



UCF



# UCF RETURN TO CAMPUS PLAN

FALL 2020

## KNIGHTS RISE TO THE CHALLENGE

In the pages that follow, you will find the University of Central Florida's plan for responding to COVID-19 and how we will return to campus. In all of our efforts, we have prioritized the health and well-being of our campus community and visitors while continuing to deliver academic, research and student success programs that drive our excellence. As committed community partners and innovative leaders, UCF faculty, staff and students have stepped up to help around our region and across the nation. I am proud of the ingenuity, compassion and resiliency that our university community has shown during this time — embodying how Knights always rise to the challenge.

It is my belief that the best course of action for the many is not decided by a few. That is why we sought the collective thinking of a variety of university stakeholder groups. From virtual town halls and surveys, we gained insight into how COVID-19 is affecting those who live, learn and work on our campus. Additionally, we have greatly benefited from the guidance of our Board of Trustees, as well as the Florida Board of Governors and state and local officials and related task forces.

To develop this plan, we charged multiple teams to focus on our return to on-campus research, work, instruction, housing and student affairs, in addition to the testing and contact tracing measures we will employ. These planning groups — made up of leadership; subject matter experts; and other faculty, staff and student representatives from across campus — followed recommendations from the Centers for Disease Control and Prevention, the Florida Department of Health, the Florida Board of Governors and other government and public health officials to create a comprehensive path forward for UCF and the well-being of our campus community.

The following plan highlights the efforts our university will execute this fall, as well as those that are underway. Some of our safety precautions already being implemented include reduced capacity, increased sanitation and face coverings in shared spaces, as a limited number of researchers and staff have begun their return to campus.

We also ensured our plan enabled flexibility, with the ability to adjust as more information about this virus and its effects becomes available. Our planning explored multiple scenarios, which will enable us to change direction if the situation and the guidance of government and public health officials evolve. UCF is fortunate that our 20-plus years of digital learning experience provided a strong foundation for our switch to remote instruction in the spring and allow us to deliver the highest-quality education in any modality.

Although I joined UCF at a very unique time, there is no place I would rather be. The optimistic spirit that drew me here gives me confidence that we will emerge a stronger institution helping to lead our community and the state's recovery from the pandemic.

Because, in everything at UCF, we always Charge On.

*Alexander Cartwright*

**Alexander N. Cartwright, Ph.D.**

President

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# EXECUTIVE SUMMARY

Over the last few months, Knights have worked tirelessly to not only respond to the pandemic but also to plan for the short and long-term impacts that will be left in its wake. The plan that follows outlines efforts by many university members to develop a flexible approach to re-opening campus that can be adjusted if conditions improve or worsen. While this plan and health measures will be implemented at all of our campuses, the expectation is that this plan will guide addressing the unique needs and challenges within our programs, spaces, and campus locations. By committing to a caring culture that starts with our personal behavior and acceptance of responsibility, this plan prioritizes the health and well-being of all our students, faculty, staff, vendors, volunteers, and visitors and provides a roadmap for continuing to provide exceptional academic, research, and athletic programs and services.

## SUMMARY OF UCF PLAN HIGHLIGHTS

- UCF anticipates re-opening for the fall semester
- Planning incorporates thought leadership from various work groups which includes representation from faculty, staff, students, and external stakeholders
- Re-opening will respond to federal, state, and local government guidance and be guided by health and medical professionals
- UCF will adhere to the core principle of focusing on the health and well-being of faculty, staff, students, vendors, volunteers, and visitors across all planning
- UCF will provide updates to the campus community via a variety of mediums including the university's dedicated COVID-19 websites <https://www.ucf.edu/coronavirus/> and <https://www.ucf.edu/coronavirus/returning-to-ucf/> as well as answer questions at [covid19questions@ucf.edu](mailto:covid19questions@ucf.edu)

## RETURN TO CAMPUS

- With return of students, faculty, and staff, enhanced cleaning will occur across campus with increased cleaning frequency in common areas and high touch point areas consistent with CDC guidance to institutions of higher education
- Face coverings will be required in university buildings as outlined in university policy, and building capacity will be limited to 30% during initial phases of repopulation
- While return to campus will be permissible, managers and supervisors will be flexible and allow employees to continue remote work as circumstances dictate
- Prior to returning to campus, faculty and staff will be required to complete return to campus training to ensure understanding of university procedures and protocols
- Student athlete participation in organized activity as well as the return of spectators to athletic competition are dependent on state and local guidance as well as plans developed by the American Athletics Conference

## RETURN TO ON-CAMPUS RESEARCH

- Tiered approach to laboratory and research activity will be utilized to phase researchers back to on-campus activities with essential, critical, and COVID-19 response research activities receiving priority
- Research leadership will use approved laboratory occupancy plans and schedules to manage capacity within spaces as well as support contact tracing as needed
- Written safety procedures will be present in each laboratory space outlining specific protocols for conducting research safely that include specific pandemic precautions

## RETURN TO INSTRUCTION

- UCF will transition to remote instruction after Thanksgiving break
- Classroom capacity has been modified to support physical distancing and courses that do not fit within available space on campus will be taught remotely
- Academic leadership in conjunction with college deans categorized fall course offerings based on class characteristics to determine the priority for face-to-face instruction
- The UCF Center for Distributed Learning will leverage its online learning faculty development expertise to provide training to effectively deliver academic programs in the fall

## RETURN TO HOUSING AND ON-CAMPUS STUDENT AFFAIRS

- Students will return to on-campus housing for the fall semester
- UCF will offer single occupancy and provide some limited double occupancy thus reducing total housing capacity by 6%
- Housing residents will be tested upon return to campus and strategies will be implemented to promote physical distancing not only during the move-in process but also in residential communities
- A hybrid strategy for fall events and activities will offer virtual participation options to students, limit frequency and size of face-to-face interactions, and leverage alternatives (e.g. outdoor spaces) to promote physical distancing.
- UCF leadership continues to partner with Greek organizations with both on-campus and off-campus housing to assist with development of plans that promote health and well-being. Plans will include housing and bed capacity, cleaning protocols, common space protocols and expectations, social event plans, and where applicable dining arrangements.

