

Re-Entry Plan

UA College of Applied Science and Technology

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Operating Plan Overview

The College of Applied Science & Technology (CAST), headquartered at the branch campus in Sierra Vista, serves the University of Arizona land grant mission by offering affordable, accessible, and flexible degree programs to transfer students in person and in hybrid formats to several locations throughout Southern Arizona and fully online to students throughout the state, the nation, and internationally. Over time, the trend has been for CAST academic instruction to be offered more frequently in a fully online format, and CAST has implemented a number of innovations ensuring that the students' online experience is as good or better than the traditional classroom experience. This flexibility in academic programmatic offerings has been an important factor in the continued growth of CAST programs, even during the current pandemic. CAST employs 58 full time staff and faculty and approximately 80 adjunct faculty, spread across six locations throughout Southern Arizona and even in permanent remote work locations outside of Arizona. When the University made the decision on March 11, 2020 to transition all classes to fully online for the second half of the Spring, 2020 semester, the transition was smooth and seamless for CAST. CAST also does not have auxiliary revenue generating activities, either at its branch campus in Sierra Vista or any of the other locations where CAST programs are offered. The entire CAST workforce also was able to transition to work from home quickly and without any disruption in operations or services. Accordingly, CAST is fortunate not to have been adversely affected by the COVID-19 mitigation; certainly not to the extent that much of the rest of the University has experienced.

CAST made the decision in early May to convert all of its scheduled in person Fall, 2020 classes to fully online. Those classes are now designated as remote, but still have synchronous class sessions that will be conducted via Zoom. This means that students and faculty will not be required to return to any of our campus locations, at least for the Fall, 2020 semester. This decision was made early for several reasons, including the concern that extending the protocols and protections necessary to reopen the main campus in Tucson to our campus locations would be an unnecessary drain on scarce resources. We will make a decision about Spring, 2021 based upon the University's continued guidance in response to the COVID-19 pandemic when appropriate.

Unique Features/Concerns

CAST is headquartered in Sierra Vista, the official branch campus of the University of Arizona, located approximately 75 miles from the main campus in Tucson. CAST also offers its academic programs at community college and community centers throughout Southern Arizona. The Sierra Vista campus is partially owned by the University of Arizona and partially leased from the University South Foundation, a non-profit fundraising organization dedicated to promoting higher education in Sierra Vista and throughout Cochise County. All other sites at which CAST offers programming are leased.

As mentioned above, neither the Sierra Vista campus nor any of the CAST site locations have auxiliary revenue generating activities, making the decision to delay the return of CAST students to our branch campus or locations for face-to-face classes considerably easier. However, CAST also does not have ready access to trained medical personnel who could carry out the Test/Trace/Treat protocol. CAST does not offer Nursing or other medical training programs, does not have a student health center, and would have to rely on county health services or private medical services for testing, thermometry, treatment, etc. Although we know that our health service partners on main campus would be willing assist us in any way they could, we also know that such services are scarce resources probably better utilized in assuring a smooth opening of main campus operations.

CAST students were not adversely affected by the decision to move all classes to online delivery during the second part of the Spring, 2020 semester; all CAST students take at least some of their coursework online, so the transition from the smaller percentage of face-to-face, hybrid, or ITV courses to a fully online modality went smoothly and without complications. More than two-thirds of our CAST students are in fully-online programs, with the number of students at distance locations making up less than 9% of our total enrollment. CAST provided and will continue to provide support for students at the remote distance locations, including making UA Wi-Fi available at all locations where CAST offers programs, providing loaner laptops, and offering enhanced advising and student success supports.

Finally, as we have confirmed since the March 11, 2020 announcement, CAST is uniquely able to continue all of its critical operations, including instruction, with students, staff, faculty, and administrators working or studying remotely. Although working remotely is not the preferred modality for most of our staff, many of whom would prefer to return to work when it is allowed and safe to do so, CAST has demonstrated that we can continue operations indefinitely if there is a need to do so. We currently have no staff or faculty positions within the college that cannot allow for work from home if an employee self-identifies as at-risk.

