



Return to Campus: Phase 3

This guidance is for TCU employees returning to campus as their primary workspace.
This includes updates to guidance released in Phase 2 and replaces Phase 2 guidance.*

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**Note that this is a living document; we expect some practices and guidance to change based on the evolving impact of the pandemic. This includes public health guidance for cleaning protocols, personal health checks, physical distancing and other elements of our Return to Campus plans.*



Guiding Principles and Expectations

TCU's Return to Campus planning is centered on personal responsibility and the principles outlined below:

1. Commitment to health and safety

TCU is committed to delivering the high-quality education and connected campus experience for which TCU is known, while keeping the safety and well-being of the TCU community our top priority. As we prepare for students, faculty and staff to return to campus, we have put several practices and policies in place to help prevent the spread of COVID-19, protect vulnerable populations, and support the health and well-being of our community.

2. Community cooperation and flexibility

TCU guidelines are based on CDC recommendations and best practices, with the expectation that the entire TCU campus community will support efforts to keep our campus safe by adhering to personal health and hygiene best practices. Our culture is supported each day by the behavior and standards of its members. Meetings, to the extent possible and as necessary, will have options for virtual and in-person participation. We will remain flexible to ensure the continuity of academic and student services.

3. Enhanced cleaning protocols and prevention

Cleaning and prevention are key to slowing the spread and preventing illness. TCU Facilities has increased cleaning in high touch areas and follows CDC guidelines for cleaning protocols. Employees will do their part by cleaning their personal workspaces, with cleaning supplies provided by TCU.

4. Adherence to public health and local, state and federal authorities

These guidelines and best practices are effective throughout the various stages of reopening campus and for the duration of public health guidance to slow the spread of COVID-19. TCU will continue to adhere to local, state and federal authorities' recommendations for the health and safety of the community.

Timeline for employee return

Phase 1 – May 26 - June 7

Phase 2 – Target Date: June 8 - 21

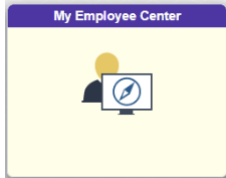
Phase 3 – Target Date: July 13*

*Please note that while we are moving forward with sharing important updates as part of the Phase III guidance, this issuance of Phase III does not indicate that all employees are expected to return to campus. As with Phases I and II, employees will be notified by their supervisors if they are expected to return to campus. Due to the resurgence of COVID-19 across the country, employees should continue working remotely with their supervisor/department leader's approval and if job duties allow.

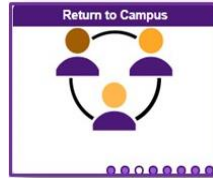
*Supervisors will communicate expectations about employees' return.
Employees who have a question about Return to Campus should contact their supervisor.
See page 8 for Accommodations request information*

Required Return-To-Campus Orientation

To ensure all employees are aware of the phased transition plan and expectations, TCU Human Resources is providing a Return-to-Campus Orientation webinar to explain the measures and procedures employees must take prior to returning to campus. All employees, including those who continue working remotely, must view the orientation webinar. All employees will complete an acknowledgement after completing the webinar. This webinar will be available in both English and Spanish. Employees need to only watch the webinar once and the acknowledgement of completion at the end will be sent to supervisors.



Visit my.tcu.edu - Select My Employee Center



and Select Return to Campus

Personal Safety Practices & Expectations

Each member of the TCU community is first and foremost personally responsible for their health and well-being and should be considerate and respectful of others. As such they should always use good judgement in any and every activity they undertake. This is a personal responsibility which is assumed of everyone in our community. The following best practices in personal safety and hygiene will help us slow the spread of disease and protect vulnerable populations. TCU employees should:

- **Wear a face covering in community settings**
 - **All members of the TCU community are required to wear face coverings when outside of their private office and when physical distancing measures are difficult to maintain.** Although these face coverings will not protect you from contracting the virus, wearing a face covering in public settings helps protect others and prevent spread of the virus and is [recommended by the CDC](#). Examples of public settings include areas outside of your private office such as:
 - Classrooms
 - Common meeting space, break rooms or lounge areas
 - Dining facilities, except when eating
 - Unions and public event space
 - Elevators and hallways
 - Restrooms

You are not required to wear a face covering in your private office.

