A Safe Return to Tigerland

Texas Southern University: A Plan for the 2020-2021 Academic Year

An Overview of Task Force Recommendations
The Texas Southern University COVID-19 Task Force has worked since the onset of the pandemic to galvanize campus feedback and expertise to provide guidelines for the safest campus experience for our valued members of the TSU community: students, faculty, staff and alumni. As this ongoing workgroup presents the current outcome of planning, it is with the intention of making this a fluid document that can provide overarching guidelines that can be adjusted, as conditions may change due to the nature of the public health challenge. In all plans and meetings, the guiding principle was the safest way to engage in learning and promote excellence in achievement at Texas Southern University.
GUIDING PRINCIPLES

A Safe Return to TigerLand

Texas Southern University, nestled in the heart of Houston’s historic Third Ward, welcomes its role as a beacon of mobility and enlightenment for the community in which it is located, as well as the regional and national impact of its educational promise that has historically served and uplifted communities of color. The treasured constituency groups and the current disproportionate health implications affecting its members helped inform the guiding principles of safety in learning. All recommendations are in accordance with the standards established by the Centers for Disease Control and Prevention (CDC) and the State of Texas, while working closely with the City of Houston and Harris County. This general guide covers most interactions on campus, with an underscoring theme of personal responsibility and adherence to guidelines in the best interest of the Tiger family. More specific plans per division will be made available and communicated through the area’s vice president. Texas Southern University will continue to monitor the COVID-19 pandemic and participate in collective community and public health efforts to help flatten the curve, while maintaining education and business operations in the safest manner possible with a range of options to meet the needs of students, faculty and staff.
RETURN TO TIGERLAND

Phases

**PHASE 1**
Working Remotely

**CURRENT**

**PHASE 2**
Transition

Begins Week of September 7th

**PHASE 3**
Return
*with supervisors approval

**CURRENT**

*August 19th classes begin in an online format, regardless of selection or schedule, until the week of September 14th.
HEALTHY TIGERS...HEALTHY CAMPUS

Health & Safety Standards

Students, faculty, staff and visitors are required to self-monitor for symptoms, in accordance with CDC guidelines, to mitigate potential exposures to others in and outside of campus buildings and property.

TIGER HEALTH AND SAFETY GUIDELINES

• Face coverings are required at all times when entering buildings.
• Social distancing signage should be followed.
• Hand sanitizing stations in all building.
• Standard thermometer checks upon building entry at contactless thermometer stations (TTS).
• Clean and disinfect common spaces before and after use.
• Identification is required at all times. Tiger Card for students and employees.
  Government identification for visitors.

Barriers and physical guides will be provided via campus map outlined with all building entry/exit.

COVID 19 SYMPTOMS

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

• Fever or chills
• Cough
• Shortness of breath or difficulty breathing
• Fatigue
• Muscle or body aches
• Headache
• New loss of taste or smell
• Sore throat
• Congestion or runny nose
• Nausea or vomiting
• Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

Anyone exhibiting symptoms should stay home or self-isolate in campus housing.

Confirmed cases of COVID-19 of students, faculty and staff should be immediately reported to the COVID-19 hotline (713.313.5099).
COVID-19 DECISION GUIDE

For Employees

Symptoms of Covid-19: Fever (100.4 or higher), cough, muscle aches, sore throat, shortness of breath, chills, persistent chest pain or pressure, unusual headache, nausea, new confusion, vomiting, diarrhea, inability to wake or stay awake, new loss of smell or taste, bluish lips or face, loss of appetite, and trouble breathing.

DO YOU HAVE SYMPTOMS?

NO

Follow the CDC guidelines: Wear a face covering, practice social distancing, wash hands often, and stay home if you become ill.

YES

Stay home. Protect yourself from others. Go to the nearest ER if you experience any symptoms in bold.


If you do not have access to the internet, call 832-393-4220.

Call TSU’s self reporting hotline at 713.313.5099 if you have tested positive or COVID-19, or if you have been within 6 feet for 15 minutes or more of someone with the virus.

Employees should also contact their supervisor and Human Resources at 713.313.4246.

