

**Subject: COVID-19 Resolution: Operation Measures**

**WHEREAS**, the Ball State University Board of Trustees (the “Board”) is authorized under IC 21-27-3 to manage, control, and operate the University, possessing all power not otherwise specified by law in order to efficiently operate the affairs of the University; and

**WHEREAS**, the Board has considered the recommendations of the Academic Planning Group and the Taskforce on Recovery and the University’s Strategic Transition (TRUST) to safely resume in-person campus operations in order to fulfill our mission to our students and to the communities we serve:

**NOW, THEREFORE, BE IT RESOLVED**, that the University’s leadership is hereby authorized to take all necessary actions to resume in-person campus operations, including:

- 1) To implement an academic calendar for the Fall 2020 semester that allows substantial flexibility for implementing bimodal instruction, including face-to-face components of instruction to start in August and conclude by Thanksgiving break, the elimination of fall break, scheduling classes on Labor Day, completing the remainder of the semester by remote means, and making other adjustments necessary to implement this calendar.
- 2) To coordinate readily available COVID-19 testing for students and employees, in cooperation with local public health authorities, and support efficient and effective contact tracing.
- 3) To expand access to and availability of annual influenza vaccinations for all students and employees, informed by public health guidance.
- 4) To acquire and maintain an ample supply of personal protective equipment and other necessary items to promote sanitation and aid in the reduction of disease transmission.
- 5) To implement innovative and flexible working environments, schedules, and modalities to enable the timely completion of the vital work of the University, with a target of reducing by one-third the number of administrative personnel working on-site at any one time.
- 6) To implement a Housing and Residence Life plan, informed by public health guidance, to provide on-campus housing options for students, including sufficient quarantine and isolation space for students who may test positive for COVID-19 while residing on campus.
- 7) To monitor and update the University’s Return to Campus Plan, providing data-informed policies and procedures for social distancing, employee health screening, the provision and use of personal protective equipment, sanitation measures, crowd limitations for public gatherings and University-sponsored activities, and travel restrictions, informed by the most current recommendations of public health officials.

The following action is recommended:

**THAT THE COVID-19 RESOLUTION: OPERATION MEASURES BE APPROVED.**



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# Ball State University's Return to Campus Plan

Effective June 1, 2020



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## **I. Introduction**

Ball State University will continue to respond to the COVID-19 pandemic in a manner that promotes the safety of employees, students, and campus visitors, while furthering the University's mission and values. BSU's policies and plans will also be aligned with guidance from government agencies, public health officials, and the Centers for Disease Control and Prevention (CDC).

This pandemic presents a constantly-evolving and dynamic situation, and the University's policies and plans will be reviewed and appropriately updated as more information becomes available.

## **II. Workplace Expectations**

All employees are expected to abide by policies, protocols, and guidelines outlined in this Plan. Failure to do so places others at risk and may result in corrective action.

## **III. Staffing**

### **A. Phased Approach**

Though the need to be attentive to the density of people on campus will likely continue for some time in order to foster social distancing, beginning June 1, 2020, Vice Presidents have the authority to begin reintegrating their employees to campus in a deliberate way, taking into account factors such as the need to expand on-site staffing based on mission-critical operations, ability to control and manage specific work environments, protecting vulnerable workers, and necessity of accessing on-site resources. Beginning July 1, 2020, the University plans to resume more of its regular on-site campus activities and operations, including preparing for students to return in August. Therefore, a meaningful increase in the employee population on campus is expected to occur in July. Supervisors will communicate with employees directly as to when each employee is authorized to return to campus.

### **B. Alternative Work Options**

Even after employees begin returning to on-site work in larger numbers, a variety of mechanisms are available to facilitate social distancing and reduce the density of employees within buildings and workspaces.

- 1. Remote Work ([telework policy](#)):** The University has established a target of reducing the number of administrative employees regularly working on campus at any one time by at least one-third. As such, departments are encouraged to continue utilizing remote work for appropriate employees, as determined by supervisors and approved by the Vice President for that division. In addition, supervisors should give particular consideration to those in higher-risk categories (discussed more below) in assessing remote work arrangements.
- 2. Virtual Meetings and Communications:** Even when collaborating with others present on campus, employees should, to the extent feasible, utilize the extensive range of available electronic communication tools (e.g., phone, email, WebEx, Microsoft Teams, Zoom, etc.) to reduce in-person meetings.



3. **Alternating Days or Weeks:** Departments should consider scheduling on-site staffing patterns, such as alternating days or weeks, to help enable social distancing, especially in areas with large common workspaces.
4. **Staggered Scheduling within the Workday:** Departments should consider staggering work schedules within the workday to assist with social distancing measures that aid in reducing congestion at the beginning and end of the workday and during break periods.

## IV. Building Access

Through at least July 1, 2020, campus buildings are to remain locked, with limited access allowed by key holders who have been authorized to return to on-site work or have otherwise received Vice President approval to enter a building.

## V. Employee Health Screening Process

### A. General Principles

It is critical for employees to understand and be aware of COVID-19 symptoms. More information about COVID-19 symptoms is available on the [CDC's Website](#).

