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## Overview

As part of the University's contingency planning, the Trustees have designated specific criteria under which an operational "pause" will be necessary to allow for further collection of information while reducing potential additional COVID-19 exposure to the greatest extent possible. This document outlines the campus operational changes during a pause, as well as guidance provided for departments, colleges, schools, and other academic units.

### What is a Pause?

Similar to Phase 1 and 4, an automatic pause would result in all classes being delivered online and work being conducted remotely to the extent possible. However, students will also be asked to *shelter in place*, and only critical personnel will be allowed on campus for a period of five (5) business days.

To see the contingency plan outlining the triggers for the pause, visit [this site](#).

### What happens during a Pause?

- All courses will be taught online. No in-person classes will be conducted.
- All employees, *except critical pause personnel*, will be required to work remotely.
- All campus buildings will close for the duration of the automatic pause.
- No in-person on-campus meetings will be conducted.
- No on-campus visits or hosting will be allowed.
- All face-to-face activities will be suspended, unless explicitly permitted in this plan or through an exception process (requests should be submitted in writing to the EEPG).
- Other academic and work functions (e.g., critical for research or support) will be conducted remotely, with the exception of critical operations.

### When does a pause end? What happens after a Pause?

A pause would last five (5) business days. After which the President will determine next steps, including but not limited to a return to on-campus instruction, or a shift to a fully virtual environment.

A pause would allow UW to complete an assessment of the infection situation on campus (e.g., is this a statistical blip or a real trend, is it evidence of community spread or a localized outbreak), including a review of the monitored criteria, to allow the President to make an informed decision, in coordination with local public health officials, to return to campus operations or shift to a virtual environment.

## Academics

The following guidance is provided to all University of Wyoming students and faculty to adequately prepare and immediately respond to an *automatic pause*.

### Instruction:

- All courses will be taught online. No in-person classes will be conducted.
- Students and faculty will be informed via WyoCourses + other email options.

### Academic Support:

- Students will be able to access tutoring and advising services virtually.
- Virtual cultural programs will be provided through Global Engagement Office (GEO) and other academic units.
- Professional Academic Focus: activities that provide additional structure to students' days, such as assigned exploration of Handshake, select LinkedIn content, building of LinkedIn profiles, and other career and professional development will be offered. Content executed via SOAR will be assigned, including a COVID-Recovery Badge in SOAR.
- Online scavenger hunts and other virtual activities will be offered to allow for exploration of campus resources.
- For students in visual and performing arts, limited access to individual studio performance spaces may be considered; however, students are expected to shelter in place unless explicitly granted this permission.

**Student technology:** Please see Technology.

**Research support:** Please see Research.

### Campus Services:

- Most facilities will revert to pre-opening status, with access limited to critical pause personnel with authorized access to buildings.
- While most buildings will be closed, basic custodial operations will continue for all critical on-campus operations.
- Student support services such as the Scholarships and Financial Aid, Office of the Registrar, Advising, Career, Exploratory Studies Center (ACES), Student Educational Opportunity (SEO), the Office of Graduate Education, etc. will shift to virtual support, programming, and appointments. University Counseling Center to virtual support and programming.
- Clinical services through the Speech Language Pathology clinic will shift to virtual support.
- Most in-person student- and public-facing student services will be moved to virtual means or suspended.
- The ACES Testing Center will remain open by appointment. The drop box in the hall outside of the Cashiers Office s will remain open.

### Testing Priorities:

- During a pause in phase 1 and 2, testing priority will be given to those living in residence halls, including students and staff. However, in phase 3, all students, faculty and staff on campus are to be tested twice per week.

### Guidance for off-campus students, faculty and staff performing internships, clinicals, and practica off-campus:

- A pause on campus does not apply to off-campus activities.
- Students, faculty and staff are advised to follow local guidance.

## Athletics

The following guidance is provided to all student-athletes and department personnel to adequately prepare and immediately respond to an *automatic pause*.

