

**School District of River Falls  
Special Board Meeting**

Monday, September 14, 2020 - 6:00 PM

River Falls High School Media Center, 818 Cemetery Road, River Falls, WI 54022  
or view via YouTube- [https://www.youtube.com/channel/UC\\_ayO-dibHH1kd9TSzRbBA](https://www.youtube.com/channel/UC_ayO-dibHH1kd9TSzRbBA)

Agendas can be viewed at <https://www.rfsd.k12.wi.us/district/school-board.cfm> or at  
<https://meetings.boardbook.org/Public/Organization/1447>

1. **CALL TO ORDER - 6:00 p.m. in the River Falls High School Media Center also available via YouTube**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS**

**Description:** Ruth Wood, the Pierce County Board Supervisor- District 4 and Board of Health member addressed the Board, sharing a handout/memo prepared by the Board of Health regarding how the public can support the Pierce County Public Health department, help keep the virus from spreading, and understand some of the frequently asked questions Public Health is receiving.

4. **INFORMATIONAL ITEMS**

- A. **"Wildcat Roadmap" updates (the COVID-19 pandemic related school plan document for the 2020-21 school year)**

5. **ACTION ITEMS**

- A. **Consideration and/or Action to determine a change/pivot from the "HYBRID Learning Environment" and athletic/co-curricular programs and spectator updates**
  1. **Staff and Student COVID-impact in District**
  2. **Regional COVID-statistics**

**Description:** Administration will discuss existing COVID-statistics in our region and local school district criteria and if there is a perceived need to shift into an alternative learning environment. (Presentation link)

**Recommended Action:** Determine if we need to pivot/shift the "Learning Environment" and related programs.

- B. **Consideration and/or Action to approve the annual Memorandum of Understanding between The School District of River Falls/River Falls Public Montessori Elementary and The University of Wisconsin - River Falls**

**Description:** This agreement is for one year and is a continuation of our existing successful partnership of mutual benefit between RFPME/SDRF and the University to offer a University level Montessori teacher training program utilizing the SDRF Montessori facilities.

**Recommended Action:** Approve the annual Memorandum of Understanding between The School District of River Falls/River Falls Public Montessori Elementary and The University of Wisconsin - River Falls

- C. **Consideration and/or Action to approve the first reading of Policy 443.1 Student Dress, and revisions to the Employee Handbook to include face-covering (mask) requirements**

**Description:** WASB Legal counsel is advising that the District merge the mask requirement into the dress code policy.

**Recommended Action:**

1. Approve first reading of Policy 443.1 Student Dress, with revisions to include face-covering<sup>1</sup>

(mask) requirements.

2. Approve revisions to the Employee Handbook to include face-covering (mask) requirements.

**D. Proposed/suggested items for the next regular and future Board meeting agenda(s)**

**Description:** As always, Board members will be given the opportunity to suggest items for future Board member agendas.

**Recommended Action:** As needed.

**E. Schedule next Board/Committee meetings**

**Description:** Upcoming Board meeting dates, times and locations will be reviewed.

**Recommended Action:** Set meeting schedule as follows:

Regular Board meeting: Monday, September 21, 2020, 6:00 p.m.

Annual Meeting, Monday, September 21, 2020, 8:00 p.m.

Special Board of Education meeting: Monday, September 28, 2020, 6:00 p.m.

*All above meetings will be held at River Falls High School, 818 Cemetery Road*

**6. ADJOURN**

Pierce County Public Health Department has been working closely with your Superintendent and school staff to help shape guidelines that make coming back to school as safe and productive as it can be made under these trying circumstances. What follows are some explanations of why these guidelines are there and how they work.

Simply put, testing, tracing, isolation and quarantine are the best strategies available to us to avert crisis in the absence of a pharmaceutical intervention. *Obviously this is a disease we cannot yet suppress, but Public Health's legal responsibility is to keep the spread of the disease under control as much as is possible, not just for general welfare and prevention of death, but also to maintain health care workers' and facilities' ability to treat the number of cases that need attention. If the number of patients requiring treatment and/or hospitalization rises beyond our facilities' and staffs' ability to perform their jobs, we have an unmanageable crisis on our hands.*

- Contact tracing is crucial: The local health officer's responsibility is to promptly take all measures necessary to prevent, suppress and control communicable diseases, and report to the appropriate governing body the progress of the communicable diseases. This is a big job for our county and health officers everywhere.
- Pierce County has conducted at least 5 school-based exposure investigations so far this year. These required, time-consuming investigations, involving tracing all persons in close contact with a symptomatic person, have stretched public health's capabilities due to numbers in close contact and the reluctance of some to cooperate with guidelines.
- It is *extremely* important that parents monitor their children for symptoms and keep them home if they are ill. When a child goes to school ill and then tests positive, that child has exposed everyone in their classroom. So, though we know it is a burden on the sick child's family, it potentially adds the same burden to multiple other families and staff, who must be quarantined because of exposure to a covid case. Every individual's decisions impact everyone at school.
- Parents need to know how many children and adults are in close contact with their child every day; that not only helps them understand the risks involved with exposure, but also helps when PCPH workers call with tracing inquiries. Ask your child, their teachers, and the principal about how social distancing is maintained during the school day. Lend your support to having social distancing enforced as much as possible.
- We all understand quarantine is a hardship for families, but this is what we have to do to keep school in-person. Lack of understanding and cooperation from families will make this already-difficult task more draining. Families should be adequately prepared and accept the prospect that some children will be identified as close contacts in the school and legally and justifiably not be allowed to attend school for a quarantine period.
- That quarantine cannot be shortened even if your child gets a negative test. There is yet no test available that will rule out infection within those 14 days.
- When school staff are identified as close contacts with each other, the result will be staffing shortages. We need to remind staff consistently to maintain social distance from each other during breaks and outside of the workplace.
- Much as we value public education and the opportunities it provides our children for growth, development, enrichment and socialization, we must recognize that schoolrooms, hallways, cafeterias, and school buses are areas where virus spread is very hard to confine. And because we want to provide our children with as much opportunity for growth and development, as well as health and safety as is possible, it is essential that we all trust our local Public Health Department and your school authorities, to make and enforce the best decisions for making school attendance as safe as possible. Whatever the school board can do to continue building this trust is greatly appreciated.

**MEMORANDUM OF  
UNDERSTANDING BETWEEN  
THE SCHOOL DISTRICT OF RIVER FALLS  
AND  
THE UNIVERSITY OF WISCONSIN-RIVER FALLS**

This agreement entered into for the period of Sept 1, 2020 – August 30, 2021 by and between the **River Falls Public Montessori Elementary/School District of River Falls**, River Falls, WI, (RFPME/SDRF) and the **University of Wisconsin-River Falls** (University). COVID pandemic protocols are the reason this MOU is only for one year.

The purpose of this agreement is the continuation of a successful partnership of mutual benefit between RFPME/SDRF and the University to offer a University level Montessori teacher training program utilizing the SDRF Montessori facilities.

**1. DUTIES OF THE UNIVERSITY OF WISCONSIN-RIVER FALLS**

- 1.1. Deliver University Montessori teacher preparation courses at the SDRF Montessori facilities.
- 1.2. Determine, in collaboration with the RFPME/SDRF, a University Montessori course schedule that will not interfere with the normal RFPME/SDRF Montessori class offerings. Rooms and times will be scheduled with the RFPME/SDRF in advance of each term.
- 1.3. Arrange for, provide, and pay the instructors for the program/courses and guest speakers.
- 1.4. Conduct background checks on all ad hoc instructors (who are not also RFPME/SDRF staff) who will be teaching Montessori courses at the RFPME/SDRF.
- 1.5. Conduct background checks on all students in the Montessori courses/program in advance of contact with children as part of the program. UWRF will notify the Director of Personnel's Administrative Assistant that background checks have been completed and whether or not each student has passed.
- 1.6. Admit and register participants, collect tuition and fees, and maintain lifetime academic records for all students taking courses under this MOU.
- 1.7. Students and instructors will leave classrooms neat, with materials and furnishings returned to their original locations, and garbage placed in the receptacles provided. During the summer, garbage from classrooms should be placed in the centrally located receptacle. All personal items will be removed following the conclusion of a multi-day course, or each weekend class meetings or practice session.
- 1.8. Submit invoiced payments (see items 1.9, 1.10, 2.5, 2.6, & 2.7) to RFPME Activity account unless directed by the RFPME principal to use all or part of the payments to provide scholarships for RFPME teachers participating in the Montessori teacher preparation program. RFPME teachers must meet the UWRF Montessori program graduate admissions standards to receive scholarships.
- 1.9. Pay the RFPME/SDRF the equivalent of the American Montessori Society (AMS) membership dues based on the number of students enrolled in the RFPME and each of the teachers for use of the SDRF Montessori classrooms.
- 1.10. Pay the RFPME/SDRF \$2,000 per academic year for use of Montessori materials during University courses.
- 1.11. Notify RFPME at least one term in advance of the courses being offered at the site for the following term in order to accommodate RFPME planning. Notice should be sent to the RFPME secretary.
- 1.12. Provide payment for the copies made by UWRF students during summer courses held at RFPME. (We don't anticipate copying access being needed during the academic year.)
- 1.13. COVID mitigation: Abide by UWRF COVID protocols as outlined in the Falcons Forward COVID-19 Reference Guide and the attached COVID-19 addendum.
- 1.14. COVID mitigation: Abide by RFSB protocols as outlined in the District's Memo Guidelines Working In Or Around River Falls School District Buildings.

**2. DUTIES OF THE RIVER FALLS PUBLIC MONTESSORI ELEMENTARY/SCHOOL DISTRICT OF RIVER FALLS**

- 2.1. Provide the Montessori classrooms and facilities for use by the University Montessori courses, including access to guest WiFi.
- 2.2. Conduct background checks on all RFPME/SDRF staff who will be working with the Montessori courses at the RFPME/SDRF.
- 2.3. Schedule routine cleaning and maintenance of the Montessori classrooms around the agreed upon University Montessori class schedules. Provide additional bags for garbage and recycling so rooms can be left clean after

UWRF use.

- 2.4. It is and will be the responsibility of the RFPME's office to make sure that all doors (interior and exterior) are properly scheduled and unlocked. If building or classrooms are locked at the time of classes, instructors are to contact Joe Hazelman, 715-821-8215.
  - 2.5. Invoice the University by Sept 15 of current school year for the equivalent of the AMS membership dues based on the number of students enrolled at the RFPME as of August 25, 2020.
  - 2.6. Invoice the University \$2,000 annually for the use of Montessori materials during the University courses by September 15.
  - 2.7. Submit membership application and pay annual AMS membership dues by October 1, 2020.
  - 2.8 COVID mitigation: See attached COVID-19 addendum
3. RFPME/SDRF AND UWRF JOINTLY AGREE:
- 3.1. That the University and the RFPME/SDRF will discuss any concerns regarding the arrangements stated above and work out an acceptable agreement so as not to jeopardize the SDRF's RFPME program or the University's Montessori Teacher Preparation program.
  - 3.2. The RFPME Principal will work together with RFPME faculty to make sure that classrooms are properly prepared for university courses. UWRF Program Director's role will be to inventory the curricular areas used each semester and ensure that all Montessori Key experience lessons are present and in proper sequence. In the event that they are not, Program Director will provide the RFPME Principal with a list of missing materials of which RFPME is expected to acquire within 4 months as RFPME's UW-materials budget allows (ref. 1.10). Non Montessori materials and sequencing issues should also be mentioned to the RFPME Principal.  
The RFPME Principal will ensure fully equipped classrooms with a Montessori prepared environment that abides by Montessori principles of sequence, beauty and cleanliness and which contain all key lesson materials as laid out by American Montessori Society's [Montessori Classroom Materials List](#) and that the materials are in good working condition and appropriately sequenced for each curricular area. Non-Montessori materials should be limited and not intermixed within the Montessori sequence. UWRF's Montessori program is up for re-accreditation in 2020-2021, and a complete inventory of classroom materials needs to be submitted. UWRF/RFPME staff will work collaboratively to complete the inventory by October 15, 2020.
  - 3.3 That the parties shall not discriminate in their training or education of any person or in the conditions of training or education or in other actions taken as a result of this Agreement by reason of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation, or national origin. Each party will make reasonable accommodations to assure accessibility to training programs for persons with disabilities;
  - 3.4. That during the term of this agreement, the University of Wisconsin-River Falls and the Board of Regents of the University of Wisconsin System agrees to provide liability protection for its officers, employees, volunteers and agents (students in required training, a credit program, or for graduation) while acting within the scope of their employment or duties where protection is afforded by ss. 893.82 and 895.46(1), Wis Stats.;
  - 3.5. That during the term of this agreement, RFPME/SDRF will provide liability protection for its employees, officers and agents against liability for damages arising out of their activities while acting within the scope of their respective employment or agency;
  - 3.6. By executing this agreement, neither the University nor RFPME/SDRF waives any constitutional, statutory or common law defenses, nor shall the provisions of agreement create any rights in any third party; and
  - 3.7 This agreement shall be construed and governed by the laws of the State of Wisconsin.

