


A low-angle photograph of the Iowa State Capitol building, showing its grand portico with tall columns and a domed roof with a flag on top. The building is bathed in warm, golden light, suggesting sunrise or sunset. The sky is a clear, vibrant blue.

IOWA

THE STEPS FORWARD

Returning to Campus
Fall 2020



The University of Iowa is committed to providing a world-class educational experience for our students and a great place to grow and thrive for faculty and staff.

As a guiding principle, the UI recognizes the more an individual interacts with others, and the longer the interaction, the higher the risk of COVID-19 spread.

The university's [Critical Incident Management Team](#) (CIMT) is working to develop and disseminate policies and processes for returning employees and students to campus with the goals of limiting exposure to and slowing the spread of COVID-19.

To achieve these goals, the CIMT solicited and received detailed input from multiple stakeholders, including UI and outside experts in medical and public health science; facility managers; research administrators; emergency managers; educational specialists; and others. The policies and processes developed by the CIMT represent its efforts to address multiple objectives, including a robust educational experience and a campus with a reduced risk of COVID-19 infection.

The policies and procedures provided in this guidance were recommended to university leadership by the CIMT, after consideration of all available input. These policies and procedures will continue to align with policy decisions made by the governor and Board of Regents, State of Iowa.

The university will continue to follow the latest guidance from the Centers for Disease Control and Prevention (CDC) and the Iowa Department of Public Health (IDPH), in consultation with UI experts.

GUIDING PRINCIPLES

- Placing people first as our university is only as strong as our students, faculty, and staff;
- Preserving and building on core values of excellence, learning, community, diversity, integrity, respect, and responsibility;
- Delivering world-class education, research, and health care; and
- Engaging shared governance and campus leadership.



The UI will develop and deploy institutional plans for:

- Health and safety procedures
- Academic experience
- Facilities
- Finance/FEMA
- Human resources
- IT procedures
- Parking and transportation
- Procurement/supply chain—COVID-19 and protective equipment
- Research
- Student experience

UI colleges and central service units will develop and deploy institutional plans (as applicable) specific to local needs regarding:

- Academic experience
- Human resources
- Research
- Student experience
- Continuity of operations

**Colleges and central service units will receive templates to complete their Academic Experience Plan, Human Resources Plan, Research Plan, and Student Experience Plan. The Continuity of Operations Plan template is available at uiowa.kuali.co/ready.*



INDEX

Campus Health and Distancing Practices	5
Academics and the Classroom	7
Employee Experience	9
Facilities, Buildings, and Grounds	11
Finance/FEMA	14
Information Technology	15
Parking and Transportation	17
Procurement and Supply Chain	19
Research Experience	10
Student Experience	24
Glossary	28

CAMPUS HEALTH AND DISTANCING PRACTICES

In order for the University of Iowa campus to resume hybrid, face-to-face instruction, research, and discovery, the following procedures will be implemented:

- **Do NOT return to class or work if you are experiencing any COVID-19 symptoms.** Your own department or college may have specific procedures for daily attestations of wellness. In particular, no one should come to work or class if they are beginning to experience any of the following symptoms:

- Fever (temperature $\geq 37.8^{\circ}\text{C}$ or 100.0°F)
- Shortness of breath
- Muscle pain
- Sore throat
- Chills
- Cough
- Difficulty breathing
- Headache
- Loss of taste or smell

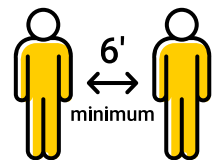


- All students, faculty, and staff should follow the current guidance from the [CDC](#) regarding quarantine and isolation.
- **If you come to class or work and begin experiencing any possible symptoms of illness, you must leave as soon as possible** and inform your health care provider and local HR leader.
- Unless otherwise indicated, applicable face coverings ([cloth covering](#), disposable or cloth mask, face shield) must be worn by all building occupants unless they are alone in a private office. All students, faculty, and staff will be provided:
 - 2 reusable cloth face coverings
 - 2 disposable masks
 - 1 face shield
- All university meetings, to the greatest extent possible, will take place in an online format in order to maximize the amount of available classroom space.
- Everyone entering a university building is expected to follow [CDC recommendations](#) to reduce the spread of COVID-19.

- Glove use is discouraged outside of recognized infection or chemical control protocols in medical or laboratory settings.
- Hand sanitizing stations (distributed and restocked by Facilities Management) will be available at the entrances of each university building.
- Hand sanitizer (distributed and restocked by Facilities Management) will be available in each classroom.
- Cleaning supplies will be available to be used by students, faculty, and staff within classrooms (distributed and restocked by Facilities Management).
- Cleaning supplies will be available to be used by students, faculty, and staff within unit assigned spaces, such as offices, (distributed and restocked by unit).

Social Distancing

Social distancing is an important tool in reducing COVID-19 droplet transmission. In order to increase social distancing, the UI will:



- Increase the use of remote work options for employees who can work from home, adjust break and lunch schedules, and stagger arrival and departure times, among other strategies. Enhancing this practice will reduce the number of individuals within university buildings and on campus, in general.
- In coordination with individual departments, install plexiglass dividers in areas where social distancing cannot be practiced, such as public-facing offices, labs, or studios. Procurement will be by the department.
- Implement social distancing practices both inside buildings and on campus grounds. Common areas (such as hallways, stairwells, entrances, and restrooms) will be configured to allow for social distancing, with appropriate signage.
- Outfit all classrooms with additional cameras and audiovisual equipment to enhance the educational experience.

Cleaning

The UI will follow [CDC](#) recommended cleaning procedures for:



- High touch areas, public areas, and for equipment that was used during an employee's time working from home.
- Surfaces or equipment used by the general public (such as credit card terminals, fitness center equipment, etc.). Such surfaces and equipment will be cleaned by the user or a UI employee after each use.
- Areas known to be occupied by a person COVID-19 positive/presumed positive. The areas will be closed off for at least 24 hours, if feasible. If more than seven days have passed since the person was in the area, only routine cleaning and disinfection is needed.
- Employees will be responsible for keeping their own personal work areas clean, and students, faculty, and staff will be responsible for practicing recommended hand hygiene before using items that might be shared by others, as well as cleaning items after use.

Protection for Populations with Vulnerability

Certain [populations](#) are at higher risk to contract COVID-19 due to sociodemographic circumstances or have an increased risk of morbidity and mortality due to age or underlying health conditions. Additionally, members of the UI community may live with others who are in vulnerable populations. Students, faculty, and staff are encouraged to speak with their health care provider and self-identify if they have concerns regarding a medical vulnerability. Staff and faculty can contact their local HR representative and students can contact [Student Disability Services](#). Strategies to mitigate the risk to vulnerable populations include:

- Allowing remote work and remote coursework.
- Providing workspaces that minimize contact with others (such as a single office or physical barriers).
- Encouraging students, faculty, and staff with vulnerabilities to wear both a face covering and face shield.
- Discouraging non-essential travel.
- Using online technologies for meetings and events.

