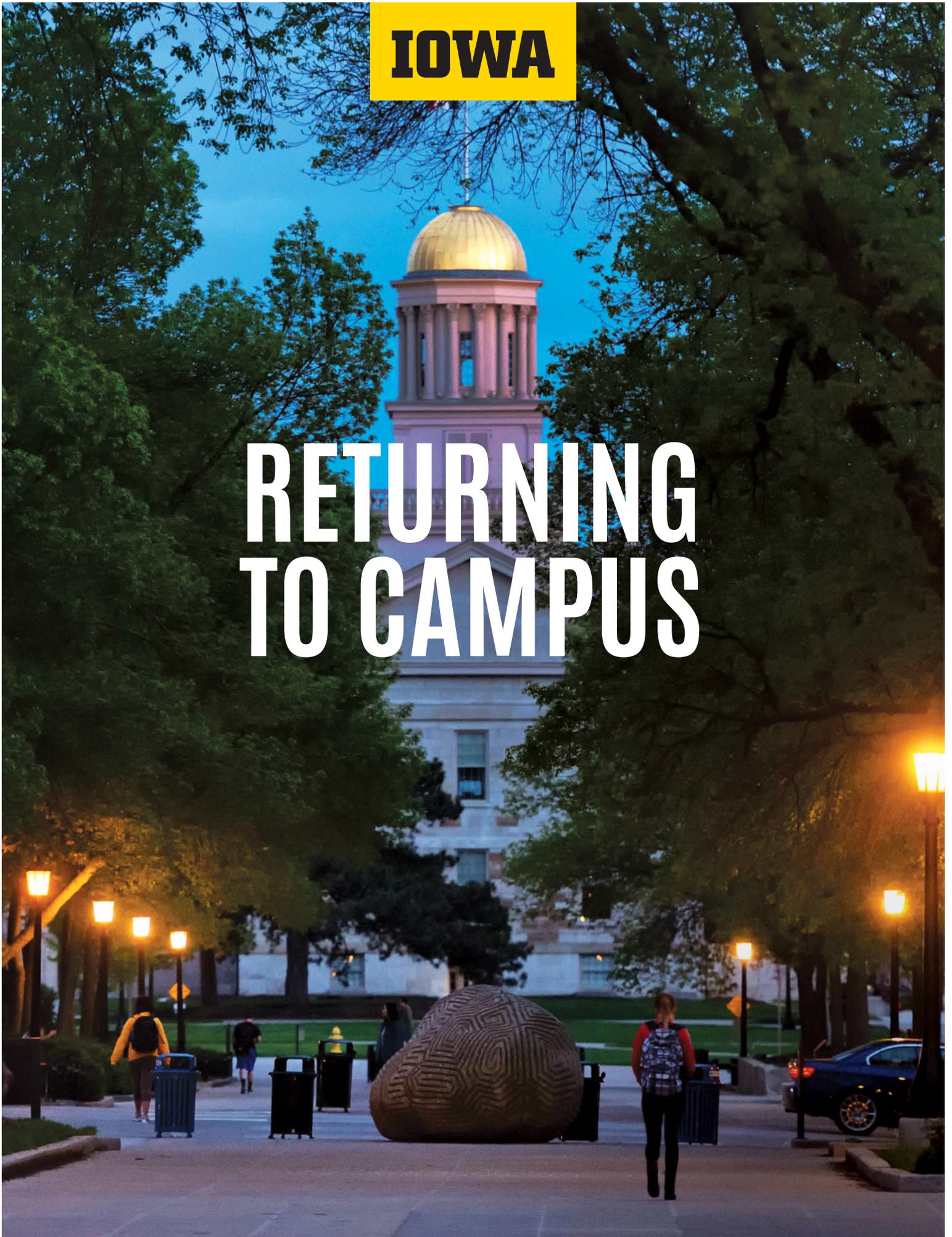


IOWA

RETURNING TO CAMPUS





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The University of Iowa is taking deliberate steps to reduce the risk of exposure to the COVID-19 virus for our students, faculty, and staff, as well as our surrounding community. This requires shared responsibility, and the university expects our faculty, staff, and student employees to take reasonable precautions to protect their fellow colleagues and themselves.

