

THE KING'S UNIVERSITY



Guide to Returning to Campus

June 1, 2020

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Section 1: Overarching Principles

This plan assumes that the existence of COVID-19 will be present into the foreseeable future. The trigger timing for launching many of the events and activities is contingent upon leadership's ongoing assessment of any federal state guidelines and requirements that may apply. The plan must be received in the spirit of the fluidity that is the current reality and updated as new information becomes available. We need to continue to expect the unexpected. Our aim is to be no more or less restrictive than the guidance provided by state and federal public health agencies. Our reopening will be phased and guided by these overarching principles:

- TKU will continue to follow guidance from the Centers for Disease Control and Prevention (CDC) and the State of Texas including the Texas Department of Health (TDH).
- Employees, students, and guests will return on campus in phases with the safety of all in mind.
- Campus functions will return in a phased manner that emphasizes caution and safety.
- Employees will work directly with their oversight to determine appropriate balance of on ground and remote working schedules.
- Our plans will be designed to mitigate the risk of a resurgence of the virus.
- A protocol will be developed for self-assessment, monitoring and contact tracing as well as continuing education.
- Our plans will seek to protect the people who are at the highest risk for illness.
- Our plans will provide for centrally managed cleaning and sanitizing services and procurement.
- All departments will be prepared to return to a remote work environment if conditions change.

Section 2: Health and Safety

A successful return to campus relies on each member of the TKU community exercising common sense, good judgement, and practicing the health and safety guidance contained in this document.

Behaviors for Mitigating Risk of Transmission of COVID-19

Appropriate means of mitigating the risk of COVID-19 transmission for the University community requires all employees, students and visitors to:

- Respect social distancing measures of keeping at least 6 feet of distance from others.
- Consider wearing face covering or masks while on campus in public environments where social-distancing measures are difficult to maintain.
- Practice frequent hand-washing, hygiene and respiratory etiquette.



Section 2: Health and Safety

Behaviors for Mitigating Risk of Transmission of COVID-19

On a daily basis, TKU employees planning to work on campus are required to monitor and self-screen before going to the office for any new or worsening signs/symptoms of possible COVID-19.

Temperature screening will not be a general requirement for employees or students to return to campus, as medications, room temperature and walking long distances can lead to inaccurate body temperature reading.

Who Should NOT Come to Campus

- Anyone exhibiting symptoms of illness - including the following:
 - Cough
 - Shortness of breath or difficulty breathing
 - Repeated shaking with chills
 - Muscle pain
 - Chills
 - Headache
 - Sore Throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than 100.0 degrees
 - Known close contact with a person who is confirmed to have COVID-19
- Anyone recently diagnosed with COVID-19 in the previous 14 days*
- Anyone who has had contact with a person with a confirmed case of COVID-19 and who has not received approval to return by their doctor.
- Anyone arriving from an international destination or CDC/THC identified hot spot who has not completed the mandated 14-day self-quarantine.
- Non-essential visitors and guests - only essential, official visitors and guests for academic or business purposes should be invited on campus.

Section 2: Health and Safety

Hand Hygiene and Respiratory Etiquette

- Wash hands frequently with soap and water; avoid cross contamination – hand sanitizing stations will be made available throughout the campus.
- Avoid close contact with others.
- Consider wearing face coverings whenever it is not possible to maintain six feet of separation.
- Cover coughs and sneezes with a tissue or elbow and dispose of the tissue properly.
- Avoid contact with frequently touched surfaces.
- Routinely clean and disinfect frequently touched surfaces.

Cleaning, Sanitizing and Disinfecting

- Cleaning, sanitizing and disinfecting will continue under the purview of the facilities team. Plans, protocols and schedules will be created to meet the specific needs of common areas in buildings including bathrooms and classrooms.
- Commercial grade cleaning, sanitizing and disinfecting materials, products and other tools will be sourced for this purpose and departments do not need to source their own disinfecting materials.
- Hand sanitizer and other supplies, such as dispensers or wipes, will be provided and placed in each break room to supplement services.
- Specific plans, training and instruction will be provided along with ways in which the community can support collective hygiene and sanitation on campus.
- Plans should be considered flexible as adjustments may be required at any given time based on the availability of human resources and supplies. Any potential changes will be communicated.
- All cleaning protocols will be developed and adapted based on current CDC guidance concerning cleaning and disinfecting to reduce transmission.

Section 2: Health and Safety

Social Distancing

In addition to self-assessments and monitoring by The King's University community, the University will adhere to CDC and THC guidelines as well as recommendations regarding social distancing - a minimum of 6 feet between individuals whenever possible.

