will have "stay right" directions posted to assist in maintaining distance.





**Seating (outdoor and indoor) and lounge areas** Is limited to one person in most buildings, in order to follow social distancing. Many lounge areas are limited or removed for the Fall to prevent the potential for group gatherings.

**Campus Mail and Receiving Services** will no longer make desktop delivery or in-office deliveries until further notice. Employees will have enhanced sanitation practices in handling mail and packages. For those packages received that require urgent delivery, every effort will be made to contact the department for pick-up in the most efficient manner.

**University fleet use** will be minimized and require approval by the President's Office for check-out. The University Police Department fleet is exempt. Users are responsible for sanitation and disinfection after each use; supplies will be provided by Facilities.

## **HVAC system**

While there have been no reported incidents of COVID-19 transmission through HVAC systems, the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (ASHRAE), has issued general guidance for heating and cooling systems that complement CDC guidelines (Schoen, 2020).

The University has consulted with System Utilities and Energy Services to complete a review of air exchanges for all major permanent structures. Currently, all major permanent structures house increased outdoor air ventilation to meet or exceed ASHRAE guidance.

Our HVAC system configurations meet or exceed ASHRE recommendations for fresh air. Therefore, 1) adjustments to outdoor air dampers at 100 percent are not being used, and 2) demand-controlled ventilation (DCV) has not been disabled.

The University has met or exceeded ASHRAE guidelines and has additional mitigation measures in place (e.g. social distancing practices) including:

- Furniture placement to enhance social distancing and reservation systems for most rooms; and
- Plexiglas barriers in locations that have limitations in space distancing, required face coverings and other ingress and egress measures.

## **Campus Events**

The need to reimagine campus events during a time of social distancing is a reality. We encourage you to adapt your events to a virtual format. The following provides guidance for in-person events:



- **The use of University facilities for external groups (any size or for internal groups of greater than 10)** requires approval from the Office of the President, and all groups must follow social distancing protocols.
- **All visitors** must complete the self-certification on health and monitoring for COVID-19 symptoms found here: [tamusa.edu/community-safety-TOGETHER](https://tamusa.edu/community-safety-TOGETHER).
- **Food service:** The University's exclusive food provider, Chartwells, is the required food vendor, unless Chartwells declines to provide services. At this time, it is highly discouraged to use outside vendors that have not completed an agreement with the University to follow our safety guidelines. If an outside provider is used, the food should be prepackaged.
- **Housekeeping charges** may be incurred when warranted due to enhanced cleaning and sanitation protocols.
- **The Fall 2020 Hybrid/Virtual Programming Guide** provides additional guidance for campus events. It is available at [tamusa.edu/documents/community-safety-TOGETHER/virtual-program-guide.pdf](https://tamusa.edu/documents/community-safety-TOGETHER/virtual-program-guide.pdf).

## Current Plans for the Workforce

The University is currently open and has plans to remain open during Fall 2020. During this time, we have implemented alternative work location (AWL) agreements to maintain the safety of our campus and our students, employees and visitors. Managers have been empowered to approve AWL arrangements for employees 1) who need the flexibility to work from home and 2) whose work can be successfully carried out remotely. Human Resources (HR) has adopted flexible sick and emergency leave policies to enable and encourage employees to stay home when ill, or when known or suspected to have been exposed to COVID-19.

Employees will receive regular reminders to self-screen and monitor their health daily, and of the protocols to follow if ill or exposed. Managers continue to receive information and guidance to help them best support their staff, institutional priorities and business operations.

