

Protect KU

Our plan for reopening campus

Protect KU is the process by which we will bring students, employees, and guests back to campus this fall. The document summarizes the readiness efforts, protocols, and procedures KU is implementing associated with reopening campus.

This plan covers a range of topics such as health and safety, working on campus, and contingency planning. It helps employees know what to expect in the coming weeks and months. The policies, guidelines, and responsibilities included in this document are based on the most current information and advice from the Centers for Disease Control, as well as state, county, and local health organizations. If, individually and together, we follow the measures set forth in this guide, our combined effort will promote a safer environment for all Jayhawks who learn and work on our campuses while reducing the risk of spreading COVID-19. Some measures, like wearing masks while anywhere on campus, are required; others are strongly encouraged; all are being implemented for the wellbeing of our community and the greater good.

Please note, this is a living document that will evolve based on the ever-changing circumstances across the state and nation, your feedback, and our continued planning efforts. We are constantly monitoring recent COVID-19 trends locally and nationally, and we will continue to adapt accordingly. Our goal is to prioritize the health of our community members above all else while carrying out our mission of research and discovery, teaching and learning, service to our students, to the State of Kansas, and beyond.

We will continue to provide updates via email and at coronavirus.ku.edu. In the meantime, thank you for all you are doing on behalf of KU.

Sincerely,

Douglas A. Girod
Chancellor

Barbara A. Bichelmeyer
Provost and Executive Vice Chancellor

Guiding principles

In May, Chancellor Girod provided the campus with [Guiding Principles for Reopening Campuses](#), giving direction to KU employees and reminding us of our need to be flexible:

- The mission of the university is critical and essential to the State of Kansas and is most effective with an in-person teaching component.
- We will be dealing with the presence of the COVID-19 pandemic until there is either a reliable and widely available vaccine or at least two thirds of the population have suffered and recovered from the virus.
- KU will work in conjunction with our partners at the University of Kansas Health System, LMH Health, and our county health officials to be as informed by science and as safe as reasonably possible
- Attention will be given to individuals identified by health authorities as “high-risk” of contracting COVID-19, and reasonable accommodations may be offered to the extent possible consistent with our teaching, service, and research obligations.
- KU will operate in accordance with the requirements and recommendations of state and county health officials, and our reopening will be coordinated with these officials.
- Campuses must develop plans and provide documentation of plans to reasonably promote safety, minimize risk, monitor activity, and ensure adequate communication to campus leaders responsible for coordinating with state and local public health officials.
- COVID-19 will impact our campuses differently.
- We will repopulate our campuses in a stepwise fashion, with those activities that require a campus presence beginning first. Where people can effectively work remotely, they should continue to do so until the final steps of the reopening process.
- Each member of the KU community who is present on any KU campus must appreciate that they play a role in preventing the spread of COVID-19 and that acting in ways contrary to the university’s required mitigation efforts puts themselves and others at risk.

OUR PLEDGE OF PERSONAL ACCOUNTABILITY AND COMMUNITY HEALTH

Every member of the Jayhawk community will be given the opportunity to contribute to their own health and the health and wellness of each other by taking the following pledge:

As a Jayhawk, I am fortunate to be part of a vibrant campus community.

As a member of the KU community, I have a responsibility to myself and others, especially those who may be at greater risk.

I recognize the disproportionate effects of COVID-19 on Jayhawks with underlying health conditions and those from marginalized backgrounds.

To protect myself and my fellow Jayhawks, I will follow these requirements and guidelines:

- Use face coverings.
- Practice physical distancing.
- Stay home and report feeling ill to health care providers.
- Conduct daily personal health screenings and update our apps accordingly.
- Scan into each building we enter.
- Support our custodial staff by keeping our personal work and study areas sanitized.
- Wash our hands often and use hand sanitizer when washing isn’t practical.
- Be gracious and responsive when others remind us of our pledge responsibilities.

