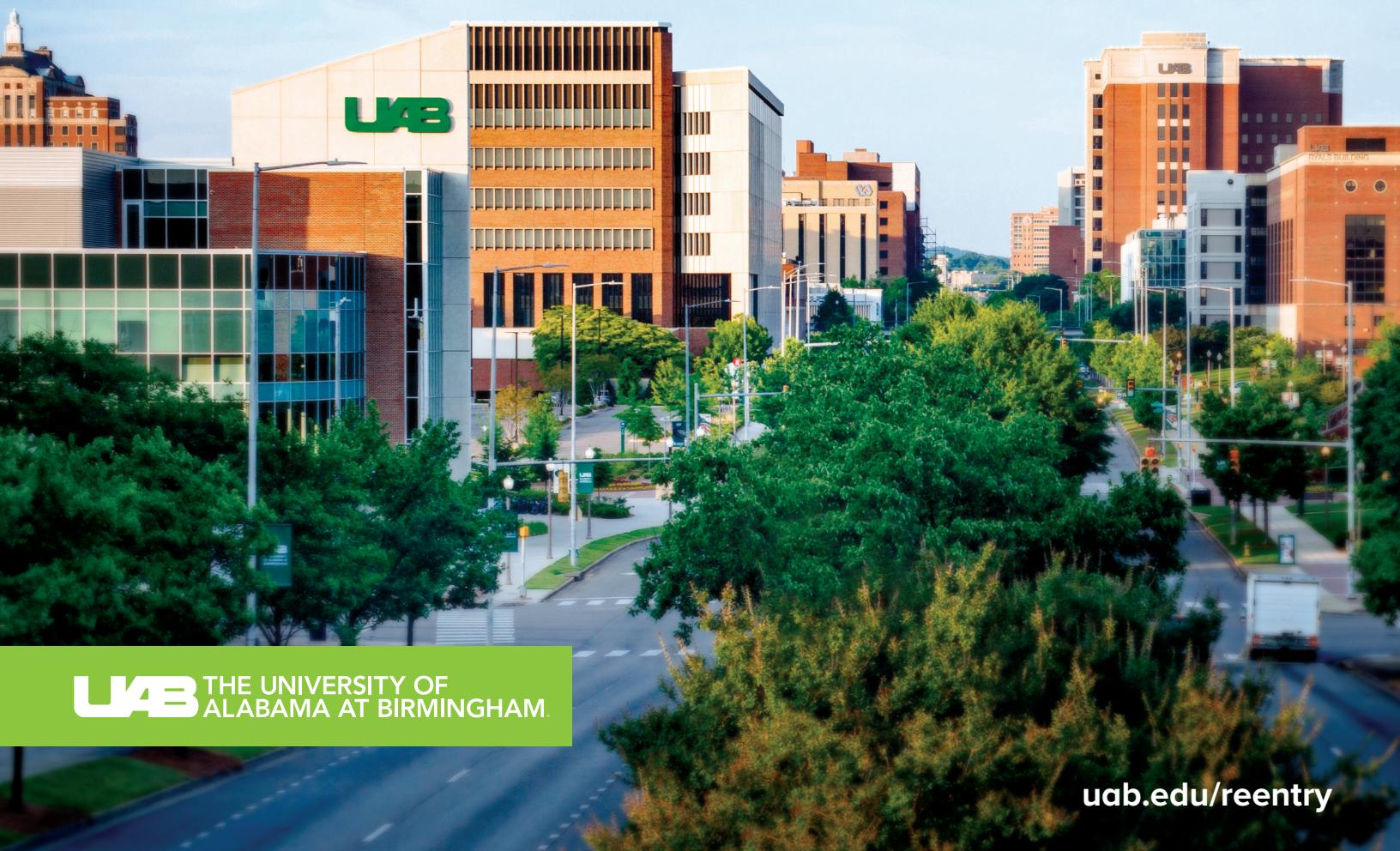


RE-ENTRY TO CAMPUS GUIDELINES

version 1.5 | updated 7.2.2020



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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UAB and the University of Alabama System leveraged its extensive expertise in higher education and health care – including our world-renown infectious disease physicians and researchers – to develop this re-entry plan. We also consulted with colleagues across the country and referenced effective materials created by institutions like Baylor and Duke that had adopted sound strategies for re-entry to campus.

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.

During Modified Business Operations Yellow - Phase I starting May 26, individuals involved in university research and clinical activities will be among the first to return to campus in this gradual re-entry plan. At this time, detailed plans with specific timing have not been determined for other individuals and groups to return. Unit leaders will receive additional guidance for implementation of individual operational plans that follow established re-entry conditions to facilitate their teams' return at the appropriate time(s). University leadership will review proposed operational plans. Unit leaders will implement their unit-specific operational plan once approved and communicate updates with their team.

