



ARKANSAS STATE UNIVERSITY - NEWPORT

NEWPORT • JONESBORO • MARKED TREE



RETURN TO CAMPUS GUIDE

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WELCOME BACK

Dear ASUN Faculty, Staff and Students,

I want to begin by thanking each of you for your dedication, patience and support during these extraordinary times. This year has brought challenges I never imagined I would see as Chancellor, but each of you has made it possible for ASUN to succeed through remote learning and business operations. With that, I am thrilled to say we are ready to welcome you back to campus this fall.

We have been working diligently to prepare for a safe return while still prioritizing our vision, mission, values and strategic priorities. While we can't ensure absolute safety from COVID-19, we feel this plan will allow us to mitigate the spread of COVID-19 as we continue to serve our students and community.

ASU-Newport is investing significant time and resources to provide faculty, staff, students and parents with confidence that when soaring with the Aviators, health and safety is top priority.

Please use the following guide as a resource for the return to campus. While we tried to be as comprehensive as possible, some of your questions may not be answered here. Don't hesitate to reach out to your supervisor or faculty member for additional guidance. This plan is fluid and will be updated as we learn more about COVID-19 and the best protocols to slow the spread of the virus.

The most effective working and learning environment is one where faculty, staff and students feel supported in terms of both their physical and mental well-being. Every member of our community must do their part to make this happen. This means adhering to national, state, and local health guidelines and requirements, and adhering to the measures ASU-Newport has outlined in this guide. We are all in this together.

I look forward to seeing each of you, from a distance, on campus this fall. Throughout the spring and summer semesters we continued to soar through adverse circumstances. This fall it's time to soar once again.

Sincerely,

A handwritten signature in black ink that reads "Sandra Massey". The signature is fluid and cursive, with the first name "Sandra" and last name "Massey" clearly legible.

Dr. Sandra Massey

Disclaimer

ASUN's response to the COVID-19 pandemic seeks to protect the health of our community while continuing our vital missions of teaching, workforce training and community service. ASUN's plans will be aligned and consistent with local orders and ordinances of the communities we serve including Newport, Jonesboro, Marked Tree, Jackson County, Craighead County and Poinsett County, as well as the State of Arkansas's phased reopening model. This guide provides information specific to minimizing exposure to the Coronavirus (SARS-CoV-2), the virus that causes COVID-19.

ASUN's plans will also follow recommendations from the federal government, Centers for Disease Control and Prevention, the Arkansas Department of Health and the ASU System. Recognizing that the pandemic is an ever-evolving situation, this guide will be revised as necessary.

Physical Adjustments

Our Facilities team is reviewing physical spaces across the campuses to determine where adjustments may be necessary such as installation of plastic shields, distancing of furniture, assessing traffic patterns, and other accommodations.

As on-site staffing and student populations increase, officials will closely monitor and assess the potential spread of the virus and existing policies and procedures. If localized outbreaks emerge, tighter restrictions may be put in place and limitations to staff and students on campus may be re-implemented.

Because our knowledge and understanding of COVID-19 continue to evolve, our policies and plans will be updated as appropriate and as more information becomes available. Please understand these policies and procedures do not ensure safety or protection from COVID-19. These guidelines are in place to provide the safest working and learning environment possible.

Return to Campus

Phased Campus Reopening

ASUN implemented a phased reopening of campuses to help limit exposure to the coronavirus, reduce density and allow departments to plan their workspaces and learning spaces accordingly, address individual accommodations and exceptions to returning to campus, and assist with operating in the “new normal.”

DATE	ACTION
May 4	Select employees and technical program faculty and students returned to campus to complete requirements necessary for students to complete the spring semester. Limited testing.
July 13	All employees except faculty who are not within their appointment period and any employee with health concerns or daycare issues return to campus. Limited technical program faculty and staff will return. Limited testing and student services are available by appointment only. No visitors.
July 20	All employees and students must read the Return to Campus Guide, complete ASUN COVID Training, and sign the employee or student acknowledgement and agreement form. Self-monitoring goes into effect.
August 3	All employees return except those with an accommodation, on Families First Coronavirus Response Act (FFCRA) Leave, and faculty not within their appointment period.
August 10	All faculty return except those with an accommodation or on Families First Coronavirus Response Act (FFCRA) Leave.

