



# RETURN TO ON-CAMPUS ACTIVITY

**STEP 1**

For UKAD Staff

June 8, 2020



# GENERAL INFORMATION - STEP 1



## UK Athletics Return to Activity Steps

- **Step 0:** Essential Employees as defined in March 2020
- **Step 1:** Step 0 Group, plus Athlete Development & Performance (ADP) staff required for Student-Athletes to work out only, Sport Coaches are not included in this Step - *Starting June 8, 2020*
- **Step 2:** Steps 0 & 1 groups, plus the remainder of the ADP Staff and ALL SPORT-SPECIFIC COACHES - *date pending*
- **Step 3:** Steps 0, 1 & 2 groups, plus the gradual addition of UKAD staff as mandated by University protocol
- **Step 4:** Return to Pre-COVID 19 conditions

*\* This document addresses Step 1 only; future documents will address subsequent steps*

# GENERAL INFORMATION - STEP 1



**Return for Student-Athletes, Strength Staff, Athletic Trainers & Nutrition Staff as deemed necessary. All employees currently deemed essential will continue to work on campus.**

During Step 1, UK Athletics will continue to adhere to current guidelines of "working from home" for non-essential staff until further notice. Step 1 is for a limited amount of people. During these first steps, we are developing guidelines and protocols to which all staff will be required to adhere once they are deemed eligible to return to the office. Each department and sport will have separate working policies and regulations set forth on the unit level.

To that end, department heads and sport administrators are also developing plans for a staggered approach specific to each division and its needs. Your department heads and sport administrators will be in contact with each of you as those plans and dates are finalized.

The following is a draft of general guidelines and procedures for all staff to return to the office in future steps. Please direct all questions and concerns to your supervisor or department head. This is an evolving plan and one that will likely need adjustments as we move forward.

Please do not hesitate to help us in our collective effort to provide a safe working environment for all staff.

# EMPLOYEE & STAFF BEST PRACTICES



- Upon Return to the workplace, staff members and student athletes will be asked to complete a **symptom screening and medical questionnaire each day**. If approved, they proceed to the weight room/athletic training room.
- **Practice social distancing** by remaining at a minimum of six feet away from all other employees and customers unless closer interaction is absolutely required to perform job duties (such as health care examinations).
- **Limit face-to-face interactions** with coworkers and customers to the extent possible. Meetings should be conducted virtually or by telephone if possible.
- **Wear face coverings (masks) when in public** or when the employee may encounter another person (e.g., walking down a hallway). Employees are not required to wear a face covering when working alone in an enclosed space but should take precautions to ensure the face covering remains clean when taking on and off. See additional FAQ on wearing the face covering safely.

# EMPLOYEE & STAFF BEST PRACTICES

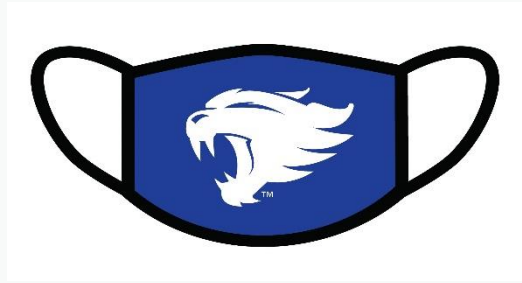


- **Wear and regularly replace gloves** or other recommended personal protective equipment (PPE) if the employees job duties include touching items often touched by others (e.g., credit cards/cash, paper, computers).
- **Wash hands on a routine and consistent basis.** When an employee is not able to wash his or her hands, hand sanitizer may be a suitable alternative.
- **Maintain social distance (six feet) when using common areas** such as lobbies, waiting rooms, break rooms and lunchrooms.
- **Stay home if you are sick** or are experiencing any symptoms associated with illness.
- **To the extent possible, break rooms, elevators, lunchrooms or other common areas should only be used by one employee at a time.** If not possible, employees should remain at least six feet apart and refrain from congregating in common spaces and from sharing food or utensils.

[The University FAQ page has many helpful answers and resources](#)

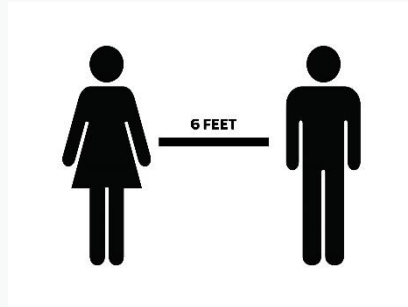
[www.uky.edu/coronavirus/faqs#restart](http://www.uky.edu/coronavirus/faqs#restart)

# PERSONAL PROTECTION PROVISIONS



Masks will be required to enter buildings, in shared spaces and within groups of two or more.

