

Utah Valley University: COVID-19 Recovery Plan

In conjunction with the Stabilization Phase at Utah Valley University, the following measures have been implemented for the protection and safety of the campus community.

University Protective Measures

Environmental Control Measures

- Increase hand sanitization stations across campus (high-traffic areas).
- Provide one mask for every employee.
- Continue to use and maintain filters in the HVAC system, increase the airflow, and, where possible, over-pressurize the buildings.
- Provide protective barriers (sneeze guards) in high-traffic, public-facing areas (locations where two people must come into closer contact with each other to complete the service).
- Intensify the regular cleaning and disinfecting of facilities (Custodial Services). Please note that departments/areas should implement additional cleaning for high-touch areas in their locations.
- If an employee or student is suspected or confirmed to have COVID-19 and it has been less than 14 days since they were in the area for an extended length of time, the area will be closed. Those areas accessed by the sick person will be cleaned and disinfected before reopened.
- UVU reserves the right to select areas that may be subject to a health screening. Examples of possible areas include Culinary Arts, the Wee Care Center, the Student Life and Wellness Center, food services, and others.

General Measures

- Place posters that encourage hand hygiene to help stop the spread throughout the workplace (e.g., classrooms, high-traffic entrances, bathrooms, food service areas, the library, etc.).
- Provide education, regular communication, and training to faculty, staff, administrators, and students.
- Minimize non-essential travel; any approved UVU-travel is subject to national, state, and local regulations and guidance.

Human Resources' Employee Health and Wellness Measures

- Employees who are not feeling well must not come to work. Employees are to notify their supervisors of their absence due to illness.
- If a supervisor observes an employee with symptoms, the supervisor will send the employee home.
- UVU provides full-time employees paid sick leave and sick leave accrual, as well as leave provided through FMLA. In addition, the federal government has enacted the Families First Coronavirus Response Act (FFCRA) that provides full- and part-time employees with emergency paid sick leave (EPSL). For more information, please refer to [this FAQ](#).
- Employees being tested for COVID-19 are encouraged to complete the [Employee COVID-19 Reporting Form](#).
- Employees who have been asked to quarantine by the health department or a healthcare provider must stay home for 14 days as directed. Employees are expected to notify their supervisor of their health status and the possibility of working from home during this time.

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- Employees who are ill with symptoms consistent with COVID-19 are to self-isolate at home. This includes an employee who tested positive, negative, or did not test at all for the coronavirus. The employee cannot return to work until they are without a fever (taking no fever-reducing medication) AND have improved symptoms for at least 72 hours. Time away must equal at least 10 days (per CDC recommendations).
- Employees who have been working remotely and became ill at any time 14 days prior to their return to campus must complete the [Recent Illness Release Form](#) BEFORE returning to work on campus.
- Employees who live with or are caring for someone who is ill should contact HR to review leave options.

Individual Protective Measures

- **Personal responsibility:** Not every unique, individual situation can be anticipated. UVU students, staff, and faculty must take personal responsibility to be informed and take actions based on their common sense and wise judgment that will protect health and support the safe operation of the university's programs, services, and facilities.
- **Self-monitoring:** If you experience symptoms consistent with COVID-19 or are otherwise ill, please notify your supervisor of your absence due to illness.
- **Self-isolation:** If you have been asked to self-isolate or self-quarantine, please notify your supervisor. As possible, you may be able to perform your work remotely during this time.
- **Protective hygiene and cleaning:** Each individual must exercise personal protective practices (hygiene and cleaning regimens) to minimize the spread of the virus, including:
 - Washing your hands with soap and water for at least 20 seconds
 - i. Before and after work shifts
 - ii. Before and after work breaks
 - iii. After blowing your nose, coughing, or sneezing
 - iv. After using the restroom
 - v. Before eating or preparing food
 - vi. After putting on, touching, or removing cloth face coverings
 - Using hand sanitizer (at least 60% alcohol) after interactions with people and objects, when hand washing is unavailable.
 - Covering your mouth and nose with a tissue (or use the inside of the elbow) when coughing or sneezing. Throw used tissues into trash cans, and immediately wash your hands with soap and water for at least 20 seconds.
 - Cleaning often high-touch surfaces (i.e., buttons, door handles, counters, keyboards, telephones, desks, handrails, work tools, etc.). Do not solely depend on custodial for cleaning — this responsibility belongs to everyone.
 - Avoiding the use of other employees' phones, desks, offices, or other work tools and equipment when possible. Clean and disinfect any shared tools or equipment before and after use.
 - Refraining from shaking hands, and encouraging the use of other non-contact methods of greeting.
 - Wearing a face mask (cloth or other non-medical) in public areas to protect co-workers and others (highly recommended). If you are working alone in an office or other area, a face mask may be removed during those times.

