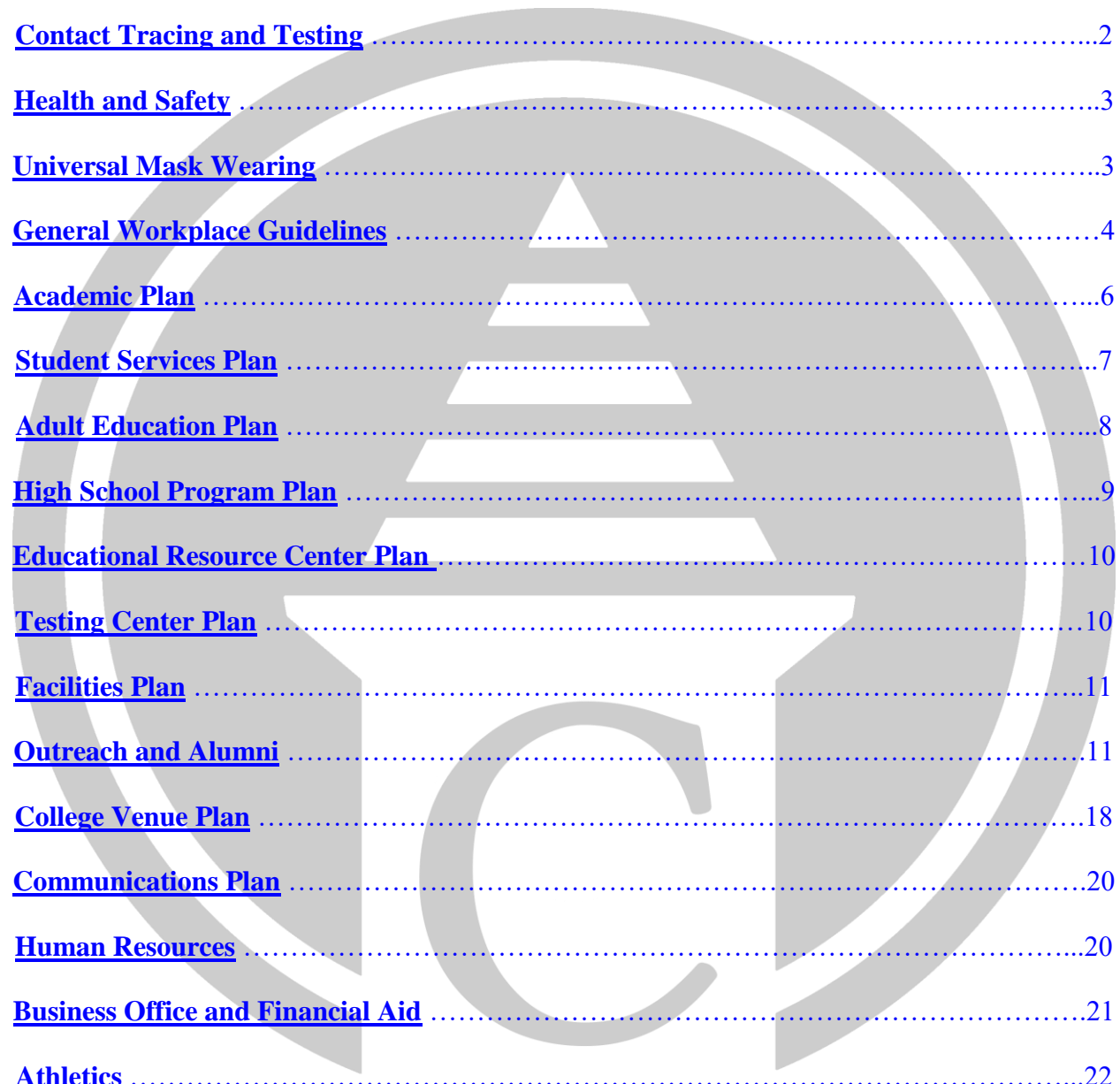


The logo for UA Cossatot is a large, light gray circular emblem. Inside the circle, there is a stylized white graphic of a pagoda or tower with five horizontal tiers and a triangular top. The text "UA Cossatot's COVID-19 Fall 2020 Plan" is centered over the graphic in a bold, black, sans-serif font.

**UA Cossatot's
COVID-19 Fall 2020
Plan**

Table of Contents



<u>Purpose and Introduction</u>	2
<u>Disclaimer</u>	2
<u>Contact Tracing and Testing</u>	2
<u>Health and Safety</u>	3
<u>Universal Mask Wearing</u>	3
<u>General Workplace Guidelines</u>	4
<u>Academic Plan</u>	6
<u>Student Services Plan</u>	7
<u>Adult Education Plan</u>	8
<u>High School Program Plan</u>	9
<u>Educational Resource Center Plan</u>	10
<u>Testing Center Plan</u>	10
<u>Facilities Plan</u>	11
<u>Outreach and Alumni</u>	11
<u>College Venue Plan</u>	18
<u>Communications Plan</u>	20
<u>Human Resources</u>	20
<u>Business Office and Financial Aid</u>	21
<u>Athletics</u>	22
<u>Information Technology</u>	25

Purpose and Introduction

The purpose of this institutional plan is to prepare UA Cossatot's staff, students, and community for the fall 2020 semester at all UA Cossatot campuses.

During the past summer, UA Cossatot has employed a gradual return to normal for our students and community. Since the advent of COVID-19 in our state, UA Cossatot shuttered campuses to students and visitors, allowed employees to work from home, and instituted strict rules and procedures regarding social distancing and the wearing of masks. This plan was designed to guide our college and inform the public throughout the summer to prepare for a full reopening this fall. UA Cossatot's COVID-19 Task Force, under the guidance of the Chancellor's Office, presents this plan for our fall semester.

The following conditions will guide this and any future COVID-19 plans at UA Cossatot:

- The number and rate of positive COVID-19 cases in our local communities.
- The testing, quarantine, isolation capabilities, and exposure protocols in place at our college.
- Controls are in place to ensure the college has adequate PPE and cleaning services available for each campus.
- Guidance from the University of Arkansas System, Local and State Health Entities, and the Arkansas Governor's Office.

This plan and its sections should be considered a fluid response to the COVID-19 epidemic and may be changed based on the prevailing or impending health conditions locally, statewide, and regionally.