Teams working on COVID response

PUBLIC HEALTH PLANNING (PHP) COMMITTEE

Led by Diane Goddard, Vice Provost and CFO, the Public Health Planning group has worked daily with leaders from key units across campus — including Public Safety, Housing, Student Affairs, Operations, Faculty Affairs, Athletics, county health officials — to identify issues and develop solutions to deal with the immediate campus health and safety needs during the COVID-19 epidemic

JAYHAWKS RISING DESIGN TEAMS AND SUBGROUPS

In May, 10 groups that include more than 180 faculty, staff, students and administrators were charged with envisioning the future of KU in the COVID-19 area, designing short-term and long-term solutions that advance the new vision and mission of the university while also addressing key challenges KU faces as a result of the pandemic.

PANDEMIC PROJECT MANAGEMENT TEAM

As we begin to implement the Protect KU plan developed by PHP, the provost will convene a Fall Recovery Project Management Team to ensure voices from across the university are heard and all key constituents are involved in the fall recovery process. This team will include representatives from faculty, staff, and graduate and undergraduate student government leaders, as well as chairs, directors, deans, vice provosts, and other constituents. This team will coordinate and align fall recovery efforts across the university to ensure that the needs of all constituent groups are addressed.

PANDEMIC MEDICAL ADVISORY TEAM

Testing and contact tracing is key to a thoughtful and science-based return to campus, and this team will ensure our decisions continue to be guided by the most current medical advice and prioritize the health of the community above all else.

Douglas A. Girod, M.D., Chancellor

Robert Simari, M.D., Executive Vice Chancellor, KU Medical Center

Steve Stites, M.D., Committee Chair, Vice Chancellor for Clinical Affairs, School of Medicine, KU Medical Center

Pavika Saripalli, M.D., Chief of Staff, Watkins Health Services, KU

Jennifer Schrimsher, M.D., M.P.H., Lawrence Memorial Hospital, Infectious Diseases Physician

Matthias Salathe, M.D., Interim Vice Chancellor for Research, School of Medicine, KU Medical Center

Andrew Foster, Emergency Management Coordinator, KU

Thomas Marcellino, M.D., Douglas County Health Officer, Lawrence-Douglas County Public Health Department

How we are making campus safer:

PERSONAL SAFETY PROTOCOLS

CVKEY APP

The mission of the CVKey Project and mobile application is to help communities responsibly reopen society during the COVID-19 pandemic without compromising privacy. The app, which is available for Android and iOS users, will require every person on campus to complete a daily health self-assessment using their phone. If they “pass,” the app will produce a QR code, which they’ll need to enter every building on campus. Your identity and health data live only on your phone, not in the cloud.

We are currently in the pilot phase at six research buildings on campus. We will implement campuswide use in a phased approach through mid-August. At this point in time, the scanning is performed by staff stationed at the entrances of each of the buildings. We are currently acquiring kiosks for campus so that this will be an automated system. The app will be reviewed and evaluated after the initial pilot period.

Testing

Standard testing provides results that are usually received within one to three days. Quick-response testing is in-house and may be provided to inpatients and some ER patients. Results may be received within 24 hours of testing.

If you experience symptoms, stay home and call your health care provider. Many health providers, including Watkins Health Services, are able to test for COVID-19 through commercial testing labs and will be able to provide results in three to five days. In some instances testing can be expedited for quicker results. If you are encouraged to self-isolate, refer to CDC isolation and quarantine guidance to monitor your health.

WATKINS HEALTH SERVICES

Watkins Health Services offers COVID-19 testing. STAY HOME AND CALL 785-864-9583 if you are experiencing any of the following symptoms:

- Fever/chills
- Cough
- Shortness of breath
- Fatigue
- Muscle/body aches
- Headache
- New loss of taste or smell
- Sore throat
- Runny or stuffy nose
- Nausea/vomiting
- Diarrhea

LAWRENCE MEMORIAL HOSPITAL

LMH Health provides two types of COVID-19 testing through partnership with Quest Labs.

REPORTING

Voluntary Self Identification Form

This form allows you to voluntarily self-identify that you have been potentially exposed to COVID-19 and/or that you have been identified by health officials as part of a contact investigation. Participation in this form is completely voluntary, but your participation will help the University of Kansas Public Health Planning Team make better decisions about how to best protect the KU community.