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- Maintaining social distancing standards in all situations.
- In interacting:
 - i. Limit group sizes in accordance with current state guidance.
 - ii. Limit face-to-face interactions by communicating and conducting business through email, phone, Microsoft Teams, or other technology.
- **Guidance:** Follow public health guidance (the Utah Department of Health and Utah County Department of Health) to ensure campus is not required to return to more restrictive operations.

High-Risk Populations

The CDC and Utah Department of Health have identified the following individuals as high risk for COVID-19:

- People aged 65 years and older.
- People with chronic lung disease or moderate to severe asthma.
- People who have serious heart conditions.
- People who are immunocompromised due to cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, HIV or AIDS, or prolonged use of corticosteroids and other immune-weakening medications.
- People of any age with severe obesity (i.e., a body mass index [BMI] >40) or certain underlying medical conditions, particularly if not well controlled, such as diabetes, renal failure, or liver disease.
- People who are pregnant should be monitored since they are known to be at risk for a severe viral illness. However, current data on COVID-19 has not shown an increased risk.

If any employee believes they are high risk based on this guidance, they are encouraged to contact Human Resources. You may need to provide personal health information to Human Resources, but Human Resources does not share personal health information with others, including your supervisor, so employee privacy is maintained. Human Resources will work with you and your supervisor to implement a work plan.

Consider all co-workers as potentially “high risk,” then demonstrate exceptional care for them by vigilantly following the health guidelines of wearing a mask, maintaining a social distance of at least six feet, washing your hands frequently, covering coughs/sneezes, and not coming to campus when you are ill.

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Urgent Phase: March 16 – May 1

Urgent Phase: March 16 – May 1, 2020

Situational Awareness: COVID-19 is active and may or may not have hit the peak of illness in Utah or Utah County. Hospitals are busy but not overwhelmed. Testing is available to identified groups (high risk, healthcare workers, first responders, etc.) and anyone with any symptom of the virus. Several individuals on campus have tested positive for the virus.

The Objectives of the Urgent Phase:

1. Mitigate the spread of COVID-19 through strict social-distancing measures, personal protective actions, and health guidance (i.e., stay home when sick).
2. Assist students in completing this semester of coursework.
3. Keep campus open with modified operations.

For UVU:

- Classes for students are online; no face-to-face instruction, including labs.
- Employees who can work remotely do so with supervisor approval.
- Those employees who are high risk or care for those who are high risk may be home regardless of whether they can do their jobs from home.
- Limited access to buildings is established. Many buildings are closed.
- Essential services remain open on campus (e.g., the library, food services, custodial, facilities, and others).
- Support and administrative services are available online or by phone.
- The Student Life Building is closed, with the exception of Student Health Services (which remains open and able to care for physical and mental health issues via telehealth options).
- Athletics events are cancelled, and there is no access to gyms or practice fields. The UCCU Center events are cancelled.
- The UCCU Center and associated venues are closed.
- There is no travel domestically or internationally, unless approved by executives.
- Adherence to this phase will shorten other phases and accelerate recovery.

