



Draft Campus-Specific Guidance SARS-CoV-2 (COVID-19)

This document contains campus-specific guidance for the University of Montana Healthy Fall 2020 plan. The information is organized under the 11 planning areas included in the Montana University System's "MUS Healthy Fall2020: Planning Guidelines for Campuses" released on June 1, 2020.

Each planning area was addressed by a team of university employees with specific knowledge and expertise pertaining to the planning area. A full list of the individuals involved in this comprehensive planning effort will be included in the final draft of the UM Healthy Fall 2020 plan. Here are the planning areas and the campus lead contacts for each.

- Deliver Quality Instruction** (Nathan Lindsay)
- Conduct Research and Creative Scholarship** (Scott Whittenburg)
- Provide Student Housing** (Sarah Swager and Sandy Curtis)
- Provide Food Services** (Sarah Swager and Byron Drake)
- Events and Welcoming Students/Visitors to Campus**
(Sarah Swager, Shannon Brilz, Chuck Maes)
- Athletics** (Kent Haslam and Chuck Maes)
- Provide Student Support Services** (Sarah Swager and Brian Reed)
- Staff Campus Operations** (Paul Lasiter)
- Maintain Buildings and Facilities** (Kevin Krebsbach)
- Provide Campus Transportation** (Jordan Hess)
- Campus Safety and Security** (Chuck Emnett and Marty Ludemann)

This document will be reviewed and edited between June 19 and July 3, with input from students, faculty, staff, health officials and community partners. Information and feedback sessions via zoom are scheduled at the following times:

Information sessions for instructors

Two information and feedback sessions will be held via Zoom. These sessions will be focused solely on academic affairs and instructional delivery. Information sessions will take place from 10:30-11:30 a.m. Tuesday, June 23 and from 2-3 p.m. Thursday, June 25. To participate in an information session, please register by clicking on one of the links below:

[Register for information session scheduled 10:30-11:30 a.m. Tuesday, June 23](#)

*Note, to facilitate Q&A and help us organize feedback, please consider [uploading questions/comments in this Box Note](#) (NetID required).

[Register for information session scheduled 2-3 p.m. Thursday, June 25](#)

*Note, to facilitate Q&A and help us organize feedback, please consider [uploading questions/comments in this Box Note](#) (NetID required).

General Information Sessions

Two information and feedback sessions will be held via Zoom. These sessions will focus on all areas except for the academically-focused “Deliver Quality Instruction” planning area, which has dedicated review and feedback sessions for instructors. These sessions will take place on Wednesday, June 24 from 10:00-11:30 a.m. and from 3:00-4:30 p.m. on Thursday, June 25. Please register for these sessions by clicking one of the links below:

[Register for information session scheduled for 10:00-11:30 a.m. on Wednesday, June 24.](#)

*Note, to facilitate Q&A and help us organize feedback, please consider [uploading questions/comments in this Box Note](#) (NetID required).

[Register for information session scheduled for 3:00-4:30 p.m. on Thursday, June 25](#)

*Note, to facilitate Q&A and help us organize feedback, please consider [uploading questions/comments in this Box Note](#) (NetID required).

Feedback for all planning areas will be gathered in the zoom sessions, via Box Notes, and may also be submitted via email do the planning area lead contacts. **Feedback must be received by 5 p.m. Friday, July 3, to ensure it is included in the first version complete version of the plan.**

The final draft of the UM Healthy Fall 2020 plan will consist of these campus-specific guidelines as well as the General Health and Safety Guidelines released previously. The plan will be provided as a PDF as well as posted on an indexed website.

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Deliver Quality Instruction

Introduction

These guidelines are in effect for all University of Montana campus sites including the Mountain campus, Missoula College campus, West campus, and the Bitterroot College campus as well as offsite instructional spaces (e.g., the YMCA, Snowbowl) during the autumn 2020 semester.

To the extent possible, faculty should develop flexible instructional plans that leverage instructional technology, encourage blended delivery, and encourage smaller groups for in-person class meetings.

While UM is emphasizing face-to-face teaching, some remote, online, or hybrid/blended courses will help free up classroom space for physically distanced face-to-face teaching and provide options for students who need to learn remotely/online and for instructors who need to teach that way.

MUS Guideline 1

- Establish a classroom occupancy, traffic flow, and course scheduling plan that minimizes health risks associated with in-person instruction.

UM will follow state and federal guidelines. Classroom adjustments have been made to configure existing space, identify new space and use course delivery methods to continue to provide in-person education in a safe and healthy manner.

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Classroom occupancy

- Spacing reflecting a 6-foot diameter around seats.
- Fixed seating that will be blocked-off with signage and other indicators so they will not be used.
- Layout, that once set-up, cannot be changed by users. Classrooms with loose seating should maximize physically distanced seating capacities. (For example, some furniture will be moved out of the room to clear up floor space.)
- Tablet arm chairs will be used when possible to increase capacity and seating configuration options that will maximize occupancy with best furniture options.
- Unused classroom furniture should be stored in rooms that are too small to be effectively used for classroom space to maximize seating capacity.
- Lab space and computer rooms with mobile stations will be set-up to the appropriate spacing and cannot be moved. Fixed stations will have signage and marked-off areas.
- Theatre space will have proper signage and marked-off seating areas.
- Studio occupancy will be limited to ensure physical distancing is always practiced.
- Conducting courses outdoors will be at the discretion of individual faculty, weather permitting, but will not be officially scheduled.

For courses with a maximum enrollment between 1-50, face-to-face courses are encouraged.

To maximize limited available classroom space and severely reduced classroom capacities, face-to-face delivery is encouraged for the courses outlined in the face-to-face delivery prioritization section. Courses are recommended not to exceed an enrollment maximum of 30

students, where face-to-face modality is desired. Available space is extremely sparse for courses that exceed this maximum. Enrollment limits should be smaller than normal, and considerations should be made to maintain low enrollment in courses normally cancelled. For courses with a maximum enrollment greater than 50, a blended course format is encouraged.

Some courses greater than 50 could be possible for face-to-face instruction, depending on availability of larger spaces on campus such as the Urey Lecture Hall and the large conference spaces in the University Center Ballrooms, the Phyllis J. Washington Education Center ALI Room and other UM theatres and concert halls.

However, online, remote and blended (including hybrid and “hyflex”) delivery are encouraged for most courses with enrollment over 50 students. ([See the course modality explanations and explanations of benefits and challenges for each modality.](#))

Considerations for this group include the following:

- Priority scheduling for available larger space will go to courses that are in high demand due to major or general education requirements and are based on past enrollment numbers.
- Multiple sections of the same course consisting of both in-person and online modalities could be offered.
- The Registrar’s Office will have the authority to use all available classrooms in addition to the rooms they normally oversee. Current departmental memorandums of understanding regarding room scheduling priorities will be honored if possible, but may be suspended for the autumn 2020 semester for the best fit.
- Course scheduling for classroom space will have priority over department functions and meetings.

Activity classes

- Enrollment limits for activity classes will be reduced to 10 students.
- Activity class instructors may be required to wear masks.
- Equipment rentals will be suspended until further notice.
- Activity classes and programs will not provide mats, blocks, blankets or straps.
- Chris Riley, UM ACTivity Class Program manager, will notify all instructors and students registered for activity classes regarding the autumn changes and safety measurements.

Classroom sanitary and cleaning measures

- UM will provide additional sanitation supplies will be delivered to academic and other departments.
- UM will clean classrooms, labs and other instructional spaces daily.
- UM will clean door knobs and handles in classroom, labs and other instructional spaces daily.
- UM will encourage and mandate that students and faculty clean their classroom seating spaces at the end of every class.

Traffic flow: Outdoor

- UM will use directional signage on sidewalks and around the Oval.
- UM will use directional signage in and out of buildings entrance and exit doors.

Traffic flow: Inside buildings

- UM will mark all building access/egress doors as either “Entrance Only, Exit Only, or No Entry”.
- UM will, when possible, designate suggested one-way traffic patterns in hallways.
- UM will establish directional flow on stairwells (for example, “Keep Right on Stairs”) or have separate stairwells and doors for entering and exiting of buildings where possible.
- UM will install capacity signs such as “one person per elevator” or “Maximum Occupancy limited to ___ Person or People”.
- UM will keep appropriate distancing in areas where lines may form or “Please Wait Here” signage.
- UM will remove tables, chairs, desks, bookcases, etc. that are currently in building hallways that would negatively affect traffic flow.

Traffic flow: Classrooms

- For classrooms with more than one point of access or door, Facilities Services will establish entry and exit traffic flow that reduces cross-directional traffic.
- For classrooms with only one point of access, UM will establish entrance and exit protocols that comply with proximity parameters and do not promote cross directional traffic flow. UM will ensure all students finishing class have vacated the room before the next class can enter.
- Based on directional flow of traffic in hallways, students waiting for class should be on opposite sides of hallway egresses or have designated waiting areas when feasible.

Traffic flow: Labs

Labs should establish protocols like classrooms as listed above regarding point(s) of access. For labs with multiple activity-specific areas within one general lab space:

- Workstations within the area should comply with the proximity parameter.
- Establish a single flow traffic pattern between each of the areas of the lab that does not promote cross directional traffic.

General use space (break rooms, study areas, common spaces):

- UM will maintain proximity parameters for these spaces.
- UM will designate and include physically distant common spaces by the markings and signage for standing and furniture use.
- UM will remove or move any obstacles in these areas.

MUS Guideline 2

- Where possible, work with faculty to develop flexible instructional plans that leverage instructional technology, encourage blended delivery and encourage smaller groups for in-person class meetings.

The Office of the Provost will use the following terms for instructional modalities:

- **Face-to-face:** Students and faculty work together in a scheduled instructional space.
- **Remote:** Students and faculty work together synchronously through web-based communication technology.
- **Hybrid or blended:** In-person and some virtual or online elements are combined. Can include Hyflex courses (an instructional modality that allows students to participate synchronously online or face-to-face).
- **Online:** Learning and dialogue does not require any in-person meeting and are most often offered asynchronously to allow students to access learning at their convenience. Online courses are usually developed with support from UMOline. Students enrolled in

online classes will pay an online course fee of \$48 per credit, even if faculty switch to this modality from some other before the fall 2020 semester.

The Office of the Provost will provide a recommended timeline for faculty and instructors to adjust courses for their respective needs, students' needs, class size, room availability and instructional methodology and desired objectives:

- July 1: As much as possible, chairs and deans will inform instructors about what courses will be taught and who will be teaching them.
- July 10: After consulting with instructors, the department chair or admin will submit (to the Registrar's Office) requests for modality, classroom and technology needs and other information for each course (see [Autumn 2020 Course Updates template](#)). If instructors are not assigned to particular courses yet, the department should request a modality for that course based on anticipated course content and size.
- The registrar will then work to accommodate requests for classroom spaces. Depending on availability of suitable spaces, it may not be possible to accommodate all classes that request face-to-face or hybrid/blended modalities. Courses will be prioritized for classroom spaces according to the criteria below.
- July 17: The Registrar will inform departments about classroom availability for face-to-face or hybrid/blended modalities.
- July 22: Students will receive information about how their courses will be taught.
- July 31: Deadline for students who are at higher risk for COVID-19 to request [remote attendance accommodations](#) through Disability Services for Students. Requests will be considered on a case-by-case basis. DSS will consult the [definitions of instructional modalities, with brief descriptions](#).

Class size will be a key constraint. Based on state and federal guidelines, all areas of campus, when feasible, will follow the Center for Disease Control guidelines of maintaining a 6-foot physical distance between individuals. This includes classrooms, computer rooms, laboratories, studios, theatre space, conference rooms and public spaces in campus buildings.

In practice, this cuts down substantially on the number of students that can occupy given classroom spaces. For example, Urey Lecture Hall has a nominal capacity of 400 students, but under the 6-foot rule, could accommodate at most 60 students, or, just 15% of its normal capacity. Social distancing, however, may affect all classes, and one potential solution is to move classes to a larger space. In fall 2020, the registrar may be able to schedule classes in several of the larger spaces on campus, including the UC Theater, the UC Ballrooms and the Dennison Theatre. These spaces may be able to support up to 150 students.

Class size will strongly influence which teaching modes are feasible. A key cutoff is 50 students.

Instructors with classes smaller than 50 students are encouraged to do as much face-to-face instruction as possible, while accommodating their own needs and those students who qualify for remote instruction. Given physical distancing guidelines, there is an insufficient number of classrooms available for every class with more than 20 students. Classrooms will be assigned according to the priority list below.

Instructors with classes of 50 or more may need to go entirely online/remote or adopt some kind of hybrid model in which only a portion of students are permitted in person in class at any one time. We encourage faculty and chairs to be creative in how they address these challenges, recognizing that there is no single solution. The first step is to explore whether suitable larger

spaces are available on campus. Other possibilities include, for example, rotating students through the classroom on different days (while connecting remotely with the rest of the students), dividing larger classes into two or more sections (recognizing that this may increase the number of contact hours for faculty), or linking classrooms so that class activities in one room are broadcast simultaneously into another.

Face-to-face delivery is prioritized:

- In classes of first-year students in small enrollment classes (fewer than 25 students).
- In a broad selection of general education courses.
- In capstone classes for upper division students.
- In experiential classes and courses in which learning outcomes are deemed by faculty and departments incompatible with remote, online, or hybrid teaching modalities. For example, science labs, performing arts, vocational technology training, clinical work in the health sciences, arts and media studio work and hands-on group work in a range of disciplines.

Face-to-face delivery is encouraged in courses where space or technology would not be suitable for remote or hybrid courses and when faculty and departments consider adjusting course times to extend offerings into the evening or morning hours in order to maximize classroom space through the day.

See Appendix A, Decision Tree for Deciding Which Teaching Modality to Use.

MUS Guideline 3

- Work with faculty to develop a plan for quickly transitioning to remote delivery during the semester, should conditions warrant.

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The Office of the Provost will allow for COVID-19 contingencies. For all classes employing face-to-face or hybrid modalities, instructors are strongly encouraged to prepare several online modules that would allow the class to continue remotely or online if a second wave of COVID-19 forces campus to close again.

MUS Guideline 4

- Provide training and resources to help faculty maximize use of learning technologies and blended course delivery.

The UM Office of the Provost will provide training resources for instructors.

The [Keep on Teaching](#) website has a page called [Training and Support](#), which lists current trainings, course development cohorts and office hours sign-ups with UMOline instructional designers. The website will continue to be updated throughout the summer as more supports are added. UMOline plans to have a series of micro-lecture videos based on the content provided in the cohort sessions, which would serve those who don't feel they can attend live cohorts or don't need a fully developed online course but want a robust Moodle shell. Online synchronous Moodle Basics workshops will be scheduled via IT Short Courses, and asynchronous micro-lectures of Moodle Basics will be made available. Links to sign up for those workshops will be on the [Training and Support](#) webpage.

There are two self-paced, self-enrollable resources as well. [Moodle Basics for Faculty](#) is an online tutorial that consists of 10 modules on using Moodle that faculty can view in any order. [Engaging Teaching Practices](#) is an online course that focuses on pedagogy, online teaching strategies and Universal Design for Learning principles. Faculty can read about any topics they

want and can also complete the entire course for a certificate of completion. Links to both these courses are on the [Training and Support](#) webpage.

The Office of Organizational Learning and Development is identifying national teaching resources and building a set of videos on topics related to remote teaching. Topics include backwards design, advanced uses of Zoom, making distance teaching more interactive through active learning, formative assessments, hybrid/hyflex teaching, building rapport online, using learning assistants in a distance environment and making and editing videos efficiently. OOLD will host faculty discussions on these same topics to offer support and consultation to faculty. (These will be posted on [OOLD's Distance Teaching page](#).)

The [Mobile Summer Institute on Scientific Teaching](#) will be offered the week of August 3 and will focus on teaching approaches that have been demonstrated to support students' learning. The institute will be delivered online and will incorporate numerous models for engaging students virtually. This is a great opportunity for faculty to consult with experts in pedagogy and learn new approaches as they get ready for fall teaching.

Faculty are encouraged to consider using an undergraduate [learning assistant](#) for courses with hybrid instruction. Undergraduates who have previously completed a course can help manage online sections and implement active learning techniques in face-to-face classes and courses taught remotely. Learning assistants take a one-credit course in pedagogy through the College of Education (open to graduate TAs as well).

MUS Guideline 5

- Establish tools and practices to assess student learning in remote, blended or other delivery formats.

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Online Activities and Assessments

A key challenge in hybrid, remote and online classes is to design fair, comprehensive, and meaningful ways to assess student performance. In addition, the strategies below are ways to make up for possible reduced class time. The following resources provide helpful ideas and advice:

- [The Faculty Playbook](#) from the Online Learning Consortium.
- UT-Arlington [slide deck](#) on online assessment.
- A [list of resources](#) for effective online assessment.
- Ideas for [alternative and asynchronous student activities and assessments](#) to use in remote and online courses.
- [Tips for Using Online Tests in Moodle](#).

UMOnline and UM IT are currently working on strategies to implement proctoring tools for online exams and activities. More information will be forthcoming during summer 2020. In addition, the Testing Center has a limited capacity for remote proctoring of exams.

MUS Guideline 6

- To the greatest extent possible, develop a technological infrastructure (e.g. course scheduling, LMS shells, etc.) that can transition between remote and in-person delivery.

UM will provide a list of technology options available in each classroom that will be shared with the campus. Priority classroom scheduling in high-tech classrooms will be given to instructors who will be teaching hyflex and blended courses.

UM IT, UMLonline, and the Mike and Maureen Mansfield Library are working together to determine the best strategy for equipping more UM spaces with technology to support the teaching modalities discussed above.

