



Health & Safety Guidance for Employees: Summer 2021

Effective May 10, 2021

Introduction:

This document provides updated guidance for TCU employees (faculty & staff) regarding work expectations and health and safety procedures in response to the COVID-19 pandemic. Changes are based on downward trending infection rates, [strong vaccination rates](#), [Centers for Disease Control and Prevention](#) guidance and adherence to [Protect the Purple](#) protocols. This is a fluid document; practices and guidance may continue to change.

Below is a summary of key updates in this document for summer 2021:

1) Face coverings and physical distancing remain in place, in line with [CDC recommendations](#).

More on page 4.

2) Campus visitors are permitted. All visitors must observe TCU health and safety protocols. It is the responsibility of the employee or visitor sponsor to communicate required health and safety guidelines. More on page 9, including information for summer camps.

3) On-campus and off-campus events and meetings are permitted. All participants and visitors at TCU-sponsored events must observe TCU health and safety protocols outlined in this document.

More on page 9.

4) Domestic and International Travel for faculty and staff will resume, pending appropriate approval. More on page 9.

5) COVID-19 Vaccine: We will continue providing the COVID-19 vaccine to our campus members as it is available. We ask all students and employees (faculty and staff) who received the vaccine to report it to TCU to help inform public health guidance. More on page 6.

6) Food service for on-campus events will return to established catering guidelines for Sodexo and other licensed food vendors. (BLUU remains Sodexo only.) More *Guidelines for Workplace Scenarios* on page 7.

7) Public Health Guidance: This document has been updated and re-issued. The link can be found on page 16.

April, 2021
Chancellor's Campus Readiness Task Force



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Guiding Principles and Expectations

The following guiding principles and expectations are set forth by the Chancellor's Campus Readiness Task Force. Initially adopted for fall 2020, the following will continue to guide the task force and TCU faculty/staff employees as we navigate a global pandemic, while continuing to further our mission and ensure the sustainability of our university.

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. Several practices and policies are 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.

3. Enhanced cleaning protocols and prevention

Cleaning and prevention are key to slowing the spread and preventing illness. TCU Facilities will maintain enhanced cleaning in high touch areas and follow CDC guidelines for cleaning protocols. Employees will do their part by cleaning their personal workspaces, with cleaning supplies provided by TCU. Faculty employees will remind students to wipe down their classroom desk space before and after use.

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

These guidelines and best practices are effective for the duration of the pandemic 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.

TCU Health & Safety Protocols

Each member of the TCU community is first and foremost personally responsible for their health and well-being and is expected to be considerate and respectful of others. As such, they should always use good judgment in any and every activity they undertake. This is a personal responsibility that is assumed of everyone in our community.

The following health and safety protocols will help slow the spread of disease and protect vulnerable populations:

- **Wear a face covering in community settings**

- All members of and visitors to the TCU community are required to wear face coverings when outside of their private office and when physical distancing measures are difficult to maintain. [Recommended by the CDC](#), correct use of face coverings in public settings will help protect you and others from contracting and spreading the virus.
- General considerations for [wearing a cloth face covering can be found on the CDC website](#).
- Examples of public settings include areas outside of your private office such as:
 - o Classrooms
 - o Common meeting space, break rooms or lounge areas
 - o Dining facilities, except when eating
 - o Unions and public event space
 - o Elevators and hallways
 - o Restrooms
- You are not required to wear a face covering in your private office when alone.
- You are not required to wear a face covering if you are outdoors and can maintain physical distancing. Face coverings should be worn outdoors when physical distancing cannot be maintained.

See Appendix A for the TCU Face Covering Policy.

- **Maintain physical distancing**

- In addition to [everyday steps to prevent COVID-19](#), keeping space between you and others is one of the best tools to avoid exposure and slow the spread of COVID-19.
- Stay at least 6 feet (about 2-3 arms' length) from other people.
 - Even when wearing a face covering, maintain physical distancing.
 - Adhere occupancy limits displayed at building and room entrances. Occupancy limits are set for physical distancing to be maintained.
 - Check the [CDC for the latest physical distancing recommendation](#).

