

2021-2022

Safe & Healthy Rams Campus Reactivation Plan



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A Letter from President Colette Pierce Burnette

My Dear and Mighty HT Rams,

Your campus has not been the same without you. We have missed your laughter in the hallways between classes. We have missed your look of excitement and wonder as you wrestled with and subsequently solved a challenging classroom assignment. We have missed you physically stopping by our offices for assistance and guidance, while sharing with us how life is treating you and your loved ones. We have missed you.

I know the past fifteen months have been challenging, arduous, and at moments felt close to impossible. My dear and mighty HT Rams, please know – I will forever remain inspired and proud of you and your tenacity, during such a tumultuous and harrowing time. Yet, you pushed forward. You persevered. You persisted. We are excited to be sharing our Campus Reactivation Plan for Fall 2021.

Since the onset of the pandemic, our university's Campus Preparedness and Pandemic Influenza and Campus Reactivation planning team has worked tirelessly to guide our university based upon prevailing science as relayed by the Centers for Disease Control and Prevention (CDC), the advice of local and national health experts on the spread of COVID-19, the current and expected surges of cases, and the availability of vaccine services and supplies in our community. That same team, composed of Huston-Tillotson University faculty, staff, administrators, and students has crafted our Campus Reactivation Plan.

Our Campus Reactivation Plan is a living document that delineates the protocols and policies, which will guide campus reactivation as Huston-Tillotson University resumes in-person operations, this Fall 2021 semester and beyond. As reactivation begins for our campus, what remains paramount is the safety, health, and overall well-being for members of our campus community. To facilitate this paramount concern, our university has engaged medical and engineering experts to assist and guide our planning efforts.

We have been together apart – now is the time to be reunited this impending Fall 2021 semester. Huston-Tillotson University's faculty and staff look forward to experiencing your intellectual curiosity, your joy, and your laughter reverberate across campus. We look forward to welcoming you back to your campus.

In Union, we continue to find our Strength,

Colette Pierce Burnette, Ed.D.

President & CEO



OFFICE OF THE PRESIDENT

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OVERVIEW

A 2019 novel coronavirus spread throughout the world and caused massive stay-at-home orders in the United States and abroad at the beginning of March of 2019. COVID-19 or 2019-nCoV, with no early cure, was quickly labeled a pandemic that hit hard in older and minority populations, causing severe illness and death. Huston-Tillotson University heeded the scientific evidence and moved all classes and most operations online on March 30, 2020.

The campus resumes in-person operations, beginning with the Fall 2021 semester. The policies and protocols laid out in this document will guide

the campus reactivation and operations. They have been developed by the Campus Reactivation Team, established with the goals of (a) assessing and reducing risk to the campus and its surrounding community; (b) developing and executing risk mitigation strategies; and (c) maintaining and enhancing programs for all campus and community stakeholders.

The plan is subject to change to reflect best practices and recommendations from advisors. This document is dynamic and reflects the contents of the plan at the date indicated in the file name.





GUIDING PRINCIPLES

The resumption of full operations at Huston-Tillotson facilities includes a combination of the use of appropriate face masks, physical distancing, hand hygiene, limited density in indoor spaces, control of the flow of traffic into and around select high-traffic buildings, vaccination encouragement, testing, symptoms tracking, and contact tracing.

This information is subject to change. Please check regularly for updates.

- ▶ **Huston-Tillotson University resumed on campus operations for the Fall 2021 semester.**
- ▶ **Masks will be required in public indoor environments.** Please reference detailed “**Mask Policy**” in this document for academic and other campus spaces.
- ▶ Ongoing weekly routine COVID-19 testing will be required for certain populations throughout the fall semester. Detailed information found in the “**Testing Strategy**” on **page 54** section.
- ▶ **A COVID vaccination record or an approved exemption is required for all students.** Vaccination is highly encouraged for all students, faculty, and staff. We have periodic on-campus COVID-19 vaccination clinics that will be open to all HT faculty, staff, students, alumni and their family members. More information on vaccines in the Austin area can be found [here](#).
 - ▶ [Student COVID Vaccination Reporting Requirement](#)
- ▶ We regularly update this Reactivation document including, but not limited to, guidelines and protocols on vaccination, testing, daily health assessments, quarantine and isolation.



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HUSTON-TILLOTSON UNIVERSITY HEALTH AND SAFETY PROTOCOLS

The Huston-Tillotson University team managing the campus reactivation has monitored Center for Disease Control and Prevention, State of Texas, Travis County, and City of Austin guidelines for the safe assembly related to the campus. These protocols (masks, hand sanitizing, physical distancing) and others will guide the campus assembly to ensure a safe environment.

If the pandemic landscape changes, then campus protocols will be re-evaluated and may be scaled back as recommended by local and national public health entities. Monitoring of the community-based risk level will include indicators such as new hospital admissions, the 7-day moving average of hospitalizations, number of patients in the ICU, ventilator usage, positivity rate, and the 7-day moving average of cases.

CAMPUS ACCESS

CAMPUS SAFETY AND SHARED RESPONSIBILITY

Health and safety on a university campus are shared responsibilities for all involved. All students, employees, vendors, volunteers, and visitors will be subject to new policies, procedures, and oversight designed to promote a safer and healthier environment for teaching, learning, and working, including strategies to protect individuals at higher risk for developing adverse outcomes of COVID-19. Campus Safety will work together with all campus entities to maintain a safe and secure on-site environment.



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- ▷ All HT faculty, staff, and students will have access to COVID-19 training materials prior to the start of classes.
- ▷ All entering campus must wear a mask that will remain in place, except in clearly identified designated areas.
- ▷ All visitors/vendors entering the gates will be required to complete a screening to include any or all of the following: a health questionnaire, temperature screening, and/or evidence of recent negative COVID-19 test before proceeding to their destination.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

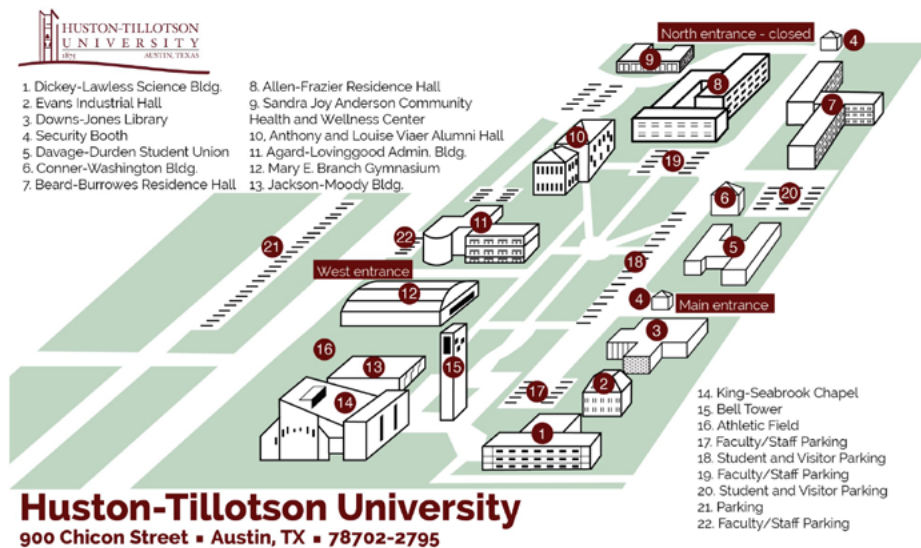
Personal protective equipment enables you to do your part to protect yourself and others. These items will be available at all times throughout the campus:

- ▷ Masks – masks covering the nose and mouth fully must be worn in all public indoor environments. Please see detailed “Mask Policy” below.
- ▷ Hand sanitizer – these stations, positioned throughout campus, are your second line of defense when hand washing for 20 seconds with soap and water is not available.
- ▷ Physical distancing reminders will be positioned throughout campus.

Failure to adhere to the policies and procedures will result in disciplinary actions for faculty, staff, and students, and campus restrictions for visitors and vendors. Specific guidelines for these protocols for areas such as academic spaces, dining hall, gymnasium, library, and residence halls can be found below in the “Enforcement and Accountability” on page 46 section.

CONTROLLED ENTRY AND EXIT POINT CAMPUS ACCESS RESTRICTIONS

Campus entry will be limited to the main entrance gate at 900 Chicon St and the west gate on Chalmers Avenue. These will be the only gates used to enter and exit the campus until further notice. The north campus gate at 11th St will be closed until further notice.



DAILY HEALTH SCREENING

To optimize protection of the HT campus and its surrounding community, individuals who are infected with COVID-19 must be identified and isolated from other community members as quickly as possible. An individual daily health screen is a strategy to augment and support the HT overall surveillance and testing program.

All campus community members will participate in daily health screening consisting of three steps:

1. Daily completion of a symptom and contact questionnaire delivered via the HT Ram Check app either upon entering campus (for non-resident students, faculty, and staff) or upon exiting the residence hall (for resident students), or on paper as needed for visitors, contractors, and others as needed.
2. Daily temperature checks may be administered at one of several locations throughout campus.
3. Ongoing weekly surveillance testing will be required for certain populations throughout the fall semester, including students, faculty, and staff not providing evidence of a complete COVID-19 vaccination.

HT RAM CHECK

HT Ram Check is the mobile application that contains the self-reported daily health screening, COVID-19 routine testing monitoring, and contact tracing capabilities.

This app will also be used to report close contact with COVID-19 cases, upload COVID-19 test results, and receive notifications and important updates, including notifications to groups potentially exposed to the virus.



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DOWNLOAD THE APP

The app is free and available in the Apple Store and the Google Play store.

▷ [Apple Store for Apple devices](#) (iPhones and iPads)

▷ [Google Play Store](#) for Android devices

DAILY HEALTH CHECK

For all students, faculty, and staff accessing campus, completion of the Daily health screen in the HT Ram Check app will be required to participate in campus activities or come to campus.



CLEARED for campus

You are cleared to be on campus and participate in all campus activities.



NOT CLEARED for campus

You are NOT cleared to be on campus, attend in person classes, or participate in any campus activities.



NOT CLEARED for campus

You are NOT cleared for campus activity, because your routine testing is out of date.

VACCINATION REPORTING

COVID-19 VACCINATION REPORTING GUIDELINES FOR STUDENTS

Given the status of the ongoing pandemic in Travis County and the city of Austin's COVID-19 Risk-Based Guidelines as of this time COVID-19 vaccination or an approved notarized exemption will be required for all students for the Spring 2022 semester.

Before spring registration is confirmed, students are required to do one of the following:

1. Be fully vaccinated, or
2. Have received at least one dose as needed for full vaccination, or
3. Complete a notarized [exemption form](#).



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All documentation must be sent to vaccinations@htu.edu. Additionally, all original notarized exemption forms must be submitted to the Office of Records and Registration by January 6th, 2022. Vaccination records and exemption forms that were submitted before the start of, or during, the Fall 2021 semester will remain valid, and do not need to be resubmitted.

- ▶ Students who do not provide this required vaccination documentation as described above will have a “Hold” placed on their student account.

An individual is considered fully vaccinated under this policy two weeks after completing all required doses of one of the following FDA approved SARS-COV-2 (COVID-19) vaccines:

- ▶ Pfizer-BioNTech (0.3 ml each): two doses at least 3 weeks (21 days) apart, but no more than 6 weeks (42 days)
- ▶ Moderna (0.5 ml each): two doses at least 4 weeks (24-28 days) apart, but no more than 6 weeks (42 days)
- ▶ Johnson & Johnson’s Janssen (0.5 ml): one dose

Vaccine Documentation

Acceptable documentation includes copies of:

- ▶ CDC or similar non-US entity immunization card
- ▶ Healthcare provider immunization record

Qualifying exemption categories

1. Medical conditions which make receipt of the vaccine dangerous or otherwise inappropriate (ADA)
Required Documentation: a statement signed by a physician, who is duly registered and licensed to practice medicine in the United States, which states, in the physician’s opinion, the vaccination required would be injurious to the student’s health and well-being. This exemption expires annually.
2. Reasons of conscience, including sincerely held religious beliefs protected under Title VII
Required Documentation: a notarized [exemption form](#) must be submitted.

Vaccinated individuals must still follow all community standards published at www.htu.edu/safeandhealthyrams.

COVID-19 VACCINATION REPORTING GUIDELINES FOR EMPLOYEES

To include all who work on or visit the physical campus of Huston-Tillotson University.



VACCINATION REPORTING REQUIREMENT

- ▶ All employees will be required to either submit proof of vaccination by uploading the immunization record into Paycom or submitting an original notarized exemption form to Human Resources.
- ▶ Documentation, either vaccination record or notarized exemption, is due no later than August 23rd, 2021 or upon hire, if after this specified date.

COVID TESTING

- ▶ Unvaccinated employees must get tested every 7 days and may do so at no cost through CommUnityCare on campus, or wherever they so choose. A PCR test is required. Employees who fail to follow this schedule will be out of compliance and potentially subject to disciplinary action.

QUARANTINE / ISOLATION GUIDE

Please refer to key definitions at the end of this document as needed.

As it is the individual's responsibility to report to campus for the purposes of work (either as a volunteer, a contractor, or regular employee), the individual shall adhere to the University's COVID Policy. Any individual who isolates or quarantines but does not follow the guides within this University Policy shall be out of compliance and subject to disciplinary action leading up to and including separation from the University.

- ▶ Daily Health Screening
 - » Employees will complete the daily health screening via the HT Ram Check app before reporting to work. If an employee's daily health screening pass indicates that they are not cleared to participate in campus activities due to the reporting of symptoms, employee must quarantine and obtain a PCR test within 24 hours of falling into this category. Employee will be cleared to work if PCR test is negative, or progress into the confirmed case category. Employees who report close contact through the screener will also be not cleared to participate in campus activities.
- ▶ Confirmed Cases
 - » If an employee has a confirmed COVID-19 test and they are symptomatic, they must isolate for a full 10 days from symptom onset.
 - » If an employee is an asymptomatic confirmed COVID-19 case, they must isolate for a full 10 days from the date they tested positive.
 - » Confirming documentation of a positive COVID-19 test is required. Acceptable documentation to include a note from a Medical Professional or qualifying test results, submitted to the Office of Human Resources at hr@htu.edu as soon as possible and prior to return.
 - » Employees who are quarantining are expected to return to the physical campus and/or resume regular campus activities 10 full days from symptom onset, or 10 full days from positive test date if asymptomatic, unless otherwise noted by a Medical Professional.