Testing, Contact Tracing, Isolation, Quarantine



- Testing, both diagnostic and immunity, will be based upon state and federal guidance and availability.
- UI will coordinate with Johnson County Public Health (JCPH) on a unified response for contact tracing and disease investigation for UI community members.
- Systems/technology will be explored and used to assist with contact tracing.
- A concerted effort will be made to obtain current on-campus addresses and contact information for all students to ensure timely communication in case of testing notification or contact tracing.
- UI will consider assigned seating in classrooms in order to aid contact tracing.
- UI will monitor local infection rates and disease transmission among students, faculty, and staff to identify groups, locations, and trends.
- Following guidance from JCPH and IDPH, UI will have testing available to identify symptomatic cases and to test close contacts of those with confirmed COVID-19 cases.
- UI will provide isolation space for students diagnosed with COVID-19 who live in residence halls, and space to quarantine close contacts as defined by JCPH. UI will assist with transportation needs as appropriate.
- As appropriate, UI will provide resources to students living off campus, as well as staff and faculty who are in isolation or quarantine.

ACADEMICS AND THE CLASSROOM

In order for the University of Iowa campus to resume hybrid, face-to-face instruction, the following campus-wide procedures will be implemented, with individual colleges creating plans to implement these procedures locally:

- Courses with enrollments of 50 or more students will be moved to an online format. For courses with a lecture/discussion or lecture/lab format, the larger lecture section would move online, while the smaller discussion/lab sections could remain in-person.
- Select courses that are prioritized for in-person instruction and have enrollments of 50 or more students will be evaluated to determine if appropriate classroom space is available once classroom utilization capacity standards are finalized.
- University classrooms will be outfitted with additional cameras and audiovisual equipment to enhance the educational experience.
- Unless otherwise indicated, applicable face coverings ([cloth covering](#), disposable or cloth mask, face shield) must be worn by all building occupants unless a person is alone in a private office.
- Where social distancing is not possible due to permanently located equipment (e.g., lecture podiums, pottery wheels) or specific course requirements (e.g., lab-based courses, clinical simulations), physical barriers such as clear plastic panels between students (and between students and instructors) should be utilized.
- All colleges will need to collaborate with Classroom Planning to ensure that as many spaces as possible are available for instruction. This includes college meeting spaces or instructional space that is under college control.
- All university meetings, to the greatest extent possible, will take place online in order to prioritize all space for instruction (additional audiovisual equipment may be required in those spaces; Classroom Planning and ITS will develop appropriate plans).
- The university will utilize its [existing](#) grading system that was in effect prior to the pandemic.

Remote Instruction

The [Office of Distance and Online Education](#) (DOE) and the [Office of Teaching, Learning, and Technology](#) (OTLT) have created a Remote Instruction Team. This team of instructional designers, media staff, and teaching experts has compiled best practices for teaching in online and hybrid formats.

A new page will be added to the [Keep Teaching at Iowa](#) website that will address the areas listed below. The Remote Instruction Team is identifying and, when needed, developing training that corresponds to each topic:

- Online/virtual course management and facilitation
- Creating and facilitating online assessments
- Effective online course structure
- How and when to conduct synchronous meetings
- How and when to conduct home recordings
- How to manage large courses

Support will be available in a variety of formats including:

- Individual consulting
- Workshops
- Online drop-in consulting or office hours
- Online support material (referenced above, will include FAQs)
- ICON course templates

Additionally, the university will:

- Ensure each first-year student has at least one face-to-face class.
- Support the development of teaching exercises to accommodate social distancing in the classroom.
- Provide content on how to be a successful online learner to first-year and transfer students via orientation and [Success@Iowa](#).
- Install additional cameras and audiovisual equipment in every university classroom by fall 2020.

- Expand studio space in DOE, enabling instructors to record lectures with support from DOE media staff (support available from the [UI Remote Instruction Team](#)).
- Provide media check-out kits that will include portable green screens, high-quality microphones, small lighting kits, and web cameras for instructors to create their own media content (support available from the [UI Remote Instruction Team](#)).
- Provide TAs with training that supports online instruction.
- With support from ITS, continue to improve the process of delivering technology to students who are unable to participate in online instruction.

University Libraries

Library staff, including student employees, will comply with university and public health guidance regarding density, social distancing, and protective equipment. UI Libraries will retain an “online-first” approach to delivering materials and services electronically whenever possible. Online requests for print books and other physical materials will be encouraged.



UI Libraries will prepare to reopen buildings to faculty, students, and staff on Aug. 17, 2020, following these procedures:

- Entry/exit:
 - Signage will be posted outside entrances advising of distancing and other measures to reduce the spread of COVID-19.
 - Sanitizing stations will be provided at all entrances and exits.
 - Where possible, foot traffic will be directed to separate doors for entry and exit.
- Contactless transactions to circulate books and other physical items:
 - Physical barriers to at least 6 vertical feet will be installed at designated service points.
 - Signage, stanchions, and floor stickers will be installed to direct queueing.
 - Returned materials will be quarantined following library best practices.
- Research consultations will be handled online (by appointment only for Special Collections).
- Unrestricted (open) public spaces:
 - Seating will be reduced and occupancy limited following campus guidelines.
 - Hours will be reduced to allow more time for custodial staff to clean.
 - ITS will develop a plan to create physical distancing space between workstations for computers and learning commons spaces.
 - Appropriate social distancing will be marked in buildings, among stacks, and in service areas.
 - Signage to limit seating will be posted at tables to maintain social distance.
 - Public spaces that cannot be adapted to social distancing will be temporarily repurposed.
- The following guidance will be adhered to for limited-use spaces (enclosed rooms, etc.):
 - One Button Studio and similar high-use spaces will be reserved and used by a single person, with a cleaning protocol implemented between appointments.
 - Single-use study rooms, undergraduate and faculty lockers, and other similar spaces will be limited for social distancing; some may be unavailable for the fall 2020 semester.
- Building modifications will be made in consultation with Facilities Management and will align with university guidance.

THE EMPLOYEE EXPERIENCE

The University of Iowa will increase the use of remote work options for those who can work remotely, adjust break and lunch schedules, and stagger arrival and departure times, among other strategies. Enhancing this practice will reduce the number of individuals within university buildings and on campus, in general. The return to campus plan will focus on four key components: support for employees, organizational plans, policy and procedure revisions, and training.

Support for Employees

- Revise and implement a remote work agreement form to be administered at the org level.
- Deploy robust mental health support and resources, including online education and training; and individual counseling (remote and in-person delivery).
- Develop an online ergonomic toolkit for best practices when working remotely.
- In conjunction with ITS, develop guidelines for remote work equipment and technology support.
- Provide employee tips for maintaining performance while working remotely.
- Provide tips for communication and staying connected with supervisors and colleagues.
- Provide a comprehensive online resource guide for child-care resources, with emphasis on summer care and through the academic year (faculty, staff, and students).