### **Access to Athletic Facilities (e.g., AA, Fieldhouse, HAPC (including Training Table, etc.):**

- All Athletic facilities would remain open for necessary athletic activities. However, access to facilities may be limited / modified / restricted as determined by Dr. Boyer / UW medical professionals.
- Facilities of particular note include:
  - The Athletic Training Table (located in the HAPC) would remain open. Meals would continue to be provided on a carry-out basis only.
  - The Office of Academic Support (OAS) would remain open. Furthermore, all mentoring and tutoring services would continue to be done virtually.
  - Sports Medicine would remain open.
  - Sports Performance (weight rooms) would remain open.
- As always, all student-athletes and Athletic Department personnel would be required to wear face coverings and adhere to proper social distancing as outlined in the COVID Policy.

### **Athletic Activities (e.g., Competitions, Practices, Workouts, etc.):**

- Minimize / restrict in-person team film / video review, meetings, etc. During these activities, student-athletes / coaches / staff would be required to wear face coverings and adhere to proper social distancing.
- Permit practices, workouts (conditioning / lifting), etc. in a modified fashion (as determined by Dr. Boyer/other medical professionals). During these activities, student-athletes / coaches / staff would be encouraged to wear face guards/masks and adhere to proper social distancing when possible.
- Attempt to reschedule competitions if possible. If not, allow competitions to occur with necessary modifications (as determined by Dr. Boyer/other medical professionals).

### **Testing Priorities:**

- During a pause, testing priority will be given to those Athletic Department personnel / student-athletes who are involved with / participating in “high risk” sports (as defined by the NCAA) and those Athletic Department personnel/student-athletes whose sports are “in-season.” The Athletic Department will continue to balance the testing guidelines outlined by both the NCAA and UW.
- Athletic Department personnel / student-athletes who test positive and / or may have been exposed will be isolated / quarantined per applicable guidelines (e.g., campus, Wyoming Department of Health, etc.).
- Rapid testing will be made available as soon as possible for close contacts with those who test positive.

### **Meeting Basic Needs:**

- Athletic custodial / facility operations will continue for all athletic facility operations. Enhanced cleaning protocols will be implemented as necessary.

## Employee Safety and Success

The following guidance is provided to all University of Wyoming Unit employees and supervisors to adequately prepare and immediately respond to an *automatic pause*.

### Preparations:

It is critically important to understand that an *automatic pause* may be enacted with little or no advance warning, so employees and supervisors must make advanced preparations now. The University recommends, at a minimum, that each group formulate plans to address the following:

### Supervisors:

**Note:** For the guidance listed below, revisit your Units' COVID-19 submissions and processes identified as successful during the University's March 2020 pivot to online-only as needed.

- **Critical pause personnel.** Only employees designated as critical pause personnel will be allowed to remain on campus during a pause, so carefully consider who you need to do so. You may review the Phase 1 list recently submitted, as well as the essential employee list you may have submitted back in March, during the University's pivot to online-only instruction at the beginning of this pandemic. Each employee deemed critical should be notified of his/her status.
- **Technology and work equipment/tools.** You should consider discussing work and technology tools with each employee assuming they are asked to remote remotely. If possible, each employee should be encouraged to bring home their equipment from their workstation (e.g., computer, monitor, printer, video conferencing equipment, etc.). If this is impractical, consider contacting IT to acquire possible loaner equipment.
- **Work schedules.** You should review each employee's work schedule to determine whether it remains viable in a remote work environment. Please keep in mind that some of your employees may need to alter their work hours when asked to transition (e.g., childcare needs may necessitate a change in start or stop times, a standing personal or family obligation may need to be honored, etc.), and you should make every effort to accommodate these changes.
- **Processes requiring face-to-face interactions.** All processes and procedures that require any face-to-face interaction must be revamped so that they can be quickly executed in a remote-work environment (e.g., how paper documents will flow through your team, how to collect signatures for approvals, how to verify identification, etc.).
- **Video conferencing.** Consider including a video conferencing option in all scheduled face-to-face meetings, in case a pause is implemented. As stated in the University's COVID-19 Policy, virtual meetings are encouraged whenever possible.
- **Communication to team.** The concept of an automatic pause may not be widely known or understood by your employees, so consider hosting a session to share your plan, including how employees will be notified and how your plan will be implemented in the Unit. Where notice will come from/how your team will be notified. Identify team members who you should call in the morning (e.g., long commute). A best practice is to craft this email now and keep it in your drafts folder for future use.
- **Communication to customers.** Consider how you will notify your customers about operational changes after a pause is declared. Examples may include adding information in email signature lines, voice mail cover messages, signage around your workspaces, email blasts, building signage, etc.
- **Employee pay.** The operating principle to apply here is "keeping employees financially whole" during a pause. For salaried employees, this will be regular pay regardless of whether they can work remotely or not, consistent with their scheduled hours during the pause. For hourly employees whose jobs do not lend themselves to remote work, they should use the Emergency Leave with Pay absence code consistent