▷ Probable Cases

- » If an employee comes into close contact with a confirmed case and meets the clinical criteria, as defined below, they must isolate for the full 10 days.
- » If an employee tests positive via an antigen test (also known as a rapid test), and they are symptomatic, they must isolate for the full 10 days.

- ▷ If an employee is asymptomatic, has no history of close contact, and the only evidence they are a probable case is a positive antigen/rapid test they can test out of isolation. Employee must receive 2 negative PCR tests at least 24 hours apart. The first PCR test should be obtained within 24 hours of falling into this category of probable case.

▷ Household Contacts

- » Employees that are in close contact to either confirmed or probable COVID-19 cases in their household must quarantine for 14 full days or they can get a PCR test on their Day 9 and be released as early as their Day 10 if the results are negative, and they are not experiencing any symptoms. Confirming documentation is required from employee.
- » Employee may return to work after the 14-day quarantine period is complete or the 10 days if they follow the testing protocol mentioned above.

EXPECTATION TO WORK

- ▷ If during the isolation or quarantine period, an employee is capable of working remotely, employee is expected to coordinate with direct supervisor on how to manage work.
- ▷ If during the isolation or quarantine period, an employee is not capable of working remotely, please refer to the Sick Leave policy below.
- ▷ Documentation in any quarantine or isolation scenario is required.

SICK LEAVE

- ▷ As noted in our Policy Manual, section 5.3.2, The employee is responsible for reporting to the employee's supervisor as early as possible that the employee will be unable to report for work because of personal illness, injury, or illness in the immediate family. Unless physically impossible, this reporting shall be accomplished before or at the scheduled working hour of each day of sick leave requested. If an employee fails to comply with this requirement, the employee will be considered absent without authorized leave and subject to pay deduction and, perhaps, other disciplinary action unless it can be demonstrated to the satisfaction of the supervisor that it was physically impossible for an employee to have complied.
- ▷ In cases of emergency, where sick leave is required, qualifying employees can utilize sick leave up-front instead of the required wait period for monthly accruals. Advance leave will be considered after a request is initiated by employee to direct supervisor, and with the submission of acceptable medical documentation. Supervisor is responsible for submitting documentation to Human Resources.

- ▷ Acceptable medical documentation shall include: A Medical Professional's signed notice confirming employee or member of their household is under their professional care for COVID and recommendations of when employee can return to work.
- ▷ Should the leave request be absent of acceptable medical documentation, the employee will be eligible to use only time accrued in their entitlement banks (i.e., sick leave, vacation, personal).
- ▷ Individual out due to COVID will not be penalized for the absence but expected to follow the guides within this University Policy. Individual is also expected make up any work missed where applicable and to work with direct supervisor on class/work assignments upon return. All absences, expected or unexpected, should be communicated with the individual's direct supervisor and is the responsible of the individual unless physically unable.
- ▷ Once entitlements are exhausted, FMLA or short-term disability leave may be utilized by eligible employees.
- ▷ Should all entitlements be exhausted, and additional leave is required, employee must contact Human Resources at hr@htu.edu to initiate a claim for FMLA. Claims requests are subject to an approval process and dependent upon documentation submitted to Human Resources from the Medical Professional on behalf of employee. Questions regarding eligibility should be directed to Human Resources at 512-505-3014. Failure to initiate a claim for FMLA could result in an unauthorized leave of absence and lead to disciplinary action leading up to and including separation from the University.

ENTITLEMENTS THROUGH SICK LEAVE

- ▷ New Hires within first 12 months of employment will qualify to use up to 95.37 hours of sick leave up front, which covers approximately 12 working days. This calculation is based on the New hire's accrual rate of 8.67 hours monthly, which accrues after the first 30 days of employment.
- ▷ Non-New Hires will qualify to use up to 104.04 hours of sick leave up front, which covers approximately 13 working days. This calculation is based on the Non-New Hire's accrual rate of 8.67 hours monthly for a period of 12 months.

PRIVACY

- ▷ Documentation should be sent to the secure inbox of Human Resources at hr@htu.edu. Submissions are confidential and any data obtained on positive COVID-19 cases will only be shared as mandated to report.
- ▷ Questions should be directed to Human Resources at 512.505.3014

KEY DEFINITIONS

- ▷ Close contact: any individual who was within six feet (2 meters) of a laboratory-confirmed case for 15 minutes or more while not wearing personal protective equipment (PPE).
- ▷ High-risk contact: Close contact with a COVID-19 + case. Close contact includes persons (e.g., partners, family members, roommates) sharing housing with or taking care of a COVID-19 + case.



- ▷ Confirmed Case: Confirmatory Laboratory evidence (molecular tests).
- ▷ PCR test: A polymerase chain reaction (PCR) test to detect genetic material from a specific organism, such as the COVID-19 virus. The test detects the presence of the virus if you are infected at the time of the test. The test could also detect fragments of virus even after you are no longer infected. A positive test means you likely have COVID-19. A negative test means you probably did not have COVID-19 at the time of the test.
- ▷ Probable Case: any individual who meets the clinical criteria AND has epidemiologic linkage criteria with no confirmatory laboratory testing performed for SARS-CoV-2, OR meets presumptive laboratory evidence (detection of SARSCoV-2 by antigen test in a respiratory specimen – any test that is not a PCR test, frequently called a rapid test).
- ▷ Quarantine: It is the process of separating and restricting the movement of people who were exposed to a contagious disease to see if they develop symptoms.
- ▷ Self-isolation: Is when an individual isolates from others after developing symptoms related to a contagious disease or coming into contact with a case.
- ▷ Suspect Case: An individual with 2 or more symptoms from the screener OR a loss of smell and/or taste. Loss of smell or taste does not have to be accompanied by any other symptoms to be considered suspect.
- ▷ Clinical Criteria: At least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, or new taste disorder, OR at least two of the following symptoms: fever (measured or subjective), chills, rigors (sudden feeling of cold with shivering), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose, OR severe respiratory illness with at least one of the following: clinical or radiographic evidence of pneumonia, or acute respiratory distress syndrome (ARDS), AND, No alternative more likely diagnosis.

MASK POLICY

GENERAL GUIDANCE

Proper-fitting masks are required indoors at all times for all in public spaces, regardless of vaccination status. Masks are always strongly recommended for unvaccinated individuals or for those with conditions such as immunosuppression that may make vaccination less protective. Outdoors, masks are recommended when physically distancing is not possible. Mask use in faculty offices, non-classroom academic spaces (e.g, Library, CAE, open computers labs, student union, and dining hall), corridors, and common areas in academic buildings will follow campus requirements for indoor spaces.



All individuals should be advised to carry a mask with them at all times to avoid not being able to attend class or utilize other indoor spaces. Small supplies of back-up masks are available throughout campus as needed.

ACADEMIC

Mask use requirements for classrooms and all learning spaces (e.g. gymnasium, science labs, etc.) will follow the campus requirement.

In addition to the mask requirement, all individuals in the class (faculty and students and guests) must show green checkmark status on the daily healthy screening app. Green checkmark status means that the individual does not have new COVID-19 symptoms and is either vaccinated or has had a negative COVID-19 test within a week. Additionally:

- ▷ Social distancing will be used in classrooms so that individuals are a minimum of 6 feet apart.
- ▷ HEPA air purifiers will be operating on the high setting in all occupied classrooms.
- ▷ HVAC filtration in all academic buildings has been upgraded and is operational.

Faculty office mask use policy will follow campus mask requirements.

Non-classroom academic spaces (e.g. Library, CAE, open computer labs) will follow the campus requirement for mask use. Additionally:

- ▷ Individuals will have green checkmark status on the daily health screening app
- ▷ Social distance will be used, and
- ▷ HEPA air purifiers are in use as described above.

All individuals should be advised to carry a mask with them at all times to avoid not being able to attend class or utilize other indoor spaces. Small supplies of back-up masks are available throughout campus as needed.

NON-ACADEMIC

Supervising staff for the Residence Halls or those guiding student activities will follow the campus requirement for mask use. Additionally:

- ▷ All individuals in the event space (staff, students, and guests) will have green checkmark status on the daily health screening mobile app. Green checkmark status means that the individual does not have not COVID-19 symptoms and is either vaccinated or has had a negative COVID-19 test within a week.
- ▷ Social distancing is used in indoors event spaces so that individuals are a minimum of 6 feet apart.
- ▷ HEPA air purifiers are operating on the high setting in all occupied spaces equipped with a purifier.
- ▷ HVAC in occupied building has been upgraded and is operational.

Staff office mask use policy will follow campus mask requirements.

ADMINISTRATIVE AND SUPPORT

Mask use requirements for administrative offices and all office spaces (e.g. Human Resources, Financial Aid, etc.) will follow campus requirements. Additionally:

- ▷ All individuals must show a green checkmark status on the daily healthy screening mobile app. Green checkmark status means that the individual does not have new COVID-19 symptoms and is either vaccinated or has had a negative COVID-19 test within a week.
 - » Individuals with a red checkmark status are only allowed to engage virtually.
- ▷ Social distancing is used in office spaces when possible so that individuals are a minimum of 6 feet apart.
- ▷ HEPA air purifiers are operating on the high setting in all occupied administrative and office spaces.
- ▷ HVAC in all buildings has been upgraded and is operational.

Staff office mask use policy will follow the campus requirement of mask usage. Non-Administrative spaces (e.g. Student Union, Gymnasium, Community Health Center) will follow campus mask requirements.

All individuals should be advised to carry a mask with them at all times to avoid not being able to attend class or utilize other indoor spaces. Small supplies of back-up masks are available throughout campus as needed.

Staff members are responsible for proactively inquiring about the checkmark status of those in their office space. Individuals who are not compliant with the policy are considered in violation of the campus Code of Conduct. Staff members may thus contact Campus Safety to enforce these Code of Conduct violations.

GENERAL PRINCIPLES OF PHYSICAL DISTANCING

Per the CDC, physical distancing, also called “social distancing,” means keeping a safe space between yourself and other people who are not from your household. To practice physical distancing, stay at least 6 feet (about 2 arm lengths) from other people who are not from your household in both indoor and outdoor spaces.

Physical distancing should be practiced in combination with other [everyday preventive actions](#) to reduce the spread of COVID-19, including [wearing masks](#), avoiding touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds.

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also

be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. Since people can spread the virus before they know they are sick, it is important to stay at least 6 feet away from others when possible, even if you—or they—do not have any symptoms.”¹

Physical distancing considerations for all members of the HT campus community include the following:

- ▶ As needed, use flexible work or learning sites and flexible work or learning hours (e.g., staggered shifts or classes) to help conform to policies and practices for physical distancing between people. (see Academics below for specifics on academic spaces and class procedures)
- ▶ Use virtual group meeting options for committee meetings, student organization meetings, advising, tutoring, and any other type of meeting in which the goals of the meeting can be achieved virtually.
- ▶ If meetings or small gatherings cannot be held virtually, the meetings should occur in a location that allows for physical distancing. Limit group size to the extent possible.
- ▶ Many common areas on campus are being reconfigured to encourage appropriate physical distancing.
- ▶ Utilize appropriate ventilation strategies, including air filtration. Portable HEPA filters will be available throughout campus to provide supplemental air filtration alongside building-wide ventilation practices following best practices, including MERV-13 filters, increased air exchanges, and increased fresh air intake.
- ▶ Hallways, pathways, queuing areas and restrooms will have signage indicating protocols for physical distancing compliance.
- ▶ Plexiglass shields may be installed in direct customer service centers and other high-contact areas.
- ▶ Use outdoor spaces as weather allows with physical distancing in place.

Large events and gatherings will be altered and/or canceled to ensure size limitations are followed and to adhere to state guidelines. All gatherings of two or more individuals (meetings, classes, student organizations, athletics, etc.) must adhere to all state requirements and federal guidelines.

CAMPUS VISITS/TOURS

All visitors must register and obtain a visitor’s pass and adhere to on-campus safety guidelines, such as the requirement to correctly wear masks while on campus grounds as the mask policy specifies.

All visitors/vendors entering the gates will be required to complete a screening to include any or all of the following: a health questionnaire, temperature screening, and/or evidence of recent negative COVID-19 test before proceeding to their destination.

¹ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

ADDITIONAL VISITATION GUIDELINES INCLUDE:

- ▶ Campus visits/tours will be limited to small groups to adhere to social/physical distancing guidelines. Campus Safety will work with relevant departments to ensure this protocol is adhered to.
- ▶ All individuals in the group must wear a mask as specified by the Mask Policy, with monitoring to be provided by Campus Safety while visitors are on campus grounds.
- ▶ All individuals on tour will be required to complete a questionnaire and get their temperature checked.
- ▶ All individuals on the property must adhere to physical distancing, remaining six feet apart and abstain from physical contact while on campus grounds.

VENDORS AND CONTRACTORS

Vendors and contractors operating on university property must adhere to the same protocols as the University constituency.

USE OF FACILITIES

OUTSIDE GROUPS

The Director of the Center for Civic Engagement and Community Outreach (DCCECO) must approve university facilities by outside groups and follow established university approval processes. Additional information can be found in full section on Campus Events. Campus Safety will enforce the protocols set by the DCCECO.

CAMPUS ORGANIZATIONS

The Director of the Center for Civic Engagement and Community Outreach (DCCECO) must approve student clubs and organizations using campus facilities, and they must follow established university approval processes. Campus Safety will enforce the protocols set by the DCCECO. See Student Affairs below for details of on-campus student life procedures.

TRANSPORTATION

All riders will be required to wear masks, and capacity will be limited on shuttles to provide physical distancing. Improving ventilation by opening windows, when possible, on transport vehicles is recommended as well. The air ventilation/air conditioning systems should be set to non-recirculation mode if the windows cannot be opened.

HYGIENE PRACTICES, CLEANING/DISINFECTING PROTOCOLS

Your safety and building cleanliness are very important at HT. Custodial staff will follow enhanced cleaning and disinfection protocols as directed for all areas of the HT campus. In addition to these efforts, all staff and students will follow CDC guidelines to disinfect personal living and office spaces. Additional deep cleaning of classroom and core spaces will be performed as needed. Many campus spaces will be equipped with a high CADR True HEPA air filtration unit and faculty and staff will be trained in the use of these units.

