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FROM PRESIDENT NEVILLE G. PINTO: INTRODUCTION

The opening of Fall Semester will be unlike any in the history of the University of Cincinnati. Nearly every aspect of our campus community has been affected by the pandemic. But these changes, no matter the size or scope, must never keep us from being Bearcats. Our family is over 365,000 strong, and we will persevere by the wisdom ingrained in our university's seal: strength in unity.

Foremost, to every Bearcat near and far, I want to say thank you. Thank you for your versatility and resilience in overcoming the challenges we have witnessed since March. And thank you for your patience and understanding as we worked diligently to build out multiple, inclusive processes to support our planning efforts.

To prepare for our multi-phased approach to returning to campus, we relied on the advice and insight of more than 180 members of our community who served on more than a dozen teams and working groups. We never would have completed this guide without them.

Every step, we have been monitoring the virus, engaging with state and local officials and learning from our medical experts in the Academic Health Center. And every conversation begins and ends with the same conclusion: all of us have a vital role to play in protecting the health and safety of ourselves and those around us. That necessarily means washing hands, wearing facial coverings, physical distancing, staying home when sick, self-reporting COVID-19 symptoms and not becoming complacent about the need to protect one another.

Phase One of the plan, launched on June 1, has successfully returned our researchers to campus. A special thanks to the Office of Research for partnering with our research faculty and staff to point the way forward with a stepwise approach. Phase Two and Phase Three, commencing on July 1 and August 3, respectively, will see certain segments of our faculty and staff return to campus. To maintain a lower density on campus, supervisors will use alternating groups, flexible schedules, remote work and other alternatives. With the start of the fall semester on August 24, planning for Phase Four remains on track.

For teaching and learning, we are committed to providing a safe and healthy environment, while delivering the highly respected experiential and co-curricular education for which UC is known. Accordingly, we have planned a combination of online, hybrid, HyFlex and face-to-face courses, along with an adjusted calendar as well as enhanced health and safety measures. Academic units are preparing to offer the majority of courses online and are developing all modes of teaching in ways that achieve academic excellence and student learning outcomes while supporting health and safety for all.

Given the fast-changing nature of this pandemic, we know this Return to Campus Guide will need to be updated in the weeks and months ahead. Please continue to consult our public health website for relevant information and updates.

In sum, this document describes how we will operate moving forward. As we study the details and prepare our respective parts, let us never lose sight of the bigger picture—of who we are and why we matter. Here is a compilation of more than 100 stories involving UC faculty, students, staff and alumni who have decided to fight this pandemic with the very best of their hearts and heads. It is an essential reminder to the world: Bearcats never stop believing in the power of the human spirit.

With Gratitude,

Neville G. Pinto
The university recognizes the health and safety benefits of implementing a multi-phased return to campus in advance of the start of the Fall Semester on August 24. Each of the four phases of this stepwise approach is underpinned by a set of essential health and safety measures. All members of our community are expected to do their part to ensure the health and safety of themselves and others.

Phase One has been completed successfully. Phase Two has launched. Preparations for Phase Three and Phase Four remain on track.

**PHASE ONE**
Phase One began on June 1 when UC researchers launched a gradual return to campus. UC’s Office of Research has more information posted online.

**PHASE TWO**
Based on our learnings from Phase One, Phase Two launched on July 1. At this time, portions of our employee base returned to campus. Supervisors determined the employees to include in Phase Two based on institutional needs as well as on the health safety assessment for their respective area.

**PHASE THREE**
Based on our learnings from previous phases, we plan to commence Phase Three on August 3. At this time, other portions of our employee base will return to campus. To effectively manage the density on campus, supervisors will determine the best schedules and modes of work for their respective areas.

**PHASE FOUR**
Phase Four will coincide with the start of Fall Semester on August 24. The semester will include online, hybrid, HyFlex and in-person courses.

**KEY TAKEAWAYS**
- Each of us must do our part to protect every member of our Bearcats Family by following the health and safety measures.
- Maintaining a reduced density of individuals on campus at any given time is critical to mitigating potential risks.
- Supervisors will continue to determine how best to leverage remote working schedules to maintain a lower density on campus.
- If localized outbreaks emerge, tighter restrictions and specialized contingency plans may need to be implemented to sustain mission-critical endeavors on campus.

**HIGH-RISK POPULATIONS**

**Faculty and Staff**
Employees who meet the CDC’s definition of individuals at higher risk of severe illness from COVID-19 may be eligible to continue to work remotely. Please contact Human Resources at looadm@uc.edu to submit a request to work remotely due to being at higher risk of severe illness from COVID-19.

**Students**
Students at higher risk of severe illness from COVID-19 as defined by the CDC guidelines may be at greater risk if physically coming to campus and/or residing in UC Housing. Students at higher risk or students who are otherwise concerned about their medical risks related to COVID-19 should reach out to University Health Services (UHS) via COVIDWatch@uc.edu in order to obtain additional information and assistance with any accommodations around academics, room type, guidance, or monitoring.
In implementing UC’s Return to Campus plan, these safety protocols will remain in effect until further notice.

- Before returning to campus for the first time, all employees and students must successfully complete a brief online information session to ensure awareness of CDC and Ohio Department of Health (ODH) guidelines. Employees may currently access the online information session at the top bullet located on the Safety Protocols page, while a tutorial link for students will be available via Canvas mid-August.

- Before returning to campus for the first time, all supervisors and lab leaders must complete a health safety assessment of their workplace settings.

- Before coming to campus each day or leaving one’s university housing living quarters to go to other parts of campus, all members of the campus community must complete a self-administered wellness check based on CDC and ODH guidelines. All employees who have symptoms that may relate to COVID-19 should contact University Health Services immediately at COVIDWatch@uc.edu.

- All members of the campus community must wear facial coverings on campus, except while eating or alone in a private space, or as otherwise exempted.

- All members of the campus community must adhere to social-distancing requirements.

- All areas must clean and sanitize their workplace settings throughout the day. These efforts will supplement cleaning and sanitizing activities that will occur after hours by our facilities staff. Facilities Management has posted information regarding supplies, cleaning practices and more.

- All members of the campus community must continue to abide by restrictions on travel.

Employees who meet the CDC’s definition of individuals at higher risk of severe illness from COVID-19 may be eligible to continue to work remotely. Please contact Human Resources at loaadm@uc.edu to submit a request to work remotely due to being at higher risk of severe illness from COVID-19. All students with questions related to COVID-19 and risk factors should contact University Health Services via COVIDWatch@uc.edu.

- See more information on maintaining a safe campus environment as well as wellness and support resources.
The best tools for COVID-19 risk mitigation consist of our own personal and community practices:
Required use of facial covering, physical distancing, personal hygiene, attention to sanitization, self-monitoring and appropriate self-care, which includes staying home if ill.

These steps will do much to prevent the spread of COVID-19, especially as it’s highly unlikely that vaccines will be available by the start of the Fall Semester or that herd immunity will have been achieved by that time.

INDIVIDUAL MONITORING
It is important that faculty, staff and students self-screen by taking their temperature on a regular basis and by performing a daily symptom assessment. Symptomatic individuals will need to stay home and to seek appropriate medical care, including testing for the virus if indicated.

Any member of the campus community exhibiting symptoms should self-report to University Health Services (UHS) at COVIDWatch@uc.edu, and UHS will follow up with guidance to any member of the campus community who self reports or receives testing. Any member of the campus community, including faculty and staff, may receive guidance from UHS and for those who test positive for COVID-19, that guidance will be provided in collaboration with the individual’s local health department. UHS is also available to provide care to students.

QUARANTINE AND ISOLATION
Quarantine applies to exposed individuals who do not have symptoms of a disease but need to be separated for a period of time to be observed for symptoms.
Isolation applies to infected individuals or those with presumed infection who need to be isolated to prevent the spread of virus to the community.

Both are critically important to keeping campus safe.
Any individual who has been exposed to COVID-19 will need to quarantine for 14 days from their most recent exposure to that individual. This requires a separate bedroom and bathroom as well as meal delivery.

The individual will not be permitted to attend face-to-face classes or any university events and will need to avoid contact with others and stay in their single room or apartment. If they do need to go out for medical appointments or necessary supplies, they must avoid contact with others and wear a facial covering, but leaving quarantine or isolation must be kept to a minimum.

If we should happen to have active cases of COVID-19 among our students living on campus, UC Housing, Student Affairs and UHS are prepared to collaborate on housing that is appropriate for the needs and safety of all by providing quarantine and isolation, meal delivery, medical care and other support services; however, depending on the size and scope of a surge, UC Housing may not be available for all quarantined or isolated students. Ideally, quarantine and isolation periods will be spent at home, away from campus.

Any individuals with symptoms of COVID-19 must immediately isolate themselves from others and seek medical advice. COVIDWatch clinicians will provide guidance. This includes
• Anyone diagnosed with COVID-19
• Anyone with symptoms and a pending test for COVID-19
• Anyone, with or without symptoms, with a positive test for COVID-19

The university will work with local health departments to determine who has been exposed and when quarantine is required. All exposed students must report to COVIDWatch@uc.edu.

University faculty and staff must follow these guidelines and self-report to COVIDWatch for guidance.

TESTING
Significant advances to COVID-19 testing are on the threshold. For instance, a saliva test may be available soon, which would be much easier to deploy and use versus the current nasal swabs.
The university’s current planning calls for diagnostic testing of symptomatic individuals and those who have had close exposure to infected individuals. This may be paired with random testing to seek to assess the prevalence of the disease within the UC community if random testing is determined to be helpful in earlier identification of increasing infection levels that would warrant further intervention.

That said, near-term events will ultimately determine the parameters of our testing and tracing efforts.

**ON-CAMPUS TESTING CENTER**
Planning is underway for an on-campus location dedicated to assessment of individuals with respiratory symptoms and symptoms compatible with COVID-19. This site will also serve as the location for testing for COVID-19 among our campus community.

**CONTACT TRACING**
In addition to testing, contact tracing is a vital component to our efforts in limiting the spread of COVID-19. The university is already in the process of developing an appropriately trained workforce necessary for contact tracing, working in collaboration with our local health departments. Members of the UC community can help, and it’s imperative that everyone contribute. All faculty, staff and students need to pay particular attention to their surroundings and those they come in contact with in order to make any needed contact tracing as effective as possible.
All units and members of the campus community will follow the university’s travel policies, which are informed by appropriate federal and State of Ohio restrictions.

