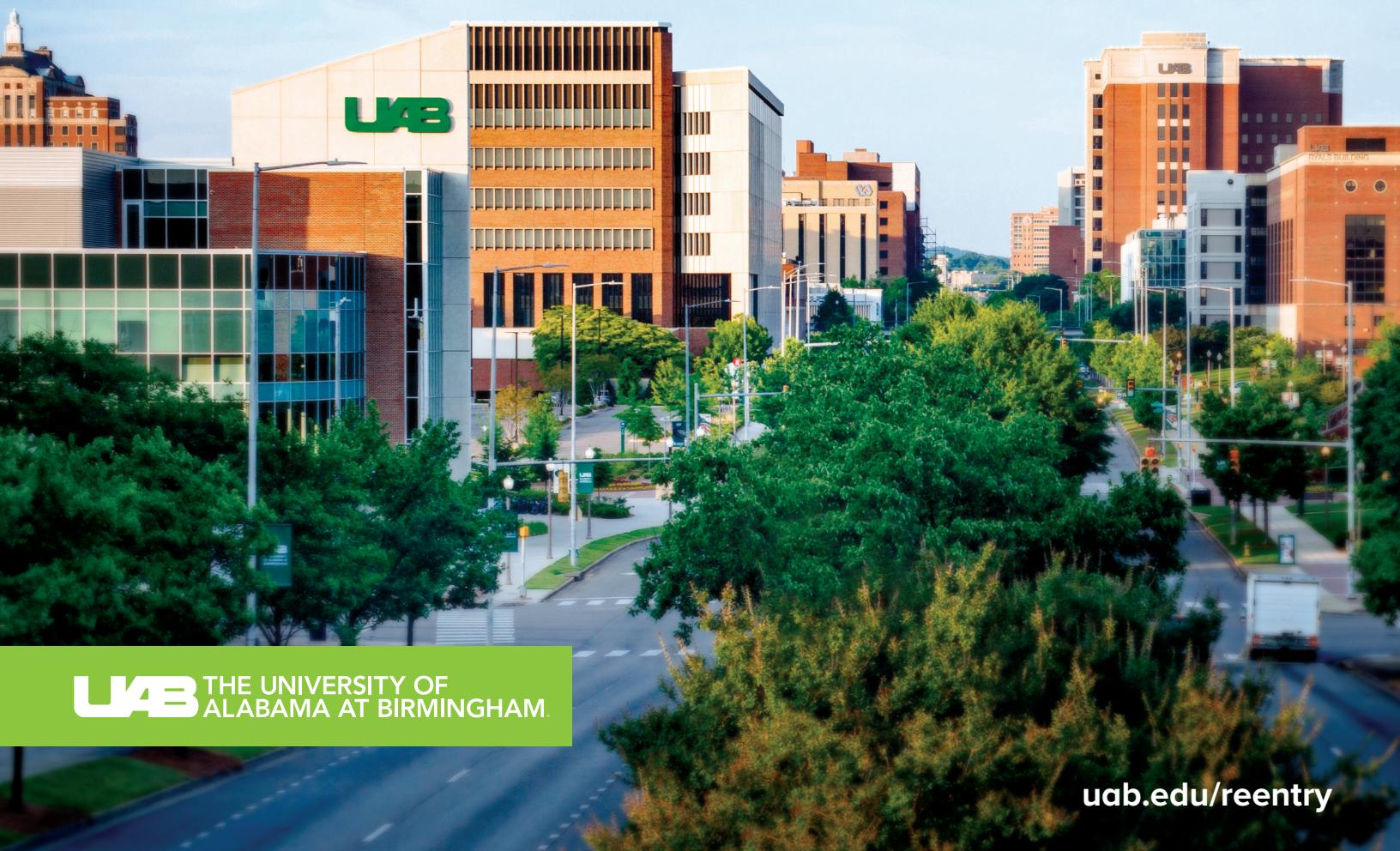


RE-ENTRY TO CAMPUS GUIDELINES

updated 5.18.2020



UAB THE UNIVERSITY OF
ALABAMA AT BIRMINGHAM.

uab.edu/reentry

MESSAGE FROM THE PRESIDENT

UAB community,

We look forward to uniting on campus again. UAB is transitioning from the university's Limited Business Model into Modified Business Operations. UAB's policies and protocols for responding to the COVID-19 pandemic are based on the core values and mission pillars of our strategic plan, [**Forging the Future**](#). During Modified Business Operations, UAB will begin a gradual, phased approach with some groups/functions returning to campus before others. We will begin implementing guidelines for the Yellow/Modified Business Operations level as some research and clinical activities resume in phases beginning on May 26.



