GUIDE TO RETURNING TO CAMPUS

TEXAS A&M UNIVERSITY-TEXARKANA
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## COVID-19 Planning Group
This guidebook serves as a reference for the Texas A&M University-Texarkana (TAMUT) community as it deals with the current threat of contracting COVID-19. This document was prepared to implement the recommendations and requirements of The Texas A&M University System’s COVID-19 Response Plan for Reopening Member Campuses and Programs for 2020-2021 (approved May 21, 2020) https://www.tamus.edu/pdf/Reopening-Plan-REVISED-FINAL.pdf. Adjustments, additions, and deletions will likely occur based on local, regional, and national announcements. The campus has adapted to maintain a healthy workplace in light of the challenges presented by COVID-19. While every effort has been made to ensure the accuracy of this document, it is crucial to know that the situation is evolving, and plans are subject to change.

Key points are listed below.

• TAMUT will continue to follow guidance from the Texas Department of State Health Services (DSHS) as well as the Center for Disease Control and Prevention (CDC).
• Anyone displaying symptoms of COVID-19 is asked to stay at home.
• Face coverings are optional on the TAMUT campus, but are recommended for anyone who has not been fully vaccinated.
• Be mindful and considerate of the needs of others with regard to face covering preferences.
• Sanitizing wipes will be available to clean work surfaces and other common areas.
• Hand sanitizer is available at the entrances to each building and in common areas.
• Plexiglass shields will remain in places with a high level of face-to-face contact.
• Seating arrangements have been made in classrooms to maintain appropriate levels of social distance.
• The custodial staff has the appropriate personal protective equipment (PPE) and chemicals to sanitize all work and study areas.
Symptom Monitoring and Self-Assessment
TAMUT employees are required to self-assess for COVID-19 symptoms prior to coming to campus. If symptoms exist, employees will be directed not to come to campus and will be provided information for next steps. This will help educate people about symptoms to watch for in addition to creating a self-monitoring culture.

Guidelines
Texas A&M Texarkana began planning for an eventual COVID-19 pandemic in mid-January 2020. Local resources and subject matter experts were used to form committees that shaped the guidelines in place for the TAMUT community.

We can each do our part to limit the spread by:
• GETTING VACCINATED AGAINST COVID-19
• Wearing a face covering (optional)
• Not sharing food or drinks
• Maintaining appropriate social distancing of six feet
• Frequently cleaning and disinfecting surfaces and other objects
• Washing hands correctly and frequently
• Covering your nose and mouth when coughing or sneezing. Do this either with a tissue or your inner elbow.

Social Distancing
The CDC recommends maintaining at least 6 feet separation from other individuals if not fully vaccinated.
• There are signs throughout the facility, reminding people to practice social distancing.
• Virtual meetings are encouraged.
• The elevator capacity has been reduced in all buildings.
• Social distancing should be practiced even when face coverings and masks are also being used.

Face Coverings
Recommendation:
Face coverings are optional on the TAMUT campus, but are recommended for those who have not been fully vaccinated. Additionally, employees should be mindful of the preferences of their coworkers when it comes to face coverings. When entering someone else’s private work area it would be courteous to ask if they preferred for you to wear a face covering while in their workspace.

Face covering suggestions:
Face coverings should:
• Fully cover both nose and mouth
• Fit snugly but comfortably against the side of the face and allow for breathing without restriction.

For safety, do not touch eyes, nose, or mouth when removing a face covering and wash hands immediately afterwards.
Hand Hygiene
Wash hands often for 20 seconds and encourage others to do the same.

If soap and water is not available use hand sanitizer and wash hands as soon as you can.

Handwashing is always preferred over hand sanitizer.