If you are reporting that someone in your unit has tested positive for COVID-19, or that someone in your unit has been identified as part of a contact investigation, please do not identify that individual on this form. If you are willing, please share your contact information and we can follow up with you directly. For more information about the Coronavirus at KU: coronavirus.ku.edu

Read KU’s nondiscrimination policy: ioa.ku.edu/policies/ku-nondiscriminationpolicyforms.office.com

HEALTH SAFETY REQUIREMENTS

These health safety requirements are for all members of the KU community to follow while they are on KU property or affiliated work/travel.

Individuals must wear masks (cloth minimum) that fully cover their mouths and noses at all times while on campus and within six feet of another individual until such time as the university determines otherwise.

If you are exhibiting COVID-19 symptoms, you should not go to any KU facility or property. If you believe you have been exposed, or have been identified by health professionals as part of a contact investigation, you must isolate for 14 days.

If you require COVID-19 testing, coordinate with Watkins Health Services or Lawrence Memorial Hospital (see Testing & Reporting for additional information).

RECOMMENDED TIMES TO WASH YOUR HANDS OFTEN THROUGHOUT THE DAY:

- Between classes
- Between meetings
- After handling mail or packages
- Before and after eating
- After touching door handles, light switches, desks, or other communal items

When handwashing is not practical, use hand sanitizer to clean your hands. Do not touch your face, eyes, or nose.

Use good respiratory etiquette, such as covering your mouth when you cough or sneeze.

If for any reason student employees, staff, or faculty need additional personal protective equipment (PPE), support will be provided, or work may be modified to meet such needs. Contact HR at hrdept@ku.edu, to make requests and provide details on extenuating circumstances that may be present.