Employee Return to Campus Plan Roles and Expectations

Deans and VPs will develop concise written plans for returning employees to work on campus based on prioritized campus functions. These plans also will serve as a needs assessment to prepare campus for the fall 2020 semester.

Deans and VPs will lead the overall organizational response and return to campus plan in support of the core mission of the institution (teaching, research, and service).

• Senior HR leader expectations:

- Lead the HR aspects of the COVID-19 return to campus plan (three-phase approach)
- Monitor absenteeism in your organization
- Manage employee and supervisor communication
- Ensure compliance with COVID-19 training
- Lead change management in conjunction with Organizational Effectiveness
- Work with Faculty and Staff Disability Services to ensure employees who have a vulnerable health condition or are a part of vulnerable population have support
- Coach supervisors on managing remote and hybrid work teams

• University HR expectations:

- Lead the employee aspects of the COVID-19 return to work plan
- Develop guidelines for COVID-19 workplace protocols, such as online meetings
- Lead employee and supervisor training
- Develop a process for leave/accommodations
- Share health and well-being programs and services
- Share child-care resources
- Share remote work policies and resources, including ergonomic support and data security guidelines (in partnership with ITS).



Return to Campus Plan

Plans will be reviewed by the CIMT in conjunction with deans and VPs. Plans should focus on safely transitioning campus back to a modified in-person working environment and preparing for on-campus teaching and learning for fall 2020.

Deans and VPs are encouraged to appoint an organizational coordinating team to develop unit-level plans for return to campus comprised of a three-step process that will include:

- **Initial pre-planning summary (workflow):** A high-level summary and series of questions to prepare for a coordination meeting. This should include the estimated number of workers that will be on campus at 30 days, 60 days, and 120 days.
- **Organizational coordination meeting:** After the initial summary is complete, an online meeting will be scheduled with each organization to discuss the plans.
- **Concise in-depth plan (workflow):** Based on information from the pre-planning summary and coordination meeting, an in-depth plan should be created that includes additional form-based assessment questions and a brief, specific org-level plan.

HR Policy/Practice

- Develop an employee acknowledgement of health and safety measures for deployment on UI Self Service. Employees will be asked to acknowledge their agreement (see ICON course development in training component section).
- Develop and communicate a process for providing leave and/or accommodations for employees who self-identify as being in a vulnerable population, or who have a household member in a vulnerable population, in alignment with CDC guidelines; ensure a smooth and efficient process at Faculty Staff Disability Services and Leave and Disability Administration.
 - In the communication, confirm that COVID-related leaves apply through calendar year 2020.
- Identify and develop an accommodation process for employees who are unable to comply with health and safety measures due to a disability.
- Develop a process for employees to voice concerns about other university community members' non-compliance with health and safety measures.
- Develop guidelines for addressing employees who do not comply with protective equipment guidance or other health and safety measures.
- Provide just-in-time training and guidance to the HR community about conducting investigations and holding sensitive employee meetings in a remote work environment.
- Develop guidelines to protect the security and confidentiality of university data and records in the remote environment (with ITS), including both electronic and hard copy records (within 60 days).

Training Components

University HR will develop online training and education related to health and safety practices for all employees, students, and parents, as well as supervisor training related to leading remote and/or hybrid teams.

- **Student training** will include expectations for wearing protective equipment, guidance for social distancing in large groups, cleaning and disinfecting, monitoring their own health, and information on the importance of decreasing disease transmission. Students will be asked to acknowledge that they have completed and agree with the training.
- **Parent training** will include steps the university is taking to limit exposure to and slow the spread of COVID-19; expectations for students as they return to campus including wearing face coverings, not congregating in large groups, and practicing social distancing; cleaning procedures; how parents can support the university's efforts; and a review of academic policies and the Code of Student Life.
- **Employee training** will include updates to policies and procedures for returning to work, expectations for wearing protective equipment, guidance for social distancing, and cleaning and disinfecting. Employees will be asked to acknowledge that they have completed and agree with the training.
- **Supervisor training** will include employee engagement strategies, fair and equitable treatment, building and maintaining relationships, onboarding remotely, and what to do if an employee is sick.

Compliance with training requirements will be tracked and reported to deans and VPs.

Additionally, an informational video for parents/guardians will be developed so they are aware of the overall planning and steps the university is taking to limit exposure to and slow the spread of COVID-19 on campus.

Recruitment of Faculty and Staff

- When possible, online screening and candidate interviews should continue until further notice.
- Resuming on-campus, in-person interviews on a very limited basis will be allowed effective June 1, 2020. Decisions for scheduling on-campus, in-person interviews should be based on the following guidelines: level of the position, candidates from outside the Johnson County region, etc. Protective equipment and social distancing consistent with campus guidelines will be required of all participants. Additional health screenings may be required (such as in the health care environment).

Orientation for New Employees

- University Benefits orientation will remain online until further notice. Notifications are emailed to new employees alerting them to the orientation information and enrollment process.
- Planning is underway to move university orientation to an online platform. Until this is completed, materials and videos that are typically shared at university orientation will be sent to the HR representative to include in local orientation and onboarding.
- Orientation for new health care employees will be managed by UI Health Care HR.

Employee Consultations

(benefits information, retirement, payroll/tax, etc.)

- Employee consultations within UHR administrative units will be permitted on a limited basis at scheduled appointment times. Hours will be limited.
- Whenever possible, employee consultations should remain online until further notice.

FACILITIES, BUILDINGS, AND GROUNDS

Building Utilization and Guidance

In coordination with colleges and central service units, Facilities Management will develop and implement building-specific plans for social distancing in common areas (entrances, stairwells, hallways, restrooms, etc.). Facilities Management also will develop overall standards so that students, faculty, and staff can easily recognize signage (developed with the Office of Strategic Communication) and understand building operations across campus. The following practices are examples of actions that will be taken:

- [FM@Your Service](#) will serve as the primary intake process to address questions and concerns raised by employees. The questions and requests for information will be directed to building coordinators for review based on guidelines. As campus utilizes FM@Your Service, a knowledge data set will be created to track issues and concerns.
- The UI, in coordination with individual departments, will install plexiglass dividers in areas where social distancing cannot be practiced, such as public-facing offices, labs, or studios. Procurement will be by the department.
- Furniture arrangement, staggered staffing, or increased remote work arrangements may offer options for social distancing. Density or regularity of a space's use can be considered.
- Changes will be made to minimize surface contact in buildings. These will include touchless door openers, foot openers, and leaving doors open unless they need to be closed for security/safety.
- Any changes will follow Americans with Disabilities Act (ADA) and fire code requirements.
- Communal areas will be reorganized to permit 6 feet of separation and the use of break rooms should be minimized.
- Shared spaces should allow for 6 feet of social distancing. In spaces where this is not feasible, additional barriers (plexiglass, cubicle walls) should be installed.
- Restrooms will be configured to support increased hand washing as well as adequate fixture count to support occupancy and code requirements. At the same time, restroom occupancy should be set to allow for social distancing in these ways:
 - If a restroom has more than one entrance/exit, one should be designated as an entrance, the other an exit.
 - In the case of a single entrance, building occupants will be discouraged from congregating inside a restroom or outside the hallway.
 - Adequate restroom supplies will be provided, especially soap and appropriate hand drying methods.
 - Personal items brought into a restroom should be limited, with appropriate storage mechanisms supplied (additional hooks will be installed where applicable).
 - Other recommendations for safe restroom operations that reduce the spread of COVID-19 will be implemented.