## TESTING AND TRACING

- UCF has partnered with AVENTUS BioLabs to make COVID-19 testing readily available at its main campus and its Lake Nona medical campus
- UCF will conduct population (cohort) screening to help identify persons who may be unaware of their illness by implementing a targeted testing approach focused on cohort and closed populations (e.g. students returning to university housing)
- Data will be leveraged to estimate prevalence of COVID-19 and predict potential for outbreaks on campus. The surveillance data will be used to identify and respond to potential hotspots on campus.
- In conjunction with the Florida Department of Health, a contact tracing program has been designed that will be staffed by UCF student volunteers. The COVID Contact Tracing Committee will coordinate contact tracing at UCF with the Florida Department of Health.
- Policies and procedures have been developed to govern the contact tracing process which include response to positive cases identified.
- UCF is leveraging technology to respond to COVID-19 by developing a daily screening and education application for all UCF faculty, staff, and students.

# PLANNING

The Emerging Issues and Crisis Response Team (EICRT) provides leadership prior to and during an emerging issue, crisis, or university incident. As part of EICRT's procedures, recommendations for response or policy are made to the president for university action. As appropriate, recommendations are discussed by the president's cabinet prior to action. EICRT leverages the university's severity index which allows for identification of risk level and potential impacts. The severity index directs appropriate communication and consultation with the president, board chair, and full board.

EICRT was activated the beginning of February to respond to the developing pandemic that eventually resulted in a rapid transition to remote instruction and work. In early April, EICRT shifted focus to scenario development which outlined the best, base, and worst case to allow for longer term planning for financial, operational, and policy impacts. The EICRT team received regular updates and worked in conjunction with the Emergency Operations Center (EOC), the Florida Department of Health (DOH), and other state and local government agencies to facilitate pandemic response under the university's pandemic plan.

The EOC consists of representatives from approximately 30 areas across the university who work together to address an incident including identifying and addressing resource needs, coordinating response efforts, and communicating status updates to leadership and representative areas. Under the university's pandemic plan, the associate vice president for Student Health Services served as the incident lead and provided medical guidance across all planning and coordination with the Florida Department of Health.

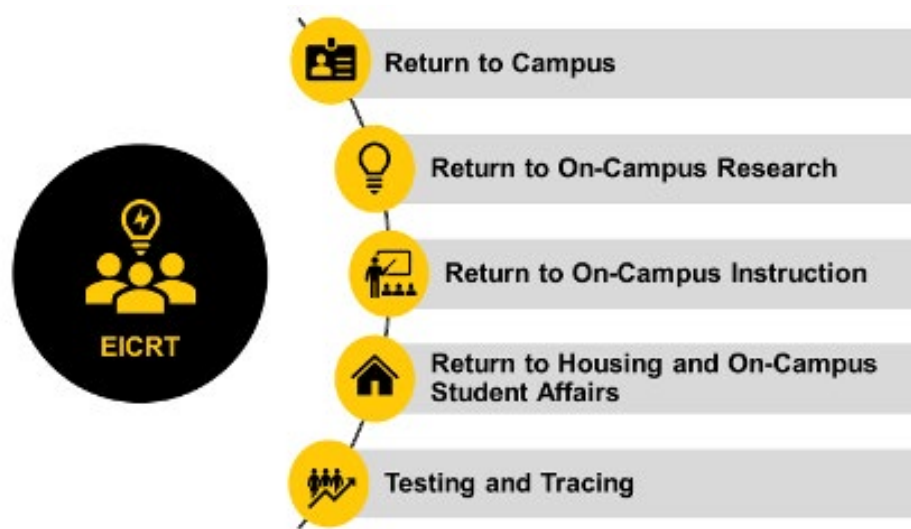
As federal and state planning for reopening began, EICRT commenced deliberate planning under scenario 1 (best case) for a possible return to campus in Fall 2020. The primary focus across all planning efforts was the health and well-being of faculty, staff, students, vendors, volunteers, and visitors, and we followed the guidance of medical and health professionals. Equally important to the university's planning was maintaining the university's unwavering commitment to accessible, affordable, high-quality academic programs and services. The following principles were developed to guide the university's planning efforts:

## GUIDING PRINCIPLES

- Focus on the health and well-being of our faculty, staff, students, vendors, volunteers, and visitors across all planning (Core Principle)
- Design a phased approach that will allow us to hold steady, tighten restrictions or make changes to reflect new guidance.
- Do not force employees or students to return to campus if they are at risk, and where possible allow remote work and remote learning opportunities.
- Support work and course schedules that maintain physical distancing and consider hybrid schedules that blend both on-campus and online options
- Remain flexible and quickly adjust as new data become available or conditions in our region change.

## PLANNING GROUPS

Consistent with how campus was depopulated, planning focused on a phased approach following federal, state, and Board of Governors' guidance for reopening. Five areas of focus were identified and EICRT workgroups were established. Each workgroup was led by an EICRT member and additional subgroups under each focus area were created to target and address specific areas or challenges. Planning included representation from leadership, faculty, and students where applicable. Each team lead provided updates at the EICRT meetings where complex challenges were discussed.



## RETURN TO CAMPUS PLANNING GROUP

Subgroups: Employee training, Events and Camps, Signage and Communication, Waivers and Disclaimers

Charge - Prepare the campus and employees for returning to in-person work through policy and protocol development, education, and the development of a phased approach for repopulation.

### Key Deliverables

- Provide flexibility for employees requesting to continue remote work
- Adhere scheduling to capacity limits and physical distancing
- Prepare facilities with installation of touchless devices and hand sanitizer stations
- Identify resource needs and use central management of supply chain to purchase face coverings, hand sanitizer, disinfecting wipes and cleaning supplies
- Implement new cleaning protocols and testing and tracing practices
- Develop policies and appropriate procedures for enforcement and educate employees on expectations
- Provide continuous communication regarding safety measures and expectations
- Install visual signage across campus
- Coordinate timeline for repopulation with local, state and federal guidelines

## RETURN TO ON-CAMPUS RESEARCH PLANNING GROUP

Subgroup: Environmental Health and Safety for Research Re-opening Task Force

Charge - Develop a phased approach for returning faculty, staff and students to labs and other research activities.