Key Milestones

- May 3, 2020 – Decision approved by the Provost to move all CAST course offerings to Remote/Online modality for Fall 2020 semester.
- August 17, 2020 – Allow all CAST faculty and staff to return to work on campus under the provisions and protocols outlined in the CAST Re-entry Plan.
- September 1, 2020 – Achieve 90% compliance of COVID Training for all CAST staff and faculty
- October 23, 2020 – Finalize the plan determining the modality of CAST course offerings for Spring 2021 prior to the beginning of priority registration.



Budget Summary Information

Currently we have no available financial information on the cost of testing. CAST will need approximately 145 tests for an initial employee and volunteer testing and 100 tests monthly. CAST also requires access to 145 masks monthly. Additionally, cleaning supplies and plexiglass barriers will be needed. CAST is currently in the process of surveying all CAST locations to identify the number of plexiglass installations that will be needed.

Goals and Tasks

Goal 1	Test, Trace, and Treat
Description	Offer voluntary testing to all CAST employees prior to return to their office location based on UA Testing Guidelines and Mitigation Strategies. Trace all positive tests and close contacts, while adhering to HIPAA regulations and confidentiality. Ensure all employees who test positive receive the proper health care, HR benefit assistance, and payroll assistance that may be available.
Responsible Parties	CAST Leadership, Supervisors, CAST HR
Logistics	All CAST employees will receive communications regarding the availability of initial round of voluntary testing. All CAST employees will contact CAST HR to request a test. Tests will be mailed to CAST employees or picked up at a CAST location. All CAST employees that request a test will report the results to CAST HR. All CAST employees that request a test will be tracked for results and tracing if necessary. All CAST employees that test positive will be encouraged to contact their primary care provider by phone and offered HR Benefit assistance and payroll assistance that may be available.
Dependencies/Partnerships	CAST will rely on UA Covid19 Mitigation Guidelines as a process to follow. CAST will depend on Banner UMC for the test availability. CAST will require more information from the UA Re-Entry Leadership Team on the testing process prior to implementing this goal.
Schedule/Duration	Ongoing



Financial Impact/Considerations	Testing costs are prohibitive. The cost to CAST for employees who are unable to work due to exposure and positive results are unknown. The additional workload required to test, trace, and treat will require an additional employee to assist with this process.
Risk/ Uncertainty	Large administrative and bureaucratic burden on CAST for administering, monitoring, and tracing frequent testing. Many personnel may have reservations about the process, the disclosure of information and concern for their personal rights.

Goal 2	Offer Flexible Participation
Description	Offer remote and hybrid learning, working, and teaching options for students, staff, and faculty to protect individuals vulnerable to COVID-19 and reduce crowding.
Responsible Parties	CAST Leadership, Supervisors, Employees, UArizona Facilities
Logistics	<p>The majority of Fall, 2020 CAST academic programming was scheduled to be offered in a fully online modality; however, CAST courses that were previously scheduled as in-person, hybrid, or interactive television (ITV) will be offered as “remote” for the Fall semester. The remote designation describes a synchronous online modality, with lectures and other class activities offered through Zoom, recorded and made available to students through D2L. Although the official University policy requests that colleges offer at least 50% of their degree program course offerings in-person or flex in-person, CAST has been exempted from this policy due to the fact that CAST programs are not offered in-person on the main campus in Tucson. We anticipate no decrease in enrollment because of the decision to offer all classes remote or fully online: indeed our current (as of June) student enrollment for Fall, 2020 has already exceeded our enrollment totals for Fall of 2019. Students who choose CAST do so not only for the quality and career-oriented nature of our academic programs, but for their flexibility and accessibility.</p> <p>CAST excels in <i>applied</i> academic degrees, so internships and project-based learning are integral to the CAST student experience and are embedded within CAST academic programs. CAST has numerous partnerships with industry, government, military, and community-based organizations to provide meaningful and career-oriented internship experiences. However, because all CAST programs are available to and well-enrolled by online students, we already work with these partners to offer our students einternships, remote projected-based learning activities, and other types of “virtual internships.” We</p>