EMPLOYEES SHOULD CONTACT THEIR PHYSICIAN.
COVID-19 DECISION GUIDE

For Students

Symptoms of Covid-19: Fever (100.4 or higher), cough, muscle aches, sore throat, shortness of breath, chills, persistent chest pain or pressure, unusual headache, nausea, new confusion, vomiting, diarrhea, inability to wake or stay awake, new loss of smell or taste, bluish lips or face, loss of appetite, and trouble breathing.

DO YOU HAVE SYMPTOMS?

NO

Follow the CDC guidelines: Wear a face covering, practice social distancing, wash hands often, and stay home if you become ill.

YES

Stay home. Protect yourself from others. Go to the nearest ER if you experience any symptoms in bold.


If you do not have access to the internet, call 832-393-4220.

Call TSU’s self reporting hotline at 713.313.5099 if you have tested positive or COVID-19, or if you have been within 6 feet for 15 minutes or more of someone with the virus.

NEED ADDITIONAL HELP? STUDENTS CALL HEALTH SERVICES AT 713.313.7173.
SHOULD I COME TO WORK?

Your health and safety is our priority and we encourage you to follow these guidelines to protect yourself and others.

FEELING SICK
(COUGH, SHORTNESS OF BREATH, CHILLS, SHAKING, MUSCLE PAIN, SORE THROAT, HEADACHE, LOSS OF TASTE OR SMELL, DIARRHEA, FEVER)

POSITIVE TEST RESULT OR KNOWN COVID-19 EXPOSURE

NO ACKNOWLEDGMENT FORM ON FILE WITH SUPERVISOR

DON’T COME TO WORK

FEELING FINE
NO SYMPTOMS

NO KNOWN COVID-19 EXPOSURE

COMPLETED ACKNOWLEDGMENT FORM WITH SUPERVISOR

OK TO COME TO WORK (WITH SUPERVISOR APPROVAL)
CAMPUS TRANSPORTATION

UNIVERSITY TRAMS AND SHUTTLES
Shuttles are restricted to no more than six passengers per vehicle. Face coverings are required while riding and operating all University shuttles. Hand sanitizer will be provided and riders should use it upon entering and exiting. Please heed physical distancing markers on floors and signage on seats to ensure sufficient distance.

UNIVERSITY VEHICLES: (GOLF CARTS, BUSES, VANS, CARS)
For all students and personnel who operate University vehicles, please follow these cleaning procedures:

• Clean door handles, steering wheel, shift handle, brake handle and all other interior locks, knobs and handles of vehicles or carts before and after each use. Cleaning supplies will be available from grounds department.

• Drivers are expected to clear all trash from the vehicles after each use.

• Only one person per vehicle is allowed, unless the vehicle is large enough to practice physical distancing.

• If more than one person is in an enclosed vehicle, face coverings must be worn at all times (police vehicles, university buses, facilities & maintenance; tiger labor & contractors).
ACADEMIC AFFAIRS

Excellence in Achievement Plan

We will follow the latest guidelines from infectious disease experts and local, state and federal officials. Our top priority is to promote the health and safety of all of our students, faculty and staff. To make this happen will require a deep commitment to selfless service from all.

Texas Southern University is planning four options for learning to maintain our motto of Excellence in Achievement.

All classes, regardless of option and schedule, will begin in an online format beginning on August 19th (August 10th for TMSL and PharmD) for the beginning of the semester. This format is expected to continue until the week of September 14. Please note this is subject to change pending health guidelines and task force recommendations in the interest of campus safety.

- **Face to Face/In-Person Classes**: A course in which the classroom instruction is provided in person, where the instructors and students are in the same place on campus.
  - **COVID-19 Adjustment**: Instruction will take place within social distancing guidelines. Students will need to enter and exit buildings in a designated manner. Everyone will be required to wear face coverings and maintain the 6 feet of distancing. Reduced classroom capacity.

- **Hybrid Course**: A mixture or combination of both online and face to face class instruction. Students will have some in-person classroom meetings and also participate in online class instruction. Hybrid courses are labeled as Hybrid (H) in Banner and will have the required in person meeting times listed.

- **Online**: A course that is offered fully online. A student receives instruction, assignments, and completes all work online through a computer or device.

- **Online Synchronous**: Learning that is completely online, however, may require real-time interaction. With this method, students may be required to meet “virtually” or online at a set time. This is all done remotely.