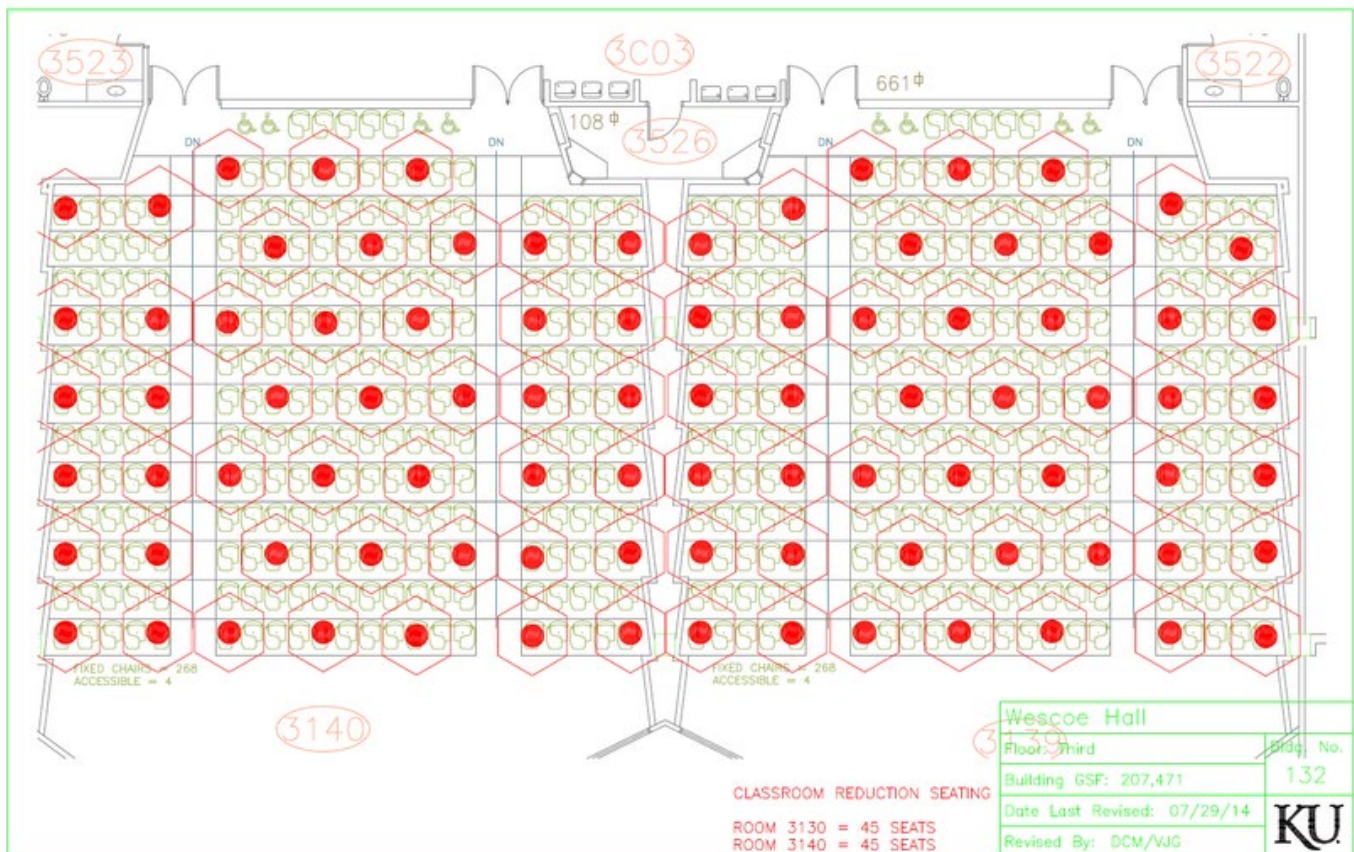
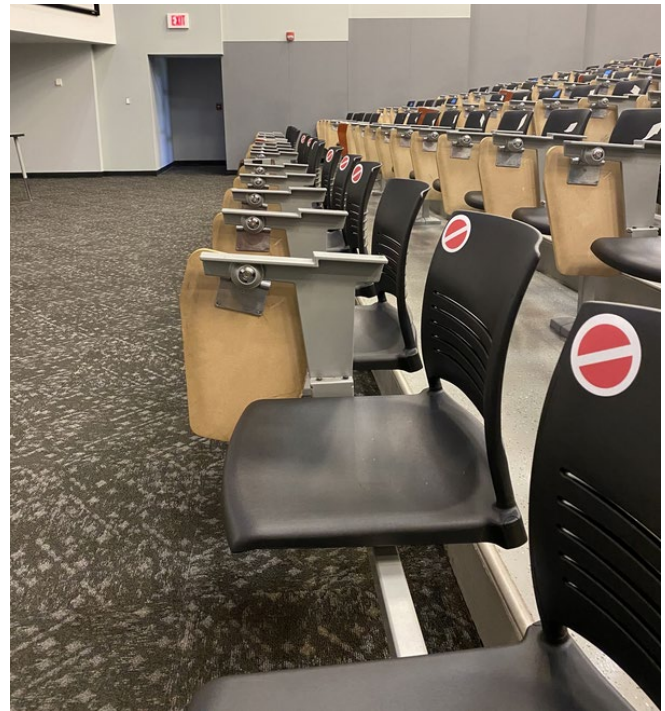
How we are making campus safer:

ADAPTING SPACES

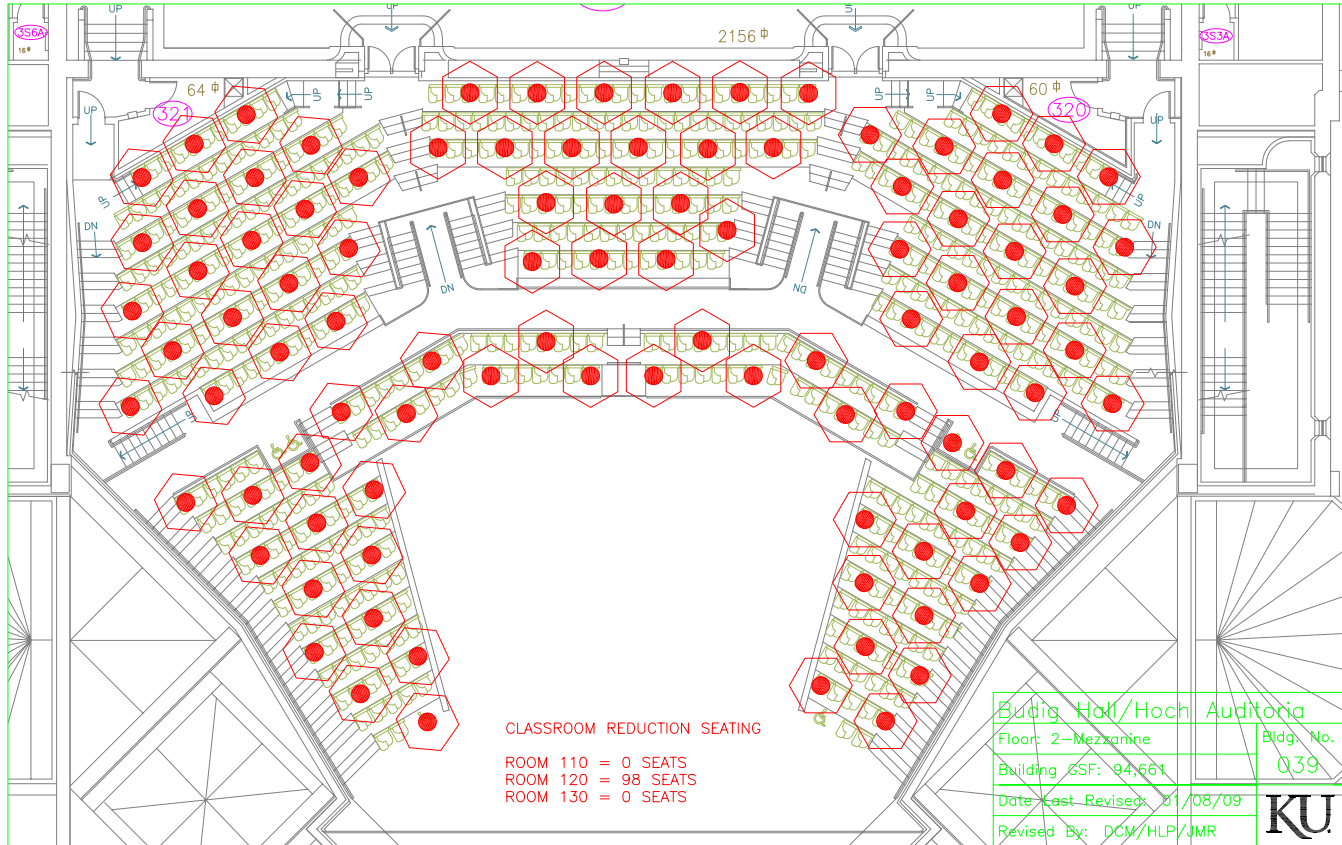
CONFIGURATION FOR FIXED-SEATING AUDITORIUMS

Fixed-seating classrooms and auditoriums on campus are configured utilizing the schematic below to determine how to keep social distance in learning space.

This schematic (below) is the tool we use to determine seating capacity for large auditoriums. A full size rendition of a lecture hall in Budig can be found on the next page.



BUDIG LECTURE HALL SEATING



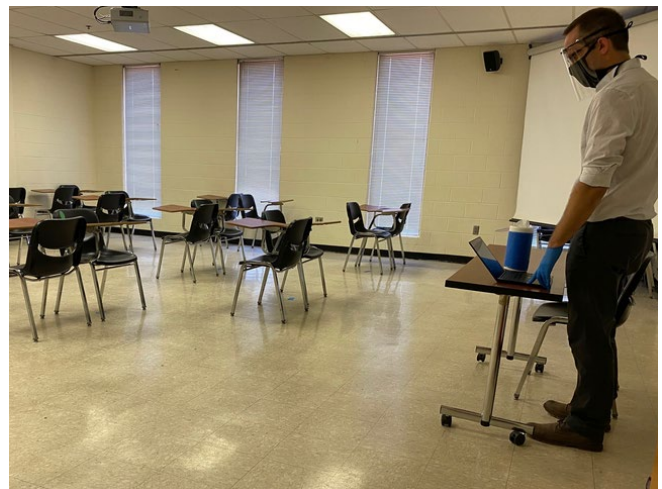
RESTRICTED SEATS

Every seat in fixed-seating classrooms will be marked, indicating where and where not to sit. Photos below show that both sides of the seats are labeled.