	<p>will encourage all students to conduct their internship experience in one of these remote modalities. For those few students whose internship requires an in-person component at an off-campus site, we will ensure that students adhere to all COVID-19 related directives and guidelines issued by the University.</p> <p>CAST Leadership will need to create and approve a new remote work plan based on UArizona guidance. CAST Leadership will identify employees who can continue to work remotely, and employees who are required to return to the workplace to accomplish their work. CAST employees are encouraged to continue to work remotely until notified otherwise by CAST Leadership, their supervisor and/or UArizona guidance. Physical return to the workplace should only be considered when required to accomplish work that cannot be deferred or completed remotely.</p> <p>Workplaces should maintain a capacity of approximately 25-50% of the normal workforce to maximize physical distancing.</p> <p>Maintain physical distancing of at least six (6) feet between yourself and others when in transit (including outdoors). Where feasible, arrange workstations, flow of foot traffic, etc. to maintain or increase physical distancing. Decrease the density of office spaces and workstations; whenever possible allow at least 144 square feet per person in spaces occupied by more than one person.</p> <p>CAST will follow the University of Arizona guidance with respect to face coverings for all employees, students, and visitors.</p> <ul style="list-style-type: none">• Indoor – Face coverings will be required in all University of Arizona buildings (including hallways, public spaces, restrooms, and common areas), with the exception of those private offices, work spaces, and formal meeting areas where physical distancing of at least six feet is possible.• Outdoor—Face coverings will be required while in University of Arizona outdoor spaces except where physical distancing of at least six feet is possible. <p>All employees required to be on site should conduct daily wellness checks effective immediately, to monitor for COVID-19 symptoms, prior to arriving the worksite. UArizona is currently working on building a digital environment, AZCOVIDTXT, that will allow employees to perform a digital wellness check and voluntarily report symptoms.</p> <p>Employees should stay home and contact your healthcare provider as soon as possible if:</p> <ol style="list-style-type: none">a. You are sick or are experiencing symptoms consistent with
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	<p>COVID-19.</p> <p>b. You have had or are currently in close contact (within 6 ft) with another person with a known positive case of COVID-19.</p> <p>Continue recommended elevated personal hygiene measures to prevent transmission:</p> <ol style="list-style-type: none"> Wash hands frequently or use an alcohol-based sanitizer when unable to wash hands. Avoid touching your face, nose, eyes, and mouth. Cover your cough and sneeze into a sleeve. Clean and disinfect frequently touched and/or shared surfaces regularly with an EPA-approved disinfectant. <p>Ensure that the COVID-19 cleaning schedule and information found on the Facilities Management’s website is followed.</p> <p>All employees, faculty, and staff must complete the UArizona COVID-19 training; this training is in development.</p>
Dependencies/Partnerships	<p>Government, Industry, Community-based, and Military partners to provide educational experiences for students through flexible modalities like eInternships, remote project-based learning, or other virtual internship experiences.</p> <p>UArizona Facilities to ensure that:</p> <ol style="list-style-type: none"> Cleaning/sanitization schedules and procedures are followed, barriers are installed, decrease density of office and workspaces, install necessary signage around campus to show workflow reminders of physical distancing set up foot traffic flow when possible. <p>Community College partners from which CAST leases space.</p> <p>Co-existing units on the Sierra Vista Campus so that their employees follow the same UArizona guidance.</p>
Schedule/Duration	Ongoing
Financial Impact/Considerations	No additional financial considerations unless physical barriers or other accommodations are required to meet special social distancing needs. Adaptations will be the responsibility of the local Unit.
Risk/Uncertainty	<p>Concern for UArizona Facilities protocol being completed properly on a remote campus.</p> <p>Concerns for staff returning to workplaces that are owned and managed by other entities.</p>