If an employee is experiencing [symptoms](#) of COVID-19 (without a separate known cause, e.g., asthma, allergies, etc.), that employee should not come to campus. Similarly, if an employee has been notified of exposure to someone who has been diagnosed with COVID-19 within the last 14 days, that employee must stay home. In addition, if an employee develops symptoms while on campus, the employee should separate from others and leave campus in a manner that reduces any contact with others. ***It is imperative for employees to communicate with their supervisors in situations like these.***

### B. Self-Certification Form Required to Return to On-Site Work

An employee who has been authorized to return to work on campus will be required to complete a self-certification form prior to returning. Essential employees who have continued working on campus will also be required to promptly complete the form. This form asks certain screening questions about the employee's health, including, among other items, whether the employee has had a recent fever or other COVID-19 symptoms or has been notified of exposure to COVID-19 within the last 14 days. All employees will commit on this form to performing daily symptom self-checks and to reporting any changes in the information provided. This form is stored separately from an employee's regular personnel file in order to limit access to this confidential information. ***Access the self-certification form [embed link to form].***

An employee will again be required to complete the form prior to returning to campus if there is a change in circumstance, such as:

1. Testing positive for COVID-19.
2. Having been advised by a health care provider or government official to stay home and self-quarantine.
3. Having close contact in the last 14 days with an individual who has tested positive for COVID-19 or who showed symptoms of COVID-19.



4. Experiencing symptoms of COVID-19 (without a separate known cause, e.g., asthma, allergies, etc.).
5. Having been notified of exposure to COVID-19 within the last 14 days.
6. Traveling outside of the state of Indiana in the past 14 days (see Travel Standards below for more details).

### **C. Daily Symptom Self-Check**

Employees working on campus must monitor symptoms every day before reporting to work. If an employee experiences symptoms of COVID-19 (without a separate known cause, e.g., asthma, allergies, etc.), the employee should not come to campus. The employee must stay home and contact their supervisor.

### **D. Higher-Risk Populations**

According to the CDC, individuals with certain conditions may have an increased risk for COVID-19 infection. Those conditions may include:

1. Older adults (aged 65 years and older);
2. People with HIV;
3. Asthma (moderate-to-severe);
4. Chronic lung disease;
5. Diabetes;
6. Serious heart conditions;
7. Chronic kidney disease being treated with dialysis;
8. Severe obesity; and
9. Being immunocompromised.

Employees who have been authorized to return to work on-site and have concerns about doing so due to a condition that places them in a higher-risk group, those who are pregnant, or those who wish to seek disability accommodations related to returning to on-site work should contact University Human Resource Services.

## **VI. Safety Practices**

One of our Enduring Values is Social Responsibility; that is, acting for the benefit of society at large. Consistent with this value, employees are asked to be considerate of others on campus and to consistently participate in the safety practices described below, as they are intended to help make our campus safe.

### **A. Face Masks**

Face masks are strongly recommended to be worn by all employees while working on campus. Face masks are required:

1. When an employee is in the presence of others and social distancing is not practicable; or
2. When it is determined by a supervisor that wearing a mask is necessary for specific job duties.



## **B. Social Distancing**

Employees on campus are expected to maintain appropriate social distancing in order to avoid being exposed to or spreading COVID-19. To that end, the University has implemented the following social distancing/separation measures:

1. Many employees will continue working remotely until at least July 1, 2020.
2. Employees should maintain at least a distance of 6 feet (about 2 arms' length) from other people at all times;
3. Employees should avoid crowded places and avoid mass gatherings;
4. Employees should refrain from entering other employees' offices and cubicles, utilizing electronic communication, where possible.
5. All Summer 2020 courses will be delivered exclusively online.
6. Many buildings and other physical facilities around campus are "limited access only" through at least July 1, 2020.
7. Dining services will continue to be provided in a limited and completely to-go format. More information is available on the [Dining Services Webpage](#). Also, to assist with social distancing in dining halls, furniture has been removed and additional signage, floor markings and stanchions will be utilized.
8. Signage has been placed throughout campus in every building, including on display boards, at time clocks, and in other highly visible locations. This signage includes CDC guidelines and other safe practices.
9. Plexiglass barriers are being installed for employee work stations in high density, public areas that involve regular face-to-face contact with others (e.g., Library help desk, office administrative coordinators, etc.)
10. Additional signage will be posted in all public places on campus, both interior and some exterior. This includes elevators, restrooms, conference rooms, lounges, and other places that individuals can congregate, as well as entry ways, benches and other exterior gathering places. Signage will encourage social distancing and include capacity limitations.
11. Additional floor markings will be placed at locations where lines or groups potentially can form or need to form in order to facilitate social distancing.
12. Physical spaces (e.g., classrooms, conference rooms, restrooms, break rooms, etc.) are being further analyzed to determine if any adjustments should be made to promote social distancing while still complying with any applicable building code requirements.
13. Additional measures may be implemented by the supervisor of an assigned work area.

## **C. Personal Sanitation Measures**

Employees should maintain good personal sanitation/hygiene, keeping the following in mind:

1. Frequent hand washing is the first line of defense against the spread of COVID-19. Employees should wash their hands often with soap and water for at least 20 seconds, especially after being in a public places, or after coughing, sneezing, blowing their nose, or touching their face. If soap and water are not readily available, employees should use a hand sanitizer that contains at least 60% alcohol.
2. Employees are encouraged to carry their own hand sanitizer and keep some at their work stations.



3. Employees are encouraged to bring their own water to minimize use and touching of water fountains (and to use the hands-free, bottle filling stations where available).
4. Employees should minimize or avoid sharing personal items and work supplies with others.

In addition, the University has implemented the following measures in order to encourage people on the University's campus to practice good sanitation/hygiene.

1. Hand sanitizer is available in various locations around campus.
2. Gloves will be made available to employees based on category of employment and job duties.
3. Hand washing and hygiene posters have been displayed in various locations around campus, including academic buildings, administrative buildings, and residence halls.
4. Supervisors will continue to remind employees of good hygiene practices, such as:
  - a. Frequent hand washing;
  - b. Covering coughs and sneezes with a tissue, then throwing the tissue in the trash; if a tissue is unavailable, the cough or sneeze should be covered with the inside of an elbow, not the hands;
  - c. Avoid touching eyes, nose, or mouth;
  - d. Cleaning frequently touched surfaces often; and
  - e. Keeping tissues and hand sanitizers easily accessible.
5. Additional measures may be implemented by the supervisor of an assigned work area.