Disclaimer

Because our knowledge and understanding of COVID-19 continues to evolve, UA Cossatot will continue to monitor COVID-19 trends locally, statewide, and regionally to update guidance as circumstances warrant. Please understand these policies and procedures do not ensure safety or protection from COVID-19. These guidelines are in place to provide the safest working and learning environment possible.

Contact Tracing and Testing

UA Cossatot will be utilizing our partnership with the University of Arkansas for Medical Sciences (UAMS) to provide contact tracing for COVID-19 infected employees and students. Students and employees who do not have access to COVID-19 testing, or do not know where to be tested will be referred to the local Arkansas Department of Health (ADH) Units in Sevier, Howard, Little River, and Pike counties.

Health and Safety

The COVID-19 Task Force's Health and Environmental Safety Committee has provided recommendations that serve as an umbrella for which the following plans operate under. These campus-wide recommendations include:

- **UNIVERSAL MASK WEARING IS REQUIRED** under UA Cossatot's Face Mask Procedure 1000, which reads:

The University of Arkansas Board of Trustees voted on July 15, 2020 to allow individual University of Arkansas campuses to establish their own face mask policies and/or procedures. UA Cossatot, in the interest of campus and community health, has developed the following face mask procedure.

Faculty, staff, students, and visitors are required to wear a face mask while in campus facilities. Face masks must also be worn in outdoor settings where safe social distancing is not possible. The following indoor exceptions apply:

- *Employees working alone in their offices.*
- *Participating in activities in which a face mask cannot be worn, or would prohibit normal breathing functions (such as eating, drinking, playing sports).*
- *Individuals with a documented disability.*

Resources used as guidance for the creation of this procedure.

<https://www.cdc.gov/media/releases/2020/p0714-americans-to-wear-masks.html>

https://www.healthy.arkansas.gov/images/uploads/pdf/guidance_face_coverings.pdf

<https://www.communitymedical.org/about-us/News/2-masks-6-feet-apart-stop-the-spread-of-COVID-19>

- Social distancing of 6 feet for employees and students in all indoor and outdoor settings.
- Strict self-reporting of symptoms.
- Strict time limits (< 15 minutes) and size of in-person office meetings (< 3), including office spaces.
- Maintain proper 6 feet social distancing in all campus rest rooms.
- Frequent hand washing and posted reminders to do so.

- Frequent disinfecting (more than once per day) of used classrooms and common spaces.
- Replacing water fountains with bottle-filling stations.
- Prohibit the use of shared items such as pens, staplers, etc.

General Workplace Guidelines

Workplace Expectations and Guidelines

Staff who work on campus are expected to fully comply with the policies, protocols, and guidelines outlined by the University of Arkansas System and UA Cossatot.

Daily Attendance Protocols for All Employees

Symptom Monitoring

Staff who work on campus must report to their supervisor any COVID-19 related symptoms listed below prior to reporting to work. Staff must be free of ANY symptoms potentially related to COVID-19, or have had an evaluation and clearance by a medical professional or the ADH to be eligible to return to work.

Symptoms may include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4 degrees Fahrenheit or higher)
- Chills
- Repeated shaking with chills
- Runny nose with new sinus congestion
- Muscle aches
- Fatigue
- Sore throat
- Headache
- New gastrointestinal (GI) symptoms
- New loss of taste or smell

Temperature Screening

Staff who work on campus may be required to perform daily temperature screenings before entry to their designated workplace. Staff interacting with large numbers of people or providing direct contact services to other members of the community are more likely to be subject to temperature screening.

Positive COVID-19 Cases

Staff who test positive for COVID-19 must isolate at home until cleared to return to work by the ADH. Moreover, staff who have had ADH-documented close contact (within 6 feet for 15 minutes or more) with someone who has tested positive for COVID-19, are required to quarantine for fourteen (14) days from the exposure date prior to returning to work or provide proof of a negative COVID-19 test. ADH guidance for positive COVID-19 cases among employees can be found here: [ADH Guidelines](#).

Facilities, Work Areas, and Use of University Equipment and Property

Conducting Work and Work Areas

- *Meetings*

All meetings and interviews should be conducted electronically/virtually whenever possible. If a meeting or interview cannot be conducted virtually, participants must be limited, and enough space available to enable required physical distancing, and all participants must adhere to UA Cossatot's Face Mask Procedure 1000.

- *Open Office Environments*

Open and shared office environments may be reconfigured if necessary to ensure required physical distancing.

- *Meals and Kitchen Area*

When eating meals on campus, staff are encouraged to dine in their office area or eat outside if possible. Eating and gathering is only allowed in areas that can be reconfigured to accommodate physical distancing requirements. Staff are reminded to wash their hands before and after eating and to disinfect table surfaces, refrigerator handles, microwave ovens, and coffee makers when done using a common area.

Use of College Equipment and Property

- *College Equipment*

Equipment assigned to individual staff and faculty should not be shared with others. Equipment includes, but is not limited to, keyboards, computers, phones, and tools.

- *Shared Items*

Shared items such as printers, copiers, workstations, kitchen equipment, etc. should be cleaned before and after use by employees using provided cleaning materials.

INDIVIDUAL DEPARTMENT PLANS

The following plans indicate how each key department will serve students and the community if UA Cossatot's fall semester is disrupted by another severe outbreak of COVID-19.

Academic Plan

The college is preparing to offer a mixture of both online and face-to-face courses for fall 2020. Academics and facilities have reviewed classroom spaces to determine how many students can safely be present in each classroom to maintain CDC guidelines of spacing 6 feet apart. Some face-to-face classes may follow a hybrid model with half the students meeting one day a week and the other half meeting on another day. Other tasks/assignments will be completed on the "hybrid" day. For courses held in Zoom rooms, students will have the ability to enter the virtual classroom from a location outside of campus if needed. All students and faculty must adhere to UA Cossatot's Face Mask Procedure 1000. All spaces will be deep cleaned and sanitized daily. Sanitizing materials will be available in each classroom for disinfecting between courses.

All students will receive information detailing how UA Cossatot will handle the testing and tracing of COVID-19 cases, as well as and resources they need to be successful and remain as safe as possible during the fall semester.

IN THE EVENT OF A MAJOR SEMESTER DISRUPTION:

All courses/instructors are prepared in the event the college must transition to a virtual mode of learning.