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.

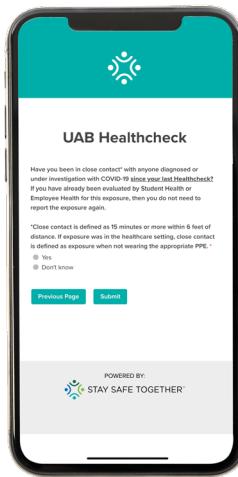
Web-Based Training

Before returning to campus, all students, faculty and staff must complete the web-based training course "COVID-19: Basic Safety and Awareness Course." UAB Human Resources will notify those who are cleared to come back to campus and send a link to the required training. Those who are notified about their re-entry to campus should complete the training course prior to using UAB Healthcheck, a COVID-19 assessment tool, on a regular basis.

[Click here to learn more about the "COVID-19: Basic Safety and Awareness Course."](#)

If you have not been notified by UAB Human Resources, you are not required to take the training course or participate in UAB Healthcheck, a COVID-19 assessment tool at this time.

UAB Healthcheck: A COVID-19 Assessment Tool



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.

[Click here to learn more about UAB Healthcheck, a COVID-19 assessment tool.](#)

UAB Healthcheck is a COVID-19 assessment tool for employees and students to report the existence of any current COVID-19-related symptoms, exposure history, and testing history.

UAB Human Resources will notify those who are cleared to come back to campus and send a link to the required training, "COVID-19: Basic Safety and Awareness Course." Those who are notified about their re-entry to campus should complete the training course prior to using **UAB Healthcheck** on a regular basis.

During Modified Business Operations, UAB will begin a gradual, phased approach with some groups/functions returning to campus before others. Beginning May 26, some research and clinical activities will resume as UAB implements guidelines for phase 1 of the Yellow/Modified Business Operations level. [Click here to view the full anticipated schedule for re-entry.](#)

If you have not been notified by UAB Human Resources, you are not required to take the training course or participate in UAB Healthcheck, a COVID-19 assessment tool at this time.

Exposure Notification

The **Stay Safe Together™ Exposure Notification App** facilitates anonymous self-reporting and automates alerts to individuals with previous proximity or close contact with a later positive COVID-19 person.

Users of the app, that is coming soon, can anonymously share a positive COVID-19 test result—and be anonymously notified of potential previous close contact with someone who later reports a positive COVID-19 test result—without sharing anyone's identity. The app protects your privacy while giving you the power to protect the health of yourself, your family, and your community.

The **Stay Safe Together™ Exposure Notification App** is a partnership of Apple, Google, the Alabama Department of Public Health, and UAB. The unique collaboration harnesses the power of technology and UAB's expertise to automate COVID-19 exposure notification, without sacrificing privacy.

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 here.](#)

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

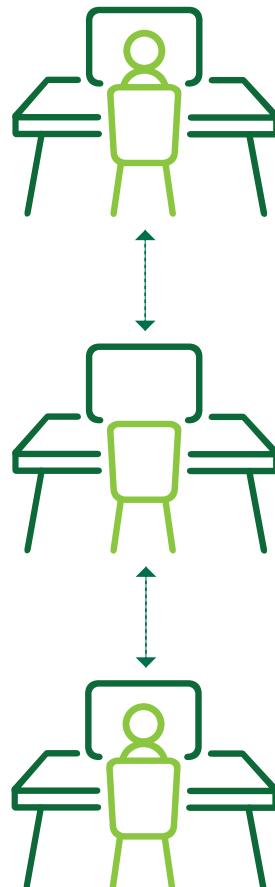
Masks are required to ride on the Blazer Express. Avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer before removing your mask.

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

Please be mindful of best practices in all of your daily activities in preventing the spread of COVID-19 and model this for our larger community. This includes wearing masks as you go about your weekly personal activities, practicing social distancing and not gathering in large groups, and using good hygiene practices. Recommended best practices:

- ▶ Wear a mask
- ▶ Avoid touching your face
- ▶ Practice social distancing
- ▶ Wash hands or sanitize frequently
- ▶ Abide by any additional guidelines/restrictions of the external location



UAB FACILITIES RE-ENTRY GUIDELINES

UAB Facilities has enhanced cleaning protocols for cleaning methods and frequency while using appropriate personal protective equipment. All UAB buildings remain on badge-access only.

UAB's Environmental Services Specialists will be using the COVID-19 Prevention: Enhanced Cleaning and Disinfection Protocols to ensure our campus is as clean and safe as possible.

