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OUR PLANNING PROCESS
OUR PLANNING PROCESS

For nearly 150 years, Texas Christian University has educated individuals to think and act as ethical leaders and responsible citizens in the global community. Even in the midst of a global pandemic, we remain dedicated to that mission. In fact, it’s more important than ever.

Chancellor’s Fall 2020 Campus Readiness Task Force
In March, the chancellor appointed a leadership team to work in conjunction with public health authorities. Together, dozens of faculty, staff and students collaborated to design a fall 2020 semester that would be both safe and deliver the TCU experience to the fullest extent possible. The task force organizes and directs the formal processes and policies that have been developed across key areas of TCU, including teaching and research, facilities, emergency operations, students, employees, financial planning and athletics.

TCU Connected Campus Council
Provost Teresa Abi-Nader Dahlberg leads the TCU Connected Campus Council in robust academic planning efforts to establish a plan to ensure continuity of instruction for TCU students—regardless of the evolution of COVID-19. Horned Frogs will continue to experience high-quality, personalized learning, academic progression and personal growth during their time at TCU.

Agile, Flexible, Prepared
The university must continually monitor and adjust plans, remaining agile in response to the COVID-19 pandemic and public health guidance. It won’t be easy, and the fall semester won’t be like any other in TCU’s history, but we will find the very best solutions. Because when life challenges us, Horned Frogs step up.

The health and safety of our students, faculty and staff is our responsibility and our highest priority. As an institution of higher learning, we also must preserve our academic environment, the intellectual advancement of our students, and safely provide all that the TCU experience promises.

Chancellor Victor J. Boschini, Jr.
OUR PLANNING PROCESS

GUIDING PRINCIPLES

Commitment to health and safety
TCU is committed to delivering the high-quality education and connected campus experience for which we are known, while keeping the safety and well-being of the TCU community our top priority. As we prepare 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.

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.

Enhanced cleaning protocols and prevention
Cleaning and prevention are key to slowing the spread of COVID-19 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 after use with cleaning supplies provided by TCU.

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.
PROTECT & PREVENT
The success of the fall 2020 semester relies on the shared commitment of our community to the health of all. An engaging and fulfilling semester will depend on students, faculty and staff taking responsibility for the role they play in the health of the entire Horned Frog community.

**Personal Responsibility**
As a member of the TCU community, you are first and foremost responsible for your health and well-being. Always use good judgment in any and every activity you undertake. It’s our personal responsibility as members of this community to protect ourselves and each other.

**Face Coverings**
A series of health protocols are being employed, including required face coverings.

The purpose of wearing a face covering is not simply to protect one’s personal health—it’s to protect the health of others around you. For this reason, face coverings must be worn by students, faculty, staff and visitors inside all shared indoor spaces and in outdoor areas where physical distancing isn’t possible.

Shared indoor spaces include non-private office spaces. Face coverings must be worn even if alone in these non-private spaces. Face coverings can be removed while eating and drinking.
The use of a face covering does not replace the continued need to maintain physical distances from others, at least 6 feet, but instead augments physical distancing.

Exceptions to the use of face coverings may be justified in certain academic settings such as performing arts classes. In these cases, instructors and students must follow the guidelines established by the department or college/school.

See the TCU Policy on Face Coverings in Appendix B of the TCU's Public Health Guidance for more information.

Faculty and staff who are unable to wear a face covering should contact Human Resources at fmla/ada@tcu.edu to seek an accommodation.

Additional Face Coverings
Faculty and staff have been provided one cloth face covering; however, employees should make sure they have enough coverings to wear a clean one each day of the week. Additional face coverings are available for purchase at stayhealthytcu.orderpromos.com.

Cleaning & Disinfecting
The university—using EPA-approved germicides that kill the COVID-19 virus—has instituted twice-daily cleaning and disinfecting of high-touch areas: handrails, door handles, elevator buttons, sinks and faucets, countertops, light switches, sinks, vending machines, copiers and phones.

We’ve also heightened cleaning protocols for our dedicated gathering spaces, such as recreational facilities, dining, performance and meeting spaces.

For an added level of protection, electrostatic misting systems will be used to disinfect places such as:

- Classrooms and labs (daily)
- University Recreation Center (daily)
- Brown-Lupton University Union and King Family Commons (daily)
- Mary Couts Burnett Library (daily)
- Large common office areas (weekly)

In order to limit personnel presence in private workspaces, cleaning of private offices has been decreased from daily to...
weekly, although common areas and containers will continue to get daily cleaning services. TCU Facilities will provide cleaning supplies for each office area to allow self-sanitization of personal and shared workspaces.