In the event of alternative operations, all full-time faculty will be expected to remain on campus, teaching from their personal office space. Working from home or teaching remotely will only be allowed in the event of campus closures or under special circumstances with approval from the Vice Chancellor for Academics and Chancellor.

General Education and Professional Studies

Should alternative operations become necessary, General Education courses will move to an online format with the option of utilizing Zoom or Collaborate for face-to-face meetings. The majority of all courses within the Division of Professional Studies occur in an online format; however, the face-to-face courses will move to an online format with the option of utilizing Zoom or Collaborate for face-to-face meetings should alternative operations become necessary.

Medical Education

Fall theory instruction for all medical programs will continue through Zoom or online learning. Lectures will be on the same days and times as indicated for each medical program. In the event it is necessary to bring students to campus, alternate classrooms to accommodate social distancing may be required. Students attending labs and/or clinical will continue to follow the guidelines already approved by the UA System.

Automotive and Diesel Technology

Students enrolled in Automotive and Diesel Technology programs may be able to complete the shop safety and academic components of this coursework utilizing the Blackboard platform. Students are still able to gain the practical hands-on demonstration of individual skills proficiencies through an online format. For face-to-face class meetings our auto/diesel classrooms and labs (or “shops”) are large enough to easily follow social distancing requirements. Another possible scenario to accommodate even stricter standards is to split classes with approximately half of the students working in the lab while the other half attains instruction from the classroom / computer labs.

Welding Technology

Instructors have developed methods to deliver classwork instruction through an online format, and are working on methods to deliver remote instruction and interaction to students via Zoom and online videos.

Industrial Maintenance Technology

Lab trainers at the LIM building will be separated by clear laminate screens between trainers as well as computer stations. Instructors have requested training in both Zoom and Blackboard, allowing them to offer portability of the Industrial Maintenance coursework.

Student Services Plan

All students will receive information detailing how UA Cossatot will handle the testing and tracing of COVID-19 cases and resources they need to be successful and stay as safe as possible during the fall semester.

Student Services staff will be on campus and available to students during the fall semester, following all appropriate social distancing and mask-wearing guidelines.

IN THE EVENT OF A MAJOR SEMESTER DISRUPTION:

Admissions Advising

- Admission Advisors will call, text, email, and/or use social media platforms, Facetime, and Zoom to communicate with applicants following established guidelines.
- New Student Orientation will be a course in Blackboard in which all new students will be enrolled and encouraged to complete.

Document Processing

- Applicants and students may submit documents via fax, email, or text to any Student Services staff.
- Student documents will be processed within 48 business hours of receipt.

Recruitment

- Increased utilization of social media platforms.
- Creation of a UA Cossatot Student Services Facebook page.
- Recruiters will work in collaboration with High School Programs, Career Coaches, and high school counselors to develop recruitment plans that address the specific need of each feeder high school.
- Continued collaboration with College Relations Department for implementation of new and innovative ideas as needed.

Adult Education Plan

Adult Education will follow the below guidelines for fall 2020:

Students will:

- Be spaced 6 feet apart in the classroom and computer lab.
- Only be allowed in the testing room one at a time.
- Be scheduled for intake and TABE testing so that only one student at a time is present during intake and testing.

Staff will:

- Maintain only 10 students in a classroom or lab at one time.
- Wipe down surfaces between classes and when a student leaves the computer lab.

IN THE EVENT OF A MAJOR SEMESTER DISRUPTION:

- All staff will remain available via text, phone, or email during regular work hours.
- All tasks will be documented on the Telework Template and submitted weekly to the director.
- All student engagement will be documented on the Virtual Learning Attendance sheet and submitted weekly to cbillingsley@cccua.edu and jblack@cccua.edu .
- Online enrollment will be available for new students on our Facebook page and website.
- Online testing will be available for TABE Testing.
- Zoom classes, video/phone tutoring, etc. will be utilized for managed classes.
- Distance learning programs will be available for instruction: Essential Education, Burlington English, or Rosetta Stone. Attendance will be monitored weekly.
- Learning packets from approved distance learning resources will be provided for students who have no device or WIFI to do online programs. Activity will be monitored weekly. Packets will be left in a secure location outside the building for pickup by the student.

Other Duties by Staff

- Check-in with students via Remind, email, text, Skype, or social media.
- Complete professional development training activities.
- Read Adult Education journals and/or articles for best practices.
- Monitor student data and explore reports in LACES.
- Participate in Zoom staff meetings.
- Complete Essential Education assignments for staff development.
- Complete lesson plans and syllabi for managed classes.
- Conduct follow-up.
- Maintain data entry into LACES.
- Report student contact changes to cbillingsley@cccua.edu

High School Program Plan

The staff within High School Programs will operate as normal from their personal offices during the fall semester.

IN THE EVENT OF A MAJOR SEMESTER DISRUPTION:

In the event of an alternative class schedule, the Director of High School Programs will work closely with area high schools to develop a plan that suits the college and the school district. These plans could include:

- Continued utilization of Blackboard for assignments and final grades.
- The use of Zoom for the presentation of any projects or term papers the students have to complete. Students can present these during the normal hours of their morning or evening class times.

Educational Resource Center Plan

The Educational Resource Center (ERC) will be open to students and the community during the fall semester, following all social distancing rules and UA Cossatot's Face Mask Procedure 1000.

IN THE EVENT OF A MAJOR SEMESTER DISRUPTION:

Tutor.Com and tutoring via Zoom technology will be available to students during alternative operations. ERC tutors will be available via Zoom, Blackboard Collaborate, phone, or Skype. Students will receive contact information for each tutor. The ERC will also request faculty help with dispensing that information to students through the college's Learning Management System (LMS) Blackboard.

All online educational resources are available electronically 24/7. Textbook rentals will be handled by appointment and/or mail services, provided staff can enter campus ERCs and students will be able to return rentals through exterior drop boxes. Detailed instructions will be distributed to students.

Testing Center Plan

When students are testing on-site, testing centers will follow the guidelines listed below:

- Students will have hand sanitizer provided by testing center staff prior to signing in, entering the testing room, and exiting.

IN THE EVENT OF A MAJOR SEMESTER DISRUPTION:

Should students be prevented from testing on campus, testing proctors will schedule examinations and proctor remotely through Zoom, Blackboard, or Respondus technologies.

Facilities Plan

Following the ADH guidelines for disinfection, UA Cossatot's Facilities Department will have primary responsibility for cleaning offices, workspaces, classrooms, and other high touch point surfaces on campus based on Department of Health guidelines for disinfection. Although Facilities will have primary responsibility for disinfecting surfaces, employees and students will also need to assist.