Cleaning and Disinfecting

- CDC [guidelines](#) for cleaning and disinfecting will be followed.
- Frequent cleaning and disinfection of high touch surfaces in common areas will be performed by Facilities Management (plans are being developed by building). Procedures for students, faculty, and staff will be developed to clean classrooms between sessions.
- Cleaning and surface disinfecting for individually occupied, unit-assigned spaces (e.g., office suites or cubicles) will be required of individual occupants.
- Cleaning supplies to be used by students, faculty, and staff at their convenience within classrooms will be provided by Facilities Management. (Individuals will be responsible for cleaning their own areas when entering a classroom).
- Surfaces or equipment used by the general public (such as credit card terminals, fitness center equipment, etc.) will be cleaned by the user or a UI employee after each use.
- Areas known to be occupied by a COVID-19 positive/presumed positive student, faculty, or staff will be closed off for at least 24 hours, if feasible. Cleaning and disinfection will be performed per CDC guidelines. If more than seven days have passed since the person was in the area, only routine cleaning and disinfection is needed.

Accessories that could be handled by occupants should be removed as much as practical (e.g. magazines, pamphlets). Other miscellaneous items (e.g. decorations) should be cleared and pens used for signing documents should be disinfected after each use.

Ventilation

Ventilation systems will operate according to CDC Considerations for Institutes of Higher Education. The UI will implement the following strategies:

- Ensure ventilation systems operate properly.
- Facilities Management will coordinate and monitor building occupancy, using data to inform operations.
- Facilities Management will review and assess building systems, including restroom ventilation, before the start of the fall 2020 semester and will carefully monitor building system performance.
- Monitoring, including advanced Fault Detection Diagnostics, will be used to identify changes in operations or conditions that may affect performance or building conditions.
- In addition to ensuring proper operation, operating parameters will be adjusted to increase fresh air mechanically (not open doors or windows), as well as increase filtration levels as system age and capabilities allow.
- Develop communication processes to ensure that information is available to building occupants and coordinators regarding system operations.
- Using [FM@YourService](#), develop a process for addressing concerns regarding ventilation or filtration in campus buildings.

FINANCE AND FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

Emergency protective measures, as defined by the Federal Emergency Management Agency (FEMA) are currently eligible expenses under the [Public Assistance Program](#). FEMA has very specific requirements for documenting costs related to COVID-19 so that the UI eventually may determine reimbursement eligibility from internal and external sources. As such, departments that are incurring COVID-19 costs will set up new accounts utilizing the following centrally defined grant program numbers. The costs associated with COVID-19 are retroactive to March 17, 2020.

Please note that any costs charged to these accounts (including procurement card purchases) that are determined to be ineligible and/or do not follow the proper review and approval process will be the financial responsibility of the department.

Grant Program 50700001

- Description: Phase 1 Coronavirus—Emergency Preparedness
- Types of costs to charge: Protective equipment, masks, face coverings, gloves, isolation materials/containment supplies.

Grant Program 50700002

- Phase 2 Coronavirus—Pandemic Event
- Types of costs to charge: Costs to respond and recover from a specific COVID-19 case/incident (e.g. quarantine, decontamination, cleaning, meals, personal care needs).

Grant Program 50700099*

- COVID-19 Modified Business Operations
- Types of costs to charge: Incremental costs incurred in order to maintain business continuity (examples: cancellation costs, costs to bring study abroad students back to the U.S., incremental costs to work remotely, etc.).

INFORMATION TECHNOLOGY

Information Technology has become increasingly critical in the shift to a more virtual campus. The IT community is preparing to support increased technology needs for online education and remote work while continuing to deliver essential services and support for those returning to campus. In this hybrid working and learning environment, IT will focus on the following efforts:

Technical Support

- Begin to return some Extended Technical Support (ETS) staff to campus as colleges and administrative units transition back onsite.
- Restructure all IT service offerings, including Help Desk, to support campus partners who are still remote and those who are returning. Re-engineer support models to accommodate IT staff working remotely, on campus, or in a hybrid mode.
- Review IT equipment needs and services of employees who regularly work both on and off campus. With University Human Resources, develop guidelines for remote work equipment and technology support.

Instruction and Student Success

- Ensure optimal user experience and improve support of Zoom to integrate with other systems and adapt to new uses.
- The Remote Instruction Team will work with faculty to develop distance/online/hybrid learning skillsets in effective course design that support and reinforce clear expectations, using the most appropriate student assessment strategies and accounting for learner needs and flexibility.
- The Remote Instruction Team will work with faculty to develop a new online teaching assistant (TA) orientation program based on the successful face-to-face model.
- Leverage existing digital media platforms (Panopto, Kaltura, Zoom) to improve student and instructor interaction. Promote best strategies for content production and delivery.
- Anticipate and respond to campus data and analytics needs in areas such as student success; well-being surveys; diversity, equity, and inclusion; and online/virtual course readiness.



- Enhance student support services currently being provided remotely, such as advising, academics, and counseling. Enhance MyUI to support new online student processes (orientation, enrollment management, prospecting).
- Outfit all university classrooms with additional cameras and audiovisual equipment for remote learning and help colleges improve classroom audiovisual capabilities as needed.
- Install remote recording and audiovisual capabilities in non-classroom spaces as needed to increase space for teaching.
- Accelerate the investigation of cloud virtual desktop (VDI) solutions as potential paths to offer high-quality, consistent, and secure remote desktop environments for staff and student coursework.

Note: The Academic Experience section of this report contains additional details on how ITS will meet technology needs in support of the academic mission.



Remote Work

- Address barriers to working remotely, such as technical limitations, compliance restrictions, lack of understanding of available tools, and internet access issues.
- Implement new security architecture and systems and expand multi-factor authentication to protect data and users in a remote work environment.
- Implement a remote identity verification process to validate identities before issuing accounts, credentials, or access, and without requiring individuals to come to campus.