PHASE 1

In Phase 1, beginning May 4, only select employees who could not perform their essential duties remotely could return to campus. A small number of technical program students were also allowed on campus to complete Spring 2020 coursework. During Phase 1, ASUN maintained limited check-in stations on each campus and an approval list for entering campus. All employees, students and visitors entering campus were required to have their temperature checked, to complete a COVID-19 risk factor questionnaire, to wear a mask, and to abide by social distancing guidelines.

PHASE 2

Phase 2 of ASUN’s reopening plan will commence July 13, 2020. During Phase 2, all employees will be allowed to return to campus. Employees who have concerns about returning to campus on July 13 due to their own health condition, the health condition of a loved one, childcare issues related to COVID-19, or for other reasons related to COVID-19 should work directly with their supervisor to discuss an extension of the remote work arrangement through August 3, 2020. Several additional technical programs will be allowed to resume coursework during Phase 2 but many programs will remain online.

PHASE 3

Phase 3 of ASUN’s reopening plan will commence August 3, 2020. During Phase 3, all employees will be required to return to campus and in-person classes will be permitted to resume. Any employee requesting an exception to returning on August 3 must contact Sara Moss in Human Resources to apply for an accommodation or leave under the Families First Coronavirus Response Act (FFCRA).

Required Action Steps

Administration, individual employees and students all share in the responsibility for protecting the health of our community. If we each implement the measures set forth in this guide, the combined effect should reduce the risk of spreading COVID-19 on campus. Therefore, the following actions are required for all employees and students.

Before returning to campus July 20, each employee and student must:

1. Review this Return to Campus Guide thoroughly.
2. Complete ASUN COVID-19 Training linked here:
<https://asun.instructure.com/courses/25409/modules>
3. Sign the Employee or Student Acknowledgement and Agreement for Resuming In-Person Operations (found within the ASUN COVID-19 Training Module).

Beginning July 20, each employee and student must:

4. Review the Going to Campus Checklist and Self-Monitoring Tool on a daily basis (see Appendix A).

As with all policies, procedures and mandatory training, employees who fail to comply may face corrective action up to and including termination. Students who fail to adhere to these requirements will be subject to discipline as outlined in the Student Code of Conduct.

Symptom Monitoring

Employees and students who return to campus, ***even if just to make a quick visit to pick something up***, must conduct symptom monitoring every day before coming on campus. You must be free of ANY symptoms potentially related to COVID-19 or have been evaluated and cleared by your medical provider to be eligible to come to campus.

All employees and students should monitor symptom onset daily to lessen the community spread of COVID-19. The self-monitoring checklist (Appendix A) requires employees and students to take their temperatures and answer a short list of questions about potential COVID-19 exposure and symptoms.

If you have questions about your exposure, have a temperature of greater than 100.4 degrees, or have any of the listed symptoms, you should contact your medical provider for an assessment and COVID-19 testing.

If you develop mild symptoms ***while on campus***, please notify your immediate supervisor or faculty member (to ensure proper cleaning and disinfecting) and leave campus immediately. Call your primary care provider for advice. You should self-isolate and maintain at least six feet of distance from others until cleared by your medical provider to return to campus. Any employee or student that returns to campus following an illness should promptly report any recurrence of symptoms.

If an employee or student is confirmed to have a COVID-19 infection, others should be informed of their possible exposure on campus while still maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Employees should notify Human Resources in the event of a positive test result. Students should notify the Vice Chancellor for Student Affairs in the event of a positive test result.

Consideration for Vulnerable Employees and Students

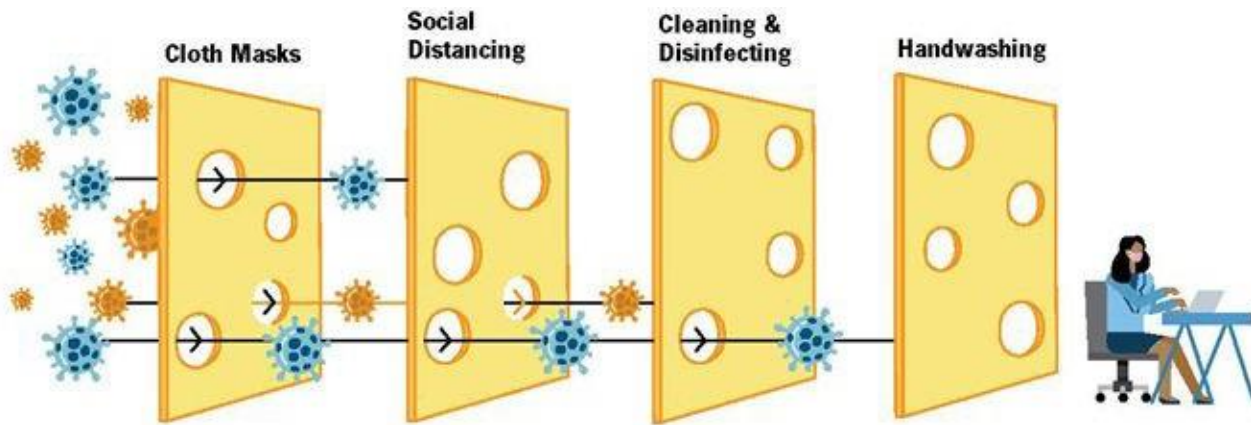
According to the CDC, individuals with certain conditions may have a higher risk for complications with a COVID-19 infection. Those conditions may include:

- Asthma (moderate to severe)
- Chronic kidney disease
- Chronic lung disease
- Diabetes (Including type 1, type 2 and gestational)
- Hemoglobin disorders (sickle cell disease and thalassemia)
- Immunocompromised (i.e. undergoing cancer treatment, bone marrow or organ transplantation, HIV, on medication that may weaken the immune system)
- Liver disease
- Serious heart conditions
- Hypertension/high blood pressure
- Chronic kidney disease being treated with dialysis
- Severe obesity/high BMI
- People aged 65 years and older
- Pregnancy

Employees and students who have a medical condition that places them in a higher risk group may wish to seek a reasonable accommodation.

Health and Safety

Personal Safety Practices



Credit: Cleveland Clinic, Return to Work Amid Covid-19: A Cleveland Clinic Guide

The COVID-19 pandemic requires multiple layers of protection to serve as safeguards for our community. When used together consistently, the holes (or weaknesses) in any single layer of protection may be reduced by the strengths of multiple layers of protection.

All employees and students will be required to complete an online COVID-19 Health and Safety Training prior to returning to campus. The purpose of this training is to ensure that all employees and students have a shared understanding of our individual responsibility for mitigating the risks associated with COVID-19.

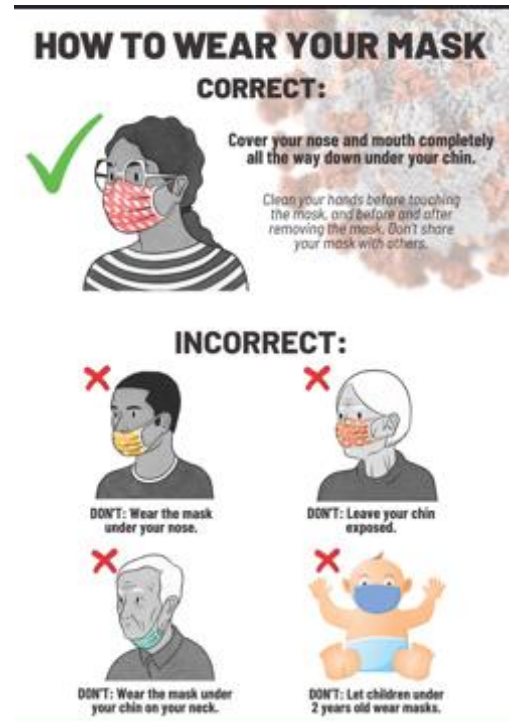
In order to protect the health of the entire community, we are not only responsible for following the safety practices ourselves but also responsible for helping our colleagues to follow them as well. When you see someone who has forgotten to put on their mask or forgotten to clean a common area, simply remind them of proper protocol with a polite, "Please." For example, "Please wear a mask when you're in the office." And for those of us who receive a reminder from a colleague, we should politely say "Thank you" and immediately resume the proper safety protocol.

Face Masks

Face masks are recommended by the Centers for Disease Control and Prevention (CDC) to help to slow the spread of COVID-19 and help prevent asymptomatic carriers from unknowingly transmitting it to others.