- **Self-monitor daily and 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
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Nausea and vomiting
- 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 using 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 care and assistance, and will also follow up with your supervisor. Your form submission will also be directed to Human Resources, which will provide guidance for returning to work.

- Visit www.tcu.edu/self-report to view all forms to:
 - o Report a positive test
 - o Report you have been exposed to someone who has tested positive
 - o Report you are experiencing COVID-19 symptoms

- **Practice personal hygiene:**

- **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 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 and leaving 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 available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- **Disinfection of Personal and Public Spaces:** It is the responsibility of each facility user to clean the public areas where you intend to spend significant time or have significant contact: classroom desk, library table, rec center exercise equipment, etc. TCU will provide disinfecting materials to assist in this task. Please dispose of the used wipes in the proper trash receptacle.

Take the Pledge. Protect the Purple.

Every member of the campus community is asked to take the pledge to do their part for public health – and Protect the Purple. The pledge includes:

- Protecting oneself by monitoring for COVID-19 symptoms and washing/sanitizing hands.
- Protecting others by wearing a face covering, social distancing and staying home when sick or after exposure to someone with COVID-19 or other illness.
- Protecting the Horned Frog community by keeping belongings and spaces clean, adhering to public health guidance, following instructional signs, respecting all community members and using civility in words and deeds.
- Educating oneself about the [benefits of the COVID-19 vaccine](#) and getting vaccinated if able. TCU encourages everyone to get the vaccine and is tracking the number of campus members who are vaccinated to better inform our public health guidance.

After community members take the pledge online, they'll receive access to digital assets to help TCU promote a healthy campus. [Take the Protect the Purple pledge.](#)

COVID-19 Vaccine

TCU is registered with the Texas Department of State Health Services to be a distribution provider of the COVID-19 vaccination. The Office of Emergency Management and TCU Health Center regularly consult with state and local health officials for distribution planning, updates, and considerations for the TCU community.

TCU encourages all students and faculty/staff employees to receive the vaccine and report it to TCU using the [online report form](#). The university plans to offer vaccine to all students and faculty/staff employees who would like to receive it. For the latest information, including vaccination counts for TCU and to register for the vaccine on campus through TCU, visit [TCU's Vaccine Information](#) page.

When you are fully vaccinated:

- CDC guidelines for those who are fully vaccinated are updated on an ongoing basis. [Read the CDC website for the latest information.](#)

Guidance for Workplace Scenarios

- **Face coverings**

All members of and visitors to 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 “TCU Health & Safety Protocols” 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 wipes are provided for individual building occupants and users of shared spaces to wipe down their own office space and supplement routine cleaning. Employees are asked to wipe down contact surfaces of tables, chairs and equipment in shared spaces **before occupying and upon departure**. Faculty employees will remind students to wipe down their classroom desk space before and after use. 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 wearing a face covering even when you get up from your private workspace to visit meeting rooms, break rooms, an office printer, and other public spaces. Supervisors with concerns that workstations do not provide appropriate distance between co-workers or guests should collaborate with TCU Facilities to make arrangements for adequate physical distancing. Requests for assistance with space planning should be directed to TCU Facilities Customer Service at x7956.

- **Meetings**

In-person meetings must adhere to room and/or building occupancy limitations, masks must be worn and physical distancing maintained. Office building conference rooms generally have occupancy limits posted on the outside of the room, which are based on six feet of social distancing. If you have a question regarding the occupancy of a meeting space, contact TCU Facilities Customer Service at x7956.

- **Elevators and Restrooms**

Elevators should be limited to four occupants at a time, standing in each of 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 Service**

Snacks and food brought into the office should be individually packaged and not generally shared. **Food service** for campus events will return to established catering guidelines for Sodexo and other licensed food vendors. (BLUU remains Sodexo only.)