with their scheduled hours during the pause. For hourly employees who can work remotely, or are considered critical, they should be paid per their normal schedule during the pause.

- **New hires.** If you have a new employee who is scheduled to start working soon, consider educating them about the automatic pause, which may necessitate changing their start date.
- **Visitors.** During regular operations, consider encouraging your team to limit and carefully track all persons you have invited to visit your Unit. In the case a pause is declared, you may need to contact them, with very short notice, to cancel or reschedule their visits. Communicate in advance your Unit's pause plan to visitors when the visits are being scheduled as applicable.
- **Contractors working with your team.** Consider developing a plan to notify and transition all contractors to a remote working arrangement if a pause is declared.
- **Employees on PTO or scheduled leave.** Consider how you will reach out to employees on PTO or leave, if their scheduled return date falls into a pause. You will need to alert them to the pause, and encourage them to work remotely, if possible.

#### Employees:

- **Technology and work equipment/tools.** Consider the work and technology tools you will need to have if you are asked to work remotely on very short notice. Discuss with your supervisor any workspace equipment you can bring home. If this is impractical, consider working with your supervisor to acquire loaner equipment from IT.
- **Work schedule.** Consider any work schedule adjustments you may need to make if you are asked to work remotely on short notice. Proactively discuss these changes with your supervisor.
- **Processes requiring face-to-face interactions.** Consider changes required to any processes and procedures that require any face-to-face interaction. Discuss with your supervisor how these processes may need to be changed to accommodate a pause.
- **Video conferencing.** Consider including a video conferencing option in all scheduled face-to-face meetings you host. As stated in the University's COVID-19 Policy, virtual meetings are encouraged whenever possible.
- **Communication to customers.** Consider how you will notify your customers about operational changes after a pause is declared. Develop a plan and review it with your supervisor. Communicate your Unit's plan to customers in advance as applicable.
- **Visitors.** During regular operations, consider encouraging your team to limit and carefully track all persons you have invited to visit your Unit. In the case a pause is declared, you may need to contact them, with very short notice, to cancel or reschedule their visits. Communicate in advance your Unit's pause plan to visitors when the visits are being scheduled as applicable.

#### **Execution:**

When a pause is declared, you must immediately implement the plans you have developed. Here is a list of things you should do, at a minimum:

#### Supervisors:

- Check your email first thing every morning.
- Notify your team of the pause, as soon as possible.
- Personally connect with any employees who have a long commute to campus.
- Instruct your critical pause personnel to report for work, per their usual schedule.
- Implement any process changes to traditional face-to-face processes, as planned.
- Review your calendar for the duration of the pause to ensure all meetings transition to video conferencing.

- Confirm the pause beginning and end dates with your team to ensure everyone in your Unit is on the same page.
- Implement your communication plan to your customers, if applicable.
- Contact any new hires who are scheduled to begin work during the pause.
- Notify all visitors of the need to reschedule, if applicable.
- Notify all contractors working with your team, if applicable.
- Notify all employees on PTO or leave, who are scheduled to return during the pause, as appropriate.
- If the pause was enacted during working hours, ensure your employees exit the building in an organized way, adhering to social distancing guidelines. Stagger departures if necessary.
- Take home everything you need for next five business days.