If you are unable to wear a face covering because of a serious health condition or require a modified face covering for yourself or coworkers (i.e., reads lips for communicating with others), please contact Human Resources as fmla/ada@tcu.edu to seek an accommodation.

- **The cloth face coverings recommended are not surgical masks, PPE or N-95 respirators.** Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance. These specialized masks will be provided to Health Center personnel, students in the medical field, the Police Department, TCU Facilities, and other select employees as appropriate to their assigned duties.
- **General considerations for wearing a cloth face covering**
 - Avoid touching your face as much as possible. Keep the covering clean.

- Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering.
- Don't share your face covering with anyone else unless it's washed and dried first.
- You should be the only person handling your covering.
- Cloth face coverings should only be worn for one day. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag. Having a week supply of cloth face coverings can help reduce the need for daily laundering.
- Cloth face coverings should not be placed on anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

- **Anxiety & Stigma**

Wearing a face covering may cause anxiety for some individuals for a variety of reasons, including the fear of discrimination or stereotypes. TCU acknowledges these concerns and is committed to a welcoming and supportive campus community for all. Visit the CDC for more [information on reducing stigma](#) and TCU's "[Viruses Don't Discriminate](#)" webpage for more information.

- **Physical distance**

In addition to [everyday steps to prevent COVID-19](#), keeping space between you and others is one of the best tools we have to avoid exposure and slow the spread of COVID-19 locally and across the country and world.

- Stay at least 6 feet (about 2 arms' length) from other people.
- Stay out of crowded places and avoid mass gatherings.
- Avoid meeting in groups larger than 10 individuals. Schedule virtual meetings when possible.
- When maintaining 6 feet of separation is not feasible, be particularly attentive to wearing a face covering, washing or sanitizing hands frequently, and avoiding sharing utensils or other common objects.

- **Stay home when sick**

All employees are asked to self-screen for COVID-19 symptoms daily before reporting to class, work or other campus settings for any of the following new or worsening signs or symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Chills, repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed or suspected to have COVID-19

If you are experiencing any of the conditions listed above, stay home and contact your health care provider. Report your symptoms by call the TCU COVID-19 Self-Reporting Hotline at 817-257-2684. You will be asked to report symptoms on the [TCU Health and Illness Report Form](#) and notify your supervisor of your absence.

After submitting the form, a TCU Care Coordinator will follow up with you to provide guidance for returning to work, care and assistance, and will also follow up with your supervisor. Your form submission will also be directed to Human Resources.

[See Appendix A.1-A.3](#), "What To Do If" Decision Trees for:

- Faculty and Staff Daily Responsibility
- Faculty and Staff Testing for COVID-19 – What to do if you test positive
- Faculty and Staff Exposure to COVID-19 – What to do if you have been exposed

- **Wash your hands**

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash or sanitize hands upon entering a building.
- Wash your hands before and after touching your face covering.

- **Cover coughs and sneezes**

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

- **Greet Horned Frogs with a Horned Frog**



Replace handshakes, high fives, fist bumps by greeting community members with a **“Frogs Up”** sign.

Guidance for Workplace Scenarios

- **Face coverings**

All members of the TCU community are required to wear face coverings when outside of their private office and when physical distancing measures are difficult to maintain. Face coverings do not replace physical distancing. More information about face coverings is in the “Personal Safety Practices & Expectations” section of this document. Requests for disposable face coverings should be sent to TCU Facilities Customer Service at x7956.

- **Wipe down your personal workspace**

Cleaning supplies will be provided so that individual building occupants and users of shared spaces can wipe down their own office space to supplement routine cleaning. Employees will also be asked to wipe down contact surfaces of tables, chairs, equipment in shared spaces before occupying and upon departure. Building Managers located in each building will coordinate the dispersal of cleaning supplies to employees. If you are not sure who your Building Manager is, and/or to make requests for additional cleaning supplies, contact TCU Facilities Customer Service at x7956.