This document outlines some of the policies and procedures developed by the university's [Critical Incident Management Team \(CIMT\)](#) with detailed input from multiple stakeholders, including UI and outside experts in medical and public health science; facility managers; research administrators; emergency managers; educational specialists; and others.

As an employee of the university, we are asking for your commitment to this shared responsibility when you work on campus.

RETURNING TO THE WORKPLACE

When to return to campus

Your supervisor will notify you of the date you will return to your campus workspace.

The university will bring employees back to campus in phases in order to ensure the availability of protective equipment and to ensure appropriate social distancing and cleaning practices are in place.

Units that can continue to effectively work remotely will be encouraged to continue to do so in order to reduce the overall density of people on campus.

What to expect

As you return to campus, your workplace may look and operate differently. There may be transparent plexiglass installed at some workspaces, capacity limits assigned to large office spaces, and arrows indicating preferred traffic patterns to make social distancing easier.

The university will be providing Employee Return to Work Kits, which include:

- 2 reusable cloth face coverings
- 2 disposable masks
- 1 face shield
- 1 small bottle of hand sanitizer

Protective Equipment (PE) kits for faculty and staff will be distributed through their home college or department as they return to campus.

To protect employee health and safety, you will be asked to read and acknowledge a set of workplace expectations to limit exposure to the COVID-19 virus. Expectations include:

- Wearing applicable face coverings (cloth covering, disposable or cloth mask, face shield) in all university buildings, including classrooms, unless alone in a private office. Masks should be worn outside when social distancing is not possible.
- Following social distancing guidelines of maintaining at least 6 feet from others on campus, when feasible.

- Staying home (and reporting) if you develop any symptom(s) consistent with COVID-19 (cough, difficulty breathing, fever or chills, sore throat, muscle or body aches, loss of taste or smell, fatigue, headache, congestion or runny nose, nausea or vomiting, or diarrhea).

Guidelines for self-reporting COVID-19 symptoms or diagnosis are outlined below in the [Illnesses Related to COVID-19](#) section. These guidelines also are published on the [UI coronavirus website](#), where they may be updated as they change.

Entering and exiting campus buildings

The University of Iowa will implement social distancing practices, both inside buildings and on campus grounds. Common areas (such as hallways, stairwells, building entrances, and restrooms) will be configured to allow for social distancing, with appropriate signage. More information about building practices is available on the [Fall 2020 Steps Forward page](#).



Meetings

All university meetings, to the greatest extent possible, should be conducted virtually (using options such as Skype, Zoom, or conference calls) in order to minimize contact with others and maximize the amount of available classroom space.

If and when it is not possible or appropriate to conduct meetings virtually, please keep in mind:

- All meeting spaces will be limited to 50% of their typical occupancy.
- The number of in-person attendees should not exceed the adjusted occupancy limit for the meeting space.
- Those attending in-person must follow social distancing guidelines, when possible.
- Those attending in-person must wear a face covering.
- No meeting should exceed 50 people.

When planning an in-person meeting, please keep in mind that all meeting spaces first will be prioritized for classroom space, meaning some common meeting spaces may be less available than they would be during normal university operations spaces.



Events

Attendee numbers for all essential in-person events (indoors or outdoors, on or off campus) will need to align with room capacity guidelines that allow for 6 feet of social distancing. Event organizers are responsible for working with the [building coordinator](#) of the event location, obtaining updated room capacity information, and making needed adjustments.

All events must follow public health and university guidance regarding protective equipment and social distancing or be offered through a virtual format. When necessary, building coordinators should review and verify appropriate space use with Campus Planning. Contact Maggie Vogel (margaret-vogel@uiowa.edu) for support.