#### Employees:

- Check your email first thing every morning.
- If, and only if, you are an critical pause personnel, report for work per your usual schedule.
- Implement any process changes to traditional face-to-face processes, as planned.
- Review your calendar for the duration of the pause to ensure all meetings transition to video conferencing.
- Implement your communication plan to your customers, if applicable.
- Notify all visitors of the need to reschedule, if applicable.
- Confirm the pause beginning and end date with your supervisor to make sure you are on the same page.
- Take home everything you need for next five business days.

#### **Meeting Basic Needs:**

- Early Childcare Education Center (ECEC) will remain open during a pause – unless conditions change and President deems necessary to close.

## Environmental Health and Safety

The following guidance is provided to all University of Wyoming students, faculty and staff to outline how UW Operations will adequately prepare and immediately respond to an *automatic pause*.

### Cleaning Plan and Schedule:

- During a pause, common areas will be thoroughly cleaned and disinfected over the course of the pause.
- Part-time staff will be used to augment regular custodial staff.
- The cleaning Process for a Positive COVID-19 Test Notification will remain the same during a Pause:
  - Operations (UW Safety Office Manager or Deputy Director) is notified; AVP is updated.
  - RLDS and/or custodial zone manager are contacted (CEP for after hours) and instructed to place “closed for cleaning” signs in affected areas.
  - Private spaces are isolated for 7 days and then cleaned using normal, routine cleaning procedures.
  - Common areas, as identified by the COVID team interview, are disinfected, following CDC guidance, by a UW acquired Hazard Remediation Contractor.
  - Closed signage is removed as spaces are cleaned.

### Facilities Preparations Plan:

During a pause UW Operations Facilities Management will operate under the approved Staffing Plan, including:

- Central Energy Plant: The plant is a 24/7/365 operation with a permanent 1<sup>st</sup> shift with the other support shifts rotating. The first shift has been operating under a partial isolation plan so if the 1<sup>st</sup> shift needs to quarantine it will have minimum coverage. If one of the rotating shifts need to quarantine, then the rotations can be altered to cover during the quarantine days.
- On-call key Ops FM Departments: These departments have been operating under a partial isolation plan, so Operations will have minimum coverage during the pause.
- Business Services / Utilities / Engineering / Planning & Construction / Real Estate: Staff members have been working independently and mostly from home so if one/some need to be in quarantine there will be coverage during the pause.
- Postal Services: Small staff working closely together so if quarantine is required UW Operations will need to work with the Laramie Post Office for a work around during the quarantine days.
- Other Operations: Departments may need to quarantine with no impact on campus day-to-day functions.

### Campus Signage Requirements:

- During a pause, the Restricted Access Signage will be reinstalled on any locked exterior door.
- All other signage will remain in place.

### Retail Services Plan:

- All retail dining would be closed.
- See Student Life & Housing for further details on dining services.

### Security Plan:

- Police Department: The UW Police Department (UWPD) is committed to ensuring the health and safety of all university Faculty, Staff and Students. Should a pause be deemed necessary the UWPD will ensure that all buildings are locked and closed to non-critical pause personnel and will maintain the security of campus.



**Contractor Plan:**

- All Operations contractors have been notified of the University's COVID policies and will be notified that the University has declared a pause.
- Only critical contractors / vendors will be allowed on campus, as determined by Operations in consultation with the EEPG.
- Contractors working through UW Operations that test positive or have been exposed will be notified by their county health department to isolate or quarantine.
- Contractors that test positive will not be allowed to return until cleared by their county health department.

**Transit Plan:**

- All fixed routes (Union Express, South Express, Campus Commuter) would shut down.
- SafeRide would shut down.
- LaramieLink Dial-A-Ride will continue to operate Monday – Friday (7:00am – 6:30pm) and weekends (10:00am – 4:00pm).
- ADA Paratransit would function as normal.
- Transportation Services customer service office would close physically, but still operate remotely.
- All non-critical pause personnel would work remotely.

**Testing Priorities:**

- During a pause, testing priority may be given to staff that continue to work on campus.

