MESSAGE FROM PRESIDENT KEN TUCKER

As we enter a new calendar year and the third consecutive traditional semester affected by the Coronavirus pandemic, our campus continues to adapt to the necessary changes that help foster a healthier and safer environment. Our fall operations plan, steered by input and expertise from the major areas of campus, served us quite well, helping guide our daily activities and minimize any unnecessary risks. Likewise, this Spring 2021 guide offers as much detail and as many specifics as possible, along with the flexibility that has carried us successfully thus far.

The spring semester is always exciting and seems to be filled with activities and gatherings, but approaching a semester filled with an abundance of unpredictability has become familiar to us. We have all experienced disappointments as events and activities were canceled or significantly changed, and we have all felt frustration when decisions had to be made for the greater good that may not have been to our individual liking. The UWA campus has shown its resolve and collegiality in the trying months that we have experienced. Our campus size and culture have worked in our favor for the most part, allowing us flexibility when we have needed it most.

Looking to a safe semester that can be as enjoyable and productive as possible for all, I ask that you continue to rely on your many strengths as members of the greater University community, assisting others where you are able, and also not hesitating to ask for help from your colleagues. One very unfortunate result of the pandemic’s impact on our society as a whole is a perceived lack of trust. Please know that decisions related to our campus operations are made with the overall campus community’s best interest in mind, and as these are made, they will continue to be announced through our official channels.

We have an obligation to each other to protect the health and safety of our campus, and in the spirit of community that lives at UWA, I believe we can do that by following the guidance set forth by our state and nation’s government and health care guidance, which is reflected in this plan.

Again, thank you for your cooperation and patience as we all work together to maintain good health and safety on our campus for the Spring Semester 2021.

Take care and be safe,

Ken Tucker, Ph.D.
President
The University of West Alabama
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The University of West Alabama strives to create and maintain a healthy environment for all who study, work, live, and visit the campus. Amidst unprecedented challenges, the University strives also to achieve some reasonable semblance of prior semesters through the experiences long associated with campus life, developing new strategies with added emphasis on health and safety in response to the coronavirus pandemic. The following are health and safety protocols which shall apply to all areas and facets of campus activity.
Monitoring and Ongoing Evaluation

The University will continually monitor COVID-19 conditions on campus and in the region, communicating and receiving guidance from federal, state, and local public health officials. This information will be used to help guide decisions involving the entire campus. Decisions necessitating changes in operational plans, procedures, and protocols will be evidence-based and will account for the dynamics of community transmission. Such changes will be communicated via campus email as necessary.

Education/Signage

Education for the entire University community on the impact and prevention of the spread of COVID-19 will continue to be vital to a safe and productive Spring 2021 semester.

- Programming will be provided through various channels on the risks, symptoms, and mitigation strategies for COVID-19.
- Posters and other informational materials will continue to be distributed and posted throughout campus in prominent and visible locations.
- The University’s COVID-19 website, www.uwa.edu/coronavirus, will continue to be maintained for the latest information and updates throughout the semester.
Help for Vulnerable Individuals
The Centers for Disease Control and Prevention have identified broad categories of individuals who are at a higher risk for severe COVID-19 illness. These include individuals with certain underlying conditions that are not easily controlled, such as lung and heart conditions, compromised immune systems, severe obesity, and kidney and liver disease.
If you are concerned that you may be at higher risk, please contact the University's designated offices for assistance with accommodations.

ASSISTANCE FOR STUDENTS
ADA Coordinator
Will Atkinson // watkinson@uwa.edu

ASSISTANCE FOR EMPLOYEES
Human Resources Director
Robert Upchurch // rupchurch@uwa.edu

COVID-19 Testing
The University continues exploring available options for testing for the Spring 2021 semester, including re-entry testing.

- The University will continue to partner with GuideSafe for Sentinel Testing in the spring in an effort to prevent community spread.
- Sentinel Testing is scheduled to begin prior to classes (Thursday, January 7, 2021) and will continue each Thursday thereafter.
- The University has a supply of tests that can be administered to faculty, staff, and students in necessary situations.
GuideSafe

The University participates with colleges across the state in using GuideSafe, as available, to assist with ongoing COVID-19 response efforts. The University will utilize the Healthcheck and Exposure Notification Application to help mitigate the risk of exposure and spread of COVID-19 on campus.

Healthcheck

Faculty, staff, and students are strongly encouraged to participate in the Healthcheck portion of the platform. Healthcheck is a COVID-19 assessment tool that allows users to report COVID-19 related symptoms and exposure. The frequency of required reporting will be determined by public health and medical guidance received.

Exposure Notification Application

The Exposure Notification Application is a partnership of Apple, Google, the Alabama Department of Public Health, and the University of Alabama at Birmingham. Participation in this technology-facilitated exposure notification is voluntary but highly recommended. The app, which protects user privacy, is designed to alert participants if they have been in close contact with a person who has reported a positive COVID-19 test within the past 14 days, for example, at a meeting or in class. This app can greatly assist the University by potentially limiting the number of asymptomatic individuals spreading COVID-19 unknowingly through contact tracing.
Personal Safety & Hygiene Practices

General safety practices are encouraged to keep you and others around you healthy.

