



# Phase 1: Return to Campus

*Initial guidance for TCU employees returning  
to campus as their primary workspace\**

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*\*Note that this is a living document and some implementations are expected to change based on the evolving impact of the pandemic. This includes public health guidance for cleaning protocols, personal health checks, physical distancing and other elements of our Return to Campus plans.*

## Personal Safety Practices & Expectations

Each member of the TCU community is first and foremost personally responsible for their health and well-being. As such they should always use good judgement in any and every activity they undertake. This is a personal responsibility which is assumed of everyone in our community. The following best practices in personal safety and hygiene will help us slow the spread of disease and protect vulnerable populations. TCU employees should:

- **Physical distance**

In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid exposure and slow the spread of COVID-19 locally and across the country and world.

- Stay at least 6 feet (about 2 arms' length) from other people.
- Stay out of crowded places and avoid mass gatherings.
- Avoid meeting in groups larger than 10 individuals. Schedule virtual meetings when possible.
- When maintaining 6 feet of separation is not feasible, be particularly attentive to wearing a face covering, washing or sanitizing hands frequently, and avoiding sharing utensils or other common objects.

- **Stay home when sick**

All employees are asked to self-screen for COVID-19 symptoms daily before reporting to class, work or other campus settings for any of the following new or worsening signs or symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Chills, repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed or suspected to have COVID-19

If you are experiencing any of the conditions listed above, stay home, contact your health care provider, and report your absence to your supervisor. *See Appendix A: Daily Health Self-Assessment.*

- **Wash your hands**

- 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, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash or sanitize hands upon entering a building.

- **Cover coughs and sneezes**

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

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- **Wear a face covering in community settings**

- **All members of the TCU community should wear face coverings** when in public and other physical distancing measures are difficult to maintain. Although these face coverings will not protect you from contracting the virus, wearing a face covering in public settings helps protect others and prevent spread of the virus and is recommended by the CDC. Examples of public settings include:
  - Classrooms
  - Common meeting space, break rooms or lounge areas
  - Dining facilities, except when eating
  - Unions and public event space

***You do not need to wear a face covering in your private office.***

- **The cloth face coverings recommended are not surgical masks, PPE or N-95 respirators.** Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance. These specialized masks will be provided to Health Center personnel, students in the medical field, the Police Department, TCU Facilities, and other select employees as appropriate to their assigned duties.
- **General considerations for wearing a cloth face covering**
  - Avoid touching your face as much as possible. Keep the covering clean.
  - Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering.
  - Don't share your face covering with anyone else unless it's washed and dried first.
  - You should be the only person handling your covering.
  - Cloth face coverings should only be worn for one day. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag. Having a week supply of cloth face coverings can help reduce the need for daily laundering.
  - Cloth face coverings should not be placed on anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **Anxiety & Stigma**
  - Wearing a face covering may cause anxiety for some individuals for a variety of reasons, including the fear of discrimination or stereotypes. TCU acknowledges these concerns and is committed to a welcoming and supportive campus community for all. Visit the CDC for more information on reducing stigma and TCU's "Viruses Don't Discriminate" webpage for more information.

- **Greet Horned Frogs with a Horned Frog**

Replace handshakes, high fives, fist bumps by greeting community members with a "Frogs Up" sign.

## Guidance for Workplace Scenarios

- **Wipe down your personal workspace**

Cleaning supplies will be provided so that individual building occupants and users of shared spaces can wipe down their own office space to supplement routine cleaning. Employees will also be asked to wipe down contact surfaces of tables, chairs, equipment in shared spaces before occupying and upon departure. Requests for additional cleaning supplies should be directed to TCU Facilities Customer Service at x7956.

- **Face coverings**

Employees that regularly interact with the campus community are strongly recommended to wear face coverings. Every TCU employee will be provided one cloth face covering. Other positions, like food service and healthcare providers, may be required to wear a face covering. Face coverings do not replace physical distancing. More information about face coverings is in the "[Personal Safety Practices & Expectations](#)" section of this document.