## Research

Under a pause, all labs and other research facilities shall continue to conduct research activities to reduce lab and facility personnel as needed to reduce the spread of COVID-19, as was done in the spring of 2020 at the start of the pandemic, unless directed otherwise at the discretion of the President. Additional detail on research procedures can be found on the [ORED COVID-19](#) webpage.

### Research Under a Mandated Pause:

- **Safety.** The health and safety of our people and community is our highest priority. Please review your lab's safety protocols, ensure your space and equipment continue to be properly secured, cleaned and sanitized, and adjust as appropriate to account for any impacts to normal safety measures and cleaning procedures. Additionally, please follow social distancing in and out of the lab to keep you and your co-workers safe, including during travel to and from research spaces.

Respect the concerns of the researcher. If a researcher is uncomfortable performing a scope of work, the researcher's work scope must be respectfully adjusted. The supervisor will work with the research team to find other ways to get the required work done.

- **Plan for reduced staff.** Consider measures that encourage the fewest number of staff interacting at one time. Caution against staff working in isolation without some level of communication with other staff.
- **Create standard operating procedures (SOPs).** Create SOPs in laboratories and for field research to minimize risk of exposure. SOP's should be posted, shared with, and adhered to by all faculty, staff, students, and visitors in the research space with a copy provided to the reporting department head and dean/director. Be sure the SOP includes repercussions for those not following the SOP.
- **Adhere to travel policies for externally sponsored research travel and UW sponsored travel.** See the [ORED COVID-19](#) webpage for details.
- **Graduate and undergraduate student research.** Faculty advisors are the best resource for graduate and undergraduate researchers who have questions or may need to adjust research-related protocols or operations. Individual PIs need to carefully evaluate how to reduce density in their labs and allow students, post docs, and other lab staff to work remotely as much as possible. PIs should consider what research and operations are critical and what research could either be paused or prioritized (e.g. data analysis, manuscript or review article writing) to allow research teams to work remotely.
- **Human research / IRB.** Changes to research studies may be necessary to protect participants, staff, and yourself. Federal regulatory and UW policy requirements must still be met. Current recommendations for IRB-related research during the COVID-19 outbreak are detailed [here](#). Approved *Exempt* protocols may rapidly make changes in their protocols to protect the well-being of all involved. Approved *Expedited* and *Full Board* protocols must submit an [IRB Protocol Update Form](#) and [F2F Addendum](#) within five (5) business days of making any welfare-necessary protocol changes. Please direct any IRB inquiries to [IRB@uwyo.edu](mailto:IRB@uwyo.edu).
- **Vivarium and animal research.** During a pause, animal research may continue and basic research animal care (health checks, feeding, watering, and husbandry) must continue. It is the responsibility of the research project PI to ensure that all research animals are given welfare checks daily to ensure that animals have adequate food, water, sanitary caging, and medical care without bringing undue risks to their own well-being or that of their research teams.
- **New research protocols.** During a pause, the IACUC/IRB/IBC/RSC will continue to meet remotely and review protocols to ensure that UW can return to full capacity as quickly as possible. Please follow normal committee practices and deadlines but acknowledge that all approvals may depend on research operations during the COVID-19 pandemic. Researchers who have time-sensitive protocols (e.g. animal migration studies) should submit even sooner than normal in anticipation of larger-than-normal

*Disclaimer:* The University of Wyoming Pause Plan is informed by health and safety recommendations from the CDC and the Wyoming Department of Health. This plan may be modified based on the evolving environment. Please refer to this document regularly.

workloads on the committees but must understand that no work is guaranteed under the current situation surrounding COVID-19.

- **Research Services (Pre-award).** During a pause, ORED staff will continue to work remotely and assist faculty, staff and students with proposal submissions and execution of agreements. Please continue to contact [research@uwyo.edu](mailto:research@uwyo.edu) with any questions.