- Regular handwashing is one of the best ways to remove germs and prevent the spread of all viruses – including COVID-19.
- Wash your hands frequently with soap and water or at least 70% alcohol-based hand sanitizer for at least 20 seconds.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.
- Avoid close, unprotected contact with anyone with respiratory symptoms.
- Clean and disinfect frequently touched objects and surfaces with isopropyl alcohol.
- Stay hydrated, eat a balanced diet, get rest, and avoid stress.
Facial Coverings

- Facial coverings will be required for all faculty, staff, and students at all times on campus when social distancing cannot be maintained or state law requires. All faculty, staff, and students must wear facial coverings in classrooms, labs, shared office spaces, during on-campus gatherings, and in any setting on-campus where social distancing is not possible or difficult to achieve.

- Facial coverings must cover the nose, mouth, and chin areas.

- In the classroom setting, faculty, at their discretion, may require students to wear facial coverings at all times during class regardless of whether social distancing is achievable.

- Facial coverings are not required, but may be advisable, in a student’s own dorm room, an employee’s office, or personal vehicle.

- Faculty, staff, and students are responsible for acquiring and maintaining their facial coverings.

- Facial coverings can be made at home and can be as simple as a bandana. For everyday use, facial coverings do not have to be medical grade or the masks that are worn in a hospital or clinical setting. Scarves, bandanas, old t-shirts, and other materials can be used to make facial coverings to prevent community spread.
Physical & Social Distancing

Physical & Social Distancing measures must be implemented in all University facilities whenever possible. Practicing physical & social distancing should be strongly emphasized and encouraged by everyone within the campus community.

**PHYSICAL AND SOCIAL DISTANCING INCLUDES:**

- Staying at least 6 feet from other people.
- Not gathering in groups.
- Staying out of crowded places and avoid mass gatherings of 10 or more individuals.

- Offices and classrooms should, when possible, employ social distancing measures. Any classroom or office where that is not possible should be reconfigured, or alternative arrangements should be made.
- When possible, assigned seating and seating charts should be used in classes.
- Seating may also be strategically spaced in public areas to respect physical distancing requirements.
- Meetings, where possible, should be conducted virtually.
- Use of “common areas” in buildings where individuals can gather but not practice social distancing should be reduced and/or eliminated.
- Supervisors, where necessary, may use floor markings to indicate proper distancing and/or flow of traffic in hallways, stairwells, and other common areas of frequent traffic.
- Faculty, where possible, will have a dedicated space for teaching signified by floor markings.
- All members of the University community are strongly urged to avoid crowded places and mass gatherings, both on- and off-campus.
- To limit the congregating of individuals, eating is not recommended in classrooms or buildings other than those designated for eating such as the Caf. Eating outside and grab-and-go options are encouraged.
**Additional Office Recommendations**

- Maintain at least 6 feet distance from co-workers. Supervisors should ensure that employees do the same.
- Wear a face mask or covering at all times while in a shared workspace/room.
- Place one-way directional signage for large open workspaces with multiple through-ways to increase distance between employees moving through the space.
- Report known or potential cases of COVID-19 to your supervisor and to Human Resources.
- Certain activities may require work within 6 feet of others. Use appropriate PPE and keep such activities to a minimum.
- If you have questions or problems, speak with your supervisor or Human Resources.

**Modified Physical Spaces**

The University has modified, or can modify, physical spaces around campus to help ensure compliance with these protocols. Some of the modifications include:

- Sanitation stations and hand sanitizer are available throughout campus.
- Enhanced cleaning protocols are in place, especially for high-touch surfaces.
- Preventative equipment and fixtures have been installed, such as plexiglass dividers and covers.
- Layouts of classrooms and communal spaces are modified to allow for required distancing.
- Marked areas for faculty to have a designated teaching location, which is safely distanced from others, in classrooms.
- For assistance with modifying physical spaces on campus, contact Bobby Truelove, Director of the Physical Plant, at bjt@uwa.edu.

**Health Screenings**

All individuals are expected to self monitor possible symptoms at home prior to coming into contact with others each day.

- Individuals should self-report symptoms of illness and stay at home or in their dorm room if symptoms are present.
- If a student or employee appears to exhibit symptoms or illness, he/she will be screened and subsequently asked to self-isolate if symptoms are confirmed.
- Individuals who exhibit symptoms should, in accordance with current CDC guidance, follow up with a health care provider.