In preparing for the fall semester, the Facilities Department will continue to be proactive in:

- Professionally disinfecting all learning and office spaces with chlorine based disinfectants.
- Maintaining the appropriate social distancing and other CDC signage on entry doors, bulletin boards, and common spaces.
- Maintaining proper social distancing floor markers in common spaces.
- Ensuring that appropriate sneeze guards are installed at reception desks, cafes, cosmetology labs, and other areas where face-to-face interaction is common.
- Establishing “Grab and go” only food items in Campus Cafes.
- Maintaining the appropriate stock of PPE and cleaning supplies.
- Providing additional training for janitorial personnel to be more cognizant of cleaning commonly touched surfaces, restroom surfaces, door knobs, panic bars, etc.
- Adding and maintaining hand sanitizer stations outside restrooms, cafes, and common area hallways.

Outreach and Alumni Relations Plan

Overview

Plans for the Office of Institutional Advancement's fundraising, donor, alumni, and community outreach efforts in response to COVID-19 safety concerns follow:

Planned outreach efforts for fall 2020 include Fiesta Fest, Student Leadership Retreat, Draw Down, Giving Tuesday, Colt Bolt 5K, Scholarship Appreciation Luncheon, Blue Darter Trade Days, foundation and alumni board meetings, scholarship committee meetings, donor meetings, and community and civic organization meetings.

Fiesta Fest Work Plan

Fiesta Fest is a community event held in Downtown De Queen to celebrate the cultures that populate Southwest Arkansas while raising scholarship funds to benefit UA Cossatot students.

The Fiesta Fest Committee will follow the ADH guidelines for food safety. If the vendor is not compliant, they will be given a warning. If the vendor refuses to follow guidelines as suggested, they will be required to leave the premises.

All staff and volunteers will be required to:

- Provide hand sanitizer at each booth station
- Wear a mask and gloves at all times
- Provide sanitation stations throughout the festival for public use
- Have temperature checked before the beginning of the event

Giving Tuesday Work Plan

Giving Tuesday (#GivingTuesday) is a global day of giving that takes place the Tuesday after Thanksgiving. Nonprofits around the globe promote giving back both monetarily and the giving of time to promote philanthropy. In relation to Giving Tuesday, the UA Cossatot Foundation partners with the Center for Student Success to host the Feed the Funnel Party to benefit the Center's food pantry and encourages monetary donations from current and potential donors.

Feed the Funnel Party:

UA Cossatot Foundation, members, and volunteers will follow the ADH guidelines for food safety. UA Cossatot Foundation personnel will provide symptom screenings for all participants prior to participating in the Feed the Funnel party in conjunction with The Pack Shack (TPS).

All staff volunteers and participants will follow UA Cossatot's Face Mask Procedure 1000 and also be required to:

- RSVP to the event so that appropriate room size is chosen.
- Check the temperature of all volunteers.
- Leave personal belongings outside the party room, including phones.
- Wash their hands with soap and water immediately before queuing for the Feed the Funnel party.
- Wear a hairnet and beard net (if necessary provided by TPS).
- Use a sanitizing wipe to clean their hands after putting on a hairnet and beard net.
- Wear gloves (provided by TPS).
- Adhere to the organization's guidelines for wearing a face mask.
- Maintain a 6-foot distance while in line to enter the party room (signage and tape assisting with this process).
- Additionally, the layout of the party room will ensure that each person is appropriately socially distanced from fellow participants (a minimum of 40 square feet per participant is required. A maximum of 10 participants are permitted per 500 square feet in the same room. Participants are limited to 60 minutes of Funnel time to restrict the amount of face to face interaction. The above requirements do not include ingress and instructions.

Solicitation of Donations for Giving Tuesday:

- Donations will be encouraged via website, text message, and mail.

- When interacting with any participating business or donor face-to-face, UA Cossatot employee(s) will practice social distancing, avoid physical contact, and wear a mask.

Student Leadership Retreat Work Plan

The UA Cossatot Student Leadership Retreat is a two-day event that provides leadership training, team-building exercises, and networking opportunities to nominated students in each UA Cossatot student organization group.

UA Cossatot student organization sponsors and volunteers will follow CDC and ADH guidelines. Sponsors will provide symptom screenings for all participants prior to participating in the student leadership retreat. In order to reduce the number of people attending the retreat, sponsors will nominate one student per organization.

Steps to plan, prepare, and proceed with the retreat:

- Meet with the venue to discuss the plans for the student leadership retreat and make any necessary changes
- Create planning teams and assign duties for the retreat (cooking and cleaning/sanitation)
- Provide COVID-19 communication and prevention supplies for club sponsors and volunteers
 - Frequently disinfect all surfaces with cleaners
 - Provide hand sanitizing stations throughout the venue
 - Provide masks for participants (required)
 - Provide gloves for participants (not required to wear)
- Maintain 6-foot distance
- Require temperature check for student organization sponsors, volunteers, and participants
- Promote regular hand washing and hand washing tips
- Promote messages that discourage student organization sponsors, volunteers, and participants who are sick from attending the retreat
- Student organization sponsors and volunteers are required to follow the ADH guidelines for food safety when preparing and serving food for the retreat
 - Participants must wash their hands with soap and water
 - Wear hairnet and beard net (if necessary)
 - Sanitize and clean after every meal
 - No self-serve will be available
- Identify a space that can be used to isolate anyone who may become sick at the time of the event. All surfaces will need to be thoroughly disinfected.

Draw Down Work Plan

The Colts Drawdown is a fundraising event hosted by the UA Cossatot Athletic Department with support of the UA Cossatot Foundation and College Relations team. It is held each year at the Lockesburg Gymnasium. Both men and women's basketball teams will be responsible for selling 120, \$100 tickets to community members, local business owners, and Colts fans for a chance at

winning \$5,000. The ticket includes a steak dinner for two, which is cooked by volunteers. All proceeds benefit the Athletic Department.

- **Plan A - Event On-Site**

The event will be held at the Bank of Lockesburg Gymnasium according to the current ADH guidelines for food safety as the event is held in an entertainment dinner format. CDC guidelines will also be followed during this event.

