BRINGING OUR BRAVES BACK: ROADMAP TO FALL 2020

JUNE 2020
EXECUTIVE SUMMARY

This plan is intended to serve as a guide for the return to an on-campus educational experience at The University of North Carolina at Pembroke.

All decisions are being made with currently available data and in consultation with the UNC System Office and public health officials. As such, the university may adjust rapidly at any time in response to the evolving situation. This document will change accordingly.

CONTRIBUTORS

Special thanks to the many standing and ad hoc campus groups committees composed of faculty, staff and students who have advised, consulted and contributed significantly to the development of the university’s plan. This includes the Faculty Ad Hoc Budget Committee, the Shared Governance Committee with leaders of SGA, Staff Council and Faculty Senate, the Faculty Committee, the Academic Affairs Committee, the Calendar Ad Hoc Committee, the campus Emergency Operations Committee, deans and Academic Affairs leadership, and the many other faculty and staff working hard to adjust operations and provide critical information on a daily basis.

GUIDING PRINCIPLES

The development of Bringing Back Our Braves: UNCP's Roadmap to Fall 2020 has been guided by the following principles.

• The well-being, health and safety of our campus community is, and will remain, the top priority in our decision-making process.

• Our Roadmap will be a living document evolving based on information as it becomes available, providing options for continuity of operations should there be safety concerns necessitating an alteration of our plans, including a second wave of the pandemic. The Roadmap will remain consistent with guidance issued by the CDC, NCDHHS, the UNC System and other state, local or federal officials.

• We will communicate frequently with our students, faculty, staff and our entire university community to share decisions and information as the campus navigates the Roadmap.

• There will be a continued focus on UNCP’s core academic mission of teaching and service to restore in-person classroom instruction. The commitment to academic excellence must not waver under these challenging circumstances. This commitment crosses all instructional modalities in-person, online, and hybrid instructional modes.

• We will focus on the implementation of strategies that address the needs of students, faculty and staff supporting their resiliency and success.

• The restoration of campus programs and operations will occur strategically, prioritizing needs based on their relation to university mission, student success, and public health.

• We will work to make decisions and plans that ensure financial stability of the university now and into the future.
COMMUNITY HEALTH AND SAFETY STANDARDS

Getting through this time is going to require everyone to be accountable and responsible for your individual health. Adhering to established practices is important for each person. Equally important is the responsibility we hold for one another and our campus community. To a significant extent, the health of your peers and colleagues is dependent on our actions, individually and collectively.

The following health and safety standards have been adopted by our campus community. They are expected and strongly encouraged and violations of these may carry consequences.

UNCP will adhere to guidelines issued by all public health officials.

Facial coverings or masks are expected and strongly encouraged on campus.

Maintain physical distance of at least 3 feet, preferably 6 feet wherever possible.

No more than 2 individuals in a single elevator trip.

Practice good personal hygiene at all times including frequent handwashing and use of hand sanitizer.

Enhanced sanitation will be everyone’s job. Properly cleaning all shared surfaces after use to protect others around you.

Employees will engage in daily monitoring of personal health for potential symptoms or illness prior to departing personal residence to protect others from possible infection.

Healthy Braves Pledge I All faculty, staff and students will acknowledge the following community commitment prior to the start of the semester.

I acknowledge and pledge to abide by the following community standards because I am committed to ensuring the health and safety of our campus community:

- I will properly wear a mask in all in-person classes and in all campus facilities and locations.
- I will stand, sit, and wait a minimum of 3-6 feet from other individuals.
- I will not get into an elevator with more than 1 other individual and we will both wear masks.
- I will abide by all posted health and safety guidelines throughout campus.
- I will actively self-monitor my own personal health and remain home when I am sick.

I understand these health standards are in place to not only protect my own personal health but that of my peers, faculty and staff I interact with while on campus. I also understand there may be consequences should I not abide by the above pledge.
RETURN TO WORKPLACE

We will return to the campus workplace with a phased approach implementing safe and innovative work conditions.

- Mandatory, essential operations will continue as directed by supervisors and managers.
- Supervisors and managers will return to campus mid-June to prepare workspaces for safe return.
- On-campus operations will resume at a reduced capacity in June to begin transitioning to normal campus operations through July.

Recognizing the Governor’s phased plan to reopen North Carolina, during the month of June we will begin phasing in the return of our workforce in a manner that prioritizes the health and safety of our community. Decisions about who returns to campus, and when, will be coordinated by supervisors and managers.

Phasing employees back to on-campus operations will require innovative solutions to ensure the health and safety of all faculty and staff by limiting population density. This may include staggering arrival and departure schedules, alternating work days or blending telework and on-site work with offices staffed at a reduced capacity.

Employees who are working on campus are reminded to continue practicing responsible self-care measures including physical distancing of a minimum of 3 feet with a mask, preferably 6 feet. Employees are encouraged to conduct meetings using WebEx or phone and limit interaction in personal workspaces.

