



Kentucky Higher Education: Guiding Principles and Campus Template for an On-Campus Experience During COVID-19

On April 22, 2020, Governor Beshear created “Healthy at Work.” This is a phased approach to reopen Kentucky’s economy. Healthy at Work is based on criteria set by public health experts and advice from industry experts. This phased approach will ensure the Commonwealth’s citizens can safely return to work while still protecting the most vulnerable Kentuckians.

During Phase 1 of Healthy at Work, the Kentucky Department for Public Health will determine whether Kentucky has met certain public health benchmarks for re-opening Kentucky’s economy. These benchmarks are based on the White House’s Guidelines for Reopening America:

Benchmark criteria for Kentucky to move to the first stage ¹:

1. 14 days where cases are decreasing
2. Increased testing capacity and contact tracing
3. Personal protective equipment (PPE) availability
4. Ability to protect at-risk populations
5. Ability to social distance and follow Centers for Disease Control and Prevention (CDC) guidelines on large gatherings
6. Preparedness for possible future spike
7. Status of vaccine and treatment

For the latest information from Governor Beshear on COVID-19 (including steps, signage, and helpful links) visit <https://govstatus.egov.com/kycovid19>. On Tuesday of this week, the Governor unveiled a ten-point plan that every business must follow. Keep this in mind when making your plans.

The 10 rules to reopening a business under the Healthy at Work plan are ²:

1. Continue telework where possible
2. Phased return to work
3. Onsite temperature/health checks
4. Universal masks and other necessary PPE
5. Close common areas
6. Enforce social distancing
7. Limit face-to-face meetings
8. Sanitizer/hand wash stations
9. Special accommodations
10. Testing plan

¹ Governor’s Office; Gov. Beshear Outlines 7 Benchmarks to Reopen Commonwealth’s Economy; <https://kentucky.gov/Pages/Activity-stream.aspx?n=GovernorBeshear&prId=132> (Retrieved 4/21/2020).

² Governor’s Office; Gov. Beshear Shares 10 Rules to Reopening as Businesses Plan to Restart; <https://kentucky.gov/Pages/Activity-stream.aspx?n=GovernorBeshear&prId=147> (Retrieved 4/30/2020).

Once Kentucky meets certain first stage benchmarks, which will be declared by the Governor at the appropriate time, the White House has provided guidance on what *the first stage of reopening could look like*, which could include the following for the identified groups as it relates to AIKCU institutions ³:

Individuals

- Individuals should continue to practice good hygiene
- People who feel sick should stay home
- All vulnerable individuals should continue to shelter in place
- All individuals, when in public, should maximize physical distance from others
- All individuals should avoid gatherings of more than 10 people, unless precautionary measures can be strictly observed
- Minimize non-essential travel and adhere to CDC guidelines regarding isolation following travel

Employers

- Should continue to encourage telework
- If possible, should return to work in phases
- Close common areas
- Minimize non-essential travel and adhere to CDC guidelines regarding isolation following travel
- Strongly consider special accommodations for personnel who are members of a vulnerable population

Specific types of employers

- Schools and organized youth activities that are currently closed should remain closed
- Visits to senior living facilities and hospitals should still be prohibited
- Large venues (sit-down dining, movie theaters, sporting venues, places of worship) can operate under strict physical distancing protocols
- Gyms can reopen if they adhere to strict physical distancing and sanitation protocols

For further guidance, please see, “Guidance on Preparing Workplaces for COVID-19”, issued by the U.S. Department of Labor Occupational Safety and Health Administration (OSHA):
<https://www.osha.gov/Publications/OSHA3990.pdf>.

³ White House; Opening Up America Again; <https://www.whitehouse.gov/openingamerica/#criteria> (Retrieved 4/21/2020).

Guiding Principles

Facilities. Each institution will implement COVID-19 sanitation protocols that meet Healthy At Work guidelines and CDC recommendations.

Student Life. Each institution will establish social distancing policies regarding group student interactions that meet Healthy At Work guidelines and CDC recommendations.

Academics. Each institution will establish social distancing policies regarding on-campus academics that meet Healthy At Work guidelines and CDC recommendations, as well as establish a plan for continued academic instruction if there is a second spike in cases.

Student Aid. Given the change in economic status of many students due to the economic impact of COVID-19, each institution will work to maintain affordability and access to all of their returning and incoming students.

Athletics. Each institution will work with their athletic association or conference, scheduled opponents, and medical experts to develop a plan for travel, sport, recruitment, and other activities related to collegiate athletics that meets Healthy At Work guidelines and CDC recommendations.

Employee and Student Care. Each institution will work with local and state medical experts to develop a plan for COVID-19 student and employee testing, containment, tracing, and physical and mental health care.

COVID-19 Resources. Each institution will work with local and state business, government, and community leaders to ensure an adequate supply and funding of PPE, test kits, and other COVID-19 resources for students, faculty, and staff.

Visitors. In order to mitigate community spread, each institution will establish COVID-19 specific protocols for visitors, vendors, guests, or contractors who spend time on campus.

Additional Questions from an AIKCU Institution to Consider

Below are sets of questions that Lauren McCrary and some of the team at Brescia posed in a recent email exchange. Shout out to her for her thoughtfulness on this. These did not fit neatly in the template below, but I thought they were important enough for everyone to consider.