Custodial staff will clean classrooms, core areas, and common spaces on a daily basis. During hours when classes and other events are being held, housekeeping staff will perform additional cleaning and disinfection. Cleaning and disinfecting supplies will be provided throughout campus, and faculty, staff, and students are encouraged to disinfect their personal space within classrooms and teaching laboratories before and after use. Disinfection includes wiping down commonly touched surfaces with a disinfectant while wearing personal protective equipment recommended for the type of disinfectant used. The type of disinfectant used has been coordinated with the custodial service for consistency and to avoid chemical incompatibilities in various campus spaces such as laboratories. Aerosols and sprays will be used sparingly to avoid damage to the air filtration units.

To avoid disruption, custodial staff will not clean or disinfect computer mice, keyboards, pianos, personal items and other equipment in private offices, practice rooms, and laboratory spaces. Disinfection supplies will be provided to employees for use in disinfecting their workspaces. Employees also may request protective gloves and safety glasses if required for the disinfectant used.

Hand sanitizer stations will be located in strategic locations throughout campus. Strategic locations include all buildings on every level, and especially at athletic facilities, classrooms, computing areas, dining areas, the library, main entrances and other congregation areas and areas with high-touch surfaces. Custodial staff will be responsible for placing, maintaining and refilling hand sanitizer dispensing stations in areas they serve. Facilities staff will be responsible for installing dispensing stations and refilling containers.

ENTRYWAYS AND LOBBIES

No queuing of individuals at entryways will be permitted. It is the responsibility of individuals to keep appropriate distance while entering and exiting facilities.

HALLWAYS AND CORRIDORS

Interactions in hallways and corridors should be as brief as possible to prevent congregation areas. Masks are required.



RESIDENTIAL HALLS

Housekeeping staff will clean and disinfect room interior surfaces, such as appliances, door hardware, furniture, light switches, mattresses, and restrooms before check-in. Students will be responsible for cleaning and disinfecting their own spaces after they move in with approved cleaning materials. High-contact surfaces in common areas will be disinfected at regular intervals.

GENERAL OFFICE SPACE AND SERVICE LOCATIONS

We are evaluating the use of physical barriers including sneeze guards and plexiglass in key reception and student support service areas. If used, barriers will be placed at high traffic areas, such as the library check-out areas, computer labs as appropriate, and food service areas.



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ON-CAMPUS PROTOCOLS

STUDENT AFFAIRS

The Division of Student Affairs at Huston-Tillotson University is committed to the holistic development of students, demonstrated by programming and services that build upon the University's I.D.E.A.L. core values. Our aim is to empower students to realize their educational goals and achieve personal fulfillment while exposing students to a multiplicity of well-rounded developmental opportunities.

As we enter the 2021-2022 academic year, the Division of Student Affairs recognizes that concerns about the health and well-being of our campus community remain paramount in this season. As such, programming and services offered will function as a hybrid of virtual and in-person opportunities to cater to both developmental growth and personal safety.

All departments under the Division of Student Affairs will adhere to the following procedures:

- ▷ Event registration, temperature checks, and campus policies on masks and physical distancing.
- ▷ Faculty and staff will ask to see CLEARED status on each student's HT Ram Check campus pass before students enter an event. Faculty and staff must also be prepared to verify their own CLEARED status for their students.
- ▷ In-person events will not exceed one (1) hour unless otherwise communicated.

Below is a brief overview of each departments' programming and service procedures. Should questions arise, please reach out to the departments via the contact information provided below.

DEPARTMENT	VIRTUAL	IN PERSON	DEPARTMENT SPECIFIC
Campus Life CampusLife@htu.edu	<ul style="list-style-type: none">▷ Registered Student Organization (RSO) and advisor meetings▷ Student Leadership Retreat▷ Student Body Meetings	<ul style="list-style-type: none">▷ Signature programs to include Welcome Week, Homecoming, and RamFest▷ RSOs will have the ability to host in-person events if approved by Office of Campus Life and if all University procedures are upheld	<ul style="list-style-type: none">▷ Room requisitions must be submitted at least two weeks prior to event▷ In-person events will be spaced out by at least 48 hours
Career Services CareerServices@htu.edu	Career coaching sessions	<ul style="list-style-type: none">▷ Information sessions with employers▷ Career Fairs	In-person events will offer a live-stream option if capacity is reached

DEPARTMENT	VIRTUAL	IN PERSON	DEPARTMENT SPECIFIC
Counseling and Consultation Center Counseling@htu.edu	▷ Monthly "Stress Management for Life" events	▷ Spring Wellness Fair ▷ Mental Health Awareness Month events ▷ Y.N.A. events will be held both virtually and in-person	
Disability Services DisabilityServices@htu.edu	▷ Majority of accommodations and exam proctoring	Exam proctoring, if required and pre-scheduled	▷ Meetings with students and/or families
Office of the Dean of Students StudentAffairs@htu.edu	▷ University Judicial Council	▷ Coronation ▷ Annual conferences TBD hybrid or in-person format	
Religious Life Campus Ministry RLCM@htu.edu		▷ Center for Religious Life will be open for use with a capacity of 10 people ▷ Weekly Bible Study with 15-person capacity ▷ Chapel in person with restrictions	Signature programs will resume in person with a possibility of live streaming



DEPARTMENT	VIRTUAL	IN PERSON	DEPARTMENT SPECIFIC
Residence Life ResLife@htu.edu	▷ Some events will remain virtual	▷ Residential housing will be open in limited capacity with priority to incoming freshman ▷ COVID-19 vaccination or an approved notarized exemption for all residential students (i.e., students that live on campus). ▷ Programming for residential students may be offered in person with capacity restrictions	▷ For students not providing an official COVID-19 vaccination record, a negative COVID-19 test result will be required prior to move-in to the Residence Halls ▷ Masks are required unless student is in their room ▷ Use of common areas will be restricted ▷ Visitation will be suspended for the Residence Halls ▷ No visitors in student rooms ▷ Specific information about move-in procedures, building protocols, and residential student protocol will be communicated via email and forthcoming trainings. ▷ Failure to adhere to residential procedures could result in a University Conduct violation and/or forfeiture of housing
Student Development Email pending.	TBD	TBD	TBD

DINING

Campus dining will operate with modified service, including limited seating to facilitate physical distancing in the dining room, providing meals to-go, and extended hours to allow for service to accommodate the dining hall modifications. In addition to main service in the dining hall, the Ram's Café will take online orders for pick-up in addition to walk in to-go orders.

A La Carte Menu Services, Inc. (ALC) provides food services for Huston-Tillotson University. The following hygiene and safety protocol have been developed to comply with CDC, state, and local standards that have been put in place due to COVID-19. ALC monitors updates and changes enacted by agencies and state and

local governments and adjust our protocol based on those changes. Moreover, ALC and HT administration work in tandem to assure adherence with protocols set by Huston-Tillotson.

MODIFIED CAFÉ SERVICES

The meal hours may be extended to allow for the capacity restrictions of the dining hall. Physical/physical distancing procedures will apply to the dining hall and dining services in alignment with general campus policy. Distance markers will be placed in front around service areas in the cafeteria to indicate physical distancing of 6-ft for customers and team members. Based on current guidelines, seating in the cafeteria will be reduced to 60 from 165. To facilitate the flow of service, every person entering the dining hall will enter through the interior union entrance and exit through the rear, exterior door.

In addition to main service in the dining hall, the Ram's Café will take online orders for pick-up in addition to walk in to-go orders. The dining menu will be reduced as kitchen staff will be reduced in accordance with physical distancing.

In order to meet physical distancing mandates, the menu will need to be adjusted to accommodate appropriate distancing with culinary staff.

- ▷ All items served, included but not limited to, prepared food, beverages, and condiments will be only served by ALC employees through a safe and developed process approved by ALC, Huston-Tillotson, and pursuant to government mandates.
 - » All food and drink items will be packaged by an ALC server and kept behind the counter away from customer reach/access.
 - » Self-serve options will be eliminated, and all items, including beverages, will be served to customers.
 - » Salad Bar and Deli will be a combined station.
- ▷ ALC will stop service in order to disinfect high touch surfaces as needed.

REVISED ORDERING AND PAYMENTS

- ▷ An online ordering system is being developed to be used for all campus and off-campus orders. The online system will allow the customer to pre-order, pre-pay and will limit vendor-customer interaction.
- ▷ Customers will be encouraged to download the Huston-Tillotson University Dining mobile application. More information on the mobile application is coming soon. Customers will be able to access online ordering using an Apple or Android device.
- ▷ Cash will not be accepted as a form of payment.
- ▷ To facilitate physical distancing, meals ordered online can be assigned a pickup time, thereby reducing the number of individuals waiting in line.

DINING HYGIENE AND SAFETY

- ▷ Per university requirements, all employees and vendors will complete the daily COVID-19 screening assessment form.
- ▷ EPA approved hand sanitation stations are currently set up at the entrances/exits for customer use. ALC also has sanitation stations signs that can be posted.
- ▷ All employees will wear face masks while on duty.
- ▷ Hand washing will be done prior to start of shift, after using the restroom, before handling food and drinks, after touching phone or POS system iPad/tablet.
- ▷ The handwashing process will also take place during the 15-minute disinfectant production. Handwashing will take place at a hand washing sink, with warm water, hand soap, lather, and scrub for 20 seconds, and hands dried with a disposal paper towel, and paper towel placed in the trash can. Signage has been developed and used to remind employees.
Note: This 15-minute production, does not replace the proper hand washing procedures that is expected when changing tasks, leaving the restroom, taking out trash, etc.
- ▷ Per ServSafe and ALC policies, Food Service Handlers are required to wear gloves when handling food. ALC will continue to have employees wear gloves throughout the shift and change them regularly.
- ▷ Handwashing will be done between glove changes, upon return from breaks or leaving the cafeteria, after touching hair, face or body.
- ▷ Team members will be trained and reminded to not touch their faces. If employees touch their hair or faces, they will be required to wash their hands and change gloves.
- ▷ ALC employees will also be required to wear masks at all times throughout their designated shift. Masks will be provided by ALC. The mask policy is in place to ensure safety, prevention of the spread and contraction of COVID-19.
 - » **Note:** If an employee is in violation of the mask policy, the employee will be asked to leave the building, and written documentation will be issued to that employee.
- ▷ Team members are required to wear ALC headwear or hair nets.
- ▷ All team members' ALC uniforms will be checked for cleanliness.
- ▷ ALC utilizes EPA approved disinfectant used to regularly sanitize countertops, frequently touched and other surfaces regularly.
- ▷ Employees feeling/experiencing symptoms of sickness will be required to stay home or will be sent home if presented with symptoms.
- ▷ Before an ALC employee who has presented with symptoms can return to work, he/she must provide a clearance notice from a physician or provide proof of a having received a negative result from a COVID-19 test.

COMMUNICATIONS PROTOCOL

- ▶ Signage for employees will be posted in various locations in and around the food-service areas as a reminder of the protocols for hygiene and safety, handwashing, physical distancing, cleaning and sanitization, coughing and sneezing etiquette, symptoms of illness policy, etc.
- ▶ Customer signage will be posted in various locations around the Dining Hall and Rams Café as reminder of physical distancing, coughing and sneezing etiquette as well as the online ordering, prepayment and order pick processes.
- ▶ Additional signage regarding 6-foot distancing with the HT Rams logo will be created and used.
- ▶ Posting regarding COVID-19 information will be shared as made available by the CDC and State of Texas.

TRAINING

- ▶ All ALC employees will be provided training on the new protocols to assure effective execution of the plan. The training will be conducted in advance of reopening of the facility. Training will also be provided to employees about behavior outside of the workplace.
- ▶ University reactivation training sessions will be coordinated to allow for ALC Team attendance.
- ▶ All vendors servicing the A La Carte – Huston-Tillotson account will be required to follow the same protocols as ALC employees.
- ▶ A letter will be sent to vendors sharing the prescribed protocol.



ACADEMICS

CLASSROOM REENGAGEMENT

INSTRUCTION AND MANAGEMENT OF INSTRUCTIONAL SPACES

The plan for instruction and management of instructional spaces is integrated with overall University plans for facilities and personnel management. If the pandemic landscape changes, then campus protocols will be re-evaluated and may be scaled back as recommended by local and national public health entities. Monitoring of the community-based risk level will include indicators such as new hospital admissions, the 7-day moving average of hospitalizations, number of patients in the ICU, ventilator usage, positivity rate, and the 7-day moving average of cases.

INDIVIDUALS

1. In keeping with overall campus policy, only students, faculty, and staff who have passed a daily health screening will be allowed into instructional buildings and spaces. Refer to Daily Health Screening for the required screening steps.
2. Faculty members will ask to see CLEARED status from each student's HT Ram Check campus pass before students enter the classroom. Faculty must also be prepared to verify their own CLEARED status for their students. Faculty members may administer temperature checks if student requests one, if the student appears symptomatic.
3. Per the Mask Policy above, mask use requirements for classrooms and all learning spaces (e.g. gymnasium, science labs, etc.) will be determined by the individual faculty member in charge of each class according to the guidelines below. Masks are always strongly recommended for unvaccinated individuals or those with conditions such as immunosuppression that may make vaccination less protective. Mask use in corridors and common areas in academic buildings will be consistent with posted building requirements.
4. Failure to adhere to masking guidelines, health screening guidelines, or the physical distancing guidelines implemented in each classroom or building will result in a student being excluded from instructional spaces. Faculty must similarly comply or be denied entry into buildings. See Campus Safety and Shared Responsibility section.
5. A supply of masks will be available in each classroom, lab room, or computer lab to help replace damaged or ill-fitting masks.

INSTRUCTIONAL SPACES

1. Each instructional space (classroom, lab, computer lab) will be equipped with a high CADR True HEPA air filtration unit and all faculty, including adjunct instructors, will be trained in the use of these units. Faculty members are responsible for keeping the filtration units on during their classes.

Students and colleagues should be empowered to report faculty who do not do so to Department Chairs and Deans.

2. High touch surfaces (doorknobs, desk surfaces, light switches keyboards, computer mice) will be cleaned with an appropriate disinfectant as needed. Cleaning wipes will also be provided inside classrooms so that faculty members can perform additional cleanings as desired.
3. Signage indicating seating and spacing (physical distancing) may be employed in each classroom, lab room, and computer lab. Students who are using these spaces as study areas, as well as students using open computer labs must continue to comply with physical distancing, mask use, and use of air filtration units.