#### Research in the Event of a Building Closure:

In the event COVID-19 contamination requires closure of a research facility or building housing research operations, research may have to cease other than for mission critical operations. Mission Critical research operations are those that if halted, delayed, or interrupted, could result in:

- Endangerment to human subjects or pose unreasonable risk to human subjects;
- Endangerment to animal subjects or pose unreasonable risk to animal subjects;
- Loss of experiments or data that will be impossible to replicate; and/or
- Loss of instrumentation, infrastructure, and/or an unsafe/unsecured laboratory environment or other catastrophic loss.

Mission Critical research operations and personnel will be identified by PI's with confirmation determined by the appropriate department head and dean/director. All such determinations will be promptly shared with the Vice President of ORED, UW Risk Management, and UW Police, and any concerns will be addressed on a case-by-case basis.

To be prepared for a potential building closure, ORED recommends the following:

- Identify personnel who are able to safely perform critical pause activities and establish a communication chain should the need arise to close down a research building. Department Heads and Deans will need to work with UW Risk Management and UW Police Department to implement a schedule for building access to perform mission critical research.
- Coordinate with colleagues in your department who have similar research activities and experience to identify ways to ensure coverage of critical activities.
- Review emergency procedures with researchers who are performing critical research and critical research operations.
- Ensure door signage is up to date, including approved IACUC Animal Use Protocols, biosafety/radiation safety notices etc.
- Ensure high-risk materials are secured with current emergency contact information.
- Maintain a sufficient inventory of critical supplies that may be affected by global shipping delays and supply chain shortages. During a Presidentially mandated pause, shutdown of a building, or complete campus shutdown, the UW Chemical Stockroom will allow for limited hours of operation to provide cryogenics and other gases needed to maintain samples and instrumentation. Researchers should prepare to have sufficient materials to maintain their research (e.g. liquid nitrogen, helium, etc.).
- Ensure remote monitoring devices for critical equipment are working properly (i.e. -80C freezer sending out alarms and notifications). Consider installing alarms if not already in place.
- Communicate the need to avoid performing high-risk procedures alone and attain approval from your unit head prior to completion of such work. Ensure a notification/check-in process is in place.
- Ensure all biohazardous agents are properly secured at the end of each workday. Do not allow biohazardous wastes to accumulate. Solid biohazardous wastes should be autoclaved at the end of each day and disposed. Liquid biohazardous wastes should be treated with chemical disinfectants or autoclaved and disposed. Use fresh disinfectant to clean lab equipment and benches where work takes

place at the end of each day. Do not neglect disinfecting commonly touched surfaces including door handles, sink faucets, telephones, etc. Doors to labs should remain locked when no one is present.

- Basic research animal care (health checks, feeding, watering, and husbandry) will continue. In the event of a building closure, new animal orders, imports, and transfers may need to be suspended and the IACUC Chair and Attending Veterinarian notified. Researchers would need to cease all non-critical interventions and experiments. Depending on the duration of the closure, researchers may need to reduce animal colony sizes to reduce animal care workloads. Please refer to additional advice presented [here](#). Direct requests and concerns to [IACUC@uwyo.edu](mailto:IACUC@uwyo.edu). Direct animal welfare concerns to the UW Attending Veterinarian, Dr. David Evertson, at 307-745-7341 or [uwvet@uwyo.edu](mailto:uwvet@uwyo.edu).
- To restart research after a building closure, please see the guidance provided [here](#).

## Student Life and Housing

Below provides an outline of the campus operational changes during a pause, the guidance provided to all students, and the living environment for residence halls and on-campus fraternity and sorority houses.

### Student “pods”:

As an organizing structure, the University is using the concept of pod living to help capture the immediate members of a student’s living environment. For students living in a house/apartment in Laramie, their pod would be the other house/apartment members. For those living in a fraternity or sorority house, a student’s pod is the other live-in chapter members. For students living in the residence halls, pods are all other members on the same floor of the same building (e.g., White Hall, 2<sup>nd</sup> floor is one pod). Students will then be guided to engage exclusively with their fellow pod members during a University designated pause.

### Pause operational changes:

In addition to the general guidance, Student Life & Housing operational changes include:

- No in-person on-campus meetings with advisors, tutors, staff, or peers.
- No on-campus visits unless to Student Health Services, Washakie Dining, or Residence Life offices for those living in the residence halls.
- If a pause is triggered before students move into Residential Halls, Residence Life will continue with move in schedule and inform students they must ‘shelter in place’ for the duration of the pause.

