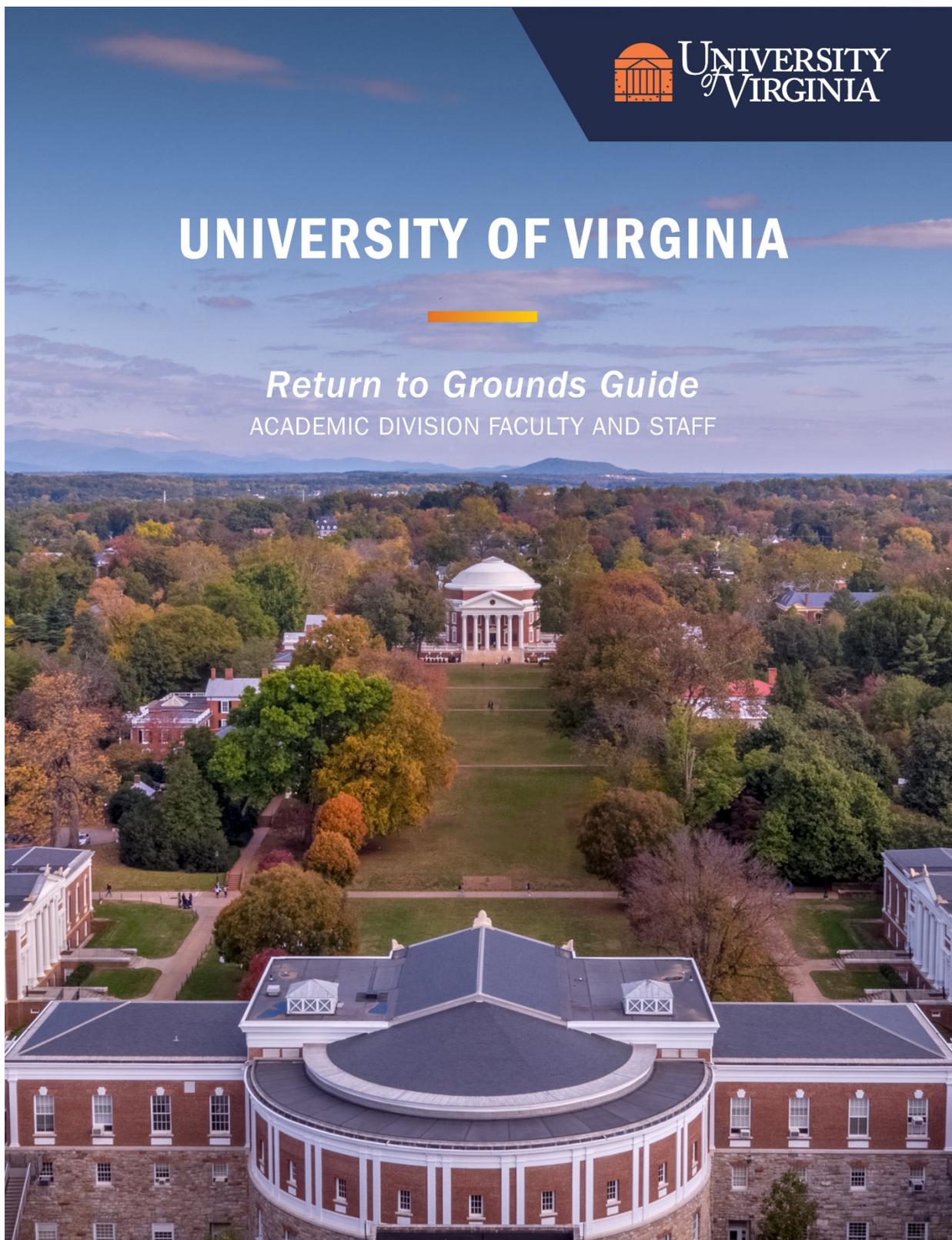




UNIVERSITY OF VIRGINIA

Return to Grounds Guide

ACADEMIC DIVISION FACULTY AND STAFF



Updated 7/2/2020. Guidance will evolve over time. Please check the University's [Return to Grounds website](#) for the most current information.