- **Shared office spaces**

Offices should provide enough space for employees to distance themselves from each other. This includes being mindful in meeting rooms, break rooms, and other public spaces. Supervisors with concerns that workstations do not provide appropriate distance between co-workers or guests should collaborate with TCU Facilities and/or use appropriate scheduling to support physical distancing. Requests for assistance with space planning should be directed to TCU Facilities Customer Service at x7956. Even when on campus, Zoom meetings may be more appropriate when office gathering space is limited.

- **Entry/exit**

Employees should stagger arrival and departure times, lunch/break periods, and alternating days throughout the week. Department leaders are encouraged to develop a weekly schedule that accommodates employees and the continuity of business operations. Elevators should be limited to four at a time, occupying the corners. Please also be mindful of the number of individuals inside a restroom, and limit occupancy to allow for appropriate physical distancing in addition to face coverings.

- **Food and beverage**

Snacks and food brought into the office must be individually packaged and not generally shared. External catering and/or group lunches are not permitted on campus while closed to visitors.

- **Office delivery procedures**

Office deliveries should be kept at a minimum and focus on essential deliveries only. Request notification for deliveries from the delivery service at the time of placing the order as external doors to the buildings will remain locked. Consider designating days for deliveries, when possible.

- **Visitors, contractors and vendors**

Only TCU employees and authorized contractors and vendors should be on campus until restrictions are lifted and officially communicated by the Chancellor. This includes family members and children. Please discuss any concerns with your supervisor. Visitors are asked to wear face coverings. Requesting physical distancing is appropriate if a face covering is not worn.

- **When face coverings are not worn**

TCU faculty, staff, students and visitors are asked to wear face coverings for the safety of others and to help slow the spread of coronavirus. If a member of the TCU community is not wearing a face covering, requesting physical distancing is an appropriate measure.



- **Commitment to a safe, welcoming campus**

The coronavirus has brought a great deal of uncertainty to our lives, along with potential for misinformation that can be harmful or insensitive. TCU is committed to a safe, welcoming campus that promotes respecting the differences among the Horned Frog community and our fellow citizens of the world. During this crisis, it is especially critical to uphold our values of inclusivity. This sense of belonging starts with supporting each other—especially those facing bias, discrimination and attacks on their identity. [Visit the “Viruses Don’t Discriminate” page on tcu.edu/coronavirus](https://tcu.edu/coronavirus) for more information.

- **Required Return-To-Campus Orientation**

To ensure all employees are aware of the phased transition plan and expectations, TCU Human Resources will provide a Return-to-Campus Orientation webinar to explain the measures and procedures employees must take prior to returning to campus. All employees who continue working remotely must view the orientation webinar. All employees will complete a short survey after completing the webinar. This webinar will be available in both English and Spanish.

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## Cleaning Protocols & Prevention

The following outlines TCU Facilities' enhanced cleaning protocols, as well as cleaning protocols for when a COVID-19 positive case has been traced to a campus building.

- **Enhanced TCU Facilities' Cleaning Protocols**

TCU protocols for cleaning and sanitation follow guidance from the CDC and American College Health Association. The following is an overview of cleaning protocols that are consistent with infection control efforts to prevent flu and other communicable illnesses:

- Increased cleaning protocols to include **twice-per-day cleaning/disinfection of high touch areas** using cleaning materials currently approved by EPA to kill the COVID-19 virus.
- Increased cleaning protocols as developed for functionally unique high-traffic spaces including but not limited to athletics facilities & venues, dining, recreation, theatre and meeting spaces.
- **Limited TCU Facilities personnel presence in private workspaces.** Cleaning of private offices will be decreased from daily to weekly service. Office occupants should place any wet or odor-causing garbage or recyclable material in larger trash bins located in break rooms or common reception areas. These common areas and containers will continue to get daily cleaning services, **private workspaces will have weekly cleaning services. Trash cans should be placed outside your door.**
- Cleaning supplies will be provided for each office area to allow occupants to self-sanitize their private and shared workspaces.
- Utilization of e-Mist system to supplement initial cleaning and disinfecting in heavily trafficked public spaces. The primary focus of e-Mist or other fogging technology efforts will include:
  - o Classrooms and Labs
  - o Recreation Center
  - o Student Unions (BLUU and KFC)
  - o Library
  - o Large common office areas
  - o Selected athletics areas, to include locker rooms, team rooms, training and medical areas, and weight rooms

- **Protocols for when a COVID-19 case has been traced to a campus building**

In the event an area is identified to have been occupied by an individual with a known COVID-19 case, the following steps will be taken:

- TCU Facilities will identify areas of potential contamination and prevent entry to the location, as well as notify the Vice Chancellor responsible for the affected area and make recommendations regarding movement of personnel in area to alternative locations.
- Vice Chancellor will notify personnel with directions on where to report to work (i.e. work in another area on campus, or work from home)
- Affected area will be cleaned and sanitized per public health guidance.

