

**Plan to Reopen Campus and Restore Normal Operations – Draft**  
**Principles and Objectives for Restarting On-Campus Educational Experiences at the**  
**University of Wyoming**

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## Introduction

This draft plan was developed to provide an overview of the actions, activities, and guidelines that will support restarting on-campus instruction at the University of Wyoming (UW) in August 2020.

As UW embarks on restarting on-campus instruction, the University has the opportunity to reinvent the way the organization teaches, learns, works, and grows. Some requirements of this pandemic state will fall away as vaccines are developed and improved methods of caring for those affected by the disease are developed, but today UW is called to seize this opportunity to reimagine and recreate its environment.

UW must remain cognizant of the important role the University plays in local, County, and State education systems. Some will look to this plan for ideas to manage their own challenges; we welcome this leadership role. However, elements of UW’s plan will necessarily be different from community college or K-12 reopening plans because UW’s student population comes to Laramie and Casper from all over the United States and the world.

This plan seeks to protect the health and safety of each UW community: staff, faculty, students, and citizens of the regions where we teach, learn, and work. We will do this by trying to keep the virus out of Wyoming and then, when it occurs, reducing the risk of transmission. This plan also focuses on maintaining the quality of educational outcomes, experiences, and work products. All actions and activities outlined in the plan have been tested against these priorities and full adherence to public health directives and University policy. The plan is designed to be adaptable and will change with the environment and virus transmission. For example, decisions regarding testing of campus communities may change as testing technology evolves.

Over 100 faculty, staff, students, and administrators committed their time and energy over six weeks, in five working groups, developing the plan that follows.

The plan is based on the following five principles:

- Keep the virus out to the extent possible
- Reduce the probability of transmission
- Rapidly identify and contain cases

- Reduce environmental contamination by modifying teaching, research, work, and communal spaces to reduce human density and implement a plan to increase cleaning and disinfecting of all UW facilities
- Provide clear communication and academic resources/support

**This preliminary plan has been drafted for review and consideration by the University of Wyoming Board of Trustees. However, it will need to be flexible to allow for up-to-date information and changing conditions. UW will vigilantly communicate further developments as they emerge.**

### **Reopening Campus Steps**

The University's transition back to residential teaching, learning, and research will be done in a measured, disciplined way that provides for the safety and well-being of the students, faculty, staff, and the greater community. UW will move through each of the following steps while continually evaluating the safety of all constituents.

**Step 1** – Welcome student-athletes to campus (starting June 1, 2020)

**Step 2** – Adopt flexible staffing plans for employees whose duties do not require an in-person presence, with the goal of reducing the density of on-site employees while maintaining the quality of work product

**Step 3** – Redesign the course calendar, timetable, and educational delivery options to mitigate the spread of the virus to and from the University community

**Step 4** – Welcome students to campus for the Fall semester (late August)

**Step 5** – Allow students to hold extracurricular activities if they comply with size gathering guidelines

### **COVID-19 Policy – For all members of the University community**

Before returning to campus and normal operations in August 2020, all students, faculty, and staff will be required to:

- Self-isolate for 14 days prior to arriving on campus,
- Take a test for active COVID disease no later than 14 days prior to returning to campus, and
- Complete the COVID-19 online required training.

Once on campus, all students, faculty, and staff will be required to:

- Wear face coverings (e.g. cloth, mask) at all times in communal spaces when a minimum of 6 feet social distancing cannot be followed. Face masks will be made available to all employees and students. The University will follow its normal processes and procedures for any exceptions to this requirement.
- Conduct a daily temperature and symptom check and self-report the results to the COVID Pass App.

- Immediately report symptoms that might indicate COVID-19 to Student Health, Employee Health<sup>1</sup> or a health care provider, self-isolate, and submit to a COVID-19 test.
- Comply with social distancing guidelines.
- Comply with all posted social distancing markers and navigational signs.
- Limit gatherings.
- Limit non-essential personal travel.
- Seek approval from their vice president before embarking on institutionally sponsored travel outside of Wyoming (must be deemed mission critical).

## Plan's 10 Elements

The following 10 elements and protocols support a safe and healthy environment and a return to in-person learning. The success of these protocols depends on personal responsibility and accountability.

### 1. Pre-Return Isolation/Social Distancing, Self-Screening, Testing, Tracking, and Support

**Pre-Return Self-Isolation:** All returning students, faculty, and staff who have not been on campus or at work during June, July, and August 2020, should self-isolate for 14 days before returning.