The goal of travel restrictions is to protect the health of the general public as well as that of our faculty, staff and students.

Faculty, staff and students involved in clinical care must follow the restrictions and guidance of any health system or clinical entity in which they participate in clinical activities.

These recommendations are subject to change as additional guidance is issued by the Centers for Disease Control and Prevention and other federal authorities as well as state and local authorities.

At the time of this writing, the CDC’s recommendations are to avoid all non-essential travel globally.

TRAVEL POLICIES
UC policy requires all travel to be requested in advance via Concur. Concur provides travelers information specific to every country considered for travel. Based on the uncertainty of future travel plans, it is strongly recommended that all travel be booked via UC’s contracted travel agency, AAA. Based on recent experiences, units that did not do so lost more money and experienced more difficulties when trying to cancel or rebook travel.

Finally, use of a university purchasing card is also strongly recommended. It simplifies the task of creating travel expense reports by those who perform those duties.

INTERNATIONAL TRAVEL
Only essential international travel for official university business is permitted through the end of calendar year 2020. All international travel requires approval of the appropriate dean or vice president. Travel to countries that have CDC Level 3 or 4 travel warnings will only be approved under truly exceptional circumstances. All study abroad is canceled and prohibited for the entire Fall Semester.

All international travelers, whether traveling on university business or for personal reasons, must report to COVIDWatch@uc.edu upon return and quarantine for 14 days. Faculty and staff should consult with their supervisor and Human Resources prior to any international travel, either on university business or for other reasons, to determine how the quarantine period will be handled.

(continued)

SUMMARY: FALL SEMESTER TRAVEL AND STUDY ABROAD
Only essential international travel for official university business by members of the campus community is permitted through December 31, 2020.

All international travel requires approval of the appropriate dean or vice president.

Domestic air travel will continue to be limited to business essential until December 31, 2020.

All study abroad is canceled and prohibited for the entire Fall Semester.

International and certain domestic travel as well as close contact and/or symptoms of COVID-19 require reporting to University Health Services.
During this 14-day period, practice social distancing and take these steps to monitor your health:

• Take your temperature with a thermometer two times a day and monitor for fever. Use this temperature log to track your temperature.
• Also watch for cough or trouble breathing.
• Stay home and avoid contact with others. Do not go to work on site or attend in-person classes.
• When around others, keep your distance (about 6 feet or 2 meters).
• Do not take public transportation, taxis or ride-shares.

DOMESTIC TRAVEL
Only essential travel for official university business is permitted through the end of calendar year 2020. Each unit will determine what is deemed essential travel. All domestic university travel requires the approval of the appropriate supervisor prior to travel.

Whether traveling on essential university business or for personal reasons, be aware that the COVID-19 outbreak in the United States is evolving. The status of the outbreak varies by location, and state and local authorities are frequently updating their guidance.

Parts of the country may have different guidance than other areas. All travelers are advised to check with state and local authorities on the prevalence of the virus and area-specific guidance at the starting point of their travels, along the route, and at the planned destination to be aware of any local circumstances and restrictions that may be in place.

Planning ahead is recommended: Wear a facial covering, practice social distancing, wash your hands, sanitize surfaces, and be properly and safely prepared.

Travelers who return from areas identified as hot spots or with significant COVID-19 activity should report to COVIDWatch@uc.edu for advice as whether any quarantine, testing and monitoring is required.

STUDY ABROAD
There will be no faculty-led study abroad nor semester-long study / co-op abroad permitted during Fall Semester 2020. There is an exception for international students studying or co-oping in their home countries. Students are discouraged from taking part in any personal international travel during the semester, as upon return, they are then required to complete a 14-day self-quarantine prior to entering any university facility or attending any event or meeting on campus.
Self Reporting

If you are having any symptoms that may be related to COVID-19, please contact University Health Services (UHS) immediately at COVIDWatch@uc.edu.

Any and all information gathered through the university’s reporting process will remain as private as possible, as directed by state and local health departments. See the U.S. Department of Health and Human Services website for specific regulations around privacy and confidentiality. The reporting requirement will allow UHS to provide education, guidance and care monitoring.

University Health Services has a data capture system in partnership with the UC Center for Clinical and Translational Science and Training (CCTST) that will help automate and streamline reporting and prevention of potential COVID-19 exposures for our faculty, staff, students and visitors.

The following individuals from the UC community are required to report to University Health Services:

- Anyone who has been diagnosed with COVID-19, a positive test result for COVID-19 or is being tested due to symptoms suggestive of the infection.
- Anyone with close contact with an individual confirmed to have COVID-19 by laboratory testing or with a presumptive diagnosis of COVID-19, meaning not tested but diagnosed by a physician as likely to have the infection.
- Anyone living on campus in University Housing and having symptoms consistent with COVID-19, including flu-like symptoms with chills, muscle aches, diarrhea, cough, shortness of breath or fever. In addition, the sudden loss of the sense of smell or taste can be an early sign of COVID-19 and should be immediately reported.
- Anyone returning from international travel, regardless of country traveled from.
- Anyone returning from travel by cruise ship.

HOW TO REPORT

- Email COVIDWatch@uc.edu with your name and cell phone number if meet any of the above criteria.
- You will receive an immediate response with a link to an online form. Your responses will be entered into a HIPAA compliant database through REDCapTM (Research Electronic Data Capture) and will be confidential in accordance with applicable laws and regulations.
- Your responses will be reviewed by a clinician, and you will receive individualized guidance by email. You will also be contacted by phone as deemed necessary by the reviewing clinician.

In addition, you may hear from us via email regarding an exposure on campus. If asked to do so, please respond immediately with the requested information, and you will receive specific guidance on how to manage your risk.

We have developed this reporting system in close collaboration with the UC Health COVID-19 Core Team as well as partners in our local and state health departments, and in accordance with guidance from the CDC.

Please contact us at COVIDHelp@uc.edu if you have questions regarding the reporting process.
During the Spring and Summer Semesters, UC Housekeeping took the opportunity to clean and sanitize every building using cleaning agents approved by the Environmental Protection Agency for killing the virus associated with COVID-19.

Items and areas cleaned included furniture (chairs, tables, desks, etc.), door handles, light switches, elevator buttons, accessibility buttons and plates, vending machine buttons, ledges and handrails, windowsills and trash/recycle cans as well as all carpets vacuumed.

All restrooms were power washed and sanitized throughout, including every handle, counter, sink, partition, door, floor, etc.

Effective June 1, 2020, Facilities Management modified cleaning procedures for labs, offices and suites – to ensure a focus on high-touch and high-traffic areas. The Housekeeping team is supported by building occupants who are cleaning their own personal workspaces within labs, offices and conference rooms. In addition, occupants are asked to empty their personal trash and recycling containers into larger trash and recycling containers located on each floor of every building, and custodians will empty the large containers regularly. This not only helps our housekeepers maintain efficiency but also limits the amount of people within individual spaces.

As the Return to Campus continues, Facilities Management will deliver an initial cleaning kit to all 370 mail locations. Other measures include

- Over 2,000 cleaning kits with paper towels and disinfectant will be placed in classrooms.
- 1,000 hand sanitizer dispensers are being installed throughout campus, located at building entrances and elevator lobbies.
- Hand-sanitizer bottle refill stations will be installed in high-traffic buildings.
- Water systems have been operated, maintained and will be tested to ensure safe drinking water.
- HVAC systems have been maintained and are operating to meet American Society of Heating, Refrigerating and Air-Conditioning Engineers guidelines.
- 500 additional garbage cans have been purchased.
- Signage reminding people to practice safe habits will be installed in common areas such as restrooms and elevators.
- Additional signage kits will be developed for departments to download and print out on their own.
- Building circulation plans are being evaluated.
- Alternative locations are being evaluated for classroom and student study areas uses such as TUC Great Hall, the Campus Recreation Center, and Nippert Stadium’s West Pavilion.

ORDERING OFFICE CLEANING SUPPLIES
COVID-19 supplies (sanitizing wipes and sprays) for individual and department offices can be acquired via UC contracted vendors such as GBEX and from the Facilities Management Stockroom with this form.

Find much more information on the Facilities Management website. Or contact Joyce Land-Whittaker, Director of Housekeeping, at landjm@uc.edu

GENERAL WORKPLACE ASSESSMENTS
Units will evaluate workspaces and common areas according to university guidelines. Requests for modifications of space, if applicable, must be approved by the appropriate vice president, vice provost or dean. Provostal units should forward such requests to Vice Provost Chris Lewis (lewisct@uc.edu) for approval.

Managers should continually check with all returned employees to see if the work environment is adequately functioning, and all staff should continue to follow physical distancing guidelines.

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CLASSROOM CLEANING
UC Housekeeping staff will clean each classroom daily five days per week and restock supplies. Ample cleaning supplies will be available in classrooms along with garbage cans so students and faculty can clean chairs, desks, countertops and keyboards at the beginning of each class. Faculty and staff should familiarize themselves with the recommended supplies and procedures posted on the Facilities Management website and all Safe Environment and Wellness resources posted on UC’s Coronavirus website. Contact Work Control at 558-2500 if classroom cleaning supplies are running low.

CLASSROOM PREPARATION
UC Planning, Design and Construction will post classroom signage and resources on its website, including maximum occupancy signs and recommended seating diagrams for typical classroom configurations. Maximum occupancy signs will be posted outside classrooms of centrally scheduled spaces, and units can download the signs to post outside locally scheduled spaces. Units can consult with PDC on seating solutions for local spaces by contacting Jamie Accurso, Director of Planning, at jamie.accurso@uc.edu.

CLASSROOM SCHEDULING
All UC campuses must comply with all relevant state and CDC guidelines. Best practices include ensuring 6-foot physical distancing capacity in all directions. Planning, Design and Construction (PDC) is providing computational analysis and conceptual space diagrams as guidance for classroom capacity and increased physical spacing. The registrar and colleges should use these guides to assign classroom space to course sections based on the needs of the course, the number of students enrolled, available space and physical distancing requirements.

Units can consult with PDC on potential solutions for labs, spaces where equipment is difficult to move, or spaces with other unique needs, by contacting Jamie Accurso, Director of Planning, at jamie.accurso@uc.edu. Colleges must seek approval for space modifications by the dean and Vice Provost Chris Lewis (lewisct@uc.edu) in the Office of the Provost. Colleges may place a work control order for materials after obtaining approval.