### Key Deliverables

- Provide shared research principles
- Develop research tiers
- Establish laboratory cleaning and disinfecting protocols
- Develop education specific to research laboratories
- Create laboratory check list
- Approve occupancy plans prior to returning
- Distribute PPE and ethanol for cleaning

## RETURN TO ON-CAMPUS INSTRUCTION PLANNING GROUP

Subgroups – Classroom Capacity Workgroup, Teaching in the Fall Task Force

Charge - Develop a plan to resume face-to-face instruction and academic affairs services.

Key Deliverables

- Plan for a hybrid scenario with a mix of face-to-face, mixed mode and online courses
- Develop contingency plans in case a change occurs after fall plans are announced
- Prioritize experiential courses for face-to-face instruction
- Prioritize in-person experiences and learning opportunities for FTICs
- Increase training for faculty on hybrid and online learning
- Identify what will move to online learning
- Establish capacity planning for classrooms and consider ingress and egress

## RETURN TO HOUSING AND ON-CAMPUS STUDENT AFFAIRS PLANNING GROUP

Subgroup: Student Engagement

Charge - Develop a plan for all operational, educational and well-being needs for students and staff returning to all housing communities and provide a plan to safely engage and support returning and prospective students' campus experiences.

Key Deliverables

- Develop occupancy guidelines
- Reserve residential space for quarantine use
- Prepare housing facilities for physical distancing
- Adjust move-in time period to promote physical distancing
- Reconfigure common areas and establish enhanced cleaning protocols
- Restrict social events and activities
- Develop online activities for residents
- Provide "welcome back" kits with face covering and hand sanitizer and share new safety protocols
- Develop communications for students and parents

## TESTING AND TRACING PLANNING GROUP

Subgroup: COVID-19 Digital Solutions Sub-Committee

Charge - Develop a plan for testing, screening, contact tracing and surveillance in coordination with the Florida Department of Health, Orange County.

Key Deliverables

- Include members from DOH on task force
- Develop testing and tracing protocols
- Create protocols for the care and quarantine of students in on-campus and managed housing
- Develop an application to promote illness detection and safety measures
- Establish Student Health triage line as the point of contact during initial phase of reopening



## HEALTH AND WELL-BEING MEASURES

To address the core principle of focusing on the health and well-being of our faculty, staff, students, vendors, volunteers, and visitors across all planning, health measures were developed based on CDC and OSHA guidance.

The following health measures are required of all members of the university community:

- Face coverings are required to be worn in all inside common spaces or when in close proximity to others;
- All members of the university are to practice 6 feet of physical distancing to the greatest extent possible;
- Those with increased risk of severe illness or over the age of 65 are encouraged to continue to work and learn remotely until further notice;
- All faculty, staff, and students will be required to complete education prior to returning to campus;
- Increased cleaning of common touchpoints, bathrooms, and common areas will remain in place until further notice;
- Testing, tracing, and response to illness protocols will be established to respond to potential cases of COVID-19 in coordination with the Florida Department of Health (and, as applicable, other health authorities);
- All members of the community are to follow good hygiene guidance such as regular hand washing, avoiding touching your face, and disinfecting touched items; and
- Take personal responsibility by following all health measures including remaining at home when ill.

DRAFT

# RETURN TO CAMPUS

UCF's faculty, staff, and students continued to Charge On through the many challenges of COVID-19 and quickly adapted how they worked and learned. With nearly 14,000 employees and over 68,000 students there is no one-size-fits-all model for returning to campus. While this plan and health measures will be implemented at all of our campuses, the on-going local planning will include addressing the unique needs and challenges within our programs, spaces, and campus locations.

As a leader in tourism with over 75 million people visiting Orlando annually, we know that as our theme parks, beaches, restaurants, and other attractions open we may face challenges. Therefore, our plan is based on a phased approach consistent with federal, state, and local guidelines and was developed in coordination with the Orange County, Florida Department of Health. A phased approach allows UCF to hold steady, tighten restrictions, or make changes to reflect changing conditions or new guidance.

Preparing UCF's workplace and workforce for returning to campus and the "new normal" requires our university community to work together. To be successful, we must be committed to a caring culture that starts with our personal behavior and acceptance of responsibility. The university will take several actions to provide a working and learning environment that fosters the health and well-being of our university community. Everyone will need to tackle some personal inconveniences, take personal responsibility, and adopt the health measures necessary to promote health and well-being. We will need to remain flexible and address the unique needs of our faculty, staff, and students. As Knights we are dedicated to this effort and to the well-being of our broader community.

As we Armor Up to return to campus, key tenets of our plan include:

## FACILITIES AND SUPPLIES

- Preparing university facilities by installing hand sanitizer stations and touchless devices including faucets and step and pulls on doors. Installing plexiglass in public facing areas and in spaces requiring additional barriers.
- Enhanced efforts to improve university buildings' heating, ventilating, and air conditioning (HVAC) systems. Measures being taken address ventilation, filtration, administrative controls, and sterilization technology. UV-C technology is currently being installed in select high-density instructional, administrative offices, and operational support buildings.
- Enhanced cleaning protocols to include the initial deep cleaning of offices, common areas, and classrooms completed in May. All common areas and high touch point areas will be cleaned twice per day with a deep cleaning of bathrooms. All classrooms will be cleaned daily prior to classes beginning and disinfected every two weeks.
- Ordering and centrally tracking resource supplies such as facial coverings and masks, hand sanitizer, and cleaning supplies.

