



COLLEGE OF SCIENCE AND ENGINEERING

RETURN TO CAMPUS GUIDELINES

The following guidelines were developed to facilitate a proactive transition back to campus for all College faculty student and staff. They are based upon current CDC recommendations and State, County and University guidelines. As the nature of the COVID 19 pandemic is dynamic, these guidelines may change and the College will change its practices as needed.

Phase 1: Preparation of areas (May, 2020)

1. Reconfigure workspaces to physically distance employees 6 feet apart – may require reallocation of office/workspace.
2. Locate separate entrances and exits in office spaces, laboratories and classrooms
3. Install entrance and exit signs as well as do not enter signs
4. Install "Please Wear Masks" signs in elevators
5. In rooms where there is only one door for entrance/exit, indicate the flow of traffic for entry and exit using directional signs on the floors
6. Purchase non-contact infrared thermometers and distribute to departments and centers
7. Locate areas to install sneeze guards and take measurements. Reception areas are a must.
8. Order sneeze guards and schedule installation
9. Remove all shared desktop items (pens, candy dishes, etc.) especially in Reception Areas
10. Purchase disinfectant wipes or disinfectant solutions with paper towels and distribute in shared work areas for photocopy machines, counters, etc.
11. College IT has an area designated to store loaned equipment (i.e. laptops, monitors, keyboards, mouse, etc.) for 7 days. After 7 days the equipment will be cleaned and disinfected prior to redistribution.
12. Before leaving a building Notify SSC or call them at 361.825.2324 and indicate which rooms were occupied. SSC is disinfecting rooms across campus. If rooms/offices are utilized, we need to ensure they are properly disinfected after use. If you will be using the office or lab on multiple occasions, please inform SSC of your intended schedule.

Phase 2: Faculty and Staff (Partial – 50% capacity) Return to Campus (June 1, 2020)

1. Supervisors will discuss with their teams to identify staff who will continue working from home and those returning. Rotations may be developed.
2. All faculty, staff, and students should be self-monitoring their temperature daily.
3. If any faculty, staff, or student develops a fever $>100^{\circ}$ F, they should self-

isolate for 14-days prior to a potential return to campus, following the current CDC guidelines.

4. Taking temperature:
 - a. In offices: Designate front desk personnel to take temperature of returning staff and student workers.
 - b. In teaching laboratories, instructors or lab assistants must take temperature of students to allow full entry
 - c. In research labs: Each individual is responsible for monitoring their own temperature. Lab supervisors may make temperature readings mandatory as well.
5. Face Masks: will not be provided by the college; individuals must have their own masks. Homemade masks must follow CDC guidelines (2 layers of 100% tightly woven cotton cloth). It is recommended to wear masks in offices where social distancing may be challenged as well as in the halls, stairs and elevators.
6. All equipment returned from work at home will be collected and stored in a separate space and left for 7 days. After the 7 days, all lent equipment will be cleaned and disinfected prior to return to use.
7. All faculty and staff will wash their hands with soap and water or hand sanitizer prior to entering the offices, lab spaces or classrooms. It is recommended to use hand sanitizers as often as possible where portable hand sanitizers are available (i.e. in CI, CS, ENGR, NRC buildings)
8. Limit the number of people in shared spaces such as the breakrooms, depending on the size of the room. Please use good judgment in determining this number in your areas.
9. Please wipe down all shared equipment (i.e. photocopy machines, counters) after each use. All shared spaces in the college are disinfected using current CDC guidelines.
10. Please limit gatherings to no more than 5 people while practicing social distancing.
11. Locate separate entrances and exits into office spaces, lab spaces, and classrooms when available. In areas where there is only one door, follow the markings on the floor for entry and exit directions.
12. Consider disinfecting the shoes, using disinfectant wipes on all surfaces of the shoes.
13. Provide instructions to TAs on COVID 19 health and safety requirements, hand sanitizers, temperature, etc.
14. Departments will determine lab and classroom capacities, and fall course offering methodologies.