On-going cleaning

Many of the custodial services you have seen in the past in public spaces will continue as normal, including:

- ▶ Daily or more often cleaning of restrooms, lobbies and break rooms
- ▶ Dusting and vacuuming
- ▶ Glass cleaning
- ▶ Emptying and relining trash and recycling receptacles

Extra cleaning and sanitization

In addition to UAB's standard cleaning, the **Building Services Department** is using hospital-grade disinfectant products to sanitize frequently touched surfaces, such as:

- | | |
|--------------------|---------------|
| ▶ Door handles | ▶ Handrails |
| ▶ Elevator buttons | ▶ Other areas |
| ▶ Light switches | |
| ▶ Chair arm rests | |

UAB is using disinfectant mist machines that increase the number of surfaces cleaned per hour and ensures hard-to-clean surfaces are disinfected.

Request Service

Submit a Question

Are you unsure if you should submit a work order request? Do you have suggestions or questions for UAB Facilities about cleaning on campus? If so, fill out our form, and a member of the Facilities team will respond within two business days.

Email EH&S

Do you have questions regarding campus and lab safety? Are you unsure what guidelines your team needs to follow as you return to campus? If so, email the Environmental Health & Safety team and we will respond within one business day.

Private offices

As students and employees re-enter campus, private office spaces will need to be cleaned by the user(s). To allow for the time spent disinfecting in public areas, less time will be spent cleaning private office spaces. Other than a monthly vacuuming, Environmental Service Specialists will only be working in private office spaces when a specific work order is called into 4-WORK (205-934-9675) or submitted through our online system.

Once a work order is entered, the work will be scheduled and performed as a non-emergency work order. UAB Facilities will continue to respond and address emergency issues as in the past. The time saved not servicing private offices will enable Building Services to provide the safest, virus free environment possible. If you have any questions about your specific area, please call 4-WORK (205-934-9675) and ask to speak with a manager.



UAB FACILITIES RE-ENTRY GUIDELINES

How you can help

- ▶ Place waste receptacle in the corridor outside your office for it to be emptied and relined
- ▶ Utilize office waste receptacles for food waste and wet trash to control odors
- ▶ Use provider cleaners to sanitize office space (i.e., keyboards, desk space, doorknobs, phones, etc.)

Alternative Sanitation Materials

Due to current limitations of prepackaged sanitizing wipes, Facilities is offering the following interim guidance until wipes can be sourced:

- ▶ We encourage employees to be mindful of their work surfaces and to minimize touching those items that are touched by others whenever possible.
- ▶ Soap and water continue to be one of the best way to clean surfaces.

- ▶ Paper towels or cloths with at least 70% alcohol can also be used to clean surfaces.
 - ▶ Use with care as these materials are highly flammable.
 - ▶ Paper towels or cloths wetted with alcohol MUST be laid out to dry before being put into the trash. This is important because of the flammability of the material. Once dry, the paper towels can be tossed in the trash.
- ▶ Do NOT use a bleach solution and paper towels, as this can react to other cleaning products our team uses.
- ▶ Use good hand hygiene when touching all surfaces and using hand sanitizer before and after use.
- ▶ Facilities also has spray bottles of disinfectant available to areas that would like to do additional cleaning of touchpoints outside of UAB's increased frequency.



UAB FACILITIES RE-ENTRY GUIDELINES

Cleaning in Specific Campus Scenarios

PUBLIC AREAS

Public areas will be cleaned 5 days per week.

- Remove trash
- Wipe down all touch points
- Clean adjacent restrooms and monitoring throughout shifts
- Disinfect waiting rooms and elevators
- Clean entrances and glass
- Disinfect with misting machine spray at least 2 times per week
- Lounges/break rooms and conference rooms to be treated on continual basis

CLASSROOM & LECTURE AREAS

Classrooms and lecture areas will be cleaned 5 days per week.

- Remove trash
- Vacuum at least 2 times per week
- Disinfect desks, workstations and chairs
- Disinfect using misting machines as possible

LABS

Labs will be cleaned 3 days per week.

- Remove trash
- Dust mopping
- Damp mopping

- Restock paper or soaps

- Additional services, including use of disinfecting mist machine, available by request

CLINIC SPACE

Clinic space will be cleaned 5 days per week.

- Remove trash
- Dust mopping
- Damp mopping
- Replenish soap and paper supplies
- Disinfect all non-medical equipment touch points
- Wipe counter tops/sinks, as requested
- Additional services, including use of disinfecting mist machine, available by request

NON-HOSPITAL CLINIC WAITING ROOMS

Non-hospital clinic waiting rooms will be cleaned 5 days per week.

