

# COVID-19 Policy

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UNIVERSITY OF WYOMING

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*Disclaimer:* The University of Wyoming COVID Policy is informed by health and safety recommendations from the CDC and the Wyoming Department of Health. The COVID Policy may be modified based on the evolving environment and virus transmission. Please refer to this document regularly.



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## University of Wyoming COVID-19 Policy

*For all members of the University community*

Before returning to campus and normal operations, all students, faculty, and staff will be required complete each of the following actions:

- Take a test for active COVID-19 disease prior to returning to campus, as directed under the Phased Return; and
- Complete the COVID-19 online required training.

Once on campus, all students, faculty, and staff will be required to abide by the COVID-19 Policy, including but not limited to the following:

- Wear a mask or face covering (e.g., cloth that covers both nose and mouth) while on University-owned property or when conducting University business or activities, including instruction and research. Masks and face coverings 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 prior to entering University-owned property or conducting University business or activities, including instruction and research. As with the wearing of masks or face coverings, the University will follow its normal processes and procedures for any exceptions to this requirement. Additionally, the University will provide ADA compliant masks/face shields upon request.
- Immediately report symptoms that might indicate COVID-19 to Student Health Services, Employee Health or a health care provider, self-quarantine, and submit to a COVID-19 test.
- Comply with social distancing guidelines.
- Comply with all posted social distancing markers and navigational signs.
- Limit gatherings based on CDC, Federal, State, and county guidelines with the goal of reducing risk. UW guidelines will change as CDC, Federal, State, and county guidelines develop.
- Carefully consider the consequences of non-essential personal travel on the UW community. Non-essential personal travel is highly discouraged.
- Seek approval from a vice president before embarking on institutionally sponsored travel outside of Wyoming (must be deemed mission critical). The travel policy will be updated regularly.

Compliance with these requirements is critical to the University community and will help to support UW's goal to restart the campus for teaching, learning, and working. Non-compliance with these requirements compromises that goal and increases chance of disease transmission. Incidents of noncompliance for employees will be managed through the employee handbook and "corrective action" policies and procedures. Incidents of noncompliance for students will be managed through the Student Code of Conduct. Violations of the COVID Policy could result in disciplinary action, up to and including termination of employment for employee and dismissal from the University for students.

While on University-owned property or when conducting University business or activities, including instruction and research, our community must observe these requirements to minimize the spread of the disease. It is a shared responsibility. Everyone – students, faculty, employees, and visitors – must do their part. UW cannot guarantee a COVID free environment. An inherent risk of exposure to COVID exists in any place where people are present. In coming onto university property and participating in University business or activities, including instruction and research, faculty, staff, students and visitors understand and acknowledge that there are risks related to exposure to COVID-19.

## UW Values During COVID-19

The University of Wyoming community has shown incredible strength and compassion over the past few months. This commitment to supporting and protecting one another will continue to be essential as we come back together on campus. Our commitment to upholding the UW Community Standards – the five guiding principles for our students, faculty and staff – is more important than ever. These principles uniquely apply to our return to campus this fall:

- **Community:** We, as faculty, staff and students, recognize we all have a role to play to protect our greater campus community. We understand and appreciate how our decisions and actions impact others. Community members will take all necessary precautions to minimize the incidence and spread of COVID-19 on campus.
- **Integrity:** We conduct ourselves with honor and honest even in the most challenging times. We understand the need to adhere to safety guidelines and following protocols. The true test is what we choose to do when no one else is present to hold us accountable.
- **Social Consciousness:** We respect the dignity of every person is essential for creating and sustaining a flourishing University community. We understand each member of our community may be facing distinct impacts during this unprecedented time. We will discourage and challenge those whose actions may be harmful to the welfare of others.
- **Respect:** We commit to showing positive regard for each other and for the community, especially in times of uncertainty and change. This means we will appropriately engage with one another to communicate and to acknowledge what is needed to reduce the risk on campus.
- **Responsibility:** We acknowledge we are accountable for our learning, personal behaviors, and future wellbeing. All UW community members should use sound judgment and take personal responsibility for our actions.

UW's Community Standards reflect our collective commitment to our great campus community. It will take every community member doing our part to create a safer environment for everyone. We all have a responsibility to stay up to date on changes. UW's COVID Policy will evolve and we expect it will be revised throughout the academic year as understanding of the virus deepens, best practices change, and therapeutic measures become available. Updates will be announced, and each community member must stay informed of these changes as they occur.

Current guidance provides three important practices UW community members must follow:

1. Monitor and Report
2. Prevention
3. Provide Space

## Monitor and Report

Everyone must be proactive and responsible for their own daily health routine for the protection of self and others.

### Daily Health Screenings

Depending on availability of resources, the goal is for each student, staff, and faculty member to receive a Welcome Packet from the University including items for health and safety. UW is developing a set of health monitoring tools that community members will use to determine whether they are authorized to attend work or classes each day.

- Each day, each student, staff, and faculty member will be expected to take their own temperature and, using the health monitoring tools, complete a brief health screening that checks for COVID-19 symptoms by asking questions such as "Do you have a fever?" and "Do you have a cough?" Depending on the answers, the tools will clear them to attend class or work or will advise them to stay at home or in their room.

- Each person is responsible for utilizing health monitoring tools daily. Those who do not may be subject to discipline, up to and including termination or dismissal.

Participating in daily screening via the COVID Pass, and staying home or in your residence hall room, will be key to reducing community exposure to COVID-19 and is expected of each student, staff, and faculty.

### Illness, Isolation, Quarantine and Reporting Protocols for Students

Isolation and quarantine precautions are used to help stop the spread of disease from one person to another. The University will follow CDC and Wyoming Department of Health guidance regarding isolation and quarantine protocols. For the purpose of these protocols, *isolation* and *quarantine* are defined by the following:

**Self-Isolation:** Isolation is the restriction of an individual's freedom which is necessary to ensure individual and/or public health and welfare. (i) A person may be advised by the Health Officer and/or authorized designee to voluntarily restrict his or her freedom of movement so as to limit contact with other persons. (ii) Action may be taken by the Health Officer and/or authorized designee for the protection of public health and welfare to legally and formally restrict a person's freedom of movement or performance of an activity (per Wyoming Department of Health Regulations).

**Quarantine:** (A) The physical separation and confinement of an individual or group of individuals that has been, or may have been, exposed to, or is reasonably believed to be infected with, a contagious or possibly contagious disease, from nonquarantined individuals, to prevent or limit the transmission of the disease to nonquarantined individuals; (B) The isolation of a geographic area where individuals are located who have been or are reasonably believed to have been exposed to or infected by a contagious or possibly contagious disease; or (C) The physical separation and confinement of an individual or group of individuals or the isolation of a geographic area where a public health emergency of unknown effect has occurred or is reasonably believed to have occurred (per Wyoming Statutes Title 35. Public Health and Safety 35-4-115.)

- It is critical that students who have COVID-19 symptoms stay in their living quarters (e.g., residence hall room, apartment, etc.).
- If students have symptoms, they should seek medical attention immediately.
- Students should first contact [UW Student Health Services](#) (307-766-2130) to schedule an appointment and alert them of any possible symptoms prior to arrival. Other options include but are not limited to:
  - Iverson Memorial Hospital (307-742-2141)
  - Local Urgent Care clinics including:
    - Grand Avenue Urgent Care (307-760-8602)
    - Stitches Acute Care Clinic (307-721-1794)
- After seeking medical care, students should contact the UW COVID-19 response team at [COVID19@uwyo.edu](mailto:COVID19@uwyo.edu) or 307-766-2683 with any reporting, questions, or concerns.
- Students must report to the University if they have COVID-19 symptoms. If a student tests positive they should contact the COVID hotline and self-isolate for a minimum 10 days. Students can reach the COVID-19 Hotline by emailing [COVID19@uwyo.edu](mailto:COVID19@uwyo.edu) or calling 307-766-2683.
  - While maintaining confidentiality to protect the privacy of students' health status and health information as much as possible, the University will follow up to perform contact tracing and collect other pertinent information to inform individuals of any potential exposure.
- Students living on campus who test positive for COVID-19 will be moved to a room identified for isolation purposes for at least 10 days.
- Processes will be in place to provide those quarantined or in isolation with necessary support, including meals.

- Students who have recently had close contact with a person with COVID-19 symptoms should report to the COVID-19 Hotline via email or phone. They must self-quarantine in their living quarters for at least 14 days, and if possible, undergo testing twice during their quarantine period. Ideal timing for this testing is 4-5 days after initial exposure, and if initial test is negative, repeat testing at day 11-12 after exposure. If this timing is not possible, they should be tested as soon as possible after they are identified as a contact, and again in approximately one week. Students should monitor their health until the end of the quarantine period and, if tested, until negative COVID-19 test results are received. If a student develops symptoms during this period, they must notify the COVID-19 Hotline and will be instructed to follow the University's isolation protocol. Additionally, they should notify the Student Health Service or their personal healthcare provider.

## Illness, Isolation, and Quarantine Protocols for Faculty and Staff

Isolation and quarantine precautions are used to help stop the spread of disease from one person to another. The University will follow CDC and state and county guidance regarding isolation and quarantine protocols.

- It is critical that faculty and staff who are experiencing COVID-19 symptoms stay at home.
- If faculty or staff test positive they should contact the COVID hotline and self-isolate for 10 days. Faculty and staff can exit quarantine after the 10-day period as long as they do not develop symptoms. Faculty and Staff must report to the University if they have COVID-19 symptoms by contacting the COVID-19 Hotline via email or phone. Faculty and Staff can reach the COVID-19 Hotline by emailing [COVID19@uwyo.edu](mailto:COVID19@uwyo.edu) or calling 307-766-2683.
  - Faculty and staff must report to their direct supervisor and HR if they will be missing work for a COVID-19 related reason. While maintaining confidentiality to protect the privacy of employees' health status and health information as much as possible, the University will follow up to perform contact tracing and collect other pertinent information to inform individuals of any potential exposure.
- Faculty and staff who have recently had close contact with a person with confirmed or presumed COVID-19 should immediately report to the COVID-19 Hotline via email or phone. They must self-quarantine in their residences for at least 14 days and monitor their health during the quarantine period. If possible, they should undergo testing twice during the quarantine period. Ideal timing for this testing is 4-5 days after initial exposure, and if initial test is negative, repeat testing at day 11-12 after exposure. If this timing is not possible, they may be tested as soon as possible after they are identified as a contact, and again in approximately one week. Testing will be at the discretion of the employee's healthcare provider. If a faculty or staff member develops symptoms during this period, they must notify the COVID-19 Hotline, and they should follow the University's isolation protocol. They should also notify their personal healthcare provider of symptoms.

## Testing and Contact Tracing

### Testing

**Prior to return to campus:** To establish a baseline for restarting all UW campuses and resuming normal operations, all students and employees must be tested 7-10 days prior to returning to campus or work. The University has contracted with a company to provide each student and employee with an at-home saliva test. The results of the test will be provided by the company directly to the student and the employee and to the University via a secure, HIPAA and FERPA compliant database. Students, faculty, and staff will not be responsible for the cost of testing.

**Testing Upon Arrival:** If UW does not receive a test result prior to an individual returning to campus/work or if the student, faculty member, or staff is unable to be tested (e.g., students that are not currently in the U.S.), the individual will be required to take a test upon return. Please note – as the situation evolves the University will provide further guidance for COVID-19 Testing.

**Test Results:**

- Students, faculty members, and staff who are awaiting test results must self-quarantine and practice social distancing.
- Per the Wyoming Department of Health and CDC guidelines, symptomatic individuals who test positive for COVID-19 should isolate until at least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms AND at least 10 days have passed since symptoms first appeared. A limited number of persons with severe illness may produce replication-competent virus beyond 10 days, warranting extending the duration of isolation and precautions for up to 20 days after symptom onset, but this decision should be made in consultation with a public health official. Asymptomatic individuals who test positive and never develop symptoms should isolate until at least 10 days have passed since the date of their first positive COVID-19 diagnostic test. If a student tests positive they should contact the COVID hotline and self-isolate for 10 days. Student can exit quarantine after the 10-day period as long as they do not develop symptoms.

**Testing and Isolation of Symptomatic 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 (note that students must call to schedule an appointment). See <http://www.uwyo.edu/shser/> for more information about Student Health Service guidelines.
- Students awaiting test results will be required to self-quarantine.
- The University will provide alternative housing for at least 10 days for those who test positive and live on-campus. Off-campus students who test positive must isolate in their off-campus residences for at least 10 days. Student can exit quarantine after the 10-day period as long as they do not develop symptoms.
- For those on-campus students who test positive and are required to isolate, 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 isolation.

**Surveillance Testing:** In addition to the baseline test and testing of symptomatic individuals, the University will establish regular surveillance testing for all students and employees based on resources, cost, and availability of tests. This protocol will be modified accordingly as conditions evolve.

**Contact Tracing**

UW will support the Wyoming Department of Health's efforts to trace the contacts of students and employees who are positive for COVID-19. Per CDC and Wyoming Department of Health guidelines, close contact is defined as someone who has been within six (6) feet of a COVID-19 positive patient for 15 minutes or longer. 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.
- Encourage students and employees to use a contact tracing mobile application, which would alert individuals if they have been potentially exposed to COVID-19.

**Required Training**

UW will provide orientation trainings for supervisors, faculty, staff and students, including modules, videos, trainings, and policies. This training is mandatory for students, faculty, and staff and must be completed before returning to campus. Instructions will be communicated prior to the start of the semester, including required completion date. Additional communication and training will be ongoing and provided to all students and employees as they transition to being back on university property or resuming normal operations.

## Prevention

Everyone must take active prevention measures. Even though you may not be at high risk, there are others around you who are.

### Wear Face Coverings

All UW community members will receive a Welcome Packet containing a health and safety kit inclusive of Covid-19 supplies: two cloth face coverings, hand sanitizer, a thermometer, and a safety guide. All employees and students are required to wear these masks or other face coverings (e.g. cloth face masks, bandanas, etc.) that cover the nose and mouth while on University-owned property or when conducting University business or activities, including instruction and research (with the exception of when individuals are alone in an office or dorm room, for example). Face coverings will be made available to all employees and students. The University will follow its normal processes and procedures for any exceptions to this requirement. Students, faculty, and staff are required to wear facial coverings by recommendation of the University President and approval by the Board of Trustees. Visitors are required to wear facial coverings.

### Practice Hand Hygiene and Respiratory Etiquette

- Everyone should practice proper handwashing with soap and water for at least 20 seconds.
  - It is important to wash your hands at the beginning and end of a work shift, prior to any mealtimes, after using the toilet, and before/after removing gloves.
  - Avoid unnecessary touching of objects such as door handles, countertops, vending machine buttons, etc.
  - Avoid touching your mouth, nose, and eyes with your hands.
  - If soap and water are not readily available, hand sanitizer will be available in every building on campus if resources are available.
- [As recommended by the CDC](#), everyone must cover coughs and sneezes with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds or use of hand sanitizer when necessary.

### Cleaning, Disinfectant and Sanitization Guidelines

These guidelines are applied to all university buildings and spaces to the extent possible.

- The University is taking necessary steps to establish and execute appropriate standards and protocols for cleaning based on recommendations from the CDC and Wyoming Department of Health.
- Hand sanitizer and face coverings will be available and placed strategically around campus and maintained by UW Operations; each building will have at least one station.
- Individual departments will receive a bottle of Operations-approved disinfectant spray and paper towels to clean as needed.
- Custodial practices will be detailed in the COVID-19 Cleaning and Disinfection Protocols document (in process). Priority spaces and objects will be identified and will be cleaned more frequently due to their location in high-traffic areas.
- Custodial staff will disinfect areas daily and provide sanitization services to high traffic areas and high-touch objects such as desks, light switches and doorknobs.
- UW Operations has contracted with a hazardous cleaning service for COVID-infected areas of campus.
- UW Operations encourages students, faculty, and staff to keep personal items (e.g., cell phones and other electronics) within their possession and limit shared usage.

## Larger Group Gatherings and Visitors to Campus will be Restricted

- UW recommends the continued use of virtual group events, gatherings, or meetings to the extent possible.
- Limit gatherings based on State and local guidelines with the goal of reducing risk. UW guidelines will change as State and local guidelines dictate.
- The University will follow state and local public health guidelines for numbers of persons allowed to gather in groups. Groups will be expected to follow the physical distancing requirement of six (6) feet between people and the guidelines for face coverings and handwashing/use of sanitizer.
- Campus vendors, lessees, consultants, contractors, and other similarly situated groups are expected to follow the University's guidelines regarding physical distancing, wearing of masks, and handwashing/use of hand sanitizer.
- The Office of Admissions will coordinate all prospective student campus visits following the University's guidelines regarding physical distancing, wearing of masks, and handwashing/use of hand sanitizer.
- Students are encouraged to limit non-resident visitors.
- UWPD is conducting an ambassador campaign to encourage visitors to help promote the social norms outlined in the COVID-19 policy and serve as a source of information to promote the university's expectations for reopening during COVID-19.

## Off-Campus Activities

- The University is not restricting attendance at off-campus events. We are encouraging students, faculty and staff to avoid activities that will put them at greater risk of contracting and transmitting COVID-19. The UW Community should try to adhere to the same physical distancing, group activity, hand hygiene, and face covering expectations at off-campus events in the same manner they do on campus.
- While we are not prohibiting students from leaving campus on the weekends, it is our preference for students to stay on campus and in Laramie. As with attendance at off-campus activities, we are encouraging members of the community to avoid activities that will put them at greater risk of contracting and transmitting COVID-19. Students, faculty and staff should try to adhere to the same physical distancing, group activity, hand hygiene and face covering expectations when traveling off campus and in Laramie.
- Students will be allowed to complete off-campus academic internships, work study programs, and student teaching and are expected to practice the same precautions they will observe when leaving campus to work or socialize. These students who have internships, work study programs, and student teaching are also expected to follow the protocols of their unique host institutions.

## Travel – UW Students

Travel will be evaluated on an ongoing basis based on guidance from the CDC and other government agencies. Students are discouraged from traveling. We ask that you remain on or close to campus. While essential in-state travel is not restricted, students are expected to follow UW protocols in the case they conduct any university business, including research activities, internships, student teaching, and any other extension activities. We ask that students carefully consider the consequences of non-essential personal travel on the UW community. For students with institutionally-sponsored travel outside of Wyoming, a clear approval process will be finalized and shared with students. The student travel policy is subject to change and will be updated regularly. We ask that students carefully consider the consequences of non-essential personal travel on the UW community.

## Travel – UW Employees

Travel will be evaluated on an ongoing basis based on guidance from the CDC and other government agencies. While essential in-state travel is not restricted, UW employees are expected to follow UW protocols when conducting university business including research, teaching, and extension activities.

For institutionally-sponsored travel outside of Wyoming, staff and faculty must seek approval from their vice president before embarking on the travel and the vice president must deem the travel as mission critical. The travel policy will be updated regularly, and we ask that employees carefully consider the consequences of non-essential personal travel on the UW community.

## Provide Space

For students, faculty and staff to be together on campus, we need everyone to be respectful of personal space.

### Follow Physical Distancing Rules

Students, faculty, and staff will be required to observe six (6) feet of physical distance from other people if possible, especially when face masks are not being worn. This expectation exists in all buildings with common area spaces such as the library, dining areas, lounges, lobbies, etc. It is understood that this distancing will not be possible in all settings, for example, when two students are living together in a double occupancy dorm room in the residency halls.

## Provide Space: Students

### Residence Halls

- Students must wear face coverings in all public areas of the residence halls. This expectation includes hall lobbies, lounges, restrooms, computer areas, and hallways.
- Face coverings may be removed in residence hall bathrooms to shower, shave, apply make-up and to brush teeth.
- The University encourages students to limit social gatherings in their housing when possible. UW recognizes that social distancing is difficult or not possible when sharing rooms, apartments, houses but requests that good efforts for safety be made.

### Off Campus Residences

- We are encouraging students, faculty and staff to avoid activities that will put them at greater risk of contracting and transmitting COVID-19. The UW Community should try to adhere to the same physical distancing, group activity, hand hygiene, and face covering expectations at off-campus housing in the same manner they do on campus.

### Dining Spaces

Students must follow the direction of flow as they move through the space. Direction of flow is indicated on the floors, which are marked to indicate safe distancing while waiting to be served. Dining options may change as conditions evolve. Other guidelines include:

- Students will be pre-assigned a timeframe for meals with flexibility to accommodate course schedules
- Student will be required to select one of five dining lines upon entry
- Students will be required a card swipe into dining locations prior to entry
- Seating will be reduced or removed to encourage students to take food to-go
- Buffets will be eliminated
- Meal plans will be modified to eliminated all-you-can-eat options

- Opening hours will be extended with a late-night option
- UW will use disposable flatware and prepacked food
- UW will require workers to use masks and gloves, and promote hand washing after removing gloves
- UW will provide full face guards/visors for dining services employees

## Classrooms

UW Operations will provide signs for each class and will setup seating configurations to maximize occupancy per the reopening plan. There will be classroom layouts provided for each room that will comply with CDC recommendations.

- UW Operations will disinfect and clean all classrooms daily and will sanitize high-touch surfaces between classes.
- Chairs, desks, and tables must not be moved without specific approval by the professor.
- Students must wear a face covering when entering a building continue to wear it throughout class. Anyone who arrives without a mask, will be asked to put on a mask. If they do not comply, they will be asked to leave the classroom and get a face covering before returning.
- Community members are expected to follow signage for entry and exit. There will be signage for walking pathways and throughout buildings.

As a note, UW students, faculty, and staff should be aware of temporary academic policies and memos pertaining to the Fall 2020 reopening and beyond. These policies and memos will be updated on an ongoing basis, and are available [here](#).

## Provide Space: Faculty and Staff

### Working from Home

The University supports supervisors working to identify where remote work arrangements may continue to be possible based on the nature of the work and the work environment. Many employees who are working remotely have the option to continue to do so, in consultation with their supervisor.

Employees must review and adhere to their unit's flexible staffing plan that was submitted to HR. If an employee's role requires that they must come to campus to continue the on-campus essential operations of the University, the supervisor will work to arrange shifts so that team members can practice diligent social distancing. Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented.

### Department Space

UW Operations will administer a survey to gauge needs of various departments and offices. Depending on the configuration of the department space, department supervisors may use one or more of the following options to ensure proper social distancing:

- Workspaces should be arranged so that workstations are at least six (6) feet apart, ideally ten (10), in common department areas with each department being responsible for moving furniture in offices and communal spaces.
- Consider staggered or rotated workdays or workweeks on campus.
- Consider staggered start and end times.
- Consider Various combinations of on-campus and remote work.

UW Operations staff will execute a daily wipe down high touch surfaces such as desk, light switches and doorknobs. Additionally, each building and department will have a sanitization station with sanitizer and paper

towels. Departments should contact UW Operations to explore alternative solutions for workspace distancing requirements and other safety measures, such as:

- Department requests for sneeze guards.
- Placing markers 6 feet apart for individuals waiting in line.
- Installing dividers or screens.
- Increasing distances between desks and workstations.
- Restricting movement into departments and/or between functions.

## Classrooms

Operations staff is signing each class and setting up seating configurations to maximize occupancy per the reopening plan. There will be classroom layouts provided for each room that will comply with CDC recommendations.

## Meeting Rooms

- Virtual meetings are encouraged whenever possible.
- For groups who need to meet in person, the University requires that participants maintain physical distancing of at least six (6) feet between people. Strive to conclude any in-person meetings in the shortest amount of time possible.

## Non-Compliance

When returning to campus, our top priority is to protect the health and safety of each UW community member: students, staff, faculty, and citizens of the regions where we teach, learn and work. We also aim to maintain the highest quality of educational outcomes, experiences and work products. All actions and activities we are planning have been tested against these priorities, with full adherence to public health directives and university policy. Faculty, staff and students are required to adhere to each of the policies and actions outlined in this document. If they do not, corrective action may be taken, up to and including termination or dismissal.

## Reporting Concerning Behavior

Faculty, staff, students, and other community members who want to report concerning behavior about a student should refer their concern to the Dean of Students Office using the online UWYO Cares Report form located [here](#). Faculty, staff, students, or other community members who want to report concerning behavior about an employee should refer their concern to HR (process/form being developed).

When you refer a student using the UWYO Cares Report Form, you are informing the Dean of Students Office that you have seen or heard something regarding that student that causes you to be concerned. The information shared via the online form is considered part of the educational records for the student, governed by FERPA. You may choose to identify yourself on the form or stay anonymous. Please understand that if you choose to limit the information you share, the Dean of Students Office may be limited in the help and support it can provide. The Dean of Students Office team shall limit disclosure of information to within the Dean of Students Office and/or employees having a need to know in order to care for the student.

## Consequences

The University of Wyoming has presented clear expectations and responsibilities for the UW community to follow. This document and other communications provide details and guidelines for actions that prioritize the safety of our students, faculty and staff. The support of and adherence to UW COVID Policy is the responsibility of each individual; together a stronger, safer, in-person campus experience will be enjoyed by the UW community.

## Consequences for Students

As affirmed in the University of Wyoming Student Code of Conduct,

*“The University of Wyoming is an academic community dedicated to teaching, scholarship, research, service, inclusion, and the holistic development of students. As an academic community, the University has an interest in the safety, welfare, and education of the members of this community and in fostering an environment consistent with the educational mission, purpose, and processes of the University. When students voluntarily enter the University, they assume obligations of performance and behavior relevant to the University’s mission, processes, and functions. Expectations of students in an academic community are higher than those of other citizens.”*

For the safety, welfare and education of the larger community and in accordance with expectations of the Student Code of Conduct, all students must adhere to the COVID Policy. UW students or University student groups who violate the COVID Policy, will be referred to the Student Code of Conduct process.

Disciplinary actions for violations of the COVID Policy include, but are not limited to:

- Disciplinary warning or probationary period
- Additional educational requirements
- Immediate suspension from participation in activities, athletics, clubs, groups, other events or leadership roles (e.g. team captain, club officer)
- Housing probation or termination of housing contract and subsequent eviction
- Suspension
- Permanent Dismissal

## Consequences for Staff and Faculty

As affirmed in the University of Wyoming Employee Handbook,

*“Safety is the responsibility of every employee. Each employee shall conduct their activities in compliance with applicable governmental, University, and campus unit safety and health policies, procedures, and regulations. This includes abiding by safety rules, participating in safety trainings as required, and reporting hazards and potential violations. Any employee who believes there is a safety problem in his/her work environment or elsewhere in the University is obligated to bring the problem to the attention of the immediate supervisor, the Environmental Health and Safety Department, or the Department of Risk Management and Insurance as appropriate.”*

Per the Employee Handbook, “All University employees are expected to follow all established rules and policies of their department, the University, and the Trustees of the University.” For the safety, welfare and education of the larger community, all employees must adhere to the COVID Policy.

In keeping with existing University policies and practices, corrective action will be used to address violations of the COVID Policy. The University reserves the right to allow an Appointing Authority, in consultation with the Department of Human Resources and the responsible Vice President, to select the appropriate level of corrective action for an infraction. Corrective action may begin at any stage including termination depending on the nature of the action. Disciplinary actions for violations of the COVID Policy include, but are not limited to:

- Verbal warning
- Written reprimand
- Leave with pay
- Leave without pay
- Termination