All staff will be offered masks for their personal use if they do not have their own. Please contact your department head for more information.



Staff are asked to practice social distancing while on campus.



Staff will be provided a spray bottle and disposable rags to disinfect personal space.



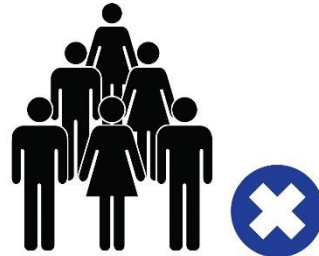
Hand sanitizer is available, and use is encouraged. Staff are encouraged to bring personal sanitizer as well.

# PERSONAL PROTECTION PROVISIONS



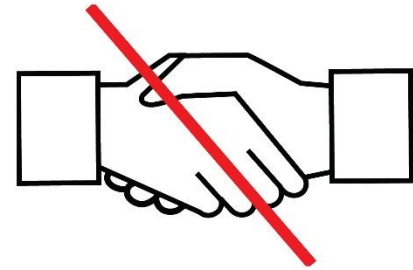
**Continue to wash hands on a routine and consistent basis.**

When an employee is not able to wash his or her hands, hand sanitizer may be a suitable alternative.



**Maintain social distance (six feet) when using common areas**

such as lobbies, waiting rooms, break rooms and lunchrooms.



**Limit face-to-face interactions**

with coworkers and customers to the extent possible. Meetings should be conducted virtually or by telephone if possible

# PERSONAL PROTECTION REQUIREMENTS



- **If you are sick you must stay home.**
  - Symptoms can include a fever of 100.0 or higher, a new cough not associated with seasonal allergies, new muscle aches and pains, new shortness of breath, new sore throat not associated with seasonal allergies, vomiting or diarrhea and loss of taste or smell.
- **Wash hands often with soap and water for at least 20 seconds.**
  - Wash once you come into work or any time you leave your personal space.
- **Clean and disinfect personal and shared workspaces.**
  - Staff will be provided a spray bottle and rag for their personal space to disinfect items like your desk, computer, phone, etc.
- **Staff will be required to place their office garbage outside of their office door for servicing at the end of the workday, by 5 p.m.**
- **Limit use of kitchenettes and equipment in them (microwaves, coffee machines, refrigerators, etc.).**
  - Gathering is not permitted in these areas.



# PERSONAL PROTECTION REQUIREMENTS



- **Wipe down shared equipment after each use (training equipment, copy machines, etc.).**
- **Cover your mouth and nose with your elbow or a tissue when you cough or sneeze.**
- **Promote physical distancing.**
  - Encourage physical distancing during breaks and at the beginning of shifts (staggered arrival times).
  - Avoid hugging, high fives and handshakes.
- **All staff and student athletes must wear a mask in public areas of buildings.**
  - Masks may be cloth or medical grade and can be from home or athletics will provide one for you.
  - Masks are not needed for individuals in personal spaces (offices) but are strongly recommended when more than one individual is in a personal office space and in athletic training rooms and weight rooms.

# BUILDING ACCESS INFORMATION



- **Building access is limited to athletic training rooms and weight rooms only in the Joe Craft Training Facility, Shively Sports Center & Nutter Training Center.** No other buildings or spaces on campus are available.
  - All are required to limit their footprint to essential spaces within necessary **buildings ONLY**.
- Athletic training rooms, weight rooms and outdoor fields are only available as deemed necessary. Building hours will be limited and determined based on SA schedules.
- Weight Rooms, Athletic Training Rooms and Nutrition areas will be scheduled by the ADP Staff; not "open hours".
- A defined entrance and exit will be determined for each facility as we move forward to maintain social distancing. Screening will take place at those locations.
- Department heads will communicate specific instructions for staff workdays and hours. Until the University provides further guidance all staff will (including sport coaches) continue working remotely.
  - Only ADP Division Staff and essential staff are included in Step 1.

