

**ARKANSAS STATE
UNIVERSITY
THREE RIVERS**

**Return to Campus
Guidelines**

INTRODUCTION

ASU Three Rivers Faculty, Staff and Students:

I look forward to seeing everyone back on campus at Arkansas State University Three Rivers, but we know that will look differently than it has in the past. Please use this guide to learn and review how ASUTR plans to provide for the safety of employees and students. It is the responsibility of each of us to demonstrate that ASU Three Rivers puts the health and safety of its campus community as the first priority. We will do so by following all safety protocols as designated by the Arkansas Department of Health and the Centers for Disease Control. These protocols include checking your temperature every morning before coming to campus, wearing your mask, observing physical distancing guidelines, washing your hands frequently, and observing proper hygiene. The present and future may seem uncertain at this time, but we believe that the above protocols will help to create a safer environment at ASUTR.

The information included is to provide an overview of guidelines for returning to campus but is not to be considered a comprehensive guide as some areas/departments/classes may require additional safety measures. This plan should be received in the spirit of the fluidity that is the current reality and will be updated as new information becomes available. We must continue to expect the unexpected. We will monitor and adjust as needed or directed.

- All 12-month employees will return to campus on July 6.
- Face masks/coverings are required. ASU Three Rivers will continue to follow guidance from the Centers for Disease Control and Prevention (CDC) and the State of Arkansas including the Arkansas Department of Health (ADH).
- Students' return to campus for services and classes will be in a manner that emphasizes caution and safety.
- **All campus departments and classes will remain prepared to return to a remote environment if needed.**



Steve Rook, Ed.D.
Chancellor
Arkansas State University Three Rivers

Important Dates for Return to Campus

Currently, we plan on returning to in-person classes for the Fall Semester. However, due to the evolving nature the Covid-19 pandemic, timelines and plans may shift based on the guidance, recommendations, or public health orders we receive. It is our goal to ensure that each of you return to the safest possible environment. All campus departments and classes will remain prepared to return to a remote environment if needed.

If needed, adjustments will be made to this schedule based on further directives from the Governor's Office and the Arkansas Department of Health. Please work cooperatively as we must all remain flexible during this uncertain and ever-changing time.

If you have any questions or concerns about our return to operations, please work directly with your supervisor and Human Resources. At the end of this packet, we have included a list of Frequently Asked Questions that might answer your most important questions.

DATE	ACTION
July 6	All 12-month Employees Return to Campus
August 10	Faculty Return to Campus
August 11	Fall In-Service for All Full-Time Employees
August 13	Faculty In-Service
August 17	First Day of Classes

ASUTR is committed to ensuring and maintaining the health and safety of all employees and students. If you have a preexisting condition that concerns you, you are immunocompromised, or you live with individuals in these categories, you should discuss your individual situation with Human Resources and your supervisor.

Whether on campus or working remotely, employees are expected to work a normal business day. If you have specific questions about this process, please work directly with your supervisor.

HEALTH AND SAFETY

What Daily Steps Must Each Employee and Student Follow?

All employees and students are expected to follow the daily checklist below:



1. **Self-evaluate. Do you have any symptoms of illness?**

Follow this link or QR code for a self-assessment: <https://www.apple.com/covid19/>

If yes to any, stay home and call your medical provider and your supervisor or Human Resources.

- Fever (99.5 or higher)
- Chills
- Diarrhea
- Cough
- Muscle aches
- Loss of smell or taste
- Difficulty breathing / shortness of breath
- Sore throat
- Fatigue

2. **Wear a face covering.**

- **Be courteous and respectful, you are protecting others. All faculty and staff will be wearing a facial covering to create a welcoming and safe environment.** *(Exceptions may be made for those who have a disability documented through Human Resources (faculty/staff) or the Office of Student Affairs (students).*
- Ensure the facial covering covers your nose, mouth and chin and is worn at all times when around other people.

3. **Honor physical distancing.**

- Work and study at least six feet away from others.
- Do not gather in groups.

4. **Wash your hands.**

- Often, with soap and water and for at least 20 seconds.

5. **Practice cough/sneeze etiquette.**

- Use a disposable tissue or cough into your sleeve.

6. **Abide by the rules for everyone's safety.**

- Refusal to abide by these requirements may result in student or personnel disciplinary action.

Required Self-Assessment for All Employees, Students, and Visitors

On a daily basis, ASU Three Rivers employees, students, and visitors should self-assess that they are not exhibiting COVID-19 symptoms or a temperature of **99.5 degrees Fahrenheit or above** prior to coming to campus. **Follow this link, or use the QR code, for a self-assessment:** <https://www.apple.com/covid19/>
If symptoms exist, employees will be directed not to come to campus and to contact their health care provider.

