



PANTHERS PUSH
FORWARD



A RETURN-TO-CAMPUS GUIDE FOR FACULTY, STAFF, AND STUDENTS

A WORKING DOCUMENT

**A RETURN-TO-CAMPUS GUIDE FOR
FACULTY, STAFF, AND STUDENTS**

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PREVENTIVE MEASURES

GUIDING PRINCIPLES

Each member university and agency of The Texas A&M University System, including Prairie View A&M University (PVAMU), seeks to preserve the safety and well-being of all students, employees, and visitors at its properties and facilities. To reduce the spread of the coronavirus disease (COVID-19) and protect the campus, PVAMU has developed the following protocols that are consistent with recommendations from the Centers for Disease Control and Prevention and guidance provided by the governor of Texas.

This guide will also help employees and students visualize and understand what to expect upon returning to any PVAMU campus for the fall semester as Panthers Push Forward! Carefully reviewing this information and creating a plan before you return to campus can substantially contribute to the health and safety of the community.

While we cannot go back in time and reverse this pandemic, we can advance through this era of uncertainty, armed with the right guidance and information. We will be ready for whatever may come. It's what Panthers do — we face challenges with poise and tenacity.

Our commitment through Panthers Push Forward is to use awareness, engagement, and outreach to thrive in a safe environment, and for PVAMU students, faculty, and staff to feel empowered to continue on this journey of achieving excellence and relevance in teaching, research, and service.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.



DEFINITIONS

- CDC: Centers for Disease Control and Prevention
- Contact Tracing: Practice of tracking down and monitoring people who have been in close proximity to someone who is infected with COVID-19
- Face Covering: Cloth face covering, surgical mask, etc., which helps slow the spread of COVID-19
- PPE: Personal protective equipment worn to minimize exposure to COVID-19
- Quarantine: Separation and restricting movement of individuals who might have been exposed to a COVID-19-positive individual
- Self-isolation: Separation and restricting movement of COVID-19 positive individuals
- Social/Physical Distancing: Keeping at least 6 feet of space between yourself and other people outside of your home

PANTHERS STAY CONNECTED

The university will officially communicate with employees and students through their PVAMU email accounts. It is your responsibility to check your email frequently for university-related communications. In addition to your PVAMU email account, you can find the most current COVID-19 information at www.pvamu.edu/coronavirus.





EXPECTATIONS, GUIDELINES, AND TRAINING

All employees and students are expected to fully comply with the policies, protocols, and guidelines outlined in this document as part of PVAMU's campus expectations. They are also required to complete Health and Safety COVID-19 training and certification before returning to any PVAMU campus.

The training modules for employees are posted at
www.pvamu.edu/return-to-work

The Student Safe Practices Training is posted at
www.pvamu.edu/sa/return-to-campus

Failure to follow these guidelines and complete required training may result in disciplinary action.

VISITORS

Visitors to any PVAMU location, including university contractors, are expected to adhere to established, posted guidelines. This includes observing social distancing measures, wearing face coverings and answering health screening questions.



HEALTH AND SAFETY

The health and safety of PVAMU employees, students, and visitors are paramount. We are using numerous strategies to strengthen protocols to prevent the spread of COVID-19, including:

- Utilizing cleaning and disinfecting protocols for workspaces, restrooms, classrooms, dining halls, gathering spaces, and housing common areas
- Rearranging classrooms, labs, offices, and common spaces to accommodate CDC guidance. To ensure social distancing, classroom capacity will be reduced by as much as 65 percent in some cases. Office spaces are also being rearranged to adhere to social distancing guidance
- Posting occupancy ratings, physical distance guidance, sanitizing and hygiene, and required face mask use signage across the university
- Reducing and redirecting accessibility to classrooms, offices, and public spaces
- Placing sanitizing, paper face mask stations, and sneeze guards throughout campus
- Moving business operations online or a virtual setting
- Creating procedures for organizing and managing large events to adhere to CDC guidance
- Adjusting transportation schedules and routes to accommodate movement restrictions



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MASKS ARE MANDATORY!

All PVAMU employees, students, and visitors must wear masks or face coverings while on campus.