Steps to plan, prepare, and proceed with the event:

- Tables will be set 6 feet apart from each other.
- Hand sanitizer will be provided at the check-in table at the entrance.
- Limited seating will be available.
- Only one master of ceremonies will be conducting the event.
- One basketball player will be helping with drawing numbers for the entire night.
- One basketball player will be removing numbers from the playing board for the entire night.
- Tickets will be sold online through platforms such as Eventbrite.
- Guest will wear masks and remove them once the food is served.
- Food will be served to tables to maintain social distancing efforts by guests.
- Servers will wear gloves and masks to serve guests.
- All food will be served on disposable plates and to reduce contact.
- The event will also be live-streamed on Facebook for guests to attend.
- Steaks will be available for pickup for guests who wish to attend the event from home.
- Prize money will be awarded in cash.
- All tables, equipment, and supplies used for the event will be cleaned and sanitized by the end of the night.
- The event will be promoted online with a link provided to purchase tickets.

- **Plan B - Event Online**

The event will be a virtual event presented through Facebook live for guests to attend. The event will be transmitted directly from the Bank of Lockesburg Gymnasium.

Steps to plan, prepare, and proceed with the event:

- Those attending the event on-site will be:
 - Master of Ceremonies
 - Board Assistant
 - Number Drawing Assistant
 - Cooks
 - Food Servers
 - College Relations team
- UA Cossatot Foundation, members and volunteers will follow the ADH guidelines for food safety.
- Tickets will be sold online through platforms such as Eventbrite.

- Servers will wear gloves and masks.
- Food will be provided through a drive-thru format at a specific time.
- The event will be transmitted at a certain time and door prizes will be given throughout the event. Winners may pick up prizes at a later date.
- The College Relations team will be managing all logistics for the transmission of the event.
- Winner or winners will be contacted to pick up prize money.
- The event will be promoted online with a link provided to purchase tickets.

Colt Bolt 5K Work Plan

The Colt Bolt 5K is an event hosted by the UA Cossatot Foundation to provide scholarship funds and awareness for the program/scholarship the race is benefiting.

- **Plan A**

COVID-19 positive cases will have to indicate a decreasing trend in Southwest Arkansas and group gatherings will be considered safe by government and state officials before this traditional 5k race can occur. UA Cossatot volunteers and employees will follow CDC guidelines. Masks and hand sanitizer will be available for staff, volunteers, and participants.

- **Plan B**

In lieu of a traditional 5k, the UA Cossatot Foundation will host a virtual 5k. Participants can sign-up online and run or walk from their preferred location. Participants will time themselves and send the race coordinator their results as well as a picture of themselves in action. T-shirts will be distributed to all participants who sign-up by the deadline and the top two winners in each age division will be presented a medal.

Scholarship Appreciation Luncheon Work Plan

The UA Cossatot Foundation Scholarship Appreciation Luncheon is an event that honors all of the college and foundation scholarship recipients and donors.

The UA Cossatot Foundation will be following the ADH guidelines for food safety. In the event that the CDC does not recommend large gatherings, the UA Cossatot Foundation will postpone the event. To limit the number of attendees, scholarship recipients and donors will be limited to one guest.

Steps to plan, prepare, and proceed with the event:

- Tables will be set 6 feet apart from each other.
- Hand sanitizer will be provided at the check-in table at the entrance.
- Limited seating will be available.
- Masks may be removed once the food is served.
- Food will be served to guests to maintain social distancing efforts.
- Servers will wear gloves and masks.
- All food will be served on disposable plates and to reduce contact.
- All tables, equipment, and supplies used for the event will be cleaned and sanitized by the end of the night.

Blue Darter Trade Days Work Plan

The Blue Darter Trade days promote local small businesses, entrepreneurs, artists, and artisans. Blue Darter Trade Days is an inclusive, family-friendly event that welcomes all ages. Attendees can expect to find a variety of vendors such as clothing and children's boutiques, specialty shops, handmade crafts, food, and more. The event is held annually on the Lockesburg campus in September or October.

- **Plan A – Event in Gym**

The event will occur at the Bank of Lockesburg Gymnasium according to the current ADH and CDC guidelines for events and large gatherings. UA Foundation staff will provide symptom screenings for all Vendors prior to setting up in their designated areas.

Steps to plan, prepare, and proceed with the event:

- Vendors will be set 6 feet apart from each other.
- Hand sanitizer will be provided at the check-in table at the entrance.
- Vendors and guests attending the event will be required to follow UA Cossatot's Face Mask Procedure 1000.
- All tables, equipment, and supplies used for the event will be cleaned and sanitized.

- **Plan B – Event Outdoors**

The event will be held outdoors, if weather permits, according to the current ADH and CDC guidelines for events and large gatherings. The event will be shortened from a two-day event to a one day event. Event coordinators will determine the designated area for the event. UA Foundation staff will provide symptom screenings for all Vendors prior to setting up in their designated areas.

Steps to plan, prepare, and proceed with the event:

- Vendors will be set 6 feet apart from each other.
- Hand sanitizer will be provided at the check-in table at the entrance.
- Vendors and guests attending the event will be required to follow UA Cossatot's Face Mask Procedure 1000.
- All tables, equipment, and supplies used for the event will be cleaned and sanitized.

Foundation/Alumni Board Work Plan

The Foundation Board consists of local leaders and business owners who have a vested interest in the foundation's mission and helping the foundation reach its goals in supporting UA Cossatot and its students.

The Young Alumni Board consists of UA Cossatot Alumni who are under the age of 40 and whose mission is connecting previous alumni to UA Cossatot.

Plans to meet and communicate:

- Electronic meetings such as Zoom, text message, and email will be encouraged.
- In the event of an in-person meeting, attendees will practice social distancing and sit a chair apart from each other. Masks will be required and no physical contact will be permitted for the safety of everyone involved. UA Foundation staff will provide symptom screenings for all participants. Hand sanitizer will be available and all attendees will be encouraged to use.
- UA Cossatot and foundation updates will be communicated to both foundation and alumni board members via email.

Scholarship Committee Work Plan

The UA Cossatot Scholarship Committee consists of UA Cossatot employees who help grade all of the institutional and foundation scholarship applications based on the designated grading rubric, donor criteria, and donor recommendations.