## FACULTY AND STAFF

- Where possible UCF will provide flexibility for employees requesting to continue remote work. Employees who can continue to work remotely will be encouraged to do so, especially those at high risk of complications from COVID-19 or who may be taking care of someone at high risk.
- Employees are required to stay home if they are sick or if any person living in the same residence is sick with COVID-19 symptoms.
- Managers and supervisors will coordinate workplace furnishings and activities to allow at least 6 feet between employees, or between employees and other persons, for example, contractors or visitors. This also applies to shared offices without partitions, break rooms, conference rooms, and other spaces. Cubicles with wall partitions of less than 6 feet height will also require 6 feet between workers.
- Scheduling of employees will adhere to capacity limits and physical distancing. For offices and non-classroom spaces, supervisors will be responsible for maintaining an office occupancy at or below 30 percent capacity in the initial phase. For office settings such as cubicles or shared workspaces that are close together, distances of at least 6 feet between employees in the office at all times is required.
- Faculty and staff will be responsible for cleaning and maintaining their individual workspaces, including desks, chairs and computer equipment. Faculty will be responsible for cleaning computers and pedagogical equipment in classrooms before and after use.
- Faculty and staff are asked to avoid office gatherings, break rooms, and unnecessary visitors in the workplace.
- Employees should avoid using other workers' phones or sharing desks, offices, or other work tools and equipment, when possible.

## STUDENTS

- All faculty are being encouraged to provide flexibility so that students requesting the ability to learn remotely can do so. Students at high risk of complications from COVID-19 or who may be taking care of someone at high risk should continue to learn remotely.
- Students will be required to stay home if they are sick or if any person living in the same residence is sick with COVID-19 symptoms.
- Students will be responsible for cleaning their own classroom seats with provided disinfectant wipes.
- Students are asked to avoid gathering unnecessarily in classroom, lounges, housing common areas, and other university spaces.
- Students should avoid using shared equipment and materials when possible.

## POLICY AND ENFORCEMENT

To further establish the expectations for returning to campus an emergency university policy was developed to implement the health measures outlined in this plan and to provide for the clear communication of enforcement steps for non-compliance. The policy applies to all members of the university community, as well as individuals and contractors that conduct business with the university, and campus visitors. The policy applies to all facilities on all campuses of the university, as well as to operations of the university within facilities controlled by the university.

The policy will live on-line and will be updated to reflect changes in federal, state, and Board of Governor's guidance or changing health conditions. Individuals who violate the policy will be given an opportunity to correct their behavior and may be asked to repeat training. Repeated acts of non-compliance will result in the individual's removal from campus until compliance is achieved. Continued non-compliance may result in disciplinary action for faculty, staff, and students, up to and including dismissal. UCF will utilize existing disciplinary action regulations and policies for faculty, staff, and students.

UCF hopes to achieve compliance through a culture in which Knights are dedicated to protecting each other's health and well-being. We also will provide guidance to faculty and staff who will be on the front lines of enforcement, and we will be focused on ensuring the new requirements are enforced equitably.

## EDUCATION AND COMMUNICATION

All faculty, staff, and students returning to campus will be required to complete training that outlines the university's health measures, including effective hand washing, proper use and care of face coverings, and taking personal responsibility while caring for yourself and others.

A robust communication plan was developed to educate the university community on health measures through education, signage on campus, and digital platforms such as monitors on campus. Signs such as the one below are posted at the entrance of each building, near elevators, bathrooms and other high-traffic areas on campus.



## ATHLETICS

UCF Athletics aims to empower student-athletes to earn degrees and attain exceptional personal and professional lives. UCF Athletics represents an integral part of the campus fabric and supports UCF in achieving its goals through impactful, positive exposure. Consistent with the guiding principles established by UCF, the health and well-being of student athletes, coaches, and staff is a top priority for UCF Athletics as planning occurs to return to the field, court, and athletic facilities. As leadership prepares for a phased return of its student-athletes, a plan has been developed that aligns with university efforts.

Several elements of UCF Athletics return to campus plans are identical to university plans including the requirement to stay home if sick, daily wellness self-screenings, pre-return training for coaches and staff, continuation of virtual meetings, physical distancing when face-to-face interactions do occur, face coverings required in Athletics buildings, and enhanced cleaning protocols focused on frequent touchpoints, restrooms, and common areas. In addition, UCF Athletics will implement the following protocols:

- All athletic facilities will remain locked and a single point of entry will be designated to manage building access and administer the on-campus wellness screening process for student-athletes and staff.
- Student-athletes will be grouped into small cohorts for activities to minimize potential for cross-contamination.
- Workout schedules (including cardio and weightlifting sessions) will be staggered to promote physical distancing. Coaches will wear masks during indoor training sessions when physical distancing cannot be maintained.

Student-athletes will return in waves. Each student-athlete will be tested for COVID-19 prior to engaging in on-campus activity and, assuming a negative test result, spend the first few days completing physicals and various screening and education activities. The first wave of student athletes returned on June 1, 2020; representing approximately sixty football players. The UCF Athletics return to campus plan has the next wave of returning student-athletes to include additional football players, men's basketball players, and women's basketball players which would occur in late June, if allowable based on federal, state, local, and university guidance. Return for additional intercollegiate sports will follow the same protocols as outlined for current waves of student-athletes.

As UCF Athletics awaits guidance from state and local officials, the American Athletic Conference, and the National Collegiate Athletic Association regarding resumption of student participation in organized athletic activity and return of spectators to athletic competition, the athletics working group has outlined the multitude of considerations (e.g. tailgating, parking, fan requirements, seating, ingress/egress, etc.) that will be defined when a path is set by the appropriate governing bodies.

## CREATIVE SCHOOL

The UCF Creative School for Children provides day care and education for the children of faculty, staff, and students. Caring for our youngest knights requires special care and implementation of the university's health measures. Knights younger than 2 years of age may not wear face coverings. The plan includes enhanced cleaning and personal hygiene protocols for teaching staff and was developed consistent with the CDC COVID-19 Guidance for Child Care Programs, the Florida Department of Children and Families, and the American Academy of Pediatrics.

# RETURN TO ON-CAMPUS RESEARCH

UCF researchers drive intellectual capital and innovation to solve today's most pressing problems. From nanoscience to optics, from simulation to forensic science, UCF researchers work together to have real-world impact, improving the lives of students and the community. To fully re-engage in research activities, UCF has developed a phased approach to allow the gradual return of on-campus research. The different tiers of laboratory/research activities establish the general order the activities will be allowed to return to campus during the pandemic. The tiers were established based on state recommendations, with the aim of protecting the health and well-being of the research workforce. The plan is based on the seven tiers of activities outlined below.