UM will configure as many classrooms as possible with technology to enable remote teaching. UM will build-out additional Lightboard studios.

UM will acquire software that allows faculty to create and edit videos from their own computers. UM will acquire additional software that facilitates student engagement.

MUS Guideline 7

- Account for impacts on federal and state compliance requirements (accessibility, financial aid, Veteran's services, etc.) resulting from alterations to instruction models and/or physical learning spaces, and identify how compliance requirements in each area will be met.

UM will account for impacts on federal and state compliance requirements as it relates to instruction models and learning spaces in these areas:

Accessibility

- All course content and materials must be accessible. Examples include using accurate captioning for videos and creating accessible documents by following the [Electronic and Information Technology Accessibility \(EITA\) policy](#).

Remote attendance accommodation

- Reasonable accommodations should be made for students who are in a high-risk category of contracting COVID-19. When instructors receive accommodation requests such as remote learning directly from their students, refer the students to Disability Services. Requests will be considered on a case-by-case basis depending on the course circumstances. For example, course content and availability of appropriate technology and bandwidth will be considered. Some courses may not be available remotely or online, or students may need to enroll in different classes and sections.

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Veterans Office

- The Veterans Office will need (from the Registrar's Office) a list of classes that were meant to be taught in-person and were converted to an online-only class. Whether a class is taught in person or online may affect veteran students' housing allowances.

Distance-only students

- Distance-only students will only be able to register for course sections with an attendance method of Internet, online or video conferencing. These courses are denoted with section numbers of 50 through 59.

Gathering student input

- UM will use the ASUM student feedback survey and other lines of feedback in order to keep communication open with students. The ASUM survey is split into two sections. The first section identifies areas of concern and desired solutions. The second section assesses student satisfaction in different areas, including UM's COVID-19 response, sustainability, financial aid, student employment, quality of education, campus

community, higher education legislation, student representation, declining enrollment, student resources and an "other" category. Students also will be given the opportunity to give their contact information so that ASUM can reach out to work with them and answer any questions they have.

Other faculty, staff and student considerations

- Instructors may need to teach online or remotely because of their own health condition or related personal situation (e.g., caring for someone at home who is at high risk), in which case they should discuss their situation with their department chair/director and dean and seek a medical or disability accommodation by completing the Request for Accommodation form, link below, and submit to Sara Drake, Associate Director of HRS or Michele Wheeler, ADA Coordinator and Worker Compensation Manager in HRS to begin the interactive process.
- If a sufficient number of students in the class need to access the class remotely, it might be more appropriate to teach the entire class remotely.
- There might be other valid reasons to grant exceptions to the preferred face-to-face instruction. Faculty should discuss such circumstances as soon as possible with their chair and dean.
- Those whose telework requests are approved will need to complete a telework agreement for fall semester.
 - [Accommodation process/procedure](#)
 - [Accommodation Request form](#)
 - [Telecommuting Agreement for Faculty](#)

MUS Guideline 8

- Make decisions about experiential learning (internships, clinical work, student teaching in K-12 settings, education abroad, etc.) based on an assessment of health risks at destination/learning site, compatible approaches by external partners, size of learning group, equipment needs, health risks associated with required transportation, and the extent to which the experience is essential (for accreditation etc.) to the program of study.

Hands-on experiential learning is critical to UM students and to a broad range of academic programs. Our goal is to maintain focus on student learning through experiential education and use innovative methods to move students forward under these difficult circumstances. Regardless of experiential learning modality, we will continue to honor Title IX, HIPAA, and FERPA regulations, as well as CDC and local and state governmental health guidelines.

Whenever possible, face-to-face experiential learning should continue at UM in the fall and be prioritized and supported. In order to facilitate experiential learning while mitigating the risk posed by COVID-19, UM administrators and faculty should:

- Establish discipline-specific or experience-specific course requirements whenever relevant (e.g. requiring face masks where physical distancing is impossible or insufficient). These requirements should reflect professional/industry standards.
- Designate larger classroom and performance spaces when necessary to observe recommended physical distancing for discipline-specific experiential learning (e.g. performing arts, clinics, science labs).
- Divide larger experiential learning groups into smaller groups where possible.

- To the extent possible, allocate additional funds for software, equipment, and cleaning supplies and services to enable experiential learning in the context of COVID.

Decisions about guidelines for specific experiences will need to be course-, discipline-, or field-specific. Guidelines should be developed by individual faculty (where they provide experiential learning that is specific to their course) or by programs/colleges (where guidelines will be applicable to multiple courses in a program or college). Again, guidelines should reflect current CDC guidelines and UM General Health and Safety Guidelines, as well as professional and industry standards (e.g. field courses might rely on resources provided by the Association for Outdoor Recreation and Education). When necessary, faculty and programs can consult with members of the UM Health Advisory Group.

See Appendix B, Experiential Learning Decision Tree for Faculty and Programs.

See Appendix C, Sample Experiential Learning Protocols.

See Appendix D for Performing Arts Protocol and Live Performance Venue Protocol.

MUS Planning Consideration 1

- Consider incentives that promote faculty engagement in training/professional development activities (note: consult with relevant campus HR and faculty associations, collective bargaining agreements, and OCHE HR regarding faculty work during “off contract” periods).

MUS Planning Consideration 2

- Consider developing a strategy that addresses equity gaps that may be exacerbated by increased reliance on remote or technology-enable delivery modes.

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MUS Planning Consideration 3

- Consider targeted mental health and wellness plans for faculty, instructional staff and students who may seek support in adjusting to new campus rhythms under COVID-19.

UM employees can access free telecounseling services through the [MUS Employee Assistance Program](#), and the Office of Organizational Learning and Development has collected a set of resources on [wellbeing and resilience](#). For students, Curry Health Center is providing [telecounseling services](#) and created a [virtual stress-busting kit](#).

MUS Planning Consideration 4

- Consider greater tracking of classroom attendance and promoting consistent seating arrangements to assist public health authorities in contact tracing, in the event of exposure.

UM will continue to mandate that instructors must maintain attendance tracking for financial aid purposes. Instructors must keep in-person attendance records.

UM instructors will enforce consistent seating arrangements during face-to-face class meetings. UM will seek an electronic option of attendance tracking, though one does not exist at this time.

MUS Planning Consideration 5

- Consider any community health risks and community engagement benefits of delivering in-person Lifelong Learning, Extension and Community Outreach programming.

All Osher Lifelong Learning Institute (MOLLI) courses at UM will be delivered remotely fall semester 2020.

Extension employees housed at UM will follow MSU Extension guidelines.

All community outreach and engagement programming and courses should be conducted in close collaboration with partner organizations. Similar to other experiential learning opportunities, adhering to organization-specific health and safety guidelines, in addition to UM standards and recommendations, will help to ensure needs of all parties are adhered to and met.

It is important for faculty and staff to be mindful of new limitations community organizations may be experiencing, (e.g. limited capacity to engage students in volunteer or service learning experiences, changes in the types of needs, services and programs they offer that may impact student work, etc.).

UM courses and programming will adapt to meet changing needs of the communities we work with. Discussing such changes with community partner organizations early will provide valuable information to guide these partnerships.

Further considerations will be made when working with rural and tribal communities due to the potential for increased health risks in areas where access to healthcare facilities is more limited, and facilities have much smaller capacity for a possible COVID-19 outbreak. Community outreach and engagement in these areas may need to be suspended. UM faculty and staff should communicate with their rural and tribal community partners early to understand the possibilities and implications for continued engagement activities during the pandemic. Exploring opportunities for students to continue work with these communities in a remote capacity is highly encouraged.

Additional Planning Considerations for UM Instruction

UM-Sponsored International Travel

UM has suspended all UM-sponsored international travel for students, faculty and staff for the fall 2020 semester. For students this includes outgoing student exchange programs (including partner University exchanges and international student exchange programs), faculty directed programs and individual UM-sponsored student travel.

Faculty and staff may apply for an exception to the international travel suspension if they believe their travel is essential and time-sensitive. Student travel will rarely be eligible for an exception. Exception requests will be reviewed by the Provost on a case-by-case basis.

Incoming International Students

UM will host both new and returning international students during fall 2020 provided they can obtain visas and complete travel arrangements to Missoula in time for the fall 2020 semester. Note: International Student Exchange Programs (ISEP) incoming students will not participate in the fall semester.

Returning International Students

When possible, faculty should work individually with current international students to accommodate a remote learning program for their class sections this fall. Whether it is synchronous or asynchronous delivery, any effort faculty are able to make will assist us in retaining these students and helping them progress towards graduation.

When the crisis was escalating in early spring, many of these students made the decision to return to their home countries to be close to their families, friends and loved ones as travel bans and restrictions escalated. Currently, many of these bans and or restrictions are still in place. Additionally, many students also face increased flight costs and extended travel times, often through areas that are currently seen as hot-spots for the disease. Finally, many students are unable to apply for or renew their visas due to U.S. Consulate and Embassy closures worldwide. For these reasons, we anticipate that many of these students will not be able to attend face-to-face classes in the fall semester.

UM Academic Advising Services Practices and Guidelines

Academic advising is critical to student success at UM. All undergraduate students are required to meet with their advisor at least once each semester to review educational progress, discuss future plans and secure schedule approval prior to registration. Additional meetings are recommended for information and guidance on dropping or adding courses, changing and declaring majors, exploring available resources and ensuring that graduation requirements are met.

For the 2020 summer and fall semesters, UM advising services will observe the following guidelines:

Academic advisors will be available throughout the summer and fall via phone, email and Zoom appointments for prospective, new freshmen, transfer and continuing students. Specific contact information is posted on relevant websites and is included in relevant proactive communications from advisors to students.

Advising centers and department advisors will work on campus for fall semester unless alternative arrangements to work remotely are arranged with appropriate supervisors. Phone, email and website scheduling are recommended to schedule appointments.

Advisors across campus are available during business hours to serve prospective students and families via phone, email and Zoom, and the advising community works consistently with UM Admissions to coordinate proactive outreach to these students.

All incoming first-year students participate in online Bear Tracks over the summer and will attend in-person New Student Orientation prior to the start of fall 2020 semester classes. Incoming transfer students participate in Online Orientation.

Subsequent to participating in an orientation session, each student will have the opportunity to schedule an appointment with their advisor in-person or via Zoom to discuss the courses they are pre-registered to take, as well as other courses they can select and register for on Cyberbear. Zoom or phone are the recommended communication methods and in-person appointments will be available in as many academic areas as possible.

Prior to the start of fall semester, on-campus advising will be available during business hours. Services will continue to be available both in-person and virtually throughout fall semester.

If an in-person meeting is necessary, advisors will use offices with appropriate safety equipment or alternative locations where physical distancing can be maintained to conduct appointments.

Contact information for specific advising areas will be posted on the UM advising directory, unit or department-specific websites and on the main door of each advising office/center. Contact information will be updated regularly and shared with departments, dean's offices, UM Admissions, the Office for Student Success and other pertinent units.

Mansfield Library and Missoula College Library Operating Practices

The Mansfield Library is currently open to the campus community by reservation with modified summer hours. Academic hours for the fall semester for each library, and an updated list of our fall services and practices will be posted when finalized.

The Mansfield Library and Missoula College Library fall operating practices will include:

- A full suite of [robust online collections and services](#).
- Plexiglas protective shields placed at service desks.
- Floor decals placed at service points to indicate where individuals should stand when waiting in line.
- Self-checkout capabilities will be available for most circulating materials at both libraries.
- Select high-use areas will be cleaned and disinfected following campus protocols.
- Approved signage placed in strategic locations encouraging patrons to follow UM's Health and Safety Guidelines.
- Patrons will have access to cleaning and sanitizing products, within the limit of available supplies, should they wish to clean areas prior to or after use.
- Solo use will be encouraged in common study areas.
- Classrooms will be operated according to [UM General Health and Safety Guidelines](#).
- Instruction will be provided following UM teaching considerations.
- Computers and scanners will be spaced to allow for physical distancing.
- Laptops will be circulated for longer periods.
- Headphones and the virtual reality space will be unavailable for checkout.
- UM Archives and Special Collections will be open for onsite research, including by appointment.
- PawPrint will be open for all services.
- The Accessible Technology Space, studios and study rooms will be appointment-only with cleaning and sanitizing products, within the limit of available supplies, for users should they wish to clean areas prior to or after use.
- The eSports area will be limited to 12 people and space will be arranged with appropriate physical distancing between stations with cleaning and sanitizing products for users, within the limit of available supplies, should they wish to clean areas prior to or after use.
- Library employees will adhere to the UM General Health and Safety Guidelines.

Appendix A

Decision tree for deciding (before July 10) which teaching modality to use:

Flexibility should be everyone's default position. Decisions that each instructor makes about their classes should be informed by class size, their personal situation and class content. Likewise, instructors should make every attempt to understand and accommodate the personal situations of students in their classes. Further, the course of the pandemic during the next academic year may force changes to even the most carefully planned class structures. Instructors should make additional efforts to provide clear, direct, and frequent communication with students regarding course structure and any anticipated changes that could occur due to COVID-19 case increases.

Will the class have 50 or more students?

- Yes. Plan for hybrid, remote or online.
- No. All modalities are possible, though UM encourages as much face-to-face instruction as possible.

Can courses be moved to a larger classroom to accommodate spacing?

- Yes. Face-to-face instruction may be an option. Please [complete the Office of the Registrar's course modality form](#) early to get access to alternative classroom spaces.
- No: Consider hybrid, remote, or online.

Would it be possible to install the necessary technology for hybrid instruction by August 1?

- Yes. Hybrid may be an option.
- No. Consider face-to-face, remote, or online.

Is the faculty member at-risk for COVID-19 complications according to CDC guidelines?

- Yes: Consider remote or online.
- No. Consider face-to-face, hybrid, remote, or online, depending on class size and availability of appropriate technology.

Have students been notified by July 31 by Disability Services, or the instructor, of the need to participate remotely? Or, do you as the instructor anticipate that you may have students who need to participate remotely? Do your course circumstances enable students to participate remotely?

- Yes. Consider hybrid, remote, or online.
- No. Consider face-to-face.

If considering an online course, will you have started developing it by July 1 and have time to work with UMOline to develop the course fully before the start of semester?

- Yes. Fully online may be an option.
- No. Consider remote, face-to-face, or hybrid.

Does your course have experiential learning components?

- Yes. Please see experiential learning guidelines below.

Each instructor should have a plan for quickly transitioning to remote delivery during the semester should conditions warrant.

COVID-19 Contingencies

For all classes employing face-to-face or hybrid modalities, instructors are strongly encouraged to prepare several online modules that would allow the class to continue remotely or online if a second wave of COVID-19 forces campus to close again.

Establish a classroom occupancy, traffic flow, and course scheduling plan that minimizes health risks associated with in-person instruction.

Following state and federal guidelines, classroom adjustments have been made to configure existing space, identify new space, and utilizing course delivery methods to continue to provide in-person education in a safe and healthy manner.

Classroom occupancy

- Spacing will be a 6-foot diameter around seats.
- Fixed seating will be blocked off with signage and other indicators so they will not be used.
- Layout, once set-up, cannot be changed by users. Classrooms with loose seating should maximize physically distanced seating capacities i.e. perhaps move some furniture out of the room to clear up floor space.
- Tablet–arm chairs should be used when possible to increase capacity and seating configuration options in classrooms and maximize occupancy with best furniture options.
- Unused classroom furniture should be stored in rooms that are too small to be effectively used for classroom space to maximize seating capacity.
- Lab space and computer rooms with movable stations will be set-up to the appropriate spacing and cannot be moved. Fixed stations will have signage and marked off areas.
- Theatre space will have proper signage and marked off seating areas.
- Studio occupancy will be limited to ensure physical distancing is always practiced.
- Conducting courses outdoors will be at the discretion of individual faculty, weather permitting, but will not be officially scheduled.

Appendix B

Experiential learning decision tree for faculty and programs

Does your experience require specialized or shared equipment (computers, instruments, cameras, etc.)?

- If yes, then:
 - Implement protocols for cleaning, managing and tracking shared equipment (see example below). Consider protocols recommended by professional association or industry leaders in your discipline or field.
 - Purchase additional equipment to limit sharing if possible (or ask students to purchase their own equipment if possible).
 - Consult with UM Facilities Services regarding access to appropriate cleaning supplies.
 - Consider delaying a course to begin in the spring semester.

Can social distance (e.g. 6-feet of space between individuals) be maintained within the current space?

- If no, then establish guidelines to mitigate risk, including the following:
 - Require masks or cloth face coverings (see CDC guidelines for masks).
 - Consider breaking the course into smaller groups and more sections.
 - Consider moving some components to online or remote format.
 - Consider using larger rooms or outdoor spaces.
 - Consider delaying course to the spring semester.

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Do you need to transport students to an off-campus location?

(Consider field trips that are proximate to Missoula and do not require shared transportation.)

- If shared transportation is required, see guidelines below.

Is the experience hosted and/or conducted in partnership with an off-campus organization?

(Note: For K-12 experiences, contact College of Education for guidelines.)

- If yes, then the policies of the off-campus organization apply. Faculty or staff member of record, or other responsible parties should be documented.
- UM personnel should discuss the following with the off-campus site supervisor:
 - What physical distancing protocol is the hosting organization following?
 - What is the policy about wearing face masks and/or other protective equipment as directed by the local health department and employer?
 - Are there additional written guidelines and policies for COVID-19 at the organization or business?
 - What are group size limitations?
 - Can parts of the experience be done remotely?

- What are options for entirely remote or virtual work in the event of an outbreak and stay-at-home orders are reactivated?

If the standards employed by the off-campus organization do not meet the threshold set by UM, the experience should not proceed.

Has a student requested remote/online learning through DSS?