DECREASING EXPOSURE IN THE CLASSROOM

1. Instructors will employ hybrid and/or blended models of instruction whenever possible to reduce the number of people meeting in-person at any one time. This means that courses will combine face-to-face instruction time and both synchronous and asynchronous online components. During instruction time, some students will be present in person while others are connected remotely via classroom technology that allows for teleconferencing. Students will alternate between in-person and remote attendance, but all sessions will take place in real time (synchronous). Classes will be split into smaller groups for in-person portions, which reduces exposure by allowing for appropriate spacing in the classroom and effective air handling. This model will also accommodate students who are isolated or in quarantine, or those who for health reasons may need to engage online.
2. If classes are low enrollment (such that the meeting room would be at 1/3 capacity), faculty members may opt to meet entirely in person as long as they are following other guidelines (i.e., masks, use of air filtration strategies, meeting outdoors, health screenings).
3. Technology to accommodate hybrid instruction will be installed and instructors trained in preparation for the fall 2021 semester.
4. Online-only sections will be available in addition to synchronous hybrid/blended sections for selected courses.
5. If the pandemic landscape changes, then campus protocols will be re-evaluated and faculty may increase the number of in-person sessions, as recommended by local and national public health entities. Monitoring of the community-based risk level will include indicators such as new hospital admissions, the 7-day moving average of hospitalizations, number of patients in the ICU, ventilator usage, positivity rate, and the 7-day moving average of cases. This decision will be made at the University level.
6. Classroom situations that result in exposures beyond that for a typical class include vocal performance and brass and wind instrument performance classes. For these courses, equipment and practices to mitigate aerosol generation and spread will be implemented, included but not limited to:
 - a. instrument covers
 - b. special purpose masks

- c. increased physical distancing

These plans will be discussed with the Dean and Provost for approval before implementation.

7. Courses that include local field trips may proceed if the following guidelines are used:

- a. Individuals transport themselves to the site. If a University van is used, it may be used at half capacity with the windows lowered.
- b. The field trip site utilizes COVID-protocols such as masks and distancing or is an outdoor space.



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CENTER FOR ACADEMIC EXCELLENCE (CAE)

The facilities and programming of the Center for Academic Excellence (CAE) will follow all university policies and standards regarding safe operation during campus reactivation. Staff and PLCs will monitor the spaces for adherence to masking and physical distancing guidelines.

For all CAE facilities:

- ▷ Masks usage will be determined per the Mask Policy for academic spaces above.
- ▷ CAE staff will confirm CLEARED status of each student's HT Ram Check campus pass before students enter. Faculty and staff must also be prepared to verify their own CLEARED status as well.
- ▷ A limited supply of masks will be available at the main entrance.
- ▷ Document all students and tutors using center to facilitate contact tracing as needed.
- ▷ Available seating will be marked to maintain appropriate physical distancing.
- ▷ Maximum occupancy in labs/rooms will be set to maintain appropriate physical distancing.
- ▷ Signage will indicate one-way flow of traffic through the CAE facilities as possible to facilitate physical distancing
- ▷ Seating will be marked to indicate appropriate physical distancing.
- ▷ CAE events may host events as deemed possible, following general University event and student life policies. See protocols in Student Affairs.

TUTOR, PEER-LEARNING COORDINATOR, AND STAFF PROCEDURES

- ▷ In-person appointments may be by appointment only
 - » Academic Advising appointments may be appointment only.
 - » PLC appointments may be by appointment only.
 - » PLC Appointments to be conducted on the patios as weather allows to enable more space for tutoring.

MATH LAB COVID-19 PLAN (DICKEY-LAWLESS 110)

- ▷ The Math Center will operate using a hybrid model for math tutoring where students can choose between in person help or online help. In-person appointments might be by appointment only

WRITERS' STUDIO COVID-19 PLAN (JACKSON-MOODY 113)

- ▶ The Writers' Studio will operate using a hybrid model for math tutoring where students can choose between in person help or online help.



CENTER FOR ENTREPRENEURSHIP AND INNOVATION

The HT Center for Entrepreneurship and Innovation (CEI) is a satellite campus site located in the Springdale General Business Complex, which is approximately 2.5 miles from the main campus. Springdale General's COVID-19 safety guidelines are in keeping with those of the city, state, and CDC. General campus operating procedures will apply in the CEI.

CEI GUIDELINES TO LIMIT EXPOSURE

- ▶ Mask usage will be determined throughout the CEI space per the Mask Policy above for academic spaces.
- ▶ Entrances will be limited to allow for physical distancing and capacity control in the space.
- ▶ Faculty and staff will confirm CLEARED status of each student's HT Ram Check campus pass before students enter. Faculty and staff must also be prepared to verify their own CLEARED status as well.
- ▶ Kitchenette and coffee station usage will be limited.
- ▶ Temporarily, food is not allowed in the CEI space.



]PHYSICAL DISTANCING

- ▶ For classroom purposes, the CEI space will not exceed a capacity that accommodates proper physical distancing. Capacity will be evaluated on an ongoing basis as the situation warrant.
- ▶ Currently, no community events are allowed in the CEI space. This issue will be revisited in August 2021.
- ▶ Physical distancing within the facility will be achieved through a variety of means, including but not limited to spacing of desks, reserved seating, and reduced room capacity.

INCREASE CLEANING

- ▶ Custodial staff will follow enhanced cleaning and disinfection protocols as directed
- ▶ As needed, students, faculty, and staff will clean their desks and chairs after use.



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ATHLETICS

Intercollegiate Athletics will resume in Fall 2021. As with all reactivating university operations, athletics will follow the guiding principles. Athletics strategies will address student-athletes returning to campus, navigating campus life, and best practices and required protocols for maintaining a successful athletics season. In addition to all campus policies and procedures, student-athletes may be subject to additional NAIA policies.

We will all do our part collectively to minimize the spread of COVID-19 knowing that what we do as individuals, teams, and department will determine the success of our year for all. In addition to the Campus Reactivation Committee, an Athletics COVID-19 task force has been assembled and collaborating to ascertain needs in key areas.

- ▷ COVID-19 vaccination or an approved notarized exemption are required for all student athletes.
- ▷ Provide resources for the appropriate levels of screening and testing to sustain participation.
- ▷ Gather and effectively communicate guidelines and protocols for the use of PPE, physical distancing, and other measures to reduce the spread of COVID-19 and ensure the mental health and well-being of students and staff.
- ▷ Ensure athletics staff is prepared with appropriate resources, equipment, and protocols for operation and infection control.

Athletics reactivation will follow a three-part strategy to address student-athletes returning to campus, navigating campus life, and best practices and required protocols for maintaining a successful athletics season. In addition to all campus policies and procedures, student-athletes may be subject to additional NAIA policies.

STEP 1: PREPARE IN PLACE

To mitigate and identify any existing infections, student-athletes will be asked to prepare in place at their current residence or move into their college residences 10 days prior to the start date of practices. Any student-athlete unable to move into school-year residence 10 days prior to reporting for team functions is asked to self-isolate at their primary residence. Self-isolating means staying at home with no visitors and not visiting anyone outside of the primary residence.

STUDENT-ATHLETE ORIENTATION

Student-athlete orientation will be conducted virtually before reporting to campus and will include videos, knowledge assessments, and a pledge for students to complete before participation.



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Education is key and awareness will increase buy-in to the overall mission. Our families will see that athletics aims to protect and support higher-risk individuals while providing competitive opportunities for our campus.

INTERNATIONAL STUDENT ATHLETES (ISAS)

Upon entering the United States, the CDC recommends all international travelers self-quarantine for 14 days. During this 14-day period, ISAs will report arrival to their head coach and be instructed to take these steps to monitor health:

- ▷ Log temperature with a thermometer two times a day to monitor for fever.
- ▷ Watch for coughing or trouble breathing.
- ▷ Stay home and avoid contact with others. Refrain from visiting stores, work, or school.
- ▷ Eliminate use of public transportation, taxis, or ride-shares.
- ▷ Keep your distance from others (6 feet or 2 meters).

If symptoms arise, student-athletes will follow campus policy for reporting symptoms and self-isolation.

RESIDENCE HALL REQUIREMENT

Student-athletes are encouraged to live in the HT Residence Halls. Please reference the “Residence Life” section and reach out to ResLife@htu.edu for more information.

MENTAL HEALTH CONSIDERATIONS

Due to the rise in self-reported mental health issues including anxiety, sleeplessness, and difficulty focusing during the pandemic’s isolation and forced inactivity, HT athletics will proactively implement programs to support our student-athletes, in conjunction with campus mental health services.

STEP 2: CAMPUS LIFE

Student-athletes will create a culture of compliance with their attitude of teamwork focused on accomplishing the goals determined in each sport program. The University will focus on finding ways to enable rather than reducing.

MASKS, HAND WASHING, AND PHYSICAL DISTANCING

- ▶ Student-athletes and athletics staff will be required to wear masks per the university Mask Policy for indoor practices, strength and conditioning sessions, travel (in vehicles and hotel areas), on the bench/sideline, and similar gatherings. HT will respectfully follow facility rules when visiting any off-site venues.
- ▶ Coaches will be required to maintain physical distancing during practices and competitions.
- ▶ In-office appointments with coaches or other athletics staff will be scheduled in advanced via the Bookings application.
- ▶ Sport programs will use virtual team or staff meetings whenever possible.
- ▶ Practice drills will be designed to implement physical distancing between players when possible, i.e., live scrimmages will be limited.
- ▶ Everyone entering the Mary E. Branch Gymnasium will be encouraged to wash their hands, especially before touching any equipment. Proper handwashing procedures will be posted at all hand sinks.
- ▶ Travel parties will be limited to necessary personnel to allow for distancing.
- ▶ Travel meals will be taken curbside/to-go or eaten in separate reserved patios or dining rooms.
- ▶ Gathering in public places will be avoided by scheduling report locations on bus or areas away from halls and doors.
- ▶ Visiting teams, officials, sideline staff, and spectators will be restricted to separate designated areas which will be closed on game day for appropriate pre- and post-sanitization.
- ▶ Areas used by academic classes will be access path-limited and sanitized before and after use. Scheduling will allow for treatment with prescribed drying time.



HEALTH SCREENING

- ▶ Per National Associate of Intercollegiate Athletics (NAIA) requirements, all staff and student-athletes will be required to self-screen and report results daily by 0900 to the COVID Coordinator in order to participate that day in any athletic activities.
- ▶ Student-Athletes, coaches, game personnel, and visiting teams will be screened again for entry prior to each competition. (See Game Day).



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- ▷ Per NAIA requirements, visiting teams will submit a travel roster 24 hours before arrival and test and screen before departing their home location. Travel parties will be screened before entering the HT facility. Anyone presenting symptoms will be deemed Medically Disqualified (MDQ) and sent to isolate in a predetermined location per sport.
- ▷ All game-day participants will be screened in separate groups and results will be reported to the sports medicine staff when follow-up is required.
- ▷ Screening will take place at a predetermined location and time-before-game respective to sport.
- ▷ When entering the screening location and after being screened, individuals must wear masks and should utilize hand sanitizer. Masks and sanitizer dispensers will be made available at upper and lower entrances and off-site field gates.

POTENTIALLY ILL INDIVIDUALS AND THEIR CLOSE CONTACTS

Any student-athlete showing symptoms of COVID-19 will be subject to campus policy and protocol. In addition, to campus policy student-athletes will be:

1. Denied entrance to the facility and/or event.
2. Student-athletes will not be able to compete.

Contact tracing will be conducted in adherence with the Health Insurance Portability and Accountability Act (HIPAA) by the COVID Coordinator and Sports Medicine staff in conjunction with other relevant university personnel and local health districts.

RETURN TO PLAY POST-COVID INFECTION

When a primary care physician has cleared a student-athlete to begin exercising again after COVID-19 infection, a student-athlete will start a Return-to-Play protocol (RTP) with seven phases. . Each phase takes at least 24 hours to complete. Upon progress through the RTP, the attending physician will sign a release to return to full participation or will require additional conditioning or testing.

8-10% of post-infected patients have acute carditis, so a physician will need to assess any loss deficit and make determinations based on the sport-specific needs. Performance coaches will collaborate with sports medicine staff to monitor and progress these individuals safely. If at any point symptoms return, participation must suspend until resolution.

GAME DAY

Planning and execution are key to allowing teams to stay focused during HT competitions so that health concerns and COVID procedures are not a debilitating distraction.

Each sport program will meet one week before their first home game with game day staff from Administration, Sports Medicine, Security, and Sports Information to walk through the game day plans for staging the teams and staff, deciding appropriate timing, and map spacing. Attention will be given to creating clearly labeled game day bins for necessary equipment and supplies.

Facilities will be blocked off for proper sanitization before and after each unit enters their assigned space.

SPECTATORS

There will be limited spectators at indoor competitions. Physical distancing will be enforced with signage and physical barriers to delineate restricted areas. Screening of spectators will occur at the ticket counter/table. Masks will be required at all times indoors. Outdoor venues will have their own requirements and HT spectators will be notified when placing their ticket requests what to expect.

Reserved seating will be offered via an online ticketing app. Families and Students/Staff will be given first access priority and remaining tickets offered to community after safety is assured.

Live streams will be made available for most home competitions.

COMMUNITY SERVICE / BANQUETS

Athletic teams will not host nor attend any athletic banquets until further notice. Modifications for virtual banquets will be implemented, when applicable.

Athletic teams will not conduct any community service activities on site, i.e. sports camps, volunteerism, etc. Teams will be encouraged to develop and implement community service projects that can be done virtually, remotely, or otherwise remaining within guidelines for physical distancing that allows for limited contact with the public, i.e. food bank, clothing sorting, community garden, outdoors activities.

TEAM TRAVEL

Health Screening

Health screenings will take place before boarding for travel to the game, morning of game, and as individuals exit the bus to enter the facility..

Personal Protective Equipment

Masks are recommended when traveling. Thermometers and extra masks will be provided for each travel party.

Meals

Team meals when traveling will be carry out or delivery. Sit down meals will be in reserved areas and as a last resort.

Hotels

Two persons per room. One person per bed. Students should stay in their hotel room with their roommate as much as possible.