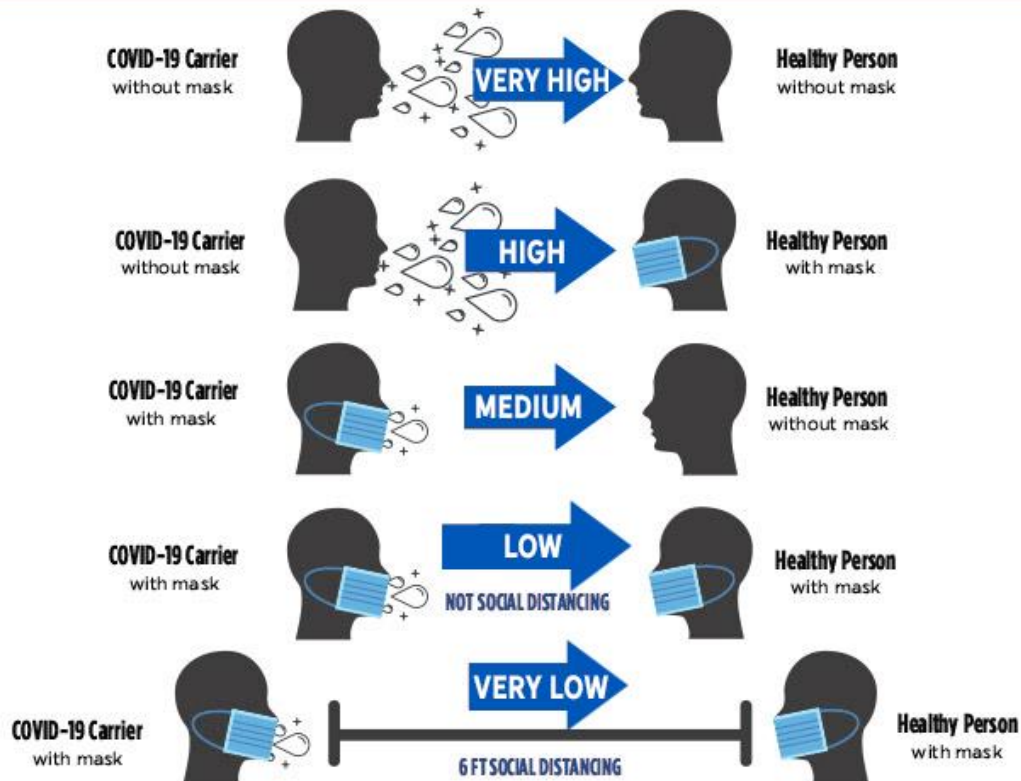
Face coverings, however, are not a substitute for proper social distancing.

- Face masks must be worn by **all** employees and students in campus buildings when in the presence of others and in public settings (e.g., common workspaces, meeting rooms, classrooms, break rooms, etc.).
- Faculty will not be required to wear a face mask while lecturing as long as there is a plexiglass barrier between them and the students.
- Masks are required outside if social distancing is not possible or if several people are congregating.
- Face masks and cloth face coverings (e.g., a tightly woven t-shirt or bandana that has been folded to create multiple layers) should be worn only for one day at a time; it should be properly laundered before use again. Having a one week supply of cloth face coverings can help reduce the need for daily laundering.
- ASUN will provide each employee with two face masks and each student with one face mask.
- The appropriate use of face masks or coverings is critical in reducing risks to others near you. The possibility of COVID-19 spread exists even if you do not feel sick.
- Anyone refusing to wear a mask will be denied campus access unless there is an accommodation on file.
- See Appendix B for instructions on how to care for and handle your face mask.



Know how masks reduce infections

Probability of Contagion



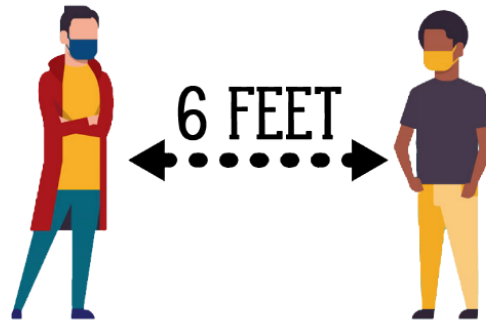
Please note this is a general guideline. Different masks offer different levels of protection.

Social Distancing

Keeping space between you and others is one of the best tools we have to avoid being exposed to COVID-19 and slowing its spread. Because people can spread the virus before they know they are sick, or without ever developing symptoms, it is important to keep your distance from others, even if you have no symptoms or are wearing a face mask or covering. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Employees and students on campus must follow these physical distancing practices:

- Stay at least six feet (about two arms' lengths) from other people at all times.
- Stay out of crowded places and avoid mass gatherings.
- Institutional Services will arrange classrooms and shared spaces to accommodate for social distancing.
- Lower occupancy limits will be observed in common-use areas such as The Hub, Delta Grill and conference rooms.