ALWAYS wash your hands:
• After removing disposable gloves
• After using the bathroom
• Before, during, and after preparing food
• Before eating food
• Before and after caring for someone at home who is sick
• After changing diapers or cleaning up a child
• After blowing your nose, coughing, or sneezing
• After touching an animal, animal feed, or animal waste
• After handling pet food or pet treats
• After touching garbage

Cleaning, Sanitizing, and Disinfecting
• Hand sanitizing stations will be in place throughout the campus.
• Sanitizing wipes will be available in the classrooms and other common areas.
• Custodial staff are trained to sanitize rooms used by someone who has COVID-19.
• Campus departments are encouraged to clean common touch points within their offices/work areas throughout each day.

Maintaining a clean and sanitized environment throughout the university will require everyone to do their part. Students, faculty, and staff have a responsibility to disinfect their work spaces, tables, desks, and any common areas that will be used by others.

Testing
The Texas A&M University System has provided a limited number of tests to each campus to use to ensure the health and wellbeing of the campus community. Employees who are exhibiting symptoms of COVID-19 or have had exposure to a person known to have been diagnosed with COVID-19 need to schedule a test via the university’s online testing portal at www.tamut.edu/covid-19. Testing should not be performed until at least 5, or as many as 7, days have passed since exposure as the individual may not have developed enough virus to give an accurate test result. For questions about testing email covid-19questions@tamut.edu.

Any employee who is tested for COVID-19 must immediately report the testing via TAMUT’s COVID-19 Reporting Portal at https://it-if-ecmf2.ads.tamu.edu/Forms/COV19. For questions about reporting email covid-19questions@tamut.edu.
Protect Against COVID-19.

A safe and effective vaccine to protect against COVID-19 is now available.

Learn how you can get a COVID-19 vaccine. cdc.gov/coronavirus/vaccines
Exposure

Unvaccinated individuals who have been exposed to an individual who has a known diagnosis of COVID-19 will be required to quarantine in accordance with CDC guidelines. TAMUT is requiring these individuals to choose one of 2 options for quarantine:

• Remain in quarantine for 10 days after last known exposure, OR
• Discontinue quarantine after 7 days after last known exposure IF they receive a negative test result conducted at least 5 days after last known exposure.

In either case, individuals who have been exposed should monitor their health for symptoms for a full 14 days after exposure. These individuals should take all steps possible to prevent any spread of COVID-19 including social distancing, proper hygiene, wearing a mask, and avoiding crowds. If symptoms consistent with COVID-19 develop, they should immediately self-isolate and contact their healthcare provider.

Unvaccinated employees or students with close contact to another individual who is awaiting results of a COVID-19 test because of COVID-19 symptoms or exposure must quarantine until that individual’s test results return so that the employee or student can determine whether they meet the criteria listed above.

Fully vaccinated individuals or those who have had COVID-19 within the past 3 months do not need to quarantine or be tested again as long as they do not develop symptoms. If they do develop symptoms, they should be tested again. These individuals should still report their exposure to the COVID-19 Reporting Portal.

Return-to-Work/Class

Individuals who have been diagnosed with COVID-19 must follow CDC guidelines before returning to work or class. As of the date of this printing, individuals who had a mild to moderate case that could be managed at home may return to work/class after 10 days from the beginning of their symptoms has passed AND symptoms are resolved (with exception of loss of taste or smell which may continue for some time) AND they are fever free for at least 24 hours without fever-reducing medications. Individuals who tested positive but were otherwise asymptomatic will be allowed to return to work/class 10 days after they were tested. Healthcare providers may require that individuals with a more severe case, requiring hospitalization or oxygen, isolate for a longer period. In this instance, an individual must not return to work/class until released by their healthcare provider.

Contact Tracing

Contact tracing is a process used to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and their contacts (people who might have been exposed) and working with them to interrupt disease transmission. For COVID-19, this includes asking cases to isolate and contacts to quarantine at home voluntarily. While EHS and Risk Management staff have received training in contact tracing, this process will require community engagement. Steps to assist contact tracing are listed below.