- If yes, then, with their department chair, determine whether remote or online learning would [fundamentally alter the essential components of the program](#).
- Consult DSS when needed. Notify the student and DSS of the decision.

Appendix C

Sample Experiential Learning Protocols

The following protocols do not cover every type of experiential learning at UM, but provide guidelines for a range of experiences that can be adapted for other types of experiential learning. Please consult professional and industry guidelines relevant to your field or discipline.

Where appropriate, consider including language from the protocols below in course syllabi to clearly communicate expectations to students.

Science Lab Protocol

- Students are required to wear face masks if physical distancing is not possible.
- Windows are kept open if weather permits.
- Students are required to wash/sanitize their hands before beginning class.
- Students are required to sanitize equipment after each use (e.g. wiping down touched objects, beakers, microscope knobs, pipettes and any nearby surface with disinfectant.)
- Teaching Assistants are trained in all protocols.
- The last person from the room, instructor or teaching assistant, is required to spray down all working surfaces with a provided approved disinfectant listed on the CDC guidelines. This disinfection is recorded on a cleaning log located near the door, with date and time.
- The incoming instructor, Teaching Assistant, and/or students wipe down the same working surfaces before beginning instruction for the next session/course.

Off-Campus Internship or Service Learning Protocol

- Work closely with community partners and employers to understand site-specific health and safety concerns.
- Ask for a copy of the organization's COVID-19 protocol that students will follow.
- Collaborate with partners and employers to identify appropriate learning objectives (and service objectives if service-related).
- Identify options for a potential blend of on-site and remote work or service options for students.
- Maintain flexibility to the extent possible during the COVID-19 pandemic to ensure students can successfully complete experiential learning activities.
- Contact UM's Experiential Learning and Career Success office for additional guidance.

Outdoor Field Trip Protocol

Field Trip Transportation

- For field trips and field courses that primarily occur outside, transportation is likely to be the riskiest part of the activity. Whenever possible, faculty should attempt to find local field sites that are accessible via walking, biking, or Mountain Line or UDASH buses. When this is not possible, faculty should consider and prioritize locations that are proximate to the University to limit travel time in vehicles. When vehicle travel for field trips is necessary, the following is required:

- Whenever practical, vehicles from the UM Transportation Services motor pool should be used for field trip travel. UM directly controls the cleaning and disinfectant protocols for these vehicles.
- Whenever possible, instructors should take steps to reduce vehicle occupancy, including using more vehicles than would otherwise be necessary. Physical distancing consistent with 6-feet between occupants is highly recommended.
- All students, instructors and teaching assistants must wear masks and cloth facial coverings at all times while inside shared vehicles.
- If a running vehicle with heat or air conditioning, recirculating vehicle air should be disabled.
- All occupants of shared vehicles should sit in the same seat in the same vehicle for the duration of the trip (i.e. seats are assigned). In cases where driver fatigue occurs, wipe down high touch areas in both seating areas with appropriate disinfectant before switching drivers.
- Instructors should make a record of each vehicle's occupants for contact tracing purposes.
Trip organizers must provide hand sanitizer and/or a portable hand washing station and require vehicle occupants to wash and sanitize hands whenever they are entering or leaving the vehicles.
- Students should be allowed to drive separately in their own vehicles if they wish to do so. Faculty should make sure that students are aware that this is an option.
- Faculty should be prepared to make changes to field trips due to COVID-19 spikes.

For Day Trips and Overnight Field Trips

- Minimize the use of shared equipment whenever possible. Gear should be individual rather than communal whenever possible.
- Disinfect common surfaces, shared equipment and communal gear regularly and between uses and users.
- Wear protective gloves when handling shared equipment whenever possible.
- Require face coverings for any activity where physical distancing is not possible.
- Require frequent hand washing/sanitizing and other recommended hygiene practices. If students need to work in groups (e.g. for data collection or for cooking), establish pods that align with groups that share vehicles (to assist with contract tracing and reduce spread throughout the larger group).

For Overnight Field Trips

- Require students to complete a brief health questionnaire to determine if they have any COVID-19 symptoms (if they do, they do not attend the trip).
- Develop a contingency plan to implement if any of the students develop symptoms during the field trip (including noting the nearest clinics and hospitals along the planned route).
- Require students to sleep in separate tents or in single rooms, or under open air tarps. Implement specific measures for shared cooking areas and bathrooms (e.g. sanitizing surfaces, hand washing, management of personal items such as toiletries and dishes).

Appendix D

Performing Arts Protocol and Live Performance Venue Protocol

Face-to-face instructional planning for fall in the UM School of Music will be based upon the continued review of safety recommendations informed by science, health and relevant professional associations.

Current research suggests the following to mitigate risks:

- Reduced ensemble size. Bands, choirs and orchestras can be divided into smaller chamber ensembles to maintain learning outcomes and reduce risk.
- Marching band can rehearse outside and observe recommended social distancing. Increased physical distancing. Appropriately sized rehearsal and performance venues will be reserved to maintain physical distancing recommendations (e.g. Dennison Theatre).
- Shorten group rehearsal times: embrace a "flipped" classroom/professional model where students are expected to know their parts advance of rehearsal. Choirs and activities involving singing may require enhanced PPE and greater physical distancing measures.
- Increased cleaning protocols scheduled for rehearsal and performance spaces. As weather permits, ensembles may rehearse outside.
- Enhanced health monitoring of ensemble members, including more frequent testing and daily self-health assessments.
- When possible, musicians can stand while playing or singing to limit contact with surfaces that require cleaning.
- Students should use their own music stands whenever possible.
- Rotating sections for ensembles.
- Applied studio faculty should communicate instrument-specific recommendations for cleaning and sanitation.
- Avoid sharing instruments whenever possible. When instruments must be shared (such as keyboards or percussion), communicate a clear cleaning schedule and protocol with signed checklists to track use.
- Applied voice and instrumental lessons may occur face-to-face when appropriate social distance can be maintained. Individual lessons can be delivered online as necessary.
- The Keyboard and Computer Lab will develop a specific protocol for cleaning and sharing of equipment and tracking use. Facemasks may be required.
- Cloth face coverings are highly recommended at all times in the Music Building.

Live Performance Venue Protocol (Music Recital Hall)

- Reduce capacity to maintain recommended social distancing.
- Encourage face coverings for all patrons and ushers.
- Maintain social distance between performers on stage wherever possible.
- Increase distance between performers and first row of audience members.
- No reserved seating to allow patrons to self-separate.
- Increase frequency of cleaning and sanitizing high contact areas and hard surfaces.
- Increase cleaning and sanitizing of restrooms.

- Shorten length of programming to avoid intermissions.
- Establish a protocol for ingress and egress from the hall.
- Ushers should monitor physical distancing and encourage additional distance between guests as appropriate.
- Implement strategies to reduce physical contact with shared materials: all advance tickets sale, no paper tickets, no printed programs.
- Make additional hand sanitizing stations available.

Conduct Research and Creative Scholarship

Introduction

UM currently is a Carnegie Research High Activity institution with a relatively high level of off-campus or field-based research. Fortunately, the COVID-19 pandemic affected research campuses on the West Coast far enough in advance of impacting our campus so that we were able to learn from those institutions, which helped guide our policies and procedures.

In addition, the impact of the COVID-19 pandemic was relatively minimal compared to many research institutions around the country. This allowed only minimal reduction in research activity at UM. Finally, the Association of Public and Land-Grant Universities Council on Research, a national organization of chief research officers, has actively supported its members through weekly online meetings and webinars. UM has greatly benefited from these discussions.

MUS Guideline 1

- Establish clear protocols for moving between Research Operation Levels 0-4.

University protocol for moving between research levels is that transitions to different levels will be the decision of President Bodnar, in consultation with the commissioner of higher education and the governor of the State of Montana. The varying research levels provide guidance for actions and protocols by personnel in our labs – the same standard being established at research universities around the country.

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Research Operation Levels

- **Level 0: Normal:** Normal operations.
- **Level 1: Caution and Preparation for Modified Operations:** Social distancing (i.e., 6-ft perimeter) required. Teleworking encouraged when possible. Work with supervisor and human resources for approval.

Consider slowing down and/or temporarily halting data acquisition if possible. Consider key laboratory functions or field work that must remain in working order for your research to survive a prolonged shutdown (e.g., cell lines, critical supplies, transgenic lines, equipment needing liquid nitrogen, etc.). Work with IT proactively to ensure access to data remotely.

Human subject research under Institutional Review Board oversight that requires human-to-human interaction will cease. Groups using UM animal research facilities should identify and train members who can assist Laboratory Animal Resources staff. Equipment training will be directed by LAR staff. Reduce your lab's LAR animal census in keeping with approved animal use protocols to reduce burden on LAR staff.

- **Level 2: Modified Operations:** No new physical or laboratory experiments. [Research proposals involving human subjects](#) may be submitted if conducted online according to IRB guidance.

Only essential physical or laboratory experiments allowed. Essential experiments are those whose absence or cancellation would result in significant financial or data loss.

All research buildings will be locked and should only be accessed by the principal investigator and lab members designated as Continuity of Operations Personnel. Designate personnel to assist UM LAR staff as necessary. New animal orders and protocols will be suspended.

- **Level 3: Mandatory Research Shutdown:** All physical and laboratory experiments stopped.

Research involving human subjects may continue if conducted online.

Building access only as necessary to secure spaces and supplies. Designated personnel to assist UM LAR and IRB staff as necessary.

- **Level 4: Mandatory Shutdown – Only Essential Operations:** No faculty or staff building access, only essential personnel will be granted access. All research buildings to be locked.

Back-up power and liquid nitrogen supply cannot be guaranteed.

LAR staff and other designated personnel will provide basic requirements for animal welfare. PIs should anticipate immediate census reductions if minimally acceptable living conditions cannot be maintained.

More on [COVID-19 Impacts on Research at UM](#) is available online.

MSU Guideline 2

- Develop standard operating procedures and protocols for cleaning, social distancing and traffic flow in lab/workspaces. Particular attention should be given to cleaning and usage of shared lab/workspace equipment

Research/Lab Workspaces

The PI/lab director/faculty mentor is responsible for ensuring a working environment that reduces risk.

Do not come to campus if you feel unwell or have a temperature of 100.4°F (38°C) or greater (no meds in past 24 hours). When working on campus, ensure social distancing (minimum of 6 ft/1.8m). Wear a face mask and safety goggles or glasses at all times while working in shared spaces. Faculty and staff who have signed telework agreements with UM HR may continue to work remotely.

All PIs should adopt a daily laboratory sanitation schedule which includes decontamination of shared tools, equipment and furniture (e.g., door handles, lock keypads, computer keyboards and mice, telephones, printers, cameras, microscopes and control panels). Run water in sinks and discard old ice to remove potential contaminants. If necessary, implement a personnel rotation that restricts the number of people in your lab or creative space to ensure social distancing. Rotation schedules should allow for equitable access to any shared equipment and tools.

Only people with a formal UM affiliation (i.e., students and employees) should enter UM research and creative spaces. Researchers wishing to resume face-to-face human research under an approved IRB protocol must receive prior clearance from UM's IRB manager. Under Level 1 conditions, any such research will require both researcher and subject to wear personal

protective equipment, including masks, gloves, safety goggles or glasses and gowns, to reduce the risk of COVID-19 transmission. Please contact IRB Manager Paula Baker before resuming human subject research.

MUS Guideline 3

- Design meetings with off-campus research collaborators and sponsors to minimize health and transmission risks

Off-Campus Research

The Office of Research and Creative Scholarship provides the following guidelines, dynamically updated with changing conditions, for off-campus field studies conducted by UM researchers. At any point, field research restrictions may change. Before travel, the PI should check current restrictions and guidelines as provided by the Centers for Disease Control and Prevention, county/city and the governor's office of Montana and any other state where the field work is conducted and the external funding agency.

Prior to Travel for Off-Campus Field Work

All relevant trainings and permissions (e.g., IACUC, first aid, trapping permits, consent from landowners, IRB, etc.) must be in place before initiating any travel to field sites.

The PI should provide appropriate safety equipment to the crew. This includes face masks appropriate to the project (ranging from simple cloth bandanas to fitted N95 masks), as determined by local and national guidelines, and the expected closeness of interaction and potential contagion within the field crew and between the field crew and others. Also, if the field crew member does not have their own thermometer, the PI should provide one for the crew member to use as part of their 12-hour personal health check while in the field.

Before departure, each person going to the field should self-assess their health and not depart for the field if they show COVID-19 symptoms. The field crew supervisor should review with the PI a written contingency plan in case someone becomes symptomatic for COVID-19. At a minimum, it should include:

- The nearest clinic to the field location that will run COVID-19 tests, with phone numbers, hours of operation, etc.
- A reliable means of communicating this to the PI or UM (InReach, etc.), with phone numbers, etc.
- A plan if the clinic refuses to run tests on a person that is not feeling well (this is fairly common right now). This would probably include isolation and a call to the PI.
- The ability to isolate the field crew with food and water, if they become symptomatic and cannot return to Missoula, for periods of up to 14 days.
- A back-up plan to "evacuate" field crew in the event that they test positive or become debilitated and are unable to care for themselves.
- A basic first aid kit with things like Tylenol for fevers.

Communicate this document to each individual and make it easily accessible.

Field crews should follow local, regional and federal guidelines for quarantines. Currently, no quarantine is required for UM research personnel returning from out of state back to Montana.

Vehicles

At Research Level 1, vehicles can contain the driver and one passenger per passenger seat row (for example, driver and one back-seat passenger in a crew-cab pickup). Bandana-type masks may be worn at the discretion of the team leader or crew member.

Lodging

During field research, every effort should be made to provide individual living arrangements for field researchers.

The PI is responsible for providing all necessary disinfectant and sanitation supplies including gloves, masks, cleaners, etc. Social spacing (>6 feet) must be enforced at all times during field research. This includes sleeping arrangements, cooking arrangements and other activities.

- **General Hygiene:** Wash hands often. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Avoid touching your eyes, nose and mouth with unwashed hands. Cover all sneezes/coughs with a tissue or with your shirt sleeve. Wear protective gloves (latex, nitrile or rubber) whenever using furniture, cookware, equipment or vehicles shared among team members.
- **General disinfecting guidelines:** Use disinfectant wipes on surfaces used by multiple team members. As a substitute: a spray bottle diluted household bleach solution (4 teaspoons bleach per quart of water) or alcohol solutions with at least 70% alcohol. Never mix household bleach with ammonia or any other cleanser.
- **Sleeping:** Everyone will have their own personal sleeping space.
- **Cooking:** When first entering the kitchen, wash hands with soap for >20 seconds. Sterilize cooking surfaces (while wearing rubber or plastic gloves) as part of kitchen cleanup. Wash dishes in hot soapy water and rinse in diluted bleach.
- **Bathrooms:** Take all personal items (towels, hand towels, shampoo/conditioner) with you and leave them in your personal space. Do not leave them in the bathroom.

Conducting Field Research

Every day, each crew member must self-assess their health and fill in the “Employee 12-Hour Check-in Form,” measuring their own temperature and recording any potential symptoms of COVID-19. This form will be kept by the crew member and will provide an important record for medical treatment if the need arises.

At all times maintain spatial separation, and enforce crew members wearing appropriate masks. Shared gear (e.g. binoculars, GPS units) must be disinfected before handing over to someone.

MUS Planning Consideration 1

- Consider working with principal investigators and funding agencies to amend allowable grant expenditures to include additional health and safety measures that will mitigate risks associated with conducting research and creative scholarship.

Grant Expenditures and Salaries

Effective immediately, the Office of Research and Creative Scholarship will allow PIs for all sponsored projects at UM to continue to charge salaries and benefits for anyone employed, including graduate students, on currently active federal awards per OMB M-20-17, 6. This concerns both charging salaries and benefits to currently active awards (under unexpected or

extraordinary circumstances) and also the payment of salary when no work is being performed by employees, from all funding sources, federal and non-federal. When determining whether to continue charging salaries to active awards, PIs should be aware that supplemental funding from the sponsor, beyond what has been awarded, may not be forthcoming.

Exceptions to this policy will only apply if an individual sponsor counters with explicit guidance to the contrary. In these cases, so ordered restriction on use of funds will be honored during this crisis.

This research policy applies to the current COVID-19 crisis only and is not intended to extend beyond this period. The vice president for research and creative scholarship will declare when this emergency period ends for purposes of enforcing this research policy.

When processing salaries or benefits expenses charged to currently active federal or non-federal awards where there is no effort, please use the activity code "COVID-19" (note that the 4th character is the capital letter I), which is used campuswide to capture expenses and revenue losses related to the COVID-19 pandemic.

Please review HR's COVID-19 Employee Information for guidance on various forms of leave and assistance being made available during this crisis.

MSU Planning Consideration 2

- Consider if, and how, campus evaluation of research and creative scholarship (e.g. for promotion, tenure, merit, relevant awards) might be adjusted in light of COVID-19 disruption.

University guidance for adjustment of campus evaluation of research and creative scholarship is captured by the following directive from the commissioner of higher education:

MUS Commissioner's Directive on Extended Tenure Clock

EFFECTIVE DATE: March 26, 2020

MUS Board of Regents Policy 706.1, which governs tenure of faculty in the Montana University System, establishes that the period of fulltime probationary service prior to the acquisition of continuous tenure "shall normally not exceed seven years."

Because of the extraordinary disruption to faculty research, teaching and service caused by the spring 2020 COVID-19 crisis, this directive extends the maximum period of fulltime service prior to tenure by one year for current probationary faculty. This extension is not applicable to those faculty reviewed for tenure during Academic Year 2019-20.