**At this time, we anticipate allowing, but not requiring all administrative employees to work on campus, if all social distancing and PPE policies, preventative hygiene best practices and other health and safety protocols are followed.**

## Technology Support for Remote Learning & Work

We anticipate the continuation of remote work and learning during Fall 2020. Information Technology Services (ITS) has undertaken a variety of activities to better



enable remote work, and both face-to-face and remote teaching and learning are well supported. These include:

- Implementing a campus-wide wireless upgrade to alleviate gathering and congestion inside buildings and support students using the internet from the courtyards, parking lots and general outdoor spaces;
- Providing laptops and/or portable hotspot devices for students who lack the equipment or internet connectivity to engage in remote learning;
- Enhancing the remote learning experience with the installation of new camera systems in 10 classrooms and five labs;
- Providing faculty with headsets with voice amplification used in face-to-face instruction while wearing face coverings;
- Securing additional storage capacity for Blackboard to support faculty and their instructional needs; and
- Deploying [Resource Space](#), an open-source digital asset management software that also has excellent remote learning tutorials within its Knowledge Base.

## COVID-19 Exposure/Cases on Campus

Knowledge about the transmission, incubation period and symptoms of COVID-19 continues to evolve. What remains consistent is the need to inform the University of suspected and confirmed exposure to the virus and mitigate related risk to others. The following provides an overview of the individual responsibility to report, as well as the key contacts and resources available for students and employees.

By adhering to the following reporting processes and protocols, students, faculty and staff will help maintain the confidentiality of medical information, as required by applicable law, and enhance the health and safety of our campus community.

### **Students, faculty and staff are required to:**

- Monitor for [COVID-19 symptoms](#), which may include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste and/or smell, sore throat, congestion or runny nose, nausea or vomiting and/or diarrhea;
- Use a self-screening tool for assessment; and
- Consider immediate testing, if symptomatic.

Based on the CDC's strategy, members of the campus community with signs or symptoms suggestive of COVID-19 infection or a laboratory confirmed case for COVID-19 cannot return to class or work on campus until they meet the CDC guidelines found at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>.



Self-screening tools are currently available online. The CDC provides a [Self-Checker](#), and the City of San Antonio has a [self-screening questionnaire](#), while the Texas Department of State Health Services has a [COVID-19 Self-Checker](#).

## Reporting Requirements for Employees & Students

The COVID-19 [Self-Reporting Tool](#) is now available.

**Employees (including student employees) must** stay home and immediately notify their supervisor and complete the web-based form found at the COVID-19 Reporting Portal located at: [https://redcap.link/TAMUS\\_COVID\\_PORTAL](https://redcap.link/TAMUS_COVID_PORTAL) if they:

- Have been diagnosed with or received a positive test result for COVID-19;
- Are experiencing COVID-19 symptoms (as listed on the CDC website);
- Are pending COVID-19 test results from a laboratory (suspected case); or
- Believe they have been in close contact (defined as being within 6 feet for at least 15 minutes regardless of wearing a face covering) with someone who has or is suspected to have COVID-19, or someone in your household has been diagnosed with or received a positive test result for COVID-19.

**Students must** stay home and immediately notify the Dean of Students, Jo Anna Benavides-Franke, at [dos@tamusa.edu](mailto:dos@tamusa.edu) or (210) 784-1354, and complete the online report at the COVID-19 Reporting Portal if they:

- Received a laboratory confirmed positive case for COVID-19;
- Are experiencing [COVID-19 symptoms](#) (as listed on the CDC website);
- Are pending COVID-19 test results from a laboratory (suspected case) due to having symptoms or having a direct exposure to a laboratory confirmed case; or
- Believe they have been in close contact (defined as being within 6 feet for at least 15 minutes or greater regardless of wearing a face covering) with someone who has or is suspected to have COVID-19.

Please note: students who are tenants at Esperanza Hall and students who are part of the Athletic program are required to have proactive COVID-19 Testing done once per month. If the student is only getting tested to fulfill their testing mandate and not because of exhibiting COVID-19 symptoms or having a direct exposure to a laboratory confirmed case, they *do not* need to self-quarantine and may resume their activities on campus.