All costs are the responsibility of the unit. It is acceptable to use uncommitted Information Technology and Instructional Equipment (ITIE) funds for these additional expenses for student health and safety.

CLASSROOM MANAGEMENT
Guidance on classroom management including seating recommendations and room entry and egress will be developed prior to Fall Semester.

What happens to a space if an on-campus member in a space contracts COVID-19?
UC’s Environmental Health and Safety will assess the space and determine a safe and effective course of action. Any cleaning and sanitization of that space would be based on recommendations from the Centers for Disease Control and Prevention.

Contact for UC Environmental Health and Safety is Director Jan Utrecht at jan-arthur.utrecht@uc.edu.

Please note that teaching spaces and other rooms may become unavailable for an extended period of time if an individual in the room subsequently tests positive for COVID-19. Faculty and staff should prepare contingency plans in the event spaces become unavailable.
Event restrictions and limits are mandated by the Ohio Department of Health during this pandemic. These limits and restrictions will apply at all times until the ODH requirements are lifted or modified, though the university also reserves the right to apply its own event restrictions equal to or more stringent than ODH limitations at any time, as based on determinations around campus health and safety.

Large events can significantly increase the risk of transmission of COVID-19. As such, events must be evaluated on a case-by-case basis with consideration to the importance of the event as related to the mission of the university and the cultural life of the campus, as well as the ability to conduct in-person events within established safety protocols that include social distancing, facial coverings and sanitization.

The larger the number of persons that come into close contact in tighter spaces, the greater the risk of exposure to those in attendance. By comparison, outdoor events offer the benefit of fresh air and in many cases, increased social distance which typically improves the health and safety environment for all participants. Nevertheless, consideration will continue to be given to conducting events online whenever deemed appropriate to do so.

As such, before buying tickets to physically attend any campus event, make certain that ticket refund policies are fully understood and agreeable as those will vary dependent on the respective venue at which an event is scheduled to take place. Athletics, theater and other campus events have different ticket refund policies and it is strongly recommended that all participants fully understand those policies because of the changing environment in which we currently find ourselves.

The safety and well-being of all UC students, faculty, staff and visitors will remain at the forefront of event planning and coordination during the 2020 Fall academic semester and beyond. That being the case, any large gathering of persons for any reason must be managed differently as compared to years past, whether those events might be ceremonies, concerts, theatrical and dance performances, conferences, movies, fundraising activities, exhibits/fairs, lectures, meetings, receptions and social gatherings.

With priority given to the health and safety of event attendees, several guidelines established by ODH and CDC, including those listed below have been adopted by the university and will apply to campus events:

**Ohio Department of Health**

- 10 person gathering limit (p.2)
- Facial coverings (p.3)
- Social distance requirements (p.7)
- Hand sanitizer (p.7)

**CDC Guidelines for Events**
Prospective Students and Other Visitors

UC is a public university that boasts campuses that are among the most beautiful in the country and especially welcoming to visitors. As such, our campus community is committed to assisting all persons who visit any UC locations, whether in Blue Ash, Center Hill, Clermont, Reading, Uptown or Walnut Hills.

During these challenging times, it is recommended that whenever possible, all wishing to visit campus to conduct business first attempt to do so online, by email or by phone.

- Online: [http://www.uc.edu](http://www.uc.edu)
- Phone: 513-556-1000
- Virtual Visit: [https://admissions.uc.edu/visit.html](https://admissions.uc.edu/visit.html)

If conducting business online, by email or by phone is not possible or visiting campus is preferred for other reasons, please be assured that health and safety remains a university priority.

**ADMISSIONS AND FINANCIAL AID**
Primary contact with Undergraduate Admissions and Financial Aid will remain online for advising, events and virtual tours. The office will provide information for self-guided tours with physical distancing guidelines.

**ADVISING AND ACADEMIC SERVICES**
The Pathways Advising Center will offer online advising appointments and inquiries and will re-evaluate in September.

**BEARCATS BOUND ORIENTATION**
Summer Orientation is being delivered online, by email or by phone and includes town hall meetings for incoming students and parents, online communities to get to know fellow students, and meetings with academic advisors. Student Orientation Leaders (SOLS) facilitate a large part of the online experience through a Canvas course to introduce essential technology and prepare students for their online courses in the Fall.

**ONE STOP CENTER**
One Stop Student Service Center will continue to operate primarily online through at least August 24, 2020, and staff will continue to work online. Services are available via phone, email, chat and video chat. A few staff members will be on site in University Pavilion (Uptown Campus), Muntz Hall (Blue Ash Campus), and the Student Services Building (Clermont Campus) from August 17 through September 4, 2020, to support walk-in students returning to campus. Additional staff will be on site in the building for emergencies, staff relief and escalation of requests, though these staff will generally be housed in private offices and not accessible to the public.

As such, expect that online operations will continue to be the prevalent mode of operation for One Stop even beyond August 24.

**WEST CAMPUS WELCOME DESK**
In alignment with public health recommendations, our campus Welcome Desk for Undergraduate Admissions and University Visits remains closed and we are not conducting in-person tours. Our admissions staff is available daily by phone (513-556-1000) or you can reach out directly to your admissions representative. Visitors can also take advantage of UC’s Virtual Visit until campus visits resume.

(continued)
INVITED VISITORS OR GUESTS
University-sponsored or invited visitors must be approved by the vice president of the unit sponsoring or inviting the visitors. Contractors of the university must abide by established safety protocols while on campus.

All UC campus visitors are required to review and comply with the following prior to visiting campus:

- **Personal wellness considerations**
- **Facial covering requirements**
- **Social distancing requirements**
- **Campus cleanliness**
- **Those at higher risk for severe illness**
- **Additional safety and wellness resources**

REPORTING REQUIREMENTS FOR CAMPUS VISITORS
All visitors returning from international travel must complete a 14-day self-quarantine prior to entering any university facility or attending any event or meeting on campus. Additionally, all visitors traveling from any foreign country should register with University Health Services via COVIDWatch@uc.edu prior to entering any university facility or attending any event or meeting on campus.

Finally, any campus visitors meeting the following criteria should also report to UC’s COVIDWatch@uc.edu

- Anyone who has been diagnosed with COVID-19 or is being tested due to symptoms suggestive of the infection.
- Anyone with close contact with an individual confirmed to have COVID-19 by laboratory testing or with a presumptive diagnosis of COVID-19, meaning not tested but diagnosed by a physician as likely to have the infection.
- Anyone returning from travel by cruise ship.
COVID-19 is a factor in planning for the foreseeable future, and as we plan, the health and well-being of our university and surrounding community guide the recommendations and decisions reflected in this working plan. Flexibility is key, and we will continue to review and adapt our policies and practices, keeping foremost the safety and concern for all our populations, including those at higher risk of severe illness from COVID-19.

This document presents a range of scenarios to encourage health-promoting environments and behaviors, including reduced density in offices, classrooms and activities; modifications to face-to-face experiences; hybrid, HyFlex and online courses and experiences; and contingency plans if the COVID-19 incidence rate increases on campus or in the region.

The university will provide central guidance and support for students, faculty, researchers and staff while allowing each discipline to apply its unique approaches to teaching, learning, research and general operations. Aspects of this plan vary and enable individual units with the flexibility needed to meet student learning outcomes and respective missions within the parameters set out in this document.

PRINCIPLES SUPPORTING TEACHING AND LEARNING
Plans must be flexible for the coming academic year and rooted in the following principles:

1. The safety and well-being of our students, faculty, staff and community is paramount. Intentional efforts to exercise personal and collective responsibility are critical to overcoming this crisis. It is only through thoughtful actions that we will account for the health of ourselves and each other. Each decision we make should be in the best interest of public health.

2. Preserve a positive student experience. Faculty and staff are critical partners in student success and ensuring an exceptional student experience—from The Bearcat Promise, to CPS Strong, to Co-op 2.0—our determination to preserve student belonging, satisfaction and success, regardless of our ability to see and physically touch each other, remains.

3. Maintain UC’s standard of excellence. The University of Cincinnati has an accomplished history as a world-class research university. Our commitment to deliver exemplary instruction and student opportunity will remain no matter the modality, be it in a physical classroom or online.

4. Continuity of teaching, learning, research and administrative functions. Obstacles and challenges do not present themselves at predictable times. We must retain the ability to maximize efficiency and productivity in teaching, learning, co-curricular student development, research and administrative functions within a variety of external and internal conditions.
Fall Semester classes will start as planned on **Monday, August 24**. The last day of Fall Semester classes will be held on Wednesday, December 2. Final exams will be held on December 3, 4, 7 and 8. All activities post-Thanksgiving will be online.

Reading Days on October 12-13 will be used as regular instruction days. The university will observe Labor Day (September 7) and Veterans Day (November 11), and no classes will be held on either holiday.


- **First Half Session** (Session D): Monday, August 24, 2020 – Saturday, October 10, 2020. Examinations: Held during last class meeting.


- **Flex Session** (Session F): Dates vary. Examinations: Held during last class meeting.

Individual colleges and Programs may schedule face-to-face experiences closer to the beginning of the semester. In some cases, it may make sense to work with either the unit head or program director and reschedule a course to be completed as a half session to avoid disruption in the event that the COVID-19 incidence rate in our region might increase during the semester.

**SPRING SEMESTER**
Decisions are forthcoming.

**ALTERNATIVE CALENDARS**
The Colleges of Law and Medicine normally follow calendars distinct from that governing the rest of the university. As such, these units may need to continue to set their own calendars to meet accreditation guidelines and standards.

**FALL SEMESTER CALENDAR AT A GLANCE**
- Fall classes open on Monday, August 24.
- Reading Days on October 12-13 will be used as regular instruction days.
- The university will observe Labor Day September 7 and Veterans Day November 11.
- Final exams will be held December 3, 4, 7 and 8.
- All activities post-Thanksgiving will be online.
Teaching and learning will include online, hybrid, HyFlex and in-person options. These modalities are currently being developed in ways that will achieve academic excellence, meet student learning outcomes and support the health and safety of our students, faculty and staff.

ACADEMIC ADVISING
These specific services and delivery modes will vary by colleges and units. Students will receive information directly from their advising units. In many cases, fully online schedules may be an option for students not wishing to participate in face-to-face instruction. Students should work directly with their academic advisor or course instructor to identify alternative course or assignment options.