WESCOE CLASSROOM

For the most part, furniture for each building will not be removed. As you can see in the room below, the extraneous tablet desks have been arranged to promote distancing, as well as provide a place for each student to place their belongings during class.



Levels of Classroom Protection for Teaching Staff

All teaching staff will have the ability to choose which level of protection they prefer when teaching an in-person class on campus. There are four (4) levels, which are described and illustrated below. Additional PPE (i.e. face shields) can be made available upon request.

Level 1

Face covering and distancing (at least eight feet from any student at all times)

Jayhawks Can Stop Covid-19

Classroom Measures

Fall 2020

FACULTY
WEARING
MASK



6 FOOT SPACING
ALL STUDENT DESKS

8 FOOT DISTANCE BETWEEN FACULTY
& FIRST ROW OF STUDENTS

For more information: hrdept@ku.edu



Level 2

Face covering, distancing, and a barrier (plexiglass or other transparent material).

Jayhawks Can Stop Covid-19

Classroom Measures

Fall 2020

PROTECTIVE PANEL
(FRONT)

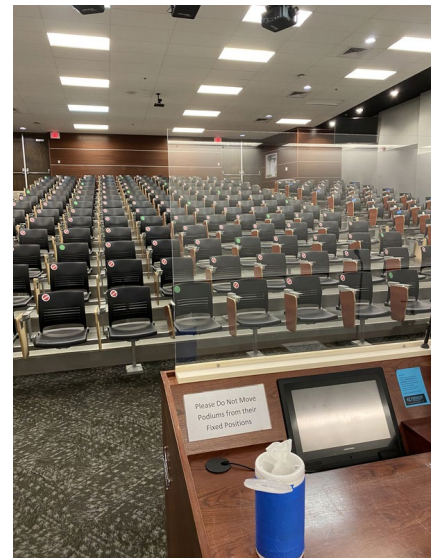
FACULTY
WITHOUT
MASK



6 FOOT SPACING
ALL STUDENT DESKS

8 FOOT DISTANCE BETWEEN FACULTY
& FIRST ROW OF STUDENTS

For more information: hrdept@ku.edu



*A plexiglass panel at lecturn
can be seen above.*

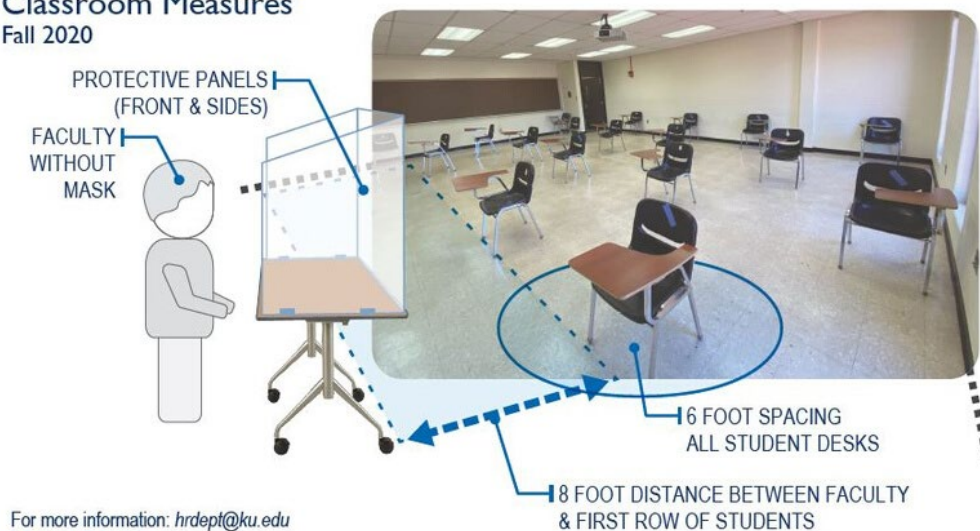
Level 3

Face covering, distancing and a three-sided barrier to enhance air flow protection