- **Visitors, contractors and vendors**

Visitors are permitted and are required to follow TCU's health and safety guidelines, including wearing a face covering and practicing physical distancing. It is the responsibility of the employee or campus visitor sponsor to communicate required health and safety guidelines to visitors.

- **If face coverings are not worn**

It is TCU's expectation that all community members and visitors adhere to university policies at all times. Disposable face masks are located at the primary entrance to every building. This stock is checked regularly by TCU Facilities. A community member or visitor who refuses to wear a face covering may be asked to leave the classroom or building.

- **Commitment to respecting others**

The COVID-19 pandemic 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 and respect. 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://www.tcu.edu/coronavirus) for more information.

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



Replace handshakes and high fives by greeting community members with a **"Frogs Up"** sign.



Guidance for Campus Events & Visitors

On-campus and off-campus events and meetings are permitted. All participants and visitors at TCU-sponsored events must observe TCU health and safety protocols outlined in this document, regardless of venue. This includes wearing face coverings and maintaining physical distancing/observing space occupancy limits at on or off campus locations, including residences or private venues.

It is the responsibility of the employee or campus visitor sponsor to communicate required health and safety guidelines to visitors at events. Contact TCU Facilities Customer Service at x7956 if you have questions about a venue occupancy limit.

Summer Conferences and Day Camps for non-TCU students are supported and encouraged if space is available. No TCU-sponsored overnight stays either on or off campus will be permitted. If an overnight stay is required by the conference or camp participant, it must be funded and arranged by the participant. A [list of places to stay near TCU is available here](#). TCU will not host or supervise minors in hotels or housing off campus while attending camps. Conference Services has developed additional guidelines for conferences and camps using TCU's facilities. All summer conference and day camp participants must adhere to all requested guidelines outlined by Conference Services.

Frog Camp and Orientation will be an overnight residential experience for students and incoming Horned Frogs.

Additional resources:

- [Conference Services](#)
- [Academic Affairs' Guidelines for Activities and Travel after May 10, 2021](#)

Travel

Domestic and International Travel for faculty and staff will resume, pending appropriate approval. Domestic travel must be approved by the unit head (some divisions may require additional approval for travel). Approval for international travel will be facilitated through the [Travel Authorization and Registration Process](#).

Those who engage in travel should review [CDC travel recommendations](#) and considerations prior to departure and upon return.

Human Resources

Human Resources' mission is to serve as ***Champions for Employee Success*** and is dedicated to serving all TCU faculty/staff employees with compassion and respect. For more information on the topics below, please visit hr.tcu.edu or email us at askhr@tcu.edu.

Family Medical Leave

The Family and Medical Leave Act (FMLA) provides eligible employees up to twelve weeks of unpaid, job-protected leave for serious health conditions for themselves or covered family members. FMLA also provides job-protected, unpaid leave for employees whose spouse/partner, child, or parent is a member of the armed forces on covered active duty or called to covered active duty. For more information visit the [TCU HR Family and Medical Leave webpage](#).

- Expanded FMLA under the Families First Coronavirus Response Act (FFCRA) expired December 31, 2020.
 - FMLA is no longer available for use for the following reasons:
 - Care for an individual who is in a high risk category related to COVID
 - Self-observation or quarantine period for close COVID contact
 - School or child/elder care closure related to COVID
- TCU's COVID-19 leave, 480 hours granted to all leave-accruing employees, expires May 31, 2021.

Americans with Disabilities Act Amendments Act and Reasonable Accommodations

Employees with a disability, a mental or physical impairment that substantially limits one or more major life activities, may request a reasonable accommodation to perform the essential functions (i.e., fundamental job duties) of their job. Reasonable accommodations are adjustments or modifications provided by an employer to enable individuals with a disability to apply for a job, perform a job, or enjoy benefits and privileges of employment, unless it would pose an undue hardship (i.e., significant expense) to the employer.