## **TIER 1: ESSENTIAL RESEARCH ACTIVITIES**

Activities deemed vital during a lock-down/remote-work scenario. Examples include occasional/scheduled access for animal labs, protection of germ lines, growth chambers, maintenance of equipment, and restarting of computers. Any "critical government-related activities" require project-specific statements from the funding agency attesting to the crucial nature of the work being performed.

## **TIER 2: COVID-19 RELATED RAPID-RESPONSE ACTIVITIES**

Activities directly related to COVID-19. Examples include COVID-19 testing, 3D printing of ventilator components, conducting funded projects related to COVID-19, etc.

## **TIER 3: CRITICAL RESEARCH ACTIVITIES**

Activities aimed at avoiding catastrophic loss of resources or research results. Examples include seasonal data collection or activities aimed at the prevention of harm to animals.

## **TIER 4: FACILITIES PREPARATION ACTIVITIES**

Activities carried out by limited approved personnel (e.g., designated faculty or staff) to prepare buildings, laboratories, shared research facilities, and other approved workspaces for occupation and research-related operations. Examples include preparing/staging supplies (pandemic or research-related), restarting operation of equipment in shared facilities, and installing educational signage to encourage physical distancing and other good practices.

## **TIER 5: RESEARCH ACTIVITIES THAT CANNOT BE PERFORMED REMOTELY**

Activities that cannot be performed remotely, and if further delayed would represent serious damage to research projects with laboratory-based activities. This tier excludes human subject research (Tier 6 below). Researchers in this tier will be granted access to core research facilities as end-users. These activities were identified and authorized when starting to work remotely.

## **TIER 6: HUMAN SUBJECT RESEARCH ACTIVITIES THAT MUST BE CONDUCTED IN A FACE-TO-FACE MANNER**

There should be no disruption to research that has already transitioned to other remote mechanisms (e.g. Zoom). Specific criteria and mechanisms for approval are being finalized in conjunction with the UCF IRB staff and will be announced when complete.

## **TIER 7: ALL OTHER RESEARCH ACTIVITIES**

All research activities will be allowed to reopen once government authorities lift physical distancing restrictions, as long as researchers follow protocols established by UCF to enhance safety. During this stage and until the pandemic completely disappears (e.g. a vaccine is widely available), researchers will still need to follow the safety protocols established by the institution (e.g. physical distancing).

Research activities will incorporate broader return to campus guidance, including increased cleaning and disinfecting, physical distancing, face coverings in common areas, and targeted communications and marketing. At the time of this submission, the university was currently allowing tiers 1 through 5 to resume to support the continuation of essential research activity as well as prepare laboratory spaces for re-population.

The key tenets of the return of on-campus research activities are as follows:

- Research training is required for all researchers prior to returning to the laboratory environment. Researchers must be current on required university laboratory safety training as well as specific return to the research environment training developed in response to the current pandemic.
- Researchers will leverage a lab ramp-up check list to support safe, effective return to lab facilities including key considerations such as checking equipment to ensure it is functioning properly and beginning to stock laboratories to resume research.
- Scheduling plans will be used at each facility to ensure capacity limits set forth by university leadership are followed. Approved occupancy plans must be submitted prior to returning to the lab environment. Each laboratory must have a weekly schedule of who will be in the laboratory and no more than 1 person per 200 square feet at any given time.
- All individuals entering a lab must complete a check in and check out form that includes a health check and attestation regarding symptoms and behavior associated with possible COVID-19 infection. The check out form captures an attestation that health measures were followed and that the cleaning protocol was completed.
- Principal investigators must prepare written safety procedures for their laboratories including plans for regular cleaning and disinfecting spaces. The plan must be clearly displayed in the laboratory.

# RETURN TO ON-CAMPUS INSTRUCTION

UCF's plan for academic delivery in the fall will be focused on providing superior education to its diverse student body. The plan will allow for easy, efficient transition of course offerings to remote instruction should the need arise. With 20 years of experience providing outstanding online instruction, UCF is a trusted source for innovative education technology and effectively equipped to offer a high-quality hybrid teaching program in the fall.

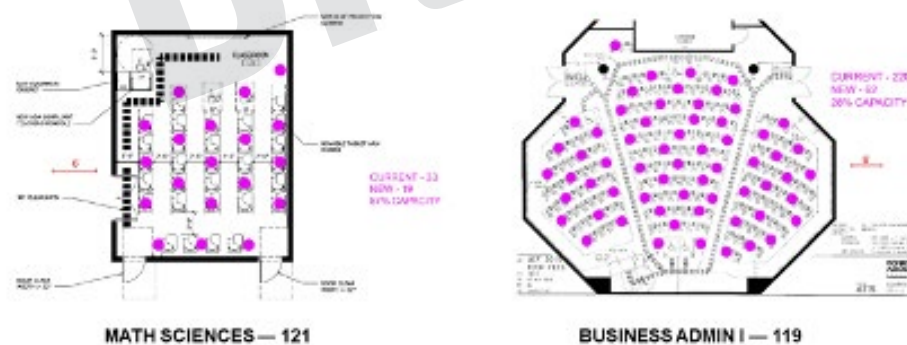
Similar to colleges and universities around the country, UCF will look to minimize the risk associated with a potential virus resurgence in winter by switching to remote instruction after Thanksgiving. Residence halls, libraries, study spaces and dining services will remain open for student use.

Under the provost's leadership in consultation with university deans, UCF has developed a plan to creatively deliver the academic experience via alternative instructional formats and a combination of face-to-face and online delivery modes. As plans were created, college leaders were asked to incorporate four key considerations: (1) prioritize quality of educational offering, (2) identify courses which most need a face-to-face component to provide a high-quality experience for students, (3) identify courses in which a high-quality online course could be offered with fully trained faculty, and (4) prioritize on-campus classes typically needed for first time in college (FTIC) students based on the importance of the on-campus experience for student retention and progression. The plan follows the health and well-being measures established at the university level. Key tenets of the academic delivery plan are:

- Based on physical distancing guidelines and the need for safe ingress and egress, classroom capacity has been revised for the university's classroom spaces.
- The Office of the Registrar is assigning courses to classrooms based on new capacity. Courses that exceed the available on-campus capacity will be taught remotely.