The IT community collaborated with campus partners to develop a wealth of online resources to support students, faculty, and staff in remote work and online instruction. Reference the following websites, which are updated regularly:

- [Keep Teaching at Iowa](#): Information on technologies to support remote teaching, communicating with and supporting students, delivering the course, and facilitating activities and assignments. This site is being expanded for fall 2020 to include guidelines and definitions for improved outcomes.
- [Keep Learning at Iowa](#): Instructions for accessing online course materials, tips for completing activities and assignments, and study resources. This site is being expanded for fall 2020 to include additional information on minimum technology specifications, as well as links to resources for students to acquire needed technology..
- [Working Remotely](#): An off-campus checklist, internet options, instructions for accessing key IT services remotely, remote meeting tools, security, file storage, and more

PARKING AND TRANSPORTATION

As the university reopens buildings for daily operation, parking and CAMBUS operations will change in order to support the students, faculty, and staff. For the latest parking updates, please see the [service alerts page](#) on the Parking and Transportation website.

Parking Operations

Parking and Transportation will resume normal operations, and employees returning to work on campus will park in their assigned permit locations. Employees working remotely have the option of cancelling their permits by contacting parking-office@uiowa.edu. Permits issued to employees when they return to campus are subject to availability, as permits will continue to be assigned and issued for all lots. When employees return to campus, they can add themselves to the wait list(s) by visiting the parking system wait list in Self Service. The employee will be placed into the normal permit [assignment process](#) and assigned a spot based upon availability.

Parking system operations will change to follow new guidance including:

- Common spaces and high contact surfaces in parking facilities will be disinfected following CDC guidelines. Equipment that customers interact with, including elevators and pay stations, will be disinfected by parking and transportation staff midday and overnight.
- Customers visiting the West Campus Transportation Center (WCTC) are encouraged to email or call ahead to reduce contact time. Additionally, customer occupancy will be limited to four people within the service office to allow for social distancing. All other customers will be asked to wait outside in second floor WCTC atrium.
- Payment at all parking meters can be made via the Passport Parking mobile app. Motorists who use hourly parking facilities will be directed to complete payment via the in-lane pay station. Parking cashiers will be available to answer questions and assist customers using the hourly parking options.
- The [Motorist Assistance Program](#) is still being provided, but the processes will be modified to allow for social distancing.

CAMBUS

CAMBUS service will continue to operate. For the latest service updates, see the [service alerts page](#) on the CAMBUS website. Riders are strongly encouraged to use the mobile app, [Transit](#), for live tracking and departure predictions.



Rider Information

- Unless otherwise indicated, applicable face coverings ([cloth covering](#), mask, face shield) must be worn by all CAMBUS drivers and riders.
- Buses are cleaned twice a day with an [EPA-approved cleaner](#) effective against COVID-19. CAMBUS also completes an intensive deep cleaning of each bus weekly.
- Drivers are screened at the beginning of shifts, including taking temperatures, and must wear face coverings. Employees are provided with protective equipment and cleaning supplies for their work areas.
- Riders will board and exit the bus using the rear doors until further notice. Riders are asked to do their best to practice social distancing as much as possible while on the bus.
- Additionally, service to commuter parking lots has been increased during the morning and evening commute to allow for increased distancing between riders.

Commuter Programs

Commuter Programs will continue to operate. Several changes have been implemented to help prevent the spread of COVID-19 and participants in these programs should follow the recommendations of the CDC.

- The Employee Van Pool will continue to operate. Passengers are encouraged to use hand sanitizer when entering and exiting and to follow everyday prevention guidance from the CDC. Unless otherwise indicated, face coverings must be worn by all passengers when in the presence of others.
- Iowa City Transit and Coralville Transit have adjusted operations based upon guidance from the CDC, FTA, and local public health officials. For the most up-to-date information, UPASS customers are encouraged to visit the cities' websites: icgov.org/city-government/departments-and-divisions/transit and coralville.org/80/Transit-Parking.
- The 380Express bus service has adjusted operations based upon guidance from the CDC, FTA, and local public health officials. For the most up-to-date information, riders are encouraged to visit the [@380Express](https://twitter.com/380Express) Twitter page .
- The UI discounted fare for 380Express is available only through a mobile app Token Transit. The mobile app allows contactless transactions for university students, faculty, and staff.

Fleet Services

Fleet Services will continue to operate. Several changes have been implemented to help decrease the spread of COVID-19.

- Each vehicle is cleaned and disinfected upon return and high touch surfaces (e.g. door handles, radio, etc.) are cleaned per CDC guidelines. When dropping off a vehicle for maintenance, the customer will take the keys with them and the Fleet Services staff will use a spare key set.
- Staff are screened at the beginning of shifts, including taking temperatures. Unless otherwise indicated, applicable face coverings ([cloth covering](#), mask, face shield) must be worn by all building occupants unless they are alone in a private office.
- The process for interacting with customers has changed:
 - Employees will use hand sanitizer before handing a customer keys or any materials, including a pen.
 - Keys, pens, and other materials will be sanitized before handing to a customer.
 - High-contact surfaces (e.g. door handles, handrails) will be cleaned according to CDC guidelines.
 - Only one customer is allowed in the office at a time.
 - An acrylic partition has been installed at the customer service counter.

Fleet Services Fuel Island (fueling station)

- The high-contact surfaces on the fuel island (e.g. pump handles, keypad) will be disinfected frequently, and disinfecting supplies will be available for customer use.

PROCUREMENT/SUPPLY CHAIN

In order to manage and protect the supply chain, leverage the university's buying power, and coordinate the logistics of delivery, the following items will be sourced and purchased centrally for COVID-19 preventative measures:

- Face coverings (cloth and disposable)
- Face shields
- Hand sanitizer
- Disinfecting wipes
- Cleaner
- Spray disinfectant
- Gloves (glove use is discouraged outside of recognized infection or chemical control protocols in medical or laboratory settings at the university)
- Disposable gowns
- Washable gowns or lab coats
- N95 masks for research (previously approved by Environmental Health and Safety) and the College of Dentistry

These items have been added to the list of items not allowed on procurement cards or e-vouchers.

Orders will be directed to collegiate or central service unit Shared Services staff. If the department does not utilize the Shared Services team, the department should email uss-supervisors@uiowa.edu for assistance.

Carver College of Medicine Employee Face Masks and Face Shields

The Biomedical Research Store will handle the distribution of face masks and face shields for all Carver College of Medicine employees.

Plexiglass Barriers

The purchase of products to construct plexiglass barriers may be a qualified expense for reimbursement under the current FEMA declaration.

The labor cost for the creation and installation of these barriers may only be a qualified expense for FEMA reimbursement if provided by a third-party vendor.

Departments can purchase and install barriers; however, the department budget will be responsible for 15% of the FEMA cost share and 100% responsible for any cost not approved by FEMA.