*Michael D. Harris*

9.10.2020

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Michael Harris  
Dean, College of Education and Professional Studies, UWRF

Date

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Nate Wells  
Principal, River Falls Public Montessori Elementary School, SDRF

Date



**FALCONS  
FORWARD**



PLANNING FOR  
FALL 2020  
AND BEYOND

# COVID-19 Reference Guide

A guide to the University of Wisconsin-River Falls community to safely return to operations with a focus on preventing COVID-19.

Revised: August 27, 2020

[www.uwrf.edu/Falcons-Forward](http://www.uwrf.edu/Falcons-Forward)

Direct questions to [covid19@uwrf.edu](mailto:covid19@uwrf.edu)

### 1.1 MESSAGE FROM THE CHANCELLOR

Our primary goal continues to be prioritizing the health and safety of our campus community and mitigating the risks associated with the COVID-19 pandemic. Building upon the [Return to Campus Plans](#) developed by the UWRF Emergency Operations Center (EOC) and seeking to operationalize the [recommendations put forth by the Fall 2020 Decisions Task Force](#), I created the Falcons Forward Implementation Team (FFIT) which was then charged with developing the guidance laid out in this reference document.

All guidance is aligned with information from the CDC, State of Wisconsin Department of Health, Wisconsin Economic Development Corporation, UW-System Administration EOC, Pierce County Public Health and St. Croix County Public Health and is subject to change or updates as government or agency parameters are modified or should health and safety concerns related to the pandemic evolve.

### 1.2 REVISION / CHANGE LOG

Document Date	Revisions
August 27, 2020	<ul style="list-style-type: none"> <li>• <a href="#">4.2.1 Group Gatherings</a>: cross referenced to <a href="#">5.4 University Hosted Events and Meetings</a></li> <li>• <a href="#">4.3.5 Badger Shield+</a>: removed use case for instruction based on UW-Madison study, continued use for some accommodations</li> <li>• <a href="#">4.7.10 Outdoor Event Space Distancing</a>: added physical distancing requirements or outdoor events</li> <li>• <a href="#">4.13 COVID-19 Testing and Suspected or Confirmed Cases</a>: updated to include information on on-campus testing and contact tracing hotline.</li> <li>• <a href="#">15 Appendix: Attendance and Seating Charts</a>: expanded use cases and clarified guidance based on questions being received</li> </ul>
August 19, 2020	<ul style="list-style-type: none"> <li>• <a href="#">16 Appendix: Disposable Face Mask Distribution</a>: added locations</li> <li>• <a href="#">9.6 Falcon Shop / Follet Bookstore</a>: detail added</li> <li>• <a href="#">5.4 University Hosted Events and Meetings</a>: added dining priority over meetings in University Center, no fall meeting space available in UC</li> <li>• <a href="#">5.1.5 Elevators</a>: 1<sup>st</sup> issuance of guidance</li> <li>• <a href="#">5.1.6 Fleet and Other Vehicles</a>: 1<sup>st</sup> issuance of guidance</li> </ul>
August 13, 2020	<ul style="list-style-type: none"> <li>• <a href="#">5.4 University Hosted Events and Meetings</a>: 1<sup>st</sup> issuance of guidance</li> <li>• <a href="#">9.17 Vending on Campus</a>: 1<sup>st</sup> initial language added</li> <li>• <a href="#">9.7 First National Bank</a>: 1<sup>st</sup> initial language added</li> <li>• <a href="#">15.2 Seating Chart Submissions</a>: revised, process is being better defined</li> <li>• <a href="#">7.1.1 Inclusivity</a>: 1<sup>st</sup> issuance of statement, is included in Canvas course</li> <li>• <a href="#">5.3 University Travel</a>: additional academic and student organizational exceptions added</li> <li>• <a href="#">12.4 Essential and Non-Essential Travel</a>: repaired copy/paste mistake</li> </ul>
August 7, 2020	Initial release of guidance document

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### 3 FALCONS FORWARD – CREATING A COMMUNITY OF CARE

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Consistent with our core values, UW-River Falls is committed to fostering a caring, compassionate, respectful and safe community. Part of that commitment has resulted in the development of our “community of care” mindset when determining the best practices for keeping all members of the Falcon family as safe as possible during this time of pandemic. We consider anyone who is physically present on the UWRF campus or participating in a UWRF-sponsored activity to be members of the UWRF community. Therefore, we ask that, at a minimum, all employees, students, visitors, contractors, etc. on and off our campus adhere to the following primary public health guidance:

- Wear appropriate face coverings
- Maintain physical distancing
- Ensure good respiratory and personal hygiene (hand washing/disinfecting)

We will also ask that you help us to promote these safe practices:

- Making sure that employees who are sick don't come to work and students who are sick don't come to class.
- Prohibiting all non-essential travel.
- Allowing telecommuting for eligible employees as possible/appropriate.
- Encouraging all members of the community to practice good self-care and healthy choices.

More details on how we can successfully implement this guidance follow in the pages ahead.

#### 3.1 UNIVERSITY ADMINISTRATIVE POLICY

Based on recommendations from the UW System Board of Regents, UW-River Falls developed the Return to Campus-COVID 19 Policy UWRF Administrative Policy [AP-06-121](#). This policy document is the primary source of requirements on matters related to health and safety.

#### 3.2 PUBLIC HEALTH AUTHORITIES

In accordance with [AP-06-121](#), the guidelines contained in this reference document should be followed as campus policy, including in the case of any guidance more restrictive than local or state public health orders. If any public health orders in a specific location are more restrictive than our campus guidelines, those public health orders will prevail.

UW-River Falls is working very closely with Pierce and St. Croix County public health departments to assist in the effort of controlling the spread of the coronavirus which causes COVID-19. The chancellor and the Falcons Forward Implementation Team may negotiate exceptions to rules/guidelines, or enact compensating controls, with public health authorities as needed.

**If you are uncertain about any of the guidance in this document as it relates to local public health orders, please reach out to the Falcons Forward Implementation Team for assistance at [covid19@uwrf.edu](mailto:covid19@uwrf.edu). We can work with you to understand or negotiate any potentially contrasting guidance as needed.**

### 3.2.1 Campus Sites by County Jurisdiction

- Main University Campus/north and south of the South Fork River (Pierce County)
- Campus Farm (Pierce County)
- Mann Valley Farm (St. Croix County)
- Hudson Center (St. Croix County)
- St. Croix Valley Business Innovation Center (St. Croix County)
- Kao International House (Pierce County)

### 3.2.2 Travel and Other Applicable Locations

- Any university employees conducting approved university business outside of the above locations will be expected to continue to follow UWRF guidance and will also be subject to the jurisdiction of the applicable local public health entity. Public health departments may be local, municipal, county or state level.
- University community members authorized to travel should do so as safely as possible and will be responsible for learning and understanding the public health orders of every location in which they are traveling and are to comply with all those orders, including quarantine.

### 3.2.3 Telecommuting Locations

- Employees working remotely are required to comply with the state and local public health orders of the jurisdiction where they are physically located.
- If there are concerns or issues with those orders, employees should discuss with their supervisor and/or HR.

### 3.2.4 Students and Remote Learning

- Instructors assigning field learning components should understand that local public health orders in the student's location may prohibit certain activity.
- Like employees, students are required to comply with the state and local public health orders of the jurisdiction where they are physically located.

### 3.2.5 Commuter Students Coming to Campus

- Students need to be aware of their local public health orders and how it might restrict their travel to campus.

### 3.2.6 Minnesota / Wisconsin Border

- UWRF Falcons Forward Implementation Team will monitor the Minnesota/Wisconsin state orders that may restrict travel between the states. If necessary, decisions will be made accordingly and communicated to the university community.

## 3.3 TIMELINE

This guidance is in effect from the date of first publication and is subject to constant updates and revisions.

### 3.4 GATING CRITERIA

- The Falcons Forward Implementation Team is working closely with our local public health officers on monitoring the pandemic situation in our university community and surrounding areas. Jointly, we are monitoring metrics which will help guide decisions related to changes in on-campus/in-person activity.
- A dashboard is being developed for the university community to understand the university metrics and its relationship to similar outside metrics.
- Refer to the [Pierce County Public Health Dashboard](#) or the [St. Croix County Public Health Dashboard](#) for county level statistics.

### 3.5 EXEMPTIONS

- Employees wishing to request an exemption to any of the guidance contained in this reference document should contact their supervisor who will discuss the request with their division head. All final decisions are the responsibility of the chancellor and senior leadership.

## 4 CAMPUS HEALTH & SAFETY

### 4.1 SAFETY RESPONSIBILITY

- Unit leaders will be responsible for ensuring their unit adheres to [AP-06-121](#) and follows applicable safety guidelines, including the checklists provided in the appendices of this guide.
- Some units may also have industry specific CDC, OSHA, or other governing body requirements that they must also follow.

### 4.2 MAXIMUM OCCUPANCY/GROUP GATHERINGS

The university is working with local public health officials on “crowd management” - an important aspect of both prevention of spread and case contact tracing management. Some specific changes to occupancy and group gatherings are described as follows:

#### 4.2.1 Group Gatherings

- Guidelines on mass gatherings can be rapidly changing, based on the evolution of the pandemic. The following table represents current maximum occupancy for an event or group gathering on university property:

Pierce County, Wisconsin		St. Croix County, Wisconsin	
Indoor	Outdoor	Indoor	Outdoor
50 persons	50 persons	10 persons	50 persons

- St. Croix County: as of August 1, 2020, based on the growing concern for public health resources, UWRF will not hold any university-organized events in the county.
- Units organizing mass gatherings must employ [Contact Tracking](#) of attendance to achieve these maximum occupancy levels.
- See section [5.4 University Hosted Events and Meetings](#) for operational requirements of gatherings.

#### 4.2.2 Classroom Occupancy

- Classroom occupancy will not exceed 50% of the previous fire code occupancy.
- Occupancy is determined by Facilities management using [4.7 Physical Distancing](#) guidance.
- Classrooms must employ [Contact Tracking](#) attendance to achieve these maximum occupancy levels.

Pierce County, Wisconsin		St. Croix County, Wisconsin	
Indoor	Outdoor	Indoor	Outdoor
75 persons	50 persons	10 persons*	50 persons*

\* Mann Valley Farm will follow Pierce County limits; Hudson Center will follow St. Croix County limits and while also respecting distancing requirements described in [4.7 Physical Distancing](#).

#### 4.2.3 Meeting Room Occupancy

- Meeting room occupancy will not exceed 50% of the previous fire code occupancy.
- Meeting room is determined by Facilities Management using [4.7 Physical Distancing](#) guidance.

- Meetings will be subject to [Contact Tracking](#) so seating locations and attendances should be recorded.

### 4.3 FACE COVERINGS, MASKS AND SHIELDS

- Face coverings are considered the most effective, readily available means of preventing person-to-person spread of the virus.
- See UWRP Administrative Policy [AP-06-121](#) for requirements and exceptions regarding face coverings on campus.
- Refer to the [UW-System COVID-19 Training](#) for video instruction related to face coverings.
- Refer to [Wisconsin Executive Order #1 – Face Coverings Mandate](#)
- Learn more about face coverings at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Employees working in areas with an increased risk of exposure, such as campus police or health care, may be required to wear and be trained in wearing higher level Personal Protective Equipment (PPE) according to OSHA guidelines. Employees should work with their supervisors and/or HR for more details and to obtain this PPE.

#### 4.3.1 Surgical Masks

- Fluid resistant masks provide the wearer protection against large droplets, splashes, or sprays of bodily or other hazardous fluids and which protect others from the wearer's respiratory emissions.
- These masks will often be marketed as “surgical grade” and will reference meeting specific ANSI or ISO standards.
- Use of medical grade masks by non-medical personnel is highly discouraged as those resources are considered critical supplies reserved for use by first responders and in health care settings.

#### 4.3.2 Non-Surgical Masks

- These disposable, multi-layer paper masks are acceptable for use in helping to reduce the spread of disease through respiratory transmission.
- Units operating on campus should have available a sufficient number of individually wrapped disposable non-surgical masks for visitors who may arrive without a face covering.
- There will be a supply of individually wrapped disposable non-surgical masks available in strategy distribution points of each academic building (see section [16](#)) as well for students who may forget their face covering when arriving to class.
- These supplies can be purchased through Central Stores.

#### 4.3.3 Respirators

- Masks and respirators are generally produced to an industry specification to provide a specified level of protection for Personal Protective Equipment (PPE) prescribed by OSHA.
- Many masks and respirators require fit testing to ensure they can provide a seal around the face that meets the specified requirements.

- The improper use of a mask or respirator may lead to an increase risk of virus exposure.

#### 4.3.3.1 Exhalation Valves

- Masks that contain an exhalation valve are not effective at protecting people around you. The valve allows you to exhale without filtering the air.
- Masks with an exhalation valve are not permitted, per administrative policy [AP-06-121](#).