STEP 3: SUSTAINING SUCCESS

PREVENTION AS CURE

The most effective strategy to mitigate COVID-19 spread includes the following:

Personal

- ▷ Physical distancing.
- ▷ Universal masking is recommended, especially when physical distancing is not possible.
- ▷ Hand hygiene, especially after touching frequently used items or surfaces.
- ▷ Using a tissue, or the inside of your elbow, to sneeze or cough into.
- ▷ Avoid touching your face.
- ▷ Disinfecting frequently used items and surfaces as much as possible.
- ▷ Staying home if you feel sick and following the advice of your health care provider.

Local/institutional

- ▷ Safe, efficient screening and testing sites for symptomatic individuals and trace contacts.
- ▷ Routine surveillance testing, including contact tracing.
- ▷ Isolation for new infections and quarantine for high-risk exposure

CLEANING, EQUIPMENT, AND FACILITIES

Enhanced Cleaning

An enhanced cleaning protocol will be followed for frequently touched surfaces and equipment. Schedules will be developed for increased and routine cleaning and disinfecting of equipment and surfaces for each program. Enhanced cleaning of team areas including weight room, benches, locker rooms, athletic training rooms, warm-up areas, etc. will be implemented.

Equipment

Teams will limit the amount of shared object and equipment when possible.

- ▷ Designated cohorts will be utilized during training sessions for each program based upon a variety of circumstances to include living arrangements, commuter status, and positional groups.
- ▷ Designated equipment will be utilized by each cohort. Additional equipment (helmets, bats, bands, pinnies) will need to be purchased to accommodate reduced sharing.
- ▷ There will be no sharing of towels and water bottles amongst teammates.
- ▷ All student-athletes will be required to have a water bottle that they are responsible for bringing, cleaning, and taking home each day.
- ▷ Water jugs will be available at each practice/competition where monitoring is available; however, it is the responsibility of each student-athlete (home or away) to bring their own water bottle.

Facilities

- ▷ Mary E. Branch Gymnasium facility access will be limited to university classes and athletic team-only activities. There will be no unscheduled voluntary workouts allowed.
- ▷ The Mary E. Branch Gymnasium facility will be closed to faculty/staff and students for recreation purposes until further notice.
- ▷ Intramural sports and recreational activities will be conducted outdoors only.
- ▷ Locker rooms and restrooms will be open on rotating basis determined by cleaning schedules.

Athletic Weight Room

Small cohorts of no more than 12 people will be rotated into the weight room for training sessions.

Enhanced cleaning will be used as needed on all equipment. Custodial crews will clean the room's waste, floors, and doors daily.

There will be no access to locker rooms for practices and training sessions. Student-athletes should come prepared to training sessions, practices, competitions, and other athletic activities. Lockers for valuables will be provided, but locks are not.

Athletic Training Room Clinic (ATRC)

- ▷ The ATRC services are available by appointment only or scheduled time blocks for teams with physical distancing and mask requirements in place. Telehealth appointments are advised for consultations.
- ▷ Access is by hall entrance only. No through-access to weight room or team offices.
- ▷ Everyone entering the ATRC will first be required to wash their hands, especially before touching any equipment. Proper handwashing procedures will be posted at both sinks.
- ▷ The clinic waste, floors, doors, and sinks will be cleaned as needed by custodial staff. Therapeutic equipment and tables will be sanitized between each appointment by Sports Med staff.

- ▶ Sports Medicine staff, including Student Athletic Trainers, will be instructed in safe practices and provided proper PPE. A binder of MSDS and current practice protocols will be maintained and readily available.
- ▶ Treatment towels and therapy and rehabilitation equipment will be sanitized between each usage.
- ▶ Hydrotherapy is available by appointment only with 24 hours advance notification.



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TRAVEL

HT discourages travel for students, faculty, and staff for academic and extracurricular activities. However, as more people are fully vaccinated, there is the expectation that increased opportunities for safe travel will become available. The CDC recommends delaying travel until you are [fully vaccinated](#), because travel increases your chance of getting and spreading COVID-19. If you are not fully vaccinated and must travel, follow CDC's recommendations for unvaccinated people.

DOMESTIC TRAVEL (NON-ATHLETIC)

University policy will mirror current [CDC guidelines](#) on domestic travel. The CDC recommends the following basic COVID-19 safety guidelines even **for travelers who are fully vaccinated** while they are traveling:

- ▷ **Wear a mask** on planes, buses, trains, and other forms of public transportation as well as airports traveling in or out of the United States.
- ▷ Avoid crowds and **stay at least 6 feet** from anyone who is not traveling with you.
- ▷ **Wash your hands** often or use hand sanitizer.

Visit the [following CDC site for domestic travel policies](#) for recommendations regarding the various aspects of traveling, including:

- ▷ Before you travel
- ▷ While you are traveling
- ▷ Returning travelers

HT-sponsored travel for faculty or staff for official business requires an approved Travel Training Request in advance of making travel arrangements. HT-sponsored travel must comply with state and local regulations in place at the destination. These include guidance on masks, physical distancing, and mass gatherings.

For domestic travel guidance pertaining to athletics, refer to the Athletics Team Travel section of this document.

INTERNATIONAL TRAVEL

For guidance on international travel, HT will refer to the [policies of the Centers for Disease Control and Prevention \(CDC\)](#). The interim protocols below are COVID-19 international travel safety guidelines as of April 2, 2021. These guidelines will be updated as needed and as additional information becomes available.

Given the on-going list of countries categorized as high or very high risk for COVID-19 by the CDC, the HT Office of International Programs (OIP) is postponing or canceling international travel for all activities, including education abroad, for the foreseeable future.

The recommendation to postpone or cancel international travel is based on CDC's policies regarding international travel by Institutes of Higher Education. The CDC warns that international travelers may face "unpredictable circumstances, such as [domestic and destination country] restrictions, challenges accessing health care while abroad, and challenges returning home."

However, international travel petitions for "special travel" circumstances will be entertained by the Office of the Provost and the OIP. If approved for an international trip, the HT traveler:

- ▶ Should evaluate the risks in the destination country by checking [CDC's COVID-19 Travel Health Notices by Destination](#) and [The U.S. Department of State's Travel advisories](#).
- ▶ Must adhere to the most current [CDC guidelines](#) and quarantine requirements in the destination country.

Decisions about the international travel policy will be updated immediately with new CDC travel announcements.



CAMPUS EVENTS

Huston-Tillotson University is following the Centers for Disease and Control Prevention, State of Texas, Travis County, and City of Austin mandates and guidelines for on campus gatherings due to the COVID-19 or 2019-nCoV pandemic.

The University safety protocols include, but are not limited to, physical distancing, masks, hand sanitizing in indoor and outdoor spaces.

The group organizer will initial each item below and return this document to gain admittance to the campus (also provided on page 71):

____1. The group organizer ensures that each person admitted has a temperature under a general guideline of 98.6°F or 37°C prior to entering campus and will check temperatures daily while on campus.

____2. The group organizer ensures that each person admitted has completed a brief questionnaire indicating their current health condition, exposure to others, and travel prior to arriving on campus.

____3. The group organizer ensures that each person admitted has a mask to be worn as specified by campus mask policy.

____4. The group organizer has measures in place to ensure physical distancing.

____5. The group organizer has measures in place to limit sharing of food, beverages, clothing, and shelter.

____6. The group organizer has signed an assumption of risk and/or required each underage attendee to sign an assumption of risk.

____7. The group organizer understands that additional charges may be applied in advance for janitorial and grounds services to maintain a clean, healthy environment.

____8. Liability insurance is required for groups and individuals scheduling facilities. The certificate holder should read: Huston-Tillotson University, 900 Chicon Street, Austin, TX 78702. Huston-Tillotson University and its employees assume no liability from accidents, injuries, losses, thefts, or claims hereto.

Thank you for your support and ensuring the safety of you, your group, and the Huston-Tillotson University community.

I have read the guidelines, fully understand, and agree to comply. If applicable, I have attached a copy of the liability policy for this event.

Sign name: _____

Print name: _____

Address: _____

Phone Number: _____

Email address: _____

Return responses to the Office of Community Engagement and Civic Outreach at events@htu.edu, 512.505.3006.



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ENFORCEMENT AND ACCOUNTABILITY

Any individual who fails to adhere to required University COVID-19 protocols, including, but not limited to, use of masks, physical distancing, routine testing, reporting of test results, proper use of facilities including ventilation practices and other COVID-related protocols shall be out of compliance and subject to disciplinary action leading up to and including separation from the University.

STUDENTS

Failure to follow required University COVID-19 protocols, including masks, training, physical distancing, proper use of facilities including ventilation practices and other COVID-related protocols is considered, at a minimum, a basis for violation of section 7.5.2 Overview of the Code of the Student Code of Conduct in the HT student handbook.

<https://htu.edu/wp-content/uploads/2020/08/HT-Student-Handbook-Vol-VII-08312020.pdf>

FACULTY AND STAFF

Failure to follow required University COVID-19 protocols, including masks and training requirements, is considered, at a minimum, a basis for violation of section 5.4 Of Employee Conduct and Work Rules In the Policy Manual Volume V.

<https://htu.edu/wp-content/uploads/2011/06/V-Admin-Staff-10.6.2016.pdf>



COMMUNICATIONS STRATEGY

Ongoing communications will come from the University leadership, University Reactivation Committee, and the Safe & Healthy Rams Coordinator. Communications will be multi-platform to ensure timely, accurate, and comprehensive means of information distribution. These platforms include email communications, dedicated website pages, social media posts, videos, text messages, and physical and digital messages and signage on campus.

The [Safe and Healthy Rams website](#) has been created to serve as a central location for other vital communications to students, faculty, staff, campus visitors, and our community. The website is the community's source for the latest communications, clear guidance, policies, and commonly requested information. The safehealthyrms@htu.edu email has been created to serve as a central communication point for questions regarding these policies and procedures.

This regularly updated document will be available [here](#). In addition, the community will be notified by email of important updates. Social media will be used to communicate campus reactivation information and guidance, including campus procedures, such as face mask requirements, health and safety practices and protocols, and campus operations.

Signage will be posted to provide health and safety information, directional changes to the campus to ensure appropriate physical distancing, as well as well-being protocols for specific areas on campus. Signage will be both physical and digital across campus.



ORIENTATION AND EDUCATION/TRACING

All members of the HT community – faculty, staff, and students – will engage in training. This training will inform all members of the campus community of the risks of COVID-19, as well as steps they can take to mitigate its spread, and updated campus policies and procedures designed to protect the HT community.

EMPLOYEE COVID GUIDELINES

To include all who work on or visit the physical campus of Huston-Tillotson University.

VACCINATION REPORTING REQUIREMENT

- ▶ All employees will be required to either submit proof of vaccination by uploading the immunization record into Paycom or submitting an original notarized exemption form to Human Resources.
- ▶ Documentation, either vaccination record or notarized exemption, is due no later than August 23rd, 2021 or upon hire, if after this specified date.

COVID TESTING

- ▶ Unvaccinated employees must get tested every 7 days and may do so at no cost through CommUnityCare on campus, or wherever they so choose. A PCR test is required. Employees who fail to follow this schedule will be out of compliance and potentially subject to disciplinary action.

QUARANTINE / ISOLATION GUIDE

Please refer to key definitions at the end of this document as needed.

As it is the individual's responsibility to report to campus for the purposes of work (either as a volunteer, a contractor, or regular employee), the individual shall adhere to the University's COVID Policy. Any individual who isolates or quarantines but does not follow the guides within this University Policy shall be out of compliance and subject to disciplinary action leading up to and including separation from the University.

- ▶ Daily Health Screening
 - » Employees will complete the daily health screening via the HT Ram Check app before reporting to work. If an employee's daily health screening pass indicates that they are not cleared to participate in campus activities due to the reporting of symptoms, employee must



quarantine and obtain a PCR test within 24 hours of falling into this category. Employee will be cleared to work if PCR test is negative, or progress into the confirmed case category. Employees who report close contact through the screener will also be not cleared to participate in campus activities.

▷ Confirmed Cases

- » If an employee has a confirmed COVID-19 test and they are symptomatic, they must isolate for a full 10 days from symptom onset.
- » If an employee is an asymptomatic confirmed COVID-19 case, they must isolate for a full 10 days from the date they tested positive.
- » Confirming documentation of a positive COVID-19 test is required. Acceptable documentation to include a note from a Medical Professional or qualifying test results, submitted to the Office of Human Resources at hr@htu.edu as soon as possible and prior to return.
- » Employees who are quarantining are expected to return to the physical campus and/or resume regular campus activities 10 full days from symptom onset, or 10 full days from positive test date if asymptomatic, unless otherwise noted by a Medical Professional.

▷ Probable Cases

- » If an employee comes into close contact with a confirmed case and meets the clinical criteria, as defined below, they must isolate for the full 10 days.
- » If an employee tests positive via an antigen test (also known as a rapid test), and they are symptomatic, they must isolate for the full 10 days.
- » If an employee is asymptomatic, has no history of close contact, and the only evidence they are a probable case is a positive antigen/rapid test they can test out of isolation. Employee must receive 2 negative PCR tests at least 24 hours apart. The first PCR test should be obtained within 24 hours of falling into this category of probable case.

▷ Household Contacts

- » Employees that are in close contact to either confirmed or probable COVID-19 cases in their household must quarantine for 14 full days or they can get a PCR test on their Day 9 and be released as early as their Day 10 if the results are negative, and they are not experiencing any symptoms. Confirming documentation is required from employee.
- » Employee may return to work after the 14-day quarantine period is complete or the 10 days if they follow the testing protocol mentioned above.

EXPECTATION TO WORK

- ▷ If during the isolation or quarantine period, an employee is capable of working remotely, employee is expected to coordinate with direct supervisor on how to manage work.

- ▷ If during the isolation or quarantine period, an employee is not capable of working remotely, please refer to the Sick Leave policy below.
- ▷ Documentation in any quarantine or isolation scenario is required.