The placement of plexiglass within university buildings will be guided by university health and safety plans for facilities and must be done in accordance with applicable codes, university policies, and other regulatory compliance. (An installation plan will be forthcoming.)



THE RESEARCH EXPERIENCE

In order to continue the research and discovery missions of the University of Iowa, the following campus-wide procedures will be implemented (colleges will create plans that implement these procedures locally):

Research Restart Considerations

- “Essential” research as [defined earlier](#) and any new research directly related to COVID-19 will continue to receive priority.
- The research ramp-up process will be gradual and deliberate, and will help guide the restart of other campus activities. Ramp-up plans should include all on-campus work, including ongoing COVID-19 research.



- If anyone feels unsafe or uncomfortable in a research space, they should contact the director of their unit, department, or college. Any unresolved issues should be reported to the [Office of the Vice President for Research \(OVPR\)](#).
- Trainees and early-career scholars have been especially impacted by the COVID-19 pandemic and should be given special consideration.
- Adequate protective equipment must be available and source control must be implemented before work begins; all safety and biosafety guidelines must be followed.

- [Human subjects research](#) must continue to follow the core principle of protecting the rights, safety, and welfare of research participants and study teams.
- Animal research will require coordination with the [Office of Animal Resources \(OAR\)](#).
- The core facilities will open, but with a restricted number of people. Contact the specific core facility for detailed information and scheduling.
- Studio, performance, and other workspaces on campus will follow these same guidelines to reduce the spread of COVID-19.
- All research groups approved for a return to campus should consider working in shifts (or alternating days) to minimize the number of people in a space at a given time while maintaining all safety protocols.
- Everyone accessing shared spaces in campus buildings (e.g. hallways, staircases, restrooms, breakrooms) must follow Facilities Management and building-specific guidelines for procedures and protocol.
- Field studies need to adhere to social distancing and other guidelines for reducing the spread of COVID-19, especially during travel.
- Research and creative activity conducted at off-campus sites must adhere to their specific requirements.
- Undergraduate students and visitors should not be used to help ramp-up research activities, except in extraordinary circumstances that will require prior approval.

Group-Specific Plans

Each laboratory or research group is required to prepare and submit a detailed plan that adheres to [Environmental Health and Safety \(EHS\) Laboratory Guidelines for COVID-19 Prevention](#). The plan must be specific to the spaces and activities of the research group, must be shared with members of the group, and must be posted in a prominent place in the space. The plan needs to be prepared in consultation with the department/center/institute and submitted for approval to the associate dean for research in the researcher's college. Any disputes or deviations from these principles will be sent to the vice president for research for resolution.

Human Subjects Research Ramp-Up

Guiding principles

- Protecting the rights, safety, and welfare of research participants and study teams in accordance with applicable research regulations and policies remains the priority.
- Research study visits should continue to occur remotely whenever possible.
- UI and state/local public health guidelines will be followed when interacting with research participants.
- PPE/PE must be available for a study before work begins. Please adhere to the PPE/PE guidance in place at the location where the research is performed. (The use of appropriate protective equipment is based upon the study.)
- COVID-19 research will continue to be prioritized, but care must be taken to not overburden subjects or put them at unnecessary risk.
- Health care systems, schools, and other off-campus agencies/facilities must not be overburdened with research requests. The study teams must work closely with these entities to ensure that the research teams abide by all policies in place at each facility.
- Online consenting and monitoring processes should be followed whenever possible.

Current state

These restrictions are in place for research conducted outside of clinical settings:

[Guidance for research related visits](#) issued on March 15, 2020, and information in [FAQs](#) remain in effect. See [COVID-19 Information for Researchers](#) webpage for complete information.

- Participant research visits must be performed remotely (e.g., by phone, Zoom, or other means) whenever possible.
- Research visits that cannot be performed remotely and are not essential to a participant's health and/or well-being should be postponed until further notice.
- Research visits that cannot be performed remotely and are essential to a participant's health and/or well-being may be performed in person, following all relevant guidance.

Phase I— implemented May 11, 2020

- As UI Hospitals & Clinics (UIHC) and other health care systems resume some non-essential health care activities, study visits coincident with clinical care may be allowed to resume.
 - Participation in a study must not increase the participant's risk of exposure to COVID-19.
 - Study teams must work with the health care system or clinic on appropriate scheduling. Patience will be required to not overburden clinics and other units.
 - In some settings, study teams may need to provide their own PPE/PE.
 - Patients may be uncomfortable returning to the health care setting. Study team members must be respectful of patient concerns should be prepared to modify study visit activities with input from the subject, sponsor and Institutional Review Board (IRB).
- Most participant research visits will continue to be performed remotely (e.g., by phone, Zoom, or other means).
- For non-essential research (i.e., research that is not essential to the health and/or well-being of a participant) face-to-face research visits may resume during regular standard of care medical visits. Participants may not enter UI facilities solely for research purposes.

Phase II—to be implemented as campus and other research settings resume normal operations

- Non-essential research visits may resume, following UI and UIHC guidance.
- On-campus research visits resume outside of clinical settings.
 - All UI safety policies and safety guidance to reduce the spread of COVID-19 must be followed.
- Research occurring in schools, long-term care facilities, and other off-campus locations may resume.
 - Care must be taken not to overburden newly-opened facilities.
 - Study teams must work with each participating agency to develop a study plan that incorporates updated safety and operational requirements. For previously approved studies, the teams may be required to update operational plans.

Study teams should consider potential sources of COVID-19-related risks for research participants:

- Requirements for close interaction or physical contact between study participants and the study team and/or with other participants.
- The feasibility of social distancing.
- Likelihood that study team members might be infectious.
- The availability of appropriate PPE/PE, if required, and the availability of face coverings for source control (i.e., face shields and/or face masks intended to help prevent the spread COVID-19 to others.)
- The availability of viral testing, symptom checks, and health screening before each participant enters a research space.
- Equipment or other items that may be used or touched by multiple people.
- Surfaces that may be touched by multiple people.
- The availability and frequency of disinfection and cleaning products and procedures for surfaces, hands, etc.
- The number and frequency of interactions with each participant.
- Whether the potential benefits of the research outweigh the risk of participation.
- Older adults and individuals of any age with serious underlying medical conditions are at higher risk for serious illness from COVID-19. Research visits should not resume unless there is a direct benefit to these populations.
- Older adults and individuals of any age with serious underlying medical conditions are at higher risk for serious illness from COVID-19. Research visits should not resume unless there is a direct benefit to these populations.

Guidelines for in-person research study visits:

- For study visits that will be conducted in person, study teams should contact participants at least 24 hours before the visit.
 - Staff should verbally confirm that the participant is well and explain the screening procedures, if any.
 - For research occurring on campus or in institutional settings, screening procedures in place at the relevant location must be followed.