#### 4.3.3.2 N-100 or P-100 Respirators

- N-100 and P-100 respirators contain an exhalation valve, see section 4.3.3.1.
- These respirators should not be used as they do not provide any protection for those around you.

#### 4.3.3.3 N-95 Respirators

- N-95 respirators are public safety related tools reserved for **health care** and **law enforcement** use. These should only be used on campus by those with usage needs approved by Risk Management.
- Individuals not officially fit tested for an N-95 respirator should not use one.

#### 4.3.4 Face Shields

- Face shields are Personal Protective Equipment (PPE) for eye protection.
- They do not provide any inhalation protection for preventing the spread of the disease from person to person through the air.
- Face shields require the use of a face covering to be effective.
- Face shields should be used anywhere that saliva may be present in the environment or when there is extreme close contact with an individual.
- ~~See Badger Shield+ as potential combined PPE source.~~
- Currently there are no approved uses of face shields, for use against the virus, if needed this will be reviewed in conjunction with public health. Requirements for face shields that were required prior to COVID-19 are not changed by this fact.

#### 4.3.5 Badger Shield+

- Badger Shield+ is an invention of UW-Madison to provide a combine a face shield (for eye protection) and face covering together. See more at <https://making.engr.wisc.edu/badger-shield-plus/>
- These are designed particularly for use where the face or lips of the wearer need to be seen, i.e. in speech therapy when communicating to the hearing impaired, etc.
- They are not certified as a Personal Protective Equipment (PPE) ~~and have the same expected respiratory performance of a face covering.~~
- The primary usage of these is for one-on-one contact. Due to the acoustics related to the plastic shield, they would not be suitable for instructional use in a classroom.
- UWRF will **not** be using the Badger Shield+ in the classroom setting, by instructors, due to a recent study by the inventors disproving their effectiveness in this setting.



- UWRF will be allowing students to use a Badger Shield+ for ADA and non-ADA accommodations in lieu of a face covering. Students should contact Ability Services to begin that process.

#### 4.4 HAND WASHING

- Proper hand washing is the most effective means of controlling the spread of many viruses and infectious diseases. All members of the campus community should wash their hands several times throughout the day, especially upon arriving on campus, after using restroom facilities, when changing tasks, after coming in close physical contact with another person, etc.
- In order to avoid contamination of clean hands on door surfaces when exiting restrooms, foot devices have been added to doors that swing inward for hands free operation. Use your shoulder to open a door that swings outward.
- Paper towel options have been provided in all restrooms. Some hand air dryer models have been disabled as they are considered less safe.
- Use hand sanitizer for at least 20 seconds in between or in addition to hand washing.
- Follow current [CDC guidelines](#) on time length and method of washing.

#### 4.5 GLOVES

- In most circumstances, gloves should not be used to protect against the virus. The improper donning and doffing of gloves may be more risk than the protection they can provide.
- Some studies show that gloves may spread the virus more than human skin by multiple factors.
- Gloves do not replace hand washing or hand sanitizer requirements.
- Glove usage required pre-COVID-19 should continue (i.e. to protect against chemicals.)

#### 4.6 PLEXIGLASS BARRIERS OR SHIELDS

- Plexiglass barriers or shields should be thought of as sneeze guards and not as a respiratory barrier.
- Plexiglass barriers do not change physical distancing, face covering, contact tracking or tracing requirements.
- All plexiglass barriers must be procured in coordination with and installed by Facilities Management to ensure proper fire detection, alarm, sprinkler and other safety measures are evaluated.
- Individuals or departments should not source their own plexiglass or barrier solutions.
- Submit requests to [Facilities Management](#) via their online work order request system.

#### 4.7 PHYSICAL DISTANCING

Physical distancing (a.k.a. social distancing) has become overly simplified in the mainstream media. The 6-foot distancing recommendation is only one component, time of the exposure and the symptoms of the infectious individual are all critical to risk management.

The guidelines for physical distancing are confusing because the recommendations to prevent the spread of the virus are different from the federal requirements of contact tracing when there is a

positive test case. What you hear in the media and from public officials are the distances appropriate for cases where contact between individuals lasts less than 15 minutes. Passing someone in the hallway or checking out at a grocery store is a less than 15-minute activity, therefore allowing for a smaller radius.

Physical distancing for contact tracing requires non-overlapping 6' radius (113 SQ FT) distancing per person when contacts are in that proximity for longer than 15 minutes. However, the predominate physical distancing guidance is usually overlapping 6' radius (56.5 SQ FT) and an assumption of less than 15 minutes.

#### 4.7.1 Academic Environment

- UWRP leadership has directed occupancy in all classrooms is not to exceed 50% of total pre-COVID-19 occupancy.
- Face coverings must be worn at all times per [AP-06-121](#).
- Facilities Management has used computer aided modeling for each classroom to produce occupancy details and specific locations for seating.
- Each room will be setup by custodial services, per the COVID-19 occupancy information posted in the room.
- Instructors should ensure that the classroom maintains the setup as prescribe by the information sheet posted.
- All classroom occupancy modeling is negotiated through public health with expected use of face-coverings and is subject to submitting contact tracking as a risk mitigation contact tracing requirement.

##### 4.7.1.1 Movable Furniture Classroom

- A non-overlapping 4'6" radius for each person in the room has been measured resulting in a 9' total distance between each seat.
- Facilities Management has drawn floor plans indicating the specific locations for each seat.
- Faculty have been given a 9' "box" to teach from within, but they should stay back from students near the wall.
- Seats will be positioned by custodial services over [X] stickers on the floor. Seats should not be moved from their designated locations.

##### 4.7.1.2 Fixed Seating Classrooms

- In general, every third seat in every other row will be utilized for seating to yield approximately 4'6" between individuals.
- Seats that should not be used will be marked with a "This seat is not available" sticker, installed by Custodial Services.
- Faculty have been given a 9' "box" to teach from within, but they should stay back from students near the wall.

##### 4.7.1.3 Aerosol Producing Academic Environments

- There are activities that may produce smaller forms of exhaled vapor, these are referred to as "aerosol producing activities." Examples include singing, playing wind instruments,

yelling, speaking loudly, exercising and other forms of sports with increased respirations.

- The virus can be embedded in microscopic “aerosol” vapor which are much smaller droplets that hang in the air and fall slowly. They can remain in the area in the air for an hour or more. Generally during normal exhalation, the virus is embedded in heavier-than-air vapor droplets that will fall quickly within the 6’ radius. With aerosol, this is not the case.
- A non-overlapping 13’ radius around a person that is engaged in activity that may produce an aerosol vapor is used to determine distancing. 26’ of separation is required between individuals engaged in the same activity, including to the sides and behind the person.
- Faculty have been given a 9’ “box” to teach from within, but they should stay back from students near the wall.
- Rooms should not be used for one hour between activity periods.
- Academic departments should work with Custodial Services ([mark.klapatch@uwrf.edu](mailto:mark.klapatch@uwrf.edu)) to develop a cleaning protocol to be applied after each session when wind instruments or vocal sessions were involved.

#### 4.7.1.4 *Instructional Laboratory Environments*

- Instructional laboratory environments will be individually evaluated by Facilities Management to apply the physical distancing principles.
- Goal is to maintain 4’6” between individuals.
- The sharing of a work surface should be discouraged, allowing the exhaled air from one individual to not be more easily inhaled by another.
- Individuals should maintain distancing side by side and avoid being across from each other.
- A “one person up at a time” practice should be put in place, whenever individuals need to obtain supplies from a central point.
- Mouth contact instruments or other saliva involved equipment should only be used when assigned to a specific person, i.e. a pipette, etc. and proper hygiene to clean the device is employed.

#### 4.7.1.5 *Research Laboratory Environments*

- Research laboratory environments will be individually evaluated by Facilities Management to apply the physical distancing principles.
- Goal is to maintain 6’ distancing between individuals.
- Goal is to maintain contact between individuals to less than 15 minutes per session.
- The sharing of a work surface should be discouraged, allowing the exhaled air from one individual to not be more easily inhaled by another.
- Individuals should maintain distancing side by side and avoid being across from each other.
- A “one person up at a time” practice should be put in place, whenever individuals need to obtain supplies from a central point.

- Mouth contact instruments or other saliva involved equipment should only be used when assigned to a specific person, i.e. a pipette, etc. and proper hygiene to clean the device is employed.

#### 4.7.1.6 Computer Labs

- On average every third computer will be in use after the hand calculations are complete.
- Available computers will be calculated through hand analysis and computer modeling by Facilities Management using the 4.5' non-overlapping radius classroom model.
- Departments and/or DoTS will disable the computers not in use by removing power cables, keyboards and/or mice.

#### 4.7.2 Meeting/Conference Rooms

- Similar requirements to that of a classroom have been applied to meeting spaces for tracking and expectations of participants.
- Meetings over 15 minutes should utilize [Centralized Attendance Tracking System \(CATS\)](#).
- For meetings under 90 minutes, maintain at least a 4'6" (9' apart) non-overlapping radius between individuals.
- For meetings over 90 minutes, maintain at least a 6' (12' apart) non-overlapping radius between individuals.

#### 4.7.3 Service Counters and Reception Desks

- Where possible, conduct business more than 6' apart for less than 15 minutes. Re-arranging of office partition systems may be required.
- Work with custodial services to install floor stickers signage.
- Where 6' distancing is not possible, insert plexiglass sneeze guards.
- Keep all encounters to less than 15 minutes.
- Face coverings must be worn by everyone.
- Keep track of visitors using [Centralized Attendance Tracking System \(CATS\)](#).
- Do not have clipboards, pens or other common items that are used between people without cleaning. Clipboards should be plastic (not fiber board) and cleaned thoroughly between each use. Dirty pens and clip boards should be clearly marked separate from clean supplies.

#### 4.7.4 Waiting Queues

- Overlapping 6' radius distancing between individuals should be maintained throughout the wait in the queue.
- Ensure "switchbacks" will maintain 6' overlapping distance.
- Length in a queue should be controlled to not exceed 15 minutes.
- Create one-way paths through service areas, where two doors may exist, and reduce contact with other visitors.

#### 4.7.5 Waiting Areas

- Provide seating with more than 6' between each seat and between seats and service counters/reception desks.

- If applicable, provide adjacent seating for household units (i.e. visiting families can sit together, roommates can sit together).
- Do not permit waiting for more than 15 minutes.
- When possible, after each use, wipe down hard surfaces such as arms of each chair.
- Provide supplies for individuals to wipe down surfaces before use, if they wish.

#### 4.7.6 Social/Common Area Environments

##### 4.7.6.1 Student Lounge/Study Areas

*Examples include: Library, University Center, department study lounges*

- Facilities Management will evaluate and arrange furniture in student study areas.
- Non-overlapping 6' distancing (12' separation) should be maintained between non-household unit (roommates) in common areas.
- Those that share a household (i.e. roommates) should maintain 12' separation from others whenever possible.
- Common area surfaces should be wiped down by individuals prior to and after utilizing.
- Refrigerators, coffee pots, microwaves, etc. should be removed from all lounges.
- Where possible, implement QR codes for the [Centralized Attendance Tracking System \(CATS\)](#).

##### 4.7.6.2 Staff Break Room Areas

- Use of shared refrigerators, coffee pots and microwaves should only be utilized when proper sanitation between use can be guaranteed. Use should be limited to individuals who can be documented for contact tracing reasons. (No open access).
- Staff should be encouraged to bring cold items in lunch coolers to avoid using shared refrigerators.
- Use of a break room should be restricted to no more than 15 minutes per session.
- Furniture in the break room should be arranged to provide for a 6' radius (overlapping permitted when under 15 minutes) between individuals.
- Where possible, implement QR codes for the [Centralized Attendance Tracking System \(CATS\)](#).

#### 4.7.7 Hard-Wall Work Environments

*"Hard-wall" office environments are a space with fixed walls and doors that are from floor to ceiling and have not more than one working position in it.*

- Most offices do not meet the square footage occupancy requirements (> 226 SQ FT for two people) for direct contact with visitors.
- When possible, meet with visitors less than 15 minutes per session at 6' or greater apart distance and submit contacts to the [Centralized Attendance Tracking System \(CATS\)](#).
- Close the door when working inside to decrease casual contact.
- A face covering is not required when alone in the office.

#### 4.7.8 Open-Space Work Environments

*“Open-space” work environments are usually with more than one person sharing a “hard-wall” space through use of modular office furniture systems.*

- Shared work surfaces should be discouraged. When not possible to avoid, thorough cleaning protocols will be required to decrease virus transmission from one person to the next.
- [Telecommuting](#) should be utilized where possible and an [“Alternate A/B scheduling”](#) model in adjacent spaces should be encouraged.

##### 4.7.8.1 Partitions 5’ or Greater in Height

- In the normal office environment, the risk of transmission through office partitions greater than 5’ is very unlikely.
- Individuals may consider the partitions as a barrier between them for calculating the distance between each other. As in, the partition is an effective blocker and individuals may sit directly across from each other without the 12’ requirement.
- Contact tracing requirements will still affect the individuals sitting on either side of the partition as if it was never there.
- Aisles and open areas between individuals must be at least 12’ or more between individuals.
- Supervisors may consider [Alternate A/B scheduling](#) for individuals on either side of a partition, alternating in person and telecommuting work if possible.
- Doors that can be closed, should be closed when individual is working.
- A face covering is not required when working alone in a private office space.