This document provides details on how we will come back to campus safely, as we strive to preserve the health of our university community and Birmingham. It is important to gradually bring individuals back on campus to promote social distancing. This phased approach will also allow us to evaluate strategies for effectiveness and minimize risk.

Guidance and requirements are subject to change and will be updated prior to future phases of re-entry, including a return to in-person instruction. Individuals who have responsibilities described within each of the phases and are anticipated to return to campus, along with their supervisors, will be contacted with specific guidance as soon as possible. For the latest updates and information visit uab.edu/reentry.

Sincerely,

A handwritten signature in black ink that reads "Ray L. Watts".

Ray L. Watts, M.D.
President, UAB

The following describes the university's re-entry plan. The Health System is on a separate plan to transition from the Limited Business Model and began resuming clinical operations in early May. During Modified Business Operations, UAB will begin a gradual, phased approach with some groups/functions returning to campus before others. Clinical and research personnel will be the first to return to campus following the approval of units' operational plans. The safety of our employees is of paramount concern. We are actively developing additional capabilities to enhance our ability to track symptoms and trace proximities and contact.



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GUIDING PRINCIPLES

The University of Alabama at Birmingham's policies and protocols for responding to the COVID-19 pandemic are based on the core values and mission pillars of our strategic plan, **Forging the Future**.

Five principles guide decisions on when and how *students, faculty and staff return to campus:

1

Preserve the health of our university community and Birmingham.

Reflects our commitment to an inclusive solution to do what is right for all constituencies.

2

Maintain and deliver on our education, research and community engagement by continuing to recruit and enroll students, teach those students, conduct research, and help stimulate the Alabama economy.

Reflects our commitment to constantly innovate and solve problems in the face of adversity, even in how we deliver on our strategic plan.

3

Preserve and maintain university operations necessary to support mission-critical activities, both now and into the future.

Reflects our commitment to being good stewards of our assets, including taxpayer-funded assets.

4

Treat students and employees fairly and equitably.

Reflects our commitment to respect for one another and to ensuring the trust necessary for successful collaboration on making the right decisions.

5

Remain fiscally solvent now and into the future so as to be able to deliver on mission-critical activities for the long term.

Reflects our commitment to be accountable to each other and to other constituencies depending on UAB to achieve its missions.

***Students:** Students in clinical areas must receive approval from their program to return to campus. Researchers at post-doctoral and graduate/pre-doctoral levels, may continue or initiate studies on site following approved unit operational plans to ensure the safe return to campus. Other trainees engaged in research, such as undergraduate students and volunteers, must request approval through the **Office of Research exception process**.



COVID-19 OPERATIONAL COLOR SYSTEM

UAB's plan is aligned and consistent with local, state and federal public health guidelines and recommendations. Our plan is also aligned with the University of Alabama System guidance on the Return to Campus. The UA System and its three universities set a bold target to be the "safest universities in America," committed to providing a safe and healthy environment for students, faculty and staff.

We anticipate restrictions and limitations will be in place for the next 12 to 18 months. After evaluating several factors — including the trending numbers of new COVID-19 cases in our community, our testing capability and availability, our ability to monitor the spread of the virus in the campus community, the adequacy of community health care resources, current supply levels of personal protective equipment, and applicable federal, state, and local directives — we developed the following color code system to coordinate and integrate operational procedures across UAB.

The active color code will be determined based upon state, local or UA System restrictions and conditions. Changes in the prevailing code will be announced by UAB leadership in response to the changing circumstances. Each level defines a different set of work criteria, rules and regulations and operational plans.



ACCESS SEVERELY LIMITED

(maintenance only, no research or academic activity)



MODIFIED BUSINESS OPERATIONS

(26% - 74% capacity)



LIMITED BUSINESS OPERATIONS

(0% - 25% capacity)



FULL ACCESS; LIMITED PUBLIC HEALTH RESTRICTIONS

(75% - 100% capacity)

The COVID-19 pandemic is a dynamic situation that continues to evolve, and our response will inevitably evolve as well. We will therefore update these guidelines and the protocols outlined below – including testing – as necessary to continue to ensure the health and safety of the campus community. As of mid-May, we are working toward implementing guidelines for the Modified Business Operations/Yellow phase as research and clinical activities begin to resume.



Anticipated Schedule for Re-entry to Campus

These phases are highly dependent on external conditions and need to be responsive to the evolution of the virus. They are based on a cautiously optimistic assumption that a return to a modified model of on-campus instruction and activity will resume in the fall.

