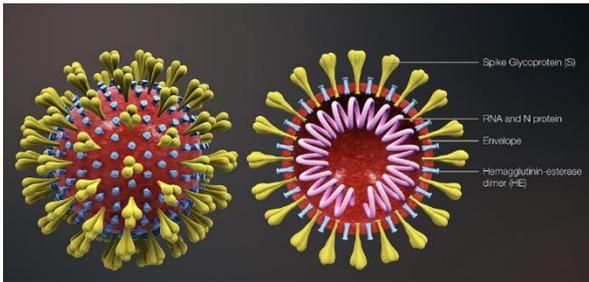


## Planning for the Resumption of On-Campus Operations



<https://trendingnewsbuzz.com/2020/02/07/>

*Prepared by  
CORICO –College of Engineering Re-Opening  
Implementation Committee*

***Contingent on the Governor’s Directives  
and in conjunction with NSHE, UNLV  
anticipates beginning the process of  
returning to on-campus operations  
August 10, 2020 using procedures that  
maintain social distancing and mitigate  
risk.***

***Everyone has a shared responsibility to  
protect themselves and others from the  
COVID-19 virus***

### Personal Plans – Return: What are your plans to bring back staff in a phased and responsible manner due to COVID-19?

The Dean of the College of Engineering (College) created a College Reopening Implementation Committee composed of associate deans, faculty, laboratory managers, administrative staff, and

department chairs. The committee has been meeting once or twice a week to devise guidelines for safely reopening the College. The guidelines discussed here are those recommended by the committee and approved by the Dean. The committee used the general guidelines issued by the US Center of Disease Control and Prevention (CDC) on May 21, 2020 for reopening institutes of higher education as guidance.

The CDC guidelines aim to slow the spread of Coronavirus (COVID-19) and minimize infection rates of students, faculty, staff, and administrators. The CDC guidelines are based on risk tiers:

- **“Lowest Risk:** Faculty and students engage in virtual-only learning options, activities, and events.
- **More Risk:** Small in-person classes, activities, and events. Individuals remain spaced at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full-sized in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.”

The guidelines developed by the committee is based on a scenario of **“More Risk,”** where small in-person classes and laboratory sessions, along with a hybrid class structure are envisioned. A phased

approach will be followed. The reopening plan focuses on minimizing direct contact for services that can be delivered adequately online. All student services that can be effectively performed remotely will continue to be conducted remotely, including advising and career services. Contact between faculty and staff will be minimized by avoiding walk-in to offices and maximizing the use of telephone, e-mails, and computer cameras. Courses will be offered in hybrid mode in smaller groups; some large courses will be offered online only. Hands-on laboratory experiences will be online or will be performed in smaller groups with all students, faculty, and graduate assistants wearing masks and meeting the social distancing standard of 6 feet apart. When needed face shields, gloves, and Plexiglas dividers will be installed to help mitigate potential for contamination in laboratories.

Laboratory managers have developed creative ways to offer an environment that meets social distancing of 6 feet. In addition, laboratory managers have developed standard operating procedures (SOP) for face-to-face and hybrid courses. Laboratories sessions that cannot be offered safely in face-to-face mode will be videotaped by laboratory managers and offered online. More laboratory sessions will be created, including online sessions, the inclusion of videos, and sessions offered at earlier times. To minimize the

excessive need for GAs resulting from offering more sessions, laboratory managers will offer smaller sessions in adjacent lab rooms.

**Personnel Risk - Risk Mitigation:  
What changes are needed for employee  
work locations and schedules?**

- Some employees may have difficulty coping with changes to their professional and personal lives when returning to campus during the current health crisis. Thus, the College will allow gradual transition to work or staggered work schedules. This will be determined by each department based on the workflow and number of employees who require accommodations and at the employee's request. Employees whose work cannot be done remotely, and are concerned about the work environment, will be encouraged to explore options such as working alone, after hours, or during the weekend.
- Face covering will be required by all faculty, staff, and students, and visitors in the College of Engineering. All members of the College are expected to keep 6 feet apart from each other. If that distance cannot be met, then shields are recommended to mitigate contamination risk.
- College technicians have installed Plexiglas shields in front of staff desks to minimize air flow and spread of COVID-19.
- Daily disinfection of the work environment should be performed by