Social distancing means



Cleaning/Disinfecting

Institutional Services will have primary responsibility for cleaning offices, workspaces, classrooms, and other high touch point surfaces on campus based on Department of Health guidelines for disinfection. Although Institutional Services will have primary responsibility for disinfecting surfaces, employees and students will also need to assist.

- It will continue to be the responsibility of building occupants to clean their own, non-public spaces such as cubicles and offices.
- Building occupants should wipe down their own frequently used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface.
- Please frequently wipe down work surfaces, door knobs, and any other high touch surfaces including shared-space equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, lab and office light switches).
- Institutional Services will provide the materials necessary for wiping down surfaces.
- Classrooms will be stocked with supplies for self-cleaning of individual spaces.

Handwashing/Hand Sanitizing

Washing your hands is one of the easiest and most important things you can do to stay healthy and stop the spread of bacteria and viruses.

- You should wash your hands with soap and water for at least 20 seconds:
 - after touching eyes, nose or mouth;
 - after blowing nose;
 - after sneezing or coughing into the hand;
 - after touching contaminated surfaces;
 - after using a disinfectant product;

- before preparing food;
- before and after eating;
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth. Wash your hands after touching your face.
- Institutional Services will maintain hand-sanitizing stations in all buildings on campus (subject to the availability of hand sanitizer) and ensure bathrooms are adequately stocked for regular handwashing.

Coughing/Sneezing Hygiene

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

While none of these interventions is perfect, when used in conjunction with a broader range of safety practices, the risk of COVID-19 transmission is significantly reduced.

Guidance for Specific On-Campus Spaces

Open Office Environments

Individuals in open office environments must practice social distancing and wear face coverings except when eating and drinking. This applies to all shared spaces, even when office areas are separated by partitions. While each campus has dedicated space with plexiglass dividers for employees and students to conduct business in person, face masks should still be worn.

For single occupancy offices, if more than one person is in the office, masks should be worn at all times and social distancing should be practiced. A mask or face covering is not required if you are working alone in a confined office space unless someone else enters the room.

Close Proximity Work, Group Meetings and Individual Meetings

With current technology and careful planning, there should be no reason for a task to

be performed that puts two or more individuals in close proximity of each other (e.g. within a couple of feet) for more than 15 minutes. If in extreme circumstances this is unavoidable, employees, supervisors, students, faculty and Human Resources should work together to assess the exposure risks involved and determine the appropriate measures.

Convening in groups increases the risk of viral transmission. Meetings (other than designated in-person classroom teaching) should continue to be held using the extensive range of available collaboration online tools (e.g., Microsoft Teams, GoToMeeting, Zoom, etc.). Conference calls by telephone are also a good option. When absolutely necessary, in-person meetings must be limited to the approved occupancy for that space.

Employees and students should communicate with colleagues, supervisors and faculty as much as possible by email, instant message, telephone, or other available technology rather than face-to-face. In-person meetings should only take place if (1) individuals can maintain six feet of separation and (2) all participants in the meeting are wearing a mask. All employees and students will adhere to the setup of tables and chairs in community spaces as well as signage and visual cue marks to support physical distancing practices between attendees. These meetings should be kept to a minimum.

Laboratory Work

When working in a laboratory, the normal safety standards still apply, in addition to current COVID-19 standards of physical distancing, enhanced personal hygiene and regular disinfection.

Employee Travel

Travel between campuses and off campus for business-related reasons should be minimized until further notice. When traveling off campus for business-related reasons, employees should practice proper social distancing and wear a face mask.

Campus Dining

Recognizing the need to eat on campus, ASUN has established the following guidelines and best practices.

- The HUB and Delta Grill will serve boxed lunches. Call in orders are appreciated. There is no access to ice or soda machines.
- Before and after eating, you should wash your hands thoroughly to reduce the

potential transmission of the virus.

- If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward.
- Eating establishments must meet requirements to allow at least six feet of distance between each customer, including lines and seating arrangements.
- Individuals should not sit directly facing one another.
- Employees and students are required to practice social distancing in the Hub or Delta Grill seating areas. Employees are encouraged to take food back to their office area. Employees and students are encouraged to eat outside when practical.
- Zoom lunches are a great way to relax and enjoy your peers while practicing social distancing and safety.



Employee Break Rooms and Kitchens

Some areas have break rooms that serve small to large numbers of employees. The following guidelines have been established as a way to keep these spaces available.