**Hand Sanitizing**
Hand sanitizer stations all across campus are there to help thwart the spread of COVID-19. Chemical hand sanitizers are a supplement to hand-washing when soap and water aren’t readily available.

**Your New Daily Habit**
TCU has provided a quick health assessment for faculty and staff to use before leaving their homes each day. Use this [Employee Daily COVID-19 Responsibility guide](#) to monitor for symptoms of COVID-19. Students are also asked to complete a self-assessment before leaving their rooms or homes each day.

**Testing & Tracing**
The university has established a comprehensive testing and contact tracing system.

TCU testing protocols follow the latest CDC guidance for institutions of higher education, which currently recommends testing only those who are symptomatic or those who recently have been exposed to the virus.

Faculty and staff falling into one of these two categories should seek a viral test from an off-campus health provider/testing facility. University Urgent Care at 3107 Greene Ave. is prepared to test TCU faculty and staff at no out-of-pocket expenses for those with commercial health insurance. The Brown-Lupton Health Center provides testing for students only.

Faculty and staff who test positive for COVID-19 should not come to campus or, if on campus, leave immediately to begin the isolation process and notify the university via the [COVID-19 Self-Reporting Hotline (817-257-2684)](tel:817-257-2684). This report will start the contact tracing and other services for faculty and staff.

TCU follows current CDC tracing protocols under the direction of
LEAD ON.

local health authorities. Confirmed positive COVID-19 test results will be shared directly with groups who have interacted with the COVID-19 positive individual(s) to the extent possible.

Upon reporting a positive result to TCU, the care coordinator will conduct an interview to gather a list of people who meet the criteria for close contacts. A close contact is defined as a person who was within six feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the infected person is isolated.

Information also will be collected to determine buildings and locations where the case was on-campus, as well as information about additional areas or social settings where the case may have been. In consultation with local health authorities, the care coordinator and case investigator will determine if additional notifications need to be made.

Contact Tracers
Contact tracers are a vital part of TCU’s effort to actively and accurately trace those who test positive. Once close contacts have been identified, the university’s care coordinator will work with contact tracers, who will then follow up with each contact. Contact tracers consist of volunteer students, faculty and staff who have been trained in the elements of contact tracing, effective communication and cultural competency. TCU will not release the name of the person who has tested positive and asks that the entire community support efforts to respect others’ privacy.
PROTECT & PREVENT

Employees in Isolation
Faculty and staff who test positive for COVID-19 will need to remain in isolation until:

• at least 10 days have passed since the onset of symptoms and
• at least 24 hours have passed since the individual has had fever without the use of fever-reducing medicine and symptoms are improving.

Employees without any symptoms will still need to isolate for 10 days from the time they tested positive. The care coordinator will contact the employee when their isolation period has ended to determine when returning to work is possible.

Employees in Quarantine
Faculty and staff who have been exposed to someone who has tested positive for COVID-19 should quarantine and self-monitor and promptly report any new symptoms or symptoms of increasing severity to their primary care physician. Contacts should be tested for COVID-19 within three to five days of exposure or within five days of notification of exposure. Those who test positive for COVID-19 should call the TCU COVID-19 Self-Reporting Hotline at 817-257-2684. If test results are negative, the employee should still remain in quarantine.

Employees who are requested to quarantine by an outside agency such as the Tarrant County Health Department should contact their supervisors and call the COVID-19 hotline. For specific information about employee exposure and what to do, review the Employee Exposure to COVID-19 guide.

Terms To Know

**QUARANTINE**
Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

**ISOLATION**
The separation of sick people with a contagious disease from people who are not sick. Isolation incorporates and enhances the conditions placed on quarantine.

Employee Testing for COVID-19
Review specific information about the process for employees who test positive for COVID-19.

Access the Guide

LEAD ON.
IN CLASSROOMS & OFFICES
IN CLASSROOMS & OFFICES

Our small class sizes and legacy of personal attention have long been a great advantage in delivering a meaningful academic experience. Now, they’ve allowed us to nimbly adapt to online learning while still delivering strong student engagement.

A Safer Semester

TCU’s revised academic calendar for fall 2020, created with public health in mind, minimizes non-essential travel over holidays and minimizes time on campus during peak flu and cold season. Classes will start Aug. 17 and end before Thanksgiving.

The extra time after Nov. 24 allows finalizing grade submission. It can also be used by instructors to offer online make-up exams (not regular exams), allow additional time for project work submission by students, and to hold graduate student thesis and dissertation defenses.