##### 4.7.8.2 Partitions Less Than 5’ in Height

- Partitions that are less than 5’ in height are not considered effective in reducing transmission of the virus.
- Modifications (adding additional barriers such as plexiglass, plastic, etc.) will not be considered effective and are not permitted. (In addition, this may cause smoke detection, fire response and evacuation safety hazards.)
- Aisles and open areas between individuals must be at least 12’ or more between individuals.
- Individuals working on either side of a partition must sit at least 12’ apart from each other.
- Supervisors may consider [Alternate A/B scheduling](#) for individuals that sit within 12’ of each other, alternating in person and telecommuting work if possible.
- A face covering is not required when proper distancing is met.

#### 4.7.9 Fitness/Recreation Environments

*See also 4.6.1.3 - Aerosol Producing Academic Environments*

- Choir, fitness centers and other recreation can produce “aerosol” droplets in the exhaled breath, which can remain airborne more than three hours and within 13’ radius around the person.

- Fitness and recreation programs should design person-to-person non-overlapping radius of 6' to 13' depending on the exertion level expected. Strength, conditioning and relaxation-based programs would be 6' non-overlapping and aerobic would be 13' non-overlapping radius.
- Use of Fitness/Recreation Environments will be conducted by FUSION software or the [Centralized Attendance Tracking System \(CATS\)](#).
- Group spaces used for aerobic activity should not be used for one hour between activity periods.
- Work with Falcon Center Operations ([william.folk@uwrf.edu](mailto:william.folk@uwrf.edu)) to develop a specific cleaning protocol to be applied in these spaces.

#### 4.7.10 Outdoor Event Space Distancing

- Events with aerosol producing events (signing, wind instruments, yelling, etc.) requires 26' apart separation and special exception, see [5.4 University Hosted Events and Meetings](#) for exception process.
- Seated events greater than 15 minutes in length requires separation of 12' apart separation of individuals or households seated together. Under 15 minutes separation of 6' apart.
- Events in which participants are moving, separation of individuals of at least 6' apart is required at all times.
- No direct contact is ever permitted between members of different households. (i.e. no physical contact sports)
- Face coverings do not reduce the need for physical distancing, face coverings should still be worn during the duration of the event.

## 4.8 CLEANING PROTOCOLS

### 4.8.1 Personal Obligations

- UWRF custodial staff, while trained and prepared to implement increased sanitation and cleaning on campus, will not be able to cover the entire cleaning effort required to successfully contribute to the fight against coronavirus. Therefore, UWRF asks that every member of the campus community take part in enhanced cleaning efforts.
- As part of our community of care mindset, please be mindful of the needs for cleaning and sanitation in the work and study spaces you use on a regular basis. This is necessary both to protect yourself and others.
- Please use the cleaning tools that are provided through Central Stores to clean surfaces of tables, tablet-arms on chairs, chairs, equipment or other surfaces before and after use.

### 4.8.2 Academic (Classroom and Laboratory) Environments

- Awaiting guidance from UW System.

#### 4.8.3 Office Environments

- Unit leader should identify staff to implement enhanced cleaning and sanitation of shared spaces, detailing specific frequency of cleaning (daily, hourly, after visitors, after use, etc.), location and type of cleaning supplies to use.
- Staff should be trained on proper use of specific chemicals.
- Cleaning supplies should be obtained from Central Stores. (See [4.8.5 Central Sanitation and Personal Protective Equipment \(PPE\) Supply Source](#))

#### 4.8.4 Shared Equipment or Materials

- Applicable to equipment or materials that are shared, are checked out and returned, or are used from class session to session.
- Shared workstations and lab surfaces, chairs, stools and other surfaces should be thoroughly cleaned by user before use.
- Face shields and face coverings are required when cleaning any equipment that may contain residual saliva.
- Return of equipment should be done in a non-contact basis with person placing item in a bin or on a shelf where the item will rest untouched for prescribed time period.

##### *4.8.4.1 Non-porous Materials*

- Whenever possible, quarantine in storage for at least 72 hours prior to cleaning.
- After waiting period then clean with a mild disinfectant or soap/water that will not damage the materials.

##### *4.8.4.2 Porous Materials*

- Whenever possible, quarantine in storage for at least 24 hours before handling.
- No additional cleaning is required.

#### 4.8.5 Central Sanitation and Personal Protective Equipment (PPE) Supply Source

- It is essential that the university properly manage sanitation supplies, protective equipment and other crisis related materials. The supply chain for these types of materials is stressed and group purchasing through UW System is being leveraged to obtain large quantities of materials. We must be diligent in being good stewards of these resources.
- Central Stores and Receiving has expanded their services to provide sanitation supplies and basic protective equipment for departments to purchase from a central supply. All units should acquire these items through Central Stores.
- **Use of P-Cards to purchase items through suppliers like Staples or Amazon is prohibited. Contact Purchasing Services for assistance.**
- Units should not hoard any supplies and should order only the quantity needed for just in time use. It is recommended that you have a two-week supply on hand.
- To purchase items through Central Stores, departments should use the Central Stores BP Logix form located on the [UWRF Central Stores website](#).
- Campus will use pandemic relief funds to cover 50% of costs related to PPE and sanitation supplies. Fifty percent of the cost will be charged to the department's S&E budget.

- Individuals may utilize their own sanitizers and cleaning supplies to care for themselves or their own personal items. Sanitizers and cleaning supplies should be checked for effective composition against the CDC guidelines and should not be used to treat common spaces outside the individual's personal space.

#### 4.8.6 Cleaning of Environments Exposed to COVID-19 Positive Case

- Awaiting guidance from UW System.

## 4.9 CONTACT TRACKING PROCESS

- Contact tracking is the collection of data associated with individuals and their location in the university environment at a given moment in time used in the contact tracing process to determine who may have had close contact with someone who has tested positive for coronavirus.
- Gathering of tracking data must be done in a proactive and timely manner, enabling contact tracers to notify close contacts without delay.
- Contact tracking also allows the process to exclude individuals who are not close contacts.

### 4.9.1 Centralized Attendance Tracking System (CATS)

- All units are required to utilize the system described in section [15.1](#). This includes for classroom attendance as well as tracking of visitors.
- Visitors are any employees, students or public individuals who do not typically use a particular indoor space (office, conference room, classroom, etc.).
- Data in [Centralized Attendance Tracking System \(CATS\)](#) will only be used for contact tracing and will be destroyed 30 days after submission.

### 4.9.2 Class Attendance

- Instructors are asked to remind students at the beginning of every on-campus class period to utilize [Centralized Attendance Tracking System \(CATS\)](#) to record their attendance.
- Instructors can still utilize their own attendance tracking systems in addition (in Canvas, personal grade book, etc.).

Please be aware that the university will use attendance tracking in face-to-face courses, as well as any other data available including meal plan, door access, event registration and WiFi analytics to aid in the contact tracing efforts.

## 4.10 CONTACT TRACING PROCESS

Contact tracing is conducted after a person has tested positive for the virus. An infectious disease interview is conducted within 24 hours (normally four hours of receiving the results through the state reporting system) to identify close contacts and determine next steps for that individual, including

isolation. That interview and public health case management will be the responsibility of the county public health department. A team of UWRF staff have been trained as contact tracers to support Pierce County Public Health efforts on our campus. Contact tracing is a federally prescribed process for identifying the next level of contacts that may have been exposed to an infected individual to ensure they are quarantined until deemed not infected or contagious themselves.

#### 4.10.1 Student Contact Tracing

- The UW-River Falls Contact Tracing Team will access the [Centralized Attendance Tracking System \(CATS\)](#) data and other information, like eSIS data, to identify as accurately as possible any close contacts.

#### 4.10.2 Employee Contact Tracing

- Employees that test positive for COVID-19 will be assigned to their public health entity for their case.
- The UW-River Falls Contact Tracing Team may assist public health in contact tracing for employees as requested, specifically in regard to data available in systems like the [Centralized Attendance Tracking System \(CATS\)](#).

#### 4.10.3 Visitor Contact Tracing

- UWRF will track any visitors who have more than a casual or passing presence on campus.
- Visitors will be asked to provide contact information using CATS to facilitate contact tracing if needed.
- The UW-River Falls Contact Tracing Team will access the [Centralized Attendance Tracking System \(CATS\)](#) data identify as accurately as possible any visitors who may have been close contacts.

#### 4.10.4 St. Croix County Public Health

- St. Croix County Public Health will have jurisdiction for residents of St. Croix County.
- St. Croix County will work through Pierce County to identify employees, students or visitors for contact training assistance.
- The UW-River Falls Contact Tracing Team will work with St. Croix County under the direction of Pierce County Public Health.
- All St. Croix County properties, including the Hudson Center, Mann Valley Farm and St. Croix Valley Business Incubator will cooperate with tracking protocols and tracing efforts as prescribed throughout this handbook.

## 4.11 QUARANTINE

UWRF students who have been in close contact with an infected individual will be required to quarantine. Public Health staff will assess students' ability to live independently in a quarantine setting (such as not in need of hospitalization and able to perform activities of daily living with no assistance from others). Each student in a university-designated quarantine space will be provided with three meals and two snacks per day.

UWRF will not provide quarantine space or meals for UWRF employees or visitors.

A student may elect to quarantine safely in another location (for example, at a parent’s residence) but must make arrangements with public health authorities in advance.

The following QUARANTINE parameters will apply:

Students residing on campus	Students residing off campus
University designated quarantine space. No additional charge.	Quarantine safely at home or use university designated quarantine space. Fifty percent of room and board costs will be charged to the student.

#### 4.12 ISOLATION

UWRF students who have been confirmed to have COVID-19 will be required to isolate. When waiting for test results, students should stay where they currently reside and follow the guidelines provided by Public Health, which include self-isolation (distancing yourself from others) to the best of their ability. Once notified by Public Health that a student needs to be isolated, the UWRF Contact Tracing Team will contact the student to begin the isolation process. Public Health staff will assess students’ ability to live independently in an isolation setting (such as not in need of hospitalization and able to perform activities of daily living with no assistance from others). Each student in a university-designated isolation space will be provided with three meals and two snacks per day.

UWRF will not provide isolation space or meals for UWRF employees or visitors.

A student may elect to isolate safely in another location (for example, at a parent’s residence) but must make arrangements with public health authorities in advance.

The following ISOLATION parameters will apply:

Students residing on campus	Students residing off campus
University designated isolation space. No additional charge.	Isolate safely at home or use university designated isolation space. Fifty percent of room and board costs will be charged to the student.

#### 4.13 COVID-19 TESTING AND SUSPECTED OR CONFIRMED CASES

##### What happens in case of a suspected or positive COVID-19 case on campus?

UW-River Falls protects the privacy rights of its employees and students and adheres to the law regarding the protection of personal and health-related information. It is not appropriate to ask an employee or a student about their health, including whether they have tested positive for COVID-19. Members of the campus community are not obligated to reveal information about their health and neither the public nor campus will be informed as to the test results/medical condition of a specific employee or student. In all cases, personally identifying information concerning positive cases is to remain confidential.

Individuals deemed as having had close contact with a positive case will be directly informed by Public Health and will be advised of their next steps. Individuals with indirect or casual contact will be

contacted by the UWRF Contact Tracing Team with further guidance. You will not be informed of a positive case in your building or area if you do not meet the criteria for one of the above categories.

When contract tracing is not possible, a targeted campus-wide or other public notification regarding cases on campus which could pose a community health risk may be made. Such communications will be determined on a case-by-case basis depending upon circumstances and in accordance with local, state, and national guidance.

Public Health may ask us to shut down an area for cleaning and disinfection further to a positive case. Individuals who use that space on a regular basis will be notified as quickly as feasible.

Employees feeling anxious or fearful about exposure to COVID-19 are encouraged to seek assistance from the [Employee Assistance Program](#). Students should contact Student Health and Counseling regarding the [counseling services](#) available to them. All members of the campus community can access the [SilverCloud](#) therapy resource at <https://uwsystem.silvercloudhealth.com/signup/>

If students or employees indicate they are ill, or that they have had a positive COVID-19 test, we need to trust that this is the case and do whatever we can to be flexible in assisting and supporting them while also protecting their rights.

Testing for students is being offered on campus by WHL. Students are receiving information regarding our testing protocols. These programs are specifically being offered to our students and we will not be offering diagnostic testing of symptomatic employees at this time. Employees experiencing symptoms should not report to work and should seek the guidance of their health care provider. See [here](#) for more HR-related Q/A.

*Students* receive text messages from WHL intended to promote health checks and facilitate scheduling of testing appointments if needed. Please encourage students to reply to these texts.