**Limitation of Visitors**

- When possible, there shall be a limit on visitors in University buildings. Signage will be posted with contact information for the various offices in the building in an effort to limit the amount of traffic inside. Visitors will be required to wear masks/facial coverings in University buildings, and individuals are expected to abide by government orders. **Please note that some individuals will need to be in the buildings around campus for various business that cannot be handled remotely.** The goal is to limit face-to-face interactions.
- **Employees are not permitted to bring children into the workplace.**
Quarantine Protocol
The University has an established quarantine protocol, based on CDC guidance, designed to minimize the risk of community spread of illness on campus.

What is quarantine?
Quarantine is a protocol used to keep someone who has, or may have been, exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that may occur before a person knows he or she is sick, or if they are infected with the virus without experiencing symptoms. People in quarantine should stay home (not leaving for any reason other than an emergency or to seek medical treatment), separate themselves from others, monitor their health, and follow directions from medical professionals.

Who needs to quarantine?
Any person who has tested positive for COVID-19, is experiencing COVID-19-related symptoms, or has been in “close contact” with someone who has COVID-19 should quarantine. Close contact involves being within 6 feet of someone who has COVID-19 for a total of 15 minutes or more in a 24-hour period.

What is the length of quarantine?
Quarantine requirements may be different based on contact, exposure, symptoms, and test results.

Any person who has had close contact with someone who has COVID-19 must quarantine:
- Until 14 days after your last contact with a person who has COVID-19
  
  Even if a person tests negative for COVID-19 or feels healthy, he or she is required to quarantine, as symptoms may take from 2 to 14 days to appear after exposure.

Any person who has symptoms of COVID-19 (whether testing positive or negative) must quarantine:
- Until he or she has no fever for at least 24 hours (without the use of medicine that reduces fever); AND
- Until symptoms have improved; AND
- Until it has been at least 10 days since symptoms first appeared; OR
- Two negative tests are received at least 48 hours apart.

Any person who tests positive for COVID-19 but is asymptomatic must quarantine:
- Until 10 days have passed since testing positive; OR
- Two negative tests are received at least 48 hours apart.

TO REPORT A POSITIVE TEST
To report a positive test for COVID-19, close contact with someone who has COVID-19, or symptoms of COVID-19, please contact the Office of Student Affairs (students) or Human Resources (employees).

STUDENTS
Student Affairs
Will Atkinson // watkinson@uwa.edu

EMPLOYEES
Human Resources Director
Robert Upchurch // rupchurch@uwa.edu
COVID-19 Exposure Protocol
The following process will be used to guide the University's response to known COVID-19 exposure. This guide is subject to change based on CDC and other healthcare and government protocol and guidelines. Any individual who believes he or she has been exposed to COVID-19 should follow ADPH and CDC guidance for screening and/or testing. To prevent unnecessary spread of the virus, individuals should practice social distancing and responsibly report exposure and testing. For more information or to report information, please contact Robert Upchurch, Director of Human Resources, at rupchurch@uwa.edu or call 205-652-3533.

Has an individual tested positive for COVID-19?

YES

Individual is self-isolated until released per CDC guidelines by healthcare provider

Determine any other individuals and areas the individual came in contact with

Clean any potentially contaminated areas

Notify any such individuals of potential exposure and repeat process

NO

TIME & LEVEL OF EXPOSURE
Did the individual have direct or indirect contact?
- Has individual come in contact with a person who has tested positive?
- Was social distancing followed?
- Is the individual exhibiting symptoms?

Determine whether self-isolation is warranted per CDC guidelines

YES

Individual is self-isolated until released per CDC guidelines by healthcare provider

Individual may be released for normal activities

NO
Illness Reported on Campus

- Any employee who experiences possible exposure to COVID-19 or potential symptoms should immediately contact their supervisor and Robert Upchurch, Director of Human Resources, to notify them of the situation and circumstances.
- Any student who experiences possible exposure to COVID-19 or has symptoms should immediately contact the Office of Student Affairs by emailing Will Atkinson at watkinson@uwa.edu to provide notification.
- Upon notification, the University will, per its procedures, determine appropriate actions in relation to potential exposure of other individuals (i.e. contact tracing), cleaning any potentially contaminated areas, alterations to work/school schedules, and testing.
- Employees and students who are awaiting the results of a COVID-19 test administered due to symptoms should quarantine pending test results.

Cleaning Protocols

- Increased cleaning procedures have already been enacted across campus.
- Cleaning and sanitation procedures focus on prevention and controlling the spread of COVID-19 in University buildings.
- Janitorial staff will concentrate on cleaning high-touch and high-traffic areas around campus.
- Janitorial staff will not enter an office for cleaning unless requested to do so. Trash cans in offices may be placed outside the office for emptying, which will reduce the number of interactions between employees.
- The University has identified surfaces and objects that require routine cleaning and those that require heightened disinfecting (such as high-touch areas including doorknobs, common areas and break rooms, light switches, handrails, etc.).
- Supervisors are encouraged to remove items in common areas, such as break rooms and lobbies, that can be touched by multiple people.
- Faculty, staff, and students are responsible for cleaning/sanitizing personal workspaces. Cleaning supplies will be made available to promote the cleaning of individual spaces. This applies in settings where others may come into contact with items touched by another individual, including offices, classrooms, dining facilities, libraries, and housing facilities.
- Doors will be left open, where possible, to reduce the touching of high-contact areas.
- Supervisors are encouraged to communicate with Frank Calloway, Director of Housekeeping, at fcalloway@uwa.edu to discuss the cleaning needs of an area/department. The Physical Plant will work, where feasible, to meet such needs.