FALL 2020 ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 17</td>
<td>First day of classes</td>
</tr>
<tr>
<td>Sept. 7</td>
<td>Classes held</td>
</tr>
<tr>
<td>(Labor Day)</td>
<td></td>
</tr>
<tr>
<td>Sept. 26</td>
<td>Classes held</td>
</tr>
<tr>
<td>(Saturday)</td>
<td></td>
</tr>
<tr>
<td>Oct. 8 &amp; 9</td>
<td>No fall break; classes held</td>
</tr>
<tr>
<td>Oct. 22</td>
<td>Last day to drop classes</td>
</tr>
<tr>
<td>Oct. 23</td>
<td>Last day to elect pass/no credit (P/NC) option</td>
</tr>
<tr>
<td>Oct. 24</td>
<td>Classes held</td>
</tr>
<tr>
<td>(Saturday)</td>
<td></td>
</tr>
<tr>
<td>Nov. 17</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Nov. 18 - 20 &amp; Nov. 23 - 24</td>
<td>Final exams 8 a.m. to 10:30 p.m.</td>
</tr>
<tr>
<td>Nov. 23 - 24</td>
<td>Classes held as needed for dissertations, presentations, etc.</td>
</tr>
<tr>
<td>Dec. 4</td>
<td>Grades for December degree candidates must be posted</td>
</tr>
<tr>
<td>Dec. 10</td>
<td>End of semester; all other grades due</td>
</tr>
</tbody>
</table>

Instructor Resources

College eTrainers are available to assist instructors with designing course elements (e.g., lecture, discussion, lab) relevant to disciplines within the college. They are available to assist instructors in navigating the Hybrid Certification process and with course redesign. In addition, the Koehler Center for Instruction, Innovation & Engagement provides excellent training in online course delivery.
IN CLASSROOMS & OFFICES

Course Delivery
Courses will be delivered in one of two modes.

Online Courses
In a fully online course, the instructor and all students in the class will participate in the course remotely, even though some students may reside on campus and some instructors may be teaching from campus. In most cases, online courses will be delivered synchronously (live) at least 80 percent of the time. That means real-time instruction at the designated class period—not learning by email, prerecorded lectures or online discussion threads. Students participate in face-to-face instruction via Zoom or Adobe Connect.

Offering optional on-campus engagement opportunities for online courses is encouraged. Instructors should ensure that all students are afforded the same opportunities to be successful, and they should not offer curricular components (e.g., exams) on campus for online courses.

On-campus Courses
Instructors of on-campus courses will deliver the course’s primary components in a physically distanced classroom, and will also deliver to online students, some of whom may be ill or self-isolating. Some course components (e.g., some lectures, labs, small group meetings, experiential learning) may be delivered online.

De-densified Classrooms & Labs
To allow for safe physical distancing, student occupancy capacities in classrooms, labs and other specialty instructional spaces will be reduced. In addition, TCU Facilities has designated physically-distant furniture arrangements for these spaces; seating diagrams will be posted and furniture locations marked on floors.
IN CLASSROOMS & OFFICES

Classes of 30 or More
To enable physical distancing while filing in and out of classrooms, faculty should have no more than 30 students in a classroom at one time. Those instructors with greater than 30 on-campus students who would like to teach on campus should develop a mechanism whereby on-campus students take turns attending lecture in the class and virtually.

New Digital Teaching & Landing Spaces
Unused classroom spaces across campus have been transformed into digital teaching spaces for those who do not wish to teach virtually from private offices or homes. Other larger, unused classrooms have been modified for use as classroom landing spaces for students, allowing them to take online courses in areas other than their rooms or local residences.

Personal Workspaces
Cleaning supplies will be provided so faculty and staff can wipe down their own office and common spaces to supplement routine cleaning. Employees are being asked to wipe down contact surfaces of tables, chairs and equipment in shared spaces before occupying and upon departure.

Meeting Rooms & Capacities
Departments and units are encouraged to explore opportunities to conduct large in-person meetings (e.g., staff meetings) remotely. If remote meetings are not possible then TCU Facilities will recommend physically distant meeting room capacities upon request.
Customer Service & Reception Desks
Plastic barriers and signage indicating appropriate standing distance (e.g., “stand here” floor markings) and reminders to maintain appropriate physical distance have been installed in certain workspaces 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 and additional signage upon request.

Remote Work
To help stop the spread of COVID-19, the university is providing a variety of resources to support employees who are working remotely. IT’s Keep Working website offers faculty and staff information related to accessing technology resources and data from off campus, using video conferencing, and more. HR’s Remote Work & Return to Campus website connects faculty and staff with learning and development resources, and health and well-being support. It also serves as a clearinghouse for policies and procedures related to COVID-19.