# FACILITY PREP & CLEANING INFORMATION



- **During Step 1 return, the only rooms/facilities to be used will be the Weight Rooms and Athletic Training Rooms as outlined by the ADP Division,** as well as outdoor fields as needed.
- All facilities have been disinfected and cleaned and are ready for Step 1 return.
- Public/shared surfaces will be disinfected at the start of each day and all public touch points will be disinfected multiple times daily. This includes access doors and door handles, handrails, sinks, toilet flushers, etc.
  - In order to adequately clean facilities on a consistent basis, we ask that staff and student athletes adhere to the working hours as outlined.
- Restrooms are only available as identified on the restroom door.
  - Each person is responsible for sanitizing the high use touch-points in restrooms after each use.
- Where applicable, doors will be propped open to minimize touch points.
- If additional cleaning supplies are needed contact either Scott Geisinger or Andrew Emery.

# STUDENT-ATHLETE SPECIFIC INFORMATION



- Student-Athlete Housing
  - Off-campus SAs will reside off-campus as originally planned.
  - On-campus housing / Residence Hall move in, is being managed by Ray Oliver in coordination with campus.
- Appropriate policies should be reviewed and adhered to BEFORE ADP Employees and SAs report to campus.
- Equipment Operations and Gear:
  - Each SA will be issued workout gear for STEP 1 use. They will change at home and launder it at home on their own. SAs are expected to show up to workouts dressed.
  - Perspiration towels and cleats will be managed outside by UKAD equipment staff. **No student-athlete will enter locker rooms or equipment rooms in Step 1.**

# STUDENT-ATHLETE SPECIFIC INFORMATION



- Upon return, the FIRST 3+ days will be earmarked for medical evaluation, including but not limited to:
  - Annual pre-participation physical exam
  - Detailed COVID-19 history
  - Musculo-skeletal assessment (FMS, Nord Board, etc.)
  - Sickle cell blood draws (NEW SAs)
  - Other medical testing as indicated
- DAILY SA and Staff evaluations BEFORE entering a facility for duty that include AT A MINIMUM:
  - Temperature checks
  - COVID-19 symptom questionnaire
  - Follow guidelines & protocols for DAILY health status checks
- Acknowledging VULNERABLE POPULATIONS for both SAs and Staff, then following recommended accommodations and/or restrictions.

# STUDENT-ATHLETE SPECIFIC INFORMATION



- An educational document will be provided to SAs and Staff before or at the time of their return covering topics appropriate to COVID-19 best practices, personal health, safety, & hygiene.
- Step 1 UKAD Employees precede the SAs into the buildings for a defined period to prepare the areas of intended use.
  - Hand sanitizer dispensers placed in strategic areas.
  - When and where it is expected SAs and Staff will be wearing a mask.
- Student-Athlete specifics
  - Establish one entry and one exit protocols as well as securing other doors to minimize use to the buildings.
    - *Multiple exits are available in the case of an emergency*
  - Flow pattern of each group following recommended, defined number of student-athletes (8).
  - Establish a participation plan for SA's not cleared in the initial screening(s).
    - Passed PPE, but with further evaluation needed.
    - Delayed arrival into Lexington, potentially needing further quarantine.

# EVENTS & OPERATIONS



- Events, camps and large gatherings will not be held as per UKAD guidelines through July 31.
  - The Director of Events as well as the Assistant Directors will continue planning for Fall Sports competitions on campus .
  - The resumption of camps will come at the direction of the Director of Athletics and the SEC.
  - When possible, meetings, orientations, etc. will be held virtually including pre-season meetings and event staff orientations.
- During Steps 2 and 3 of the UKAD plan, the on-campus planning will increase.
- The Operations office will adhere to all guidelines outlined by the SEC and the University Events Office.

# STUDENT-ATHLETE ACADEMIC LIFE



- Academic Support Services Staff will continue operations remotely through Steps 1 and 2.
- All tutoring and mentoring services will continue virtual delivery through the end of summer school. Changes or alterations to the delivery mode will be re-evaluated by the CATS leadership team on the first of each month.
- Academic advising will continue during the usual hours of operation for each respective advising office.
  - All academic advising services will occur remotely (phone, email, video).
  - If you need to schedule an appointment with your academic advisor, please contact your academic advisor from your UK email address.
- Summer orientations - "see blue U" - will be held online this summer, in accordance with the University's decision to hold the summer 2020 session online and limit in-person, on-campus programming through July. Additional details about our online orientations this summer will be shared soon.
- UK Athletics' Incoming Student Summer Bridge Program, "My New Kentucky Home," will be held online this summer on the following evenings: June 23, July 7, and July 21. Additional details will be communicated via email to incoming students.