SICK LEAVE

- ▷ As noted in our Policy Manual, section 5.3.2, The employee is responsible for reporting to the employee's supervisor as early as possible that the employee will be unable to report for work because of personal illness, injury, or illness in the immediate family. Unless physically impossible, this reporting shall be accomplished before or at the scheduled working hour of each day of sick leave requested. If an employee fails to comply with this requirement, the employee will be considered absent without authorized leave and subject to pay deduction and, perhaps, other disciplinary action unless it can be demonstrated to the satisfaction of the supervisor that it was physically impossible for an employee to have complied.
- ▷ In cases of emergency, where sick leave is required, qualifying employees can utilize sick leave up-front instead of the required wait period for monthly accruals. Advance leave will be considered after a request is initiated by employee to direct supervisor, and with the submission of acceptable medical documentation. Supervisor is responsible for submitting documentation to Human Resources.
- ▷ Acceptable medical documentation shall include: A Medical Professional's signed notice confirming employee or member of their household is under their professional care for COVID and recommendations of when employee can return to work.
- ▷ Should the leave request be absent of acceptable medical documentation, the employee will be eligible to use only time accrued in their entitlement banks (i.e., sick leave, vacation, personal).
- ▷ Individual out due to COVID will not be penalized for the absence but expected to follow the guides within this University Policy. Individual is also expected make up any work missed where applicable and to work with direct supervisor on class/work assignments upon return. All absences, expected or unexpected, should be communicated with the individual's direct supervisor and is the responsible of the individual unless physically unable.
- ▷ Once entitlements are exhausted, FMLA or short-term disability leave may be utilized by eligible employees.
- ▷ Should all entitlements be exhausted, and additional leave is required, employee must contact Human Resources at hr@htu.edu to initiate a claim for FMLA. Claims requests are subject to an approval process and dependent upon documentation submitted to Human Resources from the Medical Professional on behalf of employee. Questions regarding eligibility should be directed to Human Resources at 512-505-3014. Failure to initiate a claim for FMLA could result in an unauthorized leave of absence and lead to disciplinary action leading up to and including separation from the University.

ENTITLEMENTS THROUGH SICK LEAVE

- ▶ New Hires within first 12 months of employment will qualify to use up to 95.37 hours of sick leave up front, which covers approximately 12 working days. This calculation is based on the New hire's accrual rate of 8.67 hours monthly, which accrues after the first 30 days of employment.
- ▶ Non-New Hires will qualify to use up to 104.04 hours of sick leave up front, which covers approximately 13 working days. This calculation is based on the Non-New Hire's accrual rate of 8.67 hours monthly for a period of 12 months.

PRIVACY

- ▶ Documentation should be sent to the secure inbox of Human Resources at hr@htu.edu. Submissions are confidential and any data obtained on positive COVID-19 cases will only be shared as mandated to report.
- ▶ Questions should be directed to Human Resources at 512.505.3014

KEY DEFINITIONS

- ▶ Close contact: any individual who was within six feet (2 meters) of a laboratory-confirmed case for 15 minutes or more while not wearing personal protective equipment (PPE).
- ▶ High-risk contact: Close contact with a COVID-19 + case. Close contact includes persons (e.g., partners, family members, roommates) sharing housing with or taking care of a COVID-19 + case.
- ▶ Confirmed Case: Confirmatory Laboratory evidence (molecular tests).
- ▶ PCR test: A polymerase chain reaction (PCR) test to detect genetic material from a specific organism, such as the COVID-19 virus. The test detects the presence of the virus if you are infected at the time of the test. The test could also detect fragments of virus even after you are no longer infected. A positive test means you likely have COVID-19. A negative test means you probably did not have COVID-19 at the time of the test.
- ▶ Probable Case: any individual who meets the clinical criteria AND has epidemiologic linkage criteria with no confirmatory laboratory testing performed for SARS-CoV-2, OR meets presumptive laboratory evidence (detection of SARSCoV-2 by antigen test in a respiratory specimen – any test that is not a PCR test, frequently called a rapid test).
- ▶ Quarantine: It is the process of separating and restricting the movement of people who were exposed to a contagious disease to see if they develop symptoms.
- ▶ Self-isolation: Is when an individual isolates from others after developing symptoms related to a contagious disease or coming into contact with a case.
- ▶ Suspect Case: An individual with 2 or more symptoms from the screener OR a loss of smell and/or taste. Loss of smell or taste does not have to be accompanied by any other symptoms to be considered suspect.

- ▶ Clinical Criteria: At least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, or new taste disorder, OR at least two of the following symptoms: fever (measured or subjective), chills, rigors (sudden feeling of cold with shivering), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose, OR severe respiratory illness with at least one of the following: clinical or radiographic evidence of pneumonia, or acute respiratory distress syndrome (ARDS), AND, No alternative more likely diagnosis.



MONITORING HEALTH CONDITIONS TO DETECT INFECTION

DAILY HEALTH SCREENING

To optimize protection of the HT campus and its surrounding community, individuals who are infected with COVID-19 must be identified and isolated from other community members as quickly as possible. An individual daily health screen is a strategy to augment and support the HT overall surveillance and testing program.

All campus community members (faculty, staff, students, and daily on-site contractors) must complete a daily health screen before reporting to campus or, for residential students, before leaving the residence hall. The daily health screen screening may include any or all of the following: a health questionnaire, temperature screening, and/or evidence of recent negative COVID-19 test before proceeding to their destination. The screening tool for students, faculty and staff is HT Ram Check. This free, downloadable smartphone application contains the daily health screen, which is available online for those without access to a mobile device. Completion of the screening tool will result in a CLEARED status for those cleared for campus. This CLEARED status may be checked at key locations and times, such as the start of class and when entering the dining hall.

All visitors (prospective students/families, short-term onsite contractors, day visitors) must complete a daily health screen upon check-in at the security booths on arrival to campus. Health screening may include any or all of the following: a health questionnaire, temperature screening, and/or evidence of recent negative COVID-19 test before proceeding to their destination. Any visitors with a positive symptom will not be permitted on campus and will be instructed to immediately contact their primary care provider. If the visitor with the positive symptom is part of a visiting family group, the entire group will be rescheduled for a later on-campus visit date.

CAMPUS LEVEL SYNDROMIC SURVEILLANCE

Surveillance, as defined by the CDC, is the ongoing, systematic collection, analysis, and interpretation of health-related data essential to planning, implementation, and evaluation of public health practice. HT will use multiple sources of data to create an updated picture of COVID-19's spread and its effects on the HT campus community, thus informing the University's effective response to support the health and safety of students, faculty, staff, and campus visitors.

Surveillance data includes cases of confirmed COVID-19 infection within the campus community, number of quarantined campus community members; faculty, staff, and student absenteeism; identified campus outbreaks of COVID-19 on campus; and COVID-19 prevalence data in Travis County and Texas.

The Safe & Healthy Rams Coordinator navigates all COVID-19 incidents reported and follows up on all leads, conducts contact traces, identifies individuals who may have been exposed to the virus, ensures appropriate remedial measures are taken through facilities, and provides support to the campus community.

TESTING STRATEGY

Routine COVID-19 Testing

Fall 2021 reactivation will include an asymptomatic testing protocol, with the objective to rapidly identify COVID-19 infections, reduce transmission within the campus community, and provide campus public health surveillance data. The campus community is defined as faculty (full-time, part-time, adjunct), staff (full-time, part-time, daily on-site contractors), and students (includes residential, commuting, and remote attendance). All campus community members are required to upload their test results into the HT Ram Check app.

Testing

All students and employees who are not fully vaccinated will undergo routine weekly COVID-19 PCR-based testing. This routine testing begins Monday, August 30th. If an individual required to be tested has not uploaded a negative PCR test into the HT Ram Check app by Monday of each week, they will receive a NOT CLEARED for reasons of routine testing campus pass status, and will be unable to come to campus until they have uploaded a negative PCR test result and had it confirmed by the Safe and Healthy Rams Office.

Who is required to get tested weekly?

- ▷ Anyone who is not fully vaccinated.
 - » Fully vaccinated is defined as two weeks past the final shot in the series (two shots for Pfizer and Moderna, one shot for Johnson & Johnson).
 - » For the testing starting August 30th, anyone who received their final shot by August 16th is fully vaccinated.
- ▷ Anyone who has submitted an exemption.
- ▷ Anyone who has not submitted a vaccination record or an exemption.
- ▷ All student athletes, regardless of vaccination or exemption status.

Weekly testing is required until an individual is fully vaccinated (two weeks past their final vaccination dose). Once an individual is fully vaccinated, they can opt out of weekly routine testing, unless they are identified as probable or suspect case regardless of vaccination status or a student athlete.

Who is NOT required to get tested weekly?

- ▷ Anyone who is fully vaccinated AND has submitted their vaccination record to vaccinations@htu.edu (students) or through Paycom (employees). Testing weekly is still required until the vaccination record is confirmed.
 - » Fully vaccinated student athletes are still required to be tested weekly, regardless of vaccination status.

- ▷ Anyone who has a confirmed positive PCR result in the last 90 days. Weekly testing resumes after 90 days.
- ▷ Anyone in quarantine or isolation
 - » Those under quarantine or in isolation will be tested according to the protocols pertaining to their exposure or infection date and symptom pattern

What is required?

For anyone required to test, to stay CLEARED for campus:

1. Get a PCR test every week
2. Upload the test result into the HT Ram Check App by Monday every week.
 - a. Employees must send confirmation of any positive COVID-19 test results to hr@htu.edu.
3. Continue to fill out the Daily Health Screener in HT RAM Check before accessing campus each day

How do I get tested?

Testing is offered at no cost. ID is required.

- ▷ Tuesdays from 1:00-5:00 pm and Wednesdays from 8:30-10:30 am in the Davage-Durden Student Union. No appointment needed.
- ▷ CommUnityCare: No appointment needed.
 - » Monday, 1:00-5:00 pm
 - » Tuesday, 8:00 am-12:00 pm, 1:00-5:00 pm
- ▷ Any PCR testing site of your choosing. You can find information about local testing sites here: <https://www.austintexas.gov/covid-testinfo>

How to upload your Test Results into HT Ram Check

- ▷ Click on the COVID-19 Test Reporting section of the app
- ▷ Click “Yes” you were tested. Read the instructions and click “Next”
- ▷ Take a picture or upload a file into the app. Image or file must show the individual’s name, the test type, the test date, and the test result.

All test results uploaded to the app will be verified. Once the results are checked, you will be CLEARED for campus if your result was negative. You will continue to complete the Daily Health Screener as well each day. If your result was positive, you are NOT CLEARED for campus, and will be contacted by the Safe and Healthy Rams Coordinator to determine your next steps. You will not be allowed to come to campus or participate in campus activities while you are NOT CLEARED.

What happens if?

If you do not upload a test result each week

If you are required to be tested weekly and do not upload test results by Monday each week, you will be NOT CLEARED for campus in the HT Ram Check app. You will be unable to access campus until you upload a negative PCR test result and that test result is checked.

Once a negative test result is uploaded through the app, it will be checked, and then you will be CLEARED for campus.

If you experience symptoms or are a close contact with a known COVID case

If you get sick or are a close contact to someone with COVID, report those situations to HT Ram Check, and the Safe and Healthy Rams Coordinator will follow up with you.

NOTE: If you are a case in isolation, a contact in quarantine, or if for any other reason you are NOT CLEARED to come to campus, you must wait until the Safe and Healthy Rams Coordinator clears you, and your campus pass is GREEN in order to return to campus and campus activities.



CONTAINMENT TO PREVENT SPREAD OF THE DISEASE WHEN DETECTED

COVID-19 REPORTING

- ▷ CDC guidance now includes information for vaccinated individuals who were exposed to COVID-19 after receiving the COVID-19 vaccine. Individuals are not required to quarantine after exposure if they:
 - » Are fully vaccinated (i.e., >14days after receiving the second dose of the Moderna or Pfizer vaccine or 14 days after receiving the single-dose Johnson & Johnson's Janssen vaccine) and
 - » Have remained asymptomatic since the exposure.

CONTACT TRACING

As part of the overall surveillance management process, contact tracing is fundamental to preventing the spread of COVID-19. According to the CDC, case investigation and contact tracing is part of the process to support positive persons and to warn close contacts of exposure in order to stop chains of transmission.

Contact tracing at HT will be conducted by the Safe & Healthy Rams Coordinator via the daily health screening application.

CASE INVESTIGATION

The Safe & Healthy Rams Coordinator works with a COVID infected student, staff, or faculty member to help them recall everyone they have had close contact with during the time they may have been infectious.

CONTACT TRACING

The Safe & Healthy Rams Coordinator begins contact tracing by notifying exposed people (contacts) of their potential exposure as rapidly and sensitively as possible, not revealing the infected person's identity.

What a Person Diagnosed with COVID-19 Can Expect to Happen During Contact Tracing

If you are diagnosed with COVID-19, you may be called to check-in on your health, discuss who you've been in contact with, and ask where you spent time while you may have been infectious and able to spread COVID-19 to others. You will also be asked to stay at home and [self-isolate](#), if you are not doing so already.

- ▷ Your name **will not** be revealed to those you may have exposed, even if they ask.
- ▷ Self-isolation means staying at home in a specific room away from other people and [pets](#) and using a separate bathroom, if possible.



- ▷ Self-isolation helps slow the spread of COVID-19 and can help keep your family, friends, neighbors, and others you may come in contact with healthy.
- ▷ Symptoms of COVID-19 can include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. If your symptoms worsen or become severe, you should seek medical care. [Severe symptoms](#) include trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face.

CONTACT SUPPORT

Contacts are provided with education, information, and support to help them understand their risk, what they should do to separate themselves from others who are not exposed, and how to monitor themselves for illness. In addition, they are informed of the possibility that they could spread the infection to others even if they do not feel ill. HT will provide a quarantine space for students and support the holistic needs of the student in quarantine on-campus.

QUARANTINE AND ISOLATION

Quarantine and isolation strategies protect against the spread of COVID-19 on campus. Commuter students will quarantine/isolate at their home residence and students residing in off-campus housing will quarantine/isolate in their off-campus housing.

QUARANTINE

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of the disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. All campus community persons identified through contact tracing as exposed should be tested and then begin 14 days of quarantine. Any person who develops symptoms or tests positive for COVID-19 will convert to Isolation protocols.

1. Employees in quarantine stay home, separate themselves from others, monitor their health, and follow directions from the Safe & Healthy Rams Coordinator. Employees should follow the Human Resources' guidance for COVID-19 sick policy.
2. Students will be evaluated individually for the appropriate quarantine option.
 - a. Commuter students and students in off-campus housing will quarantine at their home residence or off-campus housing for 14 days.
 - b. Residential students will quarantine in a provided room. Support for students in quarantine may include: food services and meal delivery, academic support, remote health monitoring and counseling, and other support for basic needs as identified.