## Reporting Requirements for Supervisors/Faculty Members

**Supervisors must take the following actions when notified by an employee or student of any of the above listed COVID-19 criteria:**



- Instruct the individual to:
  - go home immediately or stay home;
  - practice self-isolation; and
  - complete the online COVID-19 Reporting Portal Form found at: [https://redcap.link/TAMUS\\_COVID\\_PORTAL](https://redcap.link/TAMUS_COVID_PORTAL).
- Immediately report any information provided by the individual through the COVID-19 Reporting Portal (in case the employee or student does not submit their report in a timely manner).
- Other than completion of the COVID-19 Report Portal form, supervisors/faculty members should not relay any medical information about their employees/students to any other persons.

## Campus Response to Suspected/Confirmed Cases of COVID-19

### Students

If the University receives notice of a student being *tested* for COVID -19 due to exhibiting COVID-19 symptoms or due to being a direct exposure to a laboratory confirmed positive case for COVID-19, the incident will be further investigated to determine if other actions need to be taken on campus.

The University is required by the A&M System and local public health authorities to maintain a record of those who have positive test results. This information will be shared with the University's monitoring committee to be used as part of the decision matrix for possible campus closure.

### Employees

**Suspected case:** In the case of an individual who has symptoms that could be COVID-19 –related and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19 and may not return to campus until criteria are met. The Risk Manager will follow-up with each suspected case to help determine if other actions are needed on campus, such as closing an area to be sanitized, and to track the progress of the suspected case. The Risk Manager will also make sure the employee information has been entered into the web portal for COVID-19 reporting.

**Confirmed positive case:** No health information about an employee can be conveyed to any other person. Contact tracing will be performed to identify close contacts on campus and notify of exposure.

The University is required by the A&M System and local public health authorities to maintain a record of those who have positive test results. This information will be shared with the



University's monitoring committee to be used as part of the decision matrix for possible campus closure.

## On-Campus COVID-19 Testing

A&M-San Antonio will provide an on-campus test site, located in Portable 101b, to administer RT-PCR test kits. A limited number of tests are available to students and employees who are exhibiting COVID-19 symptoms or who have had direct contact with COVID-positive individual.

There is an incubation period for the disease, so an exposure on one day will not show on a test the following day. Given this, if the student or employee has removed themselves from campus, individuals should consider self-quarantining for at least three days after exposure before seeking a COVID-19 test at an off-campus facility.

**Individuals will be required to self-quarantine/isolate until the test results are confirmed. Mandatory group testing individuals do not have to self-quarantine**

The laboratory used for this test site will submit confirmation of positive cases to Metro Health, the City of San Antonio and Bexar County public health resource, as required but will also share the information with the A&M-San Antonio's public health liaison, Victor Pantusa, and begin the process of contact tracing.

**Contact Tracing:** Contact tracing is a vital process for community health. Labs that conduct testing are required to provide all positive results to the appropriate city and county health authorities, which begins the process for conducting contact tracing. The University will work with the A&M Health Science Center to conduct contact tracing for A&M San Antonio community members who test positive for COVID-19. All information provided to our contact tracers will follow public health privacy requirements.

Students or employees who are not on campus and feeling ill, or have reasons to be tested, should not come to campus. Instead, they should consult their health care provider or utilize one of the sites provided on the city website: <https://covid19.sanantonio.gov/What-YOU-Can-Do/Testing>.

## Living on Campus (Esperanza Hall)



Student residents of Esperanza Hall (EH) will also follow safety practices pertaining to COVID-19 and other infectious diseases. The following content provides information on protocols for social distancing, hygiene and safety.

This plan is designed to:

- Provide students the opportunity to live on-campus in a supportive environment.
- Educate students to practice habits that reduce the spread of infectious diseases.
- Reduce the spread of infection if a student is sick.
- Maximize simplicity of students living on campus and staff supporting the students.
- Minimize contact between well and sick students and staff supporting the students.
- Maximize support for sick students.

In addition, Esperanza Hall Resident Assistants (RAs) will receive specialized training about infectious disease and help students model ideal safety behaviors.