ORANGE	YELLOW: PHASE 3
<p>Dates: March 16-May 25</p> <ul style="list-style-type: none">▶ Limited business operations with essential services only▶ Remote learning▶ Suspension of on-campus events and activities	<p>Target Dates: June 15-July 19</p> <ul style="list-style-type: none">▶ Critical administrative, business operations, academic, student affairs as communicated from university/school leadership based on approved operational plans
YELLOW: PHASE 1	YELLOW: PHASE 4
<p>Target Dates: May 26-June 15</p> <ul style="list-style-type: none">▶ Continuation of essential services and research support▶ Resumption of research activities as operational plans are approved▶ Clinic openings with operational plans and restricted personnel approved	<p>Target Dates: July 20-August 10</p> <ul style="list-style-type: none">▶ Staggered return to campus of faculty and staff to prepare for resumption of modified fall return▶ All returns to campus will be based on on-site needs and approved operational plans
YELLOW: PHASE 2	YELLOW: PHASE 5
<p>Target Dates: June 1-June 30</p> <ul style="list-style-type: none">▶ Critical administrative and business operations as communicated from university and school leadership▶ Resumption of student clinical experiences following operational plans after approval▶ Continued resumption of research activities as operational plans are approved	<p>Target Dates: August 10-January 2021</p> <ul style="list-style-type: none">▶ Staggered return to campus for faculty and staff to prepare for resumption of modified fall return▶ Athletes (depending on guidance from the conference)▶ Some faculty, staff and students continue to work remotely▶ Residential and nonresidential students
GREEN	
	<p>Target Dates: January-May 2021</p> <ul style="list-style-type: none">▶ Faculty, staff and students work on campus

Throughout the return-to-work process, staff in Facilities and other critical support services will transition back as the phased process requires. This will include employees currently in a furloughed status.



RE-ENTRY EXPECTATIONS & GUIDELINES

All students, faculty and staff are expected to comply fully with the policies, protocols and guidelines outlined here, as well as specialized and more stringent guidance from their particular departments/units/schools. Each department/unit/school will develop and communicate its operational plan for return to campus.

Web-Based Training

Before returning to campus, all students, faculty and staff must complete the web-based training course "COVID-19: Basic Safety and Awareness Course." This training will cover COVID-19 awareness and health and safety requirements. Additional specialized training may be required in your workplace or academic department/school.

COVID-19 Assessment Tool— Symptom and Exposure Tracker Requirement

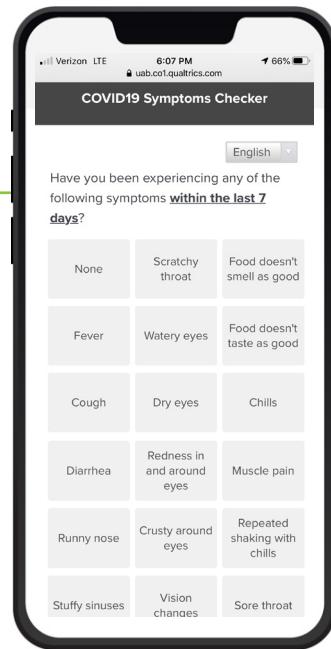
Guidance and requirements are subject to change and will be updated prior to future phases of re-entry, including a return to in-person instruction.

Before returning to campus, all students, faculty and staff must complete the COVID-19 Assessment Tool through uab.edu/healthcheck, a web-based symptom and exposure tracker that assesses the user's current health status, existence of any current COVID-19-related symptoms, exposure history and testing history.

- If the survey responses indicate the user is symptom-free and has no close exposure to someone with COVID-19 illness, the individual is cleared to return to campus.

If the tracker responses show the user is currently experiencing COVID-19 symptoms or has been exposed to someone with COVID-19, or has been diagnosed with COVID-19 in the preceding month, the user will not be permitted to return to campus until medically cleared by Employee Health or Student Health.

After returning to campus, all students, faculty and staff must participate in a brief and regular monitoring of their symptoms and/or exposure through the uab.edu/healthcheck tracker. Students, faculty and staff will receive reminder texts to help them comply.



Students, faculty and staff must be free of all symptoms potentially related to COVID-19 to return to campus. At this time, these symptoms include one or more of the following:

Cough	Sore throat
Shortness of breath or difficulty breathing	New loss of taste or smell
Fever	Muscle pain
Chills	

Source: Center for Disease Control. Check here for most up to date symptom list: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If you have symptoms, contact your health care provider and notify your supervisor or appropriate school official. Do not come to work or report to campus ([CDC isolation guidance](#)). [Employee Health](#) (for faculty and staff) or [Student Health](#) (for students) will actively monitor your progress and follow up with you as necessary. All students, faculty and staff who test positive or who become symptomatic may not return to campus until medically cleared by Employee Health or Student Health.