- **Shared office spaces**

Offices should provide enough space for employees to distance themselves from each other. This includes being mindful in meeting rooms, break rooms, and other public spaces. Supervisors with concerns that workstations do not provide appropriate distance between co-workers or guests should collaborate with TCU Facilities and/or use appropriate scheduling to support physical distancing. Requests for assistance with space planning should be directed to TCU Facilities Customer Service at x7956. Even when on campus, Zoom meetings may be more appropriate when office-gathering space is limited.

- **Entry/exit**

Employees should stagger arrival and departure times, lunch/break periods, and alternating days throughout the week. Department leaders are encouraged to develop a schedule that accommodates

employees and the continuity of business operations. Elevators should be limited to four at a time, occupying the corners. Please also be mindful of the number of individuals inside a restroom, and limit occupancy to allow for appropriate physical distancing in addition to face coverings.

- **Food and beverage**

Snacks and food brought into the office must be individually packaged and not generally shared. External catering and/or group lunches are not permitted on campus while closed to visitors.

- **Office delivery procedures**

Office deliveries should be kept at a minimum and focus on essential deliveries only. Request notification for deliveries from the delivery service at the time of placing the order as external doors to the buildings will remain locked. Consider designating days for deliveries, when possible.

- **Visitors, contractors and vendors**

Only TCU employees and authorized contractors and vendors should be on campus until restrictions are lifted and officially communicated by the Chancellor. This includes family members and children. Please discuss any concerns with your supervisor. Visitors, if allowed, are required to wear face coverings. Requesting physical distancing is appropriate if a face covering is not worn.

- **When face coverings are not worn**

TCU faculty, staff, students and visitors are required to wear face coverings for the safety of others and to help slow the spread of coronavirus. If a member of the TCU community is not wearing a face covering, requesting physical distancing is an appropriate measure. If physical distancing cannot be achieved, disengaging from the physical situation is also an appropriate measure.

- **Commitment to a safe, welcoming campus**

The coronavirus has brought a great deal of uncertainty to our lives, along with potential for misinformation that can be harmful or insensitive. TCU is committed to a safe, welcoming campus that promotes respecting the differences among the Horned Frog community and our fellow citizens of the world. During this crisis, it is especially critical to uphold our values of inclusivity. This sense of belonging starts with supporting each other—especially those facing bias, discrimination and attacks on their identity. Visit the [“Viruses Don’t Discriminate” page on tcu.edu/coronavirus](https://tcu.edu/coronavirus) for more information.

Guidance for Campus Events

Campus Events during COVID-19 - Effective through Dec. 31, 2020

To help protect the health and well-being of the campus and community and decrease risk on campus due to the global pandemic, **all in-person university events, on-campus or off-campus, must be approved by the appropriate Vice Chancellor or Cabinet leader** prior to being scheduled.

All university event spaces are reserved for mission-critical activities that must continue during COVID-19 through the end of the Fall 2020 semester, and perhaps extending into the Spring 2021 semester. Many campus event spaces will be prioritized for use as classroom space to allow for physical distancing, or other mission-critical student-focused activities.

Mission-critical events are defined as events that must take place during the COVID-19 pandemic to enable the university to fulfill its mission. Generally, events that fall in this category are those that support student success and retention, are essential to the academic experience, employee support or development programs and recruitment. Events are deemed mission-critical by the appropriate Vice Chancellor or Cabinet leader. When possible, events should be administered and attended virtually. Zoom videoconferencing is available to all TCU community members and can be used to move an event, or portions of it, online.

If an in-person event is absolutely essential and has been approved, it must follow CDC and State guidelines. Meeting participants must adhere to university instructions regarding face coverings, physical distancing, good hygiene and other personal precautions. At the completion of the event, the host or hosts are expected to clean and disinfect commonly touched surfaces in all frequently used public areas or make a request through TCU Facilities to have the area cleaned (which will have a budget impact). As you postpone, cancel, or adjust an event, please communicate quickly and clearly with participants.

TCU policy is subject to change based on revised and evolving state orders. For questions, please contact the TCU Office of Conference Services at 817-257-7641 or conferenceservices@tcu.edu.