#### **D. Cleaning and Disinfecting Protocols**

While, as discussed further below, the University has implemented significant cleaning and disinfecting measures, employees and departments will also be expected to assist with cleaning their workspaces and other high touch surface areas in their physical work environments. Cleaner and disinfectant will be provided in high traffic areas, as needed.

As it relates to cleaning and disinfecting the campus, the University has implemented the following protocols.

1. Deep cleaning recently occurred in all academic buildings as well as other facilities around campus. It will also occur at regular intervals once areas open based on occupancy and use.
2. Open buildings are cleaned and disinfected on a daily basis at regular intervals, and as necessary based on occupancy and use.
3. Cleaning and disinfecting of high touch surface areas (such as controls, door handles, elevator panels, railings, copy machines, etc.) occurs on a regular basis.
4. Individual offices are/will be sanitized prior to an employee reoccupying the space, with a sign noting that this has occurred. After returning to campus, assistance with cleaning of personal workspaces then becomes the responsibility of the occupants, though routine cleaning by the University will occur as before.
5. Portable ultraviolet lights are used in spaces considered higher risk areas.
6. An electrostatic disinfecting sprayer is utilized where appropriate, such as locker rooms, shower areas, shuttle buses, etc.
7. Additional cleaning measures will be taken if the University is notified that an individual is/was on campus with a positive diagnosis of COVID-19.
8. Additional measures may be implemented by the supervisor of an assigned work area.





## VII. Travel Standards

The following travel standards have been put in place in response to the ongoing pandemic and shall remain in effect until an express directive from the President revises or discontinues them.

### A. University-Sponsored/Funded Travel

The following standards apply to University-sponsored/funded travel:

- 1. *International Travel:*** All University-sponsored/funded international travel, including Study Abroad, is suspended. An employee can request an exception from the President, but exceptions will only be granted in rare circumstances.
- 2. *Domestic Travel:*** Outside the State of Indiana: University-sponsored/funded domestic travel outside the State of Indiana for faculty, staff, and students is suspended. An exception can be requested from the appropriate Vice President or Dean. When making decisions regarding requests for exceptions, Vice Presidents and Deans will consider the destination, reason for travel, duration, and how important it is to the University's mission.
- 3. *Domestic Travel:*** Within the State of Indiana: University-sponsored/funded travel within the State of Indiana is allowable in a manner consistent with standard University and departmental policies and practices. However, utilizing alternatives to physical travel is encouraged where practicable (e.g., having a phone conference instead of traveling off campus for a face-to-face meeting). In addition, based on future governmental directives and guidance, the University may further restrict University-sponsored/funded travel to higher-risk areas within Indiana as the pandemic progresses.
- 4. *Reimbursements for Cancelled Work-Related Travel:*** For information regarding employee travel that has been cancelled by either the traveler or the host due to COVID-19, and how to proceed with refunds and reimbursements, visit the [Travel Website](#).

### B. Personal Travel

In their personal travel, employees are strongly encouraged to abide by [CDC travel recommendations](#).

### C. New Self-Certification Form Required for Certain Travel

An employee who has traveled outside of the State of Indiana in the past 14 days for work or personal reasons and is intending to return to campus will be required to complete a new self-certification form, as described in the Employee Health Screening Process section of this plan. A new-self certification form may also be required for travel to a higher-risk area within Indiana, if determined necessary by the University in light of a future governmental directive or guidance. After completing the form, the employee will be advised by University Human Resource Services as to whether or not a self-quarantine period is advisable, based upon the circumstances and destination of the travel.



## **VIII. Wellness**

This pandemic can be stressful both personally and in the workplace. Employees should be mindful of their well-being and take steps to cope with this situation in a positive way (e.g., eat healthy, exercise, get sleep, talk with a trusted acquaintance, take breaks from the news and social media, etc.). The CDC has published information about [Coping with Stress](#) during this time. In addition, employees are encouraged to visit the [BSU Working Well Website](#) for more information about resources available through the University.

## **IX. General Resources**

Please consult the [University's COVID-19 Website](#) for more information on the University's response to this pandemic. In addition, other general resources include:

1. [CDC Coronavirus Disease 2019 \(COVID-19\)](#)
2. [World Health Organization information on COVID-19](#)
3. [Prevention and Treatment tips \(CDC\)](#)
4. [Indiana State Department of Health](#)
5. [Latest guidelines and updates from the CDC](#)
6. [Delaware County Coronavirus Hub](#)

## **X. Requests for Leave or Disability Accommodations**

If an employee has or may have a need for leave or disability accommodations related to COVID-19, the employee should contact University Human Resource Services.

## **XI. Questions or Concerns**

If an employee has questions or concerns regarding safety on campus in light of the pandemic or this plan, those issues should be discussed with their supervisor and, if not resolved, Employee Relations or Environmental Health and Safety should be contacted.



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# Telework & Flexible Work Arrangements Guidelines for Professional and Staff Employees



## **Statement**

Flexibility in the workplace is a business practice to manage people, time, space and workload more effectively, efficiently and responsively supports a variety of university goals related to recruitment and retention, sustainability, excellence, financial savings and well-being.

Ball State University will allow teleworking and other flexible work arrangements on a voluntary basis, to employees who hold positions that are conducive to these arrangements. This program is an employer option, not an employee right and is appropriate only when it results in a benefit to the institution and may be terminated at any time.