- Remove trash
- Wipe down non-furniture touch points multiple times per day
- Wipe down furniture touch points once per day. Additional cleaning of furniture touch points recommended to be performed by clinic staff several times daily.

- Cleaning adjacent restrooms twice per day and monitoring throughout shifts

- Vacuum/damp mop
- Clean entrances and glass
- Disinfect with misting machine spray at least 2 times per week

STAIRWELLS

Stairwells will be cleaned 5 days per week.

- Dust mopping
- Wipe down touch points
- High dusting, where possible

CORRIDORS

Main corridors will be cleaned 5 days a week.

- Dust mopping
- Spot damp mopping
- Wipe down touch points
- High dusting, where possible

PRIVATE OFFICES

Private offices will have limited service.

- Once per month vacuuming
- Remove trash, as needed – please place waste receptacle in corridor
- For additional work, submit a work order request by calling 4-WORK (205-934-9675) or [through our online system](#)



MENTAL & EMOTIONAL WELL-BEING

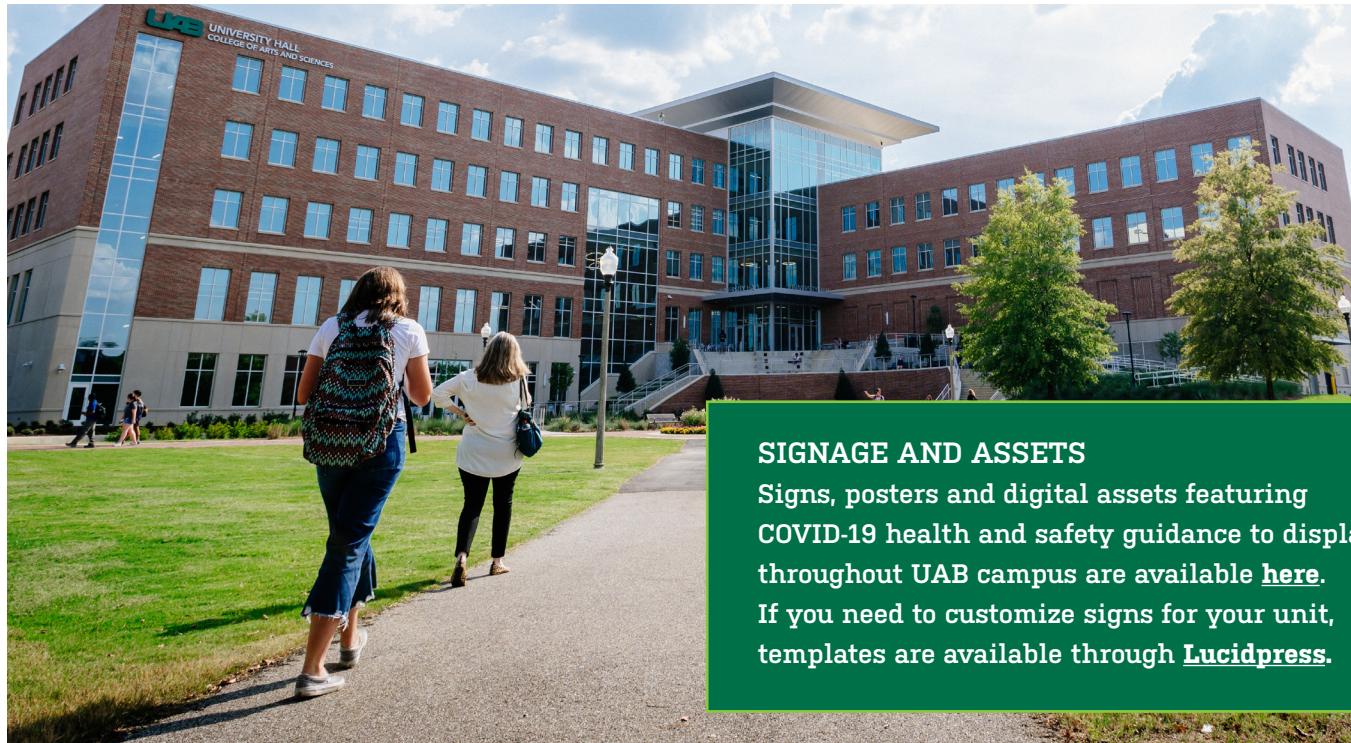
Disease outbreaks such as the current novel coronavirus (COVID-19) can bring stress and increased levels of fear and anxiety. Everyone reacts differently to stressful situations. The Centers for Disease Control and Prevention has created this resource [related to mental health and coping during COVID-19](#).