**Phase 3: All Faculty, Staff, and Students Return to Campus
Until further notice and led by current CDC guideline and community COVID-19 activity, all faculty, staff, and students will be required to:**

1. All faculty and staff will wash their hands with soap and water or hand sanitizer prior to entering offices, lab spaces or classrooms. There are portable hand sanitizer stations placed outside most of COSE buildings as well as liquid hand soap at each sink area.
2. Each faculty, staff and students are responsible for their own face masks. Homemade face masks are allowed following CDC standards (2-ply 100%

tightly woven cotton fabric)

- In open offices, it is recommended to wear masks especially in shared open cubicles
 - In teaching and research laboratories, students and instructors must wear masks as part of their lab safety dress. Instructors may remove the masks temporarily while lecturing at a proper social distance from the class, but must be masked when interacting with students.
 - In lecture classes, masks are required for students and faculty although the faculty member may remove the mask while lecturing if a social distance of at least 6 ft is maintained.
3. Avoid touching items such as pens, desks, computers, phones, headsets, and objects that are used near the nose and mouth.
 4. COSE offices, labs and classrooms will maintain separate entrances and exits when available. Please inform students to note signage on doors with directions and enforce procedure.
 5. You may not always maintain social distancing in labs, during hallway encounters, field work, etc... If unable to maintain at least 6 feet of distance, hand washing and face masks are required before, during, and following the activity. Gatherings of more than 5 people are not allowed.
 6. For faculty, staff, or students who develop any symptoms below, please contact your immediate supervisor or instructor, and seek appropriate medical care. Symptoms include:
 - Fever 100° F or greater
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 7. If you develop symptoms, traveled outside of Texas, or were exposed to a known COVID-19 positive patient, you must self-isolate for 14 days and seek medical care as needed.
 8. Anyone can now be tested, with or without symptoms, by registering for an appointment at txcovidtest.org.
 9. You may return to campus when:
 - You have no fever for 72 hours without the use of medication,
 - Other symptoms have improved, AND
 - At least 7 days have passed since symptoms first appeared

Field Work and Travel

Field work is different. It can be done quite safely when a single person works on a station or other task (with some precautions for ground transportation, tools and potential refueling stop). That said, this work is not exempt from safety precautions to stop the spread of the infection including the 6ft rule. Unfortunately, with this virus, we become contagious before having symptoms hence the need for being careful and prescriptive.

Here are college guidelines for field work:

1. Field work and preparatory work is allowed on campus per University and County rules.
2. Consider the timing of the field work and if it can be delayed. Please discuss with sponsors or seek assistance from Post-Award administration in the Research and Innovation office if needed.
3. No faculty, staff or student is required to perform work that they do not feel comfortable with. If you feel sick stay home and let us know how we can help.
4. The 6ft rule applies. Masks must be worn if collaborative work requires you to be in closer proximity than 6ft. Gloves may also be considered determining on the situation. Personnel may individually drive their personal vehicles or university vehicles if there is not enough separation of personnel in a single vehicle. Allowances for shared travel will be made if the individuals have shared self-isolation.
5. All faculty, staff, and students should have their own pencils, pens, notebooks, and lab coats, when/where needed. Lab coats should be washed after every use/day. Lab coats should be taken off and transported home in a bag (rather than worn home).
6. Whenever possible, schedule faculty, staff, and students so that there is only one person per instrument, lab bench, tool, etc., for the duration of the sampling event/project. Keep a usage record with names, dates, and times of use for all instruments. It is strongly suggested to clear a space for used equipment to be placed until it can be properly disinfected and stored.
7. For collaborative work, create working teams that will work in field and lab together to reduce additional contacts and touching of common surfaces or tools.
8. While in field, any equipment, tools, etc., that can be exposed to sunlight without harm should be left exposed.
9. Upon returning to lab, use disinfectant wipe/cloth and wipe the exterior of sample bottles, vials, bags, etc., before storing.
10. After every vehicle or vessel use, Operations personnel will: use disinfectant wipe/cloth and wipe down door handles, steering wheels, seats and other high contact areas.
11. Any common use gear (e.g., pipettes, syringes, secchi disks, sondes, Van Dorn bottles, etc.) should be cleaned and disinfected after each day.
12. Washing hands regularly with soap and water or hand sanitizer is necessary, particularly after collaborative work and touching common surfaces or tools.
13. Use disinfectant wipes/clothes and wipe all keypads, counter tops, cases, case handles, etc., for all equipment taken into field and used upon return to lab.
14. Consider disinfecting the shoes, using disinfectant wipes to disinfect all surfaces of your shoes if you stop in high pedestrian-traffic areas.

Centers and Institutes may have additional guidelines to follow. Please check with the Director.

Your safety is our primary concern. Please continue to stay up to date on the most current CDC guidelines at www.cdc.gov/covid19 and current Texas state guidelines at: www.texas.gov/covid19.