High-Risk Individuals

According to the CDC, individuals with certain conditions might be at a higher risk for severe illness from COVID-19. These conditions may include:

Older adults (age 65 years and older)	People with HIV
Moderate to severe asthma	Chronic lung disease
Diabetes	Serious heart conditions
Severe obesity	Chronic kidney disease being treated with dialysis
Being immunocompromised (including recent transplant patients) or taking steroids	

Students, faculty and staff directed to return to campus who have concerns about doing so due to age or a medical condition may contact [Human Resources](#) (faculty and staff), the [AWARE Program](#) (faculty and staff), or [Disability Support Services](#) (students). Individuals in a high-risk category may be eligible for a reasonable accommodation, leave of absence or other mitigating measures. Please note, however, that a fear of contracting COVID-19 is not recognized generally as a valid reason for an accommodation.



Random Testing

UAB is working on plans for random testing of students, faculty and staff who return to campus and who may not exhibit symptoms but may be carriers (asymptomatic).

Proximity/Contact Tracing

UAB, in conjunction with the Alabama Department of Public Health, is developing a proximity/contact tracing application that individuals can use to report a positive test result and anonymously notify other individuals with whom the person with the positive test result has been in proximity and may have been exposed to the virus. When this application is available, students, faculty and staff will receive more information about it and how it works. The benefit of downloading and using the application is that it will help improve tracing efforts to reduce the spread of the virus. Use of the application is voluntary but strongly encouraged.

Phased Staffing

- ▶ UAB will return students, faculty and staff to campus in phases over time in a coordinated process to ensure appropriate social distancing, availability of personal protective equipment, and adequate testing capabilities for COVID-19.
- ▶ UAB will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. Each department/unit/school will develop an operational plan that must be approved by the applicable chair and dean or vice president.
- ▶ The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Support units that can continue to effectively work remotely will likely continue to do so.
- ▶ As staffing and learning on-site increases and operations expand, leadership will closely monitor and assess the potential spread of the virus, as well as procedures and policies to mitigate it. Testing, continual symptom and exposure tracking will be critical parts of assessing the impact of increased populations. If outbreaks emerge, tighter restrictions and reduced staffing and learners on-site may need to be implemented again.





Staffing Options

Bringing students, faculty and staff back to campus in groups and stages will support UAB's efforts to adhere to appropriate social distancing and sanitation procedures and reduce the risk of spreading COVID-19. When students, faculty and staff return, there are several options that units should consider to maintain social distancing and reduce the density within workspaces.

Remote Work: Employees who completed the Staff Temporary Telecommuting Agreement when UAB first began Limited Business Operations are permitted to continue working under those agreements until UAB has fully transitioned back from its Limited Operations model. Non-exempt employees should record hours in Kronos and exempt employees in Workgroup A should complete the Progress Tracker on a weekly basis.

Work Schedules/Hours: Departments have discretion to set employee work schedules and hours as needed for operations. In returning from Limited Business Operations, departments should consider modifications to work hours to minimize potential risk of infection, including social distancing and disinfection. Departments should also consider staggering reporting and departure times to reduce traffic in common areas to meet social distancing requirements.

PERSONAL SAFETY PRACTICES

Personal Protective Equipment

Certain measures are needed to reduce the risk of exposure and spread of COVID-19. Essential personnel in Phase I are required to wear a mask/face covering at all times when on campus except at a workstation/private office that is in an enclosed space where no other personnel are present. Cloth masks/face coverings may be used to minimize the risks to others near you. You can spread COVID-19 to others even when you do not feel sick. Cloth face masks must be laundered each day. If you do not have one, a face covering/mask may be obtained from your supervisor. N95 masks should be limited to first responders, health care providers and employees working with materials that require N95 masks as part of their ordinary safety plan. See [CDC guidelines](#) for the use of cloth face coverings. Employees working in the healthcare environment should follow the PPE guidelines for their specific area.

Social Distancing

Keeping space between you and others is one of the best tools to avoid being exposed to the COVID-19 virus and slow its spread. Since people can spread the virus before they know they are ill, it is important to stay away from others when possible, even when you have no symptoms. Students, faculty and staff should follow these social distancing practices:

- ▶ Stay at least 6 feet apart (about two arms' lengths) at all times.
- ▶ When in open spaces such as labs, hallways, lobbies, maintain social distancing of at least 6 feet apart.
- ▶ All workstations should be oriented to a minimum of 6 feet apart in all directions.
- ▶ If you work in a private office, keep your door closed.
- ▶ Do not gather in groups that cannot comply with social distancing.
- ▶ Stay out of crowded places, and avoid mass gatherings.
- ▶ Meetings should take place online instead of conference rooms. If you must meet in person, wipe down surfaces, chairs and equipment after each use, and maintain social distancing of at least 6 feet.
- ▶ Minimize the use of common breakrooms, coffee stations or refrigerators to store food.
- ▶ Rearrange furniture in common areas to maintain social distancing.
- ▶ Do not bring children, visitors, guests or pets to the workplace.
- ▶ Minimize non-essential movement around campus. If duties require movement to other physical areas on campus, practice social distancing and follow all health and safety guidelines for those locations.
- ▶ Some activities may require personnel to work within the 6-foot social distancing guidelines. It is critical to keep those interactions to a minimum.