**Prior to Return:** In order to set a negative baseline for re-opening all UW campuses and resuming normal operations, our goal is for students and employees to be tested no more than 14 days prior to returning to campus or work. The University is actively investigating companies that can provide a self-test and is examining options for collection of test results via a secure, HIPAA and FERPA compliant UW portal.

- Prior to returning to campus or work, students or employees with a positive test result must report the result to the University and their health care provider and seek medical attention, if needed.
- Students and employees with a positive result must quarantine for 14 days and a negative test result will be required before returning to campus or work

**Testing Upon Arrival:** If UW does not receive a test result prior to returning to campus or work, the student or employee will be required to take a test upon return. Employees will be required to self-isolate until negative test results are received.

- Students and employees who are awaiting test results must self-isolate and practice social distancing.
- Anyone who has a positive result must quarantine for 14 days and a negative test result will be required before leaving quarantine.

**Daily Self-Screening:** UW will utilize self-screening for COVID-19 like symptoms. All students and employees will be required to complete a brief self-screen on a daily basis through the [COVID Pass App](#).

**COVID Pass** is a mobile-responsive application that provides guidance about next steps based on if an individual has symptoms or not. When an individual has no COVID-19 symptoms, "A 'glance-able' pass is created that could be viewed by staff or faculty, and the pass can be exported to user logs on at least a daily basis. The pass is displayed on the screen and a copy is automatically sent to the user's email address. If the

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<sup>1</sup> More details forthcoming

user is asymptomatic an attestation is required to receive the COVID Pass for the day.” If an individual has one or more COVID-19 symptoms the app will give them a list of next steps. Web portal login will be made available for those without a smartphone.

**Testing and Quarantine of Symptomatic Students and Students who have Tested Positive:** To support symptomatic students and those with concerns that they have been exposed, UW will:

- Direct students to Student Health Services for testing.
- Students awaiting test results will be required to self-isolate.
- UW will provide alternative housing for those who test positive and live on-campus. Off-campus students who test positive must quarantine in their off-campus residences.

For those on-campus students who test positive and are required to quarantine, UW will:

- Provide meals and other necessities for daily living.
- Support access to medical care through Student Health Services or community providers.
- Require a negative test for students to return from quarantine.

**Contact Tracing:** UW will support the Wyoming Department of Health’s efforts to trace the contacts of students who are positive for COVID-19. To support contact tracing, UW will:

- Report COVID-19 test results to the Wyoming Department of Health and provide necessary information/resources to assist the Public Health Officer with contact tracing.

## **2. Academics**

The University will provide central resources and support for its faculty and researchers while also allowing for decentralized and flexible decision making at the college and unit level. Flexibility and efficiency are critical to teaching and student success. Decisions in appropriate areas must remain fluid and based on the dynamics of the virus, new information, and other important factors.

**Course Calendar:** Redesign the course calendar, timetable, and delivery options to mitigate the spread of the virus to and from the campus community.

- **Fall semester:** 15-week long semester, with classes beginning on August 24, 2020 and ending on December 4, 2020. All courses will transition to fully online instruction beginning November 23, 2020. Final exams administered through distance modalities after December 4, 2020. An updated final exam schedule will be provided. The two-day mid-semester break and three days prior to Thanksgiving will be converted to instructional days.
- **Spring semester:** 15-week long semester, delayed opening by one week, with classes starting on January 25, 2020. In order to maintain a 15-week long semester, the revised calendar eliminates spring break.

Every student will be offered a combination of online and face-to-face learning to allow for greatest flexibility to provide students with the in-person experience. All face-to-face classes must be adjusted for students who may be unable to attend in person. All classes must be able to pivot to online delivery should conditions associated with COVID-19 require this change.

Saturday classes and/or asynchronous online instruction may be offered to compensate for the loss of instructional time.

The revised academic calendar also provides additional opportunities for innovative courses and flexibility in learning via online courses through the **January (J) Term** (December 21 – January 25). Modifications to the start of the spring semester allows for an additional week in the J-Term. Any study abroad course offered during the J-Term must be evaluated for safety implications.

**Department Planning:** With guidance from the Office of Academic Affairs and College Deans, begin departmental planning now. Unit heads may use the decision tree and planning tools developed to support their decision-making for course assignment and delivery.

Units will classify their Fall 2020 offerings as those that:

- Must be taught entirely face-to-face.
- Can be taught entirely online in either a synchronous or an asynchronous manner.
- Have some components that can be taught online and some that must be taught face-to-face (Mixed).
- Can be broken into one small face-to-face class and one (typically large) online class with students in the online class participating through *synchronous simulcasting*.
- Can be taught on a rotating face-to-face basis, where a portion of the class meets face-to-face, with different students participating face-to-face on different days of the week, and the other students learning synchronously online.