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." UAB Human Resources will notify those who are cleared to come back to campus and send a link to the required training. Those who are notified about their re-entry to campus should complete the training course prior to using UAB Healthcheck, a COVID-19 assessment tool, on a regular basis.

If you have not been notified by UAB Human Resources, you are not required to take the training course or participate in UAB Healthcheck, a COVID-19 assessment tool, at this time.

The Basic Safety & Awareness Course will cover COVID-19 awareness and health and safety requirements, along with how to report your health via UAB Healthcheck. Additional specialized training may be required for areas around campus.

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

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

PHYSICAL DISTANCING

SIX FEET
MINIMIZES THE
TRANSMISSION

Without social distancing With social distancing

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 TESTING

Sentinel Testing *voluntary, but highly encouraged*

As UAB and UAB Medicine unite faculty, staff and students on campus, we prioritize the health and safety of each individual. In order to identify COVID-19 hotspots across our campus, we are adopting sentinel testing across the full campus, both academic and medical. Random testing of a percentage of our population on a weekly basis will provide a snapshot of how much of the COVID-19 virus is circulating among our population. This testing will help us identify areas of concern and hot spots on campus to prevent a severe outbreak, particularly among our campus members who might be at a higher risk for severe illness from COVID-19.

Testing is voluntary. But, we hope that you will help us in the fight against this virus so that we can continue to put measures in place to keep you safe.

Sentinel Testing FAQs

What is sentinel testing?

Sentinel testing is a system that collects information useful for monitoring trends in diseases and pathogens. For the COVID-19 pandemic, plans are to test between 2.5% to 5 % of the on-campus population weekly to identify how much of the COVID-19 virus is circulating among our population.

Why is UAB doing sentinel testing?

How will the results be used?

SARS-CoV-2 virus, the virus that causes COVID-19 disease, is transmitted through respiratory secretions as people

come in contact with each other. UAB will perform ongoing testing to evaluate the amount of the virus in our community. Many people may carry COVID-19 without showing symptoms (asymptomatic) and are carriers of the virus and can infect others.

This testing will help us identify areas of concern and hot spots on campus to prevent a severe outbreak, particularly among our campus members who might be at a higher risk for severe illness from COVID-19.

Please note that submitting to testing is voluntary. Your choice to participate or not will

not have a positive or negative impact on your employment. Nevertheless, we hope that you will help us in the fight against this virus so that we can continue to put measures in place to keep you safe.

How will employees and students be selected for sentinel testing?

Plans are to test between 2.5% to 5% of the on-campus population each week. Those randomly selected for testing will be notified via email by Employee Health or Student Health.

continued



COVID-19 TESTING

Sentinel Testing FAQs

I have been selected for sentinel testing.

What do I do?

You will receive a specific time frame to go to Employee Health or Student Health for testing. Once you arrive, present your email to confirm testing need. The test consists of an observed nasal self-swab that will be processed in an on campus lab. Someone from Employee Health or Student Health will observe each self test to ensure accuracy and provide coaching if needed.

Those being tested will be contacted with 36 hours with results. If you test negative for COVID-19, you will receive results via email within 36 hours of testing. If you test positive for COVID-19, you will receive a call from one of the physicians working with Employee Health or Student Health to give you next steps on how to protect yourself and others around you.

Where do I go for testing?

Students will be tested at UAB Student Health Services Student Health and Wellness Center.

Employee testing is available at several UAB Medicine locations, including UAB Medicine Gardendale, UAB Medicine Leeds, UAB Medicine Hoover, UAB Medicine Inverness, UAB Hospital Highlands, or The Kirklin Clinic of UAB Hospital (2nd floor).

Further information will be provided in the email if you are randomly selected.

Testing centers are open Tuesday through Thursday, between 1:00 pm - 4:00 pm.

If I have been chosen for sentinel testing, can I continue to be on campus while waiting for results?

Yes. You can continue to be on campus, both academic and medical, as long as you are without COVID-19 symptoms or significant exposure to a COVID-19 positive person. UAB requires everyone on campus, both academic and medical, to wear a mask to protect yourself and others from spreading COVID-19.

Am I required to participate in sentinel testing?

No. Participation in sentinel testing is not required; however, it is strongly encouraged that you participate to help keep our campus community safe and healthy. Many people may carry COVID-19 without showing symptoms. People that are asymptomatic are still carriers of the virus and can infect others.

Your choice to participate or not will not have a positive or negative impact on your employment. Nevertheless, we hope that you will help us in the fight against this virus so that we can continue to put measures in place to keep you safe.