Handwashing and Hand Sanitizers

Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Hand sanitizers will be available at multiple locations in your building, and you should place a hand sanitizer in your workspace for easy access.

Gloves/Goggles/Face Shields

The CDC indicates that gloves are not necessary for general use and do not replace good hand hygiene. Students, faculty and staff do not need to wear goggles or face shields as part of general activity on campus. Health care workers and clinical and research personnel should follow the PPE guidelines for their specific work area.

Enhanced Environmental Health and Cleaning Procedures

UAB buildings remain on badge-access only. Custodial and Environmental Services (EVS) have enhanced their cleaning protocols for cleaning methods and frequency while using appropriate personal protective equipment. Supervisors should assist in identifying workspaces that should have the highest priority for cleaning and disinfection (e.g., door handles, railings, restrooms, breakrooms). Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with sanitizing wipes. This includes shared space or equipment (e.g., copiers, printers, computers, keyboards, mouse, phone, equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).

More detailed information regarding UAB's COVID-19 Prevention: Enhanced Cleaning and Disinfection Protocols is coming soon.

Coughing/Sneezing Hygiene

If you are in an enclosed workspace/private office and you do not have a mask, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw tissues in the trash and immediately wash your hands with soap and water for at least 20 seconds or clean your hands with a hand sanitizer.



GUIDANCE FOR SPECIFIC CAMPUS SCENARIOS

Public Transportation, Blazer Express & Parking

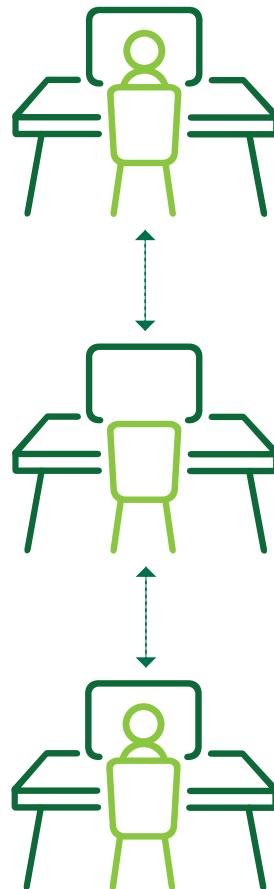
Masks are required to ride on the Blazer Express. Avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer before removing your mask.

When parking in a lot or deck, be aware of those around you. Maintain at least 6 feet of distance from others when leaving or returning to your car. Always wear a mask when on campus. Avoid touching your face. Wash your hands or sanitize as soon as you get to your destination.

Working in Office Environments

While there is variation in office environments, the following general guidance should be followed:

- ▶ Maintain at least 6 feet distance from co-workers. If possible, have at least one workspace separating you from a co-worker. Wear a face mask or face covering at all times while in a shared workspace/room.
- ▶ Some activities may require personnel to work within 6 feet of others. Every effort must be explored to find alternatives, and it is critical to keep the length of these interactions to a minimum.
- ▶ Place one-way directional signage for large open workspaces with multiple through ways to increase distance between employees moving through the space.
- ▶ Consider designating specific stairways for up or down traffic if your building allows.
- ▶ Place floor decals, colored tape or signs to indicate to customers/clients/co-workers/patients where they should stand while waiting in line.
- ▶ Do not use communal water fountains.



Reception Areas/ Waiting Rooms

- ▶ Place floor decals, colored tape or signs to indicate to customers/clients/patients where they should stand while waiting in line.
- ▶ Employees in reception areas and managing waiting rooms should always wear a mask/face covering.
- ▶ Plan traffic flow to allow for social distancing and minimize time in reception/waiting areas.
- ▶ Remove chairs and rearrange furniture to allow for social distancing.
- ▶ Redesign procedures to reduce touching the same objects (e.g., pens, intake forms, sign-up sheets, etc.).
- ▶ Design methods to distance receptionists from customers/clients/patients (e.g., plexiglass shields).
- ▶ Remove shared objects in reception/waiting room areas (e.g., magazines).

Private Offices

- ▶ Keep doors closed to reduce contact with others and maintain social distancing.
- ▶ Meetings should be held remotely whenever possible and in spaces that allow for social distancing.
- ▶ Maintain personal hygiene practices in private offices.