ACADEMIC PROGRAMS
UC offers two types of academic programs for both undergraduate and graduate students: traditional and distance learning. Students who apply to and are accepted to a traditional program may take face-to-face, hybrid, HyFlex and online classes based on availability. Sometimes, students matriculated in a traditional academic program may take all online classes during a given semester. Those students are still defined as traditional students because of the academic program in which they are matriculated. Students who apply to and are accepted into an Ohio Department of Higher Education (ODHE)-approved distance learning program may not register for in-person, hybrid or HyFlex courses. Their curriculum consists of entirely online instruction.

COURSE DELIVERY
Course delivery assures we meet student learning outcomes while attending to the health and safety of our faculty and students and will accommodate physical distancing and low classroom density recommendations. Because physical distancing may not easily be achieved in traditional classroom settings, academic units must determine if learning outcomes could be met in an online format or if the learning outcomes genuinely require access to facilities that otherwise cannot be replicated or simulated in such a way as to ensure expected student learning within the course or discipline.

Thus, on-campus programs’ Fall Semester courses will include online, hybrid, HyFlex and face-to-face modalities. This approach is designed to provide the appropriate range of high-quality courses delivered in the modalities to meet diverse student needs and afford ongoing progress to academic goals and graduation.

Academic units are preparing to teach the majority of courses online. As student data suggests undergraduate students prefer synchronous courses (those with a designated meeting time), units indicate this will be the primary online modality. Asynchronous formats are also among our offerings especially for programs designed to serve working adults, part-time students or students residing in other time zones. Some programs will place thoughtful, high-quality, hybrid/HyFlex courses strategically throughout the curriculum. The intent is to offer students seeking face-to-face academic experiences opportunities for engagement.

When learning outcomes can only be achieved with face-to-face instruction, these components will be delivered appropriately.

Faculty should continue to work with their unit head for teaching load assignments.

UC defines course delivery (modality) and other campus experiences in the following ways.

• Face-to-face / in-person. Traditional face-to-face or in-person teaching and learning requires participants to be in the same physical location at the same time. Face-to-face courses must allow for physical distancing and other health-promoting behaviors.

Guidance on classroom capacity and spacing is available through UC Planning, Design and Construction.

• HyFlex. HyFlex instruction is defined as an instructor teaching in-person while each individual student freely makes a decision from one day to the next as to whether to participate online or in-person. HyFlex instruction is encouraged to create limited face-to-face experiences for undergraduates on campus. These must be developed with social distancing requirements, a way for students to elect to participate only online, and a plan for a rapid conversion to wholly online if the situation should require such.

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• Hybrid. Hybrid classes have some required in-person learning, with other learning online. Students will be required to attend part of the class in-person. Other coursework will be completed online.

• Online. Online courses and experiences are conducted in a completely digital manner. Faculty are encouraged to prepare to teach courses online using the “Excellence Online at UC” digital framework. Synchronous components and plans for students in alternative time zones are preferred.

EXCELLENCE ONLINE
Whatever the planned modality for delivering upcoming courses – whether in-person, hybrid or HyFlex – all faculty are encouraged to prepare to teach courses online, with synchronous components and plans for students in alternative time zones preferred.

This would allow for maximum flexibility regardless of various scenarios that might occur during the 2020-21 academic year.

As a first step, all courses should prepare a “digital backbone” in Canvas.

To facilitate efforts, UC Online, the Center for the Enhancement of Teaching and Learning, the Faculty Enrichment Center, and IT@UC collaboratively developed a roadmap for all faculty with tools for planning and creating this digital backbone for online excellence. These “Excellence Online at UC” resources reside in a Canvas course where they can be easily accessed and copied, and where they demonstrate a model for how Canvas can be used to deploy digital content to ensure teaching continuity regardless of the changing requirements that public health might require in Fall 2020 and beyond.

UC has over 20 years of experience with online teaching and learning. The Excellence Online site distills the key elements of that legacy of excellence into several focus areas to help faculty prepare and teach an excellent online course. There are four in-depth topic areas:

1) Planning for Excellence Online
2) Online teaching and delivery
3) University wellness
4) Instructional technologies

The Excellence Online tools provide guidance for faculty to prepare for teaching online. The digital backbone will also make it easier for faculty teaching the limited face-to-face courses to move fully online if that becomes necessary during the term.

COURSE ATTENDANCE, PARTICIPATION AND MAKE-UP WORK
We commit to meeting the needs and the best interests of the students while encouraging health-promoting behaviors. Faculty Senate is drafting guidance on attendance, absence and make-up work for students who are ill, caring for sick household members, or unable to attend class due to isolation and quarantine restrictions. Information is forthcoming.

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ON-CAMPUS UNDERGRADUATE PROGRAMS

FACE-TO-FACE / IN-PERSON INSTRUCTION
Individual plans for each course are being developed by academic units and are based on appropriate development and pedagogy.

Again, for each course, faculty are encouraged to prepare a “digital backbone” in Canvas that will allow for maximum course flexibility, if needed, due to public health status. Faculty are also encouraged to increase communication with students.

WET LABS
A team comprised of science faculty members from Arts and Sciences, UC Blue Ash and UC Clermont worked to optimize instructional delivery regardless of modality.

Additional lab supplies (e.g., disposable gloves) may eliminate the need to clean equipment in between student uses and increase class efficiencies. It is acceptable to use Information Technology and Instructional Equipment (ITIE) funds for these additional lab expenses for student health and safety.

MEDICAL & HEALTH RELATED SKILLS
Planning continues to evolve for medical- and health-related courses. Ideas include front-loading in-person skill development in the beginning of semester and breaking courses into HyFlex sections to deliver basic content online and application of clinical skills in-person or via simulation technology. All solutions will incorporate accrediting bodies’ recommendations. See more information in the section titled Academic Health Center on page 24 of this guide.

MUSIC & THEATRE
Face-to-face instruction may be preferred for courses such as voice, wind instruments and theater. In some cases, plexiglass barriers or enhanced ventilation may be placed in practice rooms where students cannot wear facial coverings and social distancing is not effective (i.e., singing, playing instruments). Planning for these courses will continue over summer term. In the event of a surge, preferred modality may need to shift.

STUDIOS / MAKER SPACES
Solutions for studio courses include online instruction paired with the option for access to maker spaces, such as workshops, labs and technology centers by appointment. Studio spaces will be open to graduate students. All students will be required to follow health and safety protocols, such as hand hygiene, use of facial coverings and social distancing.

PHYSICAL EQUIPMENT
Evaluation of courses that involve training on specific equipment is ongoing. Solutions for individual labs include physical classroom modifications or moving equipment to larger spaces to ensure appropriate physical distancing and hybrid and HyFlex approaches that incorporate video to assure students remain familiar with using equipment.

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Face-to-face instruction is generally required for graduate students in clinical-, research-, licensure-, studio-, and performance-based programs (with the exception of Nursing programs). Laboratory research is also dependent on the ability to be physically located in on-campus lab facilities.

It is also worth noting that a significant portion (approximately 30%) of graduate students are international students and require a minimal number of face-to-face courses each semester.

Programs are encouraged to consider the following:

**PEDAGOGY AND CURRICULUM**

- Provide online orientation for students and faculty.
- Review residency requirements as some students may need to take time off from studies and should not be penalized.
- Examine agreements with other universities to permit participation in similar classes from locations closer to students’ permanent residences.
- IT@UC and CET&L can train students with teaching responsibilities so they have the skills to carry out their duties in an online-learning setting.
- Provide additional support in identifying placements for required experience-based opportunities as they may be limited.
- Accept opportunities for remote work to meet experiential learning requirements.
- Provide reasonable adjustments for students with childcare challenges, and those with children with modified K-12 educational plans.
- Utilize HyFlex teaching that moves larger didactic courses to online learning while prioritizing the courses that require face-to-face delivery.
- Flip pedagogy so that students complete field work face-to-face and non-field work online.
- Use asynchronous course delivery and exams to accommodate for different time zones.
- Provide asynchronous online course delivery (with interactions with students) that is recorded for playback after the class.
- For courses taught in-person or via synchronous sessions, faculty are encouraged to prepare a ‘digital backbone’ in Canvas that will allow for maximum course flexibility regardless of the public health status (see Excellence Online section above).

**TECHNOLOGY AND INFRASTRUCTURE**

Units should ensure graduate students are aware of technology requirements, have the equipment they need (e.g., high-speed internet, laptop, etc.), and understand how to use required online learning tools such as WebEx, Teams and Canvas. Quick start guides for each are available online to students, and IT@UC and CET&L can work with any of the student organizations on training. Additional technology information is posted on the Public Health website.
In preparation for remote working and online learning in March 2020, IT@UC completed a number of upgrades. IT@UC is now well prepared for current return-to-campus efforts to assist partners in achieving continuity across campus.

**CONNECTIVITY**
IT@UC worked closely with OARnet, the university’s internet service provider, to upgrade internet capabilities from 10G to 20G.

Increased capacity of the university’s network and VPN to accommodate anticipated increase in traffic by splitting the VPN capabilities.

**ACCESS**
Recommendations for accessing technology, remote work, and online learning are posted on the Public Health website and will be updated as needed.

Laptops, Chromebooks, iPads and other equipment are available to loan to students, faculty and staff as inventory permits.

**ONLINE TEACHING, LEARNING AND RESEARCH TOOLS**
Enterprise Academic Technologies (EAT) supports all Canopy tools approved for use across UC. Many colleges require additional technology tools to supplement or replace the Canopy tools. IT@UC works closely with the college IT staff to assist as needed.

Microsoft Teams and Cisco WebEx can accommodate significant increases in usage, including teams for classes.

Webinars and tools, such as Honorlock, for proctored testing are available. To date, colleges have requested 27,105 exams in Honorlock. The eLearning Committee is exploring proctoring needs for the 2020-2021 academic year.

Online course strategies, IT assistance and resources and more are posted on the UC’s Public Health website.

High-Performance Computing resources available for research.

More than double the number of seats are available in MyDesk, which provides students, faculty and staff online access to many of the software tools available in computer labs.

Alternative validation methods, such as proxy, MYDesk.uc.edu, etc., must be used for remote access to library databases and resources. Remote access instructions are posted on the UC Libraries’ Off Campus Access page.