**Faculty Development:** Provide faculty development to ensure quality teaching, learning, assessment, and research.

- Invest in the Ellbogen Center for Teaching and Learning to provide faculty development to safeguard quality teaching and learning.
- Evaluate a summer stipends program for faculty and graduate assistants for summer work needed to prepare for 2020-21 academic year pedagogical model shift and impact on research programs.
- Examine outside resources to provide online pedagogical support.

**Faculty Support:** Provide support for faculty success in scholarship, creative activity, teaching, service, and extension.

- Examine flexibility and efficiencies in faculty workload, evaluation, enhancement of infrastructure for research, and collaborations across disciplines, academic units, and colleges.
- Review research policies and procedures and revise, as appropriate, to:
  - Implement best practices for general building operations using input from building managers in research extensive spaces, and
  - Establish a set of proactive actions to minimize research disruption in transitions from more permissive to more stringent public health restrictions.
- Review academic policies and procedures and revise, as appropriate, to:
  - Support flexibility in timing for key events, such as the duration of Tenure and Promotion clock stops, time to degree for graduate students, and timing of required research experiences for undergraduate degrees, and

- Support flexibility in research experiences and expectations, such as programs of graduate study, the nature of undergraduate research experiences, and college and departmental Tenure and Promotion research expectations.
- Examine resources to mitigate research impacts, such as a small-grant program as well as a research and teaching scholars program.
- Begin acquisition and installation of technological equipment and resources needed to support residential teaching and learning.
- To support social distancing in the classroom, develop staffing plans and begin hiring/contracting the staff needed to support faculty and to prepare and maintain the physical teaching environment for safe, effective teaching and learning.

**Technology:** To support social distancing in the classroom, provide critical technological support to ensure synchronous and asynchronous “e-learning” and the ability to more effectively pivot to entirely online learning if needed. To ensure the ability for all to provide e-learning opportunities, IT has developed a COVID-19 investment plan. The plan included:

- Investing in hardware and software and IT support technicians.
- Creating and purchasing any special applications required to mitigate the spread of COVID.
- Training for staff and faculty to enable IT solutions.

*Delivery of the curriculum is contingent upon provision of the funding needed to make this investment.*

### **3. Athletics**

See *Appendix B*. for Athletics Department Plan.

### **4. Student Life and Housing**

UW will repurpose Crane Hall as a 300-bed residence hall and a second student dining facility. UW will also convert all residence halls to single rooms and modify the residential dining plan to facilitate social distancing.

**Move-In:** To reduce risk during move-in, UW will:

- Modify the move-in schedules and procedures to reduce density through extended move-in times and days. Stagger arrival and drop-off times or locations by cohort or implement protocols to limit contact between cohorts and parents.

**Living and Learning at UW:** Students will be required to:

- Complete the COVID-19 online required training prior to move-in day or returning to campus.
- Follow proper hygiene practices and regularly clean their living spaces.
- Adhere to the posted limits on the number of people allowed in communal spaces such as laundry rooms, dining halls, retail venues, and learning environments.

Additionally, students must limit:

- Non-resident visitors.
- Unnecessary visitation to other residence halls. If necessary, sign-in will be required.
- Unnecessary travel outside of Wyoming.

## **5. Environmental Health and Safety**

UW will implement an environmental health and safety plan built around increased cleaning regimens, modifications to work and communal spaces, changes to dining and retail areas, and visitors to campus.

**Cleaning:** To achieve [CDC](#) and [OSHA](#) recommendations regarding cleaning and sanitizing, UW will create detailed cleaning schedules for workspaces, common areas and high-touch surfaces in addition to regularly performed cleaning routines. To maintain a safe environment, UW will:

- Ensure UW Operations is adequately staffed and prepared to clean classrooms between sessions and highly trafficked areas, doorknobs, etc.
- Turn off water fountains and only allow the use of bottle filling stations.
- Secure an adequate supply of cleaning products and face masks.
- Place hand sanitizer and face mask stations in high traffic areas and outside of offices, classrooms, and common areas.