Faculty who wish to pursue tenure on the usual seven-year timeline or on the timeline dictated by their letter of hire will still be afforded that option. This policy applies only to reviews of probationary faculty; it does not apply to reviews for the promotion of tenured associate professors to the rank of full professor or to post tenure review. The extension of the tenure clock by the exercise of this option is independent of any other accommodations made in conjunction with existing Family Medical Leave or Faculty modified Duties policies.

For each campus, calendar dates associated with the various stages of the review cycle in each academic year will not be adjusted as part of this policy.

Provide Student Housing

Introduction

UM Housing oversees residential operations for over 3,000 students, faculty, staff and their families, 365 days per year in three areas – residence halls, Lewis and Clark Village and University Villages. It also operates the Griz Card Center and houses the Office for Community Standards. Throughout the year, 12 distinct service areas employ over 120 students as well as up to 70 full-time and 10 to 15 temporary employees. Student and professional staff provide two levels of safety and security on-call response for all residential areas and the Griz Card systems, and maintenance and custodial staff are available to respond to any facility issues 24 hours per day, every day of the year. UM Housing is developing operational plans following the guidance of state, local and university public health officials, the Center for Disease Control and Prevention, the Association of College and University Housing Officers – International, the Association for Student Conduct Administration, the National Association of Campus Card Users and the American College Health Association.

It is a shared responsibility of those working and living in UM Housing to take appropriate steps to protect one's own and others' health and safety. UM and UM Housing staff will regularly monitor and update practices and protocols to follow CDC and Montana guidelines. Updates may be provided to residents through a variety of communications, such as emails or other correspondence, updates to our UM Housing webpage, updates to building television monitors, or other methods. Residents are responsible for adhering to required health and safety practices and protocols. Additional UM Housing policies and expectations can be found on the [UM Housing website](#). For more information visit the [UM Housing website](#) or call 406-243-2611.

MUS Guideline 1

- Develop an occupancy plan for residence halls to mitigate the risk of COVID-19 transmission. This plan should be completed in coordination with university emergency management, university health professionals and county public health officials.

UM Housing will offer residents the opportunity to opt into single rooms, or double rooms as singles, and spread residents throughout all operational residence halls to reduce capacity on individual floors and reduce the number of residents using the same communal bathroom. Students remaining in doubles can request one of their beds be lofted to provide greater flexibility to arrange furniture in a way that allows for some distance between roommates.

UM Housing will also restrict the guest policy, reduce the capacity in lounges and common areas, increase cleaning and disinfecting of bathrooms and common areas, and highly encourage students and staff to wear masks. Ultimately, much like people who live together in a house, residents and roommate pairs will play a role in setting expectations for each other. UM Housing will help facilitate these discussions by building physical distancing and COVID-19 mitigation discussions into community standards floor meetings and roommate agreements filled out at the beginning of the semester.

All units in University Villages and Lewis and Clark Village are self-contained apartments with no shared living space between units. As such, occupancy will remain at normal levels.

MUS Guideline 2

- Follow campus cleaning procedures for all common areas (e.g. shared restrooms, study areas, laundry rooms, vending machines, etc.), with special attention to high-touch surfaces.

UM Housing will adhere to the CDC guidelines for shared and congregate housing while cleaning common areas, communal restrooms, laundry rooms and other semi-public areas on a consistent daily schedule inclusive of weekends and holidays. Each day, common bathrooms will be thoroughly cleaned once and sanitized three additional times. Private suite bathrooms shared between two residents in Pantzer will be cleaned once per week and residents are encouraged to perform additional disinfecting throughout the week. Common areas – lobbies, service desks, and other high-touch surfaces such as trash chute doors/latches and door handles – will also be sanitized three times daily. Areas with frequent use will receive additional attention. UM Housing will use Environmental Protection Agency-approved disinfectant cleaning products and has purchased electrostatic backpack sprayers to enhance the sanitation efforts.

Additional soap dispensers have been added in sink rooms and hand sanitizer dispensers will be placed in all common areas. Custodians will receive intensive COVID-19 signs/symptoms and cleaning procedure training prior to residence halls opening. They will monitor sanitation/hygiene resources to ensure continuous availability and track their cleaning and sanitation requirements daily.

MUS Guideline 3

- Conduct training on public health measures and signs/symptoms of COVID-19 for all live-in professionals, graduate hall directors, residence advisors and others in similar roles.

UM Housing will build COVID-19 trainings regarding public health measures, signs/symptoms, dealing with conflict and UM Housing staff response protocols into student staff training. All other UM Housing employees will receive comparable training based on their specific position.

MUS Guideline 4

- Develop a plan, including but not limited to signage and traffic flow markings, to promote social distancing in high occupancy or confined areas within residence halls (e.g. elevators, stairs, and entrances).

UM Housing will utilize floor decals, signage, Plexiglas screens and other crowd management instruments to promote physical distancing and healthy hygiene practices in the residence halls and apartment offices and community centers. Where possible in residential areas and building entrances, traffic flow indicators will be added to reduce conflict between entering and exiting traffic.

Floor lounges and other lockable common areas will be closed for the first two weeks of the semester as students adjust to campus life. Students will be encouraged to spend time outside, and residential curriculum initiatives will be hosted outside as much as possible. After two weeks, UM Housing will identify a reduced maximum capacity for all common areas and post clear signage with capacity and physical distancing expectations at all entrances. Mask wearing will be required/highly encouraged in all residential common areas. Floor lounges will be restricted to members of that floor community. If state and local guidelines are relaxed, guests from other parts of the same building may be allowed in floor lounges and residents will be advised of any changes in policy. No guests from outside the building will be allowed in floor lounges.

Residents will be advised of all COVID-19 related operational changes and expectations through housing contract and residence hall/apartment policy handbook addendums they will review and acknowledge through their myHousingPortal in the StarRez Housing Management System. UM Housing will implement an educational and social norming campaign to reinforce physical distancing and mitigation expectations. Residential staff will monitor the communities and remind students of expectations as necessary. Staff will develop ways to positively recognize and reinforce respectful physical distancing behavior.

Residential curriculum initiative expectations for student staff will be adjusted to facilitate several virtual events and points of connection. Student staff will have strict guidelines around in-person events and adhere to all capacity and physical distancing expectations.

MUS Guideline 5

- Reconfigure seating in common areas to ensure proper social distancing.

UM Housing will assess all common areas (lobbies, floor lounges, TV rooms, learning centers, apartment community centers and laundry rooms) and where appropriate furniture will be rearranged or removed. Communal kitchens will be closed.

MUS Guideline 6

- Build a “welcome-back-to-campus” plan that establishes staggered move-in dates/times, promotes physical distancing and accommodates smaller group orientation sessions.

UM Housing will stagger move-in over seven days with a limited number of move-in slots in each building every hour. Residence hall students will sign up for their move-in time and be limited to two guests to help them move into their room. They may also choose to ship their items to campus ahead of time and UM Housing staff will place items directly in their room. Additional cleaning and sanitation will occur during move-in including disinfecting surfaces, move-in carts and any pens or materials used in the check-in process.

The Griz Card Center is encouraging all incoming students to submit photos ahead of time via their online process in order to reduce congestion and long lines. Additionally, all residence hall students who submit their photo before Aug. 1 will receive their Griz Card, along with their room access card, when they check into their residence hall.

Residential staff will facilitate community meetings electronically, in small groups following physical distancing expectations, or in large, open areas outside.

MUS Guideline 7

- Develop a plan to address any relevant quarantine or health-related requirements for out-of-state students returning to residence halls. This plan should align with statewide requirements and be completed in coordination with university emergency management, university health professionals and county public health officials.

This is not currently a requirement for out-of-state students. UM Housing will work with the Global Engagement Office on a case-by-case basis to ensure compliance with quarantine or health-related expectations for international students depending on where they are traveling from.

MUS Guideline 8

- Develop a plan for the quarantine and isolation of campus residents awaiting COVID-19 test results, after testing positive for COVID-19, or when directed to quarantine by public health officials. Whether on campus or off campus, isolation rooms should:

- Be physically separated from other residential student rooms.
- Have private bathroom facilities and be stocked with a thermometer, sanitizing wipes, tissues, soap, hand sanitizer and toiletries.
- Where possible, make accessible additional equipment for monitoring vital signs (e.g. pulse oximeters).
- Be pre-identified and available to accommodate an increase in need.
- Be accessible for food delivery from campus food service or other arranged delivery.
- Have connectivity that allows students to continue academic study through remote access whenever possible.

The University has identified 35 locations throughout University housing facilities that do not share bathrooms or common space with non-isolation or quarantine areas and meet the criteria outlined above. The University has also developed contingency plans if there is a need for further quarantine and isolation spaces. Residence hall students will be placed individually into quarantine and isolation locations. Students living in Lewis and Clark Village and University Villages may choose to quarantine or isolate in their apartment if their roommates agree. In this case, they will be advised to stay in their room and wear a mask if they need to enter any shared space. Cleaning supplies and instructions will be provided by UM Housing.

UM Housing will prepare these locations and ensure they are ready for immediate use when a need arises and stocked with appropriate health and sanitation products and toiletries. Campus Dining will coordinate meal delivery. All quarantine and isolation spaces will have University wireless internet or be furnished with a cellular hot spot.

MUS Planning Consideration 1

- Consider plans to limit residence hall access and visitation policies.

Residents will not be permitted to have guests/visitors in their assigned rooms/apartments during the first two weeks of the semester as students adjust to campus life. At the conclusion of two weeks, the guest/visitation policy will be linked to the governor's phased reopening. During Phase One, residents may only have guests/visitors contracted to live in the same residential floor/wing/apartment complex. Residents are limited to one visitor/guest at a time and outside guests/visitors are prohibited. During Phase Two, residents may only have guests/visitors contracted to live in the same residential building/facility. Residents are limited to two guests at a time and outside guests/visitors are prohibited. During Phase Three, residents may have guests/visitors as long as they are affiliated with the University in some way and are limited to two visitors/guests at one time. The only exceptions to this policy are family childcare and two individuals helping while moving. Guests/visitors will be highly encouraged to wear masks at all times.

MUS Planning Consideration 2

- Consider travel limitations for students that resemble those for employees (for both school-related travel and personal travel).

UM Housing does not have a mechanism to enforce travel restrictions beyond state and local enforcement. UM Housing will actively encourage minimal travel as part of shared community responsibility and promote adherence to any state, local or university travel expectations.

MUS Planning Consideration 3

- Consider alternate living arrangements for students who self-identify as having significant health issues and/or as immuno-compromised.

UM Housing will work to support students with significant health issues in the best way possible for each student. Students should work with Disability Services for Students to request accommodations.

MUS Planning Consideration 4

- Consider adjusting desk operations in residence halls to reduce contact/touch, such as package delivery, mail distribution, etc.

UM Housing will adjust residence hall area service desk and apartment office operations to reduce or eliminate direct contact or shared-touch interactions. Steps will be taken to reduce or eliminate the need for signatures at check in. Equipment checkout will be restricted to cleaning supplies. Package delivery procedures will be adjusted so residents do not need to touch anything in order to pick up their package. Residents will be asked to submit all work orders online through their myHousingPortal and to pay rent online or over the phone.

All offices and desks will be cleaned or sanitized four times per day and staff will be asked to disinfect any temporary access cards or keys as they are checked out or returned by residents. Plexiglas shields have been installed at each service counter and inner office desk and staff will be expected/highly encouraged to wear masks while working. The UM Housing Office and the Griz Card Center will make similar operational adjustments.

MUS Planning Consideration 5

- Consider a training program for residential staff that focuses on how to manage conflicts between students over adherence to COVID-19 protocols and what to do if someone tests positive for COVID-19.

Residential staff will be trained on ways to deescalate and address conflicts over COVID-19 protocols. A proactive recognition and social norming campaign will also be implemented.

Additional Planning Considerations for UM Housing

Symptom Monitoring

All UM Housing employees will be trained to complete self-health assessments per CDC guidelines before coming to work and will be expected to stay home if they are exhibiting any symptoms. UM Housing staff are required to follow all Missoula City-County Health Department policies regarding quarantine and isolation and may not come to work if these requirements apply to them.

Masks/Face Coverings

The University highly recommends employees wear face masks or face coverings when working on campus. Appropriate use of masks is critical in minimizing risks to other students and staff. Therefore, UM Housing highly recommends all residents and staff wear face masks in residential facilities, especially in common areas such as lounges, lobbies, bathrooms and offices. UM Housing recognizes the uniqueness of residential spaces on campus and as such highly encourages staff to wear face masks when entering private or semi-private residential areas such as individual floor communities. When custodial staff have closed off a bathroom or common area for cleaning, and they are the only person in the space, they may choose to remove their mask but are encouraged to put it back on when they leave the restricted space.

Further, to protect both staff and residents, it will be highly recommended both staff and any residents present wear a mask or face covering any time UM Housing needs to enter individual

resident rooms or apartments for maintenance or operational reasons including when the Pantzer custodian enters individual suites to clean bathrooms. Residents will be asked to confirm that no one who lives in their residential space is sick or experiencing COVID-19-like symptoms when they are requesting maintenance staff enter their private residential space.

Shared Responsibility and Physical Distancing

UM Housing expects staff and residents to understand their role in reducing the potential spread of COVID-19 and hold themselves to high standards. Physical distancing and other personal mitigation actions are to protect the people someone comes in contact with. Staff are expected to practice physical distancing in all situations and avoid informal or formal gatherings in offices, lobbies or common employee areas where they are unable to practice physical distancing.

Staffing Considerations

Supervisors will make efforts to stagger shifts and adjust operations as much as possible to protect staff and ensure continuity of operations if some staff are required to quarantine or isolate. UM Housing may need to adjust operations if a significant number of full-time or student staff are required to quarantine or isolate, or based on changing guidance from state, local and university officials.

Preparation for Various Health and Safety Scenarios:

UM Housing will remind residents that the COVID-19 pandemic brings with it many unknowns and uncertainties and as such, it may be helpful to have less belongings to pack if a move is necessary mid-semester. UM Housing will prepare for various scenarios internally which may be implemented on short notice via pre-developed resident communication and the myHousingPortal in the StarRez Housing Management system. Additionally, residents will be asked to make plans for various scenarios in the event a change in housing operations has to be implemented mid-semester.

External Resources and Guidelines

[Association of College and University Housing Officers – International](#)

[Center for Disease Control Guidance for Shared or Congregate Housing](#)

[Center for Disease Control Considerations for Institutes of Higher Education](#)

[Association for Student Conduct Administration](#)

[National Association of Campus Card Users](#)

[American College Health Association](#)

Provide Food Services

Introduction

Campus Dining at the UM handles all food service on campus. Thirteen distinct service areas employ 450 students, 62 classified employees and up to 120 temporary employees. During the academic year, several operations are open seven days a week and hours range from 7 a.m. to 10 p.m. Campus Dining partners with several third-party vendors to provide additional dining opportunities and value.

MUS Guideline 1

- Establish hours of operation that allow for facility occupancy that meets physical distancing guidelines and allows proper cleaning and sanitation. Specific approaches should draw from established [Centers for Disease Control and Prevention](#) and [American College Health Association](#) guidelines.

The Food Zoo will extend all meal periods and close for 30 minutes between each meal period. All service counters, beverage areas, tables and chairs, entries, door handles and points of sale will be cleaned and sanitized during this period

Weekly schedule:

- Monday - Friday:
 - Breakfast 7 a.m. to 10 p.m.
 - Lunch 10:30 a.m. to 3:30 p.m.
 - Dinner 4 to 8 p.m.
- Saturday and Sunday:
 - Brunch 10 a.m. to 3:30 p.m.
 - Dinner 4 to 8 p.m.

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All dining operations will be open through the lunch hour Monday through Friday to spread out guests between operational units.

Marketing will remind students, faculty and staff to visit smaller units to help reduce overcrowding.

All Campus Dining operations will establish and follow a protocol requiring cleaning of all surfaces every 30 minutes. This includes all publicly accessible areas like counters. Staff will be scheduled and assigned to these cleaning duties and will be called out on the schedule for review.

All areas will clean and sanitize these same areas when closing and when opening each day.

Plexiglas shields will be installed where appropriate

MUS Guideline 2

- Require all dining facility staff to wear face masks and gloves while working and interacting with the public.

If wearing masks is required by [Missoula City-County Health Department](#) (MCCHD), all front-of-the-house (FOH) employees will be required to wear masks and gloves while on duty. This is not a current requirement for employees. (Wearing masks are not typically advised in a food service environment as employees tend to fuss with the masks and touch their face requiring more frequent hand-washing. We will get a final ruling from MCCHD as we get closer to opening.)

Guests will be required to wear masks in the Food Zoo while their food is being served.

Back-of-the-house (BOH) employees will be required to put on masks and gloves when going into the FOH if required.

MUS Guideline 3

- Plan to limit the number of individuals dining in a single facility at one time. Dining hall capacity should achieve appropriate physical distancing of diners, and, once the target capacity is reached, an additional individual should only be allowed entry when another leaves.

The Food Zoo will control entry during peak periods by limiting entry to the north side only. The cashier assigned to this station in coordination with the Person in Charge (PIC) will determine when and how long to limit entry. This will be determined by an observation of open seats and the length of service lines. Once entry is halted, we will wait for a guest to leave before allowing additional entry.

All other dining operations will control entry as needed. Busier operations like the Market, Corner Store and Food Court will schedule and assign an employee to control entry during the morning coffee rush and busy lunch hour. Guests will be asked to wait in queue lines with proper physical distancing.

MUS Guideline 4

- Eliminate buffet-style, self-serve food and beverage stations and replace with staff-served meal stations.

This will be done in the Food Zoo. Unfortunately, the requirement to temporarily suspend self-service options will significantly slow service times as each guest will need to make multiple decisions and communicate them to a service person. Average service time will be close to 3 minutes per person.

This will be done in catering where applicable.