	Future surges in the disease may require adjusting the flexibility of participation, updating remote work plan, and review teaching modalities.
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Goal 3	Minimize contact and reduce crowding
Description	Reduce instances of close physical contact among students, faculty, staff, and visitors during on campus activities.
Responsible Parties	CAST Leadership, Supervisors, UArizona Facilities
Logistics	<p>CAST will modify policies and procedure for scheduling of facilities (classrooms, conference rooms, office space) to keep physical contact at a minimum.</p> <p>CAST will follow the University of Arizona guidance with respect to face coverings for all employees, students, and visitors.</p> <ul style="list-style-type: none"> Indoor – Face coverings will be required in all University of Arizona buildings (including hallways, public spaces, restrooms, and common areas), with the exception of those private offices, work spaces, and formal meeting areas where physical distancing of at least six feet is possible. Outdoor—Face coverings will be required while in University of Arizona outdoor spaces except where physical distancing of at least six feet is possible. <p>A minimum of six-foot distancing will be maintained between all UA employees, volunteers, students, and customers.</p> <p>Install barriers and partitions to increase space between employees and the public.</p> <p>Prevent employees from congregating by closing or limiting access to common areas.</p> <p>Strongly discourage handshaking.</p> <p>When possible, members of the public will have limited access to interior of buildings and may need to wait in their cars for assistance.</p> <p>Require only one occupant in vehicles when on official University of Arizona business.</p> <p>Workplaces should maintain a capacity of approximately 25-50% of the normal workforce to maximize physical distancing.</p>



	<p>Occupancy of office and meeting space should aim to ensure optimal social distancing. Calculate the maximum capacity of each room by dividing the net usable area by the square of the locally acceptable physical distance (144 square feet per person, which is a 6 ft radius in all directions).</p> <p>Increase physical space between employees at the workplace by modifying offices and work areas. Seating and desks should be organized to maximize physical distancing and minimizing sharing and collaborative spaces that may facilitate viral transmission.</p> <p>Seats, desks, and other office furniture should not be shared between workers, unless they are thoroughly disinfected between every use. If they must be shared, specify assignments and rotate workers with thorough cleaning between uses.</p> <p>Designate and signpost the direction of foot-traffic in main pathways: corridors, stairs, entryways, etc. In all possible situations, utilize one-way circulation routes through the workplace. If not possible, work out a system to prevent people from closing proper physical distance when passing one another.</p> <p>Place visual cues, such as floor decals, colored tape, or signs to indicate to office visitors where they should stand while waiting in the lobby/gathering area.</p>
Dependencies/Partnerships	<p>UArizona Facilities Community College Partners Co-existing units on Sierra Vista campus</p>
Schedule/Duration	<p>On-going</p>
Financial Impact/Considerations	<p>Expense will be incurred to install physical barriers. Expense related to fleet vehicle use may increase due to single occupancy guidance.</p>
Risk/Uncertainty	<p>It is unknown still whether there will be a “second wave” of COVID-19 cases, either due to the official relaxing of “Stay Safe/Stay Home” measures, loosening of travel restrictions, or even the arrival of seasonal colder weather. CAST will continue to implement measures to reduce contact and overcrowding as long as necessary to keep its employees, students, and visitors safe.</p>