**Communal Spaces:** To keep communal spaces safe, UW will:

- Allow events for a maximum number of participants per guidelines established by County, State and Federal authorities. These guidelines will evolve and be communicated as conditions change.
- Install face mask and hand sanitizer dispensers at the entry of communal spaces.
- Modify current communal areas for employees and students across campus to encourage adequate social distancing and reduce density. Possible modifications include:
  - Enforcing staged occupancy limits with signage detailing maximum occupancy,
  - Spacing seating in meeting and conference rooms for proper social distancing,
  - Suspending the use of small meeting and conference rooms,
  - Removing furniture from waiting areas, break areas, and lounge spaces,
  - Creating modified cubicles with higher barriers and ensure proper distancing for workspaces,
  - Installing Plexiglas “sneeze guards” at all high contact service counters,
  - Marking floors of retail waiting lines and other areas to indicate suggested waiting position/distance,
  - Marking ingress and egress for one directional travel in highly trafficked spaces such as Classroom Building, Half Acre, Union, Washakie, Rendezvous, etc. (for example, enter through one entrance and exit through another),
  - Installing signage across campus (Prexy’s Pasture, buildings, etc.),
  - Encouraging virtual meetings, and
  - Providing for touch free building entry and exits to the extent possible.

**Retail Services:** To maintain safe retail locations, UW will:

- Reopen retail operations and catering with some services limited to reduce density. This will evolve as conditions change.
- Limit or prohibit the use of cash.
- Increase the availability of grab-and-go/pick-up options at destinations.
- Encourage students to pre-order for direct pick-up.
- Create a plan to deliver food to students who are quarantined.
- Restrict visitors from entering communal spaces and dining halls.

**Dining Services:** Washakie and/or alternate dining locations will:

- Pre-assign students a timeframe for meals with flexibility to accommodate course schedules.
- Require a card swipe into dining locations prior to entry.
- Require students to select one of five dining lines upon entry in order to maintain social distancing.
- Reduce or remove seating to encourage students to take food to-go.
- Modify meal plan offerings and eliminate all-you-can-eat options.
- Extend opening hours with a late-night option.
- Use disposable flatware and prepacked food.
- Require workers to wear masks and gloves. Also promote hand washing after removing gloves.
- Provide full face guards/visors for dining services employees.

Dining options may change as conditions evolve.

**Teaching and learning environments:** Additional requirements for teaching and learning environments include:

- Ensuring ventilation systems operate properly and increase circulation of outdoor air to classrooms.
- Ensuring that student and employee groupings are as static as possible and limit mixing between groups.
- Consider the installation of plexiglass/physical barriers between instructors and students.

**Visitors to campus:** The University will provide guidance for visitors before the start of the fall semester to address health and safety concerns, including guidance for athletic events in conjunction with the Department of Intercollegiate Athletics.

## **6. Employee Safety and Success**

UW will implement adaptable and responsive work schedules and plans. Each Vice President and Dean, in consultation with Human Resources (HR), will create adaptable staffing plans (remote work, flexible work schedules) that are guided by University policy and state and federal employment law. Plans must be submitted to HR no later than July 15, 2020, for implementation in August. These plans are considered to be temporary and do not constitute permanent working schedules and conditions.

Plans should reduce density in the workplace, minimize exposure, and meet the needs of employees who may have a condition that places them in a high-risk category or live with someone who has a condition that places them in a high-risk category.

Human resources will:

- Support UW leadership to develop and implement work schedules and methods that promote low density environments.
- Examine and revise policies for leave, remote work, and flexible work schedules while ensuring compliance with state and federal laws, such as the Americans with Disabilities Act.
- Ensure compliance with evolving COVID-19 federal regulations.
- Provide guidance for new employees with no sick leave.
- Assist managers and supervisors to ensure that their employees adhere to the COVID-19 Policy and advise when corrective action is required.

- Ensure employees who return to work after COVID-19 infection or exposure are cleared to do so by a health care provider.
- Provide managers and supervisors with the tools required to track attendance and expenses associated with COVID-19 related absenteeism.
- Provide guidelines to allow remote work for individuals who are in high risk categories or who reside with, or care for, others in high risk categories.

### ***Working at UW***

UW will work with the responsible parties to:

- Provide intensive support for faculty engagement with students, online best practices, and training.
- Equip classrooms with modern technology, including laptops and good wireless internet connection.
- Create a back-up staffing plan and provisions for alternate arrangements.
- Provide guidelines to support managers in decisions regarding flexible work options.
- Coordinate with Albany County School District and childcare providers as their operations/services will directly affect many of UW's employees and consider FMLA extended-leave policies.
- Develop a contingency plan for the University to provide childcare services, in addition to ECEC, for students and employees.
- Maximize availability of behavioral health services through the UW Employee Assistance Program.

### ***7. Pre-Return Plan***

To prepare for the reopening of campus and resuming normal operations, UW will UW will:

- Review human resources policies that ensure compliance with COVID-related legislation and protections.
- Encourage employees and students to talk with people they trust regarding their concerns about returning and how they are feeling.
- Create orientation trainings for supervisors, faculty, staff and students, including modules, videos, trainings, and policies.
- Send welcome packets (potentially include PPE/face masks, hand sanitizer, thermometer, reusable water bottle).
- Post signage for the national distress hotline and other resources (e.g. mental health services).

### ***8. Modified Operations (Widespread Infection)***

The safety protocols included in this plan are being implemented in an ever-changing environment. With this in mind, UW will modify its operations in the event of widespread infection. The decision to modify its operations will be made in consultation with County and State health officials. Though there is no exact number of cases that will trigger this protocol, UW will vigilantly communicate and evaluate its ability to operate safely as cases appear and as the environment changes.

To prepare in case of any widespread infection, UW will:

- Track number of individuals testing positive for COVID-19.
- Ensure faculty prepare in-person and online curriculum to allow easy transition to online environment.
- Work with Residence Life to create a move-out plan to allow for safe and timely departures.

- Create a plan for international students if they cannot return home.
- Create a plan to communicate modified operations to employees.

### **9. Communication Plan**

The goal of the communication plan is to ensure consistent and broad communication to University constituents, State, County, local governmental leaders, and local healthcare providers regarding the University's COVID-19 mitigation efforts. The plan also includes methods to receive important communication from local, County, and State leaders regarding legislative activities and funding opportunities.

This communication plan is centered on a "Communication Hub" that is closely linked to the Project Management Office (PMO). The Hub is the fulcrum for messaging. It will support all University constituents, promote one voice, provide consistency, and ensure clarity of all messages related to COVID-19. The Hub will be responsive to the need for emergent messaging and communication and will quickly deploy targeted or general messaging.

The Hub will develop a detailed communication plan and program and will update the plan as needs evolve. The communication plan includes audiences, key messages, vehicles/tactics for transmission, and frequency of messages.

A priority for the Communication Hub is the development of a dedicated COVID-19 web page that will include all messages and resources.

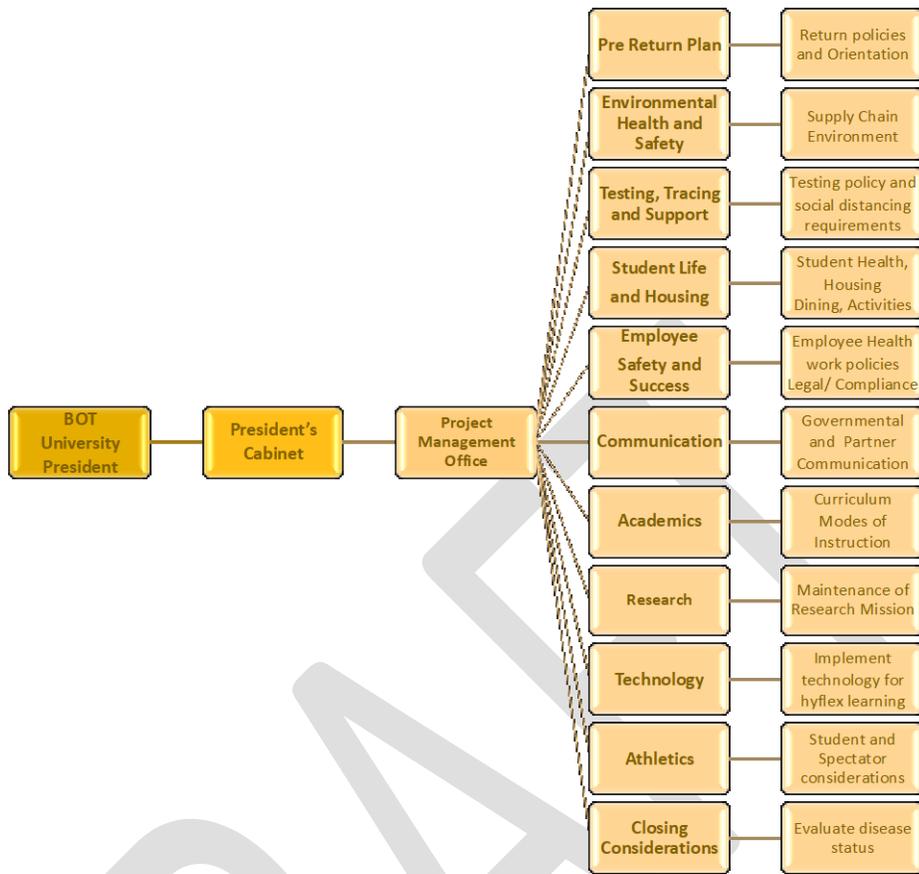
### **10. Project Management Office**

Execution of this plan requires coordination with faculty, staff, students, and the communities we learn, work in, and serve. To facilitate this broad focus and ensure accountability in execution of the plan, a COVID-19 Project Management Office (PMO) will be established with one individual designated to lead this effort.

To ensure appropriate attention and resources, the PMO will be led by an individual who will be accountable for all issues related to COVID. The PMO will:

- Facilitate all COVID-19 related working groups and ensure effective communication between working groups to avoid duplication of effort and resolve competing priorities.
- Work closely with the Communication Hub to ensure consistent and broad communication to University communities, State, County and local governmental leaders, and local health care providers regarding the University's COVID-19 mitigation efforts.
- Receive and facilitate the resolution of issues related to the University's COVID-19 response.
- Develop and ensure execution of a detailed project work plan that includes a budget, timelines, and accountability.
- Work with University leadership to track and quantify expenses related to the COVID-19 response.
- Support student and employee health programs and efforts related to COVID-19.
- Regularly report to University leadership regarding issues and execution of the work plan with emphasis on those activities that fall behind schedule or require additional leadership intervention.

Below is a proposed organizational structure for the PMO. The PMO does not in any way disrupt the current organizational structure. It is specific to coordination of this project.



## Glossary

- **Center for Disease Control (CDC):** The *CDC* is a federal branch of the Department of Health and Human Services that “works 24/7 to protect America from health, safety and security threats, both foreign and in the U.S. Whether diseases start at home or abroad, are chronic or acute, curable or preventable, human error or deliberate attack, CDC fights disease and supports communities and citizens to do the same.” Website: [CDC.gov](https://www.cdc.gov)
- **Contact Tracing:** Identifying and monitoring people who may have come into contact with an infectious person.
- **COVID-19:** *COVID-19* is a respiratory virus that is spread by respiratory droplets from infected people and caused by SARS-CoV-2 and is short for “Coronavirus Disease 2019” (CDC). *See symptomatic* for symptoms.
- **COVID Pass App:** *COVID Pass App* is a mobile-responsive application that provides guidance about next steps based on if an individual has symptoms or not. When an individual has no COVID-19 symptoms, “A ‘glance-able’ pass is created that could be viewed by staff or faculty, and the pass can be exported to user logs on at least a daily basis. The pass is displayed on the screen and a copy is automatically sent to the user's email address. If the user is not showing symptoms, an attestation is required to receive the COVID Pass for the day.” If an individual has one or more COVID-19 symptoms the app will give them a list of next steps. Web portal login will be made available for those without a smartphone.
- **Occupational Safety and Health Administration (OSHA):** *OSHA* is a federal branch of the United States Department of Labor that works to “ensure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance”. Website link: [OSHA.gov](https://www.osha.gov)
- **Quarantine:** *Quarantine* separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick (CDC)<sup>i</sup>. Students and employees who have tested positive for COVID-19 must remain in a designated residence with no public contact.
- **Self-Isolation:** *Self-isolation* limits contact with the public as much as possible. While in self-isolation, you are encouraged to practice social distancing, limit travel, wear facial coverings and practice good hygiene.
- **Self-Screening/Self-Reporting:** All students and employees will be required to complete a brief self-screen on a daily basis through the COVID Pass App to assess whether they have any COVID-19 symptoms.
- **Social Distancing:** *Social distancing* requires individuals to maintain at least 6 feet of physical space between themselves and other people and to not gather in large groups. In addition, masks must be worn when in communal spaces to keep others safe.
- **Symptomatic:** Individuals showing symptoms of COVID-19. Symptoms of COVID-19<sup>ii</sup> include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

## Appendix

### A. Athletic Plan

Plan developed by Athletics Department –

The University of Wyoming is committed to keeping student-athletes, staff, and coaches safe from COVID-19. To this end, the Athletic Department's transition back to sport participation will be done in a measured, disciplined way that accounts for the safety and well-being of everyone involved. In consultation with medical professionals and University administrators, we have developed a logistical, tactical, and data driven plan that will allow for the return of student-athletes to University facilities. It is important to note that this initial plan shall remain flexible in order to adequately conform to the most recent guidance from the Center for Disease Control (CDC), the U.S. Department of Education, and the State of Wyoming. So, while the information below is not all inclusive, it does provide an overview of the steps our institution is taking to address your student-athlete's safety.

**COVID-19 Testing** – All student-athletes returning to Laramie for supervised summer weight room workouts will receive required surveillance testing for (COVID-19). Surveillance testing will also be done on all University personnel who will regularly interact and come into contact with student-athletes.

**Self-Quarantine** – All student-athletes returning to Laramie for supervised summer weight room workouts will complete a 14-day self-quarantine upon return (to Laramie).

**Summer Weight Room Access** – Will be limited to only student-athletes and coaches/staff who have completed a 14-day self-quarantine, been tested (COVID-19) and have been cleared by the Sports Medicine staff. Sports Medicine clearance will occur on a daily basis and include a daily temperature check and completion of a quick medical questionnaire/survey.

**Cleaning** – Policies and procedures will be implemented to ensure that all areas/equipment is cleaned after usage and at additional times throughout the day. Athletics facilities staff will also conduct additional cleaning at night including “deep cleanings” multiple times per week.

**Housing** – All student-athletes returning to Laramie for supervised summer weight room workouts will have access to University residence halls (dorms) during the 14-day self-quarantine period as needed. Additional residence halls (dorms) will be available for student-athletes returning to Laramie for supervised summer weight room workouts in the event of a positive COVID-19 test.

**Food** – Student-Athletes will be provided 3 meals a day and snacks during the 14-day self-quarantine (using an established pick-up and/or delivery process) through the Athletic Department Training Table. In addition, student-athletes will be provided info for local grocery stores/restaurants that deliver/provide curbside service.

**Workout Apparel** – All student-athletes will be provided multiple sets of workout apparel. A process will be implemented for all student-athletes to drop-off dirty workout apparel/pick-up clean workout apparel after each workout session.

**Additional Safety Measures** – All student-athletes/coaches/staff will initially be provided face coverings/masks and will be required to wear them at all times except when otherwise approved by our

Sports Medicine staff. As always, all student-athletes will have access to Dr. Boyer (Primary Care Physician/Medical Director) and the Sports Medicine staff for all medical needs if/when necessary.

We will work with the football coaching staff to set-up Zoom meetings over the next few weeks. This will provide you the opportunity to ask any questions you may have about this process. Please note, as we state above, the safety of our student-athletes is paramount. However, even with the above described plan we have in place there is a risk that some student-athletes (or coaches/staff) may test positive (COVID-19). If/when that occurs, we will have the appropriate measures in place to quickly and safely address the issue (e.g., separate housing, tracing policies/procedures, additional testing, etc.).

## **B. Working Groups**

Five working groups of faculty, staff and students have been formed to put together policies and procedures that could be used if the trustees decide to reopen campus this fall. The five working groups focus on:

**University Operations:** On-campus education/activities present numerous challenges (e.g., visitors to campus) that UW must mitigate with rules, regulations and policy changes.

Vice President/General Counsel Tara Evans and Acting President Neil Theobald, co-chairs.

Other members: Athletics Director Tom Burman, Interim Vice President for Administration Bill Mai, Director of Government Relations Meredith Asay, Wyoming State Veterinary Lab Director Will Laegreid, Student Health Service Director Mary Beth Bender, Director of Education Abroad Shelley Jewell.

**Social Structure:** Residence hall practices and student interaction guidelines.

Vice President for Student Affairs Kim Chestnut, chair.

Other members: Residence Life and Dining Services Executive Director Eric Webb, Center for Student Involvement and Leadership Director Jeremy Davis, Associate Vice President/Dean of Student Success and Graduation Nycole Courtney, ASUW President Riley Talamantes, Associate Vice Provost for Enrollment Management Kyle Moore, Senior Project Coordinator Courtney Thomson-Lichty, Deputy Athletics Director Matt Whisenant, Student Health Service nurse Holly Bowlds, Sports Medicine Dr. Matt Boyer.

**Personnel Policies:** Protecting older populations, especially those with underlying health problems and guidelines for working remotely.

Associate Vice President for Human Resources Tom Koczara, chair.

Other members: Deputy General Counsel Paula Whaley, HR Operations Director Mark Bercheni, Chief Diversity Officer Emily Monago, Vice President for Information Technology Robert Aylward, Staff Senate representative James Wheeler, Faculty Senate representative Rudi Michalak, ASUW representative Jason Wilkins, Executive Assistant to the Provost Mandy Gifford.

**Community and State Interaction:** Protecting Albany County residents, coordination with Wyoming Department of health, coordination with community colleges.

Interim Vice President for Community Affairs Chris Boswell and Associate Vice President for Marketing and Communications Chad Baldwin, co-chairs.

Other members: Director of Government Relations Meredith Asay, Chief Risk Officer Tim Wiseman.

**University Structure:** Curriculum procedures such as class size restrictions and modes of instruction for larger classes.

Vice Provost Tami Benham-Deal and Associate Vice President for Financial Affairs David Jewell, co-chairs.

Other members: Associate Vice Provost for Undergraduate Education Anne Alexander, Associate Vice Provost for Graduate Education Jim Ahern, Associate Vice President for Research Diana Hulme.

Additional subgroups under the University Structure working group:

### **Scheduling and Instructional Delivery**

College of Arts and Sciences Associate Dean Danny Dale, facilitator.

Other members: College of Engineering and Applied Science Interim Dean Cam Wright, School of Nursing Dean Sherrill Smith, Department of Visual and Literary Arts Head Ricki Klages, Department of Music Head Scott Turpen, Department of Plant Sciences faculty member Randa Jabbour, Department of Chemical Engineering faculty member Joe Holles, Faculty Senate Chair Rudi Michalak, Ellbogen Center for Teaching and Learning Director Janel Seeley, Director of Enrollment Marketing Jenny Petty, Registrar Kwanna King, Scholarships and Financial Aid Director Debra Hintz, Campus Architect Matt Newman, Wyoming Cooperative Fish and Wildlife Research Unit graduate student Rhiannon Jakopak.

### **Research**

Department of Botany Head Naomi Ward, facilitator.

Other members: College of Health Sciences David Jones, School of Pharmacy Dean Kem Krueger, Wyoming Agricultural Experiment Station Interim Director John Ritten, American Heritage Center Director Paul Flesher, Department of Zoology and Physiology Head Scott Seville, School of Energy Resources Executive Director Holly Krutka, Department of Chemical Engineering faculty member Patrick Hopkins, Department of Economics faculty member Dave Finnoff, Department of Theatre and Dance faculty member Marsha Knight, Department of History and American Studies Head Isa Helfgott, Director of Research Integrity and Compliance Carolyn Broccardo, Office of Sponsored Programs Senior Director Comfort Brownell, Associate Vice Provost for Graduate Education Jim Ahern, Associate Vice President for Research Diana Hulme, neuroscience/pharmacy research assistant Danny Burns, Assistant to the Vice President of Research and Economic Development Karyn Bercheni.

### **Reflection, Assessment and Lessons Learned**

College of Business Dean Dave Sprott, facilitator.

Other members: College of Education Associate Dean Leslie Rush, Department of Family and Consumer Sciences Head Chrissy Wade, Department of Mathematics and Statistics Head Jason Williford, Department of Theatre and Dance Head Margaret Wilson, Department of Economics Head Dave Aadland, WWAMI Medical Education Program Director Tim Robinson, School of Nursing faculty member Ann Marie Hart, Ellbogen Center for Teaching and Learning faculty member Christi Boggs, Learn Programs Director April Heaney, Outreach Credit Programs Manager Jayne Pearce, ASUW President Riley Talamantes, Wyoming Survey and Analysis Center Interim Director Tiffany Cook.

Additionally, several other groups continue to handle UW's response to the pandemic:

**Emergency Executive Policy Group:** General Counsel Tara Evans, Vice President for Student Affairs Kim Chestnut, Vice Provost Tami Benham-Deal, Associate Vice President for Financial Affairs David Jewell.

Provides overall direction, management and coordination for all operational functions. Establishes operational priorities and strategies.

**Emergency Operations Group:** Vice President for Information Technology Robert Aylward and Interim Vice President for Administration Bill Mai, co-chairs.

Other members: Chief Risk Officer Tim Wiseman, Associate Vice President for Human Resources Tom Koczara, UW Police Chief Mike Samp, Associate Vice President for Operations John Davis, Facilities Engineering Deputy Director Jen Coast, Deputy Risk Officer Curtis Cannell, Student Health Service nurse Holly Bowlds, Sports Medicine Dr. Matt Boyer, Associate Vice Provost for Undergraduate Education Anne Alexander, College of Health Sciences Dean David Jones, Residence Life and Dining Services Executive Director Eric Webb, Interim Dean of Students Ryan O’Neil, Associate Vice President for Research Diana Hulme. Provides policy direction and general support, defines emergency policy, and determines program closures and resumptions.

**Government Relations Working Group:** Director of Government Relations Meredith Asay, chair.

Other members: College of Health Sciences Dean David Jones, School of Pharmacy Dean Kem Krueger, College of Engineering and Applied Science Interim Dean Cam Wright, Associate Vice Provost for Graduate Education Jim Ahern, Associate Vice President for Research Diana Hulme, veterinary science Associate Professor Brant Schumaker, and botany Professor Alex Buerkle.

Leverages the knowledge of UW employees and research base to serve Wyoming and its citizens during the pandemic.

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<sup>i</sup> [CDC Quarantine and Isolation](#)

<sup>ii</sup> [CDC COVID-19 Symptoms](#)