Staggered Work Schedules
Department leaders are being encouraged to develop schedules that balance both employees and the continuity of business operations. Among the measures being taken to do this are staggered arrival and departure times and lunch/break periods.

Visitors & Vendors
Generally, only TCU employees and authorized contractors and vendors should be on campus until restrictions are lifted and officially communicated by the chancellor or approved by a vice chancellor. This includes family members and children. Visitors, if allowed, are required to wear face coverings.

Accommodations
Employees who are high risk, as defined by the CDC, may be eligible for reasonable accommodations or work modifications that will allow them to continue working. To seek accommodations, faculty and staff should contact Human Resources.

Refer to page 10 of the Return to Campus: Phase 3 guide for more information about accommodations.
CAMPUS LIFE
CAMPUS LIFE

Our campus is still the welcoming home loved by Horned Frogs and the community. We’ve taken great care in making modifications and preparations to keep our Frog family safe and supported for the best semester possible.

Library

The Mary Couts Burnett Library will continue to be the heart of TCU’s Academic Commons.

Materials can be requested through the library’s catalog and faculty and staff will be notified by email when items are ready for pick-up. Reference services are available in person and by phone, email, online chat or Zoom.

Access to the library will be via card swipe and face coverings are required at all times. Plexiglass barriers have been installed at help desks, and the checkout and return process has been amended to reduce contact.

Dining

TCU will minimize risk by implementing a multifaceted approach in dining facilities that follows university, CDC, state and local restaurant requirements.

Seating will be set initially at 50% of capacity. Food service workers will be specially trained and have access to enhanced hygiene gear and personal protective equipment.

Market Square, which will no longer be self-serve, will be operating under social distancing requirements, and will offer a revised and flexible set of dining options, including enhanced takeaway service and pre-ordering via Grubhub®.

Those visiting retail dining outlets such as Chick-fil-A® and Magnolias Zero7 will experience expanded pre-packaged meal options, mobile pre-order and payment, and additional directional signage for new traffic patterns and pick-ups. Some menu modifications may be required.
Recreation & Wellness
Although the University Recreation Center will operate normal hours, certain activities such as cardio, racquetball, swimming and others may be restricted in order to adhere to physical distance and other health guidelines. Only the main entrance will be open to monitor occupancy counts.

Reservations made via mycampusrec.tcu will be required in order to use the Rec Center. Patrons will be required to wear face coverings and will be asked to disinfect equipment before and after each use.

Events
University event spaces will be reserved primarily for mission-critical activities at least through the end of the fall 2020 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.

For this reason and to help protect the health and well-being of the campus and community, all in-person university-sponsored events, on-campus or off-campus, will require approval by the appropriate vice chancellor or cabinet leader prior to being scheduled.

More guidance for campus events can be found in the Return to Campus: Phase 3 guide.

Athletics
TCU Athletics will follow guidance from state and local officials, the Big 12 Conference and/or the National Collegiate Athletic Association regarding the return of spectators to athletic competition. More information will be posted as it is available on GoFrogs.com or TCU Athletics social media platforms.
PROTECT THE PURPLE

PLEDGE

#PROTECTTHEPURPLE

TCU
In the collective spirit of “comrades true,” all Horned Frogs should make a pledge to one another to do their part for public health. Use your influence on social media to champion the greater good using #ProtectThePurple.

“As a member of the TCU community, you are first and foremost responsible for your health and well-being. Always use good judgment in any and every activity you undertake. It’s our personal responsibility as members of this community to protect ourselves and each other.”

— Chancellor Victor J. Boschini, Jr.

## 1 Pledge to:

### 1 Protect Myself
- Monitor for the symptoms of COVID-19 and report to a health care professional if I experience fever, new shortness of breath or difficulty breathing, new chills or muscle aches, new cough, headache, sore throat or new loss of taste or smell
- Wash my hands often with soap and water or use hand sanitizer

### 2 Protect Others
- Wear a face covering in spaces as required by the university
- Maintain appropriate physical distancing, especially in the presence of at-risk community members
- Stay home if I feel ill or after exposure to someone who is ill or has tested positive for COVID-19

### 3 Protect Our Horned Frog Community
- Keep my belongings, personal spaces and shared common spaces clean
- Follow all public health requests and guidance to preserve the wellness of the community
- Read and follow instructional signs and directions
- Respect ALL TCU community members and act with civility in my words and deeds