Self-service soda fountains will be cleaned frequently and no refills or personal cups or mugs will be allowed. Campus Dining will follow MCCHD guidelines for this item.

MUS Guideline 5

- Develop traffic flow patterns and seating arrangements for each venue that allow for physical distancing and discourage unnecessary congregating. Physically spaced (6-foot) floor markers should be used for waiting lines outside and inside the facility. Inside the facility there should be an appropriately limited number of tables and chairs per table.

The Food Zoo will reduce the number of chairs at some tables to reduce congregating.

The Corner Store furniture is reduced.

Campus Dining will work with University Center Staff to reduce the number of chairs in the Commons area outside of the Food Court.

Guests may not exceed 10 per table as defined by MCCHD.

Guests may not move tables and chairs without permission from the operational person in charge.

Guests waiting for concessions food will need to queue down the hallways or concourses to not block traffic.

Campus Dining will work the Adams Event Center and Intercollegiate Athletics to develop proper signage.

MUS Guideline 6

- Promote more pre-order, curbside pick-up, delivery, and “grab-and-go” food service options.

Selected areas will allow pre-ordering to speed up delivery of products. Big Sky Burgers and Fries, and the new pizza operation in the Corner Store will start the process.

More grab-and-go will added to all operations where there is room.

The Food Zoo will have a limited meal replacement program which may be preordered and picked up.

Campus Dining is exploring pre-order options for Concessions events.

MUS Guideline 7

- Arrange for food delivery to students in isolation or quarantine.

Campus Dining will work in cooperation with Campus Housing to identify the students and their locations.

Students in isolation or quarantine will have seven-day meal boxes delivered. They will be responsible for preparing their own meals during this period.

MUS Planning Consideration 1

- Consider establishing staggered mealtimes for sit-down venues with specified times for students (residential and non-residential), employees and visitors.

All residential students will be shifted to the All-Campus Meal Plan to assist in alleviating lunchtime crowding.

As noted above, Food Zoo meal times have been extended to allow students more time to enter and exit.

Marketing efforts will be developed and implemented to shift some number of guests to the smaller operations between the busy hours of 11 a.m. to 1 p.m. Smaller operations include: Iron Griz. Biz Buzz. Heart and Soul. Recess. Sidebar and Think Tank.

Social media marketing and specials will be developed and implemented to incentivize guests to seek lunch meals in these smaller operations.

External groups, like visiting classes, will be directed to catering or retail operations during peak lunch periods and will not be allowed access to the Food Zoo operation for the first few weeks of fall semester.

MUS Planning Consideration 2

- Consider establishing additional food service facilities (including food trucks) on campus to allow for greater social distancing and less congregation.

Campus dining will work with local food trucks to provide additional points of service during peak times.

As noted above, additional marketing will target smaller and less known Campus Dining operations.

Additional Planning Considerations for Campus Dining

All Campus Dining employees will be trained to complete self-health assessments per [CDC guidelines](#).

Employees exhibiting COVID-19 symptoms are prohibited from working.

Employees who have been in close contact with symptomatic individuals, as defined by MCCHD, will be prohibited from working until the individual has been tested and cleared.

- Identifying these individuals will be difficult unless they choose to self-report.
- This information is protected under HIPPA rules.

It is **likely** that some Campus Dining operations may be unable to open if too many staff members become ill or are in quarantine.

Events and Welcoming Student and Visitors to Campus

Introduction

As we look toward an atypical academic year, careful decision-making will be necessary when deciding to plan or host an event on campus. Decisions must be driven by a realistic assessment of how venues can resume operations safely and how event organizers can help mitigate risk for their event, the employees and attendees. There is no guarantee of an illness-free event. However, planning, training and implementing reasonable health and safety measures can help protect events, employees and attendees.

UM event organizers should consider if their event or gathering is essential to the mission of UM, their department, student group or organization. Event organizers also should be aware of possible increased staffing cost around events that needs greater sanitation frequency and attendee monitoring. Organizers should be prepared to modify, scale back or cancel the event if notified by a public health officer to do so.

Most of the guidelines below are scalable, meaning it can be applied equally to events and venues, however, we recognize that each venue and event is unique and individual venue operations and event management plans will need to be developed.

Definitions

Attendee: An attendee is anyone who pays or presents a credential to attend an event. Attendees may be required by the client/event organizer to follow health and safety procedures as a condition of entry and attendance.

Client/Event Organizers: The individual scheduling the venue and responsible for planning and coordinating all aspects of the event. This person(s) serves as the point of contact for the event and will work the venue's assigned UM staff to ensure compliance to health and safety guidelines.

Employee/Worker: A paid professional or volunteer providing service. They can be required by their supervisor to follow health and safety training and procedures.

Event: Including but not limited to: meetings, receptions, conferences, parties, banquet, fairs, festivals, vendor events, concerts, arts and entertainment events, sporting events, tournaments and races.

Queue: A line or area where attendees, guests or employees await their turn.

Venue: A venue is a designated facility, room, space or outdoor location on UM property where something happens, especially an organized event such as a conference, banquet, meeting or special occasion.

Messaging

To help contribute to the viability and success of live, in-person events, everyone – including employees, event organizers and attendees – must do their part. We must educate attendees to recognize and participate in health and safety compliance. Widespread and consistent messaging of behaviors and expectations by the venue and event organizers will help clients and attendees learn what the new rules are for their protection, leading to greater compliance and risk mitigation.

In addition to the rules, attendee education begins with “We’re all in this together,” describing the essential role attendees play in allowing live events to reopen safely. Attendees and employees must do their part.

Where to Message

Website: COVID-19 Health and Safety Guidelines will be posted prominently on each venue’s website and the [UM Conference Event Services website](#). Encourage clients to repost or link the health and safety guidelines to their own event websites.

Social Media Channels: UM will encourage clients to post about the health and safety guidelines when advertising their events. Require UM-sponsored events to post health and safety guidelines with advertising for their events.

Ticket purchasing sites: Require events with ticketing to repost or link to venue health and safety guidelines. Online ticket purchases can require patrons to check a box affirming that they have read and agree to comply with posted rules.

Emails and push notifications: UM will encourage clients to use this tool to remind attendees of health and safety rules and expectations ahead of the event and throughout the event.

Mobile apps: UM will encourage clients using this tool for their events to add health and safety rules and expectations.

Signage: Signage is the responsibility of the venue, and physical signs will be prominently and strategically placed throughout the venue. Promoting healthy behaviors and everyday protective measures is an important tool for reducing spread of the novel coronavirus, and UM will develop consistent messaging collateral for the following event purposes:

- **Physical distancing:** The CDC recommends maintaining six feet of distance between individuals, as this is an important tool in reducing the spread of the novel coronavirus. Signs and other visible markers shall be used to help attendees understand and comply with physical requirements and venue/space setups.
- **Hand washing:** Post CDC guidance on hand washing, as this is an important tool for reducing virus spread.
- **Face Coverings:** When practical, face coverings are strongly recommended for workers, organizers, volunteers, attendees, participants, and audience members, especially when the 6-foot distancing cannot or will not be maintained.
- **Stop the spread:** Encourage CDC guidance on sneezing and coughing hygiene, as well as display further steps that discourage physical actions often exchanged at events such as handshakes, fist bumps and high-fives.
- **Symptoms and Self-Monitoring:** Educate workers and attendees about the symptoms of COVID-19 and when they should stay home.

Event Registration: In addition to venue signage, event organizers should make available COVID-19 event plans.

Contact Tracing: UM Conference & Event Services will provide a contact-tracing platform to assist in the tracing efforts and subsequent notification of exposure should it become necessary. Education will be required for attendees to willingly provide their information.

MUS Guideline 1

- For all event venues, develop occupancy limits and seating charts that follow local and state guidelines on event size and allow for social distancing at all events.

For all event venues, UM will develop occupancy limits and seating charts for larger events that follow local and state guidelines on event size and allowing for social distancing at all events.

Following [Missoula County Health Department event guidelines](#), each UM event venue will develop and have available occupancy limits and seating charts designed to help mitigate the risk of spread of COVID-19.

UM venue managers are responsible for providing clients the occupancy limits and seating charts.

Seated Venues

Seating shall be designated to ensure 6-foot physical distancing and/or 50-person groups with 6-foot physical distancing. Alterations to floor plans and seating charts by clients and event organizers will not be allowed.

General Admission Venues

People with 50-person groups should maintain 6 feet from one another, and event organizers should do what they can to facilitate that physical distancing. This recommendation does not apply to household members or to people who have arrived at the event together. Fifty-percent occupancy will be allowed in theaters and lecture halls for events.

Outdoor Activities

Encourage alternative outdoor venues when feasible. Social distancing and MCHD event guidelines will apply outdoors.

A link to the UM venues alternate occupancy and floor plans will be listed on at on the [UM Events Venue page](#). Event Organizers should consider a virtual component and/or an easy refund policy to encourage sick attendees to stay at home.

For all event venues, establish rules for traffic flow and congregational spaces (e.g. bathrooms, concession areas) that minimize risk of disease transmission while still meeting accessibility requirements.

MUS Guideline 2

- For all event venues, establish rules for traffic flow and congregational spaces (e.g. bathrooms, concession areas) that minimize risk of disease transmission while still meeting accessibility requirements.

Traffic Flow

UM venues will develop plans for foot traffic flow, including waiting lines and entry into the venue. Queue areas or lines should be clearly marked for appropriate physical distancing. This includes check-in, checkout, elevator/lift lobbies and serviced buffet lines. Signs or markers will be used to help attendees maintain the appropriate social distance of 6 feet apart.

Event Organizers must take into consideration that people may show up at the event in numbers that exceed maximum capacity. Organizers must be able to effectively turn people away if their admittance would cause the maximum capacity to exceed or 6-foot distancing of the event cannot be maintained.

Event organizers must anticipate that some attendees will not understand or follow the requirements. Organizers shall be able to manage or exclude participants who are not following physical distancing requirements.

Lobby Area/Intermission

Directional pathways that increase one-way traffic flow in buildings, in front of concession areas and in lobbies will be identified and posted. Adequately stock sanitizer with at least 60% alcohol for attendees to use during meeting breaks and intermissions. Avoid intermissions when possible.

Entry and Exit Points

Attendees will not enter a room until the previous occupants have exited. Where two doors to a room exist, one will be labeled as the entrance and the other as the exit. Adequately stock sanitizer with at least 60% alcohol for attendees to use at entry points.

Restrooms

For large-scale groups venues will stagger use or consider limiting the number of people who occupy the restroom at one time to allow for social distancing. Venues will not allow lines or crowds to form near the restroom without maintaining a distance of at least 6 feet from other people. Signs or markers will be used to help attendees maintain the appropriate social distance.

Will Call and Box Office

Windows are protected by glass partitions or will have sneeze guards in place. Opening fewer windows and making appropriate queuing space can preserve patron distancing. When feasible, eliminate on-site ticket purchasing and pick-up and accept only electronic tickets by advanced purchase.

Accessibility Accommodations

Venues will ensure that they offer enough accessible seating, including companion seats. Venues will be prepared to offer an expedited procedure for patrons who are unable to wait in a long line. Employees may use see-through shields when patrons are hearing impaired and can read lips. A sign-language interpreter may use see-through face shields. Using the stairs should be encouraged whenever possible for abled bodied individuals. When using the elevator, facemask or covering is recommended and hand washing upon departing the elevator. Hand sanitizer with 60% alcohol is to be placed outside of elevator doors.

Food and Beverage Stations

Food and Beverage Service at events will be limited to UM Dining Service. If a cafeteria or group dining room is used for events, individually plated meals or grab-and-go options will be

offered. Disposable food service items, including utensils and dishes, will be used over glassware when feasible. Plated, pre-packaged meals will be offered over any self-serve food or drink options such as buffets and drink stations when feasible.

Buffets stations will require the following precautions:

- Sneeze guards between guests and food.
- Workers with face masks and gloves.
- Workers plating food for the attendees. Once the plate is complete with the food selection, the plate will be covered and picked up at the end of the buffet line observing physical distancing.
- No sharing of food, tools, equipment or supplies between workers serving separate groups of 50 or less.

MUS Guideline 3

- For all venues and for each event, establish a pre-event, intra-event and post-event cleaning plan based on public health and CDC guidelines. Ensure that event scheduling allows for appropriate cleaning to take place between the conclusion of one event and the beginning of another.

UM will follow CDC and MCHD guidelines for sanitation of venues. These include:

- Using EPA-approved disinfectants against COVID-19.
- Cleaning and disinfecting frequently touched surfaces with the venue at least daily with use of a cleaning log.
- Cleaning in between uses of venue as much as possible.
- Limiting frequent turnover of room set-up and room usage. This will help workers clean between uses of venues.
- Developing a schedule for increased use, routine cleaning and disinfection with use of a cleaning log.
- Planning for and enacting these cleaning routines when renting event space in order to ensure that cleaning and disinfection can take place.
- Closing drinking fountains. Bottle fillers can remain open.
- Documenting health and safety practices, including the use of cleaning logs, as well as having a venue's cleaning and disinfection plans available.
- Providing adequate supplies to support healthy hygiene, including soap and water, paper towels and no-touch waste cans.

MUS Guideline 4

- For all major, high-occupancy events (e.g. Commencement, Homecoming) develop a plan that considers:
 - Moving events to spring 2021 or academic year 2021-22 when possible;
 - Breaking up singular event instances into multiple, smaller instances of that event;
 - Avoids overlapping events that place stress on campus staffing, cleaning resources and ability to maintain physical distancing.
- For all major, high-occupancy events develop a plan that:
 - Considers canceling high-occupancy programs.
 - Considers alternatives such as postponement or remote delivery.

- Is modified to meet social-distancing and group-size guidelines. Virtual resources and engagement opportunities will be provided.
- Avoids overlapping events that place stress on campus workers, cleaning resources and ability to maintain social distancing.
- Mandates use of event management software for campuswide scheduling to avoid overlapping events.

The Student Involvement Network will design and facilitate new programming that meets social distancing and group size guidelines. SIN and other UM offices offering student engagement programming will host micro events, virtual events, social media engagement opportunities and asynchronous activities, working on new ways for students to have social interaction and build communities such as Keeping UM Connected.

Event organizers should recognize that there is inherent risk with bringing together large-scale events with more than 250 people during the COVID-19 pandemic. The CDC recommends canceling such large events.

With events over 250 people, organizers must submit a COVID-19 event plan to show how the event will be implemented and controlled so that all requirements can be met. With events over 1,000 people, organizers must submit a complete COVID-19 Event Plan before the event to the Missoula City-County Health Department at envhealth@missoulacounty.us or mail 301 West Alder, Missoula, MT 59802.

MUS Guideline 5

- For welcome-to-campus events (e.g. orientation, move-in day), develop a plan that considers:
 - Staggering arrival/move-in days and times to allow for smaller groups and lighter traffic flow.
 - A strategy coordinated with state and local public health authorities for testing students who are returning to campus from time recently spent out-of-state due to travel or residency,
 - Breaking up larger orientation events into multiple smaller events, allowing students to complete some items on their “welcome-to-campus” checklist virtually in order to reduce crowding on campus
 - Accounting for any relevant quarantine and health check requirements when welcoming students and/or visitors to campus from outside Montana.

UM will develop a plan that considers staggering arrival/move-in days and times to allow for smaller groups and lighter traffic flow. Students will move into the residence halls at staggered times between Aug. 12 and Aug. 18. All students will be limited to two family members or guests during orientation and move-in.

New students attending Orientation will arrive no later than Aug. 16.

UM will use a strategy coordinated with state and local public health authorities for testing students who are returning to campus from time recently spent out-of-state due to travel or residency.

The University will work closely with city, county and state officials to review all aspects of operations and make health and safety adjustments as necessary.

Orientation will be broken down into groups following MCHD guidelines of 50-person groups with 6-foot physical distancing. Students will to complete some items on their welcome-to-campus checklist virtually in order to reduce crowding on campus.

All in-person Bear Tracks events have been canceled and rescheduled on-line. Incoming students register for Bear Tracks to hear from current UM students, complete academic advising, complete course registration, submit their student ID photo, learn about placement testing and finalize their financial aid.

No quarantine is currently required for those students traveling outside Montana but within the United States.

MUS Guideline 6

- Establish decision criteria for hosting (or not hosting) non-college/university events.

UM will establish decision criteria for hosting (or not hosting) non-university events.

Fulfilling academic needs will be priority, as such auxiliary spaces may be allocated for temporary use as classrooms. Priority will be given to accommodate University related business and functions. Once these priorities are met, non-college/university events may be scheduled.

Events hosting a large number of international attendees will be asked to cancel or postpone their event for a later date.

MUS Guideline 7

- Require all off-campus organizations scheduling non-college/university events on campus to agree to updated terms and conditions requiring campus sanitation protocols.

UM will require all off-campus organizations scheduling non-college/university events on campus to agree to updated terms and conditions requiring campus sanitation protocols.

“The risk of contracting novel coronavirus creates a new duty of care contract between event organizers and venue operators, as well as workers and attendees. All have a duty to behave reasonably under the circumstances to maintain social distancing and engage in sanitary practices suitable for a pandemic. Both employees and attendees who fail to follow such social protocol to mitigate risk should be removed from the event. Following the message that we are all in this together, employees and attendees should follow the social rule “see something, say something.”

Include the following in contract language: “The Parties will be excused from the performance of their respective duties and obligations set forth in this Agreement to the extent that the Event is rendered impossible or impracticable by a force majeure event, such as strikes, lockouts, sit-downs, material or labor restrictions by any governmental authority, unusual transportation delays, riots, floods, severe weather events, explosions, acts of the public enemy, wars, insurrections, pandemic, University for health/safety reasons and/or any other cause not reasonably within the control of UM or Event Sponsor, or which, by the exercise of due diligence, either UM or Event Sponsor is unable, wholly or in part, to prevent or overcome.”