That includes:

- Hallways
- Elevators
- Stairwells
- Bathrooms
- Open work areas
- Closely confined work spaces
- Classrooms
- Study Areas
- Any time you are walking across campus
- Face-to-face meetings of any kind, even in large spaces

The university will provide each student and employee with a complimentary reusable mask and hand sanitizer. Students and employees are expected to maintain and purchase their own PPE to continue their and our community's protection.



SYMPTOM MONITORING REQUIREMENTS

Self-screen daily before coming to campus for any of the following new or worsening symptoms of possible COVID-19. Below is a list of symptoms currently reported. Check the CDC website or your health care provider for the most current information.

- Cough
- Chills
- Shortness of breath or difficulty breathing
- Repeated shaking with chills
- Headache
- Muscle pain
- Loss of taste or smell
- Sore throat
- Feeling feverish or measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Diarrhea
- Known close contact with a person who is lab-confirmed to have COVID-19

If experiencing any symptoms listed, DO NOT come to campus. Students and employees should contact their health care provider for guidance.



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COVID-19 TESTING

All students living on campus and those taking face-to-face and hybrid classes are now required to take a COVID-19 test provided through the university. Students will have access to free COVID-19 testing/screening on campus through multiple avenues, with priority being given to students who display symptoms of COVID-19.

All testing and screening events will require pre-registration, with students receiving event announcements via multiple communication modes.

Faculty and staff will also have access to on-campus screening and testing.



GET ASSISTANCE

If you have been diagnosed with COVID-19, call the Coronavirus Hotline at 936-261-9000. You are not permitted on any of the university's campuses until Student Health Services clears you.

Students can make appointments with **Student Health Services at 936-261-1410** or **www.healthypanther.pvamu.edu**. Appointments must be scheduled. Walk-in appointments are not available.

Employees should notify their supervisors and email **leaveteam@pvamu.edu** for their next steps and appropriate follow-up.

Students and employees who have been diagnosed with COVID-19 should not leave their residences except to get medical care.

Students who are experiencing mental health concerns during regular business hours can call **Student Counseling Services at 936-261-3564**. For after-hours crisis counseling, call the **Crisis Counseling Hotline at 936-553-0990**.

ComPsych Guidance Resources, PVAMU's Employee Assistance Program provider, is ready to help employees experiencing stress, anxiety, and financial and health issues. Visit **www.guidanceresources.com** to create an account using the webID "TAMUS." Once registered, employees can take advantage of digital toolkits, webinars, guides, and available discounts.



STUDENTS

ACADEMIC CALENDAR/COURSE INSTRUCTION

We will start the fall semester with a mix of face-to-face, hybrid, and online coursework on August 24, 2020, but end all face-to-face instruction at the end of the day on November 24. Classes will resume solely online after Thanksgiving Break on November 30. This online activity includes remaining coursework, review days, and final exams.



ONLINE - ANYTIME (ASYNCHRONOUS)

A course taught online that is not in real time. The student and instructor are not online at the same time, and the student won't need to come to campus to complete classes.



ONLINE - ON A SCHEDULE (SYNCHRONOUS)

A course taught online that happens in real time. The student and instructor are online virtually at the same time, allowing interaction.



HYBRID - FLEX

A course that is a combination of online and face-to-face instruction. The student will attend a mixture of classes online and rotate coming to campus for small-group hands-on learning or testing.



FACE TO FACE

A course taught in the traditional face-to-face format. We are taking steps to keep the classrooms, labs, and offices safe for student returns.



SAFETY MEASURES

Classroom capacity will be reduced and students will be released from class on a timed and orderly schedule to ensure physical distancing and time for cleaning of classrooms and buildings.

ACADEMIC SUPPORT

Each student has access to 500 minutes of online tutoring, with the option for more minutes.

Full-time faculty will be required to hold office hours a minimum of six hours per week on at least two days during the week.

As was done in the spring and summer, we will continue to utilize the Pass/No Pass (P/NP) grading option. Students considering the change from graded to P/NP should consult with an academic advisor, athletics advisor, and/or financial aid advisor to understand the implications of the grade selection. Students will be able to select P/NP after grades are visible at the end of the semester.

The John B. Coleman Library is open. Visit www.pvamu.edu/library for the latest hours of operation.