If you learn that a student tests positive or thinks they have been exposed, be sure to inform the UW-River Falls COVID-19 reporting hotline (715-425-4000) or email ([contact.tracing@uwrf.edu](mailto:contact.tracing@uwrf.edu)).

## 5 UNIVERSITY OPERATIONS

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### 5.1 FACILITY CONSIDERATIONS

#### 5.1.1 Space Occupancies

- All shared spaces for academic and meeting areas will have a COVID-19 occupancy limit, determined by Facilities Management.
- Spaces will be posted with new occupancy limits via signage provided by Facilities Management, once the limits are calculated.
- Use of spaces without COVID occupancy limits being posted should be used sparingly, while following all guidance in the [Physical Distancing](#) section.
- Individual office or office complex spaces will not be evaluated.
- Coordinate with Custodial Services (mark.klapatch@uwrf.edu) to have furniture removed and stored. Furniture that is not to be used in the occupancy calculation should be removed from the space.
- Seats or furniture not removed should be tagged by Facilities Management as not usable.
- Contact Facilities Management for assistance.

#### 5.1.2 Signage

- Custodial Services (mark.klapatch@uwrf.edu) will provide all signage that is in common areas of the building.
- Departments wishing to provide signage regarding COVID-19 operations are asked to obtain approval of University Communications and Marketing prior to posting.
- Pre-approved template for standardized signage that departments may use as a template, to get approved, is at [www.uwrf.edu/Falcons-Forward](http://www.uwrf.edu/Falcons-Forward).

#### 5.1.3 Water Fountains/Water Bottle Fills

- Water bottle fill stations will remain operational.
- Water fountains for drinking by mouth will be disabled.

#### 5.1.4 Hand Drying/Paper Towels

- Paper towels will be provided in all facilities, alongside hand dryers.
- Hand dryers that blow down will not be disabled, but hand dryers that have cavity where the air blows up and around will be disabled.
- The university has worked with Public Health to determine that the option for paper towels is the most sanitary decision for individuals, based on prevailing research studies.

#### 5.1.5 Elevators

- Elevator occupancy is limited to 1 person at a time, unless riders belong to a household group, i.e. roommates, families, etc. Those individuals may ride in the elevator together.
- Signage will be posted inside each elevator indicating this occupancy rule.

### 5.1.6 Fleet and Other Vehicles

See also [5.3 University Travel](#)

See also [12.4 Essential and Non-Essential Travel](#)

- Vehicles represent a confined volume of air so will be limited to an occupancy of 1 person. This is true regardless of the size of the vehicle, i.e. 15-passenger vans are also restricted to 1 occupant (the driver only).
- However, vehicle users belonging to a household group, i.e. roommates, families, etc. may ride together in the same vehicle.
- This guidance is valid both for use of fleet vehicles and personal vehicles if used for approved university travel. If a travel exemption is approved, then a vehicle occupancy plan must also be approved prior to travel. Individuals approved for university travel are encouraged to travel to their destinations in separate vehicles.
- When using a vehicle for the first time, the driver should thoroughly sanitize surfaces using disinfecting wipes prior to use.

## 5.2 COMMUNICATIONS AND CAMPUS MESSAGING

Employees, students, parents and others with an interest in UWRF need a single go-to source of information about the reopening of campus. With that in mind, all communications related to the reopening of campus should be routed through University Communications and Marketing to ensure it is reviewed by the appropriate campus leaders and distributed to the appropriate audiences. All communication will be clear and free of jargon, compassionate and respectful.

## 5.3 UNIVERSITY TRAVEL

See also [12.4 Essential and Non-Essential Travel](#)

- All non-essential university sponsored travel is cancelled through December 31, 2020, with limited exceptions to be approved by Chancellor, Provost or CBO.
- See [University Sponsored Off-Campus Activities website](#) for operational details.
- Limited exceptions may be considered for activities such as class trips (field trips or field work) that do not involve leaving our immediate vicinity (e.g. not interacting with other institutions and entities.)
- Requests for student travel outside of classes, such as a student organization wanting to travel on a weekend or weeknight, is to be expected. All are encouraged to avoid such travel to the extent possible in order to help limit the possible spread of COVID-19.

## 5.4 UNIVERSITY HOSTED EVENTS AND MEETINGS

- **These event and meeting guidelines will remain in effect through December 31, 2020, with a reevaluation of these guidelines again in early December 2020.**
- For the purposes of these guidelines, an event is defined as a university hosted, sponsored or organized in-person participant meeting, conference, committee meeting, guest lecturer or speaker, rally, assembly, student organization gathering or any similar gathering of more than one person in a physical indoor or outdoor space.

- To protect the health and safety of our university and area community, university facilities at all locations are currently not available for use by outside groups or individuals to reserve for meetings or events. Exceptions for outside groups may be considered on a case-by-case basis upon review by Senior Leadership. To submit an exception request, use this **form (in development)**.
- All events should first consider being held virtually when possible.
- Events that cannot be held virtually must follow the following guidelines:
  - Events held on or off of university properties must follow policy [AP-06-121](#).
  - All events are to submit event attendance through the [Centralized Attendance Tracking System \(CATS\)](#).
  - Maximum event sizes must comply with Public Health maximum occupancy amounts in [4.2 Maximum Occupancy/Group Gatherings](#).
  - Event participants should maintain 6' distance apart and have minimal or no close physical contact with others.
  - Activities that include physical contact or forced/hard exhalation (singing, yelling, and cheering) are prohibited.
  - Participants for events will be limited to university students and employees. Events may use technology to engage outside guests or offer livestream viewing to the public.
  - Event hosts are required to understand, communicate and enforce requirements of hosting an in-person event with all participants.
- Spaces that have been designated as classrooms will not be available for meetings and events.
- Due to dining needs, there will be no meeting or event space available in the University Center for fall 2020.
- University organizations may not sponsor off-campus entities to help the latter secure room reservations.
- A guide for event hosts is being developed to summarize all the requirements of hosting an event.

## 6 EMPLOYEES

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### 6.1 RESPONSIBLE LIVING

- Being aware of your health and risk of exposure and making decisions that limit risk of spread of COVID-19 on campus and in your community is part adopting the UWRF community of care mindset.
- The health and safety of the UWRF campus depends also on the decisions our employees and students make when off campus. We encourage members of our campus community to adopt health and safety precautions in their home and personal settings which are consistent with UWRF practices.

See also [4.3 Face Coverings, Masks and Shields](#)

See also [4.4 Hand Washing](#)

See also [4.7 Physical Distancing](#)

## 6.2 STAFFING GUIDANCE

- All public or student serving offices are to have a front desk presence and maintain regular office hours from 7:45 a.m.-4:30 p.m.
- Campus leadership should consider, for themselves and/or their backups, the importance of ensuring a regular in-person presence on campus.
- Supervisors may allow telecommuting of employees where appropriate. See [6.6 Telecommuting](#) for more information.
- Any employees needing accommodations for childcare reasons can still access the extended-FMLA option and must contact HR.
- Those with concerns related to COVID-19 exposure, who have pre-existing health conditions, have regular exposure to vulnerable populations outside of work, etc., should seek the appropriate accommodations with their supervisors and HR.
- Unit leaders should consider, where appropriate, staffing extended remote office hours to accommodate potential increased demand from students who are enrolled in online classes.

## 6.3 STUDENT EMPLOYEES

- Student employees are allowed where budgets permit.
- While in pay status, student employees shall follow all guidance for employees.
- Students being asked to provide sanitation related duties must first receive training from Custodial Services and Public Health. Email [mark.klapatch@uwrf.edu](mailto:mark.klapatch@uwrf.edu) for more information.

## 6.4 EMPLOYEE HEALTH SCREENING

We expect all employees to do a conscientious self-symptom check daily prior to reporting to campus. This data will not be retained or reviewed. All employees must complete an [online self-assessment](#) prior to reporting to work on campus and fill out the BP Logix form or use the approved telephone reporting system.

The following are the types of symptoms to watch for in yourself or anyone in your household, even if very mild, as compared to normal baseline health and accounting for seasonal allergies, etc.:

<b>Fever</b>	<b>Sore throat</b>	<b>Shortness of breath</b>
<b>Feeling feverish</b>	<b>Headache</b>	<b>Fatigue</b>
<b>Muscle aches</b>	<b>Nausea (rarely)</b>	<b>Loss of sense of taste or smell</b>
<b>Chills</b>	<b>Difficulty Breathing</b>	<b>Feeling of tightness in chest</b>
<b>Cough</b>	<b>Diarrhea</b>	<b>Abdominal pain (rarely)</b>

Employees should not report to work when they: have symptoms consistent with COVID-19 or live in a household with someone exhibiting COVID-19 symptoms; have tested positive for COVID-19; have had direct contact with a verified positive case of COVID-19; or have recently travelled by plane or bus, visited a busy tourist destination, etc., and/or where physical distancing wasn't possible.

Employees meeting these criteria are to contact their supervisor. Supervisors may allow telecommuting arrangements or require use of leave pursuant to existing UW System and UWRF policies and procedures as appropriate.

## 6.5 EMPLOYEES AT HIGH RISK FOR DEVELOPING SEVERE COMPLICATIONS OF ILLNESS

Employees considered to be at high risk for serious complications of illness, including COVID-19, should consult with HR on an appropriate accommodation which may include telecommuting or use of leave.

## 6.6 TELECOMMUTING

### 6.6.1 Telecommuting Definition and Process

- As defined in [AP-06-120](#), telecommuting is defined as “a work arrangement in which employees do not commute to their assigned place of work, but instead, work from home.”
- Employees who completed an emergency telecommuting agreement further to the onset of the pandemic and who are authorized by their supervisor to continue telecommuting in the fall have no additional paperwork obligations.
- Employees wishing to obtain authorization for a new telecommuting arrangement can discuss with their supervisor. If it is essentially short-term, related to the pandemic, then the emergency telecommuting process will be followed. If an employee instead wishes to obtain a permanent/long-term telecommuting arrangement, then HR will provide further guidance on the process.

### 6.6.2 Cellular WiFi Hotspots

- UWRF’s telecommuting policy states, “Normal household expenses such as heating, internet, and electricity shall be non-reimbursable.” While these guidelines are in effect, unit leaders have temporary authorization to fund employee requests for AT&T WiFi hotspots from DoTS through their normal service request process.
- Unit budgets will bear the cost of the acquisition of the device and the on-going service charges.
- Submit a request through the normal Division of Technology Services request process at [www.uwrf.edu/dots](http://www.uwrf.edu/dots)

## 7 STUDENTS

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### 7.1 SPECIFIC GUIDANCE ON HEALTH AND SAFETY FOR STUDENTS FORTHCOMING

#### 7.1.1 Inclusivity

The face covering requirement is intended to help keep you, others, and our community safe. For people of color, however, racial bias and assumptions of criminality associated with common racial stereotypes have created real and understandable fears about going out in public in a mask. At UW-River Falls, we value inclusiveness and we do not want people of color on our campus to be treated with suspicion for doing the right thing and working to protect our community by wearing a face covering. **We can support each other by:**

- Trying to understand and respect each other's experiences and viewpoints. Don't rush to judgment.
- Taking time to check yourself for bias. We aren't always aware of our own biased thoughts.
- Be Kind! Now is the time for us to support each other and our shared [Falcon values](#).

We also want to acknowledge that some people of color have been subjected to increased harassment and hate in the wake of the COVID-19. **Remember: hate has no place here at UW-River Falls. If you experience or witness an act of hate or bias, please report concerns on the UWRP Report It [website](#).**

### 7.2 INTERNET ACCESS

#### 7.2.1 Wi-Fi Access

##### 7.2.1.1 *Wi-Fi Study Areas*

- The Division of Technology Services has worked over the summer to expand coverage for students in study lounges.
- Facilities Management will designate seating the study lounges to meet [Social/Common Area Environments](#) distancing requirements.
- These lounges should be given priority to students with a need to access a "live" synchronous lecture. Students should negotiate with each other for priority.

##### 7.2.1.2 *Parking Lot Wi-Fi*

- Wi-Fi was established in Parking Lot PAY1 in spring 2020 in response to access needs by students.
- Wi-Fi continues to be available around the payment terminals area of the parking lot.
- Observe all parking payment instruction signs and requirements.

#### 7.2.2 Cellular Wi-Fi Hotspots

##### 7.2.2.1 *UWRP's Cellular Hotspot Emergency Program*

- Emergency hotspots were available in spring 2020 through UWRP.

- The funding for this program has not been continued and the program has ended.

*7.2.2.2 UW-System Cellular Emergency Hotspot Program*

- Cellular Wi-Fi hotspots may become available through a grant provided to UW System.
- More information will be conveyed as it is available.

## 8 SPECIFIC CONSIDERATIONS FOR CLASSROOM SETTINGS

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### 8.1 PHYSICAL DISTANCING IN INSTRUCTIONAL SPACES

- Physical distancing has been determined by hand calculation and computer modeling for each scheduled academic space.
- See [4.7 Physical Distancing](#) section for specific physical distancing guidance.