MUS Guideline 8

- Design in-person campus tours to include smaller groups that meet physical distancing guidelines and restrictions on gathering size.

UM will design in-person campus tours to include smaller groups that meet social-distancing guidelines and restrictions on size of gathering. Campus tours will restrict parties to one

potential student and two family members and/or guests. Limit each total campus tour size to 12 individuals (four parties).

Athletics

Introduction

The University of Montana is an NCAA Division I institution and member of the Big Sky Conference. Approximately 350 student-athletes compete in 15 intercollegiate sports. Guidance for planning comes from the National Collegiate Athletic Association (NCAA) Sport Science Institute, Centers for Disease Control and Prevention (CDC), National Athletic Trainers Association and direction from campus and industry experts.

Key factors center on developing mitigation plans for return to practice and competition for student-athletes, best use of facilities, and protecting staff and coaches. Plans also provide guiding principles for mitigation and contact tracing.

MUS Healthy Fall 2020 Planning Guidelines for Campuses provides general planning guidelines for athletic departments. However, as noted, the MUS Athletics 2020 Advisory Group and future decisions from relevant governing organizations will heavily influence decisions.

MUS Note: While we have provided general planning guidelines here, this planning area will be strongly influenced by upcoming guidance established by the MUS Athletics 2020 Advisory Group and by future decisions from relevant athletics conferences (e.g. Big Sky Conference, Frontier Conference) and national organizing bodies (e.g. NCAA, NAIA).

MUS Guideline 1

- Conduct an assessment of COVID-19 transmission in each sport and identifying risk factors. These factors are based on impediments to social distancing, ball transfer and cleaning of shared equipment. Risk factors should be established, and return to practice and competition should be based on factors including, but not necessarily limited to, any impediments to social distancing (e.g. contact between players), ball transfer, cleaning of shared equipment and feasibility of social distancing among any spectators.

The University reopened the Washington-Grizzly Champions Center on June 1, 2020, for use by student-athletes. The state-of-the-art facility is spacious and allows for social distancing while student athletes train under the supervision of certified athletic trainers and strength coaches.

Prior to the start of training and workouts, student-athletes will complete a health assessment survey (Appendix A), which is reviewed by the athletic training staff.

Before daily training and entrance in to athletic facilities, athletic training staff and/or coaches will conduct health screening for each student-athlete as described in MUS Guideline three.

Operation of Washington-Grizzly Champions Center includes:

- Student-athletes must wear masks for all activities prior to workouts.
- Student-athletes must arrive on campus dressed.

- Student-athletes must check-in and complete daily screening at main entrance to facility as a group based on living and work arrangements.
- Student-athletes must wash hands in the two bathrooms on upper level of facility. “
- Bathrooms, high-touch points, symptom check area and screening equipment are disinfected between uses based on CDC recommendations.

The following guidelines provide the framework for training sessions:

- Student-athletes remain in assigned groups to minimize crossover.
- One strength coach is used per two groups, with the coach remaining consistent each day.
- Minimal training equipment is used, with only one student-athlete per rack.
- All used equipment is left out until cleaned post-workout to maintain a system of identifying “dirty” equipment and “clean” equipment.
- Student-athletes clean their equipment post-workout under the supervision of the strength coach using disinfectant supplies provided and based on CDC recommendations.
- Towels are provided but must be used by only one individual. Clean towels are located on one rack, with used towels discarded in a clearly marked bin. Towels are washed daily by Hackney Athletic Equipment Center personnel.
- After completion of training session, student-athletes wash hands and exit via the back entrance to eliminate cross contamination with the incoming group.

Contact between individuals is limited until such a time when full return to practice is allowed. However, proper education, including healthy practices to reduce the spread of COVID-19, is critical. Education centers on frequent hand washing, coughing and sneezing in an elbow, avoiding touching the face, disinfecting of surfaces and equipment, and staying home when sick.

Education regarding personal accountability is imperative. While athletic staff cannot control how student-athletes spend their time outside of training and practice sessions, consistent education on healthy practices and an emphasis on the need for honest disclosure of symptoms is done in the following way:

- Individual education is provided during return meetings with a member of the Rhinehart Athletic Training Center. At that time, each student-athlete reads and acknowledges the responsibility to self-report symptoms (Appendix B).
- Posters and printed material will promote COVID-19 preventive measures in all athletic facilities.
- Individual education is provided during daily check-in.
- Group education is provided during training sessions.

Using guidance from the Core Principles for the Resocialization of Sport, along with action plan considerations developed by the NCAA Sports Science Institute, the following are used as framework related to practice and use of shared equipment.

- A health-assessment survey (Appendix A) on file with Rhinehart Athletic Training Center.
- Daily check-in and symptom assessment for student-athletes conducted by athletic training staff and/or coaches.
- Mandatory use of face coverings during check-in.
- Mandatory hand washing prior to practice or use of shared equipment.
- For sports, each student-athlete will have their own equipment and area for practice where possible. In instances where equipment must be shared, the groups are limited and consistent.
- Student-athletes will clean equipment after use with provided cleaning supplies based on CDC recommendations.
- A training area is not used again until “clean between” is performed based on CDC recommendations.
- Athletic facilities are open for specific times only ,with sign-in and sign-out sheets to track usage.

MUS Guideline 2

- Develop health assessment survey for student-athlete at onset of practice and competition.

The University is conducting an initial health assessment survey for each student-athlete prior to training or practice. Survey (Appendix A) includes documentation of their location for the past 14 days, identification of any common symptoms of COVID-19, disclosure of any prior testing and/or positive test, and other relevant questions.

During initial health assessment, student-athletes must read and acknowledge education related to COVID-19 and agree to disclose all symptoms (Appendix B).

University athletic training staff are familiar with the student-athletes and their health history and potential underlying health conditions. Any student-athlete with underlying health conditions is restricted from participation.

The University is conducting a daily check-in and symptom check of all student-athletes. Check-in includes:

- Student-athletes must enter through main entrance to Washington-Grizzly Champions Center.
- Student-athlete must wear face covering during assessment.
- Staff conducting check in using appropriate personal protective equipment including face mask, gloves and eye protection.
- Student-athletes get temperature checks with an infrared thermometer, monitoring for fever of 100.3 degrees or higher.
- Student-athletes are questioned regarding current cough, shortness of breath, sore throat, chills, headache and muscle soreness.

For a student-athlete with measured fever of 100.3 degrees or above on screening with no other symptoms the student-athlete is removed to an isolation room for 30 minutes to rest quietly. The temperature is then rechecked and, if normal upon recheck, the student-athlete is released to participate. If the temperature rechecked and remains above threshold, the student-athlete is sent home, and athletic trainer follows up via phone within 24 hours.

For a student-athlete who shows one or multiple COVID-19 symptoms, the student-athlete must notify athletic trainer or strength coach prior to coming to campus. The student-athlete then is referred to the team physician and Curry Health Center for potential testing following [CDC guidelines](#).

MUS Guideline 3

- Promote social distancing and enhanced cleaning areas of congregation.

UM is operating with a student-athlete resocialization plan developed in early May 2020. As the state of Montana works through the phases of reopening, the plan is modified and expanded. Initial groups were limited to 10, but this will increase as [state of Montana regulations](#) allow.

Congregation areas are modified as follows:

- All locker rooms are currently closed.
- The Jared & Maile Losing Nutrition center is currently closed.
- The Eric & Blair Sprunk Student-Athlete Academic Center is currently closed.
- The 1995 National Championship Team Room is currently closed.
- Small meeting rooms are currently closed.
- Water dispensers are not accessible. Student-athletes expected to bring their own full water bottles.
- The Hackney Athletic Equipment Center is closed, and towels used in training are the only items being laundered.
- Chairs and tables in the strength and conditioning center in the Washington-Grizzly Champions Center are not accessible.
- The Rhinehart Athletic Training Center is open by appointment only.
- The “clean between” practice continues, which recommends disinfecting between groups following [CDC guidelines](#).

The following student-athlete service facilities will reopen under these guidelines:

Eric & Blair Sprunk Student-Athlete Academic Center

- Face coverings are strongly recommended.
- Hand washing is mandatory upon entrance.
- Griz Card swipe already is required to use the facility and will continue for contact tracing.
- Space in the facility allows for ample social distancing, but occupancy will be restricted if necessary.
- The individual study room capacity is restricted to two, and social distancing is required.
- High touch areas like door handles are cleaned frequently. Student-athletes are required to clean area after use, including table or desk top and chairs, with cleaning supplies provided by Athletics following [CDC guidelines](#).

Hackney Athletic Equipment Center

- Frequent hand washing is required by equipment center staff.
- Equipment center staff wear face coverings and gloves.

- A Plexiglas divider has been installed between equipment center staff and student-athlete.
- Only one student-athlete allowed at the window at a time, with distancing required for those waiting.
- Countertops and high-touch areas are cleaned frequently following CDC guidelines.
- Student-athletes are required to use hand sanitizer after handling in equipment.

Rhinehart Athletic Training Center

- Is access by appointment only, along with scheduled team times when possible.
- All student-athlete personal items will be kept in lockers outside the center.
- Athletic training staff must wear personal protective equipment for temperature checks and health screenings.
- Mandatory hand washing is required for student-athletes.
- Mandatory hand washing is required for athletic trainers.
- The area and equipment must be cleaned used following CDC guidelines.
- Student-athlete athletes must wash their hands prior to leaving the center

Locker Rooms

- Remove furniture used for congregating.
- Limit use to changing, showering and restroom use.
- Student-athletes are required to return dirty clothing to the Hackney Athletic Equipment Center as described above.
- Student-athletes are required to clean personal area with supplies provided by Athletics following CDC guidelines.
- Custodial staff will clean frequently following CDC guidelines.

Washington-Grizzly Champions Center Meeting Rooms

- Rooms are available by appointment only.
- Face coverings are strongly recommended.
- Hand washing is mandatory upon entrance.

- If needed, occupancy in the 1995 National Championship Team Room will be restricted to 50, but increase as state of Montana regulations allow. The room now allows for ample social distancing.
- High-touch areas like door handles will be cleaned frequently.
- Student-athletes are required to clean area after use, including table or desk tops and chairs, with cleaning supplies provided by Grizzly Athletics following CDC guidelines.

MUS Guideline 4

- Athletics administration and sports medicine staff should follow federal, state, local and institutional public health recommendations related to screening and testing of student-athletes and staff following team, work-related and personal travel.

The University will continue to conduct appropriate and relative testing for COVID-19. At this time asymptomatic, mass and antibody testing is not being done. Athletics continues to investigate the benefits, availability and effectiveness of testing as it relates to the health and well-being of student-athletes. Athletics collaborates with the Curry Health Center for testing protocols.

Screening will continue as student-athletes return to campus and take the health survey (Appendix A) and daily health screenings.

MUS Planning Consideration 1

- Consider, with guidance from state and local public health authorities, the challenges and opportunities associated with a consistent COVID-19 testing and monitoring plan for student-athletes competing in intercollegiate sports.

MUS Planning Consideration 2

- Consider creation of a COVID-19 Athletics Coordination Team.

UM COVID-19 Athletics Coordination Team:

- Dr. Carla Fritz, team physician, Curry Health Center
- J.C. Weida, head athletic trainer
- Darby Henthorn, Student-Athlete Advisory Committee president,
- Brandon Ronan, director of strength and conditioning
- Kent Haslam, director of Intercollegiate Athletics
- Jean Gee, senior associate athletic director, student services
- Greg Sundberg, senior associate athletic director, external operations
- Chuck Maes, senior associate athletic director, operations
- Ryan Martin, senior associate athletic director, CFO

MUS Planning Consideration 3

- Consider whether travel for competition is appropriate given the current stage of the pandemic (especially at the competition location), potential isolation and quarantine measures that could arise as a result of the travel, and additional screening that may be required as a result of the travel.

There is still much to be determined when it comes to team travel for fall sports. The NCAA, Big Sky Conference and restrictions implemented by scheduled opponents will factor in to the decision. Athletics follows the current travel guidelines outlined by the State of Montana's reopening plan.

Appendix A

University of Montana Intercollegiate Athletics Student-Athlete Health Survey

Please complete this survey and bring it with you on your check-in day along with the required verification documentation noted on page two. Prior to using athletic facilities this survey must be on file.

Name:

Sport:

We will be sending a copy of the Mitigation Plan to your parents/legal guardians.

Parents/Legal Guardians Names:

Email address(es) for Parents/Legal Guardians:

Have you been sick the past 14 days?

Yes No

Have you been sick in the last 2 months?

Yes No

Have you been near someone who is/was sick the past 14 days?

Yes No

Have you been told to quarantine for suspected direct exposure to COVID-19?

Yes No

Have you been near someone who has been told to quarantine for suspected sickness?

Yes No

Have you been tested for COVID-19?

Yes No

If yes, Date: Results:

Have you been near someone who was tested for COVID-19?

Yes No

If yes, Date: Results:

Do you have diabetes, asthma or general breathing difficulties?

Yes No

Have you been coughing, had a high temperature, or difficulties breathing in the past 14 days?

Yes No

Have you noticed a change in your ability to taste or smell in the past 2 months?

Yes No

Have you had new onset of headache, nausea/vomiting, sore throat, diffuse body aches?

Yes No

Do you have any other health issues to report?

Yes No

If Yes, list those issues:

Appendix B

University of Montana Intercollegiate Athletics

Student-Athlete COVID-19

Injury and Illness Agreement to Self-Report

COVID-19:

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- COVID-19 symptoms can range from mild (or no symptoms) to severe, and may present differently in each student-athlete, but are all important to report.
- Symptoms of COVID-19 may include cough, shortness of breath, headache, sore throat, chills, acute muscle soreness, increase temperature (higher 100.3), nausea, feeling sluggish or groggy.

Reporting COVID-19:

- A student athlete who exhibits signs or symptoms of possible COVID-19 should stay at home, be removed from the public and quarantined. The person will be evaluated by a health care provider and follow CDC guidelines for care.
- A student athlete who has symptoms or a positive test of COVID-19 must stay in quarantine and may not return to practice or competition until symptoms have resolved and he or she has received medical clearance while following the CDC guidelines for return to public and return to play.
- The University of Montana staff may not be able to fully evaluate and give appropriate care for a student athlete who has COVID-19 or any other type of injury or illness, unless the student athlete discloses any and all of his or her symptoms to the certified athletic trainer.
- Serious and/or permanent harm may result to the SA and/or to others if a student athlete fails to inform the athletic training staff about the signs and/or symptoms of their injury or illness.

By signing below, I acknowledge that I have read and understand the above information and I accept responsibility for reporting all injuries and illnesses, including symptoms of COVID-19, to the athletic training staff. I understand that returning is voluntary and returning to workouts is ok with me. I have also received the CDC COVID-19 fact sheet.

Name (Print):

Sport:

Signature:

Date:

Parent/Guardian Signature (if under 18 years of age):

Date:

Appendix C

14-Day Location Verification Form

We must trace where you have been for the 14 days prior to participation. In addition, we will need documentation to support that you have been in Montana for the 14 days prior to participation. Please attach the required documentation to this form at check-in or you will not be released to begin participation. See below for examples of documentation:

- If you have been out of state (at home) prior to the 14-day window, you can provide a copy of a boarding pass with date of arrival into Montana, gas receipts driving to Montana, or email verification from a parent to jean.gee@umontana.edu
- If you have been in Montana, you can provide a receipt for groceries, restaurant, gas; copy of pay stub for your local employment; or email verification from a parent to jean.gee@umontana.edu

Indicate date and your physical location (city and state) for the past 14 days

Day	Date	Location
Day 1	Date:	Location:
Day 2	Date:	Location:
Day 3	Date:	Location:
Day 4	Date:	Location:
Day 5	Date:	Location:
Day 6	Date:	Location:
Day 7	Date:	Location:
Day 8	Date:	Location:
Day 9	Date:	Location:
Day 10	Date:	Location:
Day 11	Date:	Location:
Day 12	Date:	Location:
Day 13	Date:	Location:
Day 14	Date:	Location:
Today	Date:	

I have read the attached information on COVID-19 and understand the plan put in place for return to training. I understand the importance of following these recommendations and accurately reporting my symptoms while practicing the CDC guidelines for social distancing and quarantine at home for 14 days after travel. I certify that the information given above is true.

Signature:
Date:

Reviewed by:
Date:

Provide Student Support Services

NEEDS INTRODUCTION

MUS Guideline 1

- Where possible, plan to supplement delivery of in-person support services and student conduct management with alternate delivery strategies.

All UM student services offices will provide in-person and remote access and advising based on student circumstances and need. Clear contact information and details will be posted on each offices' website and on the exterior doors of buildings. For smaller populations, VETS and American Indian Student Services, direct emails will go to these population regarding accessing services in the various delivery methods. Those offices also provide multiple communications weekly regarding their availability. Disability Services for Students is working with 77 current students who are requesting remote learning as part of their disability accommodations. The director is working with deans and faculty on these requests as they come in.

Curry Health Center

While Curry Health Center remains open for all services (medical, dental, counseling, wellness), CHC will continue to use tele-health as an alternative delivery strategy when providing care to students. Providers have been trained in these tele-health models and appropriate procedures have been established in accordance with accreditation standards. CHC uses HIPAA compliant version of Zoom software for all tele-health services.

All employees are furnished and will wear appropriate PPE for their respective work area. Working with the Montana Department of Public Health, CHC will be able to provide COVID-19 testing for students with symptoms associated with COVID-19, up to 20+ tests per day. CHC does not have the means to provide mass testing for the campus population.