Students can email writingcenter@pvamu.edu for assistance with essay planning and editing.



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TECHNICAL SUPPORT

The computer lab for students will be available in the Willie A. Tempton, Sr. Memorial Student Center (MSC) on the first floor, Room 120. Social distancing guidelines will be followed, and seating will be limited.

PVAMU has a laptop loaner program in place for currently enrolled students: www.pvamu.edu/its/mobile-device-loaner-program.

Students who need resources, guidance, and links to sites for successful online class delivery, including eCourses, DUO, Panther Virtual Desktop, Syncplicity, Zoom, and others, should visit www.pvamu.edu/telecommuting.

Contact ciits@pvamu.edu with technical questions about eCourses.



DINING ON CAMPUS

Dining on campus will involve a mix of sit-down and to-go options.

Sodexo, PVAMU's dining services provider, has developed guidelines to support all campus initiatives: [content-service.sodexomyway.com/media/UNI_COVID19_Communication_studentparent_tcm52-104349.pdf?url=https://campus.sodexomyway.com](https://campus.sodexomyway.com/media/UNI_COVID19_Communication_studentparent_tcm52-104349.pdf?url=https://campus.sodexomyway.com).

- All Sodexo employees will wear PPE and follow physical distancing protocols in the kitchen, serving, and dining areas at all times.
- Open-seating restrictions, proper physical distancing and other health guidelines will be required in university dining spaces. Allowable occupancy will be based on university, local, state, and federal guidance.
- All high-contact surfaces (countertops, doors, trash bins, etc.) will be cleaned and disinfected frequently.
- Hand sanitizing stations will be provided at the entrance to all dining facilities, with signage requiring use before entering and exiting the facilities.



HOUSING

CLEANING AND SANITATION

On-campus residents will arrive to clean and sanitize units.

Students sharing a space, and especially a kitchen and bathroom, will be expected to devise a shared cleaning/sanitization schedule.

Residents will be required to adhere to guest/visitation policies as instructed by Residence Life management. Complete guidance will be provided to each resident by American Campus Communities via email and upon arrival to campus.

On-campus residents are strongly discouraged from leaving the university campus for the duration of the semester to limit exposure to those they visit elsewhere and limit the exposure they may bring back to the residential communities.

If students leave campus and suspect they have been exposed to COVID-19, those students will be required to report their exposure to the university by contacting the Coronavirus Hotline at 936-261-9000 and following required quarantine guidance.

There will be strict, but caring, quarantine and isolation guidance for those found to have COVID-19 and those found to have made contact.

MOVE-IN SCHEDULE

Move-in will be coordinated to maximize physical distancing.

MOVE-IN CHECKLIST

- 3-7 reusable/washable face coverings
- Hand sanitizer that contains at least 60% alcohol
- Thermometer
- Cleaning products
- Copies of health insurance cards (if applicable)
- Prescription medications and over-the-counter medication
- Mobile device, desktop or laptop (including headphones with a microphone) to continue your classes should you have hybrid or online classes, or if you need to quarantine or self-isolate
- Complete the required COVID-19 Training and Certification: launch.comevo.com/pvamu/1863
- Update your emergency contact information: www.pvamu.edu/emergency/emergency/update-emergency-contact-information-instructions-for-students
- Tissues, toilet liners
- Hand soap
- Personal immune system boosters

MOVE-IN SUPPORT

University College

UniversityCollegePV@americancampus.com

University View

UniversityViewPV@americancampus.com

University Square

UniversitySquarePV@americancampus.com

University Village

UniversityVillagePV@americancampus.com

Quarantine Bag:

- Cellphone charger
- List of important phone numbers
- List of allergies
- Two or more complete changes of comfortable clothes: sweats, PJ pants, T-shirts, socks
- Fleece throw
- Over-the-counter medicine: cough drops, Tylenol, Vicks VapoRub, Mucinex DM or Robitussin Cough & Chest Congestion
- Prescription medicine
- Thermometer
- Hygiene products: body lotion, feminine hygiene products, toothbrush, toothpaste, shampoo, hairbrush, hair ties
- Tissues
- Snacks
- Extra masks
- Personal entertainment: coloring book and crayons, deck of cards

RESTROOMS

At least 6 feet of distance should be maintained between individuals. Wash your hands for at least 20 seconds afterward to reduce the potential transmission of the virus.