### 8.2 FACE COVERINGS AND OTHER PPE IN THE CLASSROOM

- See [4.3 Face Coverings, Masks and Shields](#) for guidance.

### 8.3 CLASSROOM EQUIPMENT

- All equipment used in a classroom should be cleaned according to section [4.8.4 Shared Equipment or Materials](#) before it is used again or put back into circulation.

### 8.4 ATTENDANCE TRACKING

- See [15.1 Centralized Attendance Tracking System \(CATS\)](#)

### 8.5 HYBRID LEARNING TECHNOLOGY

- It is recommended that before their first day of class, instructors bring their laptop to their classrooms to familiarize themselves with the available technology.
- Technology Enhanced Classrooms (TECs) across campus are similar and instructors that have used the spaces before should be familiar with the rooms.
- Additional larger spaces across campus have been added as classrooms. Technology in these spaces are different than our regular TECs.
- If your class lends itself, encourage the use of laptops by your in-class students. They will see what your remote students see. This also allows these students to use their laptop microphones so that remote students can hear.
- Ask an in-class student (or students) to help facilitate your class to let you know when they see a virtual hand raise or to inform you when something might not be going right for the remote students.
- Support for these spaces is a phone call away. (715-425-3687) We'll go through the steps to fix the more common TEC issues with you and try to resolve the issue remotely. However, if the issue remains unresolved, it is probable that an in-classroom visit may not happen immediately due to physical spacing and staffing issues.
- Find out more in the DoTS Return to Campus article.

### 8.6 INSTRUCTIONAL COMPUTER LABS

- Computer labs have signage that includes room occupancy and a map layout of the space.
- The computers that are not designated for use have been unplugged and the chairs have been removed.

- Since the remaining chairs are movable, there are markings on the floor to know where to put the chairs when leaving the space.
- As in other learning spaces, conference rooms, etc., cleaning supplies and usage instructions are in the room.
- Find out more in the DoTS Computer Labs article. Due to the changes listed above, the quantities in the article may not be accurate.
- The Contact Tracing Team may use login and logout information in the tracing process.

## 8.7 VIRTUAL DESKTOP INFRASTRUCTURE (VDI) – VIRTUAL COMPUTER LABS

- In addition to regular labs, a Virtual Lab will also be available.
- Please watch for updates on the Division of Technology Knowledge Base.  
<https://technology.uwrf.edu/TDClient/1979/Portal/KB/>

## 8.8 SYLLABUS

Suggested language to include in your syllabus:

“All students are required to wear an appropriate face covering that covers their mouth and nose when in the classroom. Eating is not permitted in class since it would require the extended removal of face coverings. Drinking from a sealable container (water or soda bottle) is permitted with a brief raising or lowering of the face covering. Students must also maintain appropriate physical distancing from their classmates and adhere to additional expectations communicated by the instructor or posted in the classroom. Students who do not abide by these expectations may face disciplinary action.”

## 9 AUXILIARY OPERATIONS

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### 9.1 RESIDENCE HALLS

#### 9.1.1 Residence Hall Occupancy

- A mix of double and single occupancy will be offered based on ratio of students to bathroom facilities and several other factors.
- Approximately 85% or less occupancy is expected at opening.
- Single occupancy for medical exceptions are evaluated through the [Residence Life](#) staff.

#### 9.1.2 Commuter Distance Policy

- The commuter policy has been updated by Residence Life to allow for more flexibility in distance and situations.
- Once a student moves into their room, the exemption is no longer an option.

Students may commute if:

1. They will be living with a parent/legal guardian/sibling/grandparent/aunt/uncle, AND
2. The address is within one of the zip codes listed below, or within 40-miles of campus (410 S. 3rd St, River Falls, WI 54022), according to Google Maps.

#### 9.1.3 Online Learner Exemption

- Students with less than four credits of face-to-face instruction, and are not otherwise eligible for the commuter exemption, may be eligible for the online learner exemption.
- See <https://www.uwrf.edu/ResidenceLife/ContractRates/OnlineLearnerExemption.cfm>
- Once a student moves into their room, the exemption is no longer an option.

#### 9.1.4 Door Access Systems

- Contact tracing teams will use ID card usage data in the tracing process.

### 9.2 FOOD SERVICE

- University Dining is working closely with our dining contractor Chartwells.
- Contract tracing teams will use ID card usage data in the tracing process.
- Further details will be forthcoming.

### 9.3 ADMISSIONS

- Admissions team members will continue to work remotely when appropriate. Any staff working on campus will follow the guidelines outlined in the approved Return to Campus Plan.
- The size and scope of campus visit experiences will be determined based upon current Public Health recommendations.
- Admissions should provide guidance for other campus recruiters to ensure consistency among recruitment practices.
- Other recruiters, including athletic coaches, should coordinate efforts closely with Admissions to ensure they are following established protocols.

- Admissions will communicate health and safety expectations to all visitors, prior to and upon arrival on campus.
- When feasible, QR codes for the [Centralized Attendance Tracking System \(CATS\)](#) should be implemented.

## 9.4 LIBRARY

- Davee Library will be open to the public August 17 with the library staff monitoring the building for occupancy limits.
- Group study rooms on the second floor can be reserved through the library's website.
- The third floor will be closed to students, faculty, staff, and the community. The library will pull materials for users from those collections.
- UW System Resource Sharing and Interlibrary Loan services have resumed.
- The library is providing a curbside pickup for faculty, staff, and students.
- Library materials can be returned using the book drop. Returned materials are being quarantined for four days prior to check in.
- Library instruction will take place online.
- Research assistance will be primarily conducted remotely.
- The library will not be offering a physical course reserves. We have been working with faculty to transition reserve materials to online resources.
- The University Archives and Area Research Center will available by appointment Monday through Friday from 10 a.m. to 4:30 p.m.
- Where feasible, QR codes for the [Centralized Attendance Tracking System \(CATS\)](#) should be implemented throughout the facility.

## 9.5 TEXTBOOK SERVICES

### 9.5.1 Fall Issuance of Textbooks

- Textbook Services will be providing a no-contact distribution option on north wing of the first floor of Hagestad Hall.
- Students will book a timeslot via the Textbook Services website to pick up their books.
- Staff will pull, check out, and bag books for each student based on their class schedule.
- Books for each student will only be available during their timeslot, as staff will need to move books from the basement to the first level for each assigned time slot.
- Students will present their ID card for pick up, obtain their bag and depart without contact with staff.
- See the Textbook Services [website](#) for additional details and issuance dates/times.
- After the primary distribution is over, students will need to schedule an appointment to pick up their books. Distribution will be via the old information desk in the atrium of Hagestad Hall.

### 9.5.2 Return of Textbooks

- Spring and summer textbooks, iClickers, and Garmin's may be returned in the book drop outside Hagestad Hall.

- Students who are unable to return items in person, should email [textbookservices@uwrf.edu](mailto:textbookservices@uwrf.edu) for a shipping label.
- Fall book return will be dictated by Textbook Services. See their [website](#) for details.
- Staff will process all returns following the [Shared Equipment or Materials](#) guidelines.

## 9.6 FALCON SHOP / FOLLET BOOKSTORE

- Hours of operation are Monday-Friday, 9 a.m.-4 p.m., Saturday, 11 a.m. -3 p.m.
- Hours can be found at [www.uwrfshop.com](http://www.uwrfshop.com) and [www.uwrf.edu/FalconShop](http://www.uwrf.edu/FalconShop).
- High traffic surfaces will be sanitized every two hours, or more frequently as needed.
- Online shopping available at [www.uwrfshop.com](http://www.uwrfshop.com).
- Customers must wear masks and maintain physical distancing.
- Customer limit of 15.
- Freddy's Locker Room located within the Falcon Center is closed until further notice.
- A selection of Falcon-branded face coverings will be available for purchase.

## 9.7 FIRST NATIONAL BANK

- Hours of operation are Monday-Friday, 9 a.m. -2 p.m. Also visit [www.fnbrf.com](http://www.fnbrf.com) for changes.
- All persons entering the bank or using the ATM are required to wear face coverings.
- General traffic areas and other spaces are cleaned and sanitized at the conclusion of each day.
- Total occupancy at any point in time is 2.
- Other location for service at 104 E. Locust St downtown River Falls.
- Online banking is also available at: [www.fnbrf.com](http://www.fnbrf.com).
- Physical distancing guidelines should be followed at all times.
- For any banking questions, call 715-426-1856.

## 9.8 FREDDY'S DAIRY BAR

- Staff will wear mask and single use disposable gloves.
- Customer queue will be designed for 6-foot social distancing markings.
- Staff will take order from customer through serving window with plexiglass divider.
- Staff will ask for customer cell phone number.
- Customer will complete the transaction by paying with credit card only using Poynt terminal.
- Staff will instruct customer to wait and ask they not congregate in the hallway.
- Staff will sanitize Poynt terminal after customer use.
- Staff will make item(s) and text customer when item is ready for pick up.
- Customer will pick up order at order/serving window.
- Where feasible, attendance should be submitted to the [Centralized Attendance Tracking System \(CATS\)](#) for each transaction and staff shift.

## 9.9 MEATS LAB / FALCON FOODS

- All faculty, staff, students, and visitors will be required to enter Meat Lab processing rooms and spaces in accordance with Falcons Forward Plan for fall 2020.

- All persons entering the Meat Lab will be required to wear face coverings and wash or sanitize hands before entering lab spaces. Self-wellness checks are expected of all individuals prior to entry.
- Rooms used and general traffic areas will be cleaned and sanitized at the conclusion of each day.
- Total occupancy limits of each lab space will be monitored by designated faculty or staff member. Physical distancing guidelines should be followed in all lab spaces.
- Customer interactions will be limited to phone and online orders with curbside pick-up only. No customers will be permitted to enter Meat Lab spaces. Carts associated with customer pick-up will be sanitized after each use.
- Additional Personal Protective Equipment will be available for all personnel if requested.

### 9.10 UNIVERSITY PRESCHOOL

- We are working with the River Falls School District to finalize a collaborative plan.

### 9.11 SPEECH AND LANGUAGE CLINIC

- All staff, student clinicians and visitors will be asked to wear face coverings and wash or sanitize hands upon entry, exit and as necessary during sessions. Disposable masks will be provided to clients if they don't have their own. Hand sanitizer will be available in all rooms.
- Student clinicians and staff will complete mandatory training in both general infection control and clinic-specific procedures prior to seeing clients in person.
- Caregivers/parents will not be allowed in the building but will be given video access to watch sessions from their vehicles via FaceTime or similar technology. Staff or student clinicians will meet clients at their vehicles or curbside to accompany them into the building.
- All appointments will be staggered to limit traffic/occupancy.
- Health screening surveys will be performed with clients before entering the clinic and appropriate action taken, depending on results.
- Staff and student clinicians will follow health screening checks per the UWRF Falcons Forward Plan for fall 2020.
- Traffic flow in the main clinic hallways will be designated as one way.
- Plexiglass shields will be placed at the main desk and in each therapy room.
- Each therapy area will be fully cleaned and sanitized by student clinicians between sessions. Cleaning will be monitored/supervised by on-site staff.
- All materials used in sessions will be sanitized immediately after the session concludes. Any paper or cloth items used will be quarantined for 24 hours before next use.
- Main entry/exit doors will be blocked open during business hours to limit touch points.
- Cloth chairs in treatment rooms will be replaced with plastic/hard chairs that are easier to clean/disinfect between uses.
- All client documentation will be done via secure electronic files to reduce the need to exchange paper copies.

### 9.12 CAMPUS FARM

- Specific operational details are forthcoming.

### 9.13 MANN VALLEY FARM

- Mann Valley Farm will have a mix of public health requirements, residing in St. Croix County and operating with cohorts primarily based in Pierce County. Contact tracing for Mann Valley Farm operations will be led by Pierce County Public Health.
- Wherever feasible, workers and students submit attendance to [Centralized Attendance Tracking System \(CATS\)](#) at each shift or class.
- Specific operational details are forthcoming.

### 9.14 GREENHOUSE

- At all times, maximum capacity guidelines will be followed:
  - 103 – Classroom – 4 Occ.
  - 105 – Head House – 4 Occ.
  - 110 – Greenhouse – 6 Occ.
  - 115 - Greenhouse – 6 Occ.
  - 120 - Greenhouse – 6 Occ.
  - 125 - Greenhouse – 6 Occ.
  - 130 - Greenhouse – 8 Occ.
  - 135 - Greenhouse – 8 Occ.
  - 140 - Greenhouse – 8 Occ.
  - 145 - Greenhouse – 8 Occ.
- Student access only for class, research, and work activities.
- Face coverings will be worn and physical distancing followed.
- Entry will be closely monitored by the greenhouse manager to mitigate risks in narrow hallways and entries.
- Attendance will be submitted to [Centralized Attendance Tracking System \(CATS\)](#).
- No general public tours or events.
- One-on-one prospective student tours will be by appointment only and facilitated by the greenhouse manager, department chair, or horticulture faculty.
- Currently, there are no plans for a plant sale in the fall. Should this change, a separate plan will be devised and submitted with details specific to the event at that time.