### Residence Halls:

- Organize each pod by floors in the hall.
- Some toiletry supplies will be available at the hall desks.
- Pods will be groups of approximately 24 students, there will be shared bathrooms, shared laundry, and a shared central common space.
- No other guests or visitors will be permitted on the hall floor, only pod residents.
- Pod residents are able to engage with other pod members while wearing masks, social distancing, and participating in the surveillance testing program.
- Should a pod member test positive, all the other pod members would also need to quarantine for 14 days minimum. Surveillance testing will continue, providing members the opportunity to test weekly to identify COVID-19 status. If additional members test positive or become symptomatic, quarantine will continue.

### Guidance for off-campus students:

- Students are to only be in contact with members of their pod.
- Outside activity guidance: students can go outside but are not to engage with people outside of their pod.

### Washakie Dining Center:

- All retail dining would be closed.
- Washakie Dining would provide meal service to students on meal plans only.
  - Students would pick meals up in Washakie with reinforced messaging about social distancing.
  - Students assigned to an A or B lunch would be asked to continue coming to lunch at their regularly scheduled time (time assignments will be determined in phase 2 of the return plan).
  - Students would be asked to take their meal back to their room or eat outside with proper social distancing.
  - In the event that a pod needed to be quarantined, meals would be delivered to all students in that pod.

**Fraternity and Sorority Life (FSL):**

- 9 chapter houses on campus, 6 Fraternities, 3 Panhellenic Sororities each of which have a live-in house director. Chapter houses vary in size from 11-36 members. Chapter house 'pods' include shared laundry and bathroom services.
- Notice to chapters about Pause Status: the campus-wide notice will be followed by an FSL communication to Chapter Presidents, Housing Corporation, and House Managers.
- Once a pause is announced, all those living in the house must return to the residence.
- No other guests or non-resident members will be permitted in the house other than the house director and professional (not student) kitchen staff for the chapters with commercial kitchens. Chapters that do not have formal kitchens will permit members to use their communal kitchen 1 at a time with a commitment to properly clean and sanitize spaces between uses.
- Each chapter is a pod where members of the pod are able to engage with other pod members while wearing masks, social distancing, and participating in the surveillance testing program.
- Should a chapter member test positive, all pod members would need to quarantine for 14 days minimum, in the chapter facility. Surveillance testing will continue, providing members the opportunity to test weekly to identify COVID-19 status. If additional members test positive or become symptomatic, quarantine will continue.

**Testing Priorities:**

- During a pause, testing priority will be given to those living on campus in the residence halls – students and staff. However, in phase 3, all those on campus are to be tested twice a week. Therefore, all those living on campus will innately be tested, but priority will ensure they are scheduled first.
- Testing will be made available as soon as possible for close contacts with those who test positive in an on-campus pod.

**Resources:**

- **Student Affairs Support:** Residence Life and Dining Services along with Student Health Services and the Dean of Students Office will continue on-campus services. Other services in the division, including Campus Recreation & Wellness, University Counseling Center and the Center for Student Involvement and Leadership (CSIL), will shift to virtual support and programming.
- **Academic Support:** Students will still be able to access tutoring and advising services virtually.

**Meeting Basic Needs:**

- On campus mail service in the halls and apartments will continue.
- For students needing support in accessing groceries or prescriptions, the following resources could be helpful:
  - Safeway – grocery delivery options (\$)
  - Walmart – grocery pickup and delivery options (\$)
  - Interfaith – community food pantry with delivery options
  - UW Food Pantry – see Dean of Students [website](#) – with options for pick-up of groceries during hours of operation
- UW's Information Technology may have additional laptops available if a student is not able to access computers during the pause.
- A limited number (2) of student computer labs will remain open for only students who do not have necessary technology to complete their online courses.
- Student Health Center will remain open for in-person and telehealth appointments.
- The University Store can arrange for on-campus delivery or for pick-up on the lower level of the Union.
- Students living in the residence halls or FSL housing should be encouraged to have a "COVID-19 bag" prepared in the event that they need to be moved to isolation or quarantine housing. (See the following link for recommendations: <https://www.facebook.com/CenterForWildernessSafety/posts/3254862697940057>)

## Technology

From the technology infrastructure perspective, IT and the Technology Working Group are well-positioned to transition into a pause period or to all online classes. The majority of UW's "all online" technology architecture was placed into service in UW's Spring move to all online. It has remained in place since then with additional enhancements having been made. From the technology perspective, no disruptions are expected with UW pausing or moving entirely online.