Jayhawks Can Stop Covid-19

Classroom Measures

Fall 2020



For more information: hrdept@ku.edu



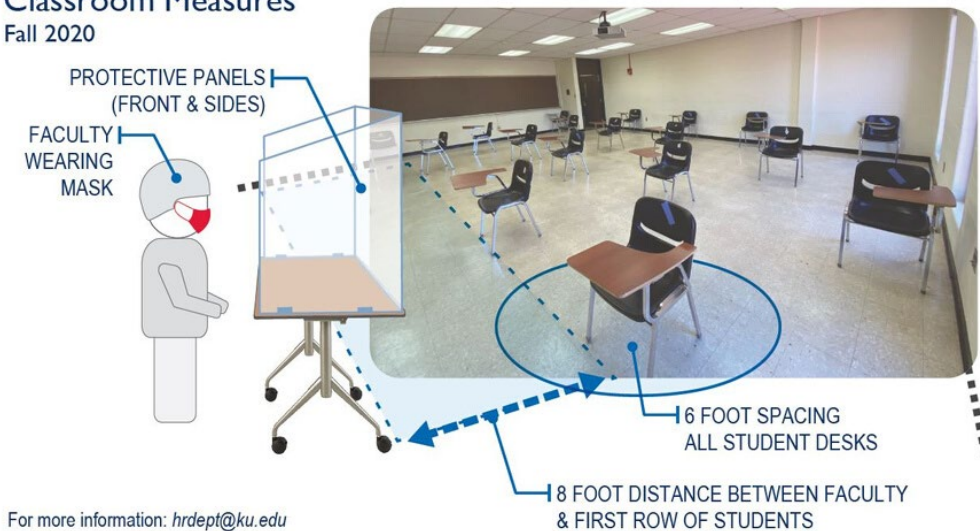
Level 4

Enhanced face covering, distancing and a barrier.

Jayhawks Can Stop Covid-19

Classroom Measures

Fall 2020



For more information: hrdept@ku.edu



Facilities

Enhanced cleaning practices and schedules will be enforced.

- Hand sanitizing stations will be available for everyone.
- Extensive signage will be established.
- Bathrooms will be equipped with a mechanism that allows you to open a door using your foot.
- Water fountains will be turned off for the foreseeable future and will not be available for use. Water bottle filling stations will remain operational.
- Door push plates and door handles are cleaned regularly. Additional opening methods such as foot-pull doors will be added to reduce contact with surfaces

Office preparations will be announced early August.

Personal Protective Equipment (PPE)

FOR DEPARTMENTS:

KU has purchased large quantities of PPE for use by departments that normally do not purchase PPE for traditional job duties. These items include:

- KU-issued cloth face mask (one per person)
- N95 respirators (requires justification)
- Hand sanitizer (replacement for small bottles)
- Alcohol sanitizing wipes
- Plexiglass “sneeze guards”
- Nitrile gloves

HOW TO ORDER

Use the Maximo Order Form to request supplies through the KU Storeroom. The PPE request is a web form for PPE Requisitions (you are not entering directly into Maximo). This will create a work order. Once it's completed you will be notified via an automated email form.

COST

Currently, if your department does not typically purchase PPE, there will not be a charge for securing PPE.

FOR STUDENTS AND GUESTS

Cloth masks will be provided to students and hand sanitizer is readily available. Disposable masks will be available for use by campus guests.

Class Changing Adjustments and Transit

Extra time will be added to passing time between classes to make the campus less dense and further stagger times when halls and sidewalks will be crowded.

Transit

ENHANCED SAFETY PRACTICES ON BUSES

- All drivers and riders must wear a mask on KU buses.
- Passengers may board a bus only if there are enough seats to either sit or hold their belongings and still maintain social distancing.
- KU Transportation Services, Lawrence Transit System (and their operator, First Transit), may begin enforcing stricter passenger limits should they become necessary.