## **Reason for Guidelines**

The university provides guidance on various forms of workplace flexibility, balanced with required actions and legal concerns. The purpose of these guidelines is to provide a framework to help supervisors and employees understand the principles and key components to consider to reach the personal and productive benefits of telework and flexible work arrangements and avoid potential downfalls since flexible work arrangements are not be suitable for all employees and/or positions. Employee requests for flexible work arrangements due to a health related issues are managed by University Human Resource Services and are not included in these guidelines. These guidelines do not apply to temporary or occasional work arrangements due to inclement weather or instances where the employee is approved to work from home for one to two days as these types of arrangements may be made by the supervisor on an as-needed basis. Flexible work arrangements generally last at least one month in duration.

The adoption of these guidelines is determined by each Vice President and does not automatically confer the right of a flexible work arrangement to employees. In addition, each Vice President may elect to implement additional guidelines beyond those included in this document.

## **GUIDELINE PRINCIPLES**

- 1. Document the scope of the arrangement and that the agreement may be modified or terminated at any time.**
- 2. Establish Communication Expectations**
- 3. Establish Performance Expectations**
- 4. Ensure appropriate Technology & Data Security**
- 5. Conditions of Employment**



## Forms of Flexible Work Arrangements

**Alternate Arrival/Departure times:** The core hours for a position are typically identified by a unit or department for a temporary or a consistent basis, and does not typically alter the total number of hours per week the employee works.

**Compressed work:** 40-hour work week compressed into fewer than five work days. This arrangement is only suitable for non-exempt employees, since exempt employees may regularly work beyond 40 hours and 5 days per week as employment arrangements are defined in terms of getting the job done versus working a set number of hours.

**Flextime:** Fixed start/end times that change periodically, along with consistent core hours, or the establishment of a regular schedule outside of regular business hours.

**Flexible work arrangements:** Any work structure that alters the time and/or place that work gets done, such as flextime and telecommuting.

**Reduction in Time Commitment:** An employee may seek to reduce their time commitment to the university on a permanent or temporary basis to accommodate personal life transitions (e.g., preparing for retirement, pursuing a degree, etc.) Supervisors will consider the feasibility, duration of time, impact on duties, pay and benefits and determine if there are any university policies that may apply to the request.

**Telecommuting or Remote work:** A work arrangement in which some or all of the work is performed at an off-campus work site such as the home or in office space near home for a specified number of hours per week and for a preset, limited duration

## Eligibility

While all professional and staff employees are eligible to request flexible work arrangements, not all positions or employees may be approved to participate in these programs. Employees with performance related issues as determined by the supervisor may not be granted telecommuting as an option.

Positions that require regular face-to-face contact with employees supervised, students or members of the University community or public are likely not suited to telecommuting. Positions that require routine access to information or materials that are available only at the primary worksite are likely not suited for telecommuting either.



## Process

**Employee submits the request.** Employees who desire to request a flexible work arrangement shall complete a Flexible Work Application and submit it to their supervisor.

**The supervisor reviews the request.** The request for a flexible work arrangement must meet the needs, requirements, and constraints of both the department and the employee. The decision to authorize flexible work is within management's discretion based on the nature of the work being performed and other business considerations. The supervisor will take into consideration:

- the nature of duties and overall ability to perform the primary duties
- the volume of work needed along with operational and customer needs of the department
- the type of communication needed for successful completion of duties, such as meetings, consultations, presentations, conferences, and other approved flexible work arrangements
- the applicant's demonstrated conscientiousness about work time and productivity, and their work habits, including their ability to be self-motivated with minimal face-to-face daily supervision

The supervisor may alter the request, with the employee's input, should the original request not meet the department's needs.

## Approval begins with immediate supervisor and progresses to area Vice President.

If the immediate supervisor approves the Flexible Work Application, it must be approved by the next level of supervision and submitted to the Vice President/Provost for final approval. The Flexible Work Application will include an agreement section applicable to those approved for telecommuting in which the employee acknowledges that they will abide by established communication and performance expectations, comply with all general provisions and related IT policies. The arrangement does not alter an employee's work relationship with the University nor does it relieve an employee from the obligation to observe all applicable University rules, policies and procedures. Existing terms and conditions of employment remain unless a substantial reduction in work hours is approved, then salary and benefits may be adjusted commensurate with reduction in work hours. The supervisor and employee will review the arrangement and make adjustments to address concerns/challenges. Ongoing reviews should be scheduled routinely with an annual documented review of the arrangement. The arrangement may be terminated at the supervisor's discretion. The final copy will be sent to University Human Resource Services and placed in the employee's personnel file.

**Appeal Process.** In the event the employee would like to appeal the supervisor's decision, they may submit their appeal to the next level supervisor and if necessary, would progress through the chain of command, with the Vice President as the final decision maker.

### Contacts

University Human Resource Services 765-285-1834, [humanresources@bsu.edu](mailto:humanresources@bsu.edu)



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**FINAL REPORT:**  
Fall Contingency Task Force



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## **Group Members**

Kecia McBride, Chair—Vice Provost for Academic Affairs

Seth Beckman, Dean, College of Fine Arts

Amanda Droste, Upper Division Advising Center Coordinator

John Emert, Dean of Honors College (guest)

David Frye, Director of Upper Division Advising

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Mark Parkison, Director of Freshman Academic Advising

Steve Reed, Director of Academic Systems

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Stephanie Simon-Dack, Associate Dean of the Graduate School

Matthew Shaw, Dean of University Libraries

Kevin Smith, Associate Dean, College of Sciences and Humanities (guest)

Glenn Stone, Chair of the Department of Social Work (College of Health)

Ann Taylor, ACE Fellow

Paaige Turner, Dean, College of Information, Communication and Media

Jennifer Wessels, Secretary, Office of the Vice Provost for Academic Affairs

Trudi Weyermann, Assistant Provost for Learning Initiatives

Jennifer Wies, Director of Assessment and Accreditation

In preparing for an uncertain future, we can take steps now that will support student learning, advance BSU strategic priorities, and decrease stress on faculty and staff, while also maintaining flexibility should we need to make adjustments for COVID-19 this fall. If we consider the recommendations outlined below, our work will be transformative, not additive. We will move from reacting to responding and investing, from remote teaching to true online learning; and we will prepare our University to support life-long learning and an intentionally designed multi-modal future.