Arrangements and decisions for classes will be based on social distancing accommodations, course content, and academic discipline.

Academic advisors will meet be available for student consultations to provide guidance on learning plans that best suit their academic journey and needs for the semester. Virtual appointments will be available for faculty office hours to facilitate interaction, access and assistance.

For those participating in face to face instruction, personal protective equipment will be made available. Facial coverings are required on campus at all times. Classroom cleaning protocols will also be implemented with a combination of personal participant cleaning at the start of every class (materials provided) and thorough professional cleaning after every three hour block.

The first day of classes is currently scheduled for Wednesday, August 19th. Classes will end November 13, 2020. This means students will not return after the Thanksgiving Break and will instead report back to campus in the spring semester. Updates and revisions will be made as needed, in accordance with federal, state and local health directives. The latest information can always be found at tsu.edu.
STUDENT LIFE, DINING, HOUSING AND RECREATION

The student experience is central to the college experience at Texas Southern University. We understand the disappointment of having reduced personal interactions. The Division of Student Services is steadfast in its mission of keeping students first. As part of the guiding principles of this task force, we believe student safety is the foundation of putting students first. The guidelines listed for the Student Life, Dining, Housing and Recreation were designed to retain as much of the campus experiential environment as possible, while balancing health and safety according to all established public health guidelines.

STERLING STUDENT LIFE CENTER
Ernest J. Sterling Student Life Center Facility Considerations

Plexiglass barriers will be installed in all high-traffic areas for students in the Student Center, including food service and campus bookstore. Furniture arrangements will also be modified to ensure proper social distancing in the Sterling Student Center lobby, game room, meeting rooms and cafeteria.

Facial coverings are required, unless a person is engaged in socially distant eating. Coverings and hand sanitizer will be available throughout the building. Prominent signage will provide guidance for waiting areas and traffic entry and exit points for the building. Students will exemplify the Tigers Care philosophy of maintaining their personal health in an effort to keep their fellow Tigers safe.
DINING

On-campus dining services traditionally share many similarities with restaurants. The previous model of a customer being in queue to enter, choose food options, and rendering payment will change because of the high level of personal interaction and surface touching. Significant changes will be necessary to institute physical distancing and other infection prevention and control measures.

• Dining facility staff will wear face masks and gloves at all times while working and interacting with the public.

• Custodial services will have a more visible presence during actual dining hours (as opposed to traditional post-dining hours) with appropriate PPE for cleaning and disinfecting protocols according to building disinfecting guidelines from the CDC.

• Dining facility staff will follow infection prevention guidelines including:
  o Staying home when ill.
  o Practicing physical distancing whenever possible at work.
  o Practicing proper hand hygiene.
  o Avoiding touching the eyes, nose, and mouth with unwashed hands.
  o Cleaning and disinfecting frequently touched surfaces throughout the workday.
  o Undergoing temperature checks prior to shift.

• All diners will be required to wear facial coverings while in the facility. Coverings can be removed while sitting and dining only and must immediately be reengaged after food consumption. Takeout options, physical distancing of patrons (6 feet) and cohort dining will be activated.

• Staff-served meal options will replace buffet food stations. Take-out meal options available at every meal. Food delivery will be made available to any students who choose to quarantine.
RESIDENTIAL LIFE AND HOUSING

• Residents will complete move-in forms online prior to arrival to prevent lines and crowds.

• Residents will occupy their units over a 5 days period, which is a change from the traditional mass move-in day. Specific arrival times and appointments will be set in advance.

• A maximum of 2 persons will be allowed to assist student on-site (no volunteers).

• Temperature checks and face coverings will be required.

• Dormitory furniture will be rearranged to promote physical distancing.

• Floor meetings will be held with residents in small groups and will include lessons and discussion on social distancing, personal health responsibilities, monitoring for symptoms, RLH rules and regulations and campus resources.

• Residents will sign and acknowledgment document of COVID-19 protocols.

• Plexiglass will be installed at all residential housing computer labs and security desks.

• Sanitizer stations will be placed on each floor near elevators.

• No outside visitation allowed. Building access will only be granted to residents of the facility.

• In the case of a resident needing quarantine, vacant units will be made available.
CAMPUS RECREATION

Exercise and recreation are important to the overall well being of our students. The mental and physical benefits will assist them during their academic journey and their ability to cope with the evolving circumstances of the pandemic and social justice conditions during this semester.