## CLASSROOMS

*Observe Distancing and Capacity protocols*



- Based on pedagogical quality and guidance from health professionals, all large classes (defined as 100 persons or greater) will be taught remotely.
- In some specific courses, the principle of physical distancing is not possible (e.g., clinical training in which human contact is required). These programs have developed health protocols including the wearing of personal protective equipment.
- Consistent with university principles and measures, faculty at elevated risk for severe illness from COVID-19 will instruct courses remotely.
- Existing start and end times for classes will remain unchanged from the published course catalogue.



The need for physical distancing and the limited number of spaces available means many classes will be taught remotely. UCF is one of the nation's leaders in online learning and key to UCF's success has been the emphasis on faculty development. An estimated 80% of faculty have completed some form of credentialed training from UCF's Center for Distributed Learning. Over 1,800 faculty have completed the university's flagship program for designing and delivering high-quality online instruction, IDL6543. Comprising 80 hours of contact time, the comprehensive 10-week program combines seminars, online coursework, and regular consultations with professional instructional designers. UCF's expertise in faculty development has led to the Teaching Online Preparation Toolkit initiative (TOPkit), a state-funded website and annual conference to help other state universities and state colleges better prepare their faculty to effectively teach online. UCF will continue to use this expertise to provide training and education to faculty teaching remotely in the fall.

The Division of Digital Learning has quickly developed a suite of training programs to prepare faculty for fall online, remote, and hybrid flexible delivery. The training programs include targeted workshops on the use of specific technologies such as the learning management system (Canvas) and video conferencing software (Zoom), sessions on how to facilitate courses in a blended flexible model, and a comprehensive new course on the effective design and delivery of high-quality online instruction. This comprehensive new course, called *Essentials of Online Teaching*, is three weeks in duration and serves as an accelerated version of our award-winning flagship faculty development program, IDL6543. We anticipate that *Essentials of Online Teaching* will train over 200 faculty in this summer's cohort.

To be effective, the academic delivery plan will need to remain flexible; as change may be needed to adjust to evolving health conditions on campus and in the campus community. All faculty are being encouraged to plan courses so that students who fall ill or become quarantined will be able to continue in the class. In particular, attendance requirements have been discouraged. Faculty teaching on-campus courses are encouraged to use a hybrid approach in which their classroom presentations are captured by technology available in the classroom (e.g. document cameras and Panopto) to be available to students who choose to be or because of health or quarantine need to be remote.

In addition to course instruction, the university has instituted the following changes for the fall semester:

- Semester-long study abroad programs have been canceled and university leadership will revisit in early fall whether programs beginning in the winter can move forward.
- Student support services have been restructured so that they can be offered either in person or remotely. These include orientations, meetings with advisors, internship fairs, and other support services.
- Internship opportunities depend on the employer. For example, a number of internships continued remotely during the late spring and early summer where permitted by the employer. The plan is to resume a regular slate of internships, unless health conditions require the intern employers to cancel them.
- Recruitment activities, e.g., for honors and graduate programs, have switched to virtual meetings this summer. They will resume as on-campus events this fall, with physical distancing, unless health conditions require continuing the virtual approach.

While an initial plan has been developed, efforts continue across the universe to refine plan specifics as new information and trends emerge. UCF is prepared to modify plans as needed and is committed to remaining flexible as the fall semester approaches.



# RETURN TO HOUSING AND ON-CAMPUS STUDENT AFFAIRS

## HOUSING

On-campus residential housing represents a critical component of the student experience. UCF is committed to providing an opportunity for students to reside on campus in an environment guided by health and well-being measures. Fall residential housing plans were developed considering recommendations from UCF Health Services, Florida Department of Health (DOH), World Health Organization (WHO), and the Centers for Disease Control (CDC).

Consistent with return to campus plans, increased cleaning and disinfecting, wellness dividers as appropriate, physical distancing, face coverings in common areas, and targeted communications and marketing are part of the return to housing plans. Additional key elements are:

- Housing will shift from full to reduced occupancy which includes partial double occupancy and a contingency plan for single occupancy. All residents will be required to sign an addendum to the Housing agreement which includes an acknowledgement of the risk of living in the residential communities due to the contagious nature of COVID-19.
- All students returning to university owned housing will be tested upon arrival at UCF and will quarantine pending results.
- Housekeeping will conduct disinfection of all residential community spaces two weeks prior to the residents returning. Deep cleaning of walls, upholstery, carpets, HVAC (deep clean units, change filters) will be completed as part of the move-in process.
- The move-in process will be modified to include expansion of move-in timeline to support a phased approach, limitation of non-resident participants during the move-in process, and utilization of innovative solutions to conduct certain processes in a contactless format (e.g. electronic room condition reporting).
- Virtual engagement strategies implemented to minimize congregation including continuation of residential curriculum strategies in a virtual environment and sponsored virtual events to interact with residents (e.g. virtual movie night).
- Protocols in place for presumptive or actual positive cases include sanitizing and general cleaning aligned with illness response matrix, dedicated spaces for residents who cannot return to their permanent residence for self-isolation and / or self-quarantine, meal delivery option for self-isolated /self-quarantined residents, and other services as needed to support the resident during isolation /quarantine period. Resident will remain isolated / quarantined until medically cleared.