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Stabilization Phase: May 1 – September 30, 2020

(Dates are subject to change)

Stabilization Phase: This phase is expected to last 10 – 14 weeks and be the longest phase.

Situational Awareness: The number of new cases per day stabilizes and will begin to decrease. The healthcare systems in Utah and Utah County are not overwhelmed. The positive rate of all tested has plateaued and then begins to drop. UVU will monitor these numbers frequently. Testing for the virus is available to anyone with any symptom of respiratory illness. The testing capacity is greatly increased, and contact tracing is robust. Testing may become available to those with no symptoms.

The Objectives of the Stabilization Phase:

1. Maintain gains in progress made during the Urgent Phase. Adherence to this phase will hasten the university's recovery.
2. Move through the color-coded dial (red-green) set up by the Utah governor's office and state health department.
3. Methodically and prudently, have most employees return to work on campus.

For UVU:

- Classes remain online for the first block of summer. If the state is in the Orange or Yellow Level, some face-to-face labs may open, with authorization by the pertinent dean in consultation with UVU's Emergency Management Team. Some face-to-face classes may begin for the second block of summer, with authorization.
- High-risk employees may continue to work remotely. Some limited services may reopen with authorization. As employees return to work on campus, they will be expected to adhere to the guidance included in this document to ensure UVU does not need to go back to more restrictive measures.
- Monitoring will continue, and employees will be encouraged to submit the self-disclosure forms regarding whether they have the virus.
- Temperatures will be taken of all food service employees until the local health department states otherwise. As deemed necessary to ensure health and safety, other individuals may be subject to temperature checks.
- Do not come to campus under any circumstances when you are sick. If you are ill, please notify your supervisor of your absence due to illness. If an employee has concerns about sick leave, contact Human Resources.
- As a UVU employee, you [are asked to self-report](#) if you have been or are being tested for COVID-19. The form helps ensure a safe working environment and track the spread of COVID-19.
- Masks in public areas are highly recommended. The university will give each employee one cloth mask. Additional masks will be available for purchase in the Bookstore.
- The hiring of new employees may resume, with authorization.
- Travel will remain generally restricted, but essential travel may be authorized in accordance with university guidelines.

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- Athletics will monitor NCAA regulations and follow their guidance. These guidelines will be utilized for club sports and intramural sports as well.

The state of Utah created a color-coded table (see below) that will determine social-distancing recommendations and health guidance. UVU will use these guidelines for campus and reserves the right to alter the specifics of the guidelines as needed. This may depend on the number of people testing positive, healthcare stabilization, and other factors in Utah County and other service area counties.

Four guiding principles and metrics that will help determine which color-coded level precautions are in place:

- The number of new cases in Utah and Utah County (with added attention to Utah County)
- The capacity of hospitals in Utah and Utah County (ability to see patients and the numbers of beds and ventilators available)
- The prevalence of disease, the number of current cases, community spread (unknown how a person got the virus), etc.
- The rate of the increase of the disease.

The university will also monitor and participate in testing as possible:

- Testing with swabs, possibly saliva.
- Antibody testing (blood sample).

Color-Coded Health Guidance

Based on “Utah Leads Together” plan, adapted for UVU

(Note: An asterisk [*] denotes a change after moving to the right from the left.)