### Pause Period Operational Approach:

In addition to the general guidance, Student operational changes include:

- IT staff will continue to work remotely unless they are needed on-campus, are critical to be on-campus or there is an emergency they may need to respond to.
- IT meetings will be conducted remotely.
- IT employees at UW Residency Centers, UW Casper College and the Law College will follow additional guidelines issued by those locations.

### Meeting UW Operational and Support Needs:

- The IT Help Desk will continue to be the main point of contact for customers for technology related needs.
- IT teams and employees will continue to provide technology services and support as needed and expected.
- The student remote computing labs will continue to be a priority. Students and faculty will continue to have remote access to specialized software used for classes through the Remote Lab System.
- Support for all UW software applications and computing infrastructure will continue and will be managed to provide services as needed and expected.
- To minimize in-person interactions, curbside services will be implemented for the IT Walk-In Service Center and the WyoOne ID Office.
- Coe Library's and the ITC's student computer labs will remain open for limited hours to allow computer and Internet access to Laramie staff and students who do not have any other options.
- Laptops and other technology will continue to be available for checkout to students, faculty, and staff.
- IT will have a limited number of mobile hot spots that can be checked out to students to provide internet access to those that might not have it available at home.
- Key IT staff will continue to work with the PMO, EEPG, Media Relations and President's Office for any reporting or communications needs. Support for dashboards and reporting will continue to be the priority to allow leadership to have the data they need to make informed decisions about the pause.

### Communications:

- IT and UW should continue to expect resistance to the use of some technology as it relates to reporting and contact tracing. The most effective technology will be selected to minimize privacy concerns. IT and TWG will work with the EEPG and Media Relations to try to address possible concerns.
- IT and the TWG will continue to update the UW community regarding technology issues during the pandemic.

### COVID Testing of IT Employees:

- For current reopening phases, during a pause, COVID testing priority will be determined by UW policy, which at the moment includes a few IT employees that are continuing to work on campus, and who are unable to social distance.

## Testing, Tracing and Support

In the event that pause criteria are met per the Contingency Plan Matrix, the plans for Bridge testing and Surveillance testing will not change significantly.

### **Pause Period Operational Approach:**

In addition to the general guidance, testing / Student Health Services operational changes include:

- There will be no on-campus visits with the exception of urgent, in-person visits to Student Health Services or Residence Life services.

### **Bridge Testing Priorities during Pause:**

- 1<sup>st</sup>: Students living in residence halls and FSL housing due to high density population/high exposure risk.
- 2<sup>nd</sup>: Critical on-campus staff at increased exposure risk (e.g., SHS, UW PD, RLDS, Operations/Custodial staff, Bridge/Surveillance testing staff).
- 3<sup>rd</sup>: Staff and students who must come to campus but have lower exposure risk (e.g., conducting on-campus research).

### **Symptomatic Testing during Pause:**

- All SHS-eligible students with symptoms concerning for COVID-19 will be encouraged and able to seek diagnostic testing at SHS. Rapid antigen testing is available as well as RT-PCR testing through Wyoming Department of Health. Students will need to call to schedule an appointment and may be seen via a “hybrid” appointment where they will have an initial telehealth consultation with an SHS clinician, then directed to come to the clinic for testing and physical assessment if indicated.
- All staff/faculty and SHS-ineligible students should seek medical evaluation through a healthcare provider of their choice.
- Students/staff/faculty with concerning symptoms should NOT wait for surveillance testing to obtain a diagnosis.