- each individual (e.g., desks, computer keyboards, telephones, copiers, lab equipment, and shields to be placed on desk). Each employee will be responsible for cleaning/disinfecting his/her own work space at the start of each working day. In addition, each employee is responsible for disinfecting common equipment (e.g. copier, paper cutters, etc.), and eating areas before use. Departments have purchased cleaning supplies to be used by staff for disinfection.
- In addition to disinfection wipes, the committee is recommending 70% or higher grade isopropyl alcohol for disinfection of electronics and water sensitive equipment. Desks and other surfaces may also be disinfected with a 10:1 dilution of sodium hypochlorite bleach (1 part bleach and 9 parts water). 3% Hydrogen peroxide or other approved EPA cleaners can also be used. The College has some alcohol, hydrogen peroxide, and bleach disinfectant on hand. Each Department will control its supply of cleaning materials. Faculty and students should contact their AAs for cleaning supplies related to teaching.
  - Research faculty has written their own SOP to reopen the research laboratories. Research faculty are expected to purchase their own disinfection supplies or contact their department chair, if disinfection supplies cannot be charged to a grant. Two face coverings per graduate student or teaching assistant can be requested from the departments.
  - Employees will be reminded to wash their hands thoroughly, for at least 20 seconds, with soap and water after cleaning their work environment.
  - Faculty can only meet students and visitors in their office if 6 ft. distancing is available. If needed, faculty may request that a divider be placed in their office. Alternatively, faculty may individually choose to wear a face shield o top of their masks.
  - AAs will have the authority to ask students and visitors to leave when more than two students come in for services. Only one student can be in front of a desk at any time. Students should wait outside for service, meeting 6 feet apart and wearing face coverings.
  - Tutoring services will be performed exclusively online. A document has been prepared to inform students how services will be delivered during fall 2020. The document will be e-mailed and advertised with students. Only the front desk of the Advising Center will be open, with shielding, to direct students to online services.
  - Career Services will also be delivered online. A document has been prepared to be e-mailed to students informing about the new mode of operation.
  - Desks in the student Great Hall will be rearranged to provide for social distancing. The Great Hall's small kitchen will be closed to minimize crowds and infection around the microwave and utensils.
  - The Mendenhall and associated spaces, and mechanical shop will be reconfigured to provide for social

distancing. These spaces will be closed and access must be requested via an electronic calendar that will be shared with students.

- The mechanical shop course will require students to wear gloves at all times. Mechanical shop instructors and students will wear N-95 masks because physical distancing is not possible. Masks have been purchased by the mechanical engineering department for this purpose. It is not possible to wear face shields due to image distortion and increased accident potential. All students in the course will wear gloves at all times. Students will be instructed to wash their hands after removing the gloves and leaving the shop. Used gloves and masks will be placed in a plastic bag before being disposed in garbage cans to protect janitors.
- Signage has been placed in the COE building to support social distancing, frequent hand washing, and wearing face coverings. TBE elevators are 5 X 5 feet and will only meet social distance diagonally. Therefore, signs have been placed by the elevators stating maximum occupancy is two; signage encourages the use of stairs, instead of elevators. UNLV has placed alcohol disinfectant by the elevators. Signage has been posted by the elevators to limit the number of users and to recommend hand disinfection after using the elevator.

**Operations: What modifications to operations will need to be made to function safely and effectively when we open campus**

The college is strongly encouraging paperless operation to minimize contact and crowds around offices, labs, and copy machines. The College encourages document scanning for electronic posting. Scanned files will be sent to the requester by the AAs or posted on shared drives. Only when necessary, will hard copies be produced. Faculty and teaching assistants should make an appointment to pick up documents, to avoid crowding around the AAs' desks. A document was prepared to guide faculty and staff on how to obtain services they need electronically to minimize contact. This document is posted in the COE website under COVID-19-19-guidelines.

- All student work including homework, projects, etc. should be turned in electronically to minimize exposure of students, graders, and teaching assistants, preferably through Webcampus.
- Theses and dissertations should be submitted electronically to graduate committees. Hard copies of thesis and dissertations are not to be made, unless absolutely necessary.
- Class materials, which in the past were distributed in hard copy format, should be scanned and posted on Webcampus, or on a shared drive for students.
- Copy machines will be electronically disabled for individual use. Each department has designated two employees in charge of copying. Faculty members and graduate assistants

should send copy requests via e-mail to both administrative assistants of the department in case the employees are in staggered schedule.

- The College closed all conference rooms for general use and will be used only at the discretion of the Dean, following social distancing rules. TBE-A 211 conference room will be utilized to store cleaning supplies. In addition, these rooms may be used for storage of packages that will be cleaned and sanitized before distribution to departments then to faculty.
- All thesis/dissertation defenses should be online. All department and committee meetings should be scheduled online. When absolutely necessary, face-to-face meetings of very small groups depending on the meeting room size and the limits of social distancing. However, these meetings are discouraged since the meetings with lowest risk are those held virtually.
- Only one person may be in personal offices unless social distancing of 6 feet can be met.
- Office hours of faculty should be online.
- Advising and career services appointments should be online.
- If a face-to-face meeting is required, 6 feet social distancing must be met or Plexiglas/plastic shielding must be in place to separate the parties.
- A large number of laboratory sessions for fall will take place using videotaped laboratories. This decision was made because of the large number of laboratory sessions and associated large number of teaching assistants that

would be needed to meet social distancing.

