

**Archer Center COVID-19 Safety
Academic & Program Operations Plan
Spring 2021
(Updated 01.29.21)**

The Archer Center is prepared for the **Spring 2021 Archer Fellows** to be in residence in Washington, D.C. For academic year 2020-2021, the Archer Center has waived its requirement that Archer Fellows reside in D.C. during their fellowship. Fellows who opt to reside in D.C. during the Spring 2021 semester are scheduled to arrive between **January 29-31, 2021**.

This document provides an explanation of the Archer Center's operations and academic plans to ensure the health and safety of the Archer Fellows and members of the Archer Center staff and teaching faculty. The information in this document has been updated from the Fall 2020 Archer Center Academic and Program Operations Plan that is currently in place.

The policies in this document are developed in response to guidance issued by The University of Texas at Dallas, The University of Texas System, the DC Higher Education Licensure Commission, and the Office of the DC Mayor. This plan has been reviewed and approved by the UT System Office of Risk Management, UT System's Chief Medical Officer, the UT Dallas Provost, and the UT Dallas University Attorney's Office.

For updated information about COVID-19 conditions and relevant government responses in the District of Columbia see: <https://coronavirus.dc.gov/>

OVERVIEW

1. Academic classes offered in hybrid format

- a. All classes will be available online, and recorded for asynchronous delivery, but will also meet in-person at the Archer Center (after **February 15, 2021**).
- b. Classes begin **January 11 and will end April 16, 2021**. The Archer Fellows will have the option to remain in their D.C. housing until **April 24, 2021**. We have made it clear to the students that there is a chance that they may be required to depart D.C. if COVID-19 conditions pose increased threats to their health and safety.

2. Personnel

a. Faculty

- i. Professors and lecturers will not hold in-person office hours but will be available to meet with students virtually by appointment.
- ii. Some lecturers will be available to meet in person at the Archer Center on their regularly scheduled class night provided that the individual meets all of the following conditions:
 1. is not displaying any symptoms related to COVID-19,
 2. has not tested positive for COVID-19,
 3. is not presumed to be COVID-19 positive while they are awaiting results of a COVID-19 test or was exposed to someone who has tested positive for COVID-19.
 4. follows all University and CDC guidelines for COVID-19 safety.

b. Staff

- i. Archer Center staff will be present at the Archer Center on days when class is scheduled, provided that the individual meets all of the following conditions:
 1. is not displaying any symptoms related to COVID-19,
 2. has not tested positive for COVID-19,
 3. is not presumed to be COVID-19 positive while they are awaiting results of a COVID-19 test or was exposed to someone who has tested positive for COVID-19.
 4. follows all University and CDC guidelines for COVID-19 safety.
- ii. The Archer Center staff will have the option to telework during the remainder of the work week and to revise their workday on regularly scheduled class days to compensate for the late evening work obligations.

3. Mandatory COVID-19 Testing

- a. **Pre-arrival and post-arrival COVID-19 testing:** The District of Columbia is requiring that travelers from “high-risk” states must show proof of a negative COVID-19 test taken within 72 hours prior to arrival in D.C. The individual must have a negative result prior to traveling.
 - i. *Pre-arrival testing:* Prior to departure for DC, students must submit proof of a negative result from a COVID-19 test taken within 72 hours prior to their departure; this result should be sent to archerforms@utsystem.edu. This test result must also be shown at check-in at The WIHN.
 - ii. *Post-arrival testing:* 3-5 days after arrival in DC, each student must obtain another COVID-19 test. While awaiting the results of this second test, the student must continue to self-quarantine.
- b. **Close contacts with persons who have COVID-19:** Any person who has close contact with a person(s) who has tested for or is symptomatic of COVID-19 within the past 14 days must not travel to D.C. Close contact is defined as having spent a cumulative total of at least 15 minutes in close proximity – within 6 feet – of someone over a 24-hour period (see https://coronavirus.dc.gov/sites/default/files/dc/sites/coronavirus/page_content/attachments/MO%202020-110%20%20Modified%20Requirements%20Regarding%20Self-Quarantines%2C%20Testing%2C%20and%20Travel%20During%20the%20COVID-19%20Public%20Health%20Emergency%20%2811-6-2020%29.pdf).
- c. **Self-quarantine during waiting period after arrival in D.C:** Visitors to the District should limit their activities until a second negative test result has been obtained; this test should be obtained within 5 days after arrival. Individuals who are awaiting test results must self-quarantine until the results are reported. Individuals residing in the same Pod should adhere to the self-quarantine and safety measures outlined below, until all individuals in their Pod have obtained a negative test result from the second COVID test obtained following their arrival in D.C.
 - i. **14-Day Self-Quarantine Upon Arrival:** In practice, this self-quarantine period will extend for the first 14 days of the Spring 2021 Archer Fellows’ residence in D.C. To ensure the health and safety of the cohort, the Archer Fellows are

expected to quarantine in their university-affiliated housing in D.C. (or other accommodation that they have selected) for 14 days after arrival or until all members of the Pod have received negative results from their second COVID-19 test). For this reason, we do not plan to have any students in the Archer Center classroom/offices in D.C. before **February 15, 2021**.