Exceptions

Hosts of events that do not align with these parameters need to complete [this form](#) for review by the UI's Critical Incident Management Team (CIMT).

Travel

The university has returned to normal approval processes for all domestic travel. Trips need to be created and approved through Workflow for all domestic travel through ProTrav.

Please follow the Centers for Disease Control and Prevention (CDC) guidance on travel: [CDC Travel Guidance](#).

As always, travelers should continue to take [everyday preventive actions](#) recommended by the CDC to help prevent the spread of the virus.

International travel will continue to be restricted. The Iowa Board of Regents' rolling 30-day university-sponsored international travel ban remains in effect, and we continue to recommend avoiding travel to any area with high numbers of infection. As the COVID-19 pandemic is a rapidly evolving situation, the board will continue to evaluate the ban on a daily basis and provide additional guidance if needed.

The university continues to follow and monitor the **travel warnings** issued by the [CDC](#) and the [U.S. Department of State](#).

Updates will continue to be posted to the [travel page](#) on the UI coronavirus website.

HEALTH AND SAFETY GUIDANCE



Appropriate use and care of face coverings

Wearing a face covering is a behavior that can help reduce the spread of the virus when everyone complies. Face coverings are meant to protect other people in case the wearer is unknowingly infected and is asymptomatic. In other words, you are wearing a face covering to help protect the health of your co-workers.

Face coverings:

- Employees should wear face coverings in accordance with [CDC guidelines](#) and the local [Iowa City mandate](#).
- To remove: wash hands and remove the face covering without touching the front; grab the covering from the bands on the sides and pull away from the face.
- If disposable, properly dispose. If reusable, launder routinely. Wash hands after removal.

Face shields:

- To remove: wash hands, remove the face shield without touching the front; grab the face shield from the top or the bands on the sides and lift it off the head.
- If reusable: carefully wipe the inside, followed by the outside using an approved cleaner/disinfectant

([EPA List N](#) covers disinfectants approved for coronavirus), inspect for damage.

- If damaged, properly dispose.
- If not damaged, fully air dry, place in a clean location, and wash hands.

Additional preventative measures

As you return to work, please consider taking these [everyday preventive actions](#) recommended by the CDC to help lower the risk of spreading the virus, including:

- Social distancing (keeping at least 6 feet between yourself and others when possible).
- Avoiding close contact with people who are sick.
- Avoiding touching your eyes, nose, and mouth.
- Staying home when you are sick.
- Covering your cough or sneeze with a tissue, then throw the tissue in the trash.
- Cleaning and disinfecting frequently touched objects and surfaces by using a regular household cleaning spray or wipe.
- Washing your hands often with soap and water for at least 20 seconds, especially after using the restroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.

Keeping your office clean

If you are in an enclosed office that allows for social distancing, you may remove your face covering. The cleaning and surface disinfection for your individual space will be your responsibility. To support cleanliness in your space, remove excessive decorations and/or accessories that could be handled by occupants (e.g. magazines, pamphlets).

Cleaning supplies will be available to be used by students, faculty, and staff within offices and other spaces. (The cleaning supplies will be distributed and restocked by unit).

Keeping common areas and high touch surfaces clean

The CDC recommends regular cleaning and disinfection with common household cleaning products. This will limit the survival of the virus on surfaces.

[The CDC recommends:](#)

- Cleaning and disinfecting high touch surfaces daily in common areas (e.g., tables, hard-backed chairs, door handles, light switches, remotes, handles, desks, toilets, drawers, elevator buttons).
- Wearing disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water before disinfection.
- For disinfection, diluted household bleach solutions, solutions with at least 70% alcohol, and most common EPA-registered household disinfectants, should be effective.
- For soft (porous) surfaces such as carpeted floors, rugs, etc., remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

Please check with your department, unit, or building coordinator for more specific information about your spaces.