Plans to meet and communicate:

- Video meetings such as Zoom will be used to discuss and grade any open scholarship applications during the fall 2020 semester. Copies of applications will be emailed to committee members so that grading and discussion can be completed from the safety of their offices.
- Email and phone will be the main medium for asking questions and sharing ideas throughout the fall 2020 semester.
- In the event of an in-person meeting, attendees will practice social distancing and sit a chair apart from each other. Masks will be required and no physical contact will be permitted for the safety of everyone involved. UA Foundation staff will provide symptom screenings for all participants. Hand sanitizer will be available and all attendees will be encouraged to use.

Donor Work Plan

The foundation works with donors and prospects to help fund initiatives and scholarships that interest the donor while benefiting UA Cossatot and its students.

Plans to meet and communicate:

- For in-person meetings with donors, safety and social distancing practices will be implemented. UA Cossatot employee(s) will wear masks and avoid handshaking and physical contact.
- Electronic communications such a Zoom, phone call, and email will be utilized as alternative options to communicate with current and prospective donors.
- For photo ops with donors, no physical contact will be allowed and UA Cossatot employee(s) will wear masks.

Community and Civic Organization Work Plan

Many UA Cossatot employees are members of organizations such as Rotary, Lion's Club, Chamber of Commerce, City Council, and community boards.

Plans to meet and communicate:

- UA Cossatot employees who are members or who are attending community/civic organizations will follow Arkansas state guidelines for group gatherings.
- Handshakes or physical contact will not be permitted and UA Cossatot Employees will wear masks to comply with COVID-19 safety practices.

College Venue Plan

This is the fall plan to protect the health and safety of all while allowing the college venues to reopen for use by students, faculty, staff, alumni, and guests whose purpose is to promote the educational process or contribute to the social, cultural, or recreational life of the community.

Preventing the spread of COVID-19 is a challenge that requires mutual responsibility with entities reserving facilities and commitment of all individuals coming to campus to act mindfully, in accordance with all UA Cossatot policies and procedures.

****While on campus, all campus visitors must adhere to UA Cossatot's Face Mask Procedure 1000.***

UA Cossatot will:

- Adjust the official capacity of each indoor venue to maintain 10-foot physical distancing between tables so occupied seats are 6 feet from seats at adjacent tables.
- Encourage the use of a safe-distancing calculator, such as this: <https://www.calconic.com/calculator-widgets/social-distancing-calculator/5ef21c169444bf0029086759>
- Mark floors in high traffic areas in inside venues with 6-foot separation marks to identify the amount of space expected between persons
- Post signs to remind guests that restroom use should be limited based on size to ensure at least 6 feet of distance between individuals and to wash hands often with soap and water for at least 20 seconds.
- Post signs at all entrances advising the public not to enter if:
 - They have fever (temperature of 100.4 °F [38 °C]† or greater), cough, shortness of breath, sore throat, or loss of taste or smell.
 - They have had known exposure to someone with COVID-19 in the past 14 days.
- Post signs at all entrances advising the public that they may wish to refrain from entering if :
 - They are 65 years of age or older.
 - They have underlying health conditions including high blood pressure, chronic lung disease, diabetes, severe obesity, asthma, or weakened immunity.

- Reservations will be managed to allow 72 hours between events for thorough cleanings of facilities between uses.
- Adjust entry and exit points to reduce congestion
- Provide event planners with CDC recommendations, ADH directives, an Event Safety Reopening Guide published by the Event Safety Alliance, and UA Cossatot policy and procedures pertaining to gatherings and facility usage.
- Clean and disinfect each facility, including seating, before and after each use.

Entities reserving facilities will sign a document saying they understand the ADH directives and UA Cossatot policies and procedures for gatherings, and will commit to the compliance of all attending the event, including but not limited to, ensuring:

- Performers/players/contestants are separated from the audience by at least 12 feet.
- Lines or cues for entrance, exit, making purchases, or for other reasons must be marked or monitored for maintaining a distance of 6 feet between people.
- Seating is arranged to maintain a 6-foot distance between members of the audience. .
- Hand sanitizer stations with hand sanitizer that contains at least 60% alcohol must be available at all entrances and exits.
- Self-service refreshment operations, including but not limited to, salad bars, buffets, and condiment bars are not made available. Catered events are allowed with caterer-served buffets or plated meals.
- Seating is arranged to maintain 10-foot physical distancing between tables so occupied seats are 6 feet from seats at adjacent tables.
- Frequently touched surfaces are periodically cleaned during the course of the event.

The reservation of all college facilities to external groups are suspended until October 1 to direct the staff's attention on monitoring the density of the campus population and making needed adjustments to ensure best practices for safety are being followed for all areas of the college. Thereafter, each gathering will be assessed on a case-by-case basis in relation to local conditions to determine whether they will be approved, revised to better ensure risk mitigation, postponed, or canceled. Risk mitigation will be based on the level of community transition.

Level of Community Transmission	Community Characteristics and Description	Level of Mitigation
Substantial, uncontrolled transmission	Large scale, uncontrolled community transmission, including communal settings (e.g. schools, workplaces)	Reservation of all college facilities to external groups for gatherings of any size will be suspended.
Substantial, controlled transmission	Large scale, uncontrolled community transmission, including	Gatherings of 10 or less people will be considered.

	communal settings (e.g. schools, workplaces)	
Minimal to moderate community transmission	Sustained transmission with high likelihood or confirmed exposure within communal settings and potential for rapid increase in cases	Gatherings of 50 people or less will be considered. Gatherings of more than 10 people for organizations that serve higher-risk populations will be suspended. https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf
No to minimal community transmission	Evidence of isolated cases or limited community transmission, case investigations underway; no evidence of exposure in large communal settings	Gatherings up to each venue's maximum capacity will be considered provided the State Department of Health has eliminated all attendance thresholds and the requirements for submitting mitigation response plans.

Note: Guidance for gatherings provided by the University of Arkansas System, Local and State Health Entities, and the Arkansas Governor's Office will apply to all levels of risk mitigation.

Communications Plan

The College Relations Department will work to address the need for public awareness of the COVID-19 situation in the communities we serve, while educating those communities as well as college staff and students of college efforts to make its learning environment as safe as possible. For marketing and outreach we will use social, digital, and traditional media methods to stress the importance of the CDC's recommendations regarding hygiene and social distancing and will inform the public of any alterations in the delivery of UAC services caused by changes in the COVID-19 spread in the area. Our College Relations team will meet every two weeks to address those changes. All communications will abide by HIPAA standards.

