



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
EL PASO

RETURN TO CAMPUS OPERATIONAL PLAN - ACADEMIC

Phase IV – Closed Campus

Intent: On-campus operations restricted to critical functions only and preparation for Phase III.

Personnel Status: During closed-campus operations, all team members are working remotely with an approved Remote Work Agreement with exception of those positions designated as essential core* and those approved for non-work pandemic leave.

- Vulnerable individuals** should shelter in place or request special accommodation to ensure safety at work.
- All team members (faculty, staff, and students) must wear protective face coverings when on campus with the exception of eating and drinking which should be done privately.
- All team members should avoid gathering in groups of more than 10 people in circumstances that do not readily allow for appropriate social distancing (greater than 6 feet).

Campus Operations

General Operations

- Cancel all travel and events.
- Critical hiring is approved by a hiring review approval committee
- Conduct all operations remotely, except for minimum essential workforce, as approved by the President, required for:
 - Operation of critical clinics as determined by respective Vice President (VP) and Deans
 - Operation of Animal Resource Centers
 - Maintenance of buildings and equipment
 - Police department and security guards
 - Other university-specific positions.

Academic Operations:

- All academic coursework will be offered online.
- Student participation in clinical rotations may continue as clinical sites allow if adequate personal protective equipment (PPE) is available at clinical locations, unless otherwise directed by the respective Department Chair, Dean, or Provost

*Essential core functions, including:

- Security
 - Police department
 - Dispatch
- Environmental health and safety
- Food services
- Marketing and Communications
 - VP, Chief Information Officer
- Managing Director of Employee Assistance Program
- Direct patient care providers
- Clinical department chairs
- Facilities, operations
- Budget accounting (emergency purchasing and processing authority)
- Human Resources (selected staff)
- Payroll and tax services
- President's executive leadership

**Current federal guidelines define vulnerable individuals as those with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity (BMI>40), moderate to severe asthma, and those whose immune system is compromised such as by cancer treatment, organ transplantation and prolonged steroid use.

Phase III – Restricted Operations

Intent: Continue operations with limited on-campus presence and preparation for Phase II. We will move to Phase II based on specific conditions in each operational function.

Personnel Status: During restricted operations, team members identified in Phase IV as essential core are on duty “working remotely” or “working on campus.” Non-mission critical individuals may be on campus if approved by their respective Dean or VP.

- Vulnerable individuals (as defined by current federal guidelines) should continue to shelter in place or request special accommodation to ensure their safety at work.
- Continue Remote Work Agreements and Non-Work Pandemic Leave procedures.
- Team members who cannot work from home will return to work on campus. Remote work agreements will be updated electronically by entering an END DATE to the online form at <https://app4.tuhsc.edu/RemoteWorkAgreement/>
- All team members (faculty, staff, and students) must wear protective face coverings when on campus with the exception of eating and drinking which should be done privately.
- Clinical team members, and other with regular patient contact will wear appropriate PPE as designated by their supervisor.
- All individuals, when in public, should maximize physical distance from others.

- Avoid socializing in groups of more than 10 people in circumstances that do not readily allow for appropriate physical distancing.
- Access to TTUHSC El Paso facilities will be at approved entrance points only and all individuals must undergo screening procedures (i.e., temperature monitoring) and must complete an online attestation regarding absence of common COVID 19 symptoms. See Appendix B for entrance points.
- Any changes to or termination of Remote Work Agreements should be submitted via the online application.

Campus Operations:

General Operations:

- Continue university essential operations unless otherwise directed by the respective President, VP or Dean.
- Employee recruitments for critical positions are approved by the respective Dean, VP, President or chief financial officer (CFO) (based on university specific authority) prior to posting.
- Frequent cleaning of high use surfaces. Facilities/maintenance department will maintain an inventory of disinfectant wipes and antibacterial hand sanitizers for distribution to non-clinical departments.
- Minimize non-essential travel and adhere to CDC and State of Texas and/or local guidelines regarding isolation after travel.
- University-sponsored conferences and events may resume with maximum attendance at 25% of room space capacity or no more than 10 people, whichever is less. All attendees will wear appropriate facial covering and maintain social distancing of 6 feet or more.
- Campus patio lunch areas modified to maintain social distancing.

Academic Operations –

- Continue to offer online academic classes unless otherwise directed by the respective Dean or Provost.
- Clinical rotations/learning are allowed as per rules of clinic or hospital.
- Simulation Activities – Courses required for curriculum advancement that cannot be equivalently performed remotely will resume on campus with appropriate distancing and disinfection measures. Training and Educational Center for Healthcare Simulation (TECHS) educational activities will only be provided to, and supported by, TTUHSC El Paso faculty, staff, and students.
 - Experiential learning activities with 6 feet of spacing between participants; if 6 feet spacing is not feasible, then no more than two individuals in a room and each wearing face coverings and all learners using gloves.
 - If equipment will be used, sufficient time and scheduling will be applied to allow disinfection of devices between sessions. This may require sessions with large numbers of participants to occur on consecutive or alternate days.
 - Remote viewing of sessions through live-streamed or recorded sessions should be considered.
 - On-campus virtual-reality activities will be supported if they require specialized equipment not available to learners at home.

- Task training activities are allowed, but learners should be directed to separate rooms.
- Courses with an expected didactic component should continue to occur via online and distance education for large group instruction.
- Required American Heart Association courses may have on campus skills activities.
- Paul L. Foster School of Medicine - Continue to develop, deliver, and evaluate the curriculum remotely unless otherwise directed/approved by the Dean or Provost
 - Scientific Principles of Medicine
 - Didactic lecture materials should be delivered through asynchronous online modules hosted on CANVAS, Kaltura Media Server, and/or Cerego.
 - 'Flipped classroom' foundational science activities will be delivered as live-streamed team-based learning (TBL) events using Kaltura Virtual Classroom and/or WebEx.
 - Replacement of on campus gross anatomy lab instruction with guided virtual anatomy experiences through the Visible Body platform.
 - Replacement of small-group worked-case example sessions with interactive case modules delivered through the Kaltura and Articulate360 platforms.
 - On-line delivery of weekly formative quizzes using ExamSoft and Firecracker.
 - On-line delivery of proctored summative examinations using the ExamSoft-ExamID-ExamMonitor suite.
 - Society, Community and the Individual
 - Didactic lecture materials delivered through asynchronous online modules hosted on CANVAS, Kaltura Media Server, and/or Cerego.
 - Replacement of most small-group medical Spanish activities with the Canopy medical Spanish online-learning and certification platform.
 - Delivery of select, small-group conversational Spanish activities (specifically in the SCI immersion block) with live-streamed small group activities in Kaltura virtual classroom and/or WebEx.
 - Replacement of required monthly community preceptor experiences with:
 - Case-based virtual 'Culture in Healthcare' activities delivered through Aquifer
 - Required live-streamed panel discussions focused on the social foundations of health and health-systems science.
 - On-line delivery and grading of problem sets through CANVAS.
 - On-line delivery of proctored summative examinations using the ExamSoft-ExamID-ExamMonitor suite.
 - On-line assessment and certification of medical Spanish skills through Canopy.

- Medical Skills
 - On-line delivery of 'gold-standard' H&P and skills videos.
 - On-line review of pre-recorded standardized patient (SP) encounters with student-submitted critique/feedback and SOAP (subjective, objective, assessment, plan) notes via CANVAS.
 - On-line delivery of weekly graded quizzes via CANVAS +/- WebEx-based proctoring.
 - Live-streamed weekly session debriefings via WebEx.
 - On-line delivery of end-of-unit objective structured clinical examinations (OSCEs).
 - *Note: At the discretion of the course director and teaching faculty, a mini hands-on 'boot-camp' activity will be delivered to foster development and refinement of foundational medical skills once the campus transitions to PHASE II or I operations.
- College Colloquium
 - Replacement of in-class large group with live-streamed sessions incorporating virtual breakout activities via Kaltura classroom and/or WebEx.
 - Scheduled virtual one-on-one 'check-in' sessions between students and college faculty.
- Office Hours
 - Weekly virtual office hours via Kaltura classroom and/or WebEx scheduled on CHAMP.
- Curriculum committee meetings
 - Held via WebEx.
- Clerkship activities
 - Implementation of new virtual learning / telemedicine block (May 11 – July 24, 2020).
 - Commencement of modified clinical clerkship blocks on July 27 (as reviewed and approved by the Curriculum and Educational Policy Committee [CEPC]).
 - Implementation of protective measures in the clinical environment to minimize risk of medical student exposure to COVID-19.
 - On-line delivery of didactic presentations via WebEx and/or Kaltura Virtual Classroom.
 - On-line delivery of remotely proctored National Board of Medical Examiners (NBME) shelf exams via WebEx.
 - *Note: students who are unable to participate in the entirety of the modified clinical clerkship blocks will be required to make up their missed clinical experiences in their fourth year or, if necessary, repeat their third year (if applicable).
- Graduate School of Biomedical Sciences
 - Students and staff are allowed on-campus for limited access, for research and limited classes. Classes should be less than 10 persons and observe social distancing.

- Second year master's students are expected to perform research in their mentor's lab.
- Research will be conducted in accordance with the Research Taskforce recommendations.
- Online classes will continue for the first-year master's students and post-baccalaureate students for fall 2020.
- A virtual orientation will be provided to matriculating students.
- Gayle Greve Hunt School of Nursing –
 - Continue online delivery of didactic curriculum
 - Staff and faculty can return to campus at their discretion with proper social distancing.
 - Day to day business is conducted using WebEx.
 - Clinical hours for students will continue as long as hospitals allow and adequate PPE is available.
- Library
 - Medical Education Building (MEB) staff provides access (delivery or pick-up only) to physical materials located on campus and in the warehouse.
 - Overdue book and late book fines issues to be resolved.
 - Staff return to work on campus and arrange seating in common areas to be compliant with social distancing.
 - 3D printing of PPE continues and allocation system to distribute PPE is created.
- Student Wellness Center
 - Remains closed (i.e., no access until further notice).
 - Signs will be posted and electronic notifications and announcements will be sent to students.
- Student lounges in the MEB and Hunt School of Nursing
 - Remains closed, with the exception of the Raider Aid food pantry.
 - Signs will be posted and electronic notifications and announcements will be sent to all students.

Phase II - Limited Operations (Current Status)

Intent: Resume university operations with modifications and prepare for Phase I.

Personnel Status: Team members begin moving to their normal work locations. All faculty and staff are classified as "on campus." Remote work agreements will be updated electronically by entering an END DATE to the online form at <https://app4.ttuhscc.edu/RemoteWorkAgreement/>.

- Non-work pandemic leaves are terminated. Pandemic leave may continue for those required to quarantine.
- Team members sick for any cause will use normal sick leave procedures.
- Emergency Remote Work Agreements may be converted to Telework Agreements for selected individuals.
- Team members on campus must undergo daily screening (i.e., symptoms check) to be completed at the departmental level

- At the supervisor's discretion, begin return of team members to campus work locations. Submit end dates for Remote Work Agreements or convert to Telework Agreements to Human Resources. Coordinate return to work with Information Technology to return loaned equipment and/or set up equipment previously taken home.
- Vulnerable individuals (as defined by current federal guidelines) may request accommodation from supervisors when their presence is required on campus. This is the final group who will return to campuses to ensure their safety and that of others.
- All team members will continue to wear protective face coverings when on campus with the exception of eating and drinking which should be done privately.
- All individuals, when in public areas, should maximize physical distance from others.
- All team members should avoid gathering in groups of more than 50 people in circumstances that do not readily allow for appropriate social distancing (greater than 6 feet).

Campus Operations:

General Operations–

- Move employee online trainings to in-person, where appropriate.
- Resume all university clinical operations as normal unless otherwise directed by the President.
- At the supervisor's discretion, begin moving team members back to campus work locations and submit the end date for Remote Work Agreements and nonwork pandemic leave.
- University-sponsored conferences and events may resume with max attendance at 50% of room capacity or no more than 50 people, whichever is more conservative. All attendees will wear appropriate face coverings and maintain social distancing of 6 feet or more.
- Use discretion to minimize the presence of third-party vendors to only those essential to ongoing university operations.
- Use discretion to minimize all non-essential in-person meetings.
- Resume non-essential and international travel based on CDC, US Department of State, and Texas State guidelines.

Academic Operations -

- Move online academic classes to on-campus, as appropriate with moderate social distancing (in accordance to CDC guidelines or state mandates).
- Clinical coursework continues according to rules of hospital or clinic.
- Simulation Activities – Courses required for general curriculum that cannot be equivalently performed remotely will resume on campus with appropriate distancing and disinfection measures. TECHS educational activities will be provided to TTUHSC El Paso faculty, staff, and students, with expansion to active clinical care providers in the community. No tours or non-clinical activities will be allowed.

- On campus convening of courses with up to 10 participants will be allowed in classroom spaces if participants wear face coverings and can maintain 6 feet of distancing.
- Up to 4 participants can be present in immersive simulation rooms (e.g., manikin rooms) if a space of 6 feet can be maintained.
- Smaller rooms (e.g., SP rooms) will be limited to two persons and learners will wear masks and use gloves.
- If equipment is used, sufficient time and scheduling will be applied to allow disinfection of devices between sessions. This may require sessions with large numbers of participants to occur on concurrent days.
- All learners inside of TECHS facilities will wear face coverings while in common spaces.
- All requests for use of the simulation center will be reviewed to ensure the number of participants is in compliance with facility and space requirements outlined above.
- Paul L. Foster School of Medicine - Faculty and staff will transition back to their normal work locations with the implementation of COVID-19 risk mitigation protocols
 - All pre-clerkship learning activities will be delivered as described above for PHASE III operations with the exception of Medical Skills (see immediately below)
 - Medical Skills: Implementation of modified face-to-face instruction in the TECHS center as collaboratively determined by the Medical Skills course director and TECHS center director. This includes:
 - No more than one student and one standardized patient (SP) in each examination room. Both the student and SP must be outfitted with appropriate PPE (e.g., face masks, gloves). Students with assigned observer roles will observe the SP encounter and provide feedback remotely
 - A minimum 6-foot distance must be maintained between the student and SP during the history/interview component of the encounter
 - The physical exam component of the encounter will be conducted with full PPE
 - No nose, mouth and/or throat exams will be permitted. Where appropriate, alternative virtual learning experiences (e.g., VR-based simulations covering the nose and throat exam) will be used.
 - For the skills-building portion of the medical skills activity, no more than 10 students with PPE will be permitted in the training area at one time. Students in the observer role will view the skills activity remotely.
 - Shared spaces:
 - Physical distancing protocols will be enforced to limit gatherings in shared study spaces and other areas of congregation (e.g., library, small-group study rooms, college suites, locker rooms, recreation center). Where appropriate, acceptable study 'zones' should be demarcated with visible tape and intervening spaces 'taped off (e.g., every second study carrel in the library)
 - Because of these limitations, students will be encouraged to study at home whenever possible. Violations of established physical distancing

rules will be addressed professionally and could lead to a temporary on-campus ban.

- Graduate School of Biomedical Sciences
 - GSBS personnel will be back on campus and will still be required to maintain social distancing and appropriate PPE as necessary.
 - Regular in-person classes will start for students maintaining social distancing and appropriate PPE as necessary. Numbers of persons per space will be determined by State and TTUHSC El Paso rules
 - Student research activities will continue with appropriate guidance from the mentors and the Research Taskforce's recommendations.
 - In-person meetings of the GSBS staff/faculty/students will be minimized.
- Gayle Greve Hunt School of Nursing
 - Continuing with online delivery of curriculum
 - Staff and faculty can return to campus at their discretion, with proper social distancing.
 - Day to day business will be conducted using WebEx
 - Clinical hours for students will continue as long as hospitals allow students to be present and adequate PPE is available.
- Library
 - 24/7 card access areas in the MEB and AEC libraries is available to students, faculty, and residents
 - Reduced seating will continue to maintain social distancing.
 - If students return to campus, scheduling of study rooms accessible from the hallway will resume. Rooms inside the MEB Library -- including the conference room and the interior study room -- will remain unavailable and will be used for social distancing the libraries' staff members.
 - The MEB Library will resume providing poster printing services in MEB and print services in AEC with campus delivery or pick-up.
 - 3D printing of PPE continues.
- If students return to campus, student capacity in the student lounges and Student Wellness Center will be reduced to 25% capacity. Social distancing and cleaning protocols will be established and all students will be expected to follow the guidelines.
- Every other seat and piece of fitness equipment will be tagged or removed to promote social distancing.

Phase I - Normal Operations

Intent: Return to daily operations in all areas with no restrictions. Normal work location for some team members (i.e., on campus vs. remote working) may change following successes observed during Phase IV-Phase II operations. Vice Presidents and Deans have approving authority for determining new work locations.

Personnel Status:

- Vulnerable individuals (as defined by current federal guidelines) can resume public interactions, but should practice physical distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed.
- All team members should consider minimizing time spent in crowded environments.
- Face coverings are no longer required.
- Continue to avoid physical contact including handshakes, hugs, and typical greetings.

Campus Operations:

General Operations –

- Large venues can operate without the need for social distancing.

Academic Operations –

- Large venues can operate without physical distancing protocols.
- Move online academic classes to on-campus.
- Clinical courses continue according to rules of hospital and clinic.

Appendix A: On-Campus Personal Protective Equipment (PPE) Guidelines

Obtaining PPE:

- All clinical team members will be provided with appropriate face coverings by their clinical supervisor or director, based on the level of interaction with patients and visitors.
- All Residents will receive two cloth face coverings for use in the clinics.
- Nonclinical team members are responsible for obtaining personal face coverings prior to arrival on campus.
- Students will be provided personal face coverings prior to arriving on campus or at other university facilities for didactic studies. PPE for students on clinical rotations will be provided by the clinical site based on the level of interaction with patients and visitors.

Recommendations for cleaning and replacing PPE:

- All team members are responsible for regular laundering of cloth face coverings.
 - Guidance on do-it-yourself cloth face coverings can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> and <https://www.fda.gov/medical-devices/personal-protective-equipment-infection-control/n95-respirators-and-surgical-masks-face-masks>
- Surgical masks may be worn continually without need of daily replacement; proper fitting and face coverage should be of top priority at all times.
- For information on decontamination of N-95 masks, please contact the Infection Control Nurse.

PPE Enforcement:

- Department supervisors will be responsible for enforcing the PPE requirements listed above. Noncompliance with PPE requirements will be reported to the respective Dean, Vice-President or Provost.

Appendix B: Main campus point of entry screening sites

Phase IV Screening Sites:

- Clinical Sciences Building (CSB) –Patients and visitors to the clinics will be screened at the main entrance. Employees will be rerouted to the rear building entrance for screening and entry. All are given bracelets on a daily basis when successfully passed through screening.

Phase III Screening Sites:

- **To streamline the screening process, all employees will be required to complete an online self-attestation at https://elpasottuhsc.co1.qualtrics.com/jfe/form/SV_cUQtWNYmiXSSmrP**
- Clinical Sciences Building (CSB)- continue as Phase IV with the addition of AEC employees.
- Academic Education Center (AEC)- Will screen at CSB unless volumes require a screening station set up at main entrance.
- Medical Education Building (MEB)- set up on-line, self-reporting screening process for all east-side campus personnel and visitors. Temperature checks will be done at the MEB for personnel working at MEB, ASB/ASB Annex, SON, and FSB.
- Medical Sciences Building (MSB) – entry will be limited to one door and MSB personnel will take temperatures at the entrance. Self-reporting screening process will also occur online.

Screening process: Clinic and AEC

- a. All persons (employees and visitors) who enter campus will be required to go through screening. At Clinic spaces, patient and visitors are screened at a separate checkpoint than employees to reduce unnecessary employee exposure to sick persons.
 - i. Temperature scan- A temperature below 100 will allow the person to continue with the screening questions. If the temperature exceeds 100, a second reading will be performed. If it remains above the threshold, follow “positive screening” process. If the second reading is below the threshold, a 3rd temperature will be obtained to verify that the first was inaccurate. If the first reading was above the threshold, it will take two readings of below 100 before entry is allowed.
 - ii. Screening questions: Employees; faculty, residents, and students should attest to having no symptoms at the TTUHSC El Paso website above prior to entering campus buildings.
- b. Positive screening process:
 - i. If an employee screens positive, they are denied entry and are directed to call their supervisor for guidance.
 - ii. They will be given a card with information as to how to follow the President’s guidance for self-isolation.
 - iii. If a visitor screens positive, they are denied entry with an explanation of the concern.

Phase II Screening: Symptom screenings can be conducted by supervisor as a general welfare check on their employees as they report to work.