
TUSCULUM UNIVERSITY REOPENING

Phase One



TUSCULUM
UNIVERSITY
ESTABLISHED 1794

MAY 4, 2020

Tusculum University

Authored by: Reopening Task Force

TU Reopening

Intent

The TU Reopening Plan (TURP) is a plan to help Tusculum University community members to return to work and school in a safe environment. The health and safety of the Tusculum University community remains our number one priority.

This plan was developed by Dr. Scott Hummel, President of TU; The Cabinet of Tusculum University; and the TU Reopening TASK FORCE (the task force) with input from health experts, state and local partners, and federal guidance from the CDC and the White House Coronavirus Task Force. It includes specific guidance which will allow TU to reopen in an effective and responsible way. This plan calls for a gradual process that allows for maximum flexibility to change as the situation evolves.

TU asks offices and employees to assist us with providing safe working conditions that protect community members' and visitors' health while providing an opportunity to reboot our institution back to a full experience residential institution of higher education.

“You have demonstrated your commitment to our students and love for Tusculum, and I am grateful you are a member of the Tusculum family.” – *Dr. Hummel*

Phase 1 – The first step to recovery

Social Distancing

- Maintain Social Distancing Guidelines for fewer than ten in each setting
- Room space should also be considered when determining maximum occupancy while social distancing guidelines are in effect
- TU recommends the use of face coverings when interacting with others
- Wash your hands with soap often throughout the day
- If handling items that others have handled, use disposable gloves
- Start out an encounter bare-handed, but if you need to pass items, use disposable gloves
- Use hand sanitizer or wash your hands between glove changes
- Consider overflow areas – e.g., Hallways as people wait to enter offices
- Consider requesting a phone number from visitors to your area so that you can call them when space is available, and they may wait outside the building/area or conduct other business while they wait

Who Should Return to Work during Phase 1?

- Supervisors will approve employees to return to work on a case-by-case basis
- Supervisors shall consider the social distancing guidelines above when determining who should return and when
- We are encouraging as many employees as we can to continue to work from home during Phase 1
- Employees who feel sick should stay home or be sent home
- Employees who are particularly vulnerable to disease, have family members who are vulnerable or have childcare issues as a result of the coronavirus are particularly encouraged to continue working remotely.

Procedures for returning to work (manager responsibilities)

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- **Ensure all employees self-screen by asking themselves the following questions (if the answer to any of these questions is yes, the employee should contact their manager and stay home):**
 - Have you been in close contact with a confirmed case of COVID-19?
 - Are you experiencing a cough, shortness of breath, or sore throat?
 - Have you had a fever in the last 48 hours?
 - Do you have a loss of smell that has recently developed?
 - Have you had vomiting or diarrhea in the last 24 hours?
 - **Direct any employee who exhibits COVID-19 symptoms** (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per CDC guidelines. Employers should maintain the confidentiality of employee health information.
 - **Implement workplace cleaning and disinfection** practices, according to CDC guidelines, with regular sanitization of high-touch surfaces at least every two hours (work with Facilities Management to acquire adequate disinfectant)
 - **Mitigate exposure in the workplace**
 - By implementing social distancing guidelines and modify scheduling
 - When at all possible, leave interior doors open to reduce touches to door handles
 - Allow employees to work from home as much as possible
 - **Plan for potential COVID-19 cases**, and work with Human Resources, Campus Safety, and Facilities Management when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
 - **Covered employers and employees should be aware of the provisions of the federal Families First Coronavirus Response Act**, which allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms
 - **Limit self-service options** (customer samples, communal packaging, food/beverages, etc.)
 - **Post extensive signage on health policies**, including the following documents in the workplace to help educate building occupants on COVID-19 best practices

Procedures for Returning to Work (employee responsibilities)

- **Self-screen daily, before reporting to work (if you answer yes to any of the following questions, contact your manager and stay home):**
 - Have you been in close contact with a confirmed case of COVID-19?
 - Are you experiencing a cough, shortness of breath, or sore throat?
 - Have you had a fever in the last 48 hours?
 - Do you have a loss of smell that has recently developed?
 - Have you had vomiting or diarrhea in the last 24 hours?
- **Stay home when feeling ill**, when exposed to COVID-19 (e.g., positive household member case), or if diagnosed with a confirmed case of COVID-19. Employees who are particularly vulnerable to COVID-19 according to the CDC (e.g., due to age or underlying conditions) are encouraged to stay home
- **Mitigate exposure in the workplace**
 - By implementing social distancing guidelines and work with manager to modify your schedule as needed
 - When at all possible, leave interior doors open to reduce touches to door handles
- **Increase hygiene practices**—wash hands more frequently, avoid touching face, practice good respiratory etiquette
- **Wear a cloth face covering (not an N-95 or medical mask, which should be reserved for healthcare workers)** while at work and in public to help protect against the spread of the virus
- **Practice recommended social distancing** to the greatest extent possible - “Further is safer”
- **Abide by guidelines established by TU and your manager**, which may include the use of gloves, social distancing practices in the workplace, and increased sanitation

When Can Students Return?

- Student affairs is scheduling students to return for their belongings on an individual basis
- Beginning May 4, 2020, students can get into their rooms by appointment only

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- Contact Student Affairs to get an appointment time by emailing studentaffairs@tusculum.edu
 - All Summer Semester classes have been moved to online
 - We currently have no housing available for students during the Summer Semester, but if that changes, we will notify students
 - The bookstore will open beginning May 4, 2020 during normal business hours
 - The business office will open beginning May 4, 2020 during normal business hours
 - Financial Aid and the Registrar will open beginning May 4, 2020 during normal business hours
 - Please observe the social distancing requirement listed above while on campus