Classrooms

- ▶ Classrooms are not in use during most of the Modified Business Operations/Yellow phase. Toward the end of the Modified Business Operations/Yellow phase, classrooms may be utilized but not until further guidance is developed.

Research and Labs

While there are a variety of research environments, there are some general guidelines to consider that are particular to this function:

- ▶ [Follow these guidelines for human subjects research.](#)
- ▶ Coordinate operational plans with other labs on the same floor to coordinate use of common areas and density.
- ▶ Time should be left between shifts of lab personnel to provide for disinfection procedures and reduce density.
- ▶ Data analysis, writing, lab administration should be completed remotely.
- ▶ Only UAB personnel are permitted in administrative or research areas, except for deliveries and study participants.

Additional guidance for
research can be found [HERE](#).



Restrooms

Use of restrooms should be limited based on size to ensure at least 6 feet between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Elevators

Unless otherwise indicated by signage, no more than two persons may enter an elevator at a time, so please use the stairs when possible. If you are using an elevator, wear your mask/face covering and avoid touching the elevator button with your exposed hand/fingers. Wash your hands with soap and water or use hand sanitizer upon departing the elevator.

Meetings and Communication

Where possible, meetings and other communications should be held in whole or part using technology (telephone, Zoom, Google hangouts, Microsoft Teams, etc.). In-person meetings should be able to maintain the 6-feet social distancing guideline. Remove or rearrange the furniture to support social distancing.



Meals & Catering

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If food or drink is provided, it should be in individual containers with separate utensils for each person.

- ▶ If dining on campus, you should wear your mask/face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer including lines and seating arrangements. Staff are encouraged to take food back to their office area or eat outside if possible.
- ▶ If you are eating in your work environment (break room, office, etc.), maintain 6 feet between you and others. Individuals should not face each other, and only remove your mask/face covering in order to eat and then put it back on. Remove chairs/tables in break areas to support social distancing practices. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using common areas.

External Locations

Students, faculty and staff must follow UAB guidelines as a minimum for returning to campus even if their work is being done in an external location (e.g., clinical sites, research cores at other facilities). They must also follow the [personal hygiene recommendations](#) in this document. Students, faculty and staff must abide by any additional guidelines/restrictions of the external location.



MENTAL & EMOTIONAL WELL-BEING

Disease outbreaks such as the current novel coronavirus (COVID-19) can bring stress and increased levels of fear and anxiety. Everyone reacts differently to stressful situations. The Centers for Disease Control and Prevention has created this resource [related to mental health and coping during COVID-19](#).

The [Employee Assistance Counseling Center \(EACC\)](#) is available to offer emotional support to faculty and staff and has increased available services during this stressful period. The [Student Counseling Center](#) provides mental and emotional well-being resources for students. In addition, mental health resources are collected on the [UAB Coronavirus website](#). If you are experiencing a crisis, call 911, call the Birmingham Crisis Line at 205-323-7777 or text "UAB" to 741-741 to text with a crisis counselor.

BUILDING ENTRANCE & EXIT

Entry to buildings will be by badge only. You may not hold or prop open doors for any other person.

Departments and building coordinators should identify usable building access points and coordinate arrival and departure times of staff to reduce congestion during typical "rush hours" of the day. Staff arrival and departures should be scheduled in intervals to reduce personal interactions at building access points, hallways, stairs/elevators, etc.



SIGNAGE AND ASSETS

Signs, posters and digital assets featuring COVID-19 health and safety guidance to display throughout UAB campus are available [here](#). If you need to customize signs for your unit, templates are available through [Lucidpress](#).



COVID-19 BASIC SAFETY & AWARENESS COURSE

Before returning to campus, all students, faculty and staff must complete the web-based training course "COVID-19: Basic Safety and Awareness Course." This training will cover COVID-19 awareness and health and safety requirements. Additional specialized training may be required in your workplace.

While the training does not cover all aspects of UAB procedures for working on campus, it covers the essential information to be safe during the Pandemic. Employees are expected to fully comply with policies, practices and protocols. Employees should learn where the resources are located and use them.

This course will be updated as we continue to learn more.

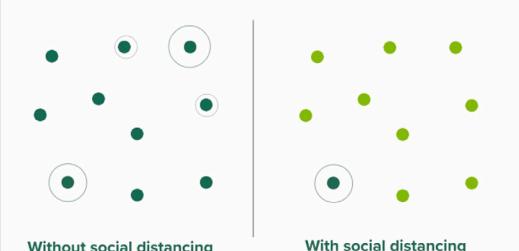


Welcome to the COVID-19: Basic Safety and Awareness Course

This course is required for faculty and staff before returning to work. While it does not cover all aspects of UAB procedures for working on campus, it covers the essential information to be safe during the Pandemic.

This course will be updated as we continue to learn more.