ENHANCED BUS CLEANING

- All drivers have canisters of wipes, gloves, and hand sanitizer.
- Use of GenEon mister daily to clean rotating vehicles. All the vehicles are sprayed nightly.
- Use of the stabilized aqueous ozone solution to wipe down high-traffic areas during the day while the drivers are on route.
- The Ozone 5 generator is used weekly for the added disinfecting and deodorizing.
- The HVAC intakes and filters on all the vehicles are cleaned weekly.

Residence halls

To help reduce the risk of spreading COVID-19, we are making important adjustments to on-campus housing for 2020-21. All decisions and policies are informed by guidance from public health authorities and designed to achieve the goal of an engaged living and learning experience for residents.

Information for August 2020 Student Housing plans can be found here: housing.ku.edu/august-2020-ku-student-housing-plans

PLAN HIGHLIGHTS:

- In order to provide necessary physical distancing, move-in will occur over a longer period of time than in previous years. Move-in appointments will be required. During the week of July 6, each resident will receive an email with a sign-up link to reserve a move-in day and time for your arrival to campus.
- For on-campus residents who test positive or may have been exposed to the COVID-19 virus, we will provide dedicated rooms for quarantine and isolation.
- In some buildings, to reduce the risk of spreading COVID-19, Student Housing will reduce the number of residents using community bathroom spaces.
- Residents will be provided masks and required to wear masks in public spaces and practice social distancing.

Making campus safer:

ADAPTING PROGRAMS AND BUSINESS PRACTICES

ORIENTATION AND ADVISING

We've adapted Orientation and advising to virtual methods to minimize the risk of transmission of the COVID-19 virus.

WORKING ON CAMPUS

Supervisors, managers, and unit leadership will be asked to review the work location assignment of their workforce with the understanding that only employees holding job duties that require a physical presence at the worksite are to be approved to return to on campus work.

If all or part of an employee's job can be performed remotely, then it will be required that remote work designation be extended. Although an employee or supervisor may prefer to work on campus, it will not be approved if the job does not require it.

As much as possible, meetings will continue to be conducted through Microsoft Teams or Zoom.

ACADEMIC CALENDAR

Changes to the academic calendar have been made to minimize the spread of COVID-19.

Fall 2020

The academic calendar will change to minimize potential health hazards. Fall classes will begin as planned on Aug. 24, and classes will conclude before Thanksgiving, at which point students are encouraged to leave campus for the semester. After Thanksgiving, there will be a study week, followed by a week of final exams conducted remotely. There will not be a Labor Day holiday or a Fall Break.

Labor Day 2020

Labor Day will look a little different this year. It will be treated the same as Veterans Day in that classes will be held and campus will remain operational and Holiday Compensatory Time may be used for any time off.

Spring 2021

Pending approval by the Kansas Board of Regents, the first day of the spring semester will change from Jan. 19 to Feb. 1. Stop Day and Finals Week remain unchanged. Spring Break will not occur midway through the semester as it typically does; rather, it will be added to the Winter Recess, resulting in the later-than-normal Feb. 1 start.

CONTINUING KU'S RESEARCH MISSION

The University of Kansas is gradually expanding on-campus research activity while keeping the health and safety of the campus community as its highest priority. Research buildings began opening on May 11 for limited, approved activity beyond the ongoing essential and COVID-19-related work that continued during the stay-home order.

Up-to-date information about health and safety plans, including the phasing of building openings, can be found here: research.ku.edu/next-steps-on-campus-research-during-covid-19

PLANNING FOR THE UNEXPECTED

We continue to plan for a campus reopening this fall. But we must also plan for other possible contingencies:

- A completely online fall semester
- Opening campus in the fall, but being forced to shut down in-person activities before Thanksgiving

MORE TO COME

This plan is a summary and a living document. We must be nimble and flexible in our response to COVID-19, and Protect KU will surely evolve to meet the needs of the Jayhawk community. In the coming weeks, we will provide updates to this document, an FAQ section, and more information as it becomes available.

SHARE YOUR THOUGHTS

Do you have questions, comments, or concerns about Protect KU or the university's response to COVID-19? We're here to listen. Share your thoughts at provost@ku.edu.