Residence Halls

- Will we be allowed to have roommates in a room?
- Will have to present guidance for cleaning common bathrooms?
- Will there be a limit to bathrooms for common bathrooms?
- Guidance for cleaning general areas?
- Will we have to do temperature checks in residence halls?
- Would students be allowed to have guests?
- Do we have to provide masks for students?
- How do we feed students and socially distance students?
- Out of state or international students will they have to quarantine?
- How does move in work with socially distant policies? Staggered times over several days?
- What guidance for quarantine for resident students?

Security

- Who enforces social distancing? Security? SA staff?
- Who tracks temperatures?
- Do students wipe down desks in classrooms? Before and after? Housekeeping? Like shopping carts? Do housekeepers clean public bathrooms hourly?
- Who provides PPE for security staff if outsourced?

Student Life in General

- How do we socially distance during Orientation?
- ADA accommodations for immunocompromised students? Go online? Hybrid courses? Independent study if their major isn't online?

Athletics

- Will teams be allowed to travel out of state?
- Will students have to be tested before each match? At the beginning of the season? Who administers tests?
- Will spectators be allowed for competitions?

Broad Questions to Consider

To further assist AIKCU institutions with development of *Phase 1 Plans* to reopen campuses and establish a new working environment post COVID-19, the following questions should be considered before any action steps are taken:

- Does the decision reflect that the safety, security and well-being of our students, faculty, and staff is of paramount importance? If so, how?
- Does the decision advance our core principles and mission as an institution?
- Does the decision promote the quality, accessibility, equity, and sustainability of our academic and workforce offerings, student support services, and mission?
- Does the decision help our institution to lead Kentucky's efforts to work and learn or adapt and innovate ways to bring new opportunities to our students and the citizens we serve?
- Does the decision reflect that we have listened to our constituents and we can clearly communicate that as an institution?

Phase 1 Reopen Plan Template

College:

President:

Team Developing Plan:

Current Target Date for Plan to Commence: __ (date dependent on guidance from Governor's Office)

Facilities Requirements

Thirty (30) days of the following Personal Protective Equipment (PPE) for employees and/or students is on hand: <ul style="list-style-type: none"> • Mask • Gloves • Adequate access to hand sanitizers and disinfectants. 	
Protocol established for disseminating PPE to employees and or students.	
Have on hand thirty (30) days of disinfectant supplies for all occupied buildings.	
Protocol, including frequency, established and communicated for disinfecting and cleaning.	
Signage installed for social distancing reminders (6-foot markers, one-way walkways, areas closed, etc.).	
Physical barriers are installed at all areas which require interfacing with public.	
Protocol established for screening sick employees/students.	
All rooms properly labeled (closed or with temporary maximum capacities to ensure appropriate social distancing is maintained).	

Essential Employees Returning to Work Site/Work from Home Employee Requirements

Determine essential employees that should return to on-site workstations in Phase I (versus continued telework). Which academic, student, business, and other services will be offered on campus?	
Determine exceptions to essential employees' return, if they wish to continue telework during Phase 1 or are considered at high-risk for COVID-19 ² .	
Set up a method to track and report COVID-19 cases of those essential employees who have returned.	
Establish practices that will be utilized to protect employees' privacy concerns while also protecting the work environment and	

² Centers for Disease Control and Prevention; People Who Need to Take Extra Precautions; <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html> (Retrieved 4/21/2020).

allow for tracking of confirmed or potential COVID-19 cases.	
Establish staggered work schedules, change in meeting formats, relocation of workstations, and other modifications that are needed to ensure proper social distancing.	
Share information about the Families First Coronavirus Response Act and how it will affect those who will and will not return to work.	
Determine role for employees in monitoring fellow colleagues and their adherence to guidance—who enforces these requirements? How and where are concerns communicated?	

Academic and Student Support Services Considerations

Determine what courses and labs can be offered face-to-face or in an altered learning environment (such as, “under 10 students per specified lab time”).	
Determine a plan for possible shift from face-to-face to online or remote offerings should a return to remote work be required.	
Determine a student orientation to online learning and other student support for online/remote learning.	
Inventory what technology is available to students should a switch to remote learning occur.	
Determine needed faculty professional development for hybrid/online/remote learning and techniques to support face to face instruction in the new learning environment.	
Determine faculty and staff training around safe management of paper and physical transactions.	
Determine how to manage courses if multiple faculty must stop teaching due to illness.	
Determine how to best provide access to those in support of needed student services (testing, tutoring, food, transportation, childcare, etc.).	
Determine processes/contacts for students to get current information on locations, hours, and access to services.	

Determine any changes to normal support/service hours and access (evening, weekend, virtual).	
Determine accommodations/practices the college will offer as a result of student illness due to COVID-19 and for how long the accommodations will continue.	
Determine safe processes for students to pay for testing and other non-tuition payments.	

Communications Considerations

Establish a COVID-19 Phase 1 team that will help make decisions and create informed communications for your College. (Ideally this team would include, at a minimum, the College president and select leadership staff with expertise in academics, student services, IT, human resources, the physical office facilities and legal requirements).	
Establish a communication plan for Phase 1 return to work for your College.	
Establish training that will need to be offered before Phase 1 can begin.	
Determine communications for students to ensure students are aware of available supports.	

What resources are needed from AIKCU?

Academics Questions/Concerns	
Administrative Services/HR/Facilities Questions/Concerns	
Advancement/Grants Questions/ Concerns	
Communications Questions/Concerns	
Legal/Policy Concerns	
Student Services Questions/Concerns	
Technology Solutions Concerns	
Other Topics	