Social Distancing Six Feet Minimizes the Transmission



Social distancing is staying away from crowds or congregations of 10 or more people with the intent of minimizing transmission of infectious disease outbreaks.



COVID-19 ASSESSMENT TOOL— SYMPTOM AND EXPOSURE TRACKER REQUIREMENT

UAB is developing an employee and student COVID-19 assessment tool to report health status and symptoms. The assessment will help us all return to campus safely and help our community beat COVID-19. Once the assessment tool is launched, we are asking you to log on and share your symptoms—even if you are feeling healthy—to ensure a safe return to campus.

The assessment tool is in development. You will receive additional information on how and when to report your health status and symptoms. Together, we can return to a healthy and safe campus.

The assessment tool will be accessible through uab.edu/reentry, the **UAB app**, and my.uab.edu portal.

Fight for your school, your livelihood, and your community.

Complete your Healthcheck daily.
Tell us how you feel today.



I FEEL GOOD



I FEEL SICK



CONTENTS

CHECKLIST FOR ALL STUDENTS, EMPLOYEES AND STAFF

The following checklist applies to the university's re-entry plan. The Health System is on a separate plan to transition from the Limited Business Model and began resuming clinical operations in early May.

Note: Guidance and requirements – including testing – are subject to change and will be updated prior to future phases of re-entry, including a return to in-person instruction.

Prior to Re-entry

- Complete the web-based training course "COVID-19: Basic Safety and Awareness Course"
- Complete the COVID-19 Assessment Tool – Symptom and Exposure Tracker survey through uab.edu/healthcheck to assess if you are safe to return.
- If experiencing any of the following symptoms, do not return to campus.
Contact Employee Health or Student Health for guidance and notify your supervisor or appropriate school official of the needed absence.



Cough	Sore throat
Shortness of breath or difficulty breathing	New loss of taste or smell
Fever	Muscle pain
Chills	Known close contact* with a person who has tested positive or with a person under investigation (PUI) for COVID-19
Runny nose or new sinus congestion	

Source: Center for Disease Control. Check here for most up to date symptom list: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

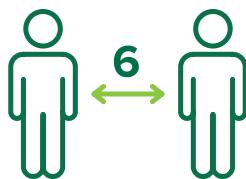
*Close contact is defined as contact with a person within 6 feet for 15 minutes or longer, a member of the same household, an intimate partner and/or a caregiver.

- Pack up any university technology equipment (including cables and accessories) and any other materials you took home that will be needed when you return to on-campus work.

Students: Students in clinical areas must receive approval from their program to return to campus. Researchers at post-doctoral and graduate/pre-doctoral levels, may continue or initiate studies on site following approved unit operational plans to ensure the safe return to campus. Other trainees engaged in research, such as undergraduate students and volunteers, must request approval through the [Office of Research exception process](#).



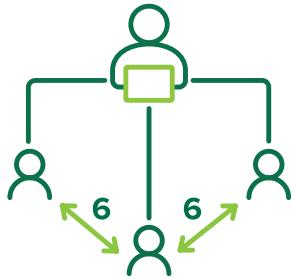
After Your Re-entry to Campus



Participate in the brief and regular tracking of your symptoms and/or exposure through the uab.edu/healthcheck COVID-19 Assessment Tool. Do not come to work or class if you are sick. If you experience any of the COVID-19 symptoms, contact Employee Health or Student Health and notify your supervisor or appropriate school official of the needed absence.

Wear a cloth mask/face covering at all times when on campus except at a work station that is in an enclosed space where no other personnel are present. N95 masks should be limited to first responders, healthcare providers and employees working with materials that require N95 masks as part of their ordinary safety plan. See CDC guidelines for the use of cloth face coverings. Employees working in the healthcare environment should follow the PPE guidelines for their specific area.

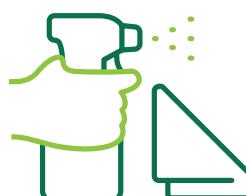
Stay at least 6 feet apart (about two arms' length) from other people at all times.



Keep meetings to small groups so that maintaining a distance of 6 feet between all individuals during meetings is possible. Use technology whenever possible for meetings.



Wash or disinfect hands frequently when in contact with others, and after coughing or sneezing, as well as wash or disinfect shared equipment and items in the workplace.



Before starting work and before you leave any room in which you have been working, wipe down work areas with sanitizing wipes.

Consult uab.edu/reentry and the Re-Entry to Campus Guidelines document for additional information.

CHECKLIST FOR ALL SUPERVISORS

The following checklist applies to the university's re-entry plan. The Health System is on a separate plan to transition from the Limited Business Model and began resuming clinical operations in early May.