University Area/Department	Red: High Risk	Orange: Moderate Risk	Yellow: Low Risk	Green: New Normal
Campus Facilities’ Status	Open under modified conditions. Most buildings are closed.	Open with a few select services and facilities available.	Open with additional business services available.	Everything is open with strict adherence to cleaning and hygiene protocols.
Employees	<p>All employees who can work do so remotely.</p> <p>Health status monitored.</p> <p>Encouraged to report if having tested positive for COVID-19 (HR form).</p> <p>Masks highly recommended.</p> <p>Meetings conducted virtually.</p>	<p>All employees who can work do so remotely.</p> <p>Health status monitored.</p> <p>Encouraged to report if having tested positive for COVID-19 (HR form).</p> <p>Masks highly recommended.</p> <p>Meetings conducted virtually.</p> <p>*If ill 14 days prior to return to campus, fill out the HR form, if applicable.</p>	<p>*Many employees return to campus during this level (see the page following this table for more information).</p> <p>Health status monitored.</p> <p>Encouraged to report if having tested positive for COVID-19 (HR form).</p> <p>Masks highly recommended.</p> <p>*Group gatherings limited to 50 people.</p>	<p>Health status monitored.</p> <p>Encouraged to report if having tested positive for COVID-19 (HR form).</p> <p>Participate in testing if available.</p> <p>*Masks recommended, unless directed otherwise.</p> <p>*Food service employees screened, unless the county health department lifts the previous order.</p>

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		*Group gatherings limited to 20 people.	*Participate in testing if available. *Smaller face-to-face meetings allowed with precautions. Many meetings can stay virtual.	*Most employees return to campus; high-risk individuals may need to continue to work remotely. *Large groups allowed, with precautions.
Wee Care Center	Closed.	Closed.	May open under modified operation. *For more details, see the Wee Care Fall Opening Plan.	Enhanced cleaning. No symptomatic children. *For more details, see the Wee Care Fall Opening Plan.
Personal Protection Actions	See Individual Protective Measures, p. 2-3.	See Individual Protective Measures, p. 2-3.	See Individual Protective Measures, p. 2-3.	See Individual Protective Measures, p. 2-3.
Travel (Domestic and International)	No travel, domestic or international.	No travel, domestic or international. *Possible essential in-state travel, with approval.	No travel, domestic or international. *Possible essential domestic travel and in state-travel, with approval.	Possible domestic travel and in-state travel, with approval. *Monitor CDC recommendations for international travel; follow recommendations.
Athletics	No events or training in groups.	No events or training in groups.	*Return to small groups of training, with precautions. *Monitor direction from state and other athletic officials (NCAA) regarding the return to participation in sport programs.	Return to small groups of training, with precautions. Monitor direction from state and other athletic officials (NCAA) regarding the return to participation in sport programs. *Return to some athletic events with or without audiences.
Academics	Classes held via technology, no face-to-face classes or labs.	Classes held using technology for the first block of summer. *Limited opening of face-to-face labs, with approval and health precautions.	Classes held using technology for the first block of summer. *Limited opening of face-to-face instruction and labs, with approval and health precautions. This begins at the start of the second block on June 29, 2020.	*Many classes held using technology for the fall semester. *Increased opening of face-to-face instruction and labs, with approval and health precautions.
Custodial Services	Focus cleaning on areas where people are working. Focus on high-traffic and often-touched surfaces.	Focus cleaning on areas where people are working. Focus on high-traffic and often-touched surfaces.	Focus on high-traffic and often-touched surfaces. *Increase cleaning regimen to the entire campus.	Return to normal cleaning schedules.
Food Services	Select services open. Perform employee health screenings every day.	Select services open. Perform employee health screenings every day.	Select services open. Perform employee health screenings every day.	Select services are open. *Perform employee health screenings every day, unless health order is lifted (Utah County Health Department). *Franchised food services may open during this time (e.g., Costa Vida, Subway, Gurus, etc.).
Campus Services	Select services open and focus on student services.	Select services open and focus on student services.	*Additional services reopen.	*All services reopen.
Campus Events — UCCU Center and	Closed.	Closed.	Closed.	Open, with health precautions.