ISOLATION

Isolation is used to separate people with known COVID-19 infection, COVID-19 symptoms, and those awaiting COVID-19 test results from people who are not infected.

1. Employees meeting the criteria for isolation will stay home until they meet criteria to end isolation as defined by the CDC. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available). Employees should follow the Human Resources’ guidance for COVID-19 sick policy.
2. Students will individually be evaluated for the appropriate isolation option.
 - a. Commuter students and students in off-campus housing will isolate at their home residence or off-campus housing for 10 days.
 - b. Support for residential students in quarantine may include: food services and meal delivery, academic support, remote health monitoring and counseling, and other support for basic needs as identified.



CAMPUS OUTBREAK MANAGEMENT

As the pandemic landscape changes, then campus protocols will be re-evaluated and may be escalated or scaled back as recommended by local and national public health entities. Monitoring of the community-based risk level will include indicators such as new hospital admissions, the 7-day moving average of hospitalizations, number of patients in the ICU, ventilator usage, positivity rate, and the 7-day moving average of cases.

















































We will define levels of alert status to ensure the campus and its surrounding community is aware of current levels of COVID-19 incidence and prevalence. The chart below provide detail on the stages.

AUSTIN PUBLIC HEALTH RISK-BASED GUIDELINES

<https://www.austintexas.gov/page/covid-19-risk-based-guidelines>

COVID-19 Risk-Based Chart - Vaccine Edition

** Please continue following additional requirements of local businesses, venues and schools regardless of vaccination status or stage.

	Private Gatherings**				Travel**		Dining/ Shopping**	
	Indoor		Outdoor					
	 Vaccinated	 Partially/ Unvaccinated	 Vaccinated	 Partially/ Unvaccinated	 Vaccinated	 Partially/ Unvaccinated	 Vaccinated	 Partially/ Unvaccinated
Stage 1								
Stage 2								
Stage 3		 If high risk: avoid unless essential		 If high risk: avoid unless essential		 If high risk: avoid unless essential		 If high risk: avoid unless essential
Stage 4						 Only if essential		 Only if essential
Stage 5								 Only if essential

* The exact hospitalization average trigger will depend on the rate of increase. A faster increase in the daily average will trigger stage 5 risk recommendations when the number reaches the lower end of this range.



Mask optional, continue washing hands and other hygiene precautions



Not recommended at all, with or without masks



Take prevention measures: wear a mask, wash your hands and social distance following CDC guidelines



AustinTexas.gov/COVID19

Published: May 18, 2021



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CALENDAR

*Dates and events are subject to change.

JULY 15, 2021	Early registration (virtual); sign up closes July 5
JULY 23	Athletes returning Aug. 2 begin to shelter in place
JULY 29	Registration (hybrid); sign up closes July 19
AUG. 7	Commencement Convocation 9 a.m.
AUG. 10	Athletes return to campus for Men's and Women's Soccer, Women's Volleyball, Men's and Women's Cross Country
AUG. 12	Late registration; sign up closes Aug. 2
AUG. 13	Non-residential athletes begin to shelter in place for Aug. 23 return to campus
AUG. 16	Faculty return
AUG. 17	University Institute 8 a.m. to 2:30 p.m. Faculty meeting 3 p.m. to 5:30 p.m.
AUG. 18	Residence Halls Open – New/Transfer Students – move in by appointment only Advising and Registration – New/Transfer Students
AUG. 18-22	RAM Training Camp - Orientation for New/Transfer Students
AUG. 19	Late registration (hybrid); sign up closes Aug. 9
AUG. 19	Religious Life/Campus Ministry Living for Jesus: Issa Block Party
AUG. 20	Residence Halls Open – Registered and financially cleared continuing students – move in by appointment only
AUG. 22	Matriculation Ceremony – 2:30 p.m. – New/ Transfer Students
AUG. 22-28	Welcome Week
AUG. 23	Classes begin – Schedule Changes Allowed
AUG. 26	Pre-Convocation Worship Service
AUG. 27	Last Day for Adding or Dropping Classes Last day to financially clear or course schedule dropped

HUSTON-TILLOTSON RETURN TO CAMPUS

SEPTEMBER	National Campus Safety Month
SEPTEMBER	Hispanic Heritage Month
SEPT. 2	President's Opening Convocation — 11 a.m.
SEPT. 3-5	Urban Cultural Fest
SEPT. 6	Labor Day Holiday – University closed – no classes
SEPT. 8	Official Twelfth Class Day
SEPT. 17	Final day to withdraw from the University or drop classes with tuition adjustment
SEPT. 17	Constitution Day
SEPT. 21	Final date for filing for Spring 2022 graduation
SEPT. 22	Career Fair
OCT. 4-8	Mental Health Awareness Week
OCT. 4-7	Mid-term examinations administered
OCT. 8	Fall break – students and faculty only
OCT. 11	Classes resume
OCT. 11	Mid-term grades entered into my.htu.edu
OCT. 15	Final day to withdraw from a class with a “W” grade
OCT. 17	University Day at Wesley United Methodist Church – 10 a.m.
OCT. 18	Academic advising begins
OCT. 19	SGA Inauguration
OCT. 21	Mister and Miss Huston-Tillotson University Coronation
OCT. 22	Charter Day Observance – 10 a.m.
OCT. 23	Soul Food Truck Fest
OCT. 24	University Day at Simpson United Methodist Church – 11 a.m.
OCT. 25	Registration for Spring 2022 begins

HUSTON-TILLOTSON RETURN TO CAMPUS

NOV. 12	Final day to withdraw from the University
NOV. 18	Student Thanksgiving dinner
NOV. 19	Registration for Spring 2020 begins
NOV. 22	Late registration begins
NOV. 24-26	Thanksgiving holiday break – University closed – no classes
NOV. 29	Classes resume
DEC. 1	Christmas Tree Lighting
DEC. 1	World AIDS Day
DEC. 6	Huston-Tillotson University Concert Choir Celebrating the Season – 6 p.m.
DEC. 6	Last class day
DEC. 7-10	Final examination
DEC. 11	Residence Halls close
DEC. 13	Final grades entered in my.htu.edu
DEC. 14-17	Assessment Week (core curriculum and program assessment)
JAN. 3, 2022	Staff return
JAN. 5	Faculty return Faculty Institute 8 a.m. - 12 p.m.
JAN. 6	Residence Halls Open – New/Transfer Students Advising and Registration – New/Transfer Students
JAN. 6-7	Orientation – New/Transfer Students
JAN. 7	Residence Halls Open – Registered and financially cleared and continuing students
JAN. 10	Classes begin – schedule changes allowed
JAN. 13	Martin Luther King, Jr. Worship Service
JAN. 14	Last day for adding or dropping classes
JAN. 14	Last day to financially clear or course schedule dropped

HUSTON-TILLOTSON RETURN TO CAMPUS

JAN. 17	Martin Luther King, Jr. Holiday
JAN. 17	Martin Luther King, Jr. March and Festival
JAN. 26	Official Twelfth Class Day
JAN. 27	Bishop E.T. Dixon Lecture – 2 p.m.
FEBRUARY	Preview Day
FEBRUARY	Homecoming Week and Homecoming Basketball Game and Festival
FEB. 4	Final day to withdraw from the University or drop classes with tuition adjustment
MARCH	Distinguished Faculty Symposium
MARCH	Student Meta-Cognition Workshop
MARCH	Journée internationale de la Francophonie
MARCH	Student Leadership Academy
MAR. 2	Career Fair
MAR. 5	Women's Conference
MAR. 7-11	Women's Week
MAR. 8-11	Mid-term examinations administered
MAR. 14	Mid-term grades entered into my.htu.edu
MAR. 14-18	Spring Break
MAR. 21	Classes Resume
MAR. 25	Final day to withdraw from a class with a "W" grade
MAR. 28	Academic advising begins
APRIL	Relay for Life
APRIL	CAIT2 Coding Academy Community App Showcase
APRIL	Sixteenth Annual Dr. Joseph T. Jones Undergraduate Research Symposium
APR. 4	Registration for Summer and Fall 2022 begins

HUSTON-TILLOTSON RETURN TO CAMPUS

APR. 8	Final day to withdraw from the University
APR. 11-15	Resident Appreciation Week
APR. 15	Good Friday – University closed – no classes
APR. 15	Jackie Robinson Day Baseball Game
APR. 16	Community Easter Egg Hunt
APR. 18-22	Ram Fest
APR. 21	Fifteenth Annual Louis G. Gregory Symposium on Race Unity Noon-5:30 p.m.
APR. 21	Mister and Miss HT Pageant
APR. 21	Ram Fest Awards
APR. 22	Earth Day
APR. 24	James R. Wilson Intercollegiate Athletic Event 6 p.m.
APR. 27-29	Final examinations administered for seniors only
APR. 28-29	Senior checklist day
APR. 29	Last day of class
MAY 2-5	Final examinations
MAY 3	Late registration for Fall 2022 begins
MAY 3	Senior grades entered into my.htu.edu by 12 p.m.
MAY 5	President's 50-Year and Class of 2022 reception 6 p.m. - 9 p.m.
MAY 5-8	Alumni Reunion Weekend
MAY 6	33 rd Annual HT Select Shot Golf Tournament
MAY 6	Honors Convocation 10 a.m.
MAY 7	Commencement Convocation 8:30 a.m.
MAY 8	Residence Halls close 12 p.m.
MAY 9	Final grades entered in my.htu.edu

HUSTON-TILLOTSON RETURN TO CAMPUS

MAY 10-13	Assessment Week (core curriculum and program assessment)
JUN. 5	Residence Halls open – registered and financially cleared continuing students
JUN. 6	Summer School registration Residence Halls Open – New/Transfer Students Advising and Registration – New/Transfer Students
JUN. 7	Classes begin – Schedule changes allowed
JUN. 10	Last day for adding or dropping classes
JUN. 10	Last day to financially clear or course schedule dropped
JUN. 10	Final day to withdraw from the University or drop classes with tuition adjustment
JUN. 13	Summer census date
JUN. 20	Emancipation Day holiday – University closed – no classes
JUN. 24	Final day to withdraw from a class with a “W” grade
JUN. 24-26	New student weekend registration – New students (I)
JUN. 26-AUG. 5	Ram Career Connect (CPI) summer program All-Star Academy program
JUL. 1	Final day to withdraw from the University
JUL. 4	Independence Day holiday – University closed – no classes
JUL. 15-17	New student weekend registration – New students (II)
JUL. 18	Last class day
JUL. 19-20	Final examinations
JUL. 21	Residence Halls close 12 p.m.
JUL. 22	Final grades entered in my htut.edu
JUL 22-24	New student weekend registration – New students (III)

CAMPUS REACTIVATION COMMITTEE

Dr. Kelene Blake-Fallon	Kinesiology Faculty
Mr. Christian Broussard	HT Student
Dr. Colette Pierce Burnette	President and CEO
Dr. Monique Carroll	Director of Intercollegiate Athletics
Dr. Steven Edmond	Dean and Professor Emeritus, School of Business and Technology
Mr. Malcolm Haraway	Director of Information Technology
Dr. Michael Hirsch	Dean, College of Arts and Sciences
Mrs. Linda Y. Jackson	Director of the Center for Civic Engagement and Community Outreach
Dr. Ericka Jones	Dean of Student Affairs
Mr. Wayne Knox	Vice President/Chief Operating Officer & Clerk of the Board
Mr. Duane Lewis	Director of Marketing and Public Relations
Dr. Karen Magid	Special Assistant to the President
Dr. Amanda Masino	Chair, Department of Natural Sciences
Ms. Danielle McGhee	Head Library and Media Services and Archives
Dr. Jennifer Miles	Director, Center for Academic Innovation & Transformation
Mr. Gerald Poe	Interim Director of Facilities
Ms. Quinika Qualls	Director of Human Resources
Ms. Charlene Rollins	Vice President for Administration and Finance
Dr. Christie Ning	Chemistry Faculty
Ms. Shakitha L. Stinson	Director of Student Services – Adult Degree Program
Dr. Rohan Thompson	Dean, School of Business and Technology
Dr. Archie W. Vanderpuye	Provost and Vice-President for Academic Affairs
Ms. Nakeenya Wilson	Interim Vice President for Institutional Advancement
Officer Leslie York	Director of Campus Safety
Dr. Daniela Zuniga Carlier	Safe & Healthy Rams Coordinator





APPENDIX A: VACCINATION REPORTING POLICY FOR STUDENTS



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Student COVID-19 Vaccination Reporting Requirement

Update for Spring 2022 Semester

Overview

Huston-Tillotson University (HT) continues to take a proactive, science-based approach to campus operations during the on-going COVID-19 pandemic. HT is committed to protecting our entire community and the greater good.

Given the status of the ongoing pandemic in Travis County, and the [city of Austin's COVID-19 Risk-Based Guidelines](#), as of this time **proof of the COVID-19 vaccination or an approved notarized vaccination exemption form will be required for all students for the Spring 2022 semester.**

Before spring registration is confirmed, students are required to do one of the following:

1. Be fully vaccinated, or
2. Have received at least one dose as needed for full vaccination, or
3. Complete a notarized vaccination [exemption form](#).

All documentation must be sent to vaccinations@htu.edu. Additionally, all original notarized exemption forms must be submitted to the Office of Records and Registration by January 6th, 2022. Vaccination records and exemption forms that were submitted before the start of, or during, the Fall 2021 semester will remain valid, and do not need to be resubmitted.

Students who do not provide this required vaccination documentation as described above will have a “Hold” placed on their student account.

An individual is considered fully vaccinated two weeks after completing all required doses of one of the following FDA approved SARS-COV-2 (COVID-19) vaccines:

- Pfizer-BioNTech (0.3 ml each): two doses at least 3 weeks (21 days) apart, but no more than 6 weeks (42 days)
- Moderna (0.5 ml each): two doses at least 4 weeks (24-28 days) apart, but no more than 6 weeks (42 days)
- Johnson & Johnson's Janssen (0.5 ml): one dose

Vaccine Documentation

Acceptable documentation includes copies of:

- CDC or similar non-US entity immunization card
- Healthcare provider immunization record

Qualifying exemption categories

1. Medical conditions which make receipt of the vaccine dangerous or otherwise inappropriate (ADA)
Required Documentation: a statement signed by a physician, who is duly registered and licensed to practice medicine in the United States, which states, in the physician's opinion, the vaccination required would be injurious to the student's health and well-being. This exemption expires annually.
2. Reasons of conscience, including sincerely held religious beliefs protected under [Title VII](#)
Required Documentation: a notarized [exemption form](#) must be submitted.