I have already been tested for COVID-19. Do I need to participate in UAB's sentinel testing?

If you have tested positive for COVID-19 in the past 12 weeks, please opt out of sentinel testing. If you have not received a positive diagnosis, we ask that you participate in UAB's sentinel testing.

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COVID-19 TESTING

Sentinel Testing FAQs

When does sentinel testing at start?

UAB will begin sentinel testing on July 6. The first cohort will be clinical education students who are currently on campus. They will be notified beginning June 29.

Can I come on campus before I am selected for sentinel testing?

Yes. You can return to campus prior to sentinel testing. All students, faculty and staff are expected to comply fully with [the re-entry 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.

Will the test hurt?

No. The test consists of a self-swab just inside the nose that is painless.

What test is the laboratory using?

The tests will be processed using the Aptima Bio Fire Fusion platform by a UAB epidemiologists and infectious diseases lab.

How will I get my results?

If you test negative for COVID-19, you will receive results via email within 36 hours of testing.

If you test positive for COVID-19, you will receive a call from one of the physicians working with Employee Health or Student Health to give you next steps on how to protect yourself and others around you.

What do I do if I test positive, but do not show symptoms?

Self isolate for 14 days if you test positive, but are not showing symptoms to help protect others in the community.

What do I do if I get sick?

If you have been diagnosed with COVID-19 or suspected to have COVID-19 because you have been exposed to someone with COVID-19, [follow these steps to help prevent the disease from spreading to people in your home and community](#).

You should quarantine or self-isolate for 14 days or until you are symptom free for 72 hours, whichever comes last.

- ▶ Stay home except to get medical care.
- ▶ Separate yourself from other people.
- ▶ Wear a mask or face covering.
- ▶ Monitor your symptoms.
- ▶ Cover your coughs and sneezes.
- ▶ Clean your hands often.
- ▶ Avoid sharing personal household items.
- ▶ Clean all "high-touch" surfaces everyday

What should I do if one of my direct reports receives a positive diagnosis of COVID-19?

If someone on your team has been diagnosed with COVID-19 or suspected to have COVID-19 and exposed other members of the UAB community, please [follow these steps to help prevent the disease from spreading to people in your home and community](#). Employee Health or Student Health will contact you for further testing and cleaning protocols if indicated. If the person who tested positive came in contact

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COVID-19 TESTING

Sentinel Testing FAQs

with others, they will report this to Employee or Student Health, who will then contact those that may have been exposed to COVID-19 for further testing if indicated.

All employees and students should update their Healthcheck to reflect an exposure, new symptoms or a positive test, which would then trigger a response from either Student or Employee Health, while concurrently leaving campus to quarantine or isolate until further instructed by either Employee or Student Health.

Those with a positive test are encouraged to:

- ▶ Stay home except to get medical care.
- ▶ Separate yourself from other people.
- ▶ Wear a mask or face covering.
- ▶ Monitor your symptoms.
- ▶ Cover your coughs and sneezes.
- ▶ Clean your hands often.
- ▶ Avoid sharing personal household items.
- ▶ Clean all "high-touch" surfaces everyday

When should I seek emergency medical attention?

Look for **warning signs*** for COVID-19. If someone is showing any of these signs, **seek medical care and immediately call 911:**

- ▶ Trouble breathing
- ▶ Persistent pain or pressure in the chest
- ▶ New confusion
- ▶ Inability to wake or stay awake
- ▶ Bluish lips or face

What is the treatment available for Covid-19?

Currently, only hospitalized patients with COVID-19 are receiving the approved medication. Further instructions on over-the-counter medications to ease symptoms will be discussed when a physician from Employee Health calls to discuss positive test results.

UAB and UAB Medicine are participating in numerous studies to identify treatments for persons who have recently been diagnosed with COVID-19. These studies are looking for

people who have tested positive for COVID-19 to participate in these clinical drug trials. The goal of these studies is to prevent disease progression, hospitalization and severe complications. If you are interested in participating, please call 205-934-6777.

How can I help decrease the spread of COVID-19?

Keep yourself healthy:

- ▶ Wear a mask when you go out in public.
- ▶ Practice social distancing by staying 6 feet away from people and not gathering in large groups.
- ▶ Practice good hand hygiene by washing hands frequently with soap and water or use hand gel.
- ▶ Monitor yourself for symptoms, including cough, shortness of breath, fever, and body aches are common symptoms.
- ▶ Be kind to others and take care of your mental health.

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Sentinel Testing FAQs

What do I tell my family and friends if I test positive?