Travel

TCU has suspended all University-sponsored domestic and international travel until Dec. 31, 2020 or until further notice. Exceptions to this travel suspension must be approved by the appropriate Vice Chancellor via email. In the event that international travel is approved by a Vice Chancellor, it must be registered using the TCU Faculty & Staff Authorizations & Registration system. The University requests that non-essential personal travel to domestic and international regions with community transmission be reconsidered.

Per CDC recommendations, employees who travel outside of the country for personal or business reasons will be required to serve a 14-day self-monitoring period before they are eligible for return to campus. Employees who travel on cruise ships, including river cruises, worldwide will be required to serve a 14-day self-monitoring period before they are eligible for return to campus. Work with your supervisor before traveling to ensure you will be permitted to work from home during this period.

If you are entering in a 14-day observation period due to travel, register your self-observation with the university: <https://forms.tcu.edu/covid19/report/>. During this 14-day period, monitor your health twice a day and report any symptoms on the TCU Health and Illness Report Form. You can also call the TCU COVID-19 Self-Report Hotline for assistance, 817-257-2684.

TCU policy is subject to change based on revised and evolving state orders.

Cleaning Protocols

The following outlines TCU Facilities' enhanced cleaning protocols, as well as cleaning protocols for when a COVID-19 positive case has been traced to a campus building. *See Appendix B for full TCU Facilities COVID-19 Readiness Guidelines.*

- **Enhanced TCU Facilities' Cleaning Protocols**

TCU protocols for cleaning and sanitation follow guidance from the CDC and American College Health Association. The following is an overview of cleaning protocols that are consistent with infection control efforts to prevent flu and other communicable illnesses:

- Increased cleaning protocols to include **twice-per-day cleaning/disinfection of high touch areas, such as hand rails, door knobs, elevator buttons, sinks and faucets, countertops, light switches, vending machines, copiers and phones—using EPA-registered germicides approved by the EPA to kill the COVID-19 virus.**
- Increased cleaning protocols as developed for functionally unique high-traffic spaces including but not limited to athletics facilities & venues, dining, recreation, theatre and meeting spaces.
- **Limited TCU Facilities personnel presence in private workspaces.** Cleaning of private offices will be decreased from daily to weekly service. Office occupants should place any wet or odor-causing garbage or recyclable material in larger trash bins located in break rooms or common reception areas. These common

areas and containers will continue to get daily cleaning services, **private workspaces will have weekly cleaning services. Trash cans should be placed outside your door.**

- Building Managers will provide cleaning supplies for each office area to allow occupants to self-sanitize their private and shared workspaces.
- TCU Facilities will service existing HVAC systems to ensure effective operations and increasing outside air flow in accordance with industry recommendations. Well-functioning HVAC systems reduce the risk of airborne contaminants (including COVID-19).
- Utilization of e-Mist system to supplement initial cleaning and disinfecting in heavily trafficked public spaces. The primary focus of e-Mist or other fogging technology efforts will include:
 - o Classrooms and Labs
 - o Recreation Center
 - o Student Unions (BLUU and KFC)
 - o Library
 - o Large common office areas
 - o Selected athletics areas, to include locker rooms, team rooms, training and medical areas, and weight rooms
- Barriers for airborne droplets are recommended for areas in which individuals must remain at a work station to conduct frequent, prolonged, and/or close contact with members of the general public. TCU Facilities will evaluate the need for plastic barriers upon request and prioritize resources based on the nature of the interaction.
- TCU Facilities will provide and install signage to encourage appropriate physical distancing and limit room capacities.

- **Protocols for when a positive COVID-19 case has been traced to a campus building**

In the event an area is identified to have been occupied by an individual with a known COVID-19 case, the following steps will be taken:

- TCU Facilities will identify areas of potential contamination and prevent entry to the location, as well as notify the Vice Chancellor responsible for the affected area and make recommendations regarding movement of personnel in area to alternative locations.
- Vice Chancellor will notify personnel with directions on where to report to work (i.e. work in another area on campus, or work from home).
- Affected area will be cleaned and sanitized per public health guidance.