In order to build a back-up “digital backbone” for in-person, hybrid and HyFlex courses, please see the “Excellence Online at UC” toolkit.
UPTOWN CAMPUS LIBRARIES (EXCLUDING COLLEGE OF LAW)
UC Libraries will follow a tiered approach for access to library services and physical spaces. Library updates are posted regularly. Off-campus access instructions are posted on the UC Libraries’ Off Campus Access page.

Access to physical collections is available through Click-and-Collect while library locations remain closed to the public. Pick-up may occur in spaces immediately outside of the library (e.g., the exterior elevator lobby of Langsam). Materials from all locations are now available for weekly pick-up and service use and expansion is being reviewed on a weekly basis.

There is no delivery of materials between locations, no expansion to loans requested through OhioLINK or interlibrary loan, and no returns accepted from the public, except the Langsam book drop, as is already the case. These service limitations will not change before August 3.

Procedures for handling returned materials are being developed according to national best practices, including quarantining and disinfecting borrowed items.

INITIAL OPENINGS TO THE UC COMMUNITY
Access to physical library spaces is expected to align with the beginning of Fall Semester on August 24, 2020. It includes, but is not limited to, the 400-level of Langsam and parts of Health Sciences Library and Blegen Library locations. All of UC’s safety protocols must be met for admittance to these locations in the fall. Most physical collections will remain Click-and-Collect and remaining locations anticipate opening later in the academic year.

Building facilities will be open to the UC community at a minimum of Monday through Friday. Technology will be available but limited to computers, printing/WEPA, and outlet access. Seating will be available in large, open spaces but spread out for physical distancing.

COLLEGE OF LAW ROBERT S. MARX LAW LIBRARY PHYSICAL SPACE
The Law Library will be physically open to Law faculty, staff and students, though 24-hour access for students will be suspended. Public access is available by appointment. The Law Library hours will be curtailed to ensure adequate supervision of physical distancing requirements and to allow for adequate cleaning and disinfecting of high-touch areas. Click-and-Collect services will likely be available after August 24, 2020. Details are forthcoming.

Physical distancing markings will be set up at study tables, the circulation desk, copiers and other places where students may gather. Study carrels, tables and other study spaces will be moved to ensure social distancing between each area.

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CIRCULATION AND ACCESS SERVICES
Student workers will be employed to staff the circulation desk and will follow all campus safety protocols.

Physical materials will be available upon request. Law faculty and students can request items via phone, e-mail or in-person at the circulation desk. An employee will retrieve the item, check-out the item and leave the item for the individual in a designated location. Faculty may retrieve items in their mailboxes on the 4th floor, and students may retrieve items at the former reference desk across from circulation.

Non-Law students/faculty can request items for check-out by email or phone, and we will check-out to the patron. Employees will meet the individual to hand off materials and retrieve items.

Likewise, patrons must return items to a designated location for disinfection using a method not harmful to physical books or placement in quarantine for a designated amount of time. Necessary supplies will be available to staff to conduct this disinfecting or quarantining.

The library will provide faculty and students with e-access to materials whenever possible. However, all traditional interlibrary loan (ILL) services will be suspended except for OhioLink. The library will coordinate commitments to OhioLink with Langsam Library.

ACQUISITIONS, ARCHIVES, SPECIAL COLLECTIONS & TECHNICAL SERVICES
Personnel can be easily situated according to physical distancing requirements and follow the appropriate levels of sanitation and disinfecting of individual workspaces.

RESEARCH, TEACHING, AND REFERENCE SERVICES
The Law Library will provide a broad array of research support and continue teaching 1Ls and upper-level students in the following ways:

• Effective use of online teaching tools such as WebEx, Teams, Kaltura, Voice Over Power Points, TWEN, CANVAS, etc.
• Access to online resources to enhance the student learning experience, such as online study aids.
• Access to online information through reliable online databases.
• Reference support through remote means, e-mail, chat, etc.
• Synchronous and asynchronous research trainings through videos, live sessions, LibGuides, etc.
• Archiving and dissemination of faculty scholarship.

The Law Library will also continue to create and disseminate tools to build faculty and student skills using legal technology tools in much the same manner as the tools used to support research.

Most librarians working in this department can continue to work remotely in the Fall Semester. If it should be necessary to come to campus, the department will stagger the days that librarians come into the building to maintain adequate physical distancing and minimize the use of the physical space.

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**UC BLUE ASH LIBRARY**
The UC Blue Ash Library will follow a tiered approach for access to library services and physical spaces in alignment with the Uptown Campus Libraries and the UC Blue Ash College return to campus plans. Updates and information regarding the status of services, resources and support, along with information on how to access resources remotely, can be found on the [UCBA Library website](#) and the shared web pages used by all UC library locations.

Over the summer the physical library space remains closed. Access to the collection (excluding Course Reserves and Reference materials) resumes July 6, 2020, as part of the Click & Collect service. Click & Collect pick-ups are available just outside of the UCBA Library in the Muntz Hall entry/exit breezeway. Virtual research and instruction support continues to be available during this time as well as the contactless, appointment-only laptop and calculator check-out service provided to UCBA students.

The UCBA Library expects limited opening of its physical facility on the first day of classes, August 24, 2020, with a reduced weekly public-access schedule, Monday through Friday. Public spaces will be accessible for limited services such as check-outs, returns and brief directional/facilitative/technical questions. The accessible space will be reconfigured and signs posted for social distancing. The collection will remain accessible through the Click & Collect service only.

**UC CLERMONT LIBRARY**
The UC Clermont Library will begin summer Click-and-Collect services on July 6, 2020, for its local collection. Summer hours of operation include Thursdays from noon-4 p.m. for materials pick-up only, or by appointment. Requests made by 9 a.m. Wednesdays will be available for pick-up the following day. If no materials have a pending pick-up, the library will remain closed on Thursdays. Appointments can be made by contacting clermontlibrary@uc.edu.

During Fall Semester, the UC Clermont Library will follow a tiered approach for access to library services and physical spaces in alignment with the Uptown Campus Libraries and the UC Blue Ash College return to campus plans. Some level of Click and Collect service and appointments will continue. Detailed plans are forthcoming. Staff will post updates on the [Clermont College Library website](#).

**SPACE**
UC Clermont Library expects limited opening of its physical facility on a reduced weekly schedule. The first floor of the library will be available to patrons with reduced seating and computer availability to meet proper physical distancing recommendations. Shared supplies and collaboration rooms are unavailable. The second floor, including access to the collection and private study rooms, will be closed.

**CIRCULATION**
Retrieval and pickup services for UC users will commence for requested library materials in the Library Catalog. To request other materials such as laptops or calculators, contact the Clermont Library via email at clermontlibrary@uc.edu. Requested materials will be made available to patrons in a contactless manner.

**REFERENCE & INSTRUCTION**
Reference and instruction are available online in synchronous and asynchronous formats.
The gradual return of some researchers to campus began on June 1, marking the first phase of the Return to Campus.

This return is measured and includes those activities that require access to facilities, equipment and/or resources at UC or external locations and is a positive and necessary step for our world-class faculty and researchers to fulfill our mission as a Carnegie R1 institution.

With health, safety and scheduling plans in place as of June 1, more than 1,300 faculty, staff and student researchers have been approved to return to on- and off-campus research activities. These and other researchers who may return at some point are prioritizing time on campus to enhance and improve productivity and research results.

In an overall environment where remote work is still expected and preferred, those researchers whose work necessitates a return to campus can expect that the continuing return to campus will rely on key principles – the most important of which will be to protect and maintain the health and safety of any researchers on campus. Social distancing measures are mandatory, and everyone should expect that the density of individuals on campus will remain greatly reduced.

Any research density changes will be shared by the Office of Research.

The Office of Research has posted online materials to help researchers navigate both continuing remote work and a return to campus. These include FAQs and contact information. As a reminder, resources supporting remote research remain available, including the High Performance Computing resources.
The Academic Health Center is comprised of the Colleges of Allied Health Sciences, Medicine, Nursing and Pharmacy.

Academic oversight of the educational programs in these colleges comes under the purview of the Provost.

UC recognizes that clinical programs have specific educational and program requirements related to accreditation, licensure and certification. These activities may require exceptions to policies or procedures that limit group size, presence on campus or in other settings, and requirements for physical distancing.

The Provost’s Office has developed guidelines and principles to accommodate these exceptions and a process to evaluate and monitor the exceptions.

Guidance for experience outside the classroom will, in general, adhere to the guidelines in the following section titled “Experience-Based Learning, Co-op, Clinicals, Community Engagement.”

Such clinical training is an essential component of Academic Health Center education programs. Clinical placements are dependent upon the availability of clinical locations that meet the needs of the specific programs and will be allowed if appropriate safety measures, including the availability of PPE, are in place. Simulation remains a key component of clinical education.

These guidelines have been developed with the safety of the students, faculty staff and patients of paramount importance. Clinical education will be allowed only if appropriate safety precautions, including the availability of personal protective equipment, are addressed.

All colleges in the Academic Health Center will follow the university guidelines with respect to facial coverings, hand hygiene, physical distancing, and group size limitations at a minimum. As the key buildings of the College of Medicine are physically connected to the University of Cincinnati Medical Center, additional precautions and monitoring may be put in place for access to those facilities.
In accordance with State of Ohio guidelines, face-to-face co-op, internships and service learning may take place. Additionally, students employed by UC faculty or other researchers may participate in face-to-face work at the discretion of the Principal Investigator.

CO-OP
Face-to-face experiential learning during Fall Semester remains optional. Students are not obligated to participate in face-to-face experiential learning even though it is now permitted. For students in mandatory co-op programs, the COVID-19 EEP options are acceptable alternatives and will count toward the co-op requirement. Students can relocate for face-to-face experiential learning; however, this policy is subject to change based on evolving public health status.

Many companies and partners across the globe continue to ask employees to work remotely, thus many students have the opportunity to complete co-op and other experiential learning requirements remotely (without physically being onsite at the employer’s or partner’s location).

Additional COVID-19 updates are available on the Career Education website.

CLINICAL PLACEMENTS AND LICENSURES
Programs should assess student placement needs against the established rubric and submit findings to the dean of the college for approval. Please note, you must duplicate the online form before editing or submitting.