• Record attendance in classes, meetings, activities, etc.
• Maintain accurate and detailed (date, time, contact, phone number) sign-in sheets in areas such as service counters or other locations with a substantial amount of traffic/public contact.
Teachers: Encourage your students to care for themselves one small way each day

Remind students to find creative ways to spend time safely with friends

Encourage your students to be active and do things they enjoy each day

Create ways for students to write or talk about the way they feel about current events

If you see a student struggling to cope, ask if they need help

Talk with students about, healthy eating, sleep, and exercise

Substance Abuse and Mental Health Services Administration
Disaster Distress Hotline: call or text 1-800-985-5990
cdc.gov/coronavirus
The campus community will be responsible for providing their contacts if they become ill. The contact tracer could ask an individual to reconstruct their previous week and list all persons they came into contact with, and it would be beneficial to have this information ready.

Additional Information:
- When you can be Around Others After You Had or Likely Had COVID-19  https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html
Employee EXPOSURE REPORTING

Employee reports symptoms or exposure via online reporting portal at www.tamut.edu/covid-19. Employee fills out online form completely, including mobile phone number.

SEE QR CODE BELOW

Risk Management (Jill Whittington) will contact employee by phone to review timeline for isolation and schedule a test if appropriate. Jill will communicate anticipated leave time with Human Resources.

Employee should evaluate possible work arrangements with Human Resources (Charlotte Banks). Employee then contacts supervisor to determine the best option for them to take.

Employee receives test results from lab via email. Jill can see them on the lab's website. Jill will follow up by phone with employee to make sure they received results and to discuss need for further isolation or quarantine.

A member of the TAMUT and the state health department will contact the employee to conduct contact tracing.

Once the isolation period is over, employee returns to normal schedule.

To report a university COVID-19 case or a university member with COVID-19 symptoms, scan this code to reach TAMUT’s Online Reporting Portal.
To report a university COVID-19 case or a university member with COVID-19 symptoms, scan this code to reach TAMUT’s Online Reporting Portal.
Circumstances under which employees must not come to campus:

- Employees who have tested positive or who are exhibiting symptoms related to COVID-19 illness.
- Those who are unvaccinated and have had contact with others who had COVID-19 and are still within their quarantine.
- Those who are unvaccinated and have had close contact with a person who is awaiting results of a COVID-19 test because of COVID-19 symptoms or exposure until the test results return and you can determine whether you meet the criteria listed above.
- Employees who have recently traveled to areas with self-isolation requirements.
- Those who have recently completed COVID-19 testing due to symptoms with results pending.
- Employees who are at a higher risk for severe illness from COVID-19 must consult HR to seek accommodations to continue working from home.
Classrooms have been adjusted to allow for social distancing with reduced class sizes. Seats will be clearly identified so that students maintain a safe physical distance. Students who are under CDC-recognized quarantine guidelines for illness, such as possible COVID-19 exposure, must contact Carl Greig, Dean of Students, at carl.greig@tamut.edu. The Dean of Students will work with the students and their professors to find alternative methods of instruction.

Labs will be evaluated to ensure student health and safety in each particular setting. Please refer to the relevant syllabus or departmental document for additional information.

While there is campus-wide wifi available at TAMUT, this map shows locations with stronger signals for those who need access.
Get a COVID-19 vaccine

It’s SAFE!

$0.00
It’s FREE!

It will help PROTECT you and your family!

You might get side effects. But you should FEEL BETTER in a few days.

Get the FIRST vaccine you can!

6 FEET

Keep taking basic prevention steps when recommended.
SECTION 5: OFFICIAL TRAVEL

Only essential University travel will be approved. Travel requests are to be routed to the Risk and Compliance Office to document approval from the President’s Office. For questions, please contact: Jill Whittington, Compliance Director, at (903) 334-6755 or jill.whittington@tamut.edu.

