



May 11, 2020

Dear ACHE Employees,

ACHE continues to hold the safety of our students, faculty, staff, and campus community members paramount. As we prepare to return to work on-campus, there will be new protocols and requirements in place to help keep us safe.

Travel restrictions will continue. With the return to campus expected in the coming weeks, we will stagger the return of employees beginning May 18 through June 1. I ask each manager to determine the staggering of their department/division with the full complement returning to campus by June 1. For those employees returning to campus beginning May 18, please check in with the Campus Police Office so that our officers know who will be accessing the building between May 18 and June 1. Employees should prepare by avoiding unnecessary travel outside of the state or our area so that a self-quarantine will not be an issue and all are ready to return.

The following special protocols will remain in place until further notice.

- **Building Access**

- Effective May 18, 2020, all persons entering ACHE facilities will be screened by ACHE personnel.
- The main entrance of ARCOM must be used to enter ARCOM and the entrance facing the fountain must be used to enter the CoHS. All other exterior doors are available for point of exit in both buildings. This is to lower the chances of cross-traffic bottle neck. You will be permitted in campus academic buildings provided:
 - You have not been diagnosed with COVID-19 within the previous 14 days.
 - You have not had recent exposures or symptoms that make you likely to be COVID-19 positive.

Office of the President

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- You are entering the facility and will stay as long as is necessary to perform your respective duties.
 - New students are only allowed to enter the buildings for essential business related to official Office of Student Affairs, Office of Business Services for tuition payments, or for Anatomy Prep Course attendance and study.
 - Current students may access the main ARCOM building study areas for study purposes during new business hours of 6am until 8pm each day.
- You are adhering to social distancing and campus face covering guidelines.
- Under no circumstances should exit doors be held for people to enter the building. All must be screened each time they enter and only through approved entry doors.
- Our hours of building access will also be altered to allow for screening staff to rest and for cleaning and disinfecting. Altered building hours are 6:00 AM until 8:00 PM each day and are in effect until further notice.
- **Social distancing protocol**
 - In various areas on campus you will notice social distancing markers on the floor. Please use these. You may occasionally be reminded by colleagues about markers on the floor or to distance when speaking to one another. Please take this as a gentle reminder for your well-being and for that of the person next to you.
 - In classrooms and meeting rooms, you will notice reserved seats or chairs distanced more than usual. Please not remove reserved or 'marked' seats and do not put seats close together.
 - Be mindful of your distance in corridors, bathrooms, moving into and out of classrooms and meeting rooms. When eating in breakrooms or the Student Café, please be mindful of your spacing.
 - ACHE requires all faculty, staff, students, and visitors to remain six feet apart, whenever possible, and abstain from physical contact, including shaking hands.
 - ACHE requires all faculty, staff, students and visitors to protect yourself and others by knowing how COVID-19 spreads, practicing

hand-washing, avoiding close contact, and covering coughs and sneezes, as described by the CDC website 'How to Protect Yourself and Others' at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

- Employees are not to come to work if they are sick and should notify their supervisor immediately.
 - Students who are sick should request excused absence via the excused absence process with the Office of Student Affairs.
 - Where possible, desks or individual workstations should be separated by at least six feet.
 - Hand sanitizer effective against COVID-19 is available at certain locations presenting a greater likelihood of contact with the public.
 - Soap and water are available to all students, employees, and the public in all restrooms and other hand washing stations.
 - All non-essential events and gatherings are being reviewed on a case-by-case basis and may be limited or denied.
 - ACHE will comply with all public health orders and may prohibit or limit non-essential visitors from entering ACHE academic buildings. Students expecting visitors should contact the Office of Student Affairs prior to the visitor's arrival for guidance. Employees should contact the Office of Police and Security prior to their visitor's arrival for guidance.
- **Face covering while on campus**
 - ACHE requires anyone in an ACHE campus space (including campus buildings, campus grounds, shared laboratory areas, conference rooms, etc.) to wear a face covering at all times, except when alone in a private room or private vehicle. Residents of campus housing are not required to wear a face covering around their roommates or partners while in their own units, but face coverings should be worn in common areas of campus housing buildings. Face coverings must cover both mouth and nose.
 - ACHE campus face covering protocol is meant to supplement and not replace social distancing currently in effect at ACHE, which strongly recommends frequent handwashing and maintaining a six-foot distance from others.

- Cloth face coverings such as bandanas, neck gaiters, scarves or other household items ideally should be made of washable materials so they can be kept clean and reused, as recommended by the CDC and other public health agencies. Typically, these cloth coverings should be washed daily.
- Designated ACHE personnel will be provided masks.

- **Self-reporting of COVID19 diagnosis**
 - All campus community members are required to complete the ACHE Illness reporting form should they become ill. This form is available on the COVID19 website.
 - ACHE honors the privacy of our campus community and has confidentiality obligations. Information will be safeguarded and used only for limited, health-related purposes, including to perform contact tracing or other activities to address employee and student safety. This information will be available to the President's Office and only key personnel and will be held separate from employee personnel files or student records.

- **Travel Restrictions**
 - ACHE currently discourages non-essential travel for all campus community members.
 - ACHE will continue to monitor and adjust travel guidance as the situation demands.
 - ACHE may prohibit travel and/or require self-isolation upon return to greater Fort Smith.

- **Open door policy and office drop-ins**
 - ACHE values our open-door policy; however, during COVID19 campus community members are encouraged to limit large-group meetings, refrain from dropping in on colleagues' offices and, instead, utilizing Teams messages and phone calls.
 - Students are encouraged to use Teams messages and phone calls to contact faculty and staff. Appointments to meet with faculty and staff are strongly encouraged.

In addition to the protocols outlined above, all students, faculty, and staff should complete the [ACHE COVID19 SCREENING FORM](#) prior to returning to work and campus. Information contained will be held in confidence and only shared with the Office of the President, the Office of Human Resources, and the Office of Student Affairs.

Information on the Families First Coronavirus Response Act is attached. Please feel free to contact the Office of Human Resources with any questions.

ACHE will continue to monitor COVID19 and provide updates as the situation demands. Our COVID19 website will always be updated and we will always communicate with you through your college email address.

Sincerely,



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