To pursue student placements, the following must hold true:

• Programs must meet accreditation requirements through direct patient/client contact.
• Direct patient/client contact will occur only with proper use of personal protective equipment (PPE), as indicated by UC or CDC requirements. Programs are responsible for ensuring students have the PPE they need. Students may receive PPE through their clinical site and in other cases, the college may need to provide supplies. Colleges may contact Alex Maus (alex.maus@uchealth.com) for assistance in obtaining PPE.
• All students will be aware of and adhere to established UC and/or the students’ placement sites’ COVID-19 policies and procedures.
• Students must have the ability to defer face-to-face coursework and programming if they choose. In some cases, this may result in delayed graduation or licensure.
• Students will not knowingly have face-to-face contact with a COVID-19 positive patient/client (someone who has tested positive for COVID-19).

EDUCATION/LICENSURE FIELD EXPERIENCES
The appropriate dean of the college or vice provost must approve proposed field experiences for placement outside of the healthcare field (e.g., educator licensure). Plans should consider the following.

• Students must complete UC COVID-19 training or similar training approved by college.
• Accreditation requirements mandate experiential learning.
• Standards of practice across the country are consistent with proposed placement.
• Programs explored simulated or online field experiences and are not always possible.
• No direct contact with individuals who tested positive for COVID-19.
• Students must have the ability to defer if they choose. In some cases, this may result in delayed graduation or licensure.
• The students are already interns (e.g., employees of the site).
• Students must adhere to any illness-screening policies of UC or the field experience site prior to entry to site.

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• Students must have access to any PPE required by placement sites. Programs are responsible for ensuring students have the PPE they need. Students may receive PPE through their clinical site and in other cases, the college may need to provide supplies. Colleges may contact Alex Maus (alex.maus@uchealth.com) for assistance in obtaining PPE.

• Program directors and faculty will ensure students adhere to the University Health Services recommendations about reporting known exposure and test results.

HOT ZONES
Placement of students in hot zones is permitted in certain situations. Hot zones are described as areas where the virus can be easily transmitted and affected persons may be particularly vulnerable. For our purposes, this primarily refers to nursing homes, prisons and clinical laboratory placements.

Program/course directors or college placement officers will verify safety with health officials local to the proposed placement site. In Ohio, check site safety on the Ohio Department of Health website. For out-of-state placements, reference this AARP tool as a first step. The dean of the college must approve all sites. Contact Vice Provost Chris Lewis (lewisct@uc.edu) with questions.

COMMUNITY-BASED PROGRAMS
Units managing community-based programs that bring external participants to campus (e.g., UCBA Dental Clinic, CECH Arlitt Center, OLLI, Communiversity, Summer Bootcamps, etc.) should develop and submit plans to the appropriate dean of the college or vice provost for approval.

COMMUNITY ENGAGEMENT
Community Engagement is a broad category that includes volunteerism, as well as activities related to student development and course completion, such as clinical work, service learning, capstone projects, internships, etc.

As such, community engagement lies within the very foundation of the mission of the university. Having students, faculty and staff engage in meaningful ways throughout the community plays an important role in establishing the university as a member of the community. As needed, engagement opportunities will be evaluated on a case-by-case basis to consider the priority of the opportunity, as well as the ability to practice established safety protocols. The university will develop a standard agreement to ensure that campus members, as well as the community we engage with, abide by accepted safety protocols.

SERVICE LEARNING
The Center for Community Engagement (CCE) and the Office of Service Learning are working collaboratively to identify a variety of service-related initiatives that can be completed online. In addition, these offices are working closely with community partners to determine which agencies can still safely host in-person service opportunities for students and will communicate those through the traditional Weekly Service Update. Finally, the CCE is exploring continuation of the partnership with Cincinnati Public Schools that would offer its popular and highly impactful Bearcat Buddies tutoring program online.
International Students

The international student population is integral to UC’s goals of creating a diverse learning and living environment for all students. Finding ways to educate and engage this population during this time is crucial.

We will continue to monitor the Department of Homeland Security (DHS) guidance on regulatory requirements for international students during Fall Semester. Under normal circumstances, an international student can only use 3 credit hours (or one class) of online courses to fulfill the full-time enrollment requirement (12 credit hours at the undergraduate level and 10 credit hours at the graduate level). DHS has waived this requirement for Spring and Summer terms. It is unclear if the DHS will continue to waive the requirement for Fall Semester 2020 and beyond.

International students should refer to the International Student FAQ.

INTERNATIONAL STUDENTS RESIDING IN THE U.S.

If DHS remains supportive of waiving online enrollment limitations, international students in the United States will be able to enroll in any courses offered, which could include a full online course schedule. If DHS does not extend the waiver of online enrollment limitations, international students currently in the U.S. could only use one course or 3 credit hours of online courses to reach their full-time enrollment requirement. In this case, undergraduate students would need to enroll in at least 9 credit hours of in-person or hybrid courses and graduate students at least 7 credit hours of in-person or hybrid courses. In Catalyst, a hybrid course will be designated with an instructional code of “PD” for Partial Distance Learning (26% - 75% online) or “MD” for Mostly Distance Learning (75% - 99% online). “PD” designated courses would count toward meeting the full course of study enrollment requirement. “MD” designated courses would not. Programs with a significant number of international students are encouraged to devise individualized plans to serve this population.

INTERNATIONAL STUDENTS RESIDING ABROAD

Many incoming and continuing international students currently abroad will not be able to obtain visas in time to arrive in the U.S. by the beginning of the semester or may choose to remain abroad during the pandemic. DHS requirements will not affect their ability to enroll in a fully online course schedule for Fall 2020.

Newly admitted students might have reduced Optional Practical Training (OPT) and Curricular Practical Training (CPT) options if they take their first semester online from outside the country. Programs with a significant number of international students should plan for the possibility of students who may arrive late or cannot arrive at all. Under no circumstances can a newly admitted student come to the U.S. unless they can engage in a full course of study, in-person, as described above. Continuing students may be permitted to re-enter the U.S. at the discretion of DHS regardless of the mode of instruction.

Academic programs are creating opportunities for international students who cannot travel to the U.S. by Fall Semester 2020 to start online. International Admissions and academic advisors will work with first-year international students to ensure that they have a fully online schedule, including access to Learning Communities.

Additionally, Enrollment Management and UC International have identified continuing international students who have returned home and cannot travel to the U.S. by Fall Semester 2020. Many of these students have already scheduled classes for Fall with the assumption that they would return. Academic advisors will work with these students to provide a fully online schedule whenever possible. For continuing students, it will be difficult, and in some programs not practical, to provide upper division courses that count towards the degree.

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COMMUNICATION AND CULTURAL DIFFERENCES
All UC units should prepare for how international students will interpret U.S. distancing and safety rules. UC International will communicate with students prior to their arrival to prepare them for UC's physical distancing and safety expectations, including procedures for health checks and acknowledging differences regarding personal space and interactions.

The university should place added emphasis on:
- Guidelines to avoid contracting the COVID-19 virus.
- Communicating the procedures on recognizing COVID-19 symptoms.
- What to do if students become ill.
- Further encourage both inclusive language and behavior that embraces all students.

PEDAGOGY AND CURRICULUM
Units are encouraged to consider the following:
- Some international students may request to defer enrollment to Spring 2021 or Fall 2021.
- Students with teaching responsibilities may need training to carry out their duties online. IT@UC and CET&L can assist with such training.
- Preparation for both online and face-to-face instructional formats and the challenges associated with engaging with different cohorts of students.
- Allowing students to make up work should they face visa delays and arrive on campus after the beginning of the semester.
- Maintaining special sections of courses (e.g. Technical Writing) for international students.
- Online learning requires greater use of written communication, which may disadvantage students for whom English is a second language.
Student Affairs advocates for and meets students’ diverse needs by providing innovative co-curricular experiences that enhance well-being, foster life and academic skill development, engender responsibility and grow leadership capability. The division’s work is driven through four strategic pillars:

1) Accessible Culture of Academic Success
2) Holistic Student Development
3) Intentional Student Advocacy
4) Engaging Experiences and Relationships

Student Affairs programs and services are critical to students’ ability to establish their sense of belonging on campus, develop career-readiness skills and support timely progression toward graduation. To maintain these activities and programs in a safe manner, Student Affairs will modify the co-curricular experience to ensure students can remain highly engaged in campus activities while being supported through the delivery of impactful services and programs.

Programs and services that are able to remain in-person will abide by physical distancing guidelines, uphold the campus requirement of wearing a facial covering, and encourage safe hygiene practices of using hand sanitizer and the frequent sanitization of surfaces. These expectations will be clearly communicated to students and staff through a required health and safety training, as well as through campus signage and social norming campaigns.

Online and hybrid programs—both synchronous and asynchronous—will be provided in accessible formats for all students to participate. Online programs will vary from one-on-one advising and mentoring, student organization meetings and trainings, leadership programs, telehealth therapy and social programming. Face-to-face programs and services are dependent upon population density requirements, and those decisions will be made in the weeks leading up to Fall Semester. Face-to-face programs and services will also be offered online for students who are unable to participate in person. Student Affairs will continue to communicate campus programs and activities through the online engagement portal, CampusLINK and through the Corq calendar app.

Throughout Fall Semester, the Division of Student Affairs will continuously monitor student needs and engagement trends through formal and informal feedback channels and make updates to programs and service delivery accordingly to ensure student satisfaction and engagement goals are met.

The functions and services of the Division of Student Affairs are conducive to remote work for many staff. Additionally, we will include staff office rotations to ensure timely program and service delivery. Staff will be responsible for sanitizing their workspaces and common areas frequently.

ACCESSIBLE CULTURE OF ACADEMIC SUCCESS

Accessibility Accommodations and Testing Services

Intake, coaching, student support meetings, accommodated testing, adaptive technology services and communication services (ASL, captioning, etc.) will all occur online. Students will continue to use pre-existing registration software to make appointments for these services.

(continued)
SCHOLARSHIP PROGRAMS
Scholarship Programs, including the Darwin T. Turner Scholarship program and the Gen-1 Program, will continue to operate online, with the exception of Gen-1 students living in the 1MPACT House on campus. Requirements of the programs may be modified to meet students’ needs during online learning.

COMMENCEMENT CEREMONIES
Commencement ceremonies will be held in the format that is safest for the health and safety for all participants and consistent with CDC, state and university guidelines for social distancing and crowd density. Current plans are for the August 2020 and December 2020 Commencement ceremonies to be held online. Spring 2020 graduates will be recognized in the August 2020 Commencement ceremony planned for Friday, August 7, for doctoral and master’s student graduates and Saturday, August 8, for undergraduates. December graduate dates are set for Friday, December 11, for doctoral and master’s students and Saturday, December 12, for undergraduates.