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MUS Guideline 2

- Train student support staff to effectively use alternate delivery methods.

By fall semester 2020, UM student services offices will have trained all personnel on the use of remote technologies. Many have already established "Zoom Rooms" whereby students and staff can quickly jump on for brief chats for questions and concerns. Box has also been highly useful for sharing documents and will be just one way that our tutoring and writing programs provide their services remotely.

MUS Guideline 3

- Design staffing, facilities, scheduling, and traffic flow to mitigate health risks for students and employees during in-person delivery.

All student support offices at UM are redesigning waiting rooms and common spaces (e.g., reduced seating, demarcations of six feet, etc.) to reduce occupancy and to create appropriate physical distance. Where possible, offices are employing strict scheduling to reduce traffic and help with contact tracing. Offices will discourage in-person drop-ins in favor of scheduling so that waiting room capacities can be better managed. Plexiglas barriers have already been installed at nearly all reception areas in student services. Masks will be worn by employees and each office will ask students to wear a mask upon entering the facilities. Hand sanitizer will be

available. Signage will be placed around each student services offices detailing the CDC safety measures that are expected of students while in each office.

Curry Health Center

CHC is using a single point of entry (Main Entrance) for accessing the facility. Hand sanitation stations have been set up at various locations around the facility and visitors to the clinic areas are be requested to wear a face mask.

Visitors with COVID-19-type symptoms will be directed to use the West Entrance where testing will occur. This will minimize potential contact with others and the testing area is more easily cleaned.

CHC will continue to use its existing online portal to allow for online appointment scheduling and patient care information.

CHC requests patients call first before coming to CHC so that we can adequately stagger appointments and eliminate congestion in waiting areas. Seating in reception areas has been reduced to encourage appropriate social distancing.

Plexiglas “sneeze” shields have been installed in reception areas.

Most staff meetings will be conducted via Zoom for the foreseeable future. Smaller meetings may resume as long as appropriate physical-distancing measures can be achieved.

MUS Guideline 4

- Develop a communication strategy to inform students and the campus community about various delivery modes (e.g. in-person, online or both), specific precautionary measures/risks and contingency plans for remote or altered delivery for each area of student support.

On the exterior entrance of UM facilities, offices will note contact information and the processes for accessing services in-person and remotely. Each office will update websites accordingly. With our smaller populations (VETS, AISS, DSS), students will receive periodic emails regarding access options and processes. All efforts will be in concert with larger university-wide communications.

Curry Health Center

CHC will use university-designed signage to inform visitors of procedures when in the building.

CHC will provide regular updates (at least weekly) on CHC website informing visitors of service options (e.g., online, in-person, telephone, etc.) and procedures.

Administrative staff have been trained to inform visitors of various delivery modes available to them, when appropriate.

CHC will continue to use Facebook and Spotify advertisements to inform visitors of CHC services and to emphasis the request to call first before coming to CHC.

MUS Planning Consideration 1

- Consider education and support for students that helps them easily access and effectively use online student support services.

Each student services director at UM has been directed to provide a link to “Keep on Learning” as part of their email signature and all department websites will encourage students to visit the “Keep on Learning” webpage. The advising community has been continually reaching out to students offering their assistance and support as it concerns students’ questions or abilities in using remote services. In addition, each student service office has made their processes for accessing services as clear, straightforward and easy as possible. In addition, with every outreach regarding services, each office is providing a step-by-step process for accessing services.

MUS Planning Consideration 2

- Consider developing tools to assess the effectiveness of student support services being offered through different delivery methods.

Each student services office has been commissioned to review and evaluate their remote services. Specifically, they are to poll students who have used remote services regarding ease of access, effectiveness and to solicit any feedback regarding improvement.

Staff Campus Operations

Introduction

UM developed General Health and Safety Guidelines – Mitigations for SARS-CoV-2 with broad guidance for employees. The primary goals for the University’s response to the COVID-19 pandemic are to protect public health and continue the institution’s vital missions of education and research. The complete guidelines are available on the University’s coronavirus website.

MUS Guideline 1

- Design staffing and facility use plans to mitigate health risks for employees and students. These plans may include redesigned physical spaces, designated traffic flow patterns, and use of physical barriers such as Plexiglas where feasible. These plans may include adjusted staffing schedules and operational hours that allow for staggered work shifts, rotating teams in each operational area and more social distancing for staff and students.

University guidance states that in an open-office, cubicle or common environment, be sure to maintain at least 6 feet between workers. If possible, have at least one workspace separating workers. Wear a face mask or face covering at all times while in a shared workspace/room.

Departments will assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers and customers, such as:

- Place visual cues such as floor decals, colored tape or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open workspaces with multiple through-ways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic if building space allows.
- No more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times.
- Masks/face coverings should be worn by employees in a reception/receiving area.
- Masks/face coverings should be used when inside any UM facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

UM Facilities Services has Plexiglas and the ability to construct barriers to use in areas where close contact occurs (i.e. where financial transactions occur, areas with “counter/customer service areas” and businesses in the UC). Contact Facilities Services at 406-243-2788.

Convening in large groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.).

In-person meetings are limited to the restrictions of local, state and federal orders and should occur in places where individuals can still maintain 6 feet of separation for physical distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices between attendees. University

Marketing can assist with providing signage or other visual cues to facilitate distancing or other mitigation reminders.

Employees are encouraged to communicate with colleagues and supervisors via email, instant message, telephone or other available technology rather than face-to-face whenever appropriate. A range of available tools (e.g. Zoom, WebEx, Microsoft Teams, Jabber, etc.) can assist with virtual collaboration.

Laboratory workspaces will have additional unit-specific requirements, including the following: increased sanitizing of lab benches, equipment and tools; use of sanitized eyewear, disposable gloves and masks whenever possible; and flexible lab scheduling to promote physical distancing.

Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common-use areas. University Marketing can assist with providing signage or other visual cues to facilitate distancing or other mitigation reminders.

MUS Guideline 2

- Plan a strategy for reasonable work accommodations for employees with heightened risk from COVID-19 exposure.

Employees who are required to work on-site, and have concerns about doing so due to a medical condition that places them in a higher risk group, may request accommodations through their supervisor. Those who wish to seek ADA Reasonable Accommodations related to returning to the workplace should visit with their supervisor and speak with their physician to start the “reasonable accommodation” process. The supervisor should contact Michele Wheeler in Human Resource Services (HRS) at 406-243-2842 to start the process. A doctor’s note will be required by the state employment division if unemployment claims are involved and to continue benefits if the employee has been asked to return to work.

Phased Staffing

UM will phase in a return of employees to campus over time in a coordinated process to ensure appropriate physical distancing and other mitigation measures.

UM will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments and necessity to access on-site resources. These decisions, once approved, will be communicated through your respective vice president, vice provost or dean.

Sector vice presidents, deans, directors and other unit heads are expected to refrain from increasing staffing levels beyond current needs to support necessary on-site operations.

Supervisors should seek approval from their respective vice president, vice provost or dean before expanding staffing levels. When employees return to campus, they should familiarize themselves with this guidance and follow it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

Staffing Options

As staff members begin to return to work on-site, there are several options departments should consider to maintain required physical distancing measures and reduce population density within buildings and work spaces.

Remote Work

Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which must be approved by the immediate supervisor, can be done on a full- or partial-day/week schedule as appropriate.

Alternating Days

In order to limit the number of individuals and interactions among those on campus, departments could schedule partial staffing on alternating days. Such schedules will help enable physical distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing

The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet physical distancing requirements.

Physical Distancing

Physical arrangements should be made to ensure safe distances are maintained among staff while they work within offices. These include separation of desks, installation of Plexiglas protective shields and strategic placement of cleaning supplies and/or sanitizer.

MUS Guideline 3

- Where relevant, consult with employee unions as staffing strategies are developed.

The University's shared governance representatives serve on the Campus Preparedness Response Group, which coordinated the development of the General Health and Safety Guidelines.

MUS Guideline 4

- Ensure that employee calendars comply with contractual obligations.

All policies, procedures and timelines will be designed to comply with contractual obligations as appropriate for all employees.

MUS Guideline 5

- For student-facing business operations (e.g. financial aid, business services, etc.) supplement in-person service with remote delivery options whenever possible, with an emphasis on phone/tablet accessibility.

The University has a business continuity plan to ensure the availability of services despite the disruption presented by COVID-19. This includes plans for in-person services where they can be safely delivered and remotely-delivered assistance (telephone, online, interactive video conferencing or web-based) when necessary.

Workplace safety is critical to the resumption of instruction, business operations and services vital to the UM Mission. To prepare campus for the resumption of face-to-face work and the

return of students, the Health Advisory Group of the Campus Preparedness and Response Group has created broad guidelines to promote best-practices (University of Montana's Workplace Expectations and Guidelines), as well as a checklist(s) to be completed by each unit on campus to ensure all appropriate measures are considered to reduce the potential for spread of coronavirus within the UM workplace.

The checklist should be completed by supervisors or managers for all units listed in Appendix (B) of the University of Montana Guidance for Workplace Safety SARS-CoV-2 and updated as necessary to ensure the University is implementing recommended protocols to limit the spread of coronavirus while continuing operations. A working copy shall be maintained in the office of each unit, and should be provided to students, staff and/or faculty upon request.

Maintain Buildings and Facilities

Introduction

NEEDS INTRO

MUS Guideline 1

- Develop a building/facilities usage and staffing plan that ensures adequate cleaning and sanitation, with particular attention to all high-traffic areas, common areas and restroom facilities, and develop tracking process for cleanings.

The University's enhanced cleaning plan includes the use of a disinfectant that has been pre-approved by the U.S. Environmental Protection Agency for use against emerging enveloped viral pathogens, including the 2019 novel coronavirus. UM cleaning crews use Oxivir Tb, a one-step odorless hospital-grade disinfectant cleaner. Oxivir Tb disinfectant spray is non-hazardous and non-corrosive, and the active ingredients break down to oxygen and water after use.

A daytime crew disinfects public high-touch surfaces once daily. Facilities Services will continue to clean and disinfect campus restrooms, classrooms and other instructional spaces once daily.

Facilities will use electrostatic backpack sprayers in classrooms. The sprayers reach areas that can't be reached by hand and are much more efficient. A daily checklist system will ensure all areas are cleaned.

Curry Health Center hires and maintains its own custodial staff to ensure cleaning guidelines for a health care facility are met on a daily and ongoing basis. Procedures currently exist to address addressing timely cleaning needs. The CHC facility is cleaned throughout the day with special attention to traditional contact areas (e.g., door handles, stair railing, contact surfaces at reception areas, waiting areas and rest rooms. Personal hygiene products are checked and replenished throughout the day.

MUS Guideline 2

- Develop a plan for placement and monitoring of materials that promote healthy hygiene practices (refilling of sanitizers, etc.).

Facilities Services will install 360 wall-mounted hand sanitizer dispensers and 160 wall-mounted disinfectant wipes dispensers in academic buildings (each dispenser holds 700 wipes). Students, staff and faculty are encouraged to use disinfectant wipes from dispensers to clean classroom spaces they will use.

Soap dispensers are located in all public restrooms. Custodial crew will check dispensers daily to ensure product is well-stocked.

MUS Guideline 3

- Establish, as applicable, clearly communicated guidelines if there are any changes to building hours of operation or general accessibility.

The University will continue to work with operating units to address issues related to the pandemic and any new guidance and or actions necessary to ensure a safe environment.

UM will phase in a return of faculty, staff, postdocs and students in a coordinated process to ensure appropriate physical distancing, availability of protective gear and testing capabilities for COVID-19. Individuals will return to campus based on the core activities they support and their demonstrated need to be on campus. No one should return to campus without authorization.

Entry to buildings will be regulated and monitored in alignment with American College Health Association guidance. Where applicable, your Griz Card is required for entry to all buildings, and you may not hold or prop open exterior doors for any other person. After entering a building, sanitize your hands at the nearest sanitizer station and follow signage and all physical distancing guidelines outlined herein.

The University will identify suitable building access points. In alignment with Center for Disease Control employer guidance, where appropriate, departments and building coordinators should attempt to coordinate arrival and departure times of faculty, staff, postdocs and students to reduce congestion during typical “rush hours” of a day’s schedule. For example, staff arrival and departures should be scheduled in 15-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators, etc. Staggered schedules should be considered for lunch and break times.

Once you have been authorized to return to campus, you should arrive and depart campus through the designated building access points. Staff should also report at the designated time, where applicable, to limit the number of people entering and exiting buildings at any one time.

These efforts will be tightly coordinated to mitigate potential risks and ensure the safety of our campus community and the other communities we serve. No unit or department should increase authorized levels beyond current needs to support critical on-site operations and activities without approval from the appropriate dean or vice president. Once decisions to expand on-site levels of return in certain areas are made, individuals should follow the campuswide policies and protocols detailed in this guide for returning to work on campus.

MUS Guideline 4

- Develop a plan for visible signage that promotes social distancing and healthy hygiene practices and clearly indicates desired traffic flow.

Maintaining space between you and others is a best practice, according to the CDC, and required on the UM campus to avoid exposure to the COVID-19 virus and slow its spread. Because people can spread the virus before they know they are sick, it is important to stay away from others whenever possible, even if you have no symptoms. Physical distancing is especially important for people who are at higher risk. Individuals on campus should stay at least six feet (about two arms’ length) from other people, avoid gathering in groups, stay out of crowded places and avoid mass gatherings.

All campus buildings and exterior spaces will include signage that should be followed by community members at all times. This includes directional and physical distancing signage signifying flow and where people should stand, as well as informational signage regarding protocols in the Return to Campus plan.

Curry Health Center will use university-designed signage to inform visitors of procedures when in the building.

MUS Guideline 5

- Develop a communication plan that allows for timely reaction to specific cleaning needs and any needed changes to scheduling/rescheduling of space after a positive case is discovered.

The Facilities Services Work Order Desk at 406-243-6091 will handle daytime service calls. The Daytime Crew will respond to any requests for restocking or special disinfecting needs.

Chuck Emmett, UM Safety officer, has developed a “Guidelines for Disinfecting in a Quarantine or Isolation Building.” These guidelines can be modified to apply in a positive test case.

MUS Planning Consideration 1

- Consider developing guidance for classroom instructors and students to promote best practices for sanitizing classroom spaces in between classes (e.g. wiping down desks/workspaces with available wipes).

The UM Facilities Services custodial crew will clean classrooms and other instructional spaces once daily. UM encourages students, staff and faculty to use disinfectant wipes from dispensers to clean classroom spaces they will use.

CHC hires and maintains its own custodial staff to ensure cleaning guidelines for a health care facility are met on a daily and ongoing basis. Procedures currently exist to address addressing timely cleaning needs. The CHC facility is cleaned throughout the day with special attention to traditional contact areas (e.g., door handles, stair railing, contact surfaces at reception areas, waiting areas and rest rooms. Personal hygiene products are checked and replenished throughout the day.

MUS Planning Consideration 2

- Consider enhanced swipe/access technology to improve control over building traffic, to monitor access to buildings and to assist with contact tracing if needed.

The University will identify suitable building access points. Swipe card access will continue to be installed on campus buildings.

Your Griz Card may be programmed to allow you to swipe into buildings or areas when the doors are locked. Many buildings have exterior Griz Card swipe access for after hours, and some computer labs or high-security areas use the Griz Card for access 24/7. Each non-residence hall building has an authorized contact(s) that can request

door access changes or door schedule changes for the building or area. If you believe that you need access into a specific area or building, please contact your supervisor or professor (if the access is for a class). If you are unsure of who to talk to, please contact the Griz Card Center for assistance.

MUS Planning Consideration 3

- Consider alternative egress/ingress patterns to minimize congregation in high-traffic areas.

Provide Campus Transportation

Introduction

As UM prepares to return to in-person instruction for fall semester 2020, one of the most elemental planning considerations is how students, faculty, staff and visitors access the campus. A student or employee's day on campus begins and ends with a commute. UM has a diverse mode split: According to the 2016 UM Transportation Study, only 49% of students, faculty and staff drive alone to campus each day. A significant percentage of the campus community rides public transportation, bikes, walks or carpools to campus. Over 20% of students, faculty and staff ride transit to campus; another 20% bike to campus.

Transit

The Associated Students of UM (ASUM) operates the UDASH transit system – one of the only student-run transit systems in the country. UDASH connects areas of Missoula with high densities of student residences to the mountain campus and the Missoula College river campus. UM is also served by Missoula's Mountain Line transit system. Between the two agencies, 21% of students, faculty and staff ride transit to campus. It is important to have continuity of operating characteristics between the two transit agencies. ASUM and Mountain Line are in very close communication to ensure the agencies are coordinating planning efforts and operating in a consistent manner.

ASUM is relying heavily on guidance and best practices provided by the American Public Transportation Association and the Federal Transit Administration. APTA routinely issues guidance for operating public transportation safely during the COVID-19 pandemic and highlights innovative practices from around the country.

Systemic Impacts

Parking and transportation function as a system. Over the past couple of decades, UM has been able to meet sustainability objectives and avoid building expensive parking structures by facilitating and encouraging other modes of transportation. Discouraging transit ridership during the COVID-19 pandemic will have an impact on the capacity of the parking system. As transit systems shift from trying to maximize ridership to protecting the health of riders during a pandemic, there are opportunities to encourage other non-single occupancy vehicle modes of transportation.

The shift in the academic calendar for fall semester 2020 means that most of the semester will take place during ideal bicycling weather. The University should consider how to incentivize biking to alleviate parking system impacts.

Encouraging walking, telecommuting or safe carpooling also can have positive impacts on parking system capacity. The University, through ASUM Transportation, the UM Police Department and Human Resource Services, should identify methods to further support and incentivize these modes.