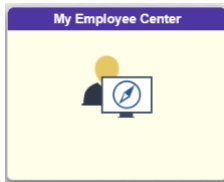
Employees seeking a reasonable accommodation must engage with Human Resources in an interactive process. The interactive process requires employees to obtain medical documentation from their healthcare provider to determine whether the employee's disability necessitates an accommodation.

Employees may only seek a reasonable accommodation for their own qualifying disability. Disabilities of family members do not qualify for reasonable accommodations. See information for Family Medical Leave.

Recertification of a Disability and Reasonable Accommodation

Employees whose disability and subsequent reasonable accommodation began at the onset of COVID-19, after March 1, 2020, are required to submit updated medical certification and engage in the interactive process for a reasonable accommodation using the online tools below.

Employees seeking an accommodation for their own qualifying disability or seeking recertification for their own disability may submit an Accommodation Request through the my.tcu.edu portal. Once logged in, select My Employee Center (fig 1) and then Employee Accommodation Request (fig 2).



And, select
Fig.1



Fig. 2

How to Submit an Accommodation Request

1. Log on to my.tcu.edu
2. Select "My Employee Center"
3. Select "Employee Accommodation Request"
4. Select "Create New Accommodation" to submit your request for an accommodation.
A medical certification must be submitted to complete the request.
5. Email fmla/ada@tcu.edu if you have questions.

For more information, visit the [ADA and FMLA page](#) on the TCU Human Resources website.

Physical 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 providing the safe, supportive, welcoming and connected culture for which TCU is known. Please see below link for support resources for students and employees, which includes links to:

- TCU's insurers
- Resources for coping with fear and grief
- Physical well-being opportunities
- Financial security resources
- Support for family life and caregivers

TCU has invested in an enterprise account with LinkedIn Learning. Employees are encouraged to activate an account through the LinkedIn Learning tile in my.tcu.edu to access video and audio e-learning related to mental health, managing overwhelm, navigating change in the workplace, managing through crisis and many other topics associated with well-being.

For regularly updated Employee support resources, visit the [Be Well](#) page on the TCU Human Resources Website.

Support and Resources for Employees

Testing, Contact Tracing & Reporting

- **Testing for Employees**
Faculty/staff employees who display symptoms consistent with COVID-19 or were recently exposed should seek a viral test. [Testing locations are listed on the Connected Campus microsite.](#)
- **How to Report a Positive COVID-19 Case (for self or direct report upon request)**
The university has established a **preferred electronic COVID-19 reporting form** (www.tcu.edu/self-report) for care and assistance. Employees who test positive for COVID-19 should remove themselves from campus immediately and begin the isolation process.
 - The **TCU COVID-19 Self-Report Hotline - 817-257-2684, is available for all TCU community members who have questions; however, the [online self-report form](#) is the preferred method of contact for the fastest response.**
 - Supervisors also may use the TCU COVID-19 Hotline - 817-257-2684 or email covidresponse@tcu.edu 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.
- **Return to work after quarantine or isolation:** 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. See also the *Public Health Guidance* document for more information regarding isolation, contact tracing and quarantine instructions.(Appendix A)
- **Contact tracing:** Once the case is reported, contact tracing and other services for faculty and staff will begin. The university, in conjunction with Tarrant County Public Health, will perform contact tracing. TCU will not release the name of the person and asks that the entire community **support efforts to protect others' privacy**. 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.

- **Reporting 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 continue to report the number of positive COVID-19 cases within the TCU community on the [TCU COVID-19 Dashboard](#) on the Connected Campus microsite.