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- **Contact tracing**

TCU recognizes that employee medical information is confidential and is committed to ensuring employee privacy. Tarrant County Public Health will determine testing for symptomatic employees and contact tracing if an employee is COVID-19 positive to help ensure employee privacy while providing a safe work environment. *See Appendix A: Daily Health Self-Assessment.*

- **Reporting COVID-19 cases to the TCU community**

TCU students, faculty and staff will be notified of confirmed positive COVID-19 cases with direct on campus impact on the Staying Informed page of [the TCU coronavirus information microsite](#). Additional information will be shared directly with social and residential groups who have directly interacted with the COVID-19 positive individual(s) to the extent possible.

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## Accommodations

Employees with medical conditions that increase their vulnerability and susceptibility relative to COVID-19 are responsible for notifying their supervisor and Human Resources that they are in a high-risk category. The employee may [contact Human Resources](#) to seek accommodations for their condition. Supervisors can work with the employee and Human Resources to identify alternative work arrangements and/or seek support/resources available in coordination.

## Health & Emotional Well-Being

TCU is committed to supporting the emotional well-being of its community through resources for students and employees. We recognize that the COVID-19 pandemic has caused a significant disruption to our daily lives and introduced many uncertainties. We are dedicated to welcoming all students, faculty and staff back to the safe, supportive, welcoming and connected culture for which TCU is known. Please see below for support resources for students and employees.

- [Support and Resources for Employees](#)

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# DAILY HEALTH SELF-ASSESSMENT FOR ON-SITE PERSONNEL

Prior to coming to campus, TCU employees should do a self-assessment to determine if they should report to work. Due to the severity and highly infectious nature of COVID-19, employees should stick to the results of this assessment. This self-assessment tool is not meant to take the place of talking with your health care professional or to diagnose or treat conditions.

If you are in an emergency medical situation, call 911 or your local emergency number. This assessment is based on guidance provided by the Centers for Disease Control and Prevention (CDC) and the Mayo Clinic.

## EXPOSURE

Have you been within six feet of a person or had direct contact with a lab-confirmed or suspected case of COVID-19 in the past 14 days?

☐ YES ☐ NO

If you answered "YES,"  
**DO NOT COME TO WORK.**  
Call your supervisor.

## SYMPTOMS

Do you have any of these symptoms?

- |   |   |
|---|---|
| <input type="checkbox"/> Fever (Please check your temperature daily before reporting to work) | <input type="checkbox"/> New muscle aches           |
| <input type="checkbox"/> New cough  | <input type="checkbox"/> Sore throat                |
| <input type="checkbox"/> New shortness of breath or difficulty breathing                      | <input type="checkbox"/> Headache                   |
| <input type="checkbox"/> New chills   | <input type="checkbox"/> Diarrhea                   |
|   | <input type="checkbox"/> New loss of taste or smell |

If you have any of these symptoms, speak to your health care professional and call your supervisor. **Stay home and DO NOT COME TO WORK until at least 10 days after symptoms began and 72 hours after you are free of fever and symptoms of respiratory infection (not allergies or asthma), without the use of fever-reducing medications.** This applies regardless of whether you have been tested for COVID-19.

## SEVERE SYMPTOMS

Are you struggling to breathe or fighting for breath even while inactive or when resting?

☐ YES ☐ NO

Do you feel as though you might collapse every time you stand or sit up?

☐ YES ☐ NO

If you have any of the severe symptoms,  
**CALL 911, DO NOT COME TO WORK.**

### REMINDER

Employees should not discuss personal medical history with supervisors. Calls to supervisors are to notify them that the employee will be out sick.