HOLISTIC STUDENT DEVELOPMENT
Counseling and Psychological Services
Continuation of student mental health services is critical during the ongoing stress and trauma of a global pandemic. Intake and individual therapy will continue via HIPAA-compliant telehealth operations. Walk-in crisis services will be transitioned to the 24-hour crisis line (513-556-0648). Group therapy, workshops, and Let’s Talk drop-in services will also continue to operate via telehealth services.

STUDENT CONDUCT AND COMMUNITY STANDARDS
To ensure students understand their responsibility for the health and safety of other members of the Bearcat community, expectations will be referenced in the mandatory health and safety trainings and articulated in a new message to students specific to facial coverings.

INTENTIONAL STUDENT ADVOCACY
The Dean of Students provides timely and appropriate response to various forms of crisis, conflict and risks to students. Crisis response services, including the Care Team and Safe Apartment, can be utilized and managed remotely. The Bearcats Pantry and Career Closet will continue to use an appointment system should students need access to food and other necessary supplies. To request an appointment or groceries, students should email BearcatsPantry@ucmail.uc.edu.

ENGAGING RELATIONSHIPS AND EXPERIENCES
RESIDENCE LIFE AND HOUSING
In order to maintain appropriate physical distancing, move-in would be extended ahead of and throughout Welcome Week to reduce the number of students/families in the residence halls at any given time. The Hall Opening Team (HOT) — a group of student volunteers who typically help new Bearcats move in their belongings — will not participate this year. Students and families will need to move their belongings on their own. See more about move-in on page 33.

After move-in is complete, residential activities (programs, hall and floor meetings, etc.) will occur online. Residents will not gather together for programming, floor meetings or other events. Resident Advisor (RA) training has already been shifted to an online format.

(continued)
ADAPTED RESIDENCE HALL GUEST POLICY
As a health and safety measure, the standard Guest Policy for UC Housing is currently being adapted in order to reduce contagion and exposure among residents. Upon move-in and through the first weeks of the Fall term, only residents of each room will be permitted in assigned rooms; no in-room or overnight guests will be allowed. A gradual return to UC Housing’s standard Guest Policy will be determined by health and safety needs and requirements.

WELCOME WEEK AND NEW STUDENT CONVOCATION
Welcome Week is a series of programs held at the beginning of the academic year that provides a foundation for student persistence through a developmentally purposeful agenda designed to help students. Welcome Week 2020 will be a combination of synchronous and asynchronous online and in-person events and programs. All in-person events will be held outside and will follow appropriate health and safety guidelines. Examples of in-person events include arts/creative events where supplies aren’t shared, outdoor movies and photo scavenger hunts. Online events will include e-gaming, talent shows, trivia and social networking. A highlight of Welcome Week—the student organization fair—will be held in an online format that allows student organizations to have their own chat rooms to showcase their activities, chat with new members, and show slideshows and videos. Finally, New Student Convocation will be a week-long online experience that highlights President Pinto, student speakers, learning campus traditions and other special surprises, including messages from alumni.

ONGOING ONLINE EXPERIENCES
Many campus activities, including leadership development programs, identity development programs, fraternity and sorority recruitment, speakers and student organization operations will be moved to online formats. Trainings will be held for student leaders to equip them with the skills necessary to run effective organizations and programs in online spaces.

CAMPUSLINK AND CORQ
CampusLINK and Corq will be utilized to showcase and promote the various on-going student activities. Students can sort events in CampusLINK and Corq to highlight in-person and online programs, as well as programs based on certain topics or areas of interest. CampusLINK can be accessed at campuslink.uc.edu and Corq can be downloaded in the App Store or through Google Play.
University Housing and our mix of accommodations will be open during Fall Semester.

All housing, dining and recreational facilities have undergone a deep cleaning. Additionally, our continuing cleaning procedures have been expanded and will remain in effect throughout the semester.

We will work with students and their families to find the best solution to fit with needs for a successful living and learning experience. Options are being developed that range from modified assignments up to relaxing the housing requirement for first-year students. Any students or families with concerns are encouraged to reach out to the University Housing team prior to July 15. Contact options are email at uchousing@uc.edu or phone at 513-556-6461. Find more information online.

Because of unprecedented events, UC has expanded its housing exemption criteria in order to accommodate students and their families:

- At present, automatic exemptions exist for students who are outside of the 50-mile radius and are fully online.
- If a student desires a single room, we will work to accommodate the request, first with our existing inventory of single rooms. If nothing is available, we are open to converting a two-bed room into a single, at an increased rate, and subject to availability.
- If students/parents are not comfortable staying in the residence halls, we will work with them to provide a waiver from the housing requirement for first-year students. Waiver requests are subject to approval by UC as it is important to ensure safety for our incoming first-year students.

**ROOM ASSIGNMENTS, ROOMMATES, MOVE-IN**

- Entering first-year students will be able to self-assign rooms and roommates starting mid-July.
- For students who will reside in Living-Learning Communities, self assignments begin July 15.
- The open self-assignment process begins July 21 and closes July 31.
- The reservation system to select move-in dates will open on July 29.
- The move-in process will open on Friday, August 14, and extend through the start of the school year on August 24, 2020.
- The earliest move-in dates (August 14-15) will consist of a “drop-off only” process. New students and families may drop off / set up belongings in their rooms, but will then return home.
- New students will begin to move-in and immediately reside in the residence halls starting on Sunday, August 16, or anytime thereafter.
- Contact options are email at uchousing@uc.edu or phone at 513-556-6461. Find more information online.

(continued)
Students may request a single room. If room is a multiple occupancy setup, there would be an increased cost and the request would be subject to availability.

**ROOM ASSIGNMENTS**

Students returning to UC Housing self selected and confirmed rooms and roommates in January.

Entering first-year students will be able to self-assign their rooms and roommates starting mid-July. For students who will reside in Living-Learning Communities, self assignments begin July 15. The open self-assignment process begins July 21.

Self assignment related to rooms and roommates will close on July 31.

**MOVE-IN PROCESS**

Process has been adjusted to be a contactless as possible. Please note that the student, faculty and staff teams that normally assist with move-in will not be available this year.

The move-in process has traditionally been over a 3-5 day period. However, due to needs around social distancing, the process will be modified, and the move-in process and opportunities will be spread over a 10-14 day period.

The move-in process will open on Friday, August 14, and extend through the start of the school year on August 24, 2020.

The earliest move-in dates (August 14-15) will consist of a “drop-off only” process. New students and families may drop off / set up belongings in their rooms, but will then return home.

New students will begin to move in and immediately reside in the residence halls starting on Sunday, August 16, or anytime thereafter.

The reservation system to select move-in dates will open on July 29. The reservations are opened by hall, and more information will be sent directly to those students and their families who have completed UC Housing applications.

**BATHROOMS**

Residence Halls with community bathrooms (Calhoun, Siddall, Dabney, Daniels) will receive enhanced cleaning to ensure bathrooms are cleaned every-other-hour between 8 a.m.- 8 p.m., with a deep clean overnight.

Residence Halls with individual or shared bathrooms for the suite/apartment (CRC, Marian Spencer, Morgens, Scioto, Schneider, Turner, Stratford): The university will continue to clean the in-unit bathroom once every two weeks. The university will provide an initial cleaning kit (one per bathroom) that university staff can refill on behalf of occupants.

**BLOCK LEASES**

In these locations (UPA, 101 E. Corry, USquare, Edge, Deacon), residents will be responsible for bathroom cleaning. The university will provide an initial cleaning kit for each apartment, stocked with supplies, that can be refilled by university staff.

**HEALTHY LIVING**

Each suite/apartment will be equipped with an initial cleaning kit of paper towels and disinfectant spray.

Residence Hall lobbies will be augmenting the existing hand sanitizer supplies currently in place.

Social distancing will require removal and revised arrangement of most lobby seating.

Residence Hall public/floor kitchens will be closed.

**SPACE PLAN**

If students residing in UC Housing become symptomatic or test positive for COVID-19, the university has retained vacant, single-occupancy rooms with private bathrooms to allow for quarantine and isolation. UC Housing, Student Affairs and UHS are prepared to collaborate on providing isolation/quarantine, meal delivery, medical care and other support services; however, depending on the size and scope of a surge, UC housing may not be available for all quarantined or isolated students.

In order to encourage social distancing and manage the need for living space, the university may convert some communal/common spaces in the residence halls into residential rooms for students.
UC Food Services will focus on providing the best food and service experience possible, while adhering to health and safety protocols. As such, dining procedures have been adjusted to promote socially distant dine-in activities as well as expanded take-out options.

**ON-CAMPUS DINING OPTIONS**
- Service will be a combination of carry-out and limited dine-in options and will be subject to change.
- Dine-in options on the Uptown Campus include four traditional dining centers.
- Mick and Mack’s restaurant in Tangeman University Center will be converted to residential dining, though primarily carryout.
- Floor markings will guide flow and queueing for all diners, whether carry out or dine in.
- For dine-in operations, sanitization kits will be available so that patrons may clean dining locales in addition to staff cleaning activity.

**RESIDENTIAL DINING**
Operations will be conducted in accordance with state and local guidelines.

Service will be a combination of carry-out and limited dine-in options and will be subject to change.

Dine-in options on the Uptown Campus include four traditional dining centers (MarketPointe@Siddall, CenterCourt, Stadium View Café and On the Green) as well as the Bleecker Street Café on the UC Blue Ash Campus. Density capacity will be no more than 50% of normal occupancy with 6 feet between tables.

Mick and Mack’s restaurant in Tangeman University Center will be converted to residential dining, primarily carry out.

Varsity Club in Lindner Athletic Center will be available as a carry-out option only.

Floor markings will guide flow and queueing for all diners, whether carry out or dine in.

Aramark will complete a daily health assessment of staff as per company protocols.

For dine-in operations, sanitization kits will be available so that patrons may clean dining locales in addition to Aramark cleaning activity.

(continued)
RETAIL DINING

Operations will be conducted in accordance with state and local guidelines.

Floor markings will guide flow and queueing for all customers.

Mobile ordering and payment platform will be in place for high-demand locations.

In-store seating will be limited.

Excess TUC food court seating will be relocated to Great Hall and TUC 400 in order to provide additional seating in support of food services and to offer students with a blended academic day of in-person and online classes with a place to go.