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## **Guiding Principles**

1. Quality education that fulfills the learning objectives at both the course and program level, no matter the mode of delivery and prepares students for future success.
2. Decisions that attend to the well-being and success of the faculty, students, staff, and community.
3. The ability to transition services, and learning to distance education at any point in time.
4. Our success is in the hands of our faculty and staff and as a community we will do all we can to support each other in this challenging time.

## **Recommendations to Prepare**

The taskforce recommends that faculty build all courses to be Hyflex classes which will allow them to achieve the guiding principles and respond to the scenarios below. This involves first building courses for a 100% online delivery modality and then reverse-engineering them to respond to the scenarios below. Information about Hyflex courses can be found [here](#) and [here](#).

The taskforce further recommends that messaging about these scenarios be accompanied by a town hall meeting for the University community where upper administration can provide context and discuss the support systems that will be in place, and where faculty members can ask questions.



## **Scenarios/rationale/considerations in order of preference:**

- **Scenario 1:** In August, plan for a return to face-to-face (F2F) instruction on campus consistent with federal, state and local guidelines. We expect more online courses than usual to accommodate faculty and students who might fall into higher risk populations as defined by the CDC. Faculty should be fully prepared to take all courses to remote learning in the event of a resurgence of the virus by designing their courses as bimodal in order to easily transition from one modality to another.
  - Consider distributing course schedules to evenings and weekends to enable social distancing.
  - Faculty should front load learning outcomes and prepare to deliver the core course content before Thanksgiving.
  - After Thanksgiving deliver remaining instruction online along with final projects/exams.
  - Eliminate Fall Break to limit coming and going on campus to reduce risk of exposure to our community.
  - Eliminate Labor Day to limit coming and going on campus to reduce risk of exposure to our community.
  - Goal: to provide 13 weeks of on campus instruction before Thanksgiving break, and continue with online education to the end of fall semester.
  
- **Scenario 1A:** Plan on beginning the semester F2F, and at some point (eg., 4 weeks before Thanksgiving break), due to circumstances, pivot to online delivery. Faculty should build their courses in dual modality and front load the learning outcomes to the beginning of the semester.
  - At any moment around 8-10 weeks, faculty should be prepared to take their courses online in the event of another resurgence of the COVID-19 and flu.
  - Cancelling fall break, Labor Day and consider shortening the term as able while keeping with HLC regulations.
  - If conditions allow, courses can remain in F2F modality as long as possible, but faculty should still prepare to deliver a larger amount of course material before and after Thanksgiving in an online learning format, if necessary.
  
- **Scenario 1B:** Same as #1 but plan on beginning the first 4 weeks of the semester online (in the event that risk continues longer than anticipated), and if possible, begin F2F classes on campus after that. Faculty should build their courses in dual modality so they can effectively begin the semester online and transition to F2F after week 4.
  
- **Scenario 2:** Plan for an all-online semester, especially if conditions seem to indicate that this will be necessary as the summer continues, but not messaging this until necessary.

**Note:** Here and throughout the document, we encourage the University community to consult the ACHA guidelines, which can be found [here](#), for consideration of all matters including Instruction and Learning Environments.

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# **BOARD OF TRUSTEES MEETING**

May 27, 2020



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# COVID-19

Updates on Our University's Response

## Overview

- Fall Academic Plan
  - Plan for Fall Semester
  - Implementation Steps
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- Taskforce on Recovery and the University's Strategic Transition (TRUST) Update
  - On-Campus Population Density
  - Health and Safety Protocols
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- Conclusion



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# FALL ACADEMIC PLAN

Susana Rivera-Mills

Provost and Executive Vice President for Academic Affairs



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# Academic Contingency Planning Group

## Members

- Kecia McBride, Chair, Vice Provost for Academic Affairs
- Seth Beckman, Dean, College of Fine Arts
- Paaige Turner, Dean, College of Information, Communication and Media
- Tarek Maufouz, Chair of Faculty Senate, Associate Dean of CAP
- Trudi Weyermann, Assistant Provost for Learning Initiatives; Online Education
- Matthew Shaw, Dean of University Libraries
- Stephanie Simon-Dack, Associate Dean of the Graduate School
- Jennifer Wies, Director of Assessment and Accreditation
- Steve Reed, Director of Academic Systems
- Monica Roberts, Associate Director of Registration and Academic History
- David Frye, Director of Upper Division Advising
- Mark Parkison, Director of Freshman Advising
- Glenn Stone, Chair of the Department of Social Work (College of Health)
- Amanda Droste, Upper Division Advising Center Coordinator
- Kari Gayes, Senior Account Strategist, Marketing and Communications



## Plan for Fall

- Return to face-to-face (F2F) instruction on campus consistent with federal, state, and local guidelines.
- We expect more online courses than usual to accommodate faculty and students who might fall into higher risk populations as defined by CDC.
  - Consider distributing course schedules to evenings and weekends to enable social distancing.
  - Key Strategy: to provide 13 weeks of on-campus instruction before Thanksgiving break and continue with online education to the end of Fall semester.
  - Faculty will front load learning outcomes and prepare to deliver core course content before Thanksgiving.
  - After Thanksgiving, deliver remaining instruction online, along with final projects/exams.
  - Eliminate Fall Break and hold classes on Labor Day in order to limit coming and going on campus to reduce risk of exposure to our community.





## Expectations for Faculty — Course Preparation

- The key to our success will be for faculty to build all courses to be Hyflex classes, which will allow them to respond to changing circumstances.
- This involves first building courses for a 100% online delivery modality and then reverse-engineering them to respond to various circumstances.



## Implementation Steps

- We have an inventory of our current Fall course offerings showing which are highly flexible, which require additional adjustments to make them flexible, and which are least flexible requiring alternative options.
- We have brought together an academic space assessment group to determine how we will adjust our classrooms to meet social distancing and other safety guidelines. They will also determine our on-campus capacity in classrooms and overlay the inventory of Fall offerings on this space assessment to determine what scheduling adjustments are needed.
- Deans, chairs/directors, faculty, and academic support staff will be implementation groups with specific responsibilities for each.



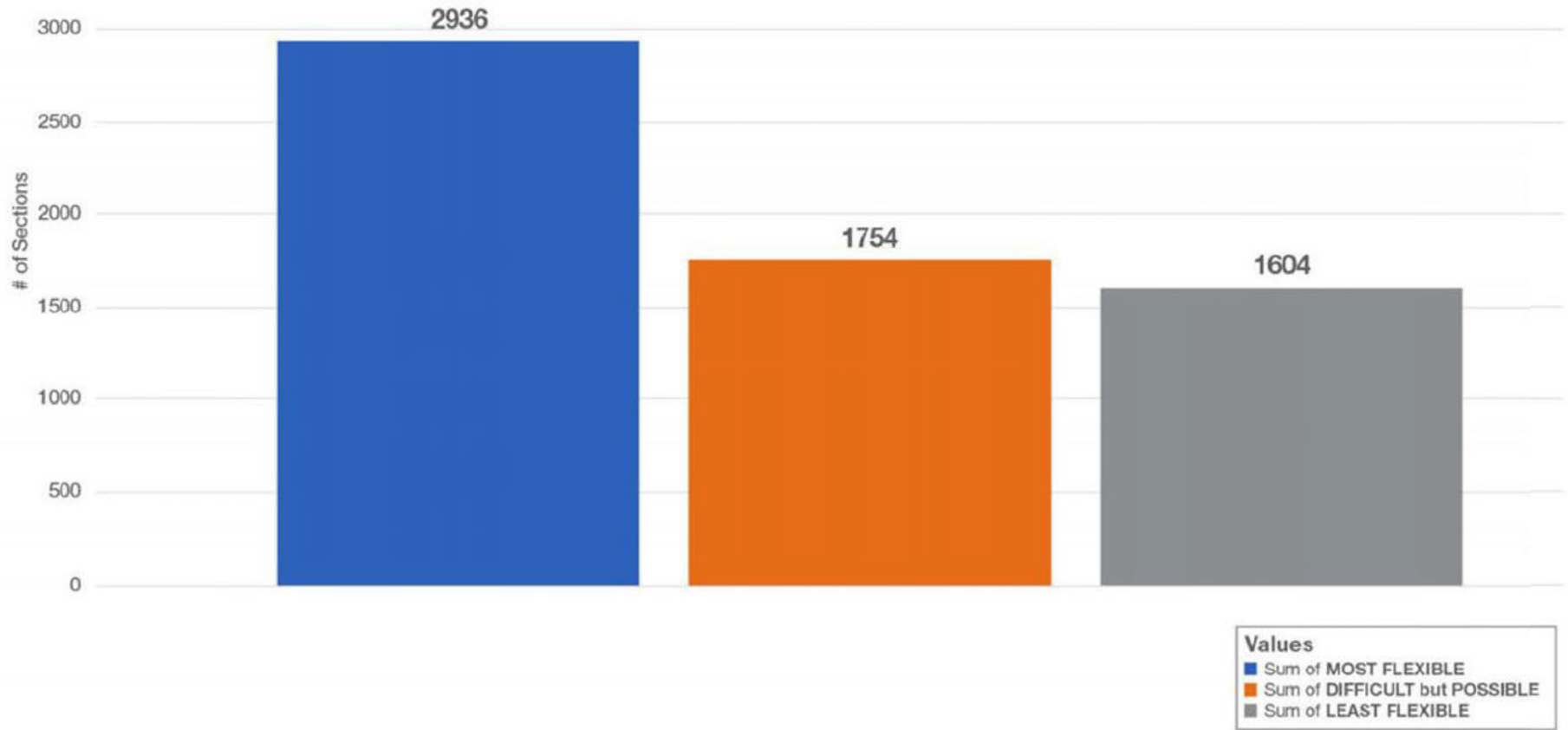
## Implementation Steps (cont.)

- Our assessment includes educational experiences outside of the classroom such as internships, field studies, practicum, and study abroad. We have cancelled all study abroad experiences that would have begun in the Fall and are finalizing guidelines for how we will deal with internships, field studies, and student teaching.
- The classroom space assessment group will have their report to me by the first week of June.
- We will have communications to the various implementation groups to make sure people have what they need to move forward in their respective areas.



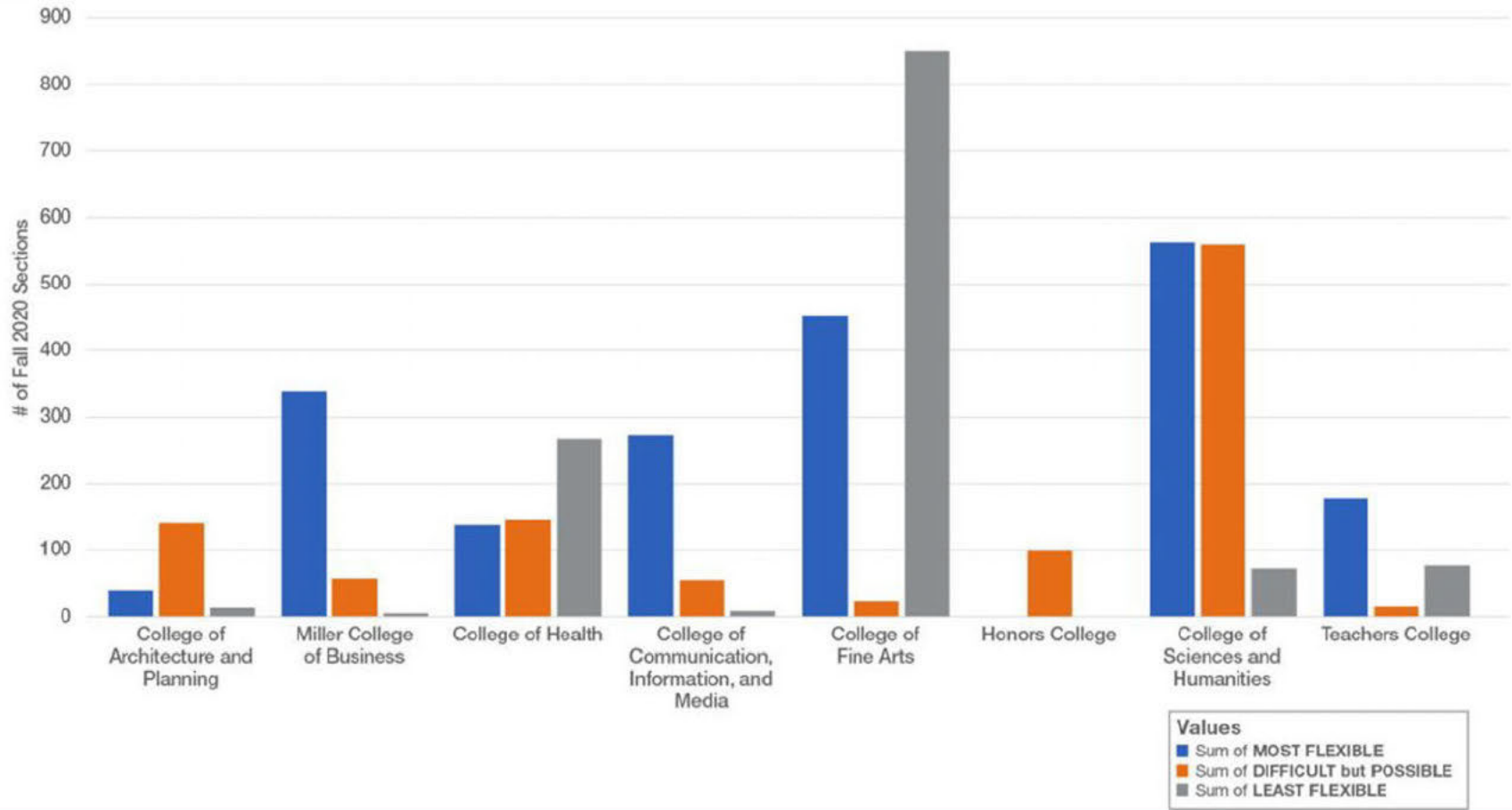


# Count of Fall Sections by Course Adaptability Type





## Course Adaptability Type by College



## Timeline for Implementation

May, June, July	Ongoing training/faculty support for course design/delivery Advisors work on virtual orientations to onboard students this Fall
First week of June	Academic Space Assessment Group submits report
June instruction	Departments/Units submit contingency plans for continuation of instruction
Mid-June	Communications of responsibilities to various implementation groups
End-June schedule	Finalize any necessary scheduling adjustments for faculty and students to Fall schedule Communicate classroom safety guidelines to appropriate groups
End-June equipment	Finalize any necessary guidelines for specific spaces related to safety equipment



## Timeline for Implementation (cont.)

July	Communications to students to prepare them for Fall and share expectations
End of July	Finalize any necessary adjustments to classroom spaces to meet safety guidelines
End of July	Equip classrooms with necessary technology to support hybrid teaching/learning
First week of August	Final check for Fall semester readiness



# Academic Space Assessment Group

## Members

- Paaige Turner, Chair, Dean, College of Information, Communication and Media
- Courtney Bell, Project Interior Designer
- Seth Beckman, Dean, College of Fine Arts
- Melody Bernot, Associate Provost for Undergraduate Education
- Tarek Mahfouz, Chair of University Senate, Associate Dean of College of Architecture and Planning
- Susan McDowell, Vice Provost for Research
- James Lowe, Associate Vice President for Facilities Planning and Management
- Steve Reed, Director of Academic Systems
- **Matthew Shaw**, Dean of University Libraries
- Kevin Smith, Associate Dean, College of Sciences and Humanities
- Glenn Stone, Chair of the Department of Social Work, College of Health





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# TRUST UPDATE

Sue Hodges Moore  
Chief Strategy Officer



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## Membership

- Seth Beckman, Dean, College of Fine Arts (also liaison with the academic taskforce)
- William Betts, Director of Counseling and Health Services
- Jackie Buckrop, Special Assistant for Academic Operations and Teaching Professor of Communication Studies, Academic Affairs
- Jean Crosby, President, Ball State University Foundation
- Dan Forst, Account Strategist for Client Services, Marketing and Communications
- Beth Goetz, Director, Intercollegiate Athletics
- Jim Hague, Director of Student Life, Student Affairs
- Jennifer Haley, Learning Center Director, University College
- Alan Hargrave, Associate Vice President for Student Affairs and Director of Housing and Residence Life
- Julie Hopwood, Associate Vice President for Business and Auxiliary Services, Business Affairs
- Ben Irwin, Associate General Counsel, Office of General Counsel
- Jim Lowe, Associate Vice President for Facilities Planning and Management, Business Affairs
- Paula Luff, Vice President, Enrollment Planning and Management
- Todd Meister, Assistant Vice President and Chief Enterprise Architect, Information Technology
- Sue Hodges Moore, Chief Strategy Officer (Convener)
- Suzanne Rice, Assistant Dean for Public Services, University Libraries
- Scott Truex, Department Chair and Associate Professor of Urban Planning, R. Wayne Estopinal College of Architecture and Planning



# Taskforce on Recovery and the University's Strategic Transition (TRUST)

## Purpose and Scope

- Coordinate the University's safe transition from the Spring 2020 COVID crisis management response to a successful, sustainable operating environment
- Identify a wide range of operational issues and make appropriate recommendations, including:
  - Learning spaces
  - Remote working
  - On-campus offices
  - Technology support
  - Residence and dining halls
  - Recreation facilities
  - Campus Events, including athletic competitions



## Resources

U.S. Centers for Disease Control and Prevention (CDC)

- Interim Guidance for Administrators of U.S. Institutions of Higher Education
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>
- Coronavirus (COVID-19)
  - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

The American College Health Association (ACHA) COVID-19 Resources

- ACHA Guidelines, Preparing for COVID-19
  - <https://www.acha.org/COVID-19>
- ACHA Guidelines, Emergency Planning Guidelines for Campus Health Services: An All Hazards Approach
  - <https://acha.org/EmergencyPlanning>

World Health Organization – Coronavirus Disease (COVID-19) Pandemic

- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

City of Fishers COVID-19 Recovery Plan, Slide Deck and Press Release



## **Employee Return to Campus Plan**

- Phased approach to re-entry
- Health and safety protocols
- Travel standards



## Employee Return to Campus Plan

- May – essential/vital employees only (approximately 200)
- June – small number of additional faculty and staff (approximately 650)
- July – resumption of more campus activities; preparation for Fall semester (approximately 1700)
- August – beginning of classes, with more faculty and some additional staff on campus, combined with telework



## Phased Approach to Employee Return

- Telework and flexible work arrangements
  - Alternate Arrival/Departure Times
  - Compressed Work
  - Flextime
  - Flexible work arrangements
  - Reduction in Time Commitment
  - Telecommuting or Remote Work



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# Health and Safety Protocols



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## **Health and Safety Protocols**

- Social distancing
- Personal Protective Equipment
- Health Screenings
- Disinfection and cleaning



## Social Distancing

- Signage, floor markings, and stanchions
- Classroom occupancy limits
- Occupancy restrictions for meeting rooms, common areas, and other physical spaces
- Removal of some furniture in communal spaces
- Dining to-go options
- Virtual meetings and events



## Masks

- Masks are strongly recommended to be worn by all employees working on campus
- They are required when:
  - social distancing is not practicable, or
  - it is determined by a supervisor that wearing a mask is necessary for specific job duties



## Health Screenings

- Re-entry self-certification
  - All employees who are authorized to return to work on campus are required to complete a self-certification form prior to returning.
- Daily symptom check
  - All employees will commit on this form to performing daily symptom self-checks and to reporting changes.



## Sanitation

- Personal Sanitation Guidance
  - Frequent handwashing
  - Personal hand sanitizer
  - Not sharing personal items and office supplies
- University Provided
  - Hand sanitizer in various locations
  - Gloves provided to employees based on category of employment and job duties
  - Proper hygiene posters



# Sanitation

## BSU Cleaning and Disinfection

- University Protocols
  - Buildings cleaned and disinfected on a daily basis at regular intervals
  - Deep cleaning at regular intervals based on occupancy and use
  - Special attention to high-touch surface areas
  - Portable ultraviolet lights in higher-risk areas
- Employee Expectations
  - Personal workspace cleaning
  - Frequently touched surface areas in the immediate environment



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# Travel Standards



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## Travel Standards

- University sponsored/funded
  - International – suspended, with rare exceptions approved by the President
  - Domestic (out of state) – suspended, with exceptions granted by VP/Dean
  - Domestic (Indiana) – allowable, with encouragement to use virtual means for gathering and communicating
- Personal Travel
  - Strong encouragement to abide by CDC travel recommendations
  - Out-of-state travel requires new self-certification form
  - Some in-state travel to higher-risk locations may require a new self-certification





## Under Development

- Health and safety protocols for students and campus visitors
  - Dining Services
  - Recreational Services
  - Occupancy restrictions of physical spaces
  - Technology solutions
  - Procurement



## Campus Visitors

- Examples
  - Athletic pre-game and game attendees
  - Prospective students and parents
  - K-12 students (school field trips)
  - Public access to cultural assets and events
    - David Owsley Museum of Art, Marilyn K. Glick Center for Glass, Charles W. Brown Planetarium, Dr. Joe and Alice Rinard Orchid Greenhouse
    - Emens Auditorium and other arts and entertainment venues
    - Public lectures and speakers
    - Celebratory and recognition events
  - Job candidates



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# Other Significant Issues



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## Housing and Residence Life

- Evaluating final three scenarios
- Assessing how to minimize risk of transmission within residence halls
- Determining how much excess capacity needed for quarantine and temporary isolation



## Testing and Contact Tracing

- Access to adequate testing on campus and in community
- Cost of testing
- Staffing plan for contact tracing



## **Campus Activities and Events**

- Public health constraints
- Public health guidance
- Risk assessment
- Approval process



## Athletics

- NCAA moratorium expires — June 1, 2020
- Voluntary physical activities
- Mandatory practices
- Competitions



## Athletics—Academic Success

- Spring Semester — Median GPA 3.32
  - Highest in University history
- Academic Year — APR was 991
  - Highest in University history
  - Tied for 1st in the MAC





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# Conclusion



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