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Others				
Student Life Wellness Center/Gyms	Closed.	Closed.	<ul style="list-style-type: none"> *Limited services open. *Increased cleaning regimens implemented. *Perform employee health screenings every day. *Maintain social distancing. *No group activities or sports. 	<ul style="list-style-type: none"> *Open all services, with health precautions. *Open group activities and sports.
Student Health Services Physical Health Mental Health	<ul style="list-style-type: none"> Select services open. Perform employee health screenings every day. Telehealth available for physical and mental health needs. 	<ul style="list-style-type: none"> Select services open. Perform employee health screenings every day. Telehealth available for physical and mental health needs. 	<ul style="list-style-type: none"> Select services open. Perform employee health screenings every day. *Limited opening of some face-to-face services. *Small groups permitted with strict hygiene and spacing. 	<ul style="list-style-type: none"> *Open all face-to-face services while maintaining strict hygiene and personal protective actions.
Equipment/Supplies	Order needed supplies, including cleaning supplies, personal protective equipment (PPE), hand sanitizer, toilet paper, etc.	<ul style="list-style-type: none"> *Consider the purchase of additional PPE, hand sanitizer, sneeze guards, masks, thermometers, etc. *Monitor supplies. 	<ul style="list-style-type: none"> *Continue to purchase additional PPE, hand sanitizer, sneeze guards, masks, thermometers, etc. Monitor supplies. 	<ul style="list-style-type: none"> Continue to purchase additional PPE, hand sanitizer, sneeze guards, masks, thermometers, etc. Monitor supplies. *When supplies of PPE normalize, purchase additional supplies for the next event.

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Return to Work: During Yellow Level, employees will return in a slow, phased pattern.

Category 1 Employees: Presently on campus, no changes.

Category 2 Employees: Return to work on campus in stages and relating to state guidance. See the table below for additional details.

Employee Groups Determined and prioritized by the provost and vice presidents	Color-Coded Level/Return Dates	Example
Group A	Yellow Level announced: On the first Monday after three weeks of the state announcement, employees return.	The state announces Yellow Level on May 16; employees return on June 8 (Monday) (Y+21).
Group B	Yellow Level announced: On the first Monday after five weeks of the state announcement, employees return.	The state announces Yellow Level on May 16; employees return on June 22 (Monday) (Y+37).
Group C	Yellow Level announced: On the first Monday after seven weeks of the state announcement, employees return.	The state announces Yellow Level on May 16; employees return on July 6 (Monday) (Y+52).
Group D	High Risk: Work with supervisors regarding continued remote working.	

Category 3 Employees: Dependent upon whether their job is available and campus need.

Note: In the event of a resurgence of COVID-19 in the community, the state may return to a previous color level. In that event, UVU would also expect to return to a previous color level.

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Recovery Phase: Sept. 30, 2020 – March/April 2021

(Dates are subject to change)

Recovery Phase: This phase is expected to continue through spring 2021.

Situational Awareness: Even though the virus may be subdued, this timeframe includes the normal flu season. It is still likely the COVID-19 virus will still be circulating among the population. There is a chance of additional waves of COVID-19. UVU will continue to monitor this situation, and the president and cabinet will be updated regularly.

The Objectives of the Recovery Phase:

1. Maintain progress and avoid backtracking.
2. Continue to monitor the progress of COVID-19 in Utah County and the state.
3. Regroup and reorder supplies/equipment.
4. Review lessons learned. Begin to write an after-action report.

For UVU:

- In a phased approach aligned with the academic calendar, classes will return to normal, including face-to-face instruction and labs. Some classes may continue to use technology (remote delivery). Students and faculty are generally back on campus.
- Buildings and facilities open, and all student and business services are operational.
- Large gatherings will still require the approval of the administration and will depend on guidance coming from the state government and other entities (e.g., USHE).
- Athletics will reopen as guided by the NCAA; this will include club and intramural sporting events and practices.
- Health and hygiene will still be required. Use of masks when in public areas will be recommended.
- Do not come to campus sick. If you are ill, notify your supervisor of your absence due to illness. If an employee has concerns about sick leave, contact Human Resources.
- Consider resuming face-to-face meetings but may continue to use technology to meet.
- Continued monitoring of the spread of the virus in Utah will be reported to the president and cabinet.