- Some laboratories will be in person. The space will be rearranged to meet social distancing. Face covering will be required, and disinfection of laboratory space and equipment will be performed after each laboratory session.
- Hydration Stations must be disinfected. When filling tall water bottles, the mouthpiece of the bottle touches the spigot; this constitutes a potential site of contamination. Therefore, the College will build a small wall bench with an exceedingly small 70% alcohol bottle that people can use to spray the spigot before filling. Instructions will be posted for users and the alcohol will be refilled daily by College staff.
- Only the front desk of advising will be open with a protective shield, for instructing students on how to get advised online. Both the Advising Center and Career Services have developed Q&A documents to be posted online and sent to students regarding the new mode of operation. Administrative assistants' (AA) and professional staff's desks have been rearranged to maintain 6 feet of social distancing. The goal is to avoid direct air flux between people working together and people receiving assistance (e.g., students, faculty, etc.). Plexiglas shields have been installed in front of AA desks to limit exposure.
  - All faculty and staff will be required to wear cloth face masks/coverings in the College of Engineering and on campus. Individuals who have trouble breathing will be offered a face shield. These persons

should inform their supervisor regarding the need for a face shield.

- A sub-committee was created to work with faculty on Standard Operating Procedures (SOPs) to restart research. The majority of the SOP submitted have been approved and the committee continues to work with faculty to safely open laboratories for research.

**Research proposal editing, budget preparation, and grant management are all to be performed via telephone, e-mails or WebEx. Employees working in these areas may choose to work on campus or from home.**

- Faculty online teaching training is currently taking place to assist faculty to prepare for online delivery of courses.
- A Quick Guide has been developed to direct Workflow of commonly requested services from AAs and Professional Staff to prevent the spread of the virus and keep everyone involved safe.
- Safety training will be provided to all GAs of the College, regarding COVID-19-19 and how to handle laboratory safety.

**Safety Protocols: What Safety Protocols will be established and followed in order to mitigate the risk for everyone?**

- As recommended by the UNLV Employee guidelines, the College will encourage self-monitoring of COVID-19-symptoms by all employees. **Employees with any symptoms are required to stay home and inform their**

**supervisor and human resources.** The College will also provide one non-contact thermometer to each department, along with an alcohol disinfection kit, for employees who may have forgotten to take their temperature at home.

- Everyone at the UNLV is required to wear a mask or face covering at all times. This requirement may be placed in coursework syllabi to make students aware of the need to protect themselves and the faculty and staff who facilitate their education.
- Some GAs will be required to wear both, face shields and face masks while teaching, if social distancing cannot be met.
- Administrative assistant and professional staff services should be requested online and conversations should take place by phone, WebEx, etc.
- Direct use of copiers is disabled. Faculty will be made aware of the need to minimize direct contact with AAs by using the phone, e-mail, and WebEx to request assistance. If direct contact is necessary, then faculty should schedule their visit with the AA or professional staff. Printing will be processed wirelessly, and AAs will place copies in faculty mailboxes after disinfecting or washing hands. Schedule pick up of materials with AAs to avoid the presence of multiple individuals
- No paperwork, homework, theses, forms, etc. are to be turned in as hard copies to faculty, GAs, or AAs. All documents must be handled in electronic form. No grading of hard copies or homework will be performed

for the safety of GAs, laboratory managers, faculty, and students.

- Bathroom doors will remain open, fire code allowing; Face coverings must be worn in bathrooms as well. No more than five people should be inside a bathroom at any time. If a line develops, it should be outside and social distancing maintained.
- Delivery of boxes and mail will be curbside. College staff will pick-up packets and mail, bring to TBE-A 211, disinfect items, and then call faculty or graduate students or lab managers for pick up at scheduled times.
- To assist with compliance of the COVID-19-19 safety guidelines and minimize confrontation, the following chain of command should be used to immediately deal with violations:
  - **Violation by students in classroom, laboratories, and common areas:**  
Contact laboratory and space managers (Aldo Chavira, Ed Jorgensen, Greg Chmaj, Jeff Markle, Kazem Jadidi, and Peter Faught)
  - **Violation by student, faculty, staff of or visitors in the AAs or professional staff offices:**  
Contact Department Chair/associate Deans Trabia or Jiang.
  - **Violations in Advising Center and Career Center**  
Contact Associate Deans Trabia or Jiang
  - **Violations in Research Laboratories**  
Contact PI / Associate Dean Trabia

- **Students violating the guidelines for the first time will be issued a warning. A second violation of the guidelines will result in removal of student from all COE courses for fall 2020.**
- **Violation of the guidelines by faculty and staff will result in warning by the supervisor or Dean. A second violation will result in reporting to UNLV Human Resources.**