### 9.15 CHILD CENTER (DAY CARE CENTER)

- Staff will perform additional cleaning and sanitizing throughout the day.
- Daily deep sanitizing with a fogging device to disinfect classrooms at the end of the day.
- Children will be screened for fever upon entry to the building.
- Children will be maximizing outdoor time.
- Children will be are grouped by age and are not co-mingling.
- In compliance with current orders, children 5 and over will be wearing masks. Children participating in RF4C will be wearing masks.
- When possible, parents will pick-up and drop-off outside the building.
- Staff will be only working in one classroom.
- Guests will not be permitted.

### 9.16 ST. CROIX VALLEY BUSINESS INNOVATION CENTER (SCVBIC)

- The SCVBIC is in St. Croix County and the jurisdiction of [St. Croix County Public Health](#).
- The SCVBIC is not a university operation. A limited number of UWRF employees provide staffing for SCVBIC operations.
- Each tenant operating inside the SCVBIC is an independent legal entity. The SCVBIC is also independent and is run under its own board of directors. The facility is owned by the City of River Falls.
- To the extent possible, UWRF staff assigned to SCVBIC operations will facilitate tracking capabilities and best practices, practices including physical distancing, sanitation and face coverings.
- Outside visitors will be minimized and the [Centralized Attendance Tracking System \(CATS\)](#) will be utilized, with a specific process to be determined by SCVBIC management in collaboration with the Contact Tracing Team and St. Croix County Public Health.

### 9.17 VENDING ON CAMPUS

- Vending is available during open hours of business for each building.
- All persons patronizing the vending area are required to wear face coverings.
- General traffic areas and other spaces are cleaned and sanitized at the conclusion of each day.
- Physical distancing guidelines should be followed at all times.

## 10 ATHLETICS AND CAMPUS RECREATION

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### 10.1 VARSITY ATHLETICS

- Varsity athletics will follow all rules and guidelines as published by the NCAA and WIAC conferences in consultation with local Public Health officials.
- Fall sport competitions have been canceled.
- Strength and conditioning activities may be possible if COVID-19 testing requirements are met.
- The [Centralized Attendance Tracking System \(CATS\)](#) will be utilized at all strength and conditioning activities.

### 10.2 FITNESS CENTER (FALCON CENTER)

- For fall semester, the Fitness Center will be available to students and employees only. Community access will not be allowed until further notice.
- Increased precautions will be in place by university staff in terms of cleaning and maintenance of the facility.
- There will be posted increased expectations of those utilizing the facility to provide a safe environment.
- Increased physical distancing requirements for [Fitness/Recreation Environments](#) are required.

- Contact tracking will be performed through the turnstiles using Campus Recreation's FUSION software.

### 10.3 OUTDOOR RECREATION AREAS

#### 10.3.1 Falcon Center Complex Recreation Areas

- Non-contact sport recreation areas are open.
- No more than 10 persons at a time.
- Additional precautions should be followed for face coverings and increased physical distancing requirements for [Fitness/Recreation Environments](#) should be followed.
- All individuals participating should bring sanitation supplies. The university will not be providing sanitation supplies for these spaces.
- Where feasible, the [Centralized Attendance Tracking System \(CATS\)](#) will be utilized for attendance tracking.

#### 10.3.2 Other Outdoor Recreation Areas

- Non-contact sport recreation areas are open.
- No more than 10 persons at a time.
- Additional precautions should be followed for face coverings and increased physical distancing requirements for [Fitness/Recreation Environments](#) should be followed.
- All individuals participating should bring sanitation supplies. The university will not be providing sanitation supplies for these spaces.
- Where feasible, the [Centralized Attendance Tracking System \(CATS\)](#) will be utilized for attendance tracking.

### 10.4 WILDCAT SPORTS EVENTS

- Further guidance will be forthcoming.

### 10.5 RENTAL OF SPACE AND OTHER SPACE USE AT FALCON CENTER

- Further guidance will be forthcoming.

# 11 RETURN TO CAMPUS PROCESS

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## 11.1 RETURN TO CAMPUS PROCESS

- The Return to Campus process was debuted in early summer and will discontinue as of August 17, 2020.
- Units intending to resume on-campus operations after August 17 must follow the guidelines and checklists in the appendices. No further authorization is needed if all criteria are met.
- Those intending to open before that date should have already filed a Return to Campus application via the summer guidance. Approval is required for offices opening before that date.

## 12 APPENDIX: DEFINITIONS

### 12.1 PHYSICAL DISTANCING

See [4.7 Physical Distancing](#)

### 12.2 UNIT LEADER

Directors, supervisors, cabinet members, deans, department chairs and program leads are all examples of individuals that may be a unit leader.

### 12.3 ESSENTIAL EMPLOYEES

In reference to the Wisconsin Safer at Home Order, higher educational institutions received an exemption for essential employees to continue working for purposes of facilitating distance learning, performing critical research, or performing essential functions as determined by the institution. Based on subsequent communication from the UW System president, it was specified that each institution has “broad authority to determine what constitutes an essential function.”

Based on this guidance, UWRF senior leadership determined that the university functions listed in the matrix of guidelines on page 6 constitute essential functions and would allow only authorized employees to travel to and work on campus.

### 12.4 ESSENTIAL AND NON-ESSENTIAL TRAVEL

See also [5.3 University Travel](#)

Pierce County Public Health recommendations regarding travel of residents should be considered applicable guidance for all employees of UW-River Falls, given that the campus is under the jurisdiction of Pierce County, regardless of an employee’s specific work location. These recommendations are also to be considered a good practice for all citizens, regardless of their location or residence.

#### [Pierce County Public Health Advisory:](#)

*Residents are strongly encouraged to avoid non-essential travel outside their communities.*

- a. Residents are allowed to travel to work or to take care of dependents.*
- b. Residents who travel to the Twin Cities for work must be cautious and monitor themselves for symptoms.*
- c. If a Pierce County resident does travel outside their community and engages in activities that compromise physical distancing, they should limit contact with non-household members for 14 days and monitor symptoms closely.*

#### 12.4.1 Example of safe travel not needing to quarantine upon your return

You travel with your immediate family unit up to the cabin up north and spend the weekend together. You do not grocery shop up north because you took all your groceries with you from your home area. You go hiking or camping in the woods and are not in close contact with people at a resort. There are no other family joining from other locations. You are just hunkered down for the weekend with your regular household members. You have no

contacts for longer than 15-minutes with any other individuals where you are not safely distanced with face coverings worn by all.

#### 12.4.2 Example of travel where you should self-quarantine upon your return

You meet up with distant family or friends that are not part of your household unit. You sit close together all evening in an enclosed space without face coverings or proper physical distancing. You visit water parks, bars and restaurants without wearing face coverings and are in close contact with multiple strangers for extended periods of time.

## 12.5 ALTERNATE A/B SCHEDULING

- Utilizing scheduling to create non-overlapping cohorts where adequate physical distancing is not possible (i.e., supervisors create an A group and a B group to be scheduled for work at their own workstations in an open workspace but on alternating days).
- For example, group A will be telecommuting Monday and Wednesday, group B on Tuesday and Thursday and each group will alternate on Fridays.

## 13 APPENDIX: OFFICE SPACE PREPARATION CHECKLIST

Note that it may take you several days to prepare your space and supplies and achieve the training goals outlined on this checklist. Please give adequate time prior to returning your staff to their campus offices.

For a unit to open, they should ensure that they understand and can comply with applicable guidelines safely. If you have questions or concerns about the requirements in this checklist, please contact your unit leader or email [covid-19@uwr.edu](mailto:covid-19@uwr.edu). Unit leaders should work up within their typical university structure for assistance in addressing checklist items as needed.

### 13.1 FACULTY AND STAFF OFFICE ACCESS

#### 13.1.1 Door Access

- As of August 17, 2020, nearly all buildings on campus will be open and exterior doors unlocked as per normal campus operations (there may be some buildings that will not be unlocked on that date for compelling reasons). Any units wanting to return to on-campus operations prior to that date should have a [Request to Return to Campus Form](#) approved.
- Any individual employees wishing to access buildings sporadically before August 17 still needs to submit the [Card Access Exception Request Form in BP Logix](#).

#### 13.1.2 Office Moves

- Staff may need to be temporarily relocated to comply with [Physical Distancing](#) requirements.
- Office moves must be approved by the unit leader and coordinated with Facilities Management and DoTS.
- Once office moves are approved, schedule the move as a service request through the Division of Technology Services via [www.uwr.edu/dots](http://www.uwr.edu/dots) before moving.

### 13.2 OFFICE SPACE PREPARATION ASSESSMENT

- Assess need for [Plexiglass Barriers or Shields](#). If needed, immediately file a Facilities Management Work Order.
- Assess PPE, cleaning and sanitation supply needs.
- Order sufficient PPE, cleaning and sanitation supplies from Central Stores.
- Request posting of signage regarding face coverings, handwashing, physical distancing (see below).
- Update unit/department webpage regarding office hours and contact information.
- Train all staff in unit regarding expectations for their role in UWR community of care, including specifically face coverings, sanitation, illness and personal care.
  - All staff complete online training provided by UW System.
  - All staff review Falcons Forward COVID-19 Reference Guide.

- Review and adapt physical work, meeting and lounge spaces with Facilities Management (see below).
- Develop protocol for daily cleaning and sanitation, identify staff responsibilities and train staff as needed.

#### 13.2.1 Preparations at the Office Entrance

- Email [mark.klapatch@uwrf.edu](mailto:mark.klapatch@uwrf.edu) and set up a time to determine maximum capacity of waiting areas and reception areas to ensure appropriate distancing. [Physical Distancing](#) floor markings will be provided by Facilities Management.
- Consult with [mark.klapatch@uwrf.edu](mailto:mark.klapatch@uwrf.edu) to determine if plexiglass barriers are appropriate at high-visited areas where people must face each other and cannot maintain 6-foot distancing (service counters, reception desks and retail counters). Plexiglass installation will be provided by Facilities Management at the expense of the requesting department, if appropriate.
- Reduce or remove furniture in waiting areas to ensure 6-foot distancing. Contact Custodial Services for assistance.
- Remove high-touch items such as magazines and common pens.
- Provide hand sanitizer at reception areas.
- Post provided signage in breakrooms, bathrooms and common areas reminding employees and visitors to wear face coverings and minimize person-to-person contact. Standard signage will be provided by Facilities Management. Email [mark.klapatch@uwrf.edu](mailto:mark.klapatch@uwrf.edu).
- Post standardized QR codes and/or prepare staff to use the [Centralized Attendance Tracking System \(CATS\)](#).

#### 13.2.2 Preparations Throughout the Office

- Work with [mark.klapatch@uwrf.edu](mailto:mark.klapatch@uwrf.edu) to determine maximum capacity of workspaces and breakrooms to ensure appropriate distancing.
- Ensure workstations are separated by dividers or spread out workstations so employees can ensure appropriate physical distancing for any spaces shared for more than 15 minutes.
- Limit use of shared equipment/electronics like phones, computers, printers, tools, etc. and provide sanitizing wipes for disinfection between employee use.
- Ensure handwashing sinks in breakrooms and bathrooms are stocked with soap and disposable paper towels.
- Reduce or remove furniture in breakrooms to ensure 6-foot distancing.
- Remove reusable kitchen items and appliances (water dispensers, coffee makers, dishes, utensils, candy dishes). Replace with single use or no-touch options. Limit use of other appliances such as microwave ovens and refrigerators and provide sanitizing wipes for disinfecting between employee use.
- Designate single location for packages and mail to be delivered.
- Post signage in breakrooms, bathrooms and common areas reminding employees to wash hands regularly. Email [mark.klapatch@uwrf.edu](mailto:mark.klapatch@uwrf.edu) for posting of signage in common areas.
- Post signage in breakrooms, bathrooms and common areas reminding employees and visitors to wear face coverings and minimize person-to-person contact. Standard signage will be provided by Facilities Management. Email [mark.klapatch@uwrf.edu](mailto:mark.klapatch@uwrf.edu).

# 14 APPENDIX: OFFICE SPACE DAILY SAFETY CHECKLIST

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## **OFFICE SUITE (Responsibility of Unit Leaders and Supervisors)**

### **BEGINNING OF EACH DAY:**

1. Ensure all employees reporting to work on campus perform a self-assessment screening prior to reporting to campus. See [6.4 Employee Health Screening](#).
2. Disinfect all high touch surfaces that may be touched by many individuals throughout the day, like door handles, light switches and reception areas.

### **THROUGHOUT THE DAY:**

1. Monitor employees and visitors for symptoms of COVID-19. If an employee or visitor shows symptoms, the supervisor may respectfully ask the employee or visitor to leave for the protection of others.
2. Disinfect all high touch surfaces that may be touched by many individuals throughout the day, like door handles, light switches and reception areas.

### **END OF EACH DAY:**

1. Disinfect all high touch surfaces that may be touched by many individuals throughout the day, like door handles, light switches and reception areas.
2. Restock hand sanitizer, sanitizing wipes, soap and paper towel supplies as needed.