- ii. **Note:** It is recommended that Archer Fellows wear face masks/face coverings in their apartments during the 14-day quarantine period (or until all members of the Pod have received negative results from their second COVID-19 test) to reduce the possible transmission of COVID-19 to members of their pod.
- d. **Late Arrivals:** Students who delay their arrival in D.C. after January 31, 2021 must comply with the COVID-19 testing requirements, and upon arrival in D.C. will also self-isolate at their own expense at a location that is not an apartment which is assigned to any **Spring 2021 Archer Fellow**. Such students must coordinate their arrival and quarantine plans with the Assistant Director of Student Life (Keenan Courtland), Program Coordinator (Andrea Torres) and the Academic Director (Dr. Michelle Chin).
- e. **Supplies & Provisions During Initial Self-Quarantine:** The Archer Center will provide each apartment with cleaning supplies, basic household paper goods, and a 2-week supply of basic groceries. These items will be delivered to the apartments on or about **January 28, 2021**, prior to the students' arrival in D.C.
- f. **Morale During Initial Quarantine:** The Archer Center is planning a number of activities designed to foster collaboration and positive morale within each pod and the cohort. Examples include:
 - i. Delivery of occasional "special" meals and treats to the apartments
 - ii. Regular virtual check-ins and meetings with special guests for each pod
 - iii. Positive behavior reward system
 - iv. Team-building games, or exercises coordinated by Archer Center staff
 - v. Empowering students to identify other ways to encourage and build up one another

4. **Vaccine**

- a. When a COVID-19 vaccine becomes available, the Archer Center will work with UT Dallas, UT System and local health officials to determine the options for students, staff, and faculty to access the vaccine if they choose to be vaccinated.
- b. The protocols described in this document will continue through this semester even after a vaccine is available.

5. **Daily Health Screening**

- a. **UT Dallas Dean of Students link:** To ensure appropriate monitoring of the cohort's health, all Fellows in residence in D.C. will be required to complete a Daily Health Screening conducted by the UT Dallas Office of the Dean of Students. This is the same screening required of all students, staff, and faculty on the UT Dallas campus, and will be emailed or texted to individual Fellows.

6. **Conditions for In-Person Meetings at the Archer Center**

- a. **Health Screening**

- i. **UTD Qualtrics Survey:** Archer Center staff, faculty and students who plan to visit the Archer Center are required to complete a separate health screen no more than 1-2 hours prior to arrival at the Archer Center. Archer Center staff/faculty who report any COVID-19 symptoms on this health screen are expected to quarantine at home. Archer Center staff/faculty who experience COVID-19 symptoms after arriving at the Archer Center should immediately depart the Archer Center to quarantine at home.
 - ii. **Lobby Screening:** On class nights, the Archer Center staff will meet students in the building lobby to verify the students' health screen before sending the students to the office suite. This secondary health screen will also include a temperature check and verification that the student is wearing a face mask. If there are insufficient Archer Center staff available to perform the lobby screening procedures in advance of any in-person meeting at the Archer Center, then such events will be shifted to virtual delivery only.
 - iii. **Details:** At a minimum, the screening procedure should include the following "ASK, ASK, LOOK" steps. Any student, faculty, or staff member meeting "Yes" for any of the "ASK, ASK, LOOK" criteria in the daily health screen would not be admitted. Such students, faculty or staff shall be instructed to call their healthcare provider to determine next steps.
 - 1. **Ask:** Students, faculty and staff should be asked about whether the student or staff member has experienced symptoms consistent with COVID-19.
 - 2. **Ask:** Students, faculty and staff should be asked if they have been in contact with a person who has COVID-19. If yes, the student must return to their apartment and self-isolate for 14 days or until they receive negative results for a COVID-19 test.
 - 3. **Look:** Archer Center staff should visually inspect each student, faculty, and staff member for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- b. **Physical Distancing within the Archer Center**
- i. **Furniture Rearrangement:** Furniture in the classroom, student lounge and public offices has been rearranged to allow for appropriate physical distancing. This includes removing extra tables and chairs in the classroom and student lounge and excess chairs in the three offices and reflection room that are open for use by students and faculty on class nights.
 - ii. **Restricted Access to Pennsylvania Avenue-Side Offices:** The offices