Testing, Contact Tracing & Reporting

- **Testing for Employees**

Faculty and staff who display symptoms consistent with COVID-19 or were recently exposed to SARS-CoV-2 should seek a viral test from an off-campus health provider/testing facility. The University Urgent Care at 3107 Greene Ave. is prepared to test TCU faculty and staff for convenience or if the faculty or staff member does not have a regular health care provider (at no out-of-pocket expense for those with TCU health insurance and/or commercial health insurance).

- **How to Report a Positive COVID-19 Case (for self or direct report upon request)**

As part of its proactive public health initiative, Texas Christian University has established a reporting hotline for students and employees who test positive for COVID-19 to self-report for care and assistance. This reporting will start contact tracing and other services for faculty and staff. Faculty or staff who test positive for COVID-19 should remove themselves from campus immediately and begin the isolation process.

TCU COVID-19 Self-Report Hotline - 817-257-2684

Upon calling the hotline, the TCU employee will be prompted through a series of questions that will direct them to the TCU COVID Care Coordinator (TCUCCC) for employees. Upon receiving notification of a campus positive, the TCUCCC shall attain data to assist in the response process.

- TCU Care Coordinators will work with the student or employee to conduct contact tracing and connect them to support services for the duration of their illness.
- If the individual was on campus within two days of symptom onset or receiving a positive test result, TCU Facilities will be alerted to begin cleaning protocols.
- Student Affairs staff (for students) or Human Resources (for employees) will be alerted to provide additional support and information.

Supervisors also may use this number to report an employee who has a confirmed positive test. Supervisors are asked to report positive tests on behalf of employees if the employee is not able to self-report or requests their supervisor report for them.

Employees who have tested positive for COVID-19 will be required to meet Tarrant County and CDC guidance for discontinuing isolation before returning to work. Tarrant County Public Health's protocol follows updated CDC guidance on a symptom-based strategy release.

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may work with Human Resources and TCU Care Coordinators to return to work under the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed since symptoms first appeared.

- **Contact tracing**

Contact tracing is critical to help prevent the spread of COVID-19 and to help protect the health of vulnerable people in our community. ([See CDC guidance for people who may have been exposed to COVID-19.](#))

The university, in conjunction with Tarrant County Public Health, will perform contact tracing to notify people on campus who are known to have come in close contact with an individual who has tested positive for COVID-19.

TCU will not release the name of the person and asks that the entire community **support efforts to protect others' privacy**. Further, during contact tracing, it is very important that individuals are truthful and thorough about where they have been and who they were around to help stop the spread of COVID-19.

- **Announcing COVID-19 cases to the TCU community**

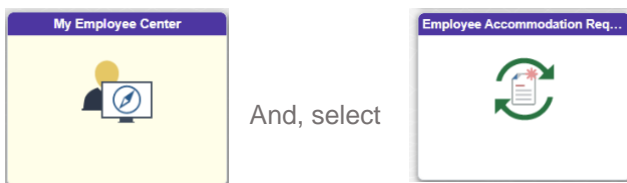
In an effort to keep our community informed about the presence of COVID-19 on the TCU campus, the university will report the number of positive COVID-19 cases with direct and indirect on-campus impact by the [TCU Case Count page](#) on the [COVID-19 microsite](#). Additional information will be provided through contact tracing to individuals who have had close contact ([explained by the CDC as less than 6 feet for 15 minutes or more](#)) with the COVID-19 positive individual(s) within two days of symptom onset or receiving a positive test result.

Accommodations

Human Resources' mission is to serve as **Champions for Employee Success** and is dedicated to serving all TCU employees with compassion and respect. Employees who are high risk, [as defined by the CDC](#), with increased vulnerability and susceptibility relative to COVID-19, are responsible for notifying their supervisor and Human Resources that they are in a high-risk category. The employee may [contact Human Resources](#) to seek accommodations for their condition. Supervisors will work collaboratively with the employee and Human Resources to discuss reasonable accommodations or work modifications that will allow the employee to continue working.