Vaccinated individuals must still follow all HT community standards published on www.htu.edu/safeandhealthyrms



APPENDIX B: HUSTON-TILLOTSON UNIVERSITY EVENTS FORMS



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HUSTON-TILLOTSON UNIVERSITY FACILITY/GROUNDS

POLICIES AND PROCEDURES

(KEEP ONE COPY AND RETURN ONE SIGNED COPY WITH YOUR REQUEST FORM AND RENTAL CONTRACT)

____1. Your request to reserve a facility (referenced as facility, room, space, or grounds throughout) on the Huston-Tillotson University campus will be processed by the Events Management. A non-refundable deposit is required to guarantee a facility.

____2. Facilities are rented on a first come, first served basis. Huston-Tillotson University reserves the right to cancel any event reservation without advance notice, and assumes, no liability from such cancellation. To reserve a facility, view the information and download forms from <http://htu.edu/offices/facilities>. After reviewing the information, contact Community Outreach at events@htu.edu or 512.505.3006, if you have additional questions.

____3. Liability insurance is required for groups and individuals scheduling facilities. The certificate holder should read: Huston-Tillotson University, 900 Chicon Street, Austin, TX 78702. Huston-Tillotson University and its employees assume no liability from accidents, injuries, losses, thefts, or claims hereto.

____4. All catering must be secured through the campus caterer: Ala Carte Menu Services, Inc. Direct inquiries to foodservices@htu.edu or 512.505.3153. Food restrictions apply to King-Seabrook Chapel and other buildings; prior approval is necessary. No alcoholic beverages may be served at campus events. Ala Carte Menu Services, Inc. will issue a separate invoice for services, including rental charges.

____5. HT Security must be provided for all social events held after hours. Contact Campus Safety at campussafety@htu.edu or 512.505.3010.

____6. Janitorial and grounds services are secured according to the accompanying table. See Rental Fee Schedule form.

____7. Technical support through HT's Information Technology Department is available between 8:30 a.m. - 5:30 p.m., Monday – Friday, with a three-day advanced notice. IT will assist with setting up and verifying audio and visual equipment. IT will not be responsible for securing additional equipment (i.e. PC/workstation, microphone, projector or screen). Contact IT at 512.505.3168 or send an e-mail to helpdesk@htu.edu. Audiovisual equipment may be rented at a per day rate. See fee sheet for itemized costs.

____8. Ladders, tools, equipment are not available from the facilities vendor and the University does not own the items for general use. Use of tables, chairs, etc. to hang, or post items is unsafe and not recommended. Huston-Tillotson University will not be liable for any injury caused by the use of personal equipment during a function at the University; neither shall the University be responsible for the loss of any personal equipment used during a function at the University.

____9. The group or individual requesting the facility is responsible for leaving the facility, grounds and restrooms as they were found prior to the rental.

____10. Hard sole (non athletic) shoes are not allowed on the Mary E. Branch Gymnasium floor. The University will provide a floor covering for use at the renter's expense.

____11. Use of the University's name for any event must be approved through the Office of Public Relations and Marketing at events@htu.edu or 512.505.3072 prior to publishing, printing or broadcasting the announcement. Huston-Tillotson University assumes no liability for the reprint/rework of items (published, printed, or broadcasted) that incorrectly state the University's name, mission, goals or objectives.

____12. The following cancellation policies applies to all facilities/grounds reservations: 30 days prior to the event, a full refund of rental fees paid, minus security deposit; 14 days prior to the event, 50 percent of rental fees paid, minus security deposit; and 5 days prior to the event, no refund will be granted.

King Seabrook Chapel Requirements

Huston-Tillotson University is an All-Steinway School with King-Seabrook Chapel as the concert venue. **Food and beverages are not allowed in King-Seabrook Chapel, near the musical instruments, or around the sound and lighting console.** Violators will not be allowed further use of the Chapel. Food and beverages may be served in the Chapel foyer.

____13. The piano and organ in King-Seabrook Chapel are part of the stage fixtures and may not be moved without written authorization. A \$150.00 tuning charge per instrument will be charged when the instruments are moved.

____14. The University's trained student technicians are required at all chapel events and rehearsals. Technician charges apply. 2018-2



HUSTON-TILLOTSON UNIVERSITY CAMPUS ACTIVITY/EVENT

REQUEST FORM

(FOR EVENTS WITH CATERING AND SET UP)

Campus Location: Choose a Location _____

Other: _____

Event Sponsor: _____ Number of attendees _____ (Do not leave blank)

Contact Person(s): _____ Email: _____

Phone (Mobile): _____ Office: _____ Home: _____

Name of Event/Activity: _____

Description/Purpose of Activity/Event: _____

Date of Activity/Event: [Click here to enter a date.](#) Event Set Up Time: _____ Event Start Time: _____ End Time: _____

Signatures:

Director of Campus Safety: _____ Date: _____

Coordinator of Campus Life: _____ Campus Advisor: _____

Requestor's Signature: _____ Date: _____

Athletic Director (Gymnasium/Athletic Field Use Only) _____ Date: _____

Food Service: (Catering by Ala Carte Menu Services, Inc.)

Catering needed: _____ (If yes, please call 512.505.3150 to make catering arrangements.)

Linen: _____ (If yes, number needed _____ (Linen is provided at an extra charge through catering only))

Catering Description: _____

Technology Services: (Sound technician is required for King-Seabrook Chapel. Charges apply.)

Computer: _____

House Projector: _____ (Requires access to the remote control provided by the University)

Laptop: Event sponsor is responsible for providing their own laptop. MAC users are responsible for adapters.

Media Services: (Services for HT personnel only and secured through HT)

(If yes, please continue) Number of Microphones: _____

Other equipment needed: _____ A/V Scheduled: _____

Additional Item: Piano: _____ (King-Seabrook Chapel Only)

Auditoriums Only

Computer: _____

House Projector: _____

Podium with Microphone: _____

Auditoriums can only accommodate one additional microphone from the podium. If yes, technician required from the ID Department. Call 512.505.3168.

Facilities: (Set ups will only occur when a diagram is submitted with this request)

Tables and number needed ☐ Round/10 ft. ☐ Round/8 ft. ☐ 6 ft. ☐ 8 ft. _____

Chairs: _____ If yes, number needed: ☐ Padded ☐ Unpadded _____

Housekeeping: _____ (Required for some events at additional charge)

Catering Tables: ☐ Buffet (Four – 8 ft. tables) ☐ Reception (Two – 8 ft. tables) ☐ Other _____

Additional Services or Equipment Required: _____

Description of Special Needs: _____



HUSTON-TILLOTSON UNIVERSITY FACILITY/GROUNDS RENTAL CONTRACT

Huston-Tillotson University, a non-profit corporation (lessor), provides this rental agreement between the University and _____ (lessee).

Lessee will rent the following buildings/grounds Choose a Location

on _____ during the hours of _____.

A security deposit of \$150 or 10 percent for reservations over \$10,000 is required to hold the reservation of the event.

Lessee agrees to pay the balance of \$_____ five (5) days prior to the start of the event. Security deposits are non-refundable and applied toward the balance of the facility/grounds.

The following cancellation policy applies to all facilities/grounds reservations: 30 days prior to the event, a full refund of rental fees paid, minus security deposit; 14 days prior the event, 50 percent of rental fees paid, minus security deposit; and 5 days prior to the event, no refund will be granted. Lessee will be charged for damages, missing property, or equipment.

Event: _____ Number Expected: _____

Catering Requirements: * _____ Security Service: _____

Janitorial Services: _____ Rental Company: _____

Technician Services: _____ Liability Insurance Carrier: _____

*Ala Carte Menu Services, Inc., which is a separate entity from Huston-Tillotson University, will issue a separate invoice for charges, including necessary rental items, to the lessee.

I have read the contract, fully understand, and agree to the written terms. I have attached a copy of the liability policy for this event.

Huston-Tillotson University Representative Signature	Date	Lessee's Signature	Date
--	------	--------------------	------

Address

Telephone Number

Fax

E-Mail



HUSTON-TILLOTSON UNIVERSITY CAMPUS REQUEST FORM

FACILITY DIAGRAM

(THIS FORM MUST ACCOMPANY THE CAMPUS ACTIVITY REQUEST FORM)

Campus Location: Choose a Location

Other: _____

Event Sponsor: _____ Number of attendees _____ (Do not leave blank)

Contact Person(s): _____ Email: _____

Phone (Mobile): _____ Office: _____ Home: _____

Name of Event/Activity: _____

Description/Purpose of Activity/Event: _____

Date of Activity/Event: _____ Event Set Up Time: _____ Event Start Time: _____

Use this space to diagram your room layout. Draw your tables, chairs, and other items for a one-time set up. Return diagram one week prior to your event to Community Outreach at events@htu.edu or the 512.505.3190 fax.



HUSTON-TILLOTSON UNIVERSITY FACILITY/GROUNDS

FEE SCHEDULE

(COMMUNITY MEETINGS, BANQUETS, RECEPTIONS, AND DANCE FACILITIES)

Names and Descriptions of Facilities

King-Seabrook Chapel

Theatre-type cushion seat, large stage
Theatre lighting, piano, organ, sound system

Seating Capacity

372 Persons

Fees

\$750 Minimum (4 hrs.)
\$187.50 Hourly
\$1,500 Daily (8 hrs.)

Agard-Lovinggood Lecture Hall

Theatre-type seating, small stage
One presentation PC, videoconferencing capabilities

158 Persons

\$200 Minimum (4 hrs.)
\$50 Hourly
\$400 Daily (8 hrs.)

Dickey-Lawless Science Auditorium

Theatre-type seating, small stage
One presentation PC, videoconferencing capabilities

159 Persons

\$200 Minimum (4 hrs.)
\$50 Hourly
\$400 Daily (8 hrs.)

Davage-Durden Student Union

Ceramic tile dance floor two patios
Projector, podium, and sound system

250 Persons (Dance Area)
200 Persons (Dining Area)

\$300 Minimum (4 hrs.)
\$75 Hourly
\$600 Daily (8 hrs.)

Mary E. Branch Gymnasium/Auditorium

Regulation basketball and volleyball courts
Folded auditorium seating, stage

350 Persons (Auditorium)
700 Persons (Gymnasium)

\$300 Minimum (4 hrs.)
\$75 Hourly
\$600 Daily (8 hrs.)

Conferences/Meetings

President Dining Room and Residence Hall Lobby
Sandra Joy Anderson Community
Health and Wellness Center
Center for Religious Life
HDMI monitor capabilities

30 Persons

\$100 Minimum (4 hrs.)
\$25 Hourly
\$200 Daily (8 hrs.)

Classrooms

Armchair seating, PC, projection, white board
Projector, podium, and sound system

30 Persons

\$150 Minimum (4 hrs.)
\$37.50 Hourly
\$300 Daily (8 hrs.)

Grounds/Fields

Regulation basketball and volleyball courts
Projector, podium, and sound system

1,000 Per Person
700 Persons (Gymnasium)

\$300 Minimum (4 hrs.)
\$75 Hourly
\$600 Daily (8 hrs.)

Resident Hall Rooms

Community
Suite
Deluxe Suite

2 Persons Per Room
4 Persons Per Suite
2 Persons Per Room

\$50 Per Person/Per Night
\$100 Per Person/Per Night
\$75 Per Person/Per Night

Deposit per event (nonrefundable) \$150 or 10 percent for reservations over \$10,000.

THE FOLLOWING ADMINISTRATIVE FEES ARE TO BE PAID PRIOR TO THE EVENT ALONG WITH THE SECURITY DEPOSIT

- Technical services will be secured at a rate of \$18 per hour.
- Security services must be provided for all events at a rate of \$40/officer/hour.
- Janitorial and grounds services are secured according to the following table.

	Rates (Monday through Friday before 3 p.m.)	Rates (Monday through Friday after 3 p.m.)	Weekends	Festival Rates (Anytime)	External Catered Event Rate (Anytime)
Grounds	\$0.00	\$28.75 per person/per hour; min. 4 hrs.	\$28.75 per person/per hour; min. 4 hrs.	\$28.75 per person/per hour; min. 4 hrs.	\$28.75 per person/per hour; min. 4 hrs.
Janitorial	\$90 per event, under 200 guests; min. rates apply over 200 guests	\$24.50 per person/per hour; min. 4 hrs.	\$24.50 per person/per hour; min. 4 hrs.	\$24.50 per person/per hour; min. 4 hrs.	\$24.50 per person/per hour; min. 4 hrs.

USE OF UNIVERSITY FACILITIES

Your request to reserve a facility on the Huston-Tillotson University campus will be processed by Community Outreach. Facilities are rented on a first come, first served basis based upon receipt of the security deposit and other necessary paperwork, as required. Requestors will receive a packet outlining the procedure for securing a facility.

Contact information: Community Outreach, events@htu.edu or 512.505.3006 - Monday through Friday 8:30 a.m. to 5:30 p.m.



**HUSTON-TILLOTSON UNIVERSITY ACTIVITY/EVENT
COMMUNITY OUTREACH FORM**
(FOR ON- AND OFF-CAMPUS ACTIVITIES/EVENTS)

This form to be completed at the conclusion of each activity/event.

Date of Activity/Event: _____

Name of Activity/Event: _____

Location of Activity/Event: _____

Contact Person(s): _____ Email: _____

Phone (Office): _____ Cell: _____

HT Class/Organization/Entity _____

HT Faculty/Staff/Contact Person(s): _____

Email: _____

Phone (Office): _____ Cell: _____

Activity/Event Type: ____ Internship ____ Volunteer Assignment ____ Community Service ____ Other _____

Number Participants: ____ HT Students ____ HT Faculty ____ HT Staff/Administration ____ Community

Reoccurring Event: ____ Yes ____ No Outreach Total Hours: _____

Student Learning Outcomes:

Return form to:

Huston-Tillotson University | Center for Civic Engagement and Community Outreach | Attn: Linda Y. Jackson
Sandra Joy Anderson Community Health and Wellness Center | Office 106 | 900 Chicon Street | Austin, TX 78702
lyjackson@htu.edu | 512.505.3006 p | 512.505.3190 f