## STUDENT AFFAIRS

Student engagement is a cornerstone of the college experience and planning efforts seek to build a hybrid student life and student engagement program for the fall. The plan addresses various components of the student experience including recruitment, student services, events, recreation, and student activities through a thoughtful phased approach with health and well-being serving as the cornerstone. The approach incorporates:

- A customized introduction to UCF for potential undergraduate students including virtual information sessions, virtual one-on-one meetings with students and parents, self-guided campus tour experiences, and smaller, more personalized tour groups that comply with university guidelines and timing on gatherings.
- Continuation of virtual offerings for career services, counseling and psychological services, multicultural academic support services, and other key services with limited face-to-face interaction as needed.
- Modified recreation and wellness operations to support reduced virus transmission including adjusted hours of operations, facility layout changes and restrictions, and remote exercise classes and personal training. Certain activities such as intramural sports and sports clubs, will be gradually re-introduced over the course of the fall semester with approval from university leadership and appropriate health and well-being measures implemented.
- Execution of a hybrid strategy for fall events and activities that will offer virtual participation options to students, limit frequency and size of face-to-face interactions, and leverage alternatives (e.g. outdoor spaces) to promote physical distancing. This will include the implementation of virtual Panhellenic recruitment for interested students.

## FRATERNITY AND SORORITY LIFE

UCF leadership is working with each sorority or fraternity with on-campus and off-campus housing to assist with developing plans that address how chapter members, chapter advisors, and housing corporation leaders will promote health and well-being. Plans will include, but are not limited to, housing and bed capacity that meet university, CDC and other public health guidelines; cleaning protocols; common space protocols and expectations; social event plans; and where applicable (a minimal number of houses have dining) dining arrangements. Basic elements of the plan for Greek organizations are:

- Chapters will not be permitted to register events that do not meet university, CDC or public health guidelines
- Recruitment for fraternities and sororities will be done virtually for fall, except where individual chapters seek and receive approval for small group interactions
- Chapters will be required to submit plans for cleaning procedures consistent with university guidelines
- Chapters with on-campus houses will be required to adhere to occupancy that meets university housing standards, generally one person to a room except where more than one occupant can do so in a safe environment
- All plans will be re-evaluated as CDC and public health guidelines are modified

Planning efforts have included university leaders from housing, health, facilities, and student involvement. An agreed upon deadline of July 1, 2020, has been set for determining bed capacity.

## REGISTERED STUDENT ORGANIZATIONS AND EVENTS

Planning for co-curricular learning experiences include a hybrid of virtual and in-person activities that will meet university, CDC and other public health guidelines. Included in these plans are events (e.g. programs, traditions, celebrations, and welcome back activities); facilities and outdoor spaces (i.e. space considerations, use protocols, behavior expectations); communication plans (i.e. what, when, and how to share information with the campus community regarding student engagement); training expectations (i.e. specific training for staff and student workers leading student engagement programs and activities); and assessment practices to provide ongoing feedback regarding the effectiveness of these efforts. Some of the strategies employed to provide student experiences while maintaining health measures includes ticketing events, utilizing RSVP requirements for participation, and providing students with a well-defined message about the nature of risk associated with participation in specific events given the current pandemic. Basic elements of the plan for registered student organizations and events are:

- Registered Student organizations will be required to submit safety plans for their activities including organization meetings, events, recruitment activities, and programming
- University and Student Government sponsored programs will adhere to existing university standards including physical distancing and face coverings
- University sponsored events and programs will be done virtually wherever possible without loss of effectiveness
- Student Government will provide access to funding for RSO in the same manner they have traditionally, with the exception that events/programs will have to meet university guidelines in order to be approved and funded
- All plans will be re-evaluated as CDC and public health guidelines are modified

# TESTING AND TRACING

COVID-19 is a novel coronavirus threatening the health and well-being of the world's population. The current pandemic has impacted our community, state, country, and many parts of the world, resulting in lives lost and health care systems overwhelmed. As the university embarked on developing plans for testing, tracing, and surveillance, adherence to the best scientific evidence was paramount to the goal of maximizing the well-being of the university community.

A successful return to campus depends on robust testing, adroit contact tracing, and the timely isolation or quarantine of ill and exposed community members. The university's ongoing relationship with the Orange County, Florida Department of Health (DOH) has been a foundation for this planning. The DOH served as a strategic partner in responding to the pandemic and participated as a key member of the university's planning group to develop a plan for COVID-19 response. The University of Central Florida has monitored and will continue to monitor the capacity of local hospitals and healthcare systems to assure their capacity for reopening.

UCF currently has two testing sites on campus in partnership with AVENTUS Biolabs. One is located on the main campus and a second located on the Lake Nona Medical Campus. Cost of testing is covered by health insurance or through a federal grant when patients are uninsured. Access to testing is critical to successfully reopening campus. Provider orders for testing can readily be achieved via a telehealth visit with UCF Student Health Services, UCF Health, or AVENTUS telehealth.

In an attempt to identify persons who may not be aware of their illness a key part of UCF's testing plan is population or cohort screening. In the case of COVID-19, screening may provide an opportunity to identify asymptomatic illness and prevent spread. There are a variety of specific subpopulations at UCF which would be most beneficial to test. Due to the size of the UCF community, testing all persons creates a multitude of challenges. These challenges include availability of resources, cost, and the amount of time needed to test such a large population. There also exists diminished benefit of universal testing due to the immersion of UCF within a large metropolitan area. Members of the university community freely move on and off campus and engage in the many activities available in the world's leading tourist destination. Therefore, UCF's testing plan includes a targeted approach with cohort and closed populations. The following groups will be tested upon arrival at UCF and will quarantine pending results:

- All students returning to university owned housing
- All students and staff residing in Greek housing
- All student-athletes whether living on or off campus

## SURVEILLANCE

Surveillance is the use of data to estimate incidence and/or prevalence of disease and predict potential for outbreaks. In the case of COVID, a variety of metrics will be useful. These include, the rate of new infections, symptom surveillance, randomized testing, and randomized or targeted population screening. By use of surveillance potential hot spots on campus may be identified. In so doing, there will be a coordinated public health response with the Florida Department of Health to identify and mitigate risk in those areas.

UCF Student Health Services (SHS) has been an "Influenza Sentinel" for the state of Florida for about fifteen years. On a weekly basis, SHS reports to the Florida Department of Health on the number of patients that present with symptoms of "Influenza Like Illness" (ILI). This data becomes part of the state and CDC data pool. Additionally, throughout the year, SHS obtains samples from patients with ILI for testing by the State lab. This surveillance assists in identifying specific viruses present within the community.