- The participant and any participating caregiver must be informed that they will be required to wear a face covering throughout the visit, and whether the face covering will be provided by the study team. Individuals at higher risk for serious illness from COVID-19 also may be asked to wear a face shield.
- Participants should wash their hands before and after entering the research space. Hand sanitizer should be made available if a restroom isn't nearby.
- Participants should be asked to report a positive diagnosis for COVID-19 to the research team within 14 days from a research visit.
- Research participants should be advised to not bring guests to the visit. Children and adults who require assistance may be accompanied by one caregiver. If a caregiver is present, the caregiver also should be screened.
- Throughout the study visit, including during the screening process, research personnel should follow social distancing guidelines (i.e., 6 feet of physical distancing), except as necessary to complete required procedures.
- Research-related activities should be conducted by a minimum number of necessary people, with time limitations and minimal personnel density.
- Researchers should eliminate traditional waiting and common seating areas and utilize non-traditional alternatives (e.g., call ahead registration, waiting in car until called, moving participant directly to research room, etc.).

Animal Subjects Research Ramp-Up

The following measures must be in place:

- Researchers must follow minimum PPE/PE requirements to enter and work in the animal facility as dictated by the CIMT, OVPR, or Carver College of Medicine.
- Signage will be posted to indicate requirements to enter and work in each facility.
- Social distancing guidelines must be followed within procedural spaces and animal rooms.
 - Limited staff in procedural rooms and euthanasia spaces (maximum of two)
 - Limited staff present in animal rooms (maximum of two)

- OAR staff, including but not limited to husbandry and veterinary staff, have priority to enter and work in animal rooms or procedural spaces.
 - A calendar will be posted outside animal rooms to schedule access times.
- Approval to remove animals to lab spaces as appropriate depending on the facility of origin and Institutional Animal Care and Use Committee (IACUC) protocol approvals
- Phased increase in the study timeline as detailed by OAR
- Phased increase to conduct complex studies (including surgery) as detailed by OAR
- Phased use of hazards as detailed by OAR and EHS
- Phased increase of the number of breeding colony cages maintained as detailed by OAR
- Phased increase in animal orders procured from approved vendors
- Phased increase in inter-institutional animal transfers
 - Priority will be given to new PIs relocating to the UI or labs with approved COVID-19 research
- Limited facility training tours and training labs
 - Reduced staff participating in each activity
- Use of CORE resources as fit to adhere to OAR and Core Directors directives
- Increase availability of OAR managed resources
 - Drug orders and other supplies
 - OAR anesthesia monitoring services
 - OAR surgical suite support

Considerations for ramp-up

Each laboratory should designate two primary lab contacts to enter animal facilities, conduct studies in the facility, or remove animals to the lab.

- Lab staff must observe social distancing guidelines when entering animal rooms and may not enter rooms when other research staff or OAR staff are present (if entering the space exceeds the guidelines listed above).
- OAR staff will have priority to enter animal rooms to conduct animal care/husbandry.
- UI recommended PPE/PE must always be worn. OAR will continue to provide disposable lab coats and gloves. Research labs must provide any other required PPE/PE when interacting with other staff/employees (e.g., face masks, face coverings, and face shields)
- Updated restrictions and guidelines for animal research will be announced by OAR and posted on OAR'S [COVID-19 website](#).
- Complexity and duration of experimental timelines must take into consideration the potential for research ramp down in the event of another public health emergency.
- Resuming animal order activities will require a staged approach and prioritization.
 - OAR cannot physically accommodate all investigator groups' orders (receipt and housing of animal subjects) within the first week of resuming animal order activities.

THE STUDENT EXPERIENCE

In order to deliver instruction and resume operations via a hybrid, face-to-face model, the University of Iowa will implement the following campus-wide procedures. Colleges and central service units will create plans that implement these procedures locally.

Residence Halls and Dining

- Housing and Dining will remain open after the university moves to online instruction after Thanksgiving break in order to serve those who rely on university services.
- Housing and Dining staff members must comply with university and public health guidance regarding density, social distancing, and protective equipment for those staffing residence halls, dining, and retail operations.

Residence halls:

- On-campus housing options will be provided for students in accordance with public health and university guidelines.
- Housing professional staff, resident assistants (RAs), and on-campus students will create a living learning environment.
- RAs will be present and available to support students. RAs will be provided with appropriate protective equipment to support them in their jobs.
- Common spaces, such as lounges (if open), will be set up following guidelines to limit gatherings and promote social distancing. (These protocols are in development and specific to each type of common space.)
- One visitor/guest will be allowed per resident at one time. Visitors/guests must wear a face covering in all public spaces. (These protocols are in development.)
- Rooms will be set aside for emergency use, such as for illness, student interaction concerns, or other matters, per protocol.
- Custodial procedures will follow CDC guidance.

Dining:

- Touchless payment will be implemented to eliminate the need for staff to handle IowaOne and credit cards.
- Custodial procedures will follow CDC guidance.
- Self-screening of employees will follow public health and university guidelines.



• In market places:

- Tables will be moved to ensure 6 feet of separation, with no more than six chairs per table.
- Customer counts will be monitored and controlled to prevent crowding.
- All self-service food has been discontinued. All menu items will be served to students upon request.
- Physical barriers will be added to at least 6 vertical feet to minimize respiratory contact between staff and students.
- Signage, stanchions, and floor stickers will be used to encourage social distancing, including for those awaiting market place entry.
- An online ordering system will be developed as an alternative to dining in the market places. Pick-up locations for online orders will be appropriately distanced from users waiting to enter the market places.

- **In retail operations:**

- Access will be monitored at entrances and controlled to facilitate social distancing.
- Each location will have a designated entrance and exit.
- Online ordering will be encouraged.
- Physical barriers and stanchions will be used to separate customers and staff.
- All self-service food will be discontinued. All menu items will be served to customers upon request.
- Locations where social distancing cannot be achieved will be closed.
- Tables will be moved to ensure 6 feet of separation, with no more than six chairs per table.
- No refillable containers will be allowed.
- The Street Hawk food truck will not be used because the layout of the truck does not provide opportunities for social distancing.

Hybrid Experiences for Student Clubs and Organizations

- The university is developing guidance for student organizations that will outline how to host events, meetings, and outside gatherings. This guidance will:
 - Follow public health and university guidance regarding density, protective equipment, large gatherings, and social distancing.
 - Programs, events, or meetings with 50 or more students or people will need to be held in a virtual format.
 - Programs, events, or meetings with 50 or fewer students or people may be held in person as long as university guidance is followed, particularly regarding social distancing and face coverings.
 - Create opportunities for hybrid engagement through online meetings and online events/programs similar to the spring 2020 semester.
 - Provide videos and content to incoming students during orientation about how they can get involved at Iowa.
 - Collaborate with academic affairs and campus partners to create and sustain engagement opportunities, including service-learning.

