



# TUSCULUM UNIVERSITY REOPENING

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## Phase 1 and 2

**MAY 20, 2020**

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**Tusculum University**

**Authored by: Reopening Task Force**

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# TU Reopening

## Intent

The TU Reopening Plan (TURP) is designed to help Tusculum University community members 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.

As we implement this plan at Tusculum's three locations, it will require adjustments for everyone. We ask that you be patient with and respectful of other community members.

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***

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# Phase 1 – The first step to recovery

## Social Distancing

- Follow social distancing guidelines for fewer than ten people in each setting.
- Consider room space when determining maximum occupancy while social distancing guidelines are in effect.
- Maintain a minimum of six (6) feet between people.
- Use a face covering when interacting with others (recommended but not required).
- Wash your hands with soap often throughout the day.
- Use disposable gloves when handling items that others have touched.
- Start an encounter bare-handed, but use disposable gloves to pass items.
- Use hand sanitizer or wash your hands between glove changes.
- Consider establishing overflow areas, such as hallways, as people wait to enter offices.
- Consider requesting a phone number from visitors to your area so you can call them when space is available. Inform them they may wait outside the building/area or conduct other business in the interim.

## 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 outlined above when determining who should return and when.
- Employees who can work from home should continue to do so.
- 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 child care issues as a result of the coronavirus are encouraged to continue working remotely.

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## Procedures for returning to work (manager responsibilities)

- Ensure all employees self-screen by asking themselves the questions below. If the answer to any of these questions is yes, an employee should contact his or her supervisor and stay home.
  - Have you been in close contact with a confirmed case of COVID-19?
  - Are you experiencing a cough, shortness of breath, sore throat, abdominal pain, nausea, muscle aches, headache, runny nose, fatigue, or chills/shaking?
  - Have you had a fever greater than 100.4 in the last 48 hours?
  - Do you have a loss of smell or taste that has recently developed?
  - Have you had vomiting or a change in bowel elimination, such as diarrhea, in the last 24 hours?
- Direct any employee who exhibits COVID-19 symptoms (for example, answers yes to any of the screening questions or 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.
  - Implement social distancing guidelines and modify scheduling.
  - Leave interior doors open to reduce touches to door handles whenever possible.
  - 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 (for example, monitor and trace COVID-19 cases, deep clean facilities).
- 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 covered employees, for specific reasons, such as self-quarantining or seeking a medical diagnosis for COVID-19 symptoms.

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- Limit self-service options (customer samples, communal packaging, food/beverages, etc.).
  - Post extensive signage on health policies 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. Contact your manager and stay home if the answer to any of the following questions is yes.
  - Have you been in close contact with a confirmed case of COVID-19?
  - Are you experiencing a cough, shortness of breath, sore throat, abdominal pain, nausea, muscle aches, headache, runny nose, fatigue, or chills/shaking?
  - Have you had a fever greater than 100.4 in the last 48 hours?
  - Do you have a loss of smell or taste that has recently developed?
  - Have you had vomiting or a change in bowel elimination, such as diarrhea, in the last 24 hours?
- Stay home when feeling ill, when exposed to COVID-19, such as a positive household member case, or when diagnosed with a confirmed case of COVID-19. Employees who are particularly vulnerable to COVID-19, according to the CDC (for example, due to age or underlying conditions), are encouraged to stay home.
- Mitigate exposure in the workplace.
  - Implement social distancing guidelines and work with your manager to modify your schedule, as needed.
  - Leave interior doors open to reduce touches to door handles whenever possible.
- Increase hygiene practices. Wash hands more frequently, avoid touching your face and 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.

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- 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 individually.
- Students can enter their rooms by appointment only beginning May 4, 2020.
- Students can schedule an appointment time by emailing [studentaffairs@tusculum.edu](mailto:studentaffairs@tusculum.edu).
- All summer semester classes have been moved online.
- Students who resided at Tusculum during the spring semester and were unable to return home may remain on campus during the summer. There is currently no housing available for other students during the summer. Students will be notified if that situation changes.
- The bookstore will reopen beginning May 4, 2020, and operate during normal business hours.
- The Business Office will reopen beginning May 4, 2020, and operate during normal business hours.
- The Office of Financial Aid and the Registrar's Office will reopen beginning May 4, 2020, and operate during normal business hours.
- The social distancing requirement listed above must be observed on campus

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# Phase 2 – The Next Step in Recovery

## Social Distancing

- Follow social distancing guidelines for fewer than fifty (50) people in each setting.
- Consider room space when determining maximum occupancy while social distancing guidelines are in effect.
- Maintain a minimum of six (6) feet between people.
- Reduce the length of encounters to the shortest time possible. For example, meetings consisting of more than brief instruction or information should still be conducted via Zoom.
- Use a face covering when interacting with others (recommended but not required).
- Wash your hands with soap often throughout the day.
- Use disposable gloves when handling items others have touched.
- Start an encounter bare-handed, but use disposable gloves to pass items.
- Use hand sanitizer or wash your hands between glove changes.
- Consider establishing overflow areas, such as hallways, as people wait to enter offices
- Consider requesting a phone number from visitors to your area so you can call them when space is available. Inform them they may wait outside the building/area or conduct other business in the interim.