Increased rates of ILI may be an early indicator of a COVID outbreak at UCF. The rate of ILI is used as a predictive analytic by the Florida Department of Health. The rate of new cases of COVID can also be predictive of an outbreak. Given the planned enhanced system of contact tracing with the Florida Department of Health, there will exist a unique opportunity to monitor daily and or weekly rates of new cases and predict the direction of the epidemic at UCF.

Surveillance can also be achieved with population screening. Such screening can estimate the prevalence of active COVID cases on campus as well as the prevalence of those with antibodies to COVID-19, an indicator of prior asymptomatic COVID exposure. Working with the Office of Research, and in partnership with AVENTUS Biolabs, UCF students, faculty, and staff could be randomly chosen for voluntary testing. These persons could then be tested for COVID virus and/or evidence of past COVID infection via antibody testing. Testing would be via nasal sampling for virus and serum antibody testing for evidence of past infection.

## CONTACT TRACING

Contact tracing can be a time-consuming endeavor. One positive case can generate 20-30 phone calls and multiple hours of work. Records associated with contact tracing may contain highly confidential personal information and jeopardize privacy. Working within the public health system creates protections for that information. UCF student volunteers working within the public health system will receive training by the Florida Department of Health on best practices for contact tracing. They will work directly under the guidance of public health department epidemiologists and gain significant experience to expand their resume and life outlook.

- A memorandum of agreement for volunteer students to serve as contact tracers will be developed with the Florida Department of Health
- Faculty members from the UCF College of Medicine and College of Nursing will coordinate the identification of student volunteers, placement of the volunteers, and overall program oversight.
- Training for student volunteers will be conducted by the Florida Department of Health. Volunteers will be expected to commit to ten to twenty hours per week for at least one semester. They will be chosen by faculty members through an application procedure. The health department has capacity for up to ten volunteers.
- The goal is to begin the program with three student volunteers in July when minimal faculty, staff, and students are present on campus. Beginning in August, the number of volunteers may be expanded depending on the capacity of the Orange County Health Department and demands for contact tracing.
- The Florida Department of Health at Orange County will advise UCF on isolation of persons infected with COVID and quarantine of those who may have been exposed.
- There will be rooms in campus housing that will be reserved for students who live in campus housing and test positive for COVID. This space is intended for students who choose not to return home during their illness. These students will be of low acuity and self-sufficient for personal care. Wrap around services to provide them with food and classroom materials will be planned. Periodic phone and/or telehealth monitoring by Student Health Services will take place. In a similar fashion, space for quarantine is planned for students who have been exposed to COVID and may become infectious.
- UCF will publish a COVID phone line at the Orange County Health Department for reporting possible, presumptive, or known COVID cases at UCF. The Orange County Epidemiology/Contact Tracing team will follow existing protocol to alert persons who may be at risk of infection. They will endorse isolation and/or quarantine when appropriate.
- DOH will notify UCF of all known or suspected cases at UCF. Campus housing, Environmental Health & Safety or other areas will be apprised of known or suspected cases and the need for isolation, quarantine, and appropriate cleaning and disinfecting measures.

As part of UCF's contact tracing efforts, a COVID Contact Tracing Committee will be established and will meet frequently to coordinate contact tracing at UCF with the Florida Department of Health (DOH). The Florida DOH has primary responsibility for contact tracing and will initiate contact tracing on all positive cases involving UCF persons and on a need to know basis inform UCF community members of their risk of exposure.

The policy and procedures for contact tracing include:

- The Florida DOH COVID-19 Call Center (1-866-779-6121) will be utilized by UCF students, faculty and staff as a resource for COVID questions or concerns (available 24/7). The call center will refer persons for testing at UCF when appropriate.
- The Florida DOH will inform the UCF COVID Contact Tracing Committee of any positive tests which involve UCF members. UCF Health will give oversight to faculty and staff with positive results and assure they are connected with medical care and validate their return to work authorization. Student Health Services (SHS) will maintain oversight of students with positive results and assure they are connected with medical care and validate their return to class authorization.
- The UCF COVID Contact Tracing Committee will provide data on new COVID cases to the UCF COVID Surveillance workgroup.
- UCF faculty, staff and students will be required to report if they test positive for COVID. Students will report to a SHS designated COVID line. This line will be monitored daily by SHS nursing and will be given oversight by the SHS Medical Director. Faculty & staff will report to a designated UCF Health COVID line. This line will be monitored daily by UCF Health and given oversight by the UCF Health Medical Director.
- The SHS Medical Director will advise the Dean of Students of any positive student and inform the Executive Director of Housing of those who reside in campus housing.
- The UCF Health Medical Director will advise UCF HR of any positive faculty or staff.
- Faculty and staff will be required to complete daily symptom screens when on campus.
- All positive screens by faculty and staff will be referred for a Telehealth visit with UCF Health and either provided medical clearance or forwarded for testing with return to work advice.
- Students will be supplied with a daily symptom screen when on campus.
- All positive screens by students will be referred for a Telehealth visit with SHS and either medically cleared or forwarded for testing with return to campus advice.
- Faculty, staff and students may have temperature screens while on campus. All positive temperature screens will follow the same protocol for symptom screens.
- Students who are placed in on-campus Housing for Isolation or Quarantine will be medically monitored by SHS via phone and/or TeleHealth. The SHS Medical Director will provide leadership for medical oversight of these students. All other wrap around services will be the responsibility of the Dean of Students.

## DIGITAL SOLUTIONS

In collaboration with UCF IT, UCF Mobile Strategy and Learning, and UCF's College of Engineering and Computer Science, an application is under development to provide daily screening and education to all UCF faculty, staff, and students. The application will be designed to protect privacy. UCF plans to test the application in July and fully implement by August. A web-based solution will also be developed for persons without smart phones. These digital solutions will replace the paper based daily screening forms used for the initial return of researchers and employees. They will also allow a means to screen all university members who may be traveling to UCF from geographic areas with significant transmission of COVID.

## RETURN TO CAMPUS ROAD MAP