Masks or facial coverings, hand sanitizer and retail shields in high-traffic or exposed areas will be made available. Supervisors and managers can identify other safety measures needed in individual workspaces such as relocation of desks to increase physical distance or the installation of temporary office dividers. Environmental Health and Safety and Facilities Operations is available to assist in determining the best path forward for a workspace.

Where there are requests for flexibility that are based on medical circumstances, we will ask that employees use the secure ADA accommodations or contact the Office of Human Resources for more information about applicable Family Medical Leave Act or Families First Coronavirus Response Act provisions.

While on campus, ALL employees will be required to abide by the established Community Health and Safety Standards set forth in the previous section.

All personnel, work and leave provisions issued by the State of North Carolina will apply. Information about these and an employee return-to-work guide can be found at uncp.edu/ncov or by contacting the Office of Human Resources.
RETURN TO INSTRUCTION

The UNC System office has made the decision that all constituent universities will return to on-campus instruction for the Fall 2020 semester. It is our goal at UNC Pembroke to return to the in-person classroom experience that encourages student success. **To make this a reality, we have adjusted the Fall 2020 academic calendar to begin the term 2 weeks early on August 5, 2020.** Fall Break will be eliminated so the semester can conclude prior to Thanksgiving and reduce the opportunity for virus spread from non-essential travel. **The last day of class will be November 12 with final exams held November 16-20, and Commencement on November 20 and 21.** This option gives our university community the greatest chance to successfully complete the semester in person offering maximum flexibility to respond to any continued changes that may come our way.

During times like these, we all must remain resilient and adaptable, to control those things we know and to prepare for those yet unknown. The safety of our campus community is at the forefront while we develop innovative solutions to maintain a high-quality education environment. We will also be actively monitoring changing health care issues and disease patterns which would determine if or when a change in campus activities may be required.

Multiple instructional modalities will be deployed allowing for maximum flexibility wherever possible. Decisions about the delivery of specific courses and sections are currently being made. Instruction for the fall semester will take place in a face-to-face manner as much as feasible given space requirements for social distancing. In some cases face-to-face may not be possible for a variety of reasons including space constraints.

The following options are being considered to create the right balance in the best interest of the students we serve. Other instructional scenarios that meet these definitions are possible as this list is illustrative, not restrictive.

**Face-to-face** | A course in which all instruction takes place in the classroom. Even though online activities and assignments can take place online, they do not replace instructional time in the classroom.

**Hybrid** | A course in which a percentage of instruction takes place in the classroom, while the remaining takes place online (synchronous or asynchronous). This online time is beyond activities and assignments and it replaces classroom instructional time.

**Alternative Hybrid** | A type of hybrid course, in which a class is divided into groups to attend the face-to-face component of the course. All students have the same amount of face-to-face and online interaction, but the face-to-face one takes place at different times for the students.

**Fully Online** | A type of course, in which all components of instruction and interaction take place through an online platform (e.g. Canvas, WebEx). Within the fully online category, there are three types of courses.

**Synchronous Online Course** | An online course that meets live on specific days and times. Instructors lecture and interact with students using an online classroom tool (e.g. WebEx).

**Asynchronous Online Course** | An online course in which students work at their own pace. Instructors provide recorded lectures and other instructional materials and activities through the learning management system (i.e. Canvas) that need to be completed by students on specific deadlines. Even though there is no live interaction, instructors can meet online with students for office hours or consultations.

**Blended Online Course** | An online course in which students have synchronous (live) and asynchronous (self-paced) instruction throughout the whole semester. Based on the topic for a given week, students might ask students to join a live online session or to complete a self-paced module with instruction, beyond assessments and activities.
CAMPUS LIFE, ACTIVITIES AND ATHLETICS

Offices and services across campus have and will remain open and accessible to students to utilize our resources available.

As a result, student affairs and student services staff are well-positioned and equally equipped to offer face-to-face as well as virtual services in the fall.

Staff are working to produce a wide range of programs and activities designed to foster a sense of connectedness for our new students as well as a renewed sense of institutional pride, togetherness, and belonging for our returning students.

Campus life will be filled with activities designed to bring students together, raise awareness about personal wellness, and support our surrounding community while upholding community standards around social distancing.

Student Programming | The Division of Student Affairs is actively engaged in offering programming options for both residential and commuter students in a virtual and safe in-person format. Programs available will enrich the educational experience, provide critical support. More information is available at uncp.edu/dsa.

Campus Recreation and Facilities | We are working hard to navigate health and safety measures while providing opportunities for students to engage on campus. Campus recreation facilities will be open by reservation only. Some facilities, gyms and equipment may be unavailable for safety reasons. Notably, the auxiliary gym will be made available should the need arise to use it for academic instruction. More information is available at uncp.edu/campusrec.

Student Self-Care Packages | Faculty and staff will partner to distribute COVID-19 self-care packages to all students including face covering/masks, thermometers and hand sanitizer.

Athletics | UNCP expects to be able to have fans and spectators at competitions with physical distancing measures in place, in accordance with all State of North Carolina, NCAA and conference guidance issued. More information will be available at uncpbraves.com.

Givens Performing Arts Center | At this time, GPAC plans to provide educational, entertainment and cultural events at a reduced capacity with special emphasis on original content, student performances, and virtual/live-streamed shows. More information will be available at uncp.edu/gpac.