Vulnerable Populations

It is important for the campus community to understand that some are at a higher risk for severe illness from COVID-19 complications. Based on the current data, vulnerable populations may include:

- People 65 years of age or older
- Those with serious underlying health conditions such as high blood pressure, heart disease, chronic lung, kidney or liver disease, diabetes, severe obesity or moderate to severe asthma
- People with weakened immune systems

Section 3: Return to Campus for Staff and Faculty

Phase 1: Bring employees back only as needed (Target Date: May 4th-June 14th)

- Mandatory on-site employees continue to work on campus.
- A limited number of employees may be asked to return to campus to assist as needed with key activities as identified by their oversight.
- On-site work schedules for employees coming to campus should be staggered as necessary to adhere to social distancing requirements
- Departments must notify HR and Operations when buildings will be occupied to ensure proper cleaning and disinfecting of common areas.

Phase 2: Opening of the campus to all employees (Target Date: June 15th)

- Campus will be open to all employees with restrictions.
- On-site work schedules for employees coming to campus should be staggered as necessary to adhere to social distancing requirements below.
- Based on the Governors "Open Texas Plan" employers may operate their offices with up to the greater of 10 individuals or 50% of the total office workforce, provided the individuals maintain appropriate social distancing. The following will be required to help promote campus safety based off the CDC recommendation of 113 sq. feet per person;
 - 2121 Building:
 - Admin office area: 9 employees at a time
 - Cubicles: employees sitting in side by side cubicles should alternate days to allow enough space to maintain social distancing.
 - All other areas of the building have the ability to maintain proper distancing.
 - 120 Building:
 - Private offices: 8 employees at a time
 - 140 Building:
 - Private offices: 7 employees at a time
 - Cubicles: 4 employees at a time

Section 3: Return to Campus for Staff and Faculty

- Facilities will disinfect all workstations and offices. After cleaning and disinfecting, a blue painter's tape will either be placed upon the door and/or chair of a workstation. This will mean this area has been disinfected and cleaned unless someone opens the door, breaks the seal, and/or removes the tape from the chair of a workstation. This will show that the seal has been broken to our housekeeping team. The area will then be disinfected and cleaned. This process is to move away from staff checking in.

Section 4: Return to Campus for Students and Guests

TKU campus buildings will reopen on June 15, 2020 to students and guests. Although campus buildings will be available and open to all students and guests, the following produces are required to be followed:

- An appointment will be required with a TKU employee or department before arriving.
- Guests will be asked if they self-screened for any new or worsening signs or symptoms of possible COVID-19 before going into the building
- TKU employees will be provided access to Traction Guest to assist with appointments and allow a friendly hands-free check-in at the Main Lobby.
- Face masks will be made available to students and guests at the front desk of our Main Lobby. At this time, we are limited, but we are working hard to obtain more to provide to those who wish to utilize them.
- The 2121 Building Main Lobby will be restricted to no more than 10 guests waiting at a time. Once the lobby meets capacity, guests will be asked to wait in their car until space becomes available.
- 120 and 140 Building guests will be required to check-in at the 2121 Building's Main Lobby.
 - TKU receptionist will contact the receiving TKU employee to notify them their guest is on campus.
 - The guest will proceed to the 120 or 140 Buildings and remain in their car until a staff member comes to the door to greet them.

Section 4: Return to Campus for Students and Guests

Curbside Services

Curbside services will be made available for resources from the Library and order pick-ups from the Campus Store between the hours of 9:00 am- 4:00 pm Monday through Friday by appointment.

To request a curbside pick-up, please use the following contacts:

- Library: (817) 722-1620 or e-mail library@tku.edu
- Campus Store: (817) 722-1617 or e-mail campusstore@tku.edu

The following procedures will be followed for curbside pick-up:

- The department you are working with will give you a scheduled time to pick-up your item.
- Designated parking will be made available by the Main Lobby with signage.
- Upon arrival, the student or guest should call (817) 722-1700 to notify staff that they are here for a pick-up.
- TKU receptionist will call the designated department to notify them their pick-up guest has arrived.
- The designated department representative will deliver the items to the guest or student's car.

Making Appointments

Appointments can be scheduled one of the following ways:

- If you already know who you are wanting to meet, you can contact the TKU employee directly to schedule a time.
- For all other appointment requests guests can call (817) 722-1700 or e-mail visit@tku.edu.

Section 4: Return to Campus for Students and Guests

- Guests will receive an e-mail confirming the appointment time and date from traction guest with the subject line "You're Invited!"
- Guests will need to click on the "register here" button within the e-mail to register for their appointment. Upon registration, a QR code will be provided via email to facilitate a hands-free check-in upon arrival.