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Welcome

The success of every aspect of our plans to bring students and greater numbers of our workforce back to Grounds depends on our talented faculty and staff, whose health and safety is of paramount importance. This guide is intended to serve as a resource for Academic Division faculty, staff, and student workers as they prepare for their eventual return to on-Grounds workplaces.

Guided by public health requirements and recommendations, UVA has developed a staged reopening plan. Throughout our preparations for returning to Grounds, our guiding principles are two-fold: (1) remain steadfast in our commitment to deliver our missions: exceptional experience for our students, conduct excellent research and clinical care, and serve the commonwealth; (2) implement the necessary measures to promote the health and safety of the UVA and Charlottesville communities; and (3) be responsible stewards of University resources.

We are modifying practices, policies, and workspaces across Grounds based on recommendations from our own subject matter experts and public health guidance from external resources. Things will look and feel different. We will need to work together and remain flexible as we embark on this uncharted territory. Thank you for doing your part to promote a healthy and safe working and learning environment on Grounds.

Timing

In charting a path forward amid the evolving circumstances of the COVID-19 pandemic, the University is committed to providing students, faculty, and staff with an environment where our employees can thrive. Just as we know that some students will not return to Grounds this fall, we know that even with extensive precautions, not all faculty, staff, and graduate teaching assistants will be in a position to resume in-person work and teaching.

As deans, department chairs, and managers plan for the fall, they will work with Employee Relations and HR Business Partners to honor requests from faculty and staff for accommodations and modifications while considering the impact on and constraints of research, curricular, student, and workplace needs.

Faculty, staff, and graduate teaching assistants may request modifications directly from their dean, department chair, or supervisor and those comfortable making COVID-19-related requests through those channels are free to do so. As an alternative, individuals may instead [submit this form](#) to Employee Relations. Schools and units will follow up with additional details about implementation and timing.

Expectations & Guidelines

The information in this guide is subject to change based on the progression of COVID-19 in Charlottesville and the surrounding area, as well as continued local, state, and federal guidance. All of us will need to remain adaptable as we work together to navigate the physical return to Grounds and adopt a modified way of working. [Area coordinators](#) have been identified for each school and unit to serve as resources for their colleagues who have questions related to physical spaces, supplies, and changes in practices. To ensure safety, shared accountability is essential. Students, faculty, and staff are expected to support and comply with the policies, practices, and guidelines outlined in this document and on the [Return to Grounds website](#). Based on workplace environments, departments may have additional guidelines and expectations. In early July, UVA HR will provide an online Returning to Grounds training module for Academic Division faculty and staff to complete prior to their Return to Grounds or as soon as possible if they are already working on Grounds.

Self-Monitoring

Personal awareness is a key component in combating the spread of COVID-19. Before returning to Grounds each day, take a moment to assess your health for signs and symptoms of illness. According to the Centers for Disease Control (CDC), people with COVID-19 have reported a wide range of symptoms, ranging from mild to severe. Symptoms may appear 2-14 days after exposure to the virus and include:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain

- Sore throat
- Loss of taste or smell (without a stuffy nose)

This list does not include all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. For the most up-to-date information on COVID-19 symptoms, please check the [CDC website](#).

Daily Health Checks, Screening, & Testing

We are creating, in concert with the [Virginia Department of Health](#) (VDH), a comprehensive COVID-19 testing plan that will include students, faculty, staff, and members of the community. We have settled on some of our plans (outlined below), and we continue to evaluate others. In the latter category, we are still evaluating the options for testing our students for COVID-19, including whether we will test all students upon arrival. We will make an announcement on that in the coming weeks and post information on the [Return to Grounds website](#). Below, however, are the elements of testing strategy that are settled:

- The University, including UVA Health, is developing a single app for use by all members of the community. All faculty, staff, and students will be asked to complete a daily health attestation through an electronic tool, indicating that they are symptom-free before coming to Grounds. Watch your email for a separate announcement with more information and instructions.
- We are and will continue to offer testing to anyone who exhibits symptoms.
- In addition, we will make available voluntary testing for faculty, staff, contract employees, and students who are concerned and may not exhibit symptoms. These tests will be available through an online schedule.
- In partnership with the Virginia Department of Health, UVA will help support voluntary testing of community members.
- We are working closely with the Virginia Department of Health to effectively trace contacts of anyone who contracts the virus.
- Once classes start, we will perform testing and other monitoring to assess the prevalence of viral infections; we will be monitoring Grounds closely and respond with increased testing to detect any asymptomatic or presymptomatic cases anywhere where our examinations suggest there might be a cluster of cases.

Depending on your work location and the role you perform, you may be subject to periodic health screenings such as temperature checks when entering buildings, before/after shifts, or when exhibiting signs of illness. NOTE: Any faculty or staff working in medical buildings will be required to abide by UVA Health temperature monitoring guidelines.

The testing and community tracing plans raise important issues of privacy. Protections will be created that will limit access to testing information consistent with relevant statutes like the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). More information about our plans and these privacy protections will be available in the coming weeks.

Wash Your Hands Often

Personal hygiene measures are a key component to preventing the spread of COVID-19. Per [CDC guidance](#), wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth with unwashed hands. The University is placing hand sanitizer stanchions in common areas across Grounds.

Avoid Close Contact

Practicing social distancing and maintaining space between you and others is best practice and will be expected on Grounds to reduce exposure to the COVID-19 virus and slow its spread. Schools and units will be provided with space standards and recommendations to help them determine physical modifications to workspaces and arrangement of furnishings necessary to promote social distancing. Follow these physical distancing practices on Grounds:

- Stay at least 6 feet from other people for any contact longer than 10 minutes. Always observe the 6 feet distance unless your job requires physical spacing closer than 6 feet.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.

Wear a Face Covering

Appropriate use of face masks/coverings is important in minimizing risks to the wearers and those around them. Per [University Police SEC-45](#), face coverings must be worn by all faculty, staff, and students while inside a University facility or otherwise inside a building on University Grounds or on any University property when in the presence of others. Face masks must also be worn on University transit buses. Examples of these include common workspaces, meeting rooms, etc. Follow guidance for putting on and taking off your face mask, as well as storage and disposal of your face masks to help minimize risks.

The University has purchased two cloth face coverings for each staff and faculty member. School/ unit officials will distribute these face coverings to their employees. Employees are responsible for washing them between uses. If preferred, employees may wear their own face coverings that meet policy standards. Disposable masks will be provided to faculty, staff, and students who forget to bring their own.

Cleaning & Disinfecting

Keeping our Grounds clean and safe is our priority. The University will continue to clean offices, workspaces, and classrooms based on [CDC guidelines](#) and has implemented comprehensive [enhanced cleaning practices and protocols](#) to promote a clean and safe work environment.

Be mindful of the spaces you occupy and the various things you touch throughout the course of your day. Clean AND disinfect frequently touched surfaces after use. This includes tables, doorknobs, light switches, countertops, keyboards, and shared items such as coffee machines, communal refrigerators, and copier buttons.

The University is placing hand sanitizer stanchions in common spaces across Grounds and providing initial stock of cleaning supplies, such as disinfecting wipes, for departments. Ongoing restocking and resupplying will be handled by departments.

Restrooms

Physical distancing practices (stay at least 6 feet from others) apply to restrooms on Grounds. Wash your hands thoroughly after using the restroom.

Elevators

Use the stairs whenever possible. Some stairs and hallways will be designated as one-direction only. Please be mindful of posted signage.

If you must use the elevator, avoid touching the elevator buttons with your exposed hand/fingers. Wash your hands or use hand sanitizer upon departing the elevator.