Human Resources

Throughout the COVID-19 pandemic, Human Resources staff will be available to all employees by instituting the following:

- Human Resources staff will be available to accommodate employee needs in person or by electronic communication (via Zoom, email, phone, etc.). We will be available to help employees with benefits, leave, retirement, or any other Human Resources issue.
- Employees can access their personal information and benefit information through Workday. Employees with questions or concerns can contact the Human Resources Department at hr@cccua.edu or by phone Kelly Plunk (870)-584-1104, Sheila Holcombe (870)-584-1164, and Debbie Gatlin (870)-584-1190.

- Employees may contact Jackie Walters at (870)584-1129 or Debbie Gatlin (870)-524-1190 with any payroll questions or concerns.
- All meetings and interviews will be conducted electronically/virtually whenever possible. If a meeting or interview cannot be conducted virtually, participants must be limited, and enough space available to enable required physical distancing, and all participants must follow UA Cossatot's Face Mask Procedure 1000.
- Employees are encouraged to make appointments to speak to someone in the Human Resources Department or the Payroll Department in person. If an employee is unable to make an appointment they can still come by the office as needed.

Business Office and Financial Aid Department Plan

The Business Office and Financial Aid departments work hand-in-hand to provide students with the service they need to navigate the landscape of paying for their education. During the fall semester, both the Business Office and the Financial Aid departments will be open to serve students. Great care will be taken to maintain the privacy of students during their financial discussions while providing a safe environment for both the student and the employee. Safety changes that will be implemented this fall include:

- Staff meeting with students will be provided an area that allows staff and student to maintain 6 foot distancing.
- Changes in waiting areas to ensure proper social distancing.
- No one-on-one computer form completion will be allowed. Students will be given instructions to fill out paperwork at home where applicable.

IN THE EVENT OF A MAJOR SEMESTER DISRUPTION:

FINANCIAL AID

Students

- Financial Aid Staff will call and email students concerning financial aid.
- Students who need to come to the office will be required to set up appointment with staff member. Staff member and student must wear a mask.
- Financial Aid Staff will log student's name, date and time they meet with the student.
- When meeting with students or others, staff must be able to maintain 6 foot distance and the meeting should be limited to 10 minutes or less.

Document Processing

- Applicants and students may submit documents by fax, email, or through US Postal Services.

- Receptionist will scan documents to workflow in order for appropriate staff member to process student files.

The Financial Aid Department's electronic services allow employees to process student files electronically and providing services to UAC students.

BUSINESS OFFICE

Students

- Students have the ability to pay their bill online
- Students have the ability to email, text, or call Business Office personnel to access their accounts.

Employees

- Employees have the ability to access all Business Office functions through UA Cossatot's Workday Enterprise software.

Athletics

The following guidelines will guide all future COVID-19 plans for UA Cossatot Athletics:

COVID-19 Signage

- The UA Cossatot Athletic Director will ensure proper signage is displayed at all athletic facilities and events.

Cleaning Standards and Personal Protective Equipment

- UA Cossatot staff will ensure that masks and hand sanitizer are available to all student athletes before, during, and after workouts.
- All athletic equipment and facilities will be sanitized daily by the Building and Grounds Department and athletic staff.
- It is highly recommended that all athletes follow UA Cossatot's Face Mask Procedure 1000 when feasible.

Athletic Facilities

- Athletic activities and workouts should not exceed two hours.
- Proper social distancing should be encouraged at all times.
- Staff and students will be limited to essential personnel only.
- All individuals are responsible for following guidelines and proper cleaning while participating.

Symptoms Monitoring

- The athletic director shall appoint an individual that is responsible for the daily symptom screening of student athletes. This individual must follow required guidelines and will be trained in the proper steps to take in circumstances in which individuals present with symptoms.
- Every student, coach, and present individual will answer a symptom survey daily before participating. If any person presents with symptoms, they will immediately be removed from the facility and will be recommended for testing at a local provider or the local ADH office. The person who has been tested must present evidence of a negative test result, or in the case of positive test result, a quarantine period of 14 days, before returning to campus/practice.

Quarantine

- Student athletes should have a place available where they can self-quarantine when necessary. Many student athletes live together and may present issues for isolation and quarantine of individual.
- Quarantine guidelines will be consistent with UA Cossatot and CDC recommendations.
- If it is determined all athletes have been exposed to COVID-19, the ADH will immediately be contacted for assistance and guidance.

Team Travel

- Prior to travel for athletic competition, coaches, athletes, and other team personnel will be screened for COVID-19 symptoms.
- The traveling team's official will screen traveling athletes before boarding transportation. Screening should take place inside a controlled environment to ensure temperature accuracy.
- Athletes with symptoms related to illness will not be allowed to board transportation or travel to away competition. A temperature greater than 100.4° will suspend the athlete from travel.
- Screening and temperature check will be conducted at the host site upon arrival and recorded on the Region 2 COVID-19 Screening Form by the host's designated official.
- The host team will provide a copy of both team's screen results to the traveling team.
- Any athlete recording a temperature of 100.4° or more will be suspended from travel and competition.
- Traveling teams will be asked to abide by the policies in place of the host including what facilities are available and guidelines of use per specific facility.

Concessions

- Servers will wear masks and gloves at all times.
- All patrons must observe 6 foot social distancing.
- Concessions will be moved downstairs to the conference room to create a larger space for social distancing.

Home Games

- Crowd control will be based on CDC and ADH guidelines.
- In all common areas, seating will be spaced 6 feet apart.
- The Athletic Department will closely monitor state guidelines for large crowd gatherings.

NJCAA Game Management Personnel

- Prior to travel game officials will conduct temperature checks. If a positive temperature of 100.4° is observed, a replacement official is warranted.
- Game officials will be included in the onsite screening process at the host site. Any official who fails the on-site screening process will be asked to leave the premises and will not be compensated for time and travel.
- Region 2 will require host administrators to screen all game day management personnel including the table crew; PA operator, gate keepers, security and other personnel.

Specific NJCAA Guidelines for Athletic Activities

- During practice, any unnecessary contact should be avoided, such as handshakes, high fives, fist bumps, or elbow bumps.
- All equipment should be wiped down in between use and after use.
- No shared towels, clothes, or water bottles.
- All student athletes will be provided with their own water bottles.
- Social Distancing should be enforced.
- All uniforms and practice gear should be washed daily, and athletes should shower immediately following activity.
- If traveling to a high risk area or another country, a 14 day self-quarantine is mandatory. All travel must be reported to the appropriate staff.