Those who receive a positive diagnosis for COVID-19 should let family and friends who you have come in contact with know. Identify someone who can care for you through monitoring and for provision of nourishment, while keeping their distance. Those with a positive COVID-19 diagnosis will need to isolate for 14 days to prevent spread of the virus. Care partners should monitor themselves for symptoms and seek testing if symptoms develop by calling 205-975-1881.

Best practices in isolation include:

- ▶ Use a separate bathroom and bedroom.
- ▶ Wear a mask
- ▶ Practice social distancing
- ▶ Wash hands often
- ▶ Cover coughs and sneezes with a tissue or elbow
- ▶ Avoid sharing personal household items.
- ▶ Clean all "high-touch" surfaces everyday

[Click here](#) to learn more
about caring for loved ones
with COVID-19 at home.



UAB HEALTHCHECK, A COVID-19 ASSESSMENT TOOL

[UAB Healthcheck](#) is a COVID-19 assessment tool for employees and students to report the existence of any current COVID-19-related symptoms, exposure history, and testing history.

UAB Human Resources will notify those who are cleared to come back to campus and send a link to the required training, "COVID-19: Basic Safety and Awareness Course." Those who are notified about their re-entry to campus should complete the training course prior to using UAB Healthcheck on a regular basis.

During Modified Business Operations, UAB will begin a gradual, phased approach with some groups/functions returning to campus before others. Beginning May 26, some research and clinical activities will resume as UAB implements guidelines for phase 1 of the Yellow/Modified Business Operations level. [**Click here to view the full anticipated schedule for re-entry.**](#)

If you have not been notified by UAB Human Resources, you are not required to take the training course or participate in UAB Healthcheck, a COVID-19 assessment tool at this time.

Accessing UAB Healthcheck, a COVID-19 assessment tool, requires your BlazerID. The initial survey takes 20 seconds to complete. Subsequent surveys take 10 seconds to complete. Employees and students are encouraged to complete UAB Healthcheck daily. UAB requires employees and students to complete it at least every three days and offers an option to get a reminder.

Did Human Resources notify you about your re-entry to campus? If you have completed the "COVID-19: Basic Safety and Awareness Course," [click here to start UAB Healthcheck.](#)

If you have not been notified about re-entry or have not completed the required training, you will not be able to complete UAB Healthcheck at this time.

Make your check-in quick and easy

- ▶ Pin this website to your phone's home screen.
- ▶ iPhone/iPad: open uab.edu/healthcheck in your browser, tap the share icon at the bottom, click "Add to Home Screen" from the menu.
- ▶ Android: open uab.edu/healthcheck in your browser, click on the three dots in the top right menu, select "Add to Home Screen" from the menu.

Students, faculty and staff must be free of all symptoms potentially related to COVID-19 to return to campus. [**Click here for the Centers for Disease Control's most up-to-date symptom list.**](#)

UAB Healthcheck will help us all return to campus safely and help our community beat COVID-19. UAB employees and students will be asked to log on and share your symptoms — even if you are feeling healthy — to ensure a gradual, safe return to campus.



UAB HEALTHCHECK, A COVID-19 ASSESSMENT TOOL

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 re-enter campus.

If the survey 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 re-enter campus until medically cleared by Employee Health or Student Health.

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.

**Together, we can return to
a healthy and safe campus.**

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



I FEEL GOOD



I FEEL SICK



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UAB HEALTHCHECK FAQS

What is UAB Healthcheck?

UAB Healthcheck is a web-based COVID-19 assessment tool for employees and students that assesses existence of any current COVID-19-related symptoms, exposure history, and testing history. The required assessment will help us all return to campus safely and help our community beat COVID-19.

UAB Healthcheck is used to manage large groups and reduce the risk of further exposure to COVID-19. UAB Healthcheck informs public health and university officials about emerging symptom hot spots before these areas have catastrophic consequences. It also helps university health officials on prioritizing participants who might need COVID-19 testing.

How does UAB Healthcheck work?

Employees and students will log on regularly to share symptoms — even if you are feeling healthy — to ensure a safe return to campus. The initial survey takes about 20 seconds to complete. Subsequent surveys take about 10 seconds to complete.

Accessing UAB Healthcheck, a COVID-19 assessment tool, requires your BlazerID. The initial survey takes 20 seconds to complete. Subsequent surveys take 10 seconds to complete. Employees and students are encouraged to complete UAB Healthcheck daily. UAB requires employees and students to complete it at least every three days and offers an option to get a reminder.

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 re-enter campus.

If UAB Healthcheck 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 re-enter campus until medically cleared by Employee Health or Student Health. 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.

Why do I have to report my symptoms so regularly?