More information about Accommodations through ADA and FMLA can be found in the [June 10, 2020, email to faculty and staff from Human Resources](#). As noted in the email, often there are personal situations that general information may not cover. Please email hrfmla/ada@tcu.edu for assistance.

Employees requesting a reasonable accommodation may submit an online request form on my.tcu.edu – and select



Health & Emotional Well-Being

TCU is committed to supporting the emotional well-being of its community through resources for students and employees. We recognize that the COVID-19 pandemic has caused a significant disruption to our daily lives and introduced many uncertainties. We are dedicated to welcoming all students, faculty and staff back to the safe, supportive, welcoming and connected culture for which TCU is known. Please see below for support resources for students and employees.

[Support and Resources for Employees](#)

TCU Connected Campus: Planning for Flexibility

The “TCU Connected Campus” is the university’s initiative to address safety and prepare for and reimagine what the approaching school year may look like for the Horned Frog family as the global pandemic evolves.

The plan outlines the university’s commitment to the student experience and is based on four key pillars: Academic Excellence, with added agility; Student Support, to meet the physical, spiritual and mental health needs of our students; Student Experience, helping students forge connective bonds that nurture them on and off campus; and Campus Readiness, which will guide TCU through a safe return and on-campus instruction.



The key to the Connected Campus is the personalized attention for which TCU is known. This takes place in the classroom led by high-quality expert faculty and in the myriad programs and activities led by Student Affairs. TCU is committed to supporting its students, both virtually and on campus. Further, the initiative ensures that TCU will deliver the same high-quality instruction both in person and online. Learn more about TCU Connected Campus.

What to expect if campus & regional disease incidence and/or prevalence grows

The TCU community will remain vigilant and responsive to outbreaks to protect the health and well-being of our campus community. While the following factors could result in a temporary pause of the Return to Campus Plan, the TCU Connected Campus will ensure the continuity of services for students.

Factors that could cause regression:

- Local or state orders direct phase regression due to outbreak
- In response to school-based cases of COVID-19 for decontamination and contact tracing
- In response to significant absenteeism of staff and students
- OR as directed by the Chancellor in response to a localized outbreak on campus where there is a sustained rise in new cases on campus for five days or more

APPENDIX A:

A-1 - PRINTABLE “WHAT TO DO IF” DECISION TREE

Employee Testing for COVID-19

If you have symptoms, it is important to be screened for COVID-19. Employees should contact their healthcare provider to determine if testing is appropriate. If you are tested, please stay at home away from others while you await your results. The CDC also recommends you wear a face covering, cover your coughs and sneezes, avoid sharing common household items, wash your hands frequently, and routinely clean high touch surfaces such as tabletops, doorknobs and light switches.

What were the results of your COVID-19 test?

POSITIVE

Call the TCU COVID-19 Hotline at [817-257-2684](tel:817-257-2684) to report your results and speak with a Care Coordinator.

Supervisors may also use the hotline to report an employee who has a confirmed positive test. Supervisors are allowed to report on behalf of the employee only if the employee is not able to self-report.



A Care Coordinator will work with you during your isolation, providing a wide range of support services.

- Working with your supervisor to inform them of your absence.
- Connecting to HR for any leave or FMLA processes needed.
- Connecting you to mental and physical health resources.

You will be required to isolate until the following conditions of recovery are met.

- At least 10 days have passed since symptoms first appeared and
- At least 24 hours have passed since last fever without the use of fever-reducing medications and
- Symptoms (e.g., cough, shortness of breath) have improved

NEGATIVE

You do not have COVID-19, please stay home until your current illness passes.

Continue to conduct daily health assessments and maintain good hygiene and prevention standards including washing hands, wearing a face cover, maintaining 6 feet of physical distance, cleaning and disinfecting common spaces before and after use.



Employee Daily COVID-19 Responsibility

Before leaving home each day conduct the following daily health assessment to monitor for symptoms of COVID-19.

Exhibiting any listed symptoms?

YES

- Fever (Over 100° F)
- New cough
- New shortness of breath or difficulty breathing
- New chills
- New muscle aches
- Sore throat
- Headache
- Diarrhea
- New loss of taste or smell

- Struggling to breathe or fighting for breath even when inactive or resting
- Feeling as though you might collapse every time you stand or sit up

CALL 911. Do not come to work or campus.