- Provide support and engagement advising for student organizations by the Leadership, Service, and Civic Engagement team; Student Engagement and Campus Programs team; and Fraternity and Sorority Life team.
- Allow for the continued development and implementation of the Hawkeye Engage online tool.

Hybrid Experience for the Iowa Memorial Union

- All IMU staff members, vendors, and tenants must follow public health and university guidance regarding density, protective equipment, large gatherings, and social distancing.
- Online ordering and social distancing pick-up options for textbooks and Iowa Hawk Shop materials will be provided, including drive-up and in-person options.
- Limit seating in lounge spaces, the River Room, and other open spaces to promote social distancing and decrease density.
- ITS will develop a plan to create social distancing space between work stations for computers and learning commons spaces.
- The IMU will partner with classroom scheduling regarding use of meeting rooms for smaller classes.
- The IMU will partner with Academic Support and Retention to ensure social distancing for students attending supplemental instruction in the Academic Resource Center, in addition to providing online opportunities.
- The Iowa House Hotel will continue to be used for emergency room stays and isolation cases, as appropriate and needed.
 - Social distancing will be implemented among reserved rooms to limit engagement in the hallways and elevators.
 - Public health cleaning recommendations for hotels will be followed.
 - Breakfast options will be limited until further notice.
- Food Pantry at Iowa will continue using a reservation system and will limit the number of individuals, including volunteers, present during operating hours.
 - Donations will be accepted at the front desk of the Iowa House Hotel starting with the fall 2020 semester, based on need.

- The Clothing Closet will operate a sign-up process for clients similar to Food Pantry at Iowa.
- Custodial procedures will follow CDC guidance.
- Signage and guidance for density restrictions in hallways, restrooms, elevators, and entrance/exits will be posted throughout the building.



Recreational Services

- Preparations are being made for a July/August 2020 opening.
 - Membership fees will be reinstated when the buildings are reopened.
- Saunas and steam rooms will be closed until further notice.
- Equipment checkout and towel service will not be available until further notice.
- Climbing wall and running tracks will adhere to guidelines and social distancing.
- Swimming pools will adhere to phasing guidelines provided by USA Swimming in accordance with state of Iowa guidelines.
- Tennis will adhere to phasing guidelines provided by the US Tennis Association in accordance with state of Iowa guidelines.

- Rowing will adhere to phasing guidelines provided by US Rowing in accordance with state of Iowa guidelines.
- In-person programs, events, and activities will be limited to individual sport play only, provided social distancing and protective equipment is feasible. Online or remote delivery formats may be available.
- In-person lessons will be limited to individual lessons, provided social distancing and protective equipment is feasible. Online delivery formats may be available.
- Access to cardio and strength training equipment and machines will be limited to allow for social distancing.
- Athletics will coordinate and partner with Rec Services regarding use of the facilities in accordance with NCAA, university, and public health guidance.
- Custodial procedures will follow CDC guidance.
- Signage will be posted throughout the buildings to notify users of social distancing expectations and additional cleaning procedures.

University Libraries

The Academic Experience section of this report contains additional details on how the University Libraries will meet student needs.

Multicultural and International Student Support and Engagement: Cultural Centers

- The centers will follow public health and university guidance regarding density, protective equipment, large gatherings, and social distancing.
- Programs and events will follow university guidance.
- Staff will provide opportunities for hybrid engagement through meetings and online events and programs.
- Food cooked and/or served by students and staff members for other students will not be allowed until further notice.
 - Food must be provided by University Catering or another vendor, per university guidance.
- Custodial procedures will follow CDC guidance.
- Signage and density restriction guidance for common areas will be provided.

Student Support Services

- All staff members must follow public health and university guidance regarding density, protective equipment, large gatherings, and social distancing.
- Student Health will continue to provide services for students online and in person, as appropriate and necessary, in order to meet the health care needs of students in accordance with university and public health guidance.
 - Student Health will collaborate with Johnson County Public Health to assist with testing, contact tracing, and isolation of students diagnosed with or exposed to COVID-19.
- University Counseling Service (UCS) will continue to provide services to students online and in person.
 - UCS is providing online services to students in eight states and Washington, D.C.
 - UCS will determine its return to campus during summer 2020 and will implement a physical distancing plan for the office and counseling environment with no interruption to services.
 - UCS will restart group counseling. Group members will meet online, via Zoom, while UCS group facilitators guide the conversation.
 - UCS offers many online resources, which can be found on its [website](#).
- Student Care and Assistance will continue to provide support, assistance, and emergency funds to students who encounter a crisis or emergency situation.
- The UI Early Intervention Team will continue to coordinate care, support, and resource referrals for students who need additional support in and out of the classroom.
- The Rape Victim Advocacy Program will continue to provide services, programs, and support for students online and as appropriate and in accordance with university and public health guidance, potentially in 1:1 and in-person settings.
- Student Disability Services will continue to provide services and support for students online and as appropriate and in accordance with university and public health guidance, potentially in 1:1 and in-person settings.
- The Women's Resource and Action Center will continue to provide services, programs, and support for students online and as appropriate and in accordance with university and public health guidance, potentially in 1:1 and in-person settings.

Student Behavior and Compliance

- The [Code of Student Life](#) and [Student Misconduct Procedure](#) include rules and procedures regarding student behavior, expectations, and accountability that help reduce the spread of COVID-19 and maintain a healthy campus environment.
- Utilizing a student agreement regarding expectations for compliance and requiring submission prior to the start of the fall 2020 semester may be an option to increase accountability.
 - MyUI and/or ICON may be the best vehicle to deliver an accountability agreement by creating a screen that appears on initial login.

GLOSSARY

Asymptomatic: Showing no symptoms of disease. A person infected with the virus can be [asymptomatic](#) because they are in an early stage of infection and symptoms have not yet developed (“pre-symptomatic”), or they may not develop any symptoms at all during their infection.

Community transmission/spread: Infections identified in a given geographic area without a history of travel elsewhere and no connection to a known case.

Contact tracing: The process of identifying, assessing, and managing people who have been exposed to a contagious disease to prevent onward transmission. (Source: [World Health Organization](#))

Droplet transmission/spread: A mode of transmission for a contagious disease that involves relatively large, short-range (less than 6 feet) respiratory droplets produced by sneezing, coughing, or talking. (Source: [CDC](#))

Face covering: A cloth material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It may be factory-made, sewn, or made from an old T-shirt, bandana, hand towel, or scarf and rubber bands.

Face shield: Protective equipment that covers the wearer’s entire face from potentially infectious materials.

Quarantine: Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if a person is infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department. (Source: [CDC](#))

Self-isolation: Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until [it’s safe for them to be around others](#). In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room,” or area and using a separate bathroom (if available). (Source: [CDC](#))

Symptomatic: Showing symptoms of disease. The most [common symptoms of COVID-19](#) include: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.