Rooms will be configured with no more than two students sharing a common vanity area, with separate sinks, restrooms and showers. The private vendor that operates this facility, American Campus Communities (ACC), will be expected to follow all University practices on proper hygiene and social distancing. Additionally, the vendor will provide a certification letter to the University adhering to approved actions. Housing will set aside six isolation beds in the event a resident student is exhibiting COVID-19 symptoms or has a need for isolation to be completed.

EH has developed cleaning plans, including disinfection for all common areas with electrostatic disinfecting spray, for frequent routine cleaning of common spaces that will be completed daily as a preventative measure. Signage and physical barriers promoting social distance and good hygiene will be applied throughout the residence hall. Hand sanitizer stations will be placed at entry points to EH, the reception desk, staff offices and other key areas. Self-cleaning stickers will be placed in touch points and door knobs with push bard across the community. Sneeze guards will be placed in reception area, and furniture will be rearranged in social and public spaces to comply with social distancing.

## **Move-in Day Protocols**

Prior to move-in, residents will be notified to take training plus certification of responsibilities, if have not already done so, and their individual responsibility to complete training and certification.

### **Pre-Move-in:**

Before arriving on campus, resident students will be:

- Provided a checklist for self-screening that must be completed daily for the 14 days prior to arriving to campus;



- Instructed to bring the checklist for check-in; and
- Receive pre-move-in information related to public safety, social distancing, mask recommendations, etc.

### **Move-in Day:**

Move-in Day has been restructured to support social distancing and cleaning regimen:

- Move-ins occur over a four-day period, each day from 8 a.m. to 7 p.m., Aug. 12-15, 2020. Students will be assigned the day and time of their move-in and receive written instructions from EH.
- Social distancing and cleaning regimen will be practiced throughout the check-in process.
- Common areas will be closed, and residents and guests will be required to wear masks in common areas.
- Resident students are encouraged to remain on campus after they arrive to limit potential exposure to the virus.

### **Safety Protocols – Private rooms (living spaces)**

Resident students will be encouraged to practice proper hygiene protocols, including frequent handwashing practices. Consistent with CDC guidelines. EH staff will also encourage students to wipe down all living, studying, working and eating areas before leaving any room in which they have been working or eating. This includes a private living space or any shared-space location or equipment in housing (for example, shared vanity areas, light switches, doorknobs, handles, etc.).

Cleaning products will be made available to residents and through the Office of the Dean of Students, should supplies run out.

### **Isolation Protocols for Positive COVID-19**

In the event of an EH resident exhibiting COVID-19 symptoms, confirmed direct exposure or testing positive to a COVID-19, the student should self-isolate at an off-campus location or permanent residence.

If self-isolation off campus or at a permanent residence is not feasible (or poses a higher risk), EH will activate isolation protocols including isolation section comprising six beds. The student in isolation will be supported with health care, hygiene (such as laundry), food and facility care options and daily check-ins, as well as information to assist with their recovery including academic progress coordinating with respective faculty.

## **Community. Safety. TOGETHER. Campaign**

### **How to use the resources**





Whether you are a student organization, a member of the faculty or an administrative unit, the Fall 2020 Community. Safety. TOGETHER. campaign was designed for you. Under the umbrella of this messaging campaign are resources for you to use and to share, including social media tools, templates for print material and signs, icons and logos.

*What You Need to Know This Week*, a weekly email digest to the University community, will include regular updates regarding Fall 2020, as part of the *Community. Safety. TOGETHER.* messaging campaign.

- To increase the visibility of health and safety messages, television monitors are being installed throughout campus. Content will be coordinated by Marketing and Communications, including public safety awareness messages and information on public health and safety guidelines (CDC).
- Public health emails and social media content will continue, including HR e-blasts to employees.
- Due to the persistence of COVID-19, it is important to maintain a clear and consistent message while reducing visual pollution that can result from individual units designing and displaying signage. For this reason, we ask that all units across the University choose from the catalog already established and available at [tamusa.edu/Community-Safety-TOGETHER](http://tamusa.edu/Community-Safety-TOGETHER). If your area requires a unique sign, please contact University Marketing and Communications at [officeofuniversitycommunications@tamusa.edu](mailto:officeofuniversitycommunications@tamusa.edu), who will work with you to design a sign or other solution that meets your needs and our University-wide standards.
- The dedicated microsite, [tamusa.edu/Community-Safety-TOGETHER](http://tamusa.edu/Community-Safety-TOGETHER), provides information, resources and guidance, and will continually be updated.