If you are hospitalized due to COVID-19, please call the TCU COVID-19 Hotline, 817-257-2684.

Continue to monitor your health. Do not come to work or campus. Report your symptoms on the Health and Illness Report Form. https://bit.ly/covid_form

Contact your health care provider.

A TCU Care Coordinator will follow up with you to notify supervisors of your absence and provide you guidance for returning to work.

NO

- Protect yourself by maintaining good hygiene and prevention standards:
- Wash your hands
 - Wear a face covering
 - Maintain 6 feet of physical distance
 - Clean and disinfect common spaces before and after use



Employee Exposure to COVID-19

Have you had close contact with a person who tested positive for COVID-19?

A close contact is someone who

- Lives in the same house as a sick person with COVID-19.
- Cares for a sick person with COVID-19.
- Has been within 6 feet of a sick person with COVID-19 for 15 minutes or longer.
- Has been in direct contact with secretions from a sick person with COVID-19.

YES

- Stay home for 14 days from the time of your exposure. This will be the last time you came in close contact with the positive individual.
- Do not come to work or campus, avoid contact with others.
- Contact the TCU COVID-19 Hotline at [817-257-2684](tel:817-257-2684) to report your exposure.
- Fill out the TCU Employee Self-Observation Form <https://forms.tcu.edu/covid19/report/>
- Take your temperature with a thermometer two times a day to monitor for fever. You can use a [temperature log](#) to record your results.
- Watch for [cough or trouble breathing](#).
- Review the [COVID-19 daily responsibility list](#) and follow the instructions based on symptoms.
- Do not take public transportation, taxis, or ride-shares.
- Get tested for COVID-19 within 3-5 days of exposure or notification of exposure.

A Care Coordinator will work with you during your quarantine, providing a wide range of support services.

- Working with your supervisor to inform them of your absence.
- Connecting to HR for any leave or FMLA processes needed.
- Connecting you to mental and physical health resources.

NO

Continue to conduct daily health assessments and maintain good hygiene and prevention standards including washing hands, wearing a face cover, maintaining 6 feet of physical distance, cleaning and disinfecting common spaces before and after use.



APPENDIX B:

TCU FACILITIES COVID-19 READINESS GUIDELINES

This document identifies facility guidelines for the TCU campus aligned with Centers for Disease Control, Governor's Strike Force to Open Texas, and Occupational Safety and Health Administration guidelines.

I. Overall Practices & Principles

- **Physical Distance.** Individuals should provide each other with six feet of physical distance, to the extent possible, in all campus spaces. This includes general circulation, queuing, and stationary activities.
- **Cloth Face Coverings.** In accordance with university policy, all members of the TCU community are expected to wear face coverings indoors when outside of their private office and outdoors when physical distancing measures are difficult to maintain.
- **Sanitation & Hygiene.** Increased cleaning protocols include twice-per-day cleaning/disinfection of high touch areas. Electrostatic misting ("e-mist") will be used to supplement initial cleaning and disinfecting in heavily trafficked public spaces. Cleaning supplies will be provided for each building to allow occupants to self-sanitize their private and shared workspaces. TCU Facilities provides hand sanitizer stations at building entrances and high traffic areas.

II. Engineering Controls

- **COVID-19 Signage.** TCU Facilities will install signage campus-wide to encourage the above-mentioned practices and principles.
- **Heating, Ventilation, and Air Conditioning (HVAC).** Well-functioning HVAC systems reduce the risk of airborne contaminants (including COVID-19). TCU Facilities will service existing systems to ensure effective operations and increasing outside air flow in accordance with industry recommendations.
- **Plastic Barriers.** Barriers for airborne droplets are recommended for areas in which individuals must remain at a work station to conduct frequent, prolonged, and/or close contact with members of the general public. Further distinctions are discussed below with area types.
- **Additional Opportunities.** TCU Facilities is exploring additional opportunities subject to guidance from the City of Fort Worth authorities having jurisdiction. Many buildings elements have functions required by law and waivers may or may not be granted on specific points.