Domestic Travel
All domestic travel by Employees should only be conducted if it is considered essential to the mission of the University, but will only require approval through the pre-COVID financial approval process. Employees are encouraged to review the CDC’s COVID Data Tracker prior to travel. Employees engaged in business-related and personal travel who suspect they have been exposed to COVID-19 while away from the university are required to report this exposure, as they would with any other exposure.

International Travel
At the Chancellor’s directive, the status of travel during the COVID-19 pandemic as outlined in his 03/10/2020 memo is extended indefinitely. In the review of international travel, System Risk Management will consider all international travel extreme risk and not approve any requests. If international travel is considered mission critical to the System Member whether related to COVID-19 assistance or not, it will need to be approved by executive leadership and handled on a case-by-case basis.

Employees engaging in personal international travel should review and follow the CDC guidelines for international travel for their particular situation and destination. https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel-during-covid19.html Employees engaged in business-related and personal travel who suspect they have been exposed to COVID-19 while away from the university are required to report this exposure, as they would with any other exposure.
For updates and FAQs on COVID-19, visit https://tamut.edu/About/Administration/COVID_19/.

For questions or concerns, email covid-19questions@tamut.edu.

**Reporting COVID-19 Cases**

All COVID-19 Cases (student and employee) must be reported to the university via TAMUT’s Online Reporting Portal at www.tamut.edu/covid-19. The Director of Compliance, Jill Whittington, will work with Human Resources and the Dean of Students to manage the cases and ensure that contact tracing is occurring with local officials as required. For questions about reporting contact Jill Whittington, Director of Compliance, at jwhittington@tamut.edu or 903-334-6755.

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**COVID-19 Vaccines**

**Vaccines (shots) are one of the tools we have to fight the COVID-19 pandemic.**

To stop this pandemic, we need to use all of our prevention tools. Vaccines are one of the most effective tools to protect your health and prevent disease. Vaccines work with your body’s natural defenses so your body will be ready to fight the virus, if you are exposed (also called immunity). Other steps, like wearing a mask that covers your nose and mouth and staying at least 6 feet away from other people you don’t live with, also help stop the spread of COVID-19.

Studies show that COVID-19 vaccines are very effective at keeping you from getting COVID-19. Experts also think that getting a COVID-19 vaccine may help keep you from getting seriously ill even if you do get COVID-19. These vaccines cannot give you the disease itself.

**The vaccines are safe.** The U.S. vaccine safety system makes sure that all vaccines are as safe as possible. All the COVID-19 vaccines that are being used have gone through the same safety tests and meet the same standards as any other vaccines produced through the years. A system in place across the entire country that allows CDC to watch for safety issues and make sure the vaccines stay safe.

**Different types of COVID-19 vaccines will be available.** Most of these vaccines are given in two shots, one at a time and spaced apart. The first shot gets your body ready. The second shot is given at least three weeks later to make sure you have full protection. If you are told you need two shots, make sure that you get both of them. The vaccines may work in slightly different ways, but all types of the vaccines will help protect you.

www.cdc.gov/coronavirus/vaccines
COVID-19 PLANNING GROUP

Executive Leadership
Dr. Emily Cutrer, President
Jeff Hinton, Vice President Finance and Administration and Chief Financial Officer
Dr Melinda Arnold, Provost
Vicki Melde, Chief of Staff
Kathy Williams, Vice President Student Enrollment, Engagement and Success
LeAnne Wright, Associate Vice President for University Advancement

Academics
Dr. Del Doughty, Dean College of Arts, Sciences, and Education
Dr. Gary Stading, Dean College of Business, Engineering and Technology

Faculty Senate
Dr. David Allard
Dr. Angela Sikorski

Communications
John Bunch

Housing/Student Affairs
Carl Greig

Risk Management and Compliance
Jill Whittington

Staff Council
Michael Stephenson

Information Technology
Robert Leitgeb

Add Human Resources
Charlotte Banks

Student Success
Liz Patterson

Athletics
Michael Galvan

University Police Department
Chief Alex Serrano

Student Representatives
Brooklyn Bailey
Yaretzy Silva