Goal 4	Minimize Transmission
Description	Reduce the probability of transmission of SARS-CoV-2 during in-person activities.
Responsible Parties	CAST Leadership, Supervisors, Employees, UArizona Facilities
Logistics	<p>Implement flexible meeting and travel options. Use virtual engagement when possible.</p> <p>Face coverings must be donned (put on) before entering and occupying any UArizona work location except single occupancy offices and single occupancy vehicles. Face coverings must be donned (put on) before entering all shared spaces including but not limited to restrooms, hallways, stairwells, elevators, and lobbies. Face coverings must be worn in transit, indoors and outdoors. Employees should always keep a face covering available while at the workplace. Employees should continue to use face coverings even when physical distancing (e.g., greater than 6 feet between individuals, low density occupancy of ≥ 144 square feet per person) is practiced, especially indoors.</p> <p>Employees should stay home and contact your healthcare provider as soon as possible if:</p> <ul style="list-style-type: none"> c. You are sick or are experiencing symptoms consistent with COVID-19. d. You have had or are currently in close contact (within 6 ft) with another person with a known positive case of COVID-19. <p>Continue recommended elevated personal hygiene measures to prevent transmission:</p> <ul style="list-style-type: none"> e. Wash hands frequently or use an alcohol-based sanitizer when unable to wash hands. f. Avoid touching your face, nose, eyes, and mouth. g. Cover your cough and sneeze into a sleeve. h. Clean and disinfect frequently touched and/or shared surfaces regularly with an EPA-approved disinfectant. <p>Ensure that the COVID-19 cleaning schedule and information found on the Facilities Management’s website is followed.</p> <p>All employees, faculty, and staff must complete the UArizona COVID-19 training; this training is in development.</p> <p>Cleaning and disinfection of all surfaces should be performed daily, and proper hand hygiene should be used each time a common surface is touched. Cleaning should be done at least daily and using an EPA approved agent. Disinfectants should be provided to all employees,</p>



	<p>including hand sanitizer, hand soap, disinfectant solution for common surfaces, etc. Avoid touching hands to face, eyes, and mouth and practice proper hand washing hygiene after touching common surfaces.</p> <p>Use administrative controls like barriers and signage restricting “In” or “Out” for specific doors to maintain physical distance. Routinely clean and disinfect high contact surfaces like door handles. Place contactless hand sanitizer stations directly inside buildings entrances; when possible, place outside of building exits. Prop open interior doors and post signage to leave door open during business hours, when possible.</p> <p>Provide disposable napkins/towels/tissues/etc. for opening a door that cannot be propped open (i.e. bathroom doors) and/or place hand sanitizer immediately inside and/or outside such that the door can be opened, and hands immediately sanitized.</p> <p>Place disinfecting supplies directly next to all shared equipment and encourage cleaning before and after each use. Secure supplies storage and designate specific personnel to manage stock and distribute items. Do not share keyboards. Clean all printers, copiers, and any other common use office equipment.</p> <p>Affix signage to remind occupants to keep switches ‘on’ all day. Install movement detectors to activate light switches, but only when potential loss of light will not be a safety issues (e.g. the rooms have windows with natural light, no hazardous activities are being performed, etc.).</p> <p>Place signage around workplace to remind employees and to maintain proper distance. Place signage on entry doors, and in pathways to help employees and customers maintain proper distance. Place visual cues, such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting to be helped.</p> <p>Restrict access to conference rooms, break rooms, and large common areas when possible to discourage congregation in rooms. Post signs regarding maximum occupancy and physical distancing expectation. Set up room for proper physical distancing and remove excess chairs. Remove pens, pencils, whiteboard pens and erasers and encourage individuals to bring and manage their own. Provide disposable wipes and hand sanitizer in and outside of every conference room. Encourage cleaning all surfaces both before and after use. Discourage gatherings of more than 10 people at any UArizona worksite, in accordance with the CDC recommendations.</p>
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	<p>CAST will modify policy and procedure for CAST vehicle usage based on UArizona guidance. The acceptable number of occupants is dependent upon the size of vehicle and number of passengers it can carry. Ideally, vehicles should be single occupant only. Physical distancing of at least 6 feet should be maintained in all possible situations; if it cannot be maintained, take a second car, or find a larger vehicle to use (avoid HOV unless you have received training). Ideally, vehicles should have only a single passenger. If it must be shared, no person should sit directly next to another person (e.g. no car should be filled to capacity); stagger to maximize the distance between passengers.</p> <p>Avoid using the recirculated air options on the A/C. Pull in fresh air from outside the vehicle using the normal A/C function and/or by rolling down the windows.</p> <p>Thorough cleaning and disinfection of all high touch hard and soft surfaces both in and outside (door handles) should be performed before and after entering the vehicle. Cleaning should be done using an EPA approved agent. Disposable plastic or paper coverings can be placed on soft surfaces and removed at the end of a shift or ride to help prevent contamination.</p>
Dependencies/Partnerships	<p>UArizona Facilities – ensure all required cleaning and disinfection is completed based on appropriate schedule. Provide required EPA approved agents for cleaning and disinfection. Ensure access to appropriate cleaning and disinfecting supplies for CAST employees as needed. Installation of hand sanitizer stations where necessary. Install motion sensor light switches where possible to reduce exposure.</p> <p>Community College partners – ensure cleaning and disinfection is completed based on CDC Guidance.</p> <p>Co-existing units on Sierra Vista campus – ensure their employees follow proper protocols to minimize risk and exposure.</p>
Schedule and Duration	On-going
Financial Impact/Considerations	<p>Cost of installation of hand sanitizer stations, motion sensor light switches.</p> <p>Cost of signage</p> <p>Cost of personal EPA approved disinfecting supplies</p> <p>Cost of vehicle EPA approved cleaning and disinfecting supplies</p>
Risk/Uncertainty	<p>Concern for UArizona Facilities protocol being completed properly on a remote campus.</p> <p>Concerns for staff returning to workplaces that are owned and managed by other entities.</p>