III. Workspaces

- **Departmental Meeting Rooms.** TCU Facilities will recommend physically-distant meeting room capacities upon request; cloth face coverings are recommended for settings in which physical distancing is difficult to maintain; campus organizations are encouraged to explore opportunities to conduct large in-person meetings (e.g. staff meetings) remotely.
- **Points of Sale and Customer Service Desks.** Defined as work spaces at which employees are exposed to frequent, prolonged and/or close contact with the general public, e.g. cashiers and transaction counters. TCU Facilities will evaluate the need for plastic barriers upon request and prioritize resources based on the nature of the interaction.

- **Reception Desks.** Defined as work spaces at which employees are exposed to infrequent, brief contact with the general public. TCU Facilities will place signage indicating appropriate standing distance (e.g., “stand here” floor markings) and reminders to maintain appropriate physical distance; plastic barriers are not recommended for these spaces.
- **Shared Workspaces or Open Office Environments.** Units should maintain social distancing through the movement of furniture; if not possible, supervisors should explore using other space within their existing office allocations to increase distance. Upon request, TCU Facilities will evaluate opportunities for plastic barriers if a unit cannot meet the above conditions. Requests will be prioritized based upon available options and the nature of the need.

IV. Instructional and Research Spaces

- **Specialty Instructional and Research Spaces (e.g., labs).** Due to the variety of movement inherent in these activities, these spaces will operate at reduced capacities. TCU Facilities will provide and install signage with appropriate guidance for physical distancing.
- **Traditional Instructional Spaces (e.g., lecture).** TCU Facilities will designate physically-distant furniture arrangements for these spaces; seating diagrams will be posted and furniture locations marked on floors. These arrangements accommodate increased physical distancing for faculty/instructors in the classroom, but does not include plastic barriers at this time.

V. Student Life Spaces

- **Dining.** Appropriate physical distancing will be maintained using a mixture of signage and furniture management (including spacing, reconfiguration, and/or removal). Queuing areas will receive signage indicating appropriately-distanced standing areas.
- **Housing.** Room occupants (i.e. roommates) are treated as a household for physical distancing purposes. The Chancellor’s Fall 2020 Campus Readiness Task Force has developed quarantine and isolation protocols, which are outside the purview of this document.
- **Recreation.** Signage will be posted to remind users of appropriate physical distancing for spaces and equipment. Community locker rooms will be limited in accordance with state instruction, but restrooms will continue to remain operational.

VI. Common Spaces

- **Lounge Areas and Break Rooms.** TCU Facilities will provide and install signage to encourage appropriate physical distancing and restrict use of furniture accordingly.
- **Study, Meeting, and Team Rooms.** TCU Facilities will provide and install temporary signage to limit room capacities and/or identify any furniture restrictions necessary to enable appropriate physical distancing.
- **Computer / Copy Areas.** TCU Facilities will provide situation-specific signage limiting occupancy and/or reminders to maintain appropriate physical distancing.

VII. Circulation and Support Spaces (e.g. corridors, stairwells, restrooms)

- **Building / Room Entry and Exit.** Designating specific entry and exit points requires case-by-case evaluation to mitigate unintended consequences. While potentially useful in some instances, efforts should be to prioritize physical distancing and the use of cloth face coverings to mitigate passing contacts.
- **Elevators.** TCU Facilities will provide and install temporary signage limiting occupants to four in accordance with guidelines from the Governor’s Strike Force to Open Texas. While typically less than six feet of distance, the rides are of short duration and thus comparatively low-risk. Occupants are expected to wear cloth face coverings.



- **Stairwells.** TCU Facilities will provide and install temporary signage reminding individuals to maintain appropriate physical distancing. Designating specific directional flow requires case-by-case evaluation to mitigate unintended consequences.
- **Restrooms.** Restroom use represents exposure of brief duration and thus comparatively low-risk. Occupants are expected to wear cloth face coverings and should use the restroom, wash hands, and leave, so that others may use the facility. TCU Facilities Services will monitor inventory and restock soap and paper towels, but occupants may report shortages to TCU Facilities Customer Service at x7956.