Cleaning of Classrooms

- Faculty and students will be responsible for the cleaning of the space he/she has occupied in a classroom before and after each class setting.
- Cleaning products (i.e. disinfecting wipes) will be provided in each classroom. Faculty and students are to wipe down their area before each class begins and then again after the class has concluded.

Enhanced Cleaning Following Confirmed Case of COVID-19

- The University has enacted enhanced cleaning and disinfecting protocols where a confirmed or suspected positive case of COVID-19 has been identified.
- Such measures may include the use of third-party contractors to clean and disinfect areas.
The University of West Alabama boasts a dedicated faculty and staff committed to safe and effective operations that have been designed to provide a top-quality educational experience for students while upholding high standards of fiscal responsibility. A global pandemic has created a widespread economic impact, and organizations must manage responsibly to ensure ongoing safe operations.
Purchasing
In addition to the adoption of all requirements outlined in the Health & Safety section of the Operational Plan for Spring Semester 2021, the following applies to all employees in regards to Financial Affairs.

- Every department must coordinate through the Financial Affairs office their purchase and distribution of PPE and any cleaning/disinfecting items to ensure efficient use of resources and supplies for all faculty and staff.
- For the purpose of potential reimbursement under FEMA, the CARES Act, or any other existing or future stimulus program, any department which expends University budgeted funds on expenses related to COVID-19 shall provide such information to Financial Affairs prior to ordering in an effort to track all expenses related to COVID-19 and maintain a projection of future expenses.

Travel
Until modified, all non-essential University-related travel for all faculty, staff, and students is prohibited. A waiver process has been created to grant limited exceptions for “institution-critical” travel.

Factors used in determining whether the travel is institution-critical include, but are not necessarily limited to:

- Is the purpose of the travel critical to the overall mission and goals of the University? The question is not whether it is important to a single area or department. For example, does the travel support student enrollment, financial stability of the University, provide training needed to maintain licensure, or similar requirements?
- Can the purposes of the travel be accomplished in other ways or by other means? Can the meeting or training be done remotely, online, or otherwise virtually? Is different but adequate training available online? Most licensure requirements and continuing education courses are being modified to be offered online or virtually.
- To where is the requested travel? How many people will be going? What is the chance of community spread if the employee returns infected?

To apply for a travel waiver, send your completed travel request form to Lawson Edmonds, Vice President for Financial Affairs, at ledmonds@uwa.edu at least 10 business days prior to the requested travel.

Events
Any events that are planned on-campus must be pre-approved by the UWA Events Committee with guidance from the Chair of the Ira D. Pruitt Division of Nursing. Events, if approved, must follow all healthcare guidelines in place at such time. Careful consideration will be given to the location of the event (outside is preferred over inside locations), whether social distancing can be achieved, the purpose of such event and whether the purpose can be achieved by other means. To be considered for approval, events must conform to the current guidelines for health and safety and must be submitted at least 10 business days prior to the event’s date. The guidelines for events, which are available at www.uwa.edu/coronavirus/events, will be reviewed regularly and updated as necessary to follow local, state, and federal healthcare guidance.

www.uwa.edu/coronavirus/events
Spring semester 2021 will commence as scheduled on January 11, 2021, with face-to-face instruction.

At this time, there is no need to modify the academic calendar.

Any decision to adjust the University academic calendar will be made by University administration and communicated to faculty, staff, and students as quickly as possible.
Faculty Preparations
In order to be prepared for a possible move to online instruction if conditions require, each professor must prepare his or her class with the flexibility needed to shift online if necessary.

First, all instructors of Spring Semester 2021 classes must fully incorporate Blackboard as the platform through which their class is offered:

1. All syllabi must be posted on Blackboard prior to the start of classes.
2. All grades will be posted in the Blackboard gradebook.
3. Whenever possible, assignments and classroom resources will be posted on Blackboard. If faculty members use other digital resources and/or platforms, instructions for and links to the resources should be detailed in Blackboard. **Neither the University nor any of its partners/associated entities will use or distribute an instructor’s materials, including but not limited to the instructor’s assignments, resources, and lectures, without the written consent of that instructor.**
4. Instructors of lab classes (or other classes involving face-to-face interaction) must develop a “fallback” or contingency plan indicating their response in the event that instruction must be completely online.
5. Departments and the Division of Online Programs will provide assistance to any instructors needing guidance on Blackboard usage.
6. Tutorials and workshops to train faculty members in the use of appropriate instructional technologies will be offered by the University's Information Technology (IT) department.