Meetings and Spaces

Limited occupancy with rotational schedules will be used to maintain social distancing in public spaces. Physical barriers will be provided in library study-spaces, at public-service locations (such as dining hall cashiers, help desks, and customer-service points of access). A UVA HVAC Standing Task Force is conducting ongoing reviews of CDC recommendations, industry best practices and standards concerning the design, maintenance, and operation of building heating, ventilation, and air conditioning systems for the duration of the pandemic. The University is currently assessing all institutional spaces to determine new capacities and will release further guidelines in the coming weeks.

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Meeting room capacity guidelines and rules will change to facilitate social distancing standards.

- Whenever possible, meetings and communications with colleagues should be held using virtual collaboration tools (Zoom, Microsoft Teams, telephone, etc.) rather than face-to-face.
- In person meetings are limited to the restrictions of local, state, and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements.
- Each room and space is different based on design, size, furnishings, air-handling equipment. Be mindful of signage and posted restrictions when entering or using a shared space.

Meals & Common Areas

Dining halls will be open for students with a meal plan but dine-in options will be limited in all dining halls and retail dining facilities. Dining halls and retail dining locations will reduce seating capacity by 50 percent in accordance with Governor Northam's [Executive Order 63](#), maintain counts at entrances and exits to control occupancy, and add outside locations where possible for food pick-up. Most dining retail locations are scheduled to be open in the fall and will be available to students, faculty, and staff with expanded options for take-out and mobile ordering. Please visit the [Dining Services website](#) for up-to-date information.

Here are a few personal safety practices you can take when considering meals and common areas.

- Wash your hands thoroughly before and after eating.
- Maintain 6 feet distance between you and others if you are eating in a break room or shared office space.
- Do not sit facing one another.
- Only remove your face covering in order to eat, then put it back on.
- Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas. UVA will provide wipes and/or paper cloths and disinfectant for this purpose.
- Bring your own water and coffee to minimize use and touching of water fountains, ice machines, water coolers, and community coffee areas.
- Bring your own lunch and store it in a personal cooler. If you must use a community refrigerator or a microwave, use a paper towel to open the door and throw the paper towel away.

Parking & Transportation

University Transit Services (UTS) is operating but due to COVID-19, passengers can expect changes:

- Passengers and drivers are required to wear a face covering.
- Passengers should board through the rear doors (exception: passengers who need the ramp will board through the front doors).
- The standee line has been moved away from the driver and seating capacity has been reduced by 60%. These capacity changes require significant route changes that will prioritize longer trips.
- Service will end at 10PM to allow for enhanced cleaning of buses.
- For more information, see the [COVID-19 UTS Riders' Guide](#) and [Complete information about UTS](#).

With some modifications, parking management, including locations and fees, will return to normal in August. Communications will be issued to employee permit holders in late July. Modifications include:

- Some commuter parking permit designations will be consolidated and residential student storage parking formerly near the stadium and in the Emmet/Ivy Garage will be relocated.
- Parking meters and payment stations will be removed. Meter payments throughout Grounds, including the recreation centers, will be exclusively via ParkMobile app.
- New options will be available for those who need to park on Grounds occasionally.
- Technology-based parking management approaches will be implemented with increased use of on-line transactions and parking by license plate.
- In-person customer service will be by appointment only.
- Parking citations may be issued via US Mail or email.
- [Parking information](#)

Travel

Given the continuing risk associated with the disease caused by the novel coronavirus (COVID-19) in the United States and around the world, the prohibition on all University international and non-essential domestic travel will remain in place for the foreseeable future. If you require an exception to the prohibition on international travel, please request an application from the Office of the Provost at COVIDTravel@virginia.edu. Requests for exceptions to the policy ([SEC-046: COVID-19 Health & Safety Requirement – Travel Restrictions on International and Domestic Travel for Business & Instructional Purposes](#)) will be evaluated for approval based on the following set of considerations:

- The potential benefit of travel with regard to the mission of the University
- The necessity of the travel in order to achieve the anticipated benefit

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- The potential risk to personal health and safety
- The University's ability to assist in a return to the United States in emergency circumstances
- The risk to the health and safety of the University and Charlottesville community

Due to the health and safety risks associated with travel during a pandemic, the University anticipates a limited number of approvals and only in exceptional circumstances. Any international University travel without a formal exception from the Office of the Provost will not be funded or reimbursed.