Catskeller will cease dine-in food and beverage operations, residential meal plan equivalency and the historic bar food offerings.

Seating will be available in a social distancing manner for TUC food court customers.

Victory Parkway Café will close in the short-term due to limited use as staff continue to work from home.

UC Blue Ash and UC Clermont will continue to maintain grab-n-go food options.

All retail food locations plan to have facial coverings available for sale.

CATERING

Services will be offered, although limited primarily to box lunches.

As demand is predicted to drop off dramatically, the catering kitchen will be utilized to augment production for the Mick and Mack’s residential program.
UC’s Campus Recreation Center plans to reopen by August 24 following the mandated protocols required by the Ohio Health Department for reopening gym facilities as well as university health and safety restrictions. The rec center will re-open in phases. Initial phases will include weight-machine areas and suspended running track. Later phases will include the climbing wall and basketball courts.
BEARCAT TRANSPORTATION
UC shuttles will continue to operate, following CDC guidelines. While these guidelines do not restrict crowd sizes, we encourage people to socially distance to the extent possible when riding on shuttles.

Face coverings will be required on the shuttles.

Enhanced cleaning procedures have been established, with the shuttle drivers cleaning shuttles each hour, focusing on high-touch points.

Shuttles will be deep cleaned every night.

Hand sanitizer dispensers have been installed on each shuttle.

Any changes to routes or schedules will be communicated via the DoubleMap app.

ALTERNATIVE TRANSPORTATION OPTIONS
Students, faculty and staff are encouraged to consider use of alternative transportation options in order to minimize risks, perhaps walking, cycling, scooters or the Metro bus system. Although not a formal part of the UC transportation program, additional information on those options is provided below.

Scooters – Bird and Lime scooters have temporarily halted service due to a lack of demand. Each indicates they will install more scooters when more people arrive on campus and demand picks up. These third-party operators have stated riders will be responsible for cleaning the scooters as well as individual hand washing or use of hand sanitizers after each use.

Metro – Metro buses are considered an essential service and are operating under normal schedules. As with our UC shuttles, Metro has indicated it will be following CDC guidelines. Additional information about Metro operations can be found online.

Zip Car – Zip Car will return to normal operation when students return. Additional information about the ZipCar program and its efforts related to safety and COVID-19 are on the company’s website.
Athletics has begun a multi-phase approach to return its student-athletes to campus, practice and competition. The football team was the first group in a voluntary, staggered, small-pod return, and we met our goal of having the entire team on campus by the end of June.

Their return has followed UC’s protocols and has provided valuable knowledge for the ensuing return of additional athletics teams and later, the campus population.

Following a multiple-day check-in procedure featuring a review of new campus protocols and annual routine medical examinations, which includes COVID-19 testing, football student-athletes have slowly been released to begin outdoor, small-group, voluntary workouts under staff supervision.

Additional return to campus plans for all sports will be subject to decisions made by Athletics medical staff, University administration, state and local authorities, the American Athletic Conference and NCAA.

Athletics continues to prepare the department for any number of scenarios entering the fall, based on how football’s return has progressed thanks to the work done by the medical staffs from athletics and the university in conjunction with partners at UC Health. No final decisions have been made on the 2020 fall sports season, but we plan to continue remaining flexible in returning our student-athletes, coaches and staff to campus in a safe and prudent manner. We are excited to get back to practicing and eventually playing games this fall.
During the pandemic, mental health services matter, and resources are available to both UC employees and students. Services and therapy continue via telehealth operations.

The Employee Assistance Program (EAP) includes mental health services.

Students may access services via Counseling and Psychological Services (CAPS), the Student Wellness Office and University Health Services.
The central Human Resources office has prepared guidance and resources for the phased-in return to campus and is available to provide all HR services with a combined remote and minimal on-campus staff, including the services of the Staff Success Center in providing online conversations, training and development.

Resources already online include such Return to Campus information as well as information on the UC Bearcats Landing intranet:

- **Assessment of workplace settings**
- **Requirement for daily self-administered wellness check**
- **Requirement for use of facial coverings**
- **Requirements for social distancing**
- **Available safety and wellness resources**

Importantly, HR can provide guidance on continuing to comply with the American with Disabilities Act and working with employees who meet the **CDC's definition** for those who are at higher risk for severe illness.

For all employees, posted HR information includes:

- Families First Coronavirus Response Act (FFCRA) – Information on COVID-related Leaves
- **FFCRA leave**
- **Timekeeping during COVID**
- **Remote work agreement** – Alternative Work Schedule Policy 16.21

Promote health and wellness resources

Encourage remote work where possible

Find help for VPN access, voicemail forwarding, and other technology supporting remote work

Read FAQs on a variety of return to work topics, including alternative work arrangements

Also, connect with Human Resources directly for manager or employee questions and concerns.

For faculty, information, tools and resources are posted, including:

- **Faculty FAQs** with information on communicating with students, Canvas, exams and more
- **Online course strategies, tools and resources** are also available
ALL EMPLOYEES

Families First Coronavirus Response Act benefits.

Be Well UC guidance, coaching and events.

Learning and development via the Staff Success Center.

Professional development, interdisciplinary collaboration and social/personal well being via the Faculty Enrichment Center.

College and unit-specific links.

Contact the IT@UC Service Desk: Submit a ticket or call (513) 556-HELP (4357) OR (866) 397-3382.

Online fitness options via the Campus Recreation Center.

University Ombuds office.

STUDENTS

College and unit-specific links.

Contact the IT@UC Service Desk: Submit a ticket or call (513) 556-HELP (4357) OR (866) 397-3382.

Online fitness options via the Campus Recreation Center.

Healthy UC is the university’s well-being collaborative. A variety of resources and programming are listed on Healthy UC’s Events page available to all students, faculty and staff.

Student Wellness and the Bearcats Pantry (food pantry) offer assistance via Student Affairs.

Emergency Funds via Student Affairs.

University Ombuds office.

One Stop Student Success Center.

INTENTIONAL STUDENT ADVOCACY

The Dean of Students provides timely and appropriate response to various forms of crisis, conflict, and risk to student retention. Crisis response services, including the Care Team and Safe Apartment, can be utilized and managed remotely. The Bearcats Pantry and Career Closet will continue to use an appointment system should students need access to food and other necessary supplies. To request an appointment or groceries, students should email BearcatsPantry@ucmail.uc.edu.

ONE STOP CENTER

One Stop Student Service Center will continue to operate primarily online through at least August 24, 2020. Services are available via phone, email, chat and video chat. A few staff members will be on site in University Pavilion (Uptown Campus), Muntz Hall (Blue Ash Campus), and the Student Services Building (Clermont Campus) from August 17 through September 4, 2020, to support walk-in students returning to campus. Additional staff will be on site in the building for emergencies, staff relief and escalation of requests, though these staff will generally be housed in private offices and not accessible to the public.
Contingency planning for disasters, pandemics or other emergencies is a priority at UC.

Proper planning helps minimize disruptions and the efficient return of essential services, including course instruction and other mission-critical roles and responsibilities, during times of emergency. Operational plans and procedures are routinely reviewed to remain current and provide support to students and employees.

Colleges, research, support units and other areas maintain plans for contingencies in order to remain in operation in the event of significant disruptions as we return to campus. Each college and department would be well served to continue to identify realistic “what-if” scenarios that include recovery strategies designed to seamlessly continue operations under conditions that may change significantly, unexpectedly, or both. For instance, colleges and both academic and non-academic departments would be well served to continue to refine contingency plans in the event there is a significant loss of instructors or staff due to illness or other extenuating circumstances.

Coordination between faculty and staff helps ensure we are prepared to adapt to an ever-changing environment. These include

• Contingencies for pandemic scenarios include non-essential employees returning to working remotely, thereby minimizing the number of employees on campus.

• Course delivery under a pandemic resurgence would likely shift to a fully online learning mode in most cases.

• Consideration of realistic “what-if” scenarios, consequences and adaptations.

Contingency planning is coordinated by the university’s Emergency Management/Business Continuity division in conjunction with each college, research unit, and business support function. Coordinated planning will help ensure that UC is prepared for potential disruptions to the university’s primary mission of education and research.

**Key Contingency Plan Components:**

- Succession planning
- Loss of staff planning
- Loss of key workspace planning
- Plans to move classes online if necessary
- Plans to continue teaching in the event of extensive faculty illness or quarantine
- Plans for university on-site operations personnel to safely and efficiently return to working remotely

A Business Continuity FAQ and resources are available online.

**COURSE-SPECIFIC CONTINGENCY PLANNING**

In the Teaching and Learning section of this guide is the recommendation that all course instructors prepare to transition their in-person, hybrid and HyFlex courses to online if needed, using the “Excellence Online at UC” toolkit.
Across every spectrum of our university community and society as a whole, we are eager to return to the classroom, to large events and to the many aspects of life we took for granted before the interloper known as COVID-19 disrupted our routines. As we draw closer to the launch of our 2020-21 academic year, we stand hopeful and optimistic that we will see each other on campus for Fall Semester. But we know it will be in ways that will be different from the usual. It may not be the way we dreamed it would be, but our university is determined to deliver on our mission as a public university to assist students on their path to success through the uniquely excellent education and experiences UC offers to prepare them to be tomorrow’s leaders.

Over the past several weeks, the State of Ohio has been gradually reopening. Businesses have opened, and large gatherings for weddings of up to 300 are permitted as long as physical distancing policies are observed. Nonetheless, many questions remain about how this will all turn out. Will the virus resurge or be vanquished? When will we be able to crowd into large classrooms or Nippert Stadium again? When can we return to holding Commencements in person? We have no crystal ball to predict with accuracy the answers to all of the questions that remain. But, we will begin to uncover them through our gradual process of reopening, making sure to take care of ourselves and each other by practicing needed safeguards, both on campus and at home. We will adjust to contingency plans if it proves necessary. As we prepare for the opening of Fall Semester, let’s remember the words of Retired Admiral William McRaven: “But make no mistake about it, we will prevail, because the only thing more contagious than a virus is hope.”

I would like to extend my heartfelt appreciation and respect to all of the members of our UC community who have worked so proactively, painstakingly and persistently during these difficult times.

Consistent with our Next Lives Here vision, we continue to welcome everyone’s feedback and ideas for innovations and improvements at publichealth@uc.edu. Please keep checking our public health website and your email for further updates.