The Self-Assessment consists of a basic 9-question health screen. A manual temperature screening will not be a general requirement for individuals to return to campus given that factors such as, medications, room temperature or walking long distances, can lead to inaccurate body temperature reading; however, specific campus departments may institute additional monitoring or screening measures as suggested or required by ADH.

In addition to the digital availability of the self-assessment, the questions and QR code will be posted on signage at each entrance into campus buildings. Upon entrance, employees, students, and visitors acknowledge that the self-assessment has been performed, that they are entering a public space and are there of their own free will.

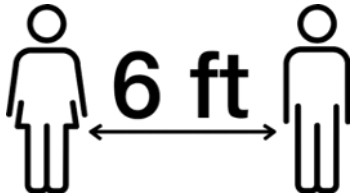
Do NOT come to Campus:

- If you are exhibiting symptoms of illness — if you are not feeling well stay home, inform your supervisor, and call your medical provider or the Health Department.
- If you have been recently diagnosed with COVID-19 in the previous 14-days.
- If you have had contact with a person with a confirmed case of COVID-19 and who has not received approval from ADH or their medical provider to return.
- If you have been directed to, and/or have not completed a mandated 14-day self-quarantine.

Behaviors for Reducing Risk of Transmission of COVID-19

Appropriate means of reducing the risk of COVID-19 transmission for the campus community requires ALL employees, students and visitors to:

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



Face Coverings



- **Face coverings are required for all employees, students, and visitors while on-campus in public settings and where social-distancing measures are difficult to maintain.**
- Appropriate use of face masks or coverings that mask both the mouth and nose is critical in minimizing risk to others near you, as well as ensuring an adequate supply of medical grade masks for health care workers, first responders and those needing more effective respirators.
- ASU Three Rivers expects the campus community to provide their own personal face coverings, except for instances where required by the nature of the course or job duty. The campus will provide one (1) ASUTR cloth mask to each employee and student.
- Those not complying with use of face coverings will be asked to leave and return with a face covering.
- The college expects employees and students to behave responsibly with respect for the health and safety of others.

Types of Face Coverings



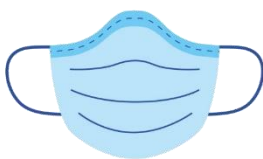
Cloth Face Covering:

- Homemade or commercially manufactured face coverings that are washable will help reduce the spread of respiratory droplets when talking, coughing or sneezing.
- **These masks may not be effective at preventing infection for the person wearing the mask, but they do help stop the spread to others. Since people who are infected may not show symptoms, widespread use of masks of any kind can help slow down the spread.**
- Recommended for use by non-health care workers for areas where 6 feet of physical distancing may not be consistently maintained. *Cloth face coverings are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by health care personnel, first responders and required workers.*
- Must be washed or replaced daily.



Disposable Mask:

- Commercially manufactured face mask that helps reduce the spread of respiratory droplets when talking, coughing or sneezing.
- Recommended for use in areas where 6 feet of distancing may not be consistently maintained. *Disposable face masks are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by health care personnel, first responders and workers in other industries.*
- Must be thrown away and replaced daily.



Medical & Surgical Masks:

- Only health care personnel and first responders should use these masks for their protection. Also referred to as Medical PPE.
- Health care personnel and first responders should not wear cloth face coverings instead of respirators or facemasks when medical personal protection equipment (PPE) is indicated.



N95 Respirators

- Provides effective respiratory protection from airborne particles and aerosols.
- Fits tightly around your face and filters out 95% or more of the smallest particles in the air, but only if fitted correctly.
- Recommended for use by health care personnel, first responders and workers in other industries.

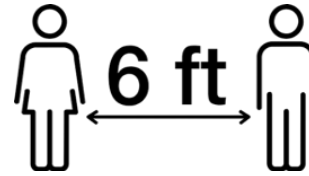
Additional Information

1. When using a cloth face covering, make sure:
 - The mouth and nose are fully covered
 - The covering fits snugly against the sides of the face so there are no gaps
 - You do not have any difficulty breathing while wearing the cloth face covering
 - The cloth face covering can be tied or otherwise secured to prevent slipping
2. Avoid touching your face as much as possible.
3. Wash 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.
4. Do not share face covering with anyone else, unless it has been washed and dried first.
5. You should be the only person handling your face covering.
6. Keep the covering clean. Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely, and stored in a clean container or bag.
7. Face coverings or masks are not a substitute for physical distancing but should be used in addition to physical distance.