	It is unknown still whether there will be a “second wave” of COVID-19 cases, either due to the official relaxing of “Stay Safe/Stay Home” measures, loosening of travel restrictions, or even the arrival of seasonal colder weather. CAST will continue to implement measures to reduce contact and overcrowding as long as necessary to keep its employees, students, and visitors safe.
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Goal 5	Communication
Description	Maintain an active COVID-19 Reopening Campus communication plan
Responsible Parties	CAST Leadership
Logistics	Continue weekly CAST Townhall meetings CAST Leadership will send out emails regarding immediate updates as necessary The approved re-entry plan will be posted on the AZCAST website, along with updates Updates will be posted on social media CAST Leadership will post the completed COVID-19 Prevention at Work Checklist on the AZCAST website COVID-19 required training will be tracked and maintained Monitor, track, and communicate community statuses and updates
Dependencies/Partnerships	Coordination and communication with Community College partners Coordination and communication with co-existing units on the Sierra Vista campus Coordination and communication with UArizona Facilities Management Coordination and communication with UArizona Leadership Coordination and communication with community leadership and community partners
Schedule and Duration	Continuous
Financial Impact/Considerations	None
Risk/Uncertainty	Breakdown of communication between CAST and any of its partners and dependencies listed above.

Data Management and Assessment

CAST will continue to monitor all COVID-19 related data provided by the Arizona Department of Health Services on a daily basis, with specific attention paid to those locations where CAST offers academic programs. Sierra Vista, where the branch campus is located and CAST has its headquarters, has not been an area of concern for COVID-19 outbreaks or fatalities; however, several of our locations are areas of concern, especially those located directly on the border. We will continue to monitor these data closely and make adjustments to our operating plans as necessary.

CAST will continue to provide data on confirmed COVID-19 cases among the CAST community to the University's data collection mechanism once that mechanism is fully established, adhering to all privacy protocols.

CAST will continue to survey its students, faculty, and staff regarding the implementation of course remote modalities, work from home/return to work policies, and any other aspects of the CAST Re-entry Plan to ensure that we are meeting the needs of our students and employees. CAST will also continue to analyze student enrollment and retention data to determine whether the transition to remote/fully online courses will start to have a negative impact on enrollment or retention.