Cleaning Protocols

TCU Facilities will continue enhanced cleaning protocols in summer 2021, based on [CDC recommendations](#). 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:

- Cleaning protocols to include **daily 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 and 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 as needed. The primary focus of e-Mist or other fogging technology efforts will include:
 - Classrooms and Labs
 - Recreation Center
 - Student Unions (BLUU and KFC)

- Library
 - Large common office areas
 - 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 has installed signage to encourage appropriate physical distancing and limit room capacities.
 - **Physical distancing in the classroom:** TCU Facilities has determined physical distancing capacity for each classroom, which provides six-foot radius between seats, appropriate circulation around the room and eight-foot deep by room width space for the instructor or course facilitator. For additional protection, plastic face shields will be provided to instructors upon request.
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- **Protocols for when a positive COVID-19 case is traced to a campus building**
In the event an area is identified to have been occupied by an individual positive for COVID-19, the following steps will be taken:
 - TCU Facilities will be notified to analyze the exposure and initiate protocols.
 - Classrooms: TCU classrooms are disinfected by TCU Facilities on a nightly basis. In addition, students are asked to wipe down common space (the desk and anything they use while in the classroom) before and after their use in class. The nightly disinfection by TCU Facilities means the classroom does *not* need to be closed beyond the time needed for the nightly disinfection.
 - Administrative buildings and offices: TCU Facilities will identify areas of potential contamination. If needed, TCU Facilities will prevent entry to the location and provide additional disinfecting per CDC guidelines. The vice chancellor and other leaders responsible for the affected area will be notified. And, together with TCU Facilities and the Office of Emergency Management, will make recommendations regarding movement of personnel in area to alternative locations.

TCU Connected Campus: Planning for Flexibility

The TCU Connected Campus is the university's initiative to address safety and continuity for the Horned Frog family as the global pandemic evolves.

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 change in our in-person learning or working environment, the TCU Connected Campus will ensure the continuity of services for students.

Factors that could cause a change in campus status:

- Public health, local or state orders for limiting in-person activities
- 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 or in the community

APPENDIX A:

Summer 2021 Public Health Guidance and Face Covering Policy

APPENDIX B:

TCU FACILITIES COVID-19 GUIDELINES – Summer 2021

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 6 feet of physical distance, to the extent possible, in all campus spaces. This includes general circulation, queuing and stationary activities.
- **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.** Enhanced cleaning protocols include twice-per-day cleaning/disinfection of high touch areas. Electrostatic misting (“e- Mist”) is used to supplement initial cleaning and disinfect in heavily trafficked public spaces. Cleaning wipes are 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 has installed 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 services existing systems to ensure effective operations and increase 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.

III. Workspaces

- **Departmental Meeting Rooms.** TCU Facilities will recommend physically-distant meeting room capacities upon request; campus organizations should conduct large meetings (e.g. staff meetings) virtually.
- **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, i.e. 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 has placed 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 and will be considered on an individual basis.
- **Shared Workspaces or Open Office Environments.** Units should maintain physical distancing by rearranging 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 has installed signage with appropriate guidance for physical distancing.
- **Traditional Instructional Spaces (e.g., lecture).** TCU Facilities has designated physically-distanced furniture arrangements for these spaces; seating diagrams are posted and furniture locations marked on floors. These arrangements accommodate increased physical distancing for faculty/instructors in the classroom, but do not include plastic barriers.

V. Student Life Spaces

- **Dining.** Appropriate physical distancing is maintained using a mixture of signage and furniture management (including spacing, reconfiguration and/or removal). Queuing areas have signage indicating appropriately-distanced standing areas.
- **Housing.** Room occupants (e.g., roommates) are treated as a household for physical distancing purposes. The Chancellor's Campus Readiness Task Force has developed quarantine and isolation protocols, which are outside the purview of this document.
- **Recreation.** Signage is 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 has installed signage to encourage appropriate physical distancing and restricted use of furniture accordingly.
- **Study, Meeting and Team Rooms.** TCU Facilities has installed signage to limit room capacities and/or identify any furniture restrictions necessary to enable appropriate physical distancing.
- **Computer/Copy Areas.** TCU Facilities has installed 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.
- **Elevators.** TCU Facilities has installed 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 has installed 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 monitors inventory and restocks soap and paper towels, but occupants may report shortages to TCU Facilities Customer Service at x7956.