Reduced Hours of Operations:
Monday–Friday: 9a–6p | Closed between 1–2 pm for deep cleaning | *Hours subject to change

GENERAL FACILITY GUIDELINES:

- **ID/entry desk:** Student/member swipes ID card or shows pic of card.
- **Elevators:** Only four users max allowed on the elevator at one time (Push button will be disinfected after usage.).
- **Tiger Serenity:** Closed until further notice.
- **Sitting Area:** Max capacity of 10 with social distancing.
- **Staff members** will be stationed at front entry and exit to monitor traffic.
- Door handles, stair rails, counter tops, fitness cardio machines and stationary equipment will be cleaned every 30 mins and patrons will be asked to disinfect after every usage.
- **Facial coverings required while exercising. Guidelines, instructions and exceptions information available on site.**
- **Sanitation stations** will be strategically placed throughout the facility.
- Safety signage will be posted throughout the facility to provide instructions on social distancing and information about the facility will be announced hourly over the intercom.
- Cash transactions will not be allowed until further notice.

- **Discontinued until further notice:** massage services, personal training, guest passes, towel services, equipment check out.
- All machines arranged for 6 feet social distancing.
- Basketball courts will be limited to one participant per each half of a court. Max capacity two (2) per court.
- Track and aux area may reopen with limited occupancy.
- Swim activities will safely reconvene with restrictions.

According to the American College of Exercise wearing a face mask while exercising is generally safe to those who are presumably healthy individuals. Check with your doctor before you begin any workout regimen.
TSU ATHLETICS

Texas Southern University Athletics is part of the foundation of Tiger pride with a longstanding history of student-athlete success and contributions to the TSU’s reputational footprint. The safety of student athletes, coaches, fans, faculty, staff and alumni is top priority.

On July 20, 2020 the Southwestern Athletic Conference announced the postponement of all scheduled fall contests along with SWAC championships due to continuing concerns related to the COVID-19 global pandemic. Fall sports impacted include men’s and women’s cross country, football, women’s soccer and women’s volleyball.

Public health guidelines will be followed during all stages of a student-athletes interaction on campus.

• All student-athletes and staff will be tested for COVID-19 prior to any workout/competition/treatments at a designated testing center or on campus.

• Each athlete will remain in quarantine (approx. 48 hours) until test results are verified. Acclimation into activity occurs upon negative test results and no symptoms.

• Student-athletes report dates will be staggered in a way that supports Cohort testing and cohort isolation as specified by the CDC (i.e. bubble).

• Cohorts should remain together in living spaces, eating spaces, and athletic spaces until each cohort meets the suggested acclimatization period specified by the CDC.

• Cohorts should arrive at least 7 days prior to practice starting.

Before student athletes are cleared for return, all federal, state and local criteria should first be met. According to the NCAA “in all instances, college athletics must operate with approval of the students’ institutional leadership: and the institution must be operating in accordance with local and state public officials with regard to return to campus, return to practice, and return to competition. In the end, institutional and governmental leadership determine who can participate in; assist with; and watch student athlete practices and completion.”
TSU BUSINESS CONTINUITY

Employee safety is of the utmost importance as we navigate new workplace guidelines during COVID-19. Supervisors will assign faculty and staff to the appropriate quadrant for workplace assignments based on job duties.

Texas Southern University employees will also be eligible for leave under the current University guidelines. For information on eligibility for emergency leave, please contact TSU Human Resources at (713) 313-7521.

For employees working on campus, no more than two persons will be allowed in any individual office at one time. The use of virtual meetings will sustain a safe campus during the period of social distancing. No conference room meetings will be held at this time.

• Facial coverings required at all times.
• Temperature checks upon building entry for access.
• No more than four persons in an elevator at one time.
• University travel is suspended unless an exception is given by supervisor.
• Employees who do not currently have direct deposit will be encouraged to do so for reduced personal information.
• All vendors will be transitioned to ACH payment practices to eliminate paper checks.

OIT/DATA SECURITY

• Collaboration tools (e.g., Zoom, Slack):
  o Video Conference Capability – Microsoft Teams, Blue Jeans (Secured Accounts) and Collaborate.
  o Remote Collaboration Solutions – Microsoft Teams, SharePoint and OneDrive.