NJCAA MEN'S & WOMEN'S BASKETBALL

As the NJCAA continues to evaluate pertinent information regarding the impact of COVID-19, the NJCAA Presidential Advisory Council has approved the below plan of action for NJCAA fall, winter, and spring sports.

Fall Practice Season

- Permitted 60 consecutive calendar days for practice and scrimmages within September 15, 2020 - December 15, 2020.

- Allowed five (5) scrimmage dates in total for the year, with a maximum of two (2) scrimmage dates allowed in the spring. Each scrimmage limited to no more than two outside opponents.

Spring Championship Season

- Practice will be permitted to begin starting January 11, 2021.
- Competition will be permitted to begin starting January 22, 2021.
- Maximum of 22 games.
- All regular season, region, and district championship competition completed by April 10, 2021.
- NJCAA Men's & Women's Basketball Championships beginning April 19, 2021.

Information Technology

The Information Technology department will ensure that all campus technology resources are available and accessible to all college employees and students.

Availability

- Unless otherwise noted, IT staff will be available during advertised work hours to serve our community of users.
 - Summer: Monday - Thursday, 7:30AM – 5:30PM
 - Fall: Monday – Friday, 8:00AM – 4:30PM
- Contact information -
 - Ryan Kesterson – 870-584-1130
 - Tony Hargrove – 870-584-1165
 - Email: diss@cccua.edu
- Support hours may be revised to support alternative work/teach/learn scenarios.

Computer Labs

- All student computer labs will have capacity limitations to ensure proper social distancing is maintained. In certain labs, computers may be assigned on a per-user basis by a staff member.
- Course enrollment limits have been adjusted for courses taught in computer labs.
- Every effort will be made to ensure that computing devices are cleaned with a CDC approved cleaning solution daily. Please do not bring cleaning supplies from home. All approved cleaning supplies will be provided by the college. Using unapproved cleaning solutions on electronic equipment can possibly damage the equipment.
- Food and drinks are not allowed in the computer lab.

Shared Use Devices

- Shared use devices, like shared printers and copiers, should be cleaned before and after each use.
- To minimize contact with multifunction screens, a stylus can be used to navigate the on-screen menus.

IT Support for Students and Employees

- To protect the health and safety of our IT staff, no work will be performed on personal devices. Only college-owned devices will be supported at this time.
- If possible, IT support will be provided remotely using our Beyond Trust remote support platform. If it is determined that the problem cannot be resolved remotely, the IT staff will provide support in person following safety guidelines and protocols.

IT Contingency Plan

The Information Technology department is prepared to switch to off campus operations should the need arise at any time during the semester. This operating model will be very similar to our response back in March 2020.

Communications

- Our new unified communications platform, Ring Central, will provide improved communications in alternate work/teach/learn scenario. All faculty and staff will have access to cloud-based tools that provide quality communications and improve availability regardless of location.
- Office 365 is available to all employees and students. Other collaboration tools within Office 365, such as SharePoint, Microsoft Teams, OneDrive for Business, OneNote, etc. are also available to supplement collaboration and communication.
- Rave Alert can be used to broadcast information to all employees and students.

Remote Work

- Remote access via VPN will be available for employees to access on campus systems.
- Remote access to Workday is available to all employees via the web or mobile applications. HR/Finance operations can continue as normal in a remote work scenario.
- Remote access to Poise PX will require a VPN connection. VPN licenses will be assigned as needed.

Remote desktop access will be granted to authorized employees. Remote desktop will require VPN connectivity.

Special Notes:

Regarding COVID-19 Reporting By Employees

Employees who test positive for COVID-19 should contact Human Resources and their immediate supervisor, follow their physician's directives for home quarantine or hospitalized care, and report back to work only after the ADH has sent a letter of clearance to return to work.

The office of Human Resources will confirm receipt of the clearance to return to work and will retain this letter in the employee's personnel file.

Employees living with or caring for an individual who tests positive for COVID-19 are expected to self-quarantine and not to return to work until 14 days after the individual's positive COVID-19 diagnosis or until said individual has been declared recovered by the ADH.

Employees who have or are going to travel to a known "hot spot" for COVID-19 should check with their immediate supervisor to determine the proper protocols for safely returning to work.

Regarding COVID-19 Employee Benefits

Families First Coronavirus Response Act (FFCRA)

The Families First Coronavirus Response Act (FFCRA), effective from April 1 through December 31, 2020, provides eligible employees with paid sick leave and expanded family and medical leave for specific reasons related to the coronavirus pandemic

Eligible Employees

Employees of public sector employers, such as the University of Arkansas, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

Qualifying Reasons for Leave Related to COVID-19

*An employee is entitled to take leave related to COVID-19 if the employee is unable to work, **including unable to telework** (work remotely), because the employee:*

- 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;*
- 2. has been advised by a health care provider to self-quarantine related to COVID-19;*
- 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;*
- 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);*
- 5. is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or*
- 6. is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.*

Paid Leave Entitlements

Generally, employers covered under the FFCRA must provide employees up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- *100% for qualifying reasons #1 through #3 above, up to \$511 daily and \$5,110 total;*
- *2/3 for qualifying reasons #4 and #6 above, up to \$200 daily and \$2,000 total; and*
- *Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 above for up to \$200 daily and \$12,000 total.*

Regarding Employee Child Care

If childcare availability is limited and/or K-12 schools are closed, departments are encouraged to work with faculty, staff and students to provide flexible scheduling as duties permit.

Regarding High-Risk and Vulnerable Employees

According to the CDC, individuals with certain conditions may have a higher risk of developing complications from a COVID-19 infection. Those conditions may include:

- *Are over the age of 65*
- *Suffer from chronic lung disease or moderate to severe asthma*
- *Suffer from serious heart conditions*
- *Severely obese (Body Mass Index of 40 or higher)*
- *Have diabetes*
- *Suffer from chronic kidney disease*
- *Suffer from liver disease*
- *Have a compromised immune system*

Employees whose health condition falls within one of the CDC High Risk Categories should work closely with Human Resources to determine what temporary workplace adjustments may be required to return to campus during any phase of this plan.

Regarding Travel

UA Cossatot employees will be prohibited from travel on behalf of the college, unless it is travel to and from the workplace or between UA Cossatot campuses.