Physical Distancing

ASU Three Rivers will adhere to CDC and ADH guidelines and recommendations regarding physical distancing — minimum of 6 feet between individuals whenever possible.

Physical distancing is recommended even when face coverings and masks are also being used



Hand Hygiene and Respiratory Etiquette



- Wash hands frequently with soap and water; avoid cross contamination – hand sanitizing stations have been placed in all campus buildings.
- Avoid close contact with others.
- Wear face coverings whenever it is not possible to maintain six feet of separation.
- Cover coughs and sneezes with a tissue or elbow, dispose of the tissue properly and wash hands.
- Avoid contact with frequently touched surfaces.
- Routinely clean and disinfect frequently touched surfaces.

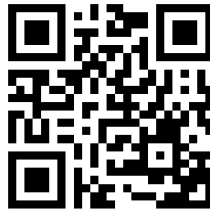
RETURN TO CAMPUS – EMPLOYEES

Employee Return to Campus

ASU Three Rivers plans for the safe return of employees and students to the college's locations under the guidance of the CDC, the Governor, and the Arkansas Department of Health. Please remember that this is a very fluid situation that can change at a moment's notice. If you have any questions or concerns, feel free to reach out to your direct supervisor.

- **All 12-month employees are expected to return to campus on July 6.**
- **Faculty are expected to return to campus on August 10.**
- **A DAILY self-assessment must be completed prior to arriving on campus.**
Follow this link, or use the QR code to complete the daily self-assessment:

<https://www.apple.com/covid19/>



- **Face coverings are required for all employees, students, and visitors while on-campus in public settings and when social-distancing measures are difficult to maintain.**
- **All campus departments and classes will remain prepared to return to a remote environment if needed.**

ASUTR is committed to ensuring and maintaining the health and safety of all employees and students. If you have a preexisting condition that concerns you, you are immunocompromised, or you live with individuals in these categories, you should discuss your individual situation with Human Resources and your supervisor.

Whether on campus or working remotely, employees are expected to work a normal business day. If you have specific questions about this process, please work directly with your supervisor.

RETURN TO CAMPUS – STUDENTS

Students Return to Campus

ASU Three Rivers is dedicated to each student's success and, as such, we are especially excited to welcome students back to campus, not only for in-person classes beginning with the Fall semester, but also for the personal assistance students may need with financial aid, enrollment and registering for classes, tutoring, advising, testing or other support.

As we work to maintain a safe environment for our faculty, staff and students, we continue to encourage students to obtain the above services remotely when possible. However, we understand that some activities require an in-person visit, or it is simply preferred.

Testing: sfinley@asutr.edu

Advising/Registering: kjohnson@asutr.edu

Financial Aid: financialaid@asutr.edu

Account balances: studentaccounts@asutr.edu

Other student services: alock@asutr.edu or call 501-332-0280.

Face coverings are required, and social distancing observed whenever possible.

All campus departments and classes will remain prepared to return to a remote environment if needed.

What to Expect When You Return (Employees and Students)

Reduced Capacity:

To ensure proper social distancing, class sizes will be limited and access to open spaces will be strictly controlled. No close congregating in shared spaces, such as bathrooms, hallways, or parking lots will be allowed. The Eagles' Nest will remain closed until further notice.

Face Coverings:

Face coverings/masks are required for all employees, students and visitors while on-campus in public settings and where social-distancing measures are difficult to maintain.

Physical Distancing Measures:

Respect physical distancing for your own safety and the safety of others. Strive to maintain at least six feet between you and others whenever possible, including in restrooms. CDC Guidelines will be followed for classroom seating and equipment.

Campus Meetings and Events (Internal and External):

All campus meetings and events must be held in accordance with all ASU System and state and health department guidance for gatherings, physical distancing, capacities, and use of face coverings.

- Meetings and events are permitted on a case-by-case basis with prior approval by the requesting organization's advisor, or a department's Vice Chancellor, and/or in some cases, the Chancellor.
- Large gatherings are discouraged (and may not be approved) until further notice.
- Online and virtual events are encouraged.
- Virtual or telephone meetings/gatherings are strongly encouraged.

FREQUENTLY ASKED QUESTIONS

1. What is COVID-19?

Coronavirus disease 2019 (COVID-19) is a respiratory illness caused by a virus called SARS-CoV-2. Symptoms often include a fever, cough or shortness of breath. The virus is thought to spread mainly from person to person:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.