**While establishing the ability to go fully online, the University will commence its classes in face-to-face settings in a manner that protects students, faculty/staff, and others on campus.**

Syllabi
All syllabi will again include the University-approved statement regarding COVID-19 safety procedures and will reference plans for the possible necessity of moving to online instruction. Faculty members should include the following statement in all syllabi: “The course schedule is subject to change.” Finally, additional general University-wide requirements may need to be added to each syllabus as well.

Lectures
Each college or school will develop a plan for lecture meetings which will allow all classes to practice proper social distancing.

a. All classrooms will be evaluated for “safe capacity.” Desks may be marked to indicate designated seating, which will ensure six foot social distancing at all times. An instructor’s box surrounding the lectern or podium, marked with conspicuous floor tape, can help ensure social distancing is maintained between the professor and her or his students.

b. Facial coverings will be required for all faculty, staff, and students at all times on campus when social distancing cannot be maintained. All faculty, staff, and students must wear facial coverings in classrooms, labs, shared office spaces, during on-campus gatherings, and in any setting on-campus where social distancing is not possible or difficult to achieve. **In the classroom setting, faculty, at their discretion, may require students to wear facial coverings at all times during class regardless of whether social distancing is achievable.**

c. Individual colleges, schools, or departments can examine the practicality of installing countertop shields for their lecturers at the expense of the academic unit.
d. All classrooms should be evaluated for safe seating capacity. Typically, a 50% enrollment capacity is recommended, but the size of the space will dictate the final enrollment capacity. Classes in which enrollment does not exceed safe capacity will meet as scheduled, with students seated in pre-approved locations.

e. Any class in which enrollment exceeds safe capacity must develop an alternative plan. In such cases, the department chair will work with the instructor on available options. Alternative plans will typically follow one of three models—although others may be developed with approval of the instructor, chair, and dean.

i. Alternative A – Alternative location. The COVID Response Team has identified a number of possible alternative lecture locations. If such a location is available and is acceptable to the instructor and the chair, class will be moved to said location. Holding class outdoors is an excellent option if weather and logistics permit.

ii. Alternative B – Additional lecture section. Additional lecture sections would be opened (likely during evening hours so as to avoid scheduling conflicts). The instructor for the new section would be paid as an adjunct if the additional section causes the instructor to exceed the University’s standard teaching load. Instructors who are not at the standard teaching load may be asked to teach these additional sections.

iii. Alternative C – Hybrid model. The instructor develops a model in which 1/2 (or 1/3, for MWF classes) attend class in person on any one lecture day during a week. Lectures are recorded via Kaltura or another approved method, and the remainder of the class views remotely. Any such plan must require all students to attend in person at least once each week. This “hybrid model” is only applicable if other alternatives are not feasible.

f. Any instructor that develops an alternative plan for a class, such as those listed above, must have such plan approved in writing by his or her department chair, dean, and the provost prior to the start of the semester.

g. No faculty member is permitted to teach in a manner other than face-to-face instruction without the written permission of his or her department chair, dean, and provost.

Faculty members should be aware of the unpredictable nature of the pandemic situation and recognize that students may be forced to quarantine or may fall ill. In such case, the faculty member should work with the student to provide reasonable accommodations for make-up work, etc. Faculty members should also recognize that many of our students will face challenges with remote instruction, especially if those students are off campus and suffer from unstable internet connectivity. It may well be necessary to forego the camera function of Respondus in order to minimize connectivity problems for remote-learning students.

**Faculty Responsibilities Checklist**

1. Work with your department chair to establish your teaching schedule and location.

2. Insert COVID-related statements and contingencies into your syllabus.

3. Decide on an office hour plan and insert it into your syllabus.

4. Establish your Blackboard course shell with, minimally: syllabus, grade center, detailed instructions for students.

5. Create a contingency plan for moving to online. Must be approved by your chair. All plans will be submitted to deans.

6. If teaching via Alternative C–Hybrid Model, fill out the Hybrid Model Contact Hours form and have it approved in writing by his or her department chair, dean, and the provost prior to the start of the semester. This form will be distributed as needed.

7. Work with your department colleagues to set up classrooms for distancing guidelines and student traffic flow.

The above checklist of responsibilities must be completed and all the courses, syllabi, and other instructional materials should be in place by January 5.
Laboratories, Clinicals, etc.
Laboratory classes, especially at the upper level, require face-to-face instruction. Clinical sessions, likewise, almost necessitate face-to-face interaction. Of course, if that is impossible in the face of a mandated shutdown, virtual instruction will be used as much as possible. However, the quality of laboratory and clinical instruction is likely to suffer. So classes such as these need to be held face-to-face as much as possible.
Laboratory classes offer a greater challenge with regard to social distancing than lecture classes. In light of that, adhere to the following guidelines for all laboratory sessions:

1. Require students to wash their hands and apply hand sanitizer at the beginning of class.
2. Require students to wear masks at all times, and, where not ruled out by the nature of the lab, gloves.
3. Offer voluntary temperature check at the beginning of the lab session if possible.