Non-essential domestic University travel is also prohibited. Essential travel is defined as supporting activities that are absolutely necessary, cannot be rescheduled, and must be done in person. If a supervisor, associate dean, or dean deems the travel essential, it will be reimbursed. If not, it will not be reimbursed. No formal approval from the Office of the Provost is required.

We ask all University employees to take account of this guidance as they evaluate their own non-essential, personal travel. Check the state and territorial health department websites for the latest information. If you do travel internationally, it is important to note that return may be difficult.

Visitors

Visitors will be discouraged from coming to Grounds, at least through the fall semester, and state and University guidelines for social distancing and the use of face coverings will be enforced. We will release more specific guidance around visitors to Grounds in the coming weeks.

Events

Large events will be coordinated in accordance with [Executive Order 65](#) (or any subsequent Executive Order or guidance from the Governor), and will reflect the current guidance from the Governor based on the phase the Governor designates for easing the temporary restrictions due to COVID-19.

Fall sport athletes will begin returning to Grounds in July and public health protections are being applied that will allow student athletes to train and compete safely. In addition, we are working with the Atlantic Coast Conference (ACC) office to develop and establish medical protocols for use during competitions. While sporting contests are expected to take place, the University has not yet made final decisions about spectator attendance and is awaiting the guidance of the ACC and the National Collegiate Athletics Association (NCAA).

Mental & Emotional Wellness

COVID-19 has had a sudden and dramatic impact on our collective mental and emotional wellbeing. We will need to support each other as we continue to navigate and respond to changing environment. Being a part of a strong support network also means monitoring your own mental and emotional wellbeing. Numerous factors associated with the COVID-19 pandemic are taking a toll on:

- Mental health of individuals
- Social isolation
- Health-related anxieties
- Fear of uncertainty
- Change in routines

The [Faculty & Employee Assistance Program \(FEAP\)](#) offers resources to support you in your mental and emotional wellness. Please familiarize yourself with these resources and do not hesitate to take advantage of services offered.

HR Policies/ Concerns with Returning to Grounds

UVA has put comprehensive guidelines and practices in place to protect the health and safety of the community which are aligned with the directions and recommendations of the CDC and public health agencies. We understand that despite these extensive measures, some may have concerns about returning to Grounds.

If you are concerned, we advise following these steps:

- Discuss your concerns and potential options with your manager.
- If you or a member of your family meet the [CDC high risk criteria](#), you may request a modification to workspace, location, or schedule. Note that while a concerted effort will be made to accommodate these requests, not all will be granted. This largely depends on the needs of your department and the nature of the work you perform.
- If you have been medically diagnosed with a health condition, ADA accommodations and/or leave options may be available.

More information is available on the [UVA HR website](#).

Additional Information for Managers

Additional information and [guidance for managers](#) is available on the UVA HR website. HR Business Partners and staff at the [HR Solution Center](#) stand ready to assist with any questions.

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Resources

[Return to Grounds website](#)

[UVA HR Return to Grounds Guidance](#)

[UVA Operations Status Board](#)

[UVA Parking & Transportation](#)

[UVA Dining Services](#)

[Area Coordinator for Space Readiness](#)

[Planning Assumptions](#)

[Facility/ Space Safety Standards and Recommendations](#)

[Enhanced Cleaning Protocols](#)

[Teaching Continuity](#)

[Research Ramp-up Guidance](#)

[Working Remotely \(ITS\)](#)

[IM-Rec Sports](#)

[Faculty & Employee Assistance Program \(FEAP\)](#)

[Centers for Disease Control \(CDC\)](#)

[Virginia Department of Health \(VDH\)](#)