Information and guidance for residential students can be found on the following page.
RESIDENTIAL STUDENTS

The UNC System Office, in consultation with the CDC and public health officials, determined that roommates and suitemates in residential housing would be treated as a family unit. Every precaution will be taken to promote health and safety of residential students. Community health standards will extend into UNCP’s residential communities.

**Move-in** We are planning a safe, coordinated and organized residence hall move-in process. While this process is different than what our returning students have experienced in the past, we planned this process with the first thought being safety for everyone. Each student will sign up for a 90-minute block of time to arrive on campus. Returning and transfer students will be able to choose from one of the returning/transfer students move-in dates. Freshmen will be able to choose from one of the freshmen move-in dates. Only a select number of blocks of time will be available each day. Once a block is filled it will no longer be available and you will need to choose another block.

- July 28 - 29 - Returning Students/Transfer Students (phase 1) move-in
- July 31 - August 1 - Freshmen move-in
- August 3 - 4 - Returning Students/Transfer Students (phase 2) move-in

Students involved in a program that involves a separate move-in day and time (Resident Advisors, Orientation Leaders, Fall Athletic Teams, Freshmen Athletes, Honors College, Living Learning Communities) will be contacted by their leader/supervisor/coach with their specific move-in date and time.

**Operations** HRL will adapt housekeeping protocols that will include more disinfecting of high touch areas. All housekeeping/maintenance staff required to wear masks, gloves, and when needed face shields and gowns. Housekeeping staff will disinfect suite/apartment areas on a regular basis and students will be given protocols for cleaning their bedrooms and bathrooms on a regular basis and supplies will be provided as needed. Signs will be provided for all residence halls. Bedrooms will be set up to promote maximum distance between roommates. No outside visitors will be allowed in any UNCP residential facilities.

**Quarantine/Isolation Space** Village Building 500 will be kept vacant for quarantine/isolation space as each bedroom has its own bathroom. Sodexo Dining Services along with Campus Police and Housing and Residential Life Staff will provide meals and meal delivery. Cleaning supplies will be available for any quarantined/isolated student to use. Each apartment has refrigerator for food storage.

**Residential Staffing** Residential staff will be trained on health and safety procedures and to recognize symptoms of COVID-19 to help educate students. Staff will be required when on duty to wear masks. HRL will establish reporting procedures if student has shown signs/symptoms of COVID-19. Programming that provides safe distancing and reduced number of participants will be initiated.
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CAMPUS SUPPORT, OPERATIONS AND RESOURCES

Teaching and Learning Center | Through mentoring, sharing best practices, and connecting with the community, the Teaching & Learning Center develops and sustains the ideas, activities, enthusiasm, and culture that foster and recognize quality teaching and learning at the University of North Carolina, Pembroke. More information about how the TLC can help is available at uncp.edu/tlc.

Office of Online Learning | The Office of Online Learning will offer a variety of resources to prepare faculty members to move any face-to-face courses and content to online environments. More information is available at uncp.edu/ool.

Student Health Services | Student Health Services has modified operations in accordance with CDC guidelines to provide continuity of services during the COVID-19 pandemic. In addition to performing testing on-site, they work closely with the local health department and public health officials to engage in contact tracing and provide care for affected students on campus. More information is available at uncp.edu/shs.

Environmental Health & Safety | Environmental Health and Safety is available to assess workspaces and campus common areas to suggest ways to encourage physical distancing and a safe environment. EHS also has COVID-19 resources and educational material available at uncp.edu/safety.

Employee Assistance Program | The Employee Assistance Program (EAP) offers services for personal issues, planning for life events or simply managing day-to-day tasks that may affect your work life, health and family. More information is available at uncp.edu/eap.

Counseling and Psychological Services | CAPS is available to provide mental health and professional counseling services to students, faculty and staff in-person and virtually. CAPS will support members of the campus community affected by COVID-19. More information is available at uncp.edu/caps.

DoIT | The Division of Information Technology has rapidly responded to offer critical technology support for faculty, staff and students during a period of remote instruction. DoIT will continue to assist with solutions to enhance academic instruction delivery and individual work needs. More information is available at uncp.edu/doit.

Facilities Operations | With the goal of protecting our campus community, Facilities Operations has enhanced cleaning and sanitation standards across campus. In addition, over the summer buildings are being taken off line, sanitized and secured to prevent virus transmission. This process will continue into the semester. Sanitation products and cleaning products will be made available to clean shared spaces and equipment between uses across campus. For cleaning and special requests, please visit uncp.edu/facilities.
COVID-19 RESOURCES

Learn more about COVID-19 using the following state and local resources:

NC Department of Health and Human Services | covid19.ncdhhs.gov
Robeson County Health Department | robesoncountyhealthdepartment.com

COMMUNITY STANDARDS CAMPUS SIGNS

Please familiarize yourself with signs across campus to promote and reinforce UNCP’s community health and safety standards. Signage can be requested through the Workplace Assessment Form or by contacting University Communications and Marketing.