ELEVATORS

No more than one person may enter an elevator at a time. Use of stairs whenever possible is encouraged. Masks or face coverings should be worn inside elevators. Hands should be washed after use or use hand sanitizers with greater than 60% ethanol upon departing the elevator.

MAIL SERVICES

The receiving of mail and packages will continue through safe and hygienic practices. Physical distancing and face masks will be required.

STUDENT SERVICES/TRANSPORTATION

Shuttles will be running on a published schedule. Airport shuttle service is available by request: transportationservices@pvamu.edu.

Wear a mask before entering the vehicle. Upon disembarking, wash hands or use alcohol-based hand sanitizers with greater than 60% ethanol as soon as possible and before removing your mask.



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WORKING AT PVAMU

STAFFING PLANS

Based on the latest COVID-19 numbers and the impact on Harris County and the greater Gulf Coast Region, the following is being implemented with respect to faculty and staff return to work:

- Employees will return to campus on August 17, 2020, with offices operating under a bi-weekly, in-office rotation.
- To ensure safe social distancing, it is advised that no more than 50% of staff be physically working in any office at one time, with the goal of having 40%-50% of staff working on campus in a bi-weekly rotation. Under this rotation, staff working on campus one week will not work on campus the following week.
- By August 10, departments must submit to their respective vice president an updated Departmental Form for Flexible Work Arrangements reflecting the bi-weekly rotation starting August 17. The president will also review and approve.
- These updated work arrangement plans will remain in effect until indications of pandemic improvement are made by local public health authority communications, the state, and/or by the CDC.

ALTERNATE WORK LOCATIONS

Employees with extenuating circumstances will need to discuss their ability to perform their duties from an alternative work location with their supervisors and submit support documentation to the Leave Team at leaveteam@pvamu.edu for review and approval.

If a temporary Alternative Work Location arrangement is not feasible for the employee, departments should request approval of Emergency Leave for Special Circumstances, in accordance with System Regulation 31.03.03, section 2.5.2., for the 14-day self-isolation period. The President or designee is authorized to approve emergency leave as appropriate.

LEAVE

If an employee is officially diagnosed with COVID-19, the employee should take sick leave in accordance with System Regulation 31.03.02 Sick Leave.

MEETINGS

Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held using the extensive range of available collaboration tools (e.g., Zoom, WebEx, Microsoft Teams, telephone, etc.). You are also encouraged to communicate as needed by email, instant message, phone, and other available technology rather than face-to-face.

In-person meetings are limited to the restrictions of local, state, and federal orders.

TRAVEL

Travel increases your chance of getting and spreading COVID-19. Staying home is the best way to protect yourself and others from COVID-19.

Do not travel if you are sick or if you have been around someone with COVID-19 in the past 14 days. Do not travel with someone who is sick.

ATHLETICS AND EVENTS

The Southwestern Athletic Conference (SWAC), of which PVAMU is a member, has postponed all scheduled fall contests along with SWAC championships due to continuing concerns related to the COVID-19 global pandemic.

Fall sports impacted include men's and women's cross country, football, women's soccer, and women's volleyball. The conference has started the process of formalizing plans to conduct a competitive schedule for fall sports during the 2021 spring semester. For more information and the latest updates, visit www.pvpanthers.com.



CAMPUS ENGAGEMENT PLAN

This color-coded plan is designed to inform university departments and Registered Student Organizations (RSOs) of guidelines regarding the planning of events and gatherings on campus. Each engagement level, represented by a number and a color, indicates the gathering size and type to mitigate the spread of COVID-19.

Engagement LEVEL 1	Engagement LEVEL 2	Engagement LEVEL 3
Posted Capacity	Max 10	Virtual
Gathering size limited to the posted maximum room capacity	Gathering size limited to a maximum of 10 people.	ONLY virtual gatherings
F2F Gathering Permitted PPE Required Physical Distancing by 6ft	Limited FSF Gatherings Permitted PPE Required Physical Distancing by 6ft Maximum # set by TAMUS and subject to change	No F2F Gathering Permitted

F2F = Face-to-Face

PPE = Personal Protective Equipment (Masks, Hand Sanitizer & Disinfectant Spray)

Students will receive text and email reminders informing them about any changes in engagement levels.