Field Experiences, Internships, Clinicals, Student Teaching, etc.
Practica and other similar experiential learning opportunities will be allowed. Faculty and administrators who oversee these programs must work with the placement site to ensure proper healthcare protocols are followed.

Fine Arts Instruction and Performance
Faculty and administrators of performance-based programs should adhere to healthcare protocol (i.e. facial coverings and social distancing) in all activities and develop plans for continuing instruction and performance based on those protocols.

Ira D. Pruitt Division of Nursing
As the nursing program is largely self-contained and routinely follows its own unique course schedule, the nursing unit has developed its own contingency plans for instruction that fall within the larger University reopening plan.

Illness Reported on Campus
- Any employee who experiences possible exposure to COVID-19 or potential symptoms should immediately contact his or her supervisor and Robert Upchurch, Director of Human Resources, at rupchurch@uwa.edu to notify the office of the situation and circumstances.
- Any student who experiences possible exposure to COVID-19 or has symptoms should immediately contact the Office of Student Affairs by emailing Will Atkinson at watkinson@uwa.edu to provide notification.
- Upon notification, the University will, per its procedures, determine appropriate actions in relation to potential exposure of other individuals (i.e. contact tracing), cleaning any potentially contaminated areas, alterations to work/school schedules, and testing.

Faculty Meetings
Department and committee meetings are strongly encouraged to meet virtually, where possible. If face-to-face meetings are required, facial covering and social distancing guidelines shall be followed.
Classroom Restrictions

Lecturer Safe Space: Professors will be encouraged to remain within a designated lecturer space during class lectures. The space will be marked conspicuously by floor tape and will ensure that proper social distancing is maintained between the instructor and the students.

Class Enrollments: Many classes larger than 20 will be reduced to 20 students. Chairs should plan for additional sections now. Ad Astra scheduling technology will help. Chairs should keep a log of available timeslots in their area classrooms as well.

Disinfect Classrooms: Faculty members and students will wipe down/disinfect their workspace before and after each class. The professor should lead and model this behavior.

Use of Computer Labs: Students who use lab spaces after hours should be encouraged to wear masks (where social distancing is not possible, or as required by University policy or state law) and use hand sanitizer prior to entry.

Social Distancing: Students are required to practice social distancing in traditional classrooms and labs as much as possible.

Faculty Offices/Office Hours

Faculty members are expected to be physically present on campus and available for regularly scheduled office hours: 10 hours must be listed each week. Students are encouraged to address course concerns and/or questions with faculty via written communication, phone, or Zoom first. If a face-to-face meeting is necessary, faculty will meet with students outside or in an open room while practicing social distancing. Faculty offices are not regularly sanitized and will be used for faculty work only.

Computer Laboratories

Computer labs should be reconfigured for social distancing. Routine cleaning procedures for each computer lab should be designed. If a class uses a computer lab, the instructor is responsible for making sure the lab is cleaned at the end of class. As noted above, faculty members and students meeting in a lab will wipe down/disinfect their workspace before and after each class. Again, the professor should lead and model this behavior.

Reducing Risk in Hallways, Common Areas, Elevators, and Stairwells

Departments should work to minimize foot traffic between classes. Hallways may be marked to indicate directional traffic flow. Classes also may need to be dismissed in small groups to reduce hallway traffic and facilitate social distancing. Elevator use should be prioritized for those with disabilities. Stairways may be converted to one-way traffic during changes between classes. Please contact Bobby Truelove, Director of the Physical Plant, at bjt@uwa.edu for assistance with any markings or changes to facilities.

Faculty and Remote Instruction Options

Faculty with preexisting conditions that make them more vulnerable to infection may request appropriate accommodations. These requests should be directed to the appropriate department chair and dean, to the provost, and to the HR director for approval. Instructors making such a request must produce medical documentation that verifies their at-risk status. Faculty who received accommodations for Fall 2020 must submit a new request for the Spring 2021 semester.

Library Services

The Julia Tutwiler Library staff has developed library services plans for various levels of staffing and patron occupancy. If necessary, the library may operate with limited facility access and a greater reliance on online, virtual, and curbside service. Cleaning and masking protocols will follow campus guidelines. Library staff members who provide assistance may be required to do so via Zoom or some other remote technology. Student groups who visit the library may be limited to small cohorts.
The college experience extends beyond the classroom, and that is especially true at the University of West Alabama. Planning is underway for student organizations and other extra-curricular activities, with the goal of preserving student experiences while following all health and safety guidelines. These plans will be constantly reviewed and revised as necessary given the ever-changing conditions.
Housing and Residence Life

Living on campus is an important component of the college experience at the University of West Alabama. The University acknowledges the uncertainty students may be feeling about living on campus due to the COVID-19 pandemic. The University has, therefore, made several changes to on-campus housing for the 2020-21 school year. These changes abide by all federal, state, and local health care mandates and guidance in an effort to help minimize the risk of COVID-19 in the residence halls.