See [UI Facilities Management's COVID-19 response page](#) for more information.



COVID-19 symptoms

Do NOT go to class or report to work if you are experiencing any of the following COVID-19 symptoms:

- 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
- Diarrhea

What to do if you get sick

- If you begin experiencing COVID-19 symptoms, call your health care provider or the UI Hospitals & Clinics (319-384-9010) and inform them of your travel history and symptoms, or [schedule a video visit through MyChart](#) so a medical professional can assess your symptoms and risk factors and help you make a plan.
- Do NOT walk in to QuickCare, Student Health, any UI Health Care clinic, the State Hygienic Lab, or any emergency room.
- If your health care provider determines you should be tested, follow their instructions for testing, self-isolation, and/or quarantine until you receive the results. Do not report to work while you are experiencing symptoms.

Self-reporting a COVID-19 diagnosis

If you have tested positive or are presumed positive for COVID-19 by a health care provider, follow these steps for self-reporting your illness to your department:

- You should self-report your diagnosis to the university using [this form](#) so the university can arrange for cleaning and coordinate communication, if necessary.
- Communicate with your supervisor and/or local HR representative to report sick leave.
- Self-isolate until you meet [CDC criteria to discontinue self-isolation](#).
- Respond to questions from the local public health department regarding contact tracing.

If you reported to work on campus less than 10 days before your diagnosis, your supervisor and/or Senior HR Leader will ensure areas where you spent substantial time are closed off (if possible) and cleaned.

The self-reporting process is available on the coronavirus website.

Employees may be notified by a local public health department that they have been identified as a close contact of someone who has tested positive for COVID-19, based on contact tracing protocols.

An employee in this situation should:

- Follow the guidance of the local public health department related to seeking medical evaluation and possible quarantine
- Complete the [university's self-reporting form at this link](#)
- Notify their supervisor and human resources representative if they are quarantining
- If quarantining, work remotely if possible.

What to do if you may have been exposed

Employees who believe they have been exposed to COVID-19 **but have not been notified by a public health department** should consider the circumstances of the potential exposure.

Quarantine is appropriate when an employee had [close contact with someone who has COVID-19](#) as defined by the CDC. On university campuses, this includes spending 15 minutes or more 6 feet or closer to someone who tested positive.

- An employee in this situation should:
 - Not report to work on campus
 - Inform their supervisor of their absence and inform their human resources representative of the close contact
 - Complete the [university's self-report form at this link](#)
 - Quarantine until they meet [CDC guidelines to end quarantine](#)
 - Self-monitor for [symptoms](#)
 - Work remotely, if possible.
- Employees who provide critical services that must be performed on campus (as determined by unit leadership), who had [close contact with someone who has COVID-19 as defined by the CDC](#), may continue to report to work as scheduled unless they begin to experience symptoms. See [CDC guidance](#) for critical infrastructure workers with COVID-19 exposure.

Mental health services

[Services provided by the UI Employee Assistance Program \(EAP\)](#) are important components of the university's established emergency preparedness plans. Employees also may access mental health services as covered under the university medical plans.

Campus and community resources:

- UI EAP, 319-335-2085 or eaphelp@uiowa.edu
- CommUnity Crisis Services (formerly the Crisis Center), 319-351-0140

A comprehensive list of campus mental health resources is available at mentalhealth.uiowa.edu.

CAMPUS SERVICES



CAMBUS

CAMBUS service will continue to operate. For the latest service updates, please see the [service alerts page](#) on the CAMBUS website. Riders are strongly encouraged to use the mobile app, [Transit](#), for live tracking and departure predictions.

- Unless otherwise indicated, applicable face coverings must be worn by all CAMBUS occupants when in the presence of others and in public settings where social distancing is difficult to maintain.
- Buses are cleaned twice a day with an [EPA approved cleaner](#) effective against COVID-19. CAMBUS also completes an intensive deep cleaning of each bus weekly.
- Drivers are screened at the beginning and end of shifts, including taking temperatures, and will wear applicable face coverings. Employees are provided with protective equipment and cleaning supplies for their work areas.
- Riders must board and exit the bus using the rear doors until further notice. Riders are asked to do their best to practice social distancing while on the bus.

