



MEMO

TO: The UMES Campus Community

FROM: The President's Return to Campus Advisory Group

Date: July 17, 2020

Dear Colleagues:

Last week, on July 13, we started Phase I of our campus reopening. Thanks to all 400+ (Yes, over 400) of you who used the new Symptom Screener Tool online. It was a great way to see what worked! Also, a special thanks to those of you who helped us better our processes with your thoughtful feedback. As you know, plans almost always look great on paper, but it's in the execution that we see if we are getting it right. Please keep the feedback coming.

This message is essentially the same as last week's for Phase I with the following updates:

We want to take this opportunity to remind you that as we continue to follow the guidance of the CDC, our USM system, and state and local rules for in-person activities, our success depends *on us continuing to function intentionally and thoughtfully to keep everyone safe*. Wear your mask, wash your hands, do your daily symptom checks, and remember to remain physically distanced when using campus spaces. **Remember it takes all of us working together.**

In addition, please note that we have posted new materials on the Return to Campus website. These materials provide details about the [academic directions](#) as well as [health and safety policies and protocols](#).

Please continue to follow the procedures as outlined below from Phase I:

Before You Come to Campus:

Based on CDC guidelines, we will require you to check your symptoms daily. We will ask each staff, faculty member, and student coming onto campus to complete a symptom screening-tool which will ask a few health-related questions that you need to answer. Upon successful completion, you will show this to the security staff stationed at the campus entrances (more on this below).

EMPLOYEES should use the Hytche Blvd. entrance Phase 2 - Return to Campus during the week of July 20.

You will continue to receive an email each weekday from UMES with a note that **ACTION is REQUIRED**. Remember to click the link from Qualtrics in the email or online at website www.umes.edu/COVID19. If you cannot access the link, a paper form will be provided to you as you enter.

Once you complete this symptom checker tool, it will tell whether you are allowed to go to campus. Conversely, if you are, or think you are, experiencing any of the symptoms of the virus, you should seek medical care and not come to campus.

When You Arrive to Campus, Please Prepare to Stop at a Check Point:

Campus security staff are at each main entrance from 7 am until 7 pm to process those entering our campus. Employees should use: Hytche Blvd and visitors will use UMES Blvd (Maryland Route 822).

We are implementing these symptom checkpoints at these locations for the safety of the entire campus community.

You will also need to show your Hawk ID Card upon entry. If you do not have a Hawk ID Card, please show a government issued photo identification to the security staff and they will direct you accordingly.

When You Arrive at Your Work Area:

Upon arrival at your work area, you will find PPE (Personal Protective Equipment) has been delivered to each department that made their request, for every member in the department. We are regularly updating supplies in each unit.

Every person in the department will receive a couple of cloth masks (which must be worn in public) as well as sanitizing and disinfecting supplies for your use as needed. The Physical Plant team has enhanced cleaning procedures, added equipment, and continues to use CDC approved cleaning solutions. Please note the new signage

outside each building reminding you to wear a mask and some inside signage reminding you to stay physically distanced.

Should you need additional supplies please follow the work order procedure as previously posted on June 29 and available on the www.umes.edu/RTC web page.

Please Review the COVID-19 Training Module:

Using the latest information and CDC Guidelines, we are offering a training module to all campus employees. We encourage you to educate yourself about this novel coronavirus and the best ways to prevent the spread. We have all heard sensationalized reports, but we have been advised by the best to stick to the science.

The Power Point is located on the webpage at www.umes.edu/RTC and is called "COVID-19 Training Module."

Finally, we will continue to send you messages to keep you informed of progress and changes as our Return to Campus phases continue. Please stay tuned. Remember, if you have questions, the ICARE@UMES.edu email is being monitored.