## **INDIVIDUAL OFFICES (Responsibility of Employees)**

### **BEGINNING OF EACH DAY:**

Wash hands prior to starting each workday.

### **AT BREAK TIME:**

1. Disinfect surfaces like door handles, light switches, desk surface, phones, computer keyboard and mouse.
2. Wash hands before and after every break.

### **THROUGHOUT THE DAY:**

Wash or sanitize hands after blowing nose, coughing or sneezing, before interacting with other employees or visitors, when switching tasks, before and after breaks, after direct physical interaction with other employees or visitors, and when hands are visibly soiled.

### **END OF EACH DAY:**

1. Disinfect surfaces like door handles, light switches, desk surface, phones, computer keyboard and mouse.
2. Wash hands at the end of each shift.

# 15 APPENDIX: ATTENDANCE AND SEATING CHARTS

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## 15.1 CENTRALIZED ATTENDANCE TRACKING SYSTEM (CATS)

- UWRF has developed a Centralized Attendance Tracking System (CATS) to allow each employee, student or visitor to record their attendance/presence in a campus space using a web form.
- A QR code and instructions will be posted in each classroom or space that has COVID-19 occupancy drawings created. QR codes can be scanned by any mobile device and will take individuals directly to the online form; individuals without a mobile device can still submit their attendance via the form on the <https://go.uwrf.edu/cats> website.
- The data collected through the scanning of QR codes will be used by the UWRF Contact Tracing team to assist in the interview of students and employees who report testing positive. By proactively, and timely, providing this data we can decrease alerting individuals not in contact with someone that is positive while at the same time targeting communications to those that were.
- More instructions are provided on the <https://go.uwrf.edu/cats> website.
- QR codes can be obtained from the [Contact Tracing Team](#) for department meeting rooms, events, offices, service counters or other spaces.
- Goal is to reach 100% submission rate wherever feasible. The more people voluntarily register their attendance in specific locations on campus, the more effectively we will be able to support contact tracing and efforts to mitigate spread of COVID-19.
- Data is retained for 30-days from the time of submission and then will be destroyed. Data is only used for contact tracing purposes and has no bearing on academic performance.

### 15.1.1 Standardized Process

- The Centralized Attendance Tracking System (CATS) is a Google form that submits data to a central repository for the Contact Tracing Team to access.
- Signage and use of the CATS will be provided centrally, please do not create new systems, processes or signage not consistent with the standardized system.
- Email [contact.tracing@uwrf.edu](mailto:contact.tracing@uwrf.edu) for assistance with setting up a QR code for your area or need.

### 15.1.2 Classes and Academic Programs

#### 15.1.2.1 Student Attendance Tracking

- Students are expected to submit their attendance at each class session via the CATS tool.
- Attendance tracking signs will be posted at the front of each classroom with instructions.
- Attendance tracking will begin by scanning a QR code and completing a quick form to indicate they present at that location.
- One scan per physical session meeting where student is present, no need to “sign out” of the room.

- Online students should NOT scan or submit attendance in which they are not physically present.
- Students without smartphones can retroactively submit their codes via <https://go.uwrf.edu/cats> by noting the actual date and time on page 2 of the form. They can note each code they encounter throughout the day and follow up later that day.
- Students that do not wish to submit their presence through the QR code system can maintain a journal of their locations manually. However, they will not receive proper notifications if they do not use the system.

#### 15.1.2.2 Faculty Attendance Tracking

- Faculty are asked to remind face-to-face physically present students to submit their attendance at the beginning of each class period.
- The faculty member of record in eSIS for a course will be presumed present for contact tracing purposes. However, the additional submission of the central attendance tracking by that faculty member will aid contact tracers in verification of which faculty was indeed present at a given point of time.
- Other faculty, aids, guests/visitors, etc. must complete the submission to the central contact tracing each session.

#### 15.1.3 Non-Academic Events

- Contact tracking of those in attendance is an event requirement.
- Anyone with a smartphone can submit through the tool, they just need to choose their appropriate community group. This includes guests or visitors to the university.

#### 15.1.4 Meetings in Your Office

- You should maintain your Outlook calendar to record any face-to-face meetings where sustained face-to-face contact occurred.
- A “pop in” to the office where physical distancing is maintained, and is less than 15 minutes, does not need to be submitted to the central contact tracing form.
- With any contact over 15 minutes, where [Physical Distancing](#) was not maintained, it is recommended everyone submit the central contact tracing form.
  - If you want to ensure that you are included in any public notifications quickly, please use the central attendance tracking feature in your office.

#### 15.1.5 Visitors or Guests in Your Office

- Attendance tracking QR codes can be obtained from the [Contact Tracing](#) team for department meeting rooms, events, offices, service counters or other spaces.
- You can submit visitor information as a guest through central attendance tool on the <https://go.uwrf.edu/cats> form on their behalf.
- Either ask your visitors to scan the QR code and complete the form or you can obtain the information locally through your normal sign in process. However, please submit that information to the central attendance tool as soon as possible after collecting.

## 15.2 SEATING CHART SUBMISSIONS

- When proper physical distancing is not observed for more than 15 minutes, contact tracing will need to identify those points of contacts.
- **Whenever possible, you should sit in the same seat in the same class or cohort group meeting every time. Reducing your network of contacts is key.**

### 15.2.1 Classrooms

- FFIT had originally indicated that seating charts would be required. However, due to refinements in the contact tracing process, and increased reliance on the [Centralized Attendance Tracking System \(CATS\)](#) tool, seating charts will not be required in most cases.
- All classroom space planning evaluations and the new COVID-19 room occupancies meet our physical distancing requirements. Anyone using classroom spaces is expected to comply with the setup drawings of the space.
- If classroom occupancy floorplans are not followed as posted, then a seating chart must be submitted to the Contact Tracing Team.
- Some laboratory spaces may not comply with the 6' apart guidelines.
- In any space where individuals are less than 6' apart for more than 15 minutes, a seating chart and attendance tracking is required.
- Seating chart submissions
  - If you require the same seating for each cohort group, submit a single seating chart at the beginning of the semester for each cohort.
  - If you do not require same seat seating from session to session, you will need to submit a new seating chart each time.
  - Suggested methods of recording seating: clearly write W#'s on seats, scan the document to PDF or using Adobe Acrobat enter in name and W# information on each seat.
  - Send information to [contact.tracing@uwrf.edu](mailto:contact.tracing@uwrf.edu) with email including a roster of who was included on the seating chart. This will allow for easier data searching when needed.
  - After submitting a seating chart, you may destroy it unless you would like to keep it for your own use or records.

### 15.2.2 Conference Rooms and Other Spaces

- Individuals who are not able to maintain the proper physical distancing for more than 15 minutes, should submit notes via the employee option in the [Centralized Attendance Tracking System \(CATS\)](#).
- When attendance tracking is submitted centrally, then no seating chart is required in a conference room.

## 16 APPENDIX: DISPOSABLE FACE MASK DISTRIBUTION

- Disposable [Non-Surgical Masks](#) are available for **students** that have forgotten their face coverings and would otherwise need to return home to retrieve it.
- These are single use packaged and available at the locations below.
- This is meant as an exception and is not a source for students to obtain face masks as their primary use.
- **There will be a limited supply of centrally funded masks and will be available only while that supply lasts at each location.**
- Individual units may source from Central Stores additional masks to have available, as their own unit funding allows

Building	Location of Masks for Students	Room
Agricultural Science	CAFES Deans Office	AGS 210
Centennial Science Hall	Psychology Office	CSH 151
Falcon Center	Health & Human Performance Office	A156
Mann Valley Farm	Dairy Learning Center	
Chalmer Davee Library	Circulation Desk	
Kleinpell Fine Arts	CAS Deans Office	KFA 136
Campus Farm	Pavilion	
Lydecker Living and Learning Center	Classroom	
North Hall	Chancellor/Provost Office	NH 116
David Rodli Hall	Admissions Office	Rodli 103
South Hall	CBE Deans Office	SH 124
University Center	Information Desk	
Wyman Education Building	CEPS Deans Office	WEB 210

## 17 APPENDIX: REFERENCES

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1. Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
2. Occupational Safety and Health Administration: <https://www.osha.gov/SLTC/covid-19/index.html>
3. Wisconsin Badger Bounce Back Plan, April 2020: <https://www.dhs.wisconsin.gov/publications/p02653a.pdf>
4. Wisconsin Economic Development Corporation's Reopen Guidelines: <https://wedc.org/reopen-guidelines/>
5. City of River Falls Crushing COVID-19: A guide to recovery, May 7, 2020: <https://www.rfcity.org/CrushingCOVID19>
6. Pierce County Public Health Advisory: June 12, 2020: [https://www.co.pierce.wi.us/Public%20Health/PDF/Publications\\_Data/COVID-19%20Posts/6-12-2020\\_Revised\\_PH\\_Advisory\\_COVID.pdf](https://www.co.pierce.wi.us/Public%20Health/PDF/Publications_Data/COVID-19%20Posts/6-12-2020_Revised_PH_Advisory_COVID.pdf)
7. "Return to Campus-COVID 19 Policy" UWRF Administrative Policy [AP-06-121](#)
8. UW-System COVID-19 Training: <https://uwservice.wisconsin.edu/docs/pd/covid19/index.html>
9. UW System SilverCloud Online Therapy Resource: <https://uwsystem.silvercloudhealth.com/signup/>
10. Face Masks in Wisconsin, Executive Order 1: <https://evers.wi.gov/Documents/COVID19/EmO01-FaceCoverings.pdf>

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# FIRST READING

## SCHOOL DISTRICT OF RIVER FALLS River Falls, Wisconsin 54022

443.1  
(formerly JFCA)

### STUDENT DRESS

Responsibility for the personal appearance of students enrolled in the School District of River Falls shall normally rest with the parents and the students themselves. School dress should be appropriate to the school environment and comply with state health laws.

Student dress shall be considered inappropriate if it:

- (1) presents a “clear and present” danger to health and safety;
- (2) causes an interference with work or creates classroom or school disorder;
- (3) is disruptive to the school climate; or
- (4) is damaging to school property.

**Student dress shall adhere to expectations outlined in student handbooks at each individual school.**

#### **Face Covering/Mask Requirements**

**The Superintendent or designee in consultation with the Board of Education has the authority to require face coverings/masks if it is deemed necessary for the health and safety of students, staff, and visitors. The Superintendent or designee and Board of Education will rely on guidelines and expectations from the Center of Disease Control (CDC), the Wisconsin Department of Health Services (DHS), and Pierce County Public Health.**

**If a face covering/mask requirement is initiated by the Superintendent, the following expectations will be followed by students.**

- **Face covering is defined as “a piece of cloth or other material that is worn to cover the nose and mouth completely.”**
- **A ‘face covering’ includes but is not limited to a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering.**
- **A ‘face covering’ does not include face shields (alone), mesh masks, masks with holes or openings, or masks with vents.**
- **Face covering are to be worn at all times when indoors, with the exceptions of the following situations:**
  - **When you are eating or drinking.**
  - **When you are communicating with someone who is deaf or hard of hearing.**
  - **When you are working if wearing a face covering poses a safety risk, as determined by government safety guidelines or regulations.**
  - **When you are having trouble breathing.**

- **Face coverings are strongly recommended in all other settings, including outdoors when it is not possible to maintain physical distance of 6 feet or more.**
- **If for personal medical reasons a student can't wear a mask, alternative options will be collaboratively determined between the student and the district nurse.**
  - **A Physician's note or equivalent is required**
- **The intent of the mask is to protect other people in case the employee or student is infected, but not showing symptoms. - while also protecting the wearer of the mask.**

LEGAL REF.: Section 120.13(1)(a) Wisconsin Statutes

CROSS REF.: 447, Student Discipline

APPROVED: September 16, 1991

REVISED: January 21, 2008, **September 21, 2020**

# RFSD Employee Dress Handbook Revision (9-14-20)

## I.3.39 Personal Appearance

Staff members are expected to dress professionally at all times, except when engaged in an activity that would require other attire. Fridays or other special days can be more casual.

### **Face Covering/Mask Requirements**

The Superintendent or designee in consultation with the Board of Education has the authority to require face coverings/masks if it is deemed necessary for the health and safety of students, staff, and visitors. The Superintendent or designee and Board of Education will rely on guidelines and expectations from the Center of Disease Control (CDC), the Wisconsin Department of Health Services (DHS), and Pierce County Public Health.

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  - When you are having trouble breathing.
- Face coverings are strongly recommended in all other settings, including outdoors when it is not possible to maintain physical distance of 6 feet or more.
- If for personal medical reasons an employee can’t wear a mask, alternative options will be collaboratively determined between the employee, the district nurse, and their supervisor.
  - A Physician’s note or equivalent is required
- The intent of the mask is to protect other people in case the employee or student is infected, but not showing symptoms. - while also protecting the wearer of the mask.
- Employees may be asked to wear other PPE if work responsibilities put them in close contact with others.