- The use of shared break rooms and kitchens should be minimized.
- The use of a break room or kitchen for the preparation of food or drink is permitted for one person at a time.
- Individuals must wear gloves while in the shared space.
- Food containers in the refrigerator must be sealed.
- Food containers must be labeled with the person's name.

Gym and Workout Facilities

The gym and workout facilities will be closed for now. In the interim, employees may use their wellness benefit at a local gym or workout facility with approval from their supervisor.

Restrooms

The number of individuals per restroom is limited based on size to ensure at least 6 feet distance between individuals. Please take turns at the hand washing stations as it is almost impossible to social distance in that area. Wash your hands thoroughly and avoid touching door handles afterward to reduce the potential transmission of the virus.

Mental and Emotional Wellbeing

ASUN recognizes that COVID-19 creates stress from fear of becoming ill or loved ones becoming ill, financial insecurity, and changes to our normal routines, including wearing masks and having to practice social distancing. We want, therefore, to make sure that all employees are aware of ASUN's support resources:

Employee Assistance Program: ASUN offers free and confidential support through the Employee Assistance Program (EAP). To request assistance, call the St. Bernard's Counseling Center at 870.930.9090 or toll-free at 1.800.346.0183. The professionally trained staff will request information about your specific needs so that an assessment can be scheduled for you.

Mental Health Services: ASUN has a licensed counselor available to speak with both employees and students about the difficult realities of COVID-19 and the return to campuses. You can contact the ASUN Counseling Center at 870.520.8241 or by sending an email to counselingservices@asun.edu. You can also make an appointment to speak with the counselor at www.asun.edu/counseling-services.

Respecting the Community

Reports on the spread of COVID-19 infections are a source of stress and concern for many, but it is critical that we pause and reflect on how our words and reactions can affect others during this global health crisis. Now more than ever, it's important for all members of the Aviator community to treat one another with care and dignity. Please consider the following:


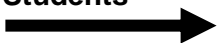
- Resist the tendency to make broad generalizations about people. Uncertainty about the coronavirus may lead to anxiety and fear. Harmful behaviors can occur when anxiety and fear are projected onto entire social groups. Such behavior is harmful to the well-being of targeted individuals and does not protect anyone from the coronavirus.
- Treat community members with care and empathy. Try to walk in the shoes of others rather than treating someone with suspicion or implicit bias.
- Be vigilant about social distancing and proper hygiene even when off campus.
- Continue to follow recommended health and safety guidelines as Arkansas works to open for business.

Appendix A

Going to Campus Checklist & Self-Monitoring Tool

ASUN HEALTH MONITORING FORM – REVIEW DAILY

SYMPTOMS – answer yes or no to each	YES	NO
Is your temperature greater than 100.4 degrees?		
Have you had any of these symptoms not due to a chronic condition in the past 24 hours? <ul style="list-style-type: none"> • Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • Loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea 		
Do you live with or have you had close contact with someone who has tested positive for COVID-19 in the last two weeks?		
Do you live with or have you had close contact with someone who is currently suspected to have COVID-19?		
Have you tested positive for COVID-19 in the last two weeks?		

What to do next...	Answered NO to all	Answered YES to anything
Employees 	Report to work. You do NOT need to turn in this form.	Do not come to campus. Contact your healthcare provider and your ASUN supervisor.
Students 	Report to class. You do NOT need to turn in this form.	Do not come to campus. Contact your healthcare provider and your ASUN faculty member.
<p>“Close contact” is defined as having been within 6 feet of an individual for 15 consecutive minutes or more. Note: mask usage does NOT impact whether you not you have had “close contact.”</p> <p>If you have been diagnosed with COVID-19: employees should notify Human Resources and students should notify the Vice Chancellor for Student Affairs.</p>		

Appendix B

USE AND CARE OF FACE COVERINGS

PUTTING ON A FACE COVERING:

- Wash hands or use hand sanitizer prior to handling the face covering.
- Ensure the face covering fits over the nose and under the chin.
- Situate the face covering properly with nose wire snug against the nose when applicable.
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process, avoid touching the front of the face covering.

TAKING OFF THE FACE COVERING:

- Do not touch your eyes, nose, or mouth when removing the face covering.
- When taking off the face covering, loop your finger into the strap and pull the strap away from the ear or untie the straps.
- Wash hands immediately after removing.

CARE, STORAGE AND LAUNDERING:

- Keep face coverings stored in a bag when not in use.
- Cloth face coverings should be laundered regularly. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.

**Additional resources can be found at
www.asun.edu/coronavirus.**