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KEEPING YOURSELF AND OTHERS SAFE

Perform hand hygiene frequently,

including before and after touching your mask or face, when entering common workrooms and breakrooms, and while using shared workstations.

Wipe down high-touch surfaces in workrooms, breakrooms, and workstations at a minimum at the start of your shift.

High-touch surfaces include door handles, frequently used cabinets/drawers, microwave buttons/handles, refrigerator handles, shared coffee pots, etc.

Clean phones, keyboards, scanners and computer mouse devices,

with a disinfectant wipe or spray at a minimum once at the start of your shift.

Wear your mask at all times when not eating or drinking.

As soon as you are done with these activities, place your mask back on your face.

Do not congregate in workrooms and breakrooms while unmasked.

Limit these areas to two people 6 feet apart while eating/drinking unmasked.

Stay at home if you feel sick.

If an employee has any symptoms, or has been diagnosed with COVID-19, he or she must call the **PVAMU Coronavirus Hotline at 936-261-9000**, self-report, and submit documentation to tlimoore@pvamu.edu.



HELPFUL NUMBERS

University Police Department

The University Police Department continues to ensure the safety and security of the campus community, 24 hours a day, seven days a week.

Should you have an emergency:

From a campus phone, **Dial: 4911**

Campus Non-Emergency: **(936) 261-1375**

From outside of campus, Dial: 911 (Waller County Sheriff's Dept.)

UPD Anonymous Tips Line: (936) 261-2222

The University Police Department is located on Owens Road, next to the Retail and Bowling Center.



Career Services

www.pvamu.edu/careerservices
careers@pvamu.edu
936-261-3570

Dean of Students

www.pvamu.edu/deanofstudents
deanofstudents@pvamu.edu
936-261-3552

Disability Services

www.pvamu.edu/disabilityservices
disabilityservices@pvamu.edu
936-261-3583/3585

Hilltop Reserve

www.pvamu.edu/healthservices/hilltop/
936-261-1419
hilltopreserve@pvamu.edu

Housing and Residence Life

www.pvamu.edu/reslife
housing@pvamu.edu
936.261.2600

International Programs

www.pvamu.edu/internationalprograms
international@pvamu.edu
936-261-2132

Johnson-Phillip All Faiths Chapel

www.pvamu.edu/chapel
allfaiths@pvamu.edu
936-261-3590

LGBTQ+ Resource Office

www.pvamu.edu/lgbtq
936-261-2124

Multicultural Affairs

www.pvamu.edu/multiculturalaffairs
936-261-2124

Panther Lanes

www.pvamu.edu/recsports
936-261-3939

Panthers Fostering Success

www.pvamu.edu/panthersfosteringssuccess
pfs@pvamu.edu
936-261-5920

Parent and Family Programs

www.pvamu.edu/pvparents
pantherparent@pvamu.edu
936-261-3566

Registrar

www.pvamu.edu/registrar
registrar@pvamu.edu
936-261-1000 (prompt: 2)

Student Conduct

www.pvamu.edu/studentconduct
studentconduct@pvamu.edu
936-261-3524

Student Engagement

www.pvamu.edu/studentengagement
936-261-1340
studentengagement@pvamu.edu

Student Health Services

www.pvamu.edu/healthservices
healthservices@pvamu.edu
961-261-1410

Student Recreation Center

www.pvamu.edu/recsports
936-261-3944

Veteran Services

www.pvamu.edu/sa/departments/veteranaffairs
936-261-3563

VIRUS PROTECTION



AVOID

Close contact with crowds
and people who are sick



AVOID

Touching your eyes, nose,
and mouth



COVER

Cough/sneeze with a tissue/
elbow and wear cloth face
coverings in public



CLEAN AND DISINFECT

high-touch surfaces and
common areas after use



WASH YOUR HANDS

often with soap and water
for at least 20 seconds



STAY AT HOME

when you are sick



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For more information,
visit www.pvamu.edu/coronavirus