Housing Accommodations

1. Students who have underlying health issues that may put them at high-risk if they contract COVID-19 may submit requests for Housing accommodations.

2. Students requesting Housing accommodations should contact Will Atkinson at watkinson@uwa.edu.

Room Assignments

1. No more than two students will be assigned to a residence hall room or campus apartment bedroom.

2. Only sorority members that are living in their sorority’s wing will be permanently assigned to Selden Hall, the only residence hall with community bathrooms.

3. Room changes will be limited after the first week of classes. When a resident is permitted to change rooms, at least 24 hours will generally be required before a new resident may move into the vacant space, to reduce the likelihood of COVID-19 transmission through room surfaces. For this reason, room swaps (two residents switching spaces) will normally not be permitted.
Residence Hall Operations

1. Housing residents are required to follow all guidelines regarding the use of facial coverings as prescribed by the University, state law, and federal, state, and local health agencies.

2. During the pandemic, the residence halls will operate on four levels of COVID-19 severity, in relation to policies and procedures. If the pandemic situation on campus intensifies, residence hall polices, especially in relation to visitation, will shift to a stricter phase (see table below). If a situation becomes worse in a specific residence hall, the phase may be elevated to only that specific building.

<table>
<thead>
<tr>
<th></th>
<th>GREEN PHASE 1</th>
<th>YELLOW PHASE 2</th>
<th>ORANGE PHASE 3</th>
<th>RED PHASE 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitation</td>
<td>Visitation is limited to 1 guest per resident. The guest must be escorted by the host resident at all times. An overnight guest (same sex only) is permitted only if approved by the roommate AND the hall director at least 72 hours in advance. Visitation: 10:30 AM – 12 Midnight</td>
<td>Only UWA students are permitted as guests. Visitation is limited to 1 guest per resident. The guest must be escorted by the host resident at all times. Overnight guests are not permitted. Visitation: 10:30 AM – 12 Midnight</td>
<td>Only residents of the same residence hall are permitted as guests. Visitation is limited to 1 guest per room. The guest must be escorted by the host resident at all times. Overnight guests are not permitted. Visitation: 10:30 AM – 12 Midnight</td>
<td>No visitation is permitted. Only residents of the room are permitted in the room.</td>
</tr>
</tbody>
</table>

3. Each residence hall room and campus apartment is considered a “household unit,” similar to a family's home. So, social distancing practices are not expected among residents of the same room or apartment. However, it is the responsibility of each resident to follow appropriate behaviors related to the prevention of COVID-19, including frequent handwashing and the cleaning of the room or apartment.

4. Housekeeping will increase the cleaning of “high-touch” surfaces and common areas, such as entrances, hallways, elevators, stairwells, and lobbies.

5. Furniture in lounges and other public spaces will be limited and configured to support social distancing.

6. Occupancy of elevators, lounges, and laundry rooms will be limited, based on the COVID-19 phase (severity level) of each residence hall.

7. When interacting with residents and visitors, RAs will wear a facial covering and maintain social distancing.

8. When feasible, Housing Conduct Hearings will be held virtually.
Quarantine

1. Any resident that tests positive or who has been exposed to the COVID-19 virus is required to immediately notify the Housing Office by email at housing@uwa.edu and the Office of Student Affairs by emailing watkinson@uwa.edu.

2. While it is recommended and encouraged that residents who need to self-isolate or quarantine due to COVID-19 return to their permanent residence (parent's home, etc.), several rooms have been set aside in Reed Hall to provide temporary lodging for residents that need to be quarantined. Additional spaces have been set aside in Selden Hall and Gilbert Hall for isolating residents.

3. UWA Housing will follow and adhere to the University's Quarantine Protocol.

4. Residents that are quarantined or self-isolated on campus will be required to develop a plan for delivery of meals from the CAF to their room. A copy of the plan must be emailed to housing@uwa.edu within 24 hours after being quarantined or self-isolated. If a resident is unable to arrange for meal delivery, the resident must notify the Housing Office to make alternative arrangements. In these cases, the Housing Office will coordinate, where possible, the delivery of meals with Aramark, the campus food service provider.

5. Quarantined or self-isolated students will be required to arrange for friends to launder their clothes, bedding, towels, etc., as needed.

Programming and Community Development

During the pandemic, programming and community development will be adapted to support social distancing.
Student Life

Student organizations, and the learning opportunities provided by them outside of the classroom, are vital to the college experience. However, the current pandemic, along with mandated safety and health protocols, will not allow for many of the traditional activities and events students have come to enjoy and expect. Because of that, Student Life will work creatively with student organizations to provide activities and experiences that provide opportunities to grow and learn while simultaneously adhering to all University policies and procedures and federal, state, and local health and safety guidelines (collectively referred to as “health and safety guidelines”).