## Who Should Return to Work during Phase 2?

- Managers will approve employees to return to work based on the needs of the institution, employee vulnerability, and social distancing guidelines.
- Managers should consider employees working in shifts to avoid condensed spaces.
- Managers should only return employees to campus when necessary to accomplish essential functions.
- Employees who feel sick should stay home or be sent home.



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- Employees who are particularly vulnerable to disease, have family members who are vulnerable or have child care issues as a result of the coronavirus are encouraged to continue working remotely.

## Procedures for returning to work (manager responsibilities)

- Ensure all employees self-screen by asking themselves the questions below. If the answer to any of these questions is yes, an employee should contact his or her supervisor and stay home.
  - Have you been in close contact with a confirmed case of COVID-19?
  - Are you experiencing a cough, shortness of breath, sore throat, abdominal pain, nausea, muscle aches, headache, runny nose, fatigue, or chills/shaking?
  - Have you had a fever greater than 100.4 in the last 48 hours?
  - Do you have a loss of smell or taste that has recently developed?
  - Have you had vomiting or a change in bowel elimination, such as diarrhea, in the last 24 hours?
- Direct any employee who exhibits COVID-19 symptoms (for example, answers yes to any of the screening questions or 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.
  - Implement social distancing guidelines and modify scheduling.
  - Leave interior doors open to reduce touches to door handles whenever possible.
  - 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 (for example, monitor and trace COVID-19 cases, deep clean facilities).

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- 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 covered employees, for specific reasons, such as 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 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. Contact your manager and stay home if the answer to any of the following questions is yes.
  - Have you been in close contact with a confirmed case of COVID-19?
  - Are you experiencing a cough, shortness of breath, sore throat, abdominal pain, nausea, muscle aches, headache, runny nose, fatigue, or chills/shaking?
  - Have you had a fever greater than 100.4 in the last 48 hours?
  - Do you have a loss of smell or taste that has recently developed?
  - Have you had vomiting or a change in bowel elimination, such as diarrhea, in the last 24 hours?
- Stay home when feeling ill, when exposed to COVID-19, such as a positive household member case, or when diagnosed with a confirmed case of COVID-19. Employees who are particularly vulnerable to COVID-19, according to the CDC (for example, due to age or underlying conditions), are encouraged to stay home.
- Mitigate exposure in the workplace.
  - Implement social distancing guidelines and work with your manager to modify your schedule as needed.
  - Leave interior doors open to reduce touches to door handles, when possible.
- Increase hygiene practices. Wash hands more frequently, avoid touching your face and practice good respiratory etiquette.

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- 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?

- All offices will remain open during normal business hours for students to conduct business. We encourage students to contact those offices prior to arrival to ensure the safety of all involved. Social distancing protocols will continue to be followed.
- All summer semester classes will remain online.
- Students who resided at Tusculum during the spring semester and were unable to return home may remain on campus during the summer. There is currently no housing available for other students during the summer. Students will be notified if that situation changes.
- The task force will continue to prepare for students to return to campus as soon as possible. Those details will be published at a later date.

## Outside Events

- All outside events must be booked through the Tusculum University Facilities Management Office.
- All sponsors/vendors must provide proper insurance documentation and sign the TU waiver of liability form.
- Sponsors/vendors must agree to abide by and follow the current university, state, and federal guidelines in relation to COVID-19.
- Events will be allowed on campus with groups of fifty (50) or less.
- Social distancing guidelines will remain in effect.
- Room space should be considered when determining maximum occupancy while social distancing guidelines are in effect.

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- Guidelines require a minimum of six (6) feet between people
  - Encounters should last the shortest time possible.
  - TU recommends the use of face coverings when interacting with others.
  - All participants should:
    - Wash their hands with soap often throughout the day.
    - Use disposable gloves when handling items others have touched.
    - Start an encounter bare-handed, but use disposable gloves to pass items.
    - Use hand sanitizer or wash their hands between glove changes.
    - Consider overflow areas as needed.