Note: Guidance and requirements—including testing—are subject to change and will be updated prior to future phases of re-entry, including a return to in-person instruction.

Prior to Re-entry

- Ensure students, faculty and staff under your supervision have completed the web-based training course "COVID-19: Basic Safety and Awareness Course" and have been cleared to return to campus via the COVID-19 Assessment Tool Symptom and Exposure Tracker at uab.edu/healthcheck (or by Employee Health or Student Health). Human Resources will communicate a process for this. Students, faculty and staff with any of the COVID-19 symptoms should stay home and contact Employee Health or Student Health.
- Create an operational plan for your workspace, common spaces, workflow, customer/client/visitor workflow, work schedules, and work priorities to determine how to ensure adequate social distancing consistent with the Transition Back to On-Campus Work guidelines. Receive approval of this plan from your university/school chair and dean or unit vice president before having faculty, staff and/or students return to campus.
- Determine which jobs can continue to be done remotely, which jobs are absolutely needed to be conducted on-site, and whether staggered or other alternative work schedules are possible. Departments/units should also consider staggering reporting and departure times to reduce traffic in common areas to meet social



distancing requirements. Survey faculty, staff and students to determine their ability/interest in returning to campus. Your plans for work schedules and work locations should be included in your operational plan.

- Communicate with your custodial staff about high-use areas in your office and common areas that require heightened cleaning (e.g., doorknobs, elevator buttons, etc.).
- Identify and arrange for necessary signage/taping, removal or rearrangement of furniture to ensure social distancing.

***Students:** Only select students are approved to be on campus during the initial Modified Business Operations—Yellow phase (i.e., students in clinical programs approved by their program to be on campus and undergraduate and graduate research students who have been approved to be on campus through the Office of Research exception process).



Prior to Re-entry

- Use signage and other forms of communication to reinforce social distancing and personal hygiene guidelines. Acquire and distribute the necessary supplies for faculty, staff and students in your workspace (e.g., hand sanitizers, disinfecting wipes, masks/face coverings etc.).
- If university students, faculty or staff voluntarily express concern about returning to campus due to age or a medical condition, encourage them to contact **Human Resources** (faculty and staff), the **AWARE Program** (faculty and staff), or **Disability Support Services** (students). Individuals in a high-risk category may be eligible for a reasonable accommodation, leave of absence or other mitigating measures. Please note, however, that a fear of contracting COVID-19 is not recognized generally as a valid reason for an accommodation.
- DO NOT attempt to identify and target students, faculty and staff who may fall into the CDC's high-risk category. Communicate the transition back to on-campus work plan to your employees and insure they know their expected return date. Phase in the return of employees to allow for social distancing.
- Communicate the Transition Back to On-Campus Work plan to your subordinates and ensure they know their expected return date to campus as well as their workplace arrangements. Phase in the return of faculty, staff and/or students to allow for social distancing.
- Remind subordinates to return all university technology equipment and materials they will need to resume work on campus.



While on Campus



- Encourage students, faculty and staff to participate in brief and regular tracking of their symptoms and/or exposure through the COVID-19 Assessment Tool at uab.edu/healthcheck.
- Continue to model personal hygiene practices and encourage faculty, staff and students to practice personal hygiene practices (masks, social distancing, disinfecting and cleaning, cough and sneeze hygiene).
- Provide tissues, hand sanitizers, disinfecting wipes, masks.
- Ensure that students, faculty and staff maintain proper social distancing. Some activities may require personnel to work within 6 feet of others. Every effort must be explored to find alternatives, and it is critical to keep the length of these interactions to a minimum.

Consult uab.edu/reentry and the Re-Entry to Campus Guidelines document for additional information.

- Keep meetings to small groups so that you can maintain social distancing. Use technology to hold meetings and maintain social distancing as much as possible.
- Faculty, staff and students who come to work with any of the COVID-19 symptoms should leave immediately and contact their health provider. Limit their contact with others on campus and in your workspace.
- Report any known or potential faculty, staff and student absence due to COVID-19 to Employee Health/Student Health for follow up monitoring.
- Allow faculty, staff and students to use personal or sick time (if applicable) to monitor symptoms, self-quarantine, or self-isolate due to exposure or a possible or confirmed COVID-19 diagnosis.
- Advise students, faculty and staff with a possible or confirmed COVID-19 diagnosis, symptoms of the illness, or potential exposure that they are not allowed to return to campus until cleared by Employee Health or Student Health.
- Discourage faculty, staff and students from sharing desks or equipment, and encourage them to wipe down equipment with disinfecting wipes between uses.
- Encourage faculty, staff and students to use disinfecting wipes to clean their workspaces before starting work and before leaving any room where they have been working.

Adapted from Duke University and Baylor University re-entry plans