Recent studies show that the virus can be spread by people before they develop symptoms or who never develop symptoms. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. However, this is not thought to be the main way the virus spreads. Although the virus can survive for a short period on some surfaces, it is unlikely to be spread from products or packaging. Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

2. What is contact tracing?

Contact Tracing is the process of working with individuals who have tested positive for COVID-19 to ensure that they have the right information and that people with whom they have been in contact with are notified that they may need to quarantine themselves.

3. Should I be tested for COVID-19?

Currently the Centers for Disease Control says that not everyone needs to be tested for COVID-19. However, if you are having symptoms, we highly recommend that you consult with your healthcare provider to determine if a COVID-19 test is needed. You can also visit the [Arkansas Department of Health website](#) for the latest local information on testing.

4. What if someone presents symptoms?

If someone around you appears to have symptoms, please understand that there are a variety of reasons that someone may be coughing or sneezing. Many people may have allergies or other causes for what may appear to be symptoms. If you are uncomfortable around someone who may be displaying symptoms, please work with your supervisor on potential alternatives to maintain your own health and wellness.

5. What is the best way to maintain distance and safety using public restrooms?

Please use your best judgement when using public restrooms. If there are too many people, please try to use another restroom if possible. Please be sure to use soap and water to wash your hands for at least 20 seconds.

6. Should I wear a mask all the time?

ASUTR requires face coverings be worn any time that you are around others. If you are alone in your office, or office space, you can certainly remove your mask. ***Use good judgement and common sense: if you expect to interact with others in a setting that prevents physical distancing, wear a mask.***

7. What do I do if someone near me is not wearing a mask?

There are several responses possible depending upon the scenario.

- The immediate response should be to try and maintain adequate physical distancing (at least six feet apart).
- In a friendly manner, request that they wear a face covering when around other people.
 - *Tell them that we care about you so we are wearing a mask and that you would sincerely appreciate them wearing a mask as well.*
 - *If possible, offer them an ASU Three Rivers mask.*
- If the individual is an employee of ASU Three Rivers:
 - *Recognize that there are some permissible exceptions to wearing a face covering and that individual may have provided written documentation to Human Resources. Exceptions are private information and do not necessarily need to be shared beyond HR.*
 - *If you are concerned that an employee is consistently not wearing a mask, discuss the situation with your supervisor. This reporting should not be viewed as “tattling” but rather a legitimate concern for the health of all.*
- If the individual is a student, and they do not want to wear a mask after being requested, offer an alternative solution to the interaction where distancing can be maintained.
 - *For instance, offer to address their concerns remotely. Offer them a computer station where you can safely interact online.*

8. Will classroom chairs be removed to promote physical distancing?

CDC Guidelines will be followed for classroom seating and equipment. Classrooms, labs and common areas have been restructured to allow for physical distancing requirements. Chairs may be stacked in the back of a room or marked that they should not be used. Please remain compliant with room designs. Rearranging chairs or tables may increase the likelihood of infection by decreasing physical distances and is strongly discouraged.

9. I am in a high-risk category. Should I return to work or class?

ASU Three Rivers is committed to ensuring and maintaining the health and safety of all employees and students. If you have a preexisting condition that concerns you, you are immunocompromised, or you live with individuals in these categories, you should discuss your individual situation with Human Resources and your supervisor. As a reminder, all conversations with Human Resources are confidential.

Students should contact Dr. Kim Armstrong, Vice Chancellor for Student Affairs, at 501-332-0231 or karmstrong@asutr.edu.

10. What should I do if I, or someone in my household, becomes infected with COVID-19?

If you are experiencing COVID-19 symptoms – fever, chills, cough, shortness of breath, sore throat, loss of smell or taste, etc. – stay home and contact your medical provider.

If you are an employee: Please report this information to Human Resources. HR may require you to provide validation (written proof) from the Arkansas Department of Health and/or from your local physician.

If you are a student: Please contact your medical provider and ensure that they will inform the Arkansas Department of Health. You will also need to contact your instructors and Student Affairs to notify them why you won't be in class.

11. What if I am unable to work due to a COVID-19 related issue?

If you are unable to work (both on-campus or remotely) due to one of the six qualifying COVID-19 related reasons outlined in the Families First Coronavirus Response Act (FFCRA), you may be entitled to paid leave. Please refer to the FFCRA Employee Rights poster or contact HR for more information about leave options under FFCRA.

If you are on campus and start experiencing any symptoms, please notify your direct supervisor or instructor and leave immediately, seeking medical help/advice if needed.