Every effort will be made within the health and safety guidelines to continue to provide the traditional student experience by connecting students to the University through activities, programming, events, recruitment, and meetings. Health and safety guidelines will apply to all activities sponsored by University-approved student organizations, including community service events, philanthropic events, and any other activities, whether held on or off campus. The Office of Student Life will work with student organizations to provide alternative activities, meetings, and events that adhere to all health and safety guidelines.

Student Organization Meetings & Events

Organizations will be encouraged to hold meetings and events virtually where possible.

Starting February 1, socially distanced student organization meetings and University-sanctioned student events may be allowed if approved by the Events Committee at least 10 days prior to the event. Organizations will be required to submit their social distancing plans for meetings and events along with their facility reservation request to the Events Committee. Decisions on such events will be determined on a case-by-case basis. The guidelines for events, which is available at www.uwa.edu/coronavirus/events, will be reviewed regularly and updated as necessary to follow local, state, and federal healthcare guidance.

The Tiger's Den and Union Conference Room, both located in the Student Union Building, will be designated spaces for student organizations to utilize for meeting needs.

Fraternity & Sorority Recruitment Activities

All recruitment activities will adhere to all health and safety guidelines (example: facial coverings, social distancing).
UWA Fitness Center

The UWA Fitness Center adheres to all health and safety guidelines put in place by the University and the state of Alabama. These measures include:

- Temperature screenings of all visitors upon entering the UWA Fitness Center.
- Hand washing upon entering and exiting the facility is encouraged.
- Capacity in the facility is limited to 25.
- Social distancing is required.
- Facial coverings are strongly encouraged.
- Only one piece of equipment may be used at a time by visitors.

Student Activities

The student-based activities hosted on a college campus are a key component to providing students a meaningful and complete college experience. With the current pandemic and resulting health and safety protocols that are necessary to slow the spread of the virus, the traditional activities provided to University students may not be possible this spring semester. However, the Office of Student Activities is working creatively to provide a spring calendar that will give our students the best experience possible while adhering to all health and safety guidelines.

Campus Activities Board Events

Campus Activities Board (CAB) events will be drastically changed by health and safety guidelines. As a result, this spring’s schedule will be altered. CAB still intends to host multiple events while adhering to all required health and safety guidelines.

Events will be held virtually, if possible. If an event cannot be held virtually, CAB will host it outside, with Bibb Graves Auditorium serving as the back-up facility in cases of inclement weather. In addition to adhering to all protocols and guidelines, sanitizing stations will be located at the entrance of all CAB Events.

A full list of CAB events can be found at cab.uwa.edu.

Student Union Building

The Student Union Building will be open during the spring semester with increased cleaning occurring. Common areas will follow health and safety guidelines as set forth by federal, state, and local entities as well as those of the University.

- Signs will be posted in all common areas with health and safety guidelines.
- Meeting spaces will be available with reduced capacities, and only with approval of the Events Committee.
Intramurals

Intramural (IM) events will be changed to adhere to all health and safety guidelines. Regularly scheduled events will be adjusted, and in some cases canceled, in order to adhere to these guidelines. A greater focus will be placed on individual and virtual programming.

- The majority of events will take place outdoors with no spectators allowed at events.
- Scheduling will be done in such a way so as to prevent close contact and large groups from clustering.
- Equipment will be cleaned after each game/competition.
- Hand sanitizer will be provided for participants to use before and after each game/competition.

Recreation Center

There will be no open recreation basketball through January. In January, the plan for the remainder of the spring semester will be determined. Any intramural events held in the Recreation Center will follow all health and safety guidelines.

Game Room

The Game Room will be open the same hours as the UWA Fitness Center. The staff who would normally work the Recreation Center will now cover the game room from 12:00 pm until closing. Their primary focus will be to hand out equipment and clean it as it is returned. They will also be cleaning all surfaces every hour. The game room will have a capacity of only six during this time in order to promote social distancing. If demand exceeds capacity, a time limit of one hour will be placed on patrons. Hand sanitizer will be available for use in the game room. Face masks or facial coverings as defined in this guide are required in the game room.

Band

Modifications are being made for rehearsals and activities of the UWA Band. These include rehearsals, game day and event plans, performances, equipment usage, and uniforms.

University Cinema

University Cinema will continue to monitor conditions to determine when it is feasible to reopen. Upon reopening, University Cinema will follow all applicable health and safety guidelines, including reduced capacity, facial coverings, and increased cleaning and sanitizing.

Student Services

Critical services, such as the Registrar's Office, Counseling Center, Admissions, Financial Aid, Career Services, Student Support Services, and Upward Bound will continue with enhanced remote availability.
The University of West Alabama Department of Athletics is continuing to develop plans for the Spring 2021 semester for all of its 16 intercollegiate athletic teams. Each team is devising individual plans for training, practice, and competition that allow for participation while also adhering to all University policies and procedures and federal, state, and local safety and health guidelines. All athletic plans will adhere to existing and developing NCAA, GSC, and CDC guidelines and testing requirements, and other important public health information.