## Conclusion > Community. Safety. TOGETHER.

**The continuing evolution of the pandemic requires a constant vigilance of the University to monitor, assess and act with intention. Our decisions and actions are always guided by the safety of our University community and to support our students.**

Maintaining a culture of “community and safety” requires each of us. Across the Institution, together, we are focused on our safety and the academic progress of our students while advancing a mission of excellence and access.

Our infrastructure and the collective expertise, creativity and flexibility of our faculty and staff continue to drive our mission forward and ensure that our students are safe and can pursue their educational goals. We will continue to adapt our strategies to the needs of the situation while following relevant protocols and guidance.

We encourage you to use the resources and expertise across our staff, faculty and the A&M System, including the information and tools hosted at <http://tamusa.edu/community-safety->



TOGETHER. We will continue to provide updates and opportunities to enhance and refresh our resources and information resources as the situation warrants. In the meantime, we welcome questions and suggestions at [CST@tamusa.edu](mailto:CST@tamusa.edu).



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# Community. Safety. TOGETHER.

## APPENDIX A: Faculty In-Person Teaching Support & Guidance

**Your health and safety, as well as the safety of our students, is a top priority. Your commitment to advancing the academic progress of our students through in-person instruction significantly affects the student experience. The following provides an overview of the potential scenarios and the support in place.**

We encourage you to continue to model the public health practices recommended by the CDC and the A&M System, including social distancing, hand washing and other hygiene measures that have continued to maintain a safe environment and lessen the spread of the COVID-19 virus.

Here's What You Need to Know

### **If a student lets you know that they:**

- Are experiencing symptoms of COVID-19;
- Were diagnosed with or received a positive test result for COVID-19, or are experiencing COVID-19 symptoms (as listed on the CDC website); or
- Believe they have been in close contact (defined as being within 6 feet for at least 15 minutes regardless of wearing a face covering) with someone who has or is suspected to have COVID-19.

### Notification

#### **1. Risk Manager or Dean of Students**

- Dean of Students: Jo Anna Benavides-Franke
  - [dos@tamusa.edu](mailto:dos@tamusa.edu)
  - (210) 784-1354
- Risk Manager: Rita Arredondo
  - [Rita.Arredondo@tamusa.edu](mailto:Rita.Arredondo@tamusa.edu)
  - (210) 784-2028

#### **2. Complete the COVID-19 self-reporting form through the [web portal](#)**

- **If a student discloses exposure or suspected exposure:**  
**If in person or on campus – 1) Ask the student to immediately leave campus, 2) encourage the student to consult with their medical provider and 3) immediately notify**



the Dean of Students, Jo Anna Benavides-Franke, at [dos@tamusa.edu](mailto:dos@tamusa.edu) or (210) 784-1354, and complete the COVID-19 Report Form through the designated [web portal](#).  
**If by phone or email** – Contact the Risk Manager, Rita Arredondo, at [Rita.Arredondo@tamusa.edu](mailto:Rita.Arredondo@tamusa.edu) or (210) 784-2028.

- **If the University receives notice of a student being confirmed for COVID-19**, the Dean of Students will, in the event it has been determined a health or safety issue, notify all of the student's instructors and any other students who may have potentially been exposed, reminding them to be diligent in their daily self-monitoring.
- **Please note that each of these scenarios will initiate a contact tracing action coordinated by the University's Risk Management Team. For questions about this process, please contact** Rita Arredondo at [Rita.Arredondo@tamusa.edu](mailto:Rita.Arredondo@tamusa.edu) or (210) 784-2028.

If a student tests positive for COVID-19 – Through contact tracing efforts, the student's instructor, and fellow students will be informed of any exposed individual(s) *who had close contact with the positive individual* of the requirement to self-quarantine and refrain from returning to campus for 14 days from date of exposure.

If a student tests negative for COVID-19 – there will be no notification.

#### Resources to support and keep you informed

- Public Health & Safety Assistants (PHSAs) will be stationed near your classroom. For questions on how PHSAs are able to support you, please contact Kathy Funk-Baxter, Vice President for Business Affairs, at (210) 784-2000 or [kbaxter@tamusa.edu](mailto:kbaxter@tamusa.edu).
- Weekly emails with updates specific to the COVID-19 and updates to support and services will be distributed each Sunday.
- A dedicated microsite on the University's website, [tamusa.edu/community-safety-TOGETHER](http://tamusa.edu/community-safety-TOGETHER), where you can find latest updates, guidance and resources such as points of contact, FAQs, policies and a self-certification tool.
- Students will be required to conduct self-certification prior to coming to campus.
- You will continue to receive regular updates via email from the provost and chairs.
- Virtual workshops for chairs and managers will be available throughout the semester.

#### Points of contact

- Risk Management: Rita Arredondo, [Rita.Arredondo@tamusa.edu](mailto:Rita.Arredondo@tamusa.edu), (210) 784-2028
- Human Resources: Martha Gonzalez, [Martha.Gonzalez@tamusa.edu](mailto:Martha.Gonzalez@tamusa.edu), (210) 784-2059
- Dean of Students: Jo Anna Benavides-Franke, [dos@tamusa.edu](mailto:dos@tamusa.edu), (210) 784-1354



## APPENDIX B: Fall 2020 Key Contacts & Links

### Key Contacts

#### **Risk Management:**

Rita Arredondo

[Rita.Arredondo@tamusa.edu](mailto:Rita.Arredondo@tamusa.edu)

(210) 784-2028

#### **Dean of Students:**

Jo Anna Benavides-Franke

[dos@tamusa.edu](mailto:dos@tamusa.edu)

(210) 784-1354

#### **Human Resources:**

Martha Gonzalez

[Martha.Gonzalez@tamusa.edu](mailto:Martha.Gonzalez@tamusa.edu)

(210) 784-2059

#### **Vice President for Business Affairs:**

Kathy Funk-Baxter

[kbaxter@tamusa.edu](mailto:kbaxter@tamusa.edu)

(210) 784-2000



**Vice President for University  
Advancement & External Relations:**  
Dr. Jeanette De Diemar

[idediemar@tamusa.edu](mailto:idediemar@tamusa.edu)  
(210) 784-1109

### Key Links

**Community. Safety. TOGETHER website:**  
[tamusa.edu/community-safety-TOGETHER](https://tamusa.edu/community-safety-TOGETHER)

[tamusa.edu/community-safety-together/faculty](https://tamusa.edu/community-safety-together/faculty)

**"Ask a Question" feature:**  
[tamusa.edu/coronavirus/questions.html](https://tamusa.edu/coronavirus/questions.html)

**Resources for staff:**  
[tamusa.edu/community-safety-together/staff](https://tamusa.edu/community-safety-together/staff)

**Resources for students and student services:**  
[tamusa.edu/community-safety-together/students](https://tamusa.edu/community-safety-together/students)

**COVID-19 updates:**  
[tamusa.edu/coronavirus](https://tamusa.edu/coronavirus)

**Resources for parents and families:**  
[tamusa.edu/community-safety-together/families-parents](https://tamusa.edu/community-safety-together/families-parents)

**COVID-19 self-reporting form:**  
[tamusa.edu/community-safety-together/campus-conditions-safety-indicators/self-reporting-tool.html](https://tamusa.edu/community-safety-together/campus-conditions-safety-indicators/self-reporting-tool.html)

**Resources for faculty:**