Because COVID-19 symptoms are a report at a single slice of time, students and employees should report their symptoms daily and are required to complete UAB Healthcheck every three days to confirm how they are feeling.

I'm not cleared to re-enter campus. Should I be participating in UAB Healthcheck?

If you have not been notified by UAB Human Resources, you are not required to take the training course or participate in UAB Healthcheck, a COVID-19 assessment tool at this time.

Why is UAB recommending we use UAB Healthcheck?

UAB Healthcheck, a COVID-19 assessment tool, informs public health and university officials about emerging symptom hot spots before these areas have catastrophic consequences. It also helps university health officials on prioritizing participants who might need COVID-19 testing.



UAB HEALTHCHECK FAQS

What am I required to do as a student/employee?

UAB Healthcheck, a COVID-19 assessment tool, is required for employees and students as part of the re-entry to campus protocol. Employees and students are required to take the "COVID-19: Basic Safety and Awareness Course" first, then participate in UAB Healthcheck.

Is UAB Healthcheck secure? Is my privacy protected?

UAB Healthcheck, a COVID-19 assessment tool, is a HIPPA compliant platform. To access the tool, you will need to use your Blazer ID.

UAB Healthcheck, a COVID-19 assessment tool, does not in any way track you as a person. It is a tool for you to report COVID-19 symptoms and any exposure. It does not track your location. UAB Student Health, Employee Health and Human Relations will receive the information to ensure those coming on campus are not showing symptoms.

Will I remain anonymous?

UAB Student Health, Employee Health and Human Resources will receive your information submitted

with UAB Healthcheck, a COVID-19 assessment tool. The information is to ensure compliance and to identify employees or students who may need to be tested to further prevent the spread of COVID-19.

How do I access the tools? Do I have to use a smartphone?

To access UAB Healthcheck, you will need your BlazerID.

UAB Healthcheck is available through uab.edu/healthcheck, the UAB mobile app or the my.uab.edu portal. It is mobile-enabled so that it can be easily viewed on your phone. The site can be pinned to your smartphone home screen so that it appears as an app. It will also be available as a button on the UAB app.

I've been participating in HelpBeatCOVID19.org. Do I have to use UAB Healthcheck?

If you have participated in the public COVID-19 assessment tool, helpbeatcovid19.org, you are still required to participate in the UAB Healthcheck. While both tools were developed by UAB experts, helpbeatcovid19.org is a public tool and not for UAB re-entry to campus.

The public COVID-19 assessment tool, helpbeatcovid19.org, has been tailored for UAB re-entry and is being called UAB Healthcheck. UAB Healthcheck will help us all return to campus safely and avoid further risk and exposure to COVID-19.

If you are receiving notifications for HelpBeatCOVID19.org, you can turn these off by replying STOP.

Will I receive notifications or reminders to fill out UAB Healthcheck?

There will be an option for you to receive reminders to report how you are feeling.

If you are already receiving notifications for HelpBeatCOVID19.org, you can turn these off by replying STOP.



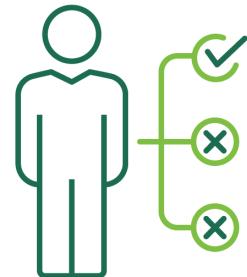
CHECKLIST FOR ALL STUDENTS, EMPLOYEES AND STAFF

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 [UAB Healthcheck](#), a COVID-19 Assessment Tool 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

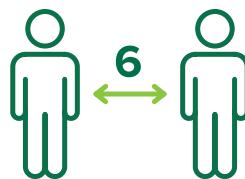
Source: Center for Disease Control. [Check here for most up to date symptom list.](#)

*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



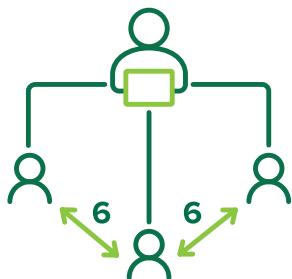
Students, faculty and staff must regularly complete [UAB Healthcheck](#), a COVID-19 assessment tool for employees and students to report the existence of any current COVID-19-related symptoms, exposure history, and testing history. Do not come to work or class if you are sick. If you experience any 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.



Participate in [sentinel testing](#) to identify COVID-19 hotspots across campus. Your participation keeps our community healthy.



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 [UAB Healthcheck](#), a COVID-19 assessment tool for employees and students to report the existence of any current COVID-19-related symptoms, exposure history and testing history. 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.
- Use signage and other forms of communication to reinforce social distancing and personal hygiene guidelines. Acquire and distribute

***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

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 regularly in [**UAB Healthcheck**](#), a COVID-19 assessment tool.
- 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.

- 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

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