Academic and Group Travel

This planning area primarily focuses on the commute trip to campus, but there are several other types of travel to consider. Field courses, experiential learning programs and student group travel have unique challenges as well.

Vehicle Types

This plan addresses three categories of vehicles directly operated by the University of Montana:

- UDASH transit buses
- UM Facilities Service Motor Pool vehicles
- Departmentally owned and operated vehicles

Vehicle use that falls outside the scope of this chapter should default to the most restrictive of these guidelines.

MUS Guideline 1

- In accordance with CDC and applicable local and state public healthy guidelines, develop and execute adequate cleaning protocols for campus vehicles and transportation hubs (e.g. campus bus stops) during prime usage hours and in between prime usage hours.

UDASH Transit Buses

The ASUM UDASH bus service will adopt enhanced cleaning protocols to help prevent the spread of COVID-19.

- High-touch hard surfaces including stanchions, handholds and seat backs will be disinfected throughout the day with disinfectant wipes approved by the EPA for use against the SARS-CoV-2 family of viruses, the cause of COVID-19.
- Wheelchair securements will be disinfected before and after each use as well as nightly at closing.
- Buses will be disinfected multiple times per day using an electrostatic disinfectant sprayer. The sprayers use hospital-grade disinfectant solution approved by the EPA for use against the SARS-CoV-2 family of viruses. The sprayers emit the solution with a static electric charge, which allows it to adhere to all bus surfaces, including upholstery and cracks and crevices throughout the vehicle.
- Bus drivers will disable recirculating airflow at all times. All HVAC units will be set to draw fresh air from outside.
- Medical-grade nitrile gloves will be made available to drivers. Drivers should wear gloves when disinfecting bus surfaces. Drivers should consider wearing gloves at other times as well, such as when contacting shared surfaces like wash wands or diesel pump handles.

UM Facilities Services Motor Pool Vehicles

The University's motor pool is operated by the Transportation Services division of Facilities Services. Transportation Services will continue enhanced cleaning and disinfecting practices:

- Vehicles will be thoroughly cleaned between each rental.
- All high-touch hard surfaces (e.g., steering wheel, radio knobs, door handles, etc.) will be disinfected between each rental.

Departmental Vehicles

Vehicles owned and operated by individual UM departments should be cleaned regularly. Drivers should disinfect hard surfaces after each trip.

MUS Guideline: Strongly encourage use of face coverings for employees and passengers using campus transportation and make hand sanitizer available to those entering and exiting vehicles.

UDASH Transit Buses

To the maximum extent allowed by the MUS, ASUM will require face covering for all employees and passengers using UDASH bus service.

Hand sanitizer dispensers will be installed on all UDASH transit buses at each door.

UM Facilities Services Motor Pool Vehicles

Drivers and passengers are strongly encouraged to wear a mask or cloth face covering when using a UM motor pool vehicle. Hand sanitizer and disinfectant wipes will be available in all motor pool vehicles.

Departmental Vehicles

Drivers and passengers are strongly encouraged to wear a mask or cloth face covering when using a departmental vehicle. Departments should provide hand sanitizer and disinfectant wipes.

MUS Guideline 2

- Whenever feasible, use scheduling, occupancy limits and seating arrangements to promote physical distancing on vehicles.

ASUM will closely monitor the load factor on UDASH transit buses. Under normal conditions, UDASH buses can carry 45-75 riders with a mix of standees and seated passengers. Pre-pandemic ridership patterns indicate less than five trips daily with capacity concerns. While no formal occupancy limits have been established, ASUM will deploy additional “tripper” buses to follow regularly scheduled buses during peak times. These tripper buses will allow passengers to spread out between two buses.

All UDASH buses are equipped with automated passenger counters. These counters report in real-time the number of passengers on each bus. ASUM is working with the counter manufacturer to deploy a real-time overcrowding report. ASUM will constantly monitor passenger load factors and adjust as needed to maintain low occupancy. This is consistent with national guidance and with Mountain Line’s practices.

ASUM will continue to use rear-door boarding on UDASH buses to limit the drivers’ exposure to boarding and alighting passengers. All passengers will board and alight through the rear door unless there are mobility challenges that require a ramp. The front door will be available for passengers with mobility challenges.

Passengers will be encouraged to practice physical distancing on buses. Signs will direct passengers to sit or stand at least six feet from one another.

MUS Guideline 3

- For course-related trips or trips made by student organizations (e.g. field studies), develop transportation strategies that promote physical distancing while still adhering to campus regulations (e.g. use of multiple vehicles).

For course-related trips and field studies:

For field trips and field courses that primarily occur outside, transportation is likely to be the riskiest part of the activity. Whenever possible, faculty should attempt to find local field sites that are accessible via walking, biking or Mountain Line or UDASH buses. When this is not possible,

faculty should consider and prioritize locations that are proximate to the University to limit travel time in vehicles. When vehicle travel for field trips is necessary, the following is required:

- Whenever practical, vehicles from the UM Transportation Services motor pool should be used for field trip travel. UM directly controls the cleaning and disinfectant protocols for these vehicles.
- All students, instructors and teaching assistants must wear masks or cloth face coverings at all times while inside shared vehicles.
- All occupants of shared vehicles should sit in the same seat in the same vehicle for the duration of the trip (i.e. seats are assigned). In cases of driver fatigue, the group should wipe down high touch areas in both seating areas with appropriate disinfectant before switching drivers.
- Trip organizers must provide hand sanitizer and/or a portable handwashing station and require vehicle occupants to wash/sanitize hands whenever they are entering or leaving the vehicles.
- Whenever possible, group leaders should take steps to reduce vehicle occupancy, including using more vehicles than would otherwise be necessary. Physical distancing consistent with six feet between occupants is highly recommended.
- If using vehicle heat or air conditioning, recirculating vehicle air should be disabled.
- Students should be allowed to drive separately in their own vehicles if they wish to do so. Faculty should make sure that students are aware that this is an option.
- Faculty should keep a log of vehicle passengers to assist with contact tracing if needed.
- Faculty should be prepared to make changes to field trips due to spikes in COVID-19 cases.

For ASUM-sponsored student group travel:

ASUM-recognized student groups must follow the guidelines for academic travel. In addition to the guidelines for group travel, groups must:

- Have a safety consultation with the ASUM business manager or their designee.
- Provide a travel safety mitigation plan that includes an explanation of how the group will reduce the risks of COVID-19 transmission and how they will ensure compliance with travel guidelines.
- Provide a list of emergency contacts for all travelers.
- Agree not to travel out-of-state.
- Ensure each group member is aware of and agrees to follow the travel safety mitigation plan.

MUS Guideline 3

- Design seating and traffic flow at transportation hubs (e.g. bus stops) to allow for greater physical distancing.

Most University-operated bus stops have fixed seating that cannot be moved. Where practical, seats will be blocked off at bus stops to encourage physical distancing between passengers waiting for buses.

Prominent signage will be placed at all UDASH bus stops with greater than 10 boardings per hour encouraging physical distancing. This signage will encourage passengers to wear masks or cloth face coverings at bus stops. Signs will outline rules and protocols expected on the bus.

Where practical, decals or stencils will be used to indicate six-foot spacing on the ground at bus stops.

MUS Guideline 4

- If applicable, develop a process for assessing and maintaining adequate safety and cleaning protocols for outside transportation vendors who are contracted to provide transportation for students and/or employees.

For large group travel:

ASUM will continue to offer charter and special shuttle service on its UDASH fleet. This service is available for a fee to UM departments for local destinations.

UM's Business Services will include attachments in any transportation contracts requiring a COVID-19 safety plan that includes cleaning protocols.

For small group travel:

Unless unpracticable, all University travel should occur in a UM Facilities Services Motor Pool vehicle. UM directly controls the cleaning and disinfectant protocols for these vehicles.

MUS Planning Consideration 1

Consider promoting, as practical for students and employees, transportation modes that allow for greater physical distancing (e.g. bike-to-campus incentives).

UM will consider transportation demand management (TDM) strategies that promote and incentivize biking, walking, telecommuting and safely carpooling to campus.

- ASUM Transportation will invite Human Resource Services, the University of Montana Police Department, Campus Recreation Outdoor Program, Curry Health Center Wellness, Mountain Line, Free Cycles and Missoula in Motion to collaborate on incentive programs for non-single occupancy vehicle commutes.
- ASUM Transportation will work with Clearwater Credit Union to expand promotion of the existing interest-free bike loan program.
- ASUM Transportation will work to expand its semester-long bike rental program before the start of the fall semester 2020.

Campus Safety and Security

Introduction

NEEDS INTRO

MUS Guideline 1

- Develop campus safety and security plan that balances public health concerns and precautions with protecting student and campus community safety in accordance with federal guidelines (e.g. Clery, Title IX guidelines, etc.).

MUS Guideline 2

- Develop plans and protocols to maintain and protect student and employee privacy in remote, online and blended operational environments in accordance with federal privacy guidelines (e.g. FERPA, HIPAA, etc.).

MUS Guideline 3

- Establish clear, student-centered guidelines for campus safety personnel who engage in enforcement of health and safety protocols.

UM has the following procedures in place in order to continue operations during the COVID-19 pandemic. These procedures enable timely and effective responses to protect personnel and the public when an incident is reported.

Report of an Incident

UM Police has an [online crime report on its department website](#). This report assists the public in notifying the police department about incidents that are not in progress, allowing the reporting party to not have physical interaction.

Reporting parties may also contact UM Dispatch at 243-4000 to make a report of an in progress or not in progress incident. If a reporting party wishes to contact 911 to report an incident, 911 has the capability to direct the report to UM Dispatch, allowing UMPD to respond.

Response to an Incident

UM officers have been instructed to handle reported incidents or crimes the following ways to reduce the exposure risk to themselves and the public.

Incidents that are not in progress and do not have a preferred in-person response will be followed up via telephone or Zoom contact.

Reported incidents that do require officer response will be accomplished following the University of Montana Police Departments Standard Operating Procedure “Call for Service Procedure for COVID-19 Incident”.

Officers will make any necessary referrals for resources or notifications after investigating the incident and prior to the end of their shift. The [Behavior Intervention Team Reporting Form](#), an [Office for Community Standards](#) incident form and [Title IX Report Form](#) are online.

Ongoing and Continued Operations

The UM Police Department can staff operational shifts if members of the department become exposed or need to be quarantined. Should the level of staffing drop below recommended limits due to illness, UMPD has in place Mutual Aid agreements with the Missoula Police Department and Missoula County Sheriff's Office.

Currently, due to summer break, UMPD's Student Escort Service is not operational. Upon the start of fall semester, an assessment will be made to determine on-campus student need for the service. Procedures will be put in place to protect the Student Escort Service's employees and the public they serve.

UMPD General Order: Call for Service Procedures During COVID-19 Incident

EFFECTIVE DATE: 3/17/20, Chief Marty Ludemann

General Order Definition: A general order sets out specific guidance from the chief of police about a specific topic, task or function, on a broad scale. General orders supplement directives and standard operating procedures and often address issues not directly covered in either. General orders are issued for emphasis and clarification.

Purpose: The purpose of this general order is to establish a clear procedure for UMPD personnel who are handling calls for service during this incident.

General Statement: UMPD administration is concerned for the health and safety of all UMPD officers. During this time in which we are dealing with the COVID-19 virus, we are offering the following procedural guidance in handling calls for service.

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Definitions

Flu-Like Symptoms: For the purpose of deciding about transporting an individual, UMPD officers should look for the following emergency warning signs for COVID -19 identified by the Center of Disease Control.

It is not a HIPAA violation to ask screening questions about a fever, difficulty breathing or shortness of breath, persistent pain or pressure in the chest, new confusion or an inability to wake, or bluish lips or face.

Donning: The practice of putting on (doffing) protective gear.

Doffing: The practice of taking off (doffing) protective gear.

Procedures

Mandatory PPE Gear: It is the responsibility of each UMPD officer to ensure that they always have the following PPE gear with them in their patrol vehicles: face mask, protective eye wear, latex gloves, canister of disinfecting wipes and clear sealable plastic biohazard bag.

General/Non-Emergency Calls for Service: General/non-emergency calls for service shall be handled via telephone as much as possible. Shift sergeants shall monitor calls for service and decide which calls require an in-person response.

No fingerprinting will be done during the COVID-19 incident. The check-in and check-out of firearms from the vault will be done using latex gloves. The gloves will be wiped down and disposed of after the exchange. Door openings will be done while wearing latex gloves. Officer keys and gloves will be wiped down with disinfectant wipes and disposed of after use.

General / Non-Emergency Calls for Service Requiring an In-Person Response

Dispatch Procedures: Dispatcher should ask COVID-19 screening questions at the time the call is received and that information should be provided to responding officers. This will allow officers to make better decisions about the need for PPE.

Officer Procedures: General/non-emergency calls for service that require an in-person response shall be handled in the following manner.

Officers are encouraged to ask COVID-19 screening questions upon arrival. Officer should attempt to maintain a 6-foot distance from those they are dealing with when appropriate and possible. Officer should consider the use of appropriate PPE gear during in-person contacts. Latex gloves shall be used in the collection of evidence. Cleanup procedure shall be completed at the end of the service call.

Emergency Calls for Service

Dispatch Procedures: Dispatcher should ask COVID-19 screening questions at the time the call is received and that information should be provided to responding officers. This will allow officers to make better decisions about the need for PPE.

Dispatchers shall attempt to get as much information as possible about the emergency that can help officers determine what PPE may be needed in the response. Is there physical violence occurring? Does anyone involved exhibit flu-like symptoms? If yes, identify that person(s).

Officer Procedures: Emergency calls for service will be more difficult for officers. Calls for service that are violent in nature should be handled as safely as possible. There are no easy answers for this response. Officers should exercise all due caution and consider using PPE gear when safe and appropriate.

Unattended/Attended Deaths/Coroner Calls

Dispatch Procedure: Dispatchers should ask the reporting party screening questions relating to the deceased and relating to them. Any information obtained shall be forwarded to the responding officer(s). Dispatchers shall request reporting party to exit residence to include people inside, and wait for UMPD outside the location.

Officer Procedures: The on-shift supervisor shall respond to the scene and ensure it is secure without making entry and attend to the reporting party.

After the arrival of the Coroner only the UMPD on-shift supervisor will enter the scene if the Coroner request assistance and only after donning all necessary PPE gear.

Cleanup After Calls for Service

Subjects being transported, see COVID-19 Transportation Procedure.

After all calls for service requiring an in-person response, officers should wipe down any exposed portion of the patrol vehicle with disinfecting wipes and allow surface to air dry prior to removing their PPE.

After disinfecting the vehicle, officers should doff any PPE in the following manner:

- Disinfect gloves while still being worn with a fresh disinfecting wipe and let air dry.
- Remove eye protection and clean with fresh disinfecting wipes. Dispose of used wipes in the biohazard bag.
- Remove mask and place in biohazard bag.
- Remove latex gloves by rolling them off and into the biohazard bag.
- Disinfect hands with a fresh disinfecting wipe and discard the wipe in the biohazard bag.
- Seal the biohazard bag.
- Dispose of the sealed biohazard bag at a local hospital or biohazard container.

Documentation

All calls for service in which UMPD officers have contact with any individual exhibiting flu-like symptoms requires the officer to write in the report that the person they had contact with was exhibiting flu-like symptoms.

Notification

Officers encountering students' staff or faculty exhibiting flu-like symptoms shall report/refer them to the Curry Heath Center immediately.

This procedure supersedes any other procedure until further notice.

MUS Planning Consideration 1

- Consider a plan and provide training for Behavioral Intervention Teams to respond to potential increases in campus student and employee concerns via in-person, hybrid and remote environments.

UM Police members tasked with participation on the Behavior Intervention Team, Title IX Case Review and Clery Core Team continue their activities via Zoom conferences and continual phone interactions. The Behavioral Intervention Team meets on a weekly basis.

MUS Planning Consideration 2

- Consider developing a specific communications plan to share all policy and procedure change with students, employees and community members

UM has and will continue to develop and update an effective communications program in regards to COVID-19 policy. All policies and procedure changes will be listed on the [UM COVID website](#):

Please refer to the [fall 2020 website tab](#) for the most current information on reopening guidance for Fall Semester.

Additional Resources

Additional coronavirus resources include [Frequently Asked Questions](#), [UM Coronavirus Communications](#) and [COVID-19 Impacts on Research at UM](#).

The [Missoula County Health Department](#) and [Montana Department of Health and Human Services](#) also provide additional resources.

MUS Planning Consideration 3

- Consider how best to educate and support off-campus living groups (e.g. fraternities and sororities) in maintaining relevant health and safety measures.

UM currently has four sororities and six fraternities:

- **Sororities:** Alpha Phi, Delta Gamma, Kappa Alpha Theta, Kappa Kappa Gamma.
- **Fraternities:** Kappa Sigma, Phi Delta Theta, Sigma Alpha Epsilon, Sigma Chi, Sigma Nu, Sigma Phi Epsilon.

Fraternities and Sororities members will abide by all UM student and campus guidelines in maintaining a safe environment for our entire campus community. All Greek students will view the recorded PowerPoint presentation on student COVID-19 guidance before returning for the fall semester. The presentation will cover what protective measures we have in place and the expectations regarding Center for Disease Control guidance and expectations related to social distancing, signage across campus to reduce congestion points and coordinate traffic flow, personal hygiene measures, cleaning, disinfecting, use of face masks, etc.

The fraternities also will follow guidance from the [North American Interfraternity Conference COVID-19 Guidance and Resources](#).

This document contains recommendations to guide fraternities as they prepare for the 2020-21 academic year. This website also includes separate web pages for each fraternity chapter.

Sororities will follow guidance from the [National Panhellenic Conference](#).