• IT response team:
  o Work From Home Website & Banner in Cloud.
  o Instructional Guides.

• Remote Authentication/Multi-factor authentication/VPN
  o All Faculty and Staff Have VPN Access.

• Security and endpoint monitoring software:
  Work from home devices:
    • Blackboard Learning Management System.
    • LinkedIn Learning – Over 3000 Courses.
# Employee Leave Options

**What Employees Need to Know**

## Families First Coronavirus Response Act

<table>
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<tr>
<th>Type of Leave</th>
<th>Rate of Pay</th>
<th>Qualifying Reasons</th>
<th>How to Apply-Contact Person</th>
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| Emergency Paid Sick Leave Two weeks (up to 80 hours) | Employee’s regular rate of pay | • Employee unable to work - Quarantining  
• Experiencing COVID-19 symptoms and seeking a medical diagnosis | • Complete the Federal Emergency Leave Application  
• Contact Eboni Johnson, HR Benefits |
| Emergency Paid Sick Leave Two weeks (up to 80 hours) | Two-thirds the employee’s regular rate of pay | • Unable to work because of a bona fide need to care for an individual subject to quarantine  
• Care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons due to COVID-19 | • Complete the Federal Emergency Leave Application  
• Contact Eboni Johnson, HR Benefits |
| Emergency (Expanded) Family Medical Leave (Up to an add’l 10 weeks) | Two-thirds the employee’s regular rate of pay | • Employed at least 30 calendar days and unable to work because of a bona fide need to care for a child whose school or child care provider is closed or unavailable for reasons due to COVID-19 | • Complete the Federal Emergency Leave Application  
• Contact Eboni Johnson, HR Benefits |
TiGERS CARE

A Safe Return to TigerLand

COVID-19 HOTLINE
713.313.5099

UNIVERSITY COUNSELING CENTER
713.313.7804

CAMPUS POLICE
713.313.7000

EMPLOYEE ASSISTANCE PROGRAM
713.500.3327

CRISIS CENTER HOTLINE
713.HOTLINE

OFFICE OF DISABILITY SERVICES
713.313.7691

TIGERS CARE PLEDGE
As a member of the Texas Southern University family, I pledge to take personal responsibility for my health, behavior and academic achievement. I seek to respect and understand my fellow students, faculty and staff. I recognize that I am my brother and sister’s keeper. As a fellow Tiger, I will exemplify the Tigers Care motto by being mindful of the impact of my actions on others and be considerate of my Tiger family at all times.
COVID-19 COMMUNICATION

We can all show that Tigers Care by being informed. Daily and weekly updates will be provided via Texas Southern University’s official email platform under the sender “TSU Information.” Information can also be found within the following platforms:

/f/txsouthernuniversity
/t/texassouthern
/o/txassouthern

TiGERS CARE

EMAIL: covid19@tsu.edu
TIGER COVID-19 HOTLINE: 713.313.5099

DISABILITY SERVICES

- Captioning services - Provided the increased number of online and hybrid courses, academic and disability services are working together to identify additional providers for captioning services for students with accessibility needs.

- Online accessibility workshops have been offered to faculty and will continue to be delivered through the office of disability services.
IT IS THE POLICY OF TEXAS SOUTHERN UNIVERSITY TO PROVIDE A WORKING AND ACADEMIC ENVIRONMENT THAT PROVIDES EQUAL OPPORTUNITY TO ALL MEMBERS OF THE UNIVERSITY COMMUNITY. IN ACCORDANCE WITH FEDERAL AND STATE LAW, THE UNIVERSITY PROHIBITS UNLAWFUL DISCRIMINATION, INCLUDING HARASSMENT, ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, INCLUDING SEXUAL HARASSMENT, AGE, DISABILITY, CITIZENSHIP, AND VETERAN STATUS IN ITS PROGRAMS, ACTIVITIES, ADMISSIONS OR EMPLOYMENT POLICIES. PURSUANT TO UNIVERSITY POLICY, THIS POLICY ALSO PROHIBITS DISCRIMINATION ON THE BASIS OF SEXUAL ORIENTATION, GENDER IDENTITY, AND GENDER EXPRESSION.