Recreational Services

Recreational Services has implemented a phased approach to re-open facilities and re-deploy programs. In addition to following public health and university guidance regarding protective equipment, social distancing, and cleaning, the department has taken additional measures to limit exposure to the COVID-19 virus in its facilities. For more information on these measures and updates on facility openings, see the [Recreational Services website](#).

UI Libraries

UI Libraries has implemented a phased reopening of buildings to faculty, students, and staff following the [public health and university guidance](#) regarding protective equipment, social distancing, and CDC guidelines for cleaning.

To begin the semester, the Hardin Library for the Health Sciences, the Main Library, and the Sciences Library will allow building access only to UI members with a valid Iowa One Card or UI Health Care badge.

All campus libraries will have shorter hours, closed book stacks, and some study areas will be unavailable. These measures will allow for appropriate quarantine of returned materials, reduce concerns about cleaning, and support social distancing due to COVID-19.

Though in-person access to the Libraries will be restricted, campus and community members can request books from the stacks for pick-up or delivery. While book stacks are closed, the Libraries will continue to offer [HathiTrust Emergency Access](#) to e-versions of nearly 50% of its print collection, as well as access to robust collections, databases, and services available online.

The Libraries provides updated information on how to access resources, expertise, and services at www.lib.uiowa.edu/coronavirus.

Library staff at these campus libraries are online (see [list of virtual office hours](#)) and ready to assist:

- [Main Library](#)
- [Hardin Library for the Health Sciences](#)
- [Art Library](#)
- [Pomerantz Business Library](#)
- [Law Library](#)
- [Lichtenberger Engineering Library](#)
- [Rita Benton Music Library](#)
- [Sciences Library](#)
- [Special Collections](#)
- [Iowa Women's Archives](#)
- [SEAM research consultations for undergraduates \(with evening hours\)](#)

Information Technology Services

ITS will continue to provide support services to faculty, staff, and students throughout the fall semester, including resources for teaching, learning, and working remotely.

[Keep Teaching at Iowa](#)

[Keep Learning at Iowa](#)

[Working Remotely](#)

Drive-up WiFi

[Drive-up wireless service](#) allows UI students, faculty, and staff access to high-speed internet without having to enter campus buildings.

The service is currently available at:

- Library Lot (Lot 3)
- Hancher South Lot (Lot 55)
- Hawkeye Commuter Lot (Lot 85) and Hawkeye Storage (Lot 39)
- Multi-Tenant Facility and Biomedical Research Support Facility parking lots at Oakdale

- Myrtle Avenue Lot (Lot 48)
- Biomedical Research Support Facility (BRSF)

Users should [join the eduroam network](#) and log in with their HawkID@uiowa.edu and HawkID password. If none of these solutions work for your situation, please request help through the [Keep Learning at Iowa page](#). Visit the [Working Remotely Guide](#) on the ITS website for updates.

ITS Help Desk

The ITS Help Desk at University Capitol Centre (UCC) is open to limited walk-in service. Appointments are required—[contact the Help Desk](#) to schedule.

Please wear a face covering when visiting the Help Desk at 2800 UCC. Walk-in hours are 11 a.m. to 6 p.m. Monday through Thursday and 11 a.m. to 5 p.m. Friday. The Help Desk walk-in area is closed weekends.

Chat, email, and phone are the fastest way to connect with the Help Desk. Regular semester support hours are 8 a.m. to 10 p.m. Monday through Thursday; 8 a.m. to 5 p.m. Friday; noon to 5 p.m. Saturday; and 6 to 10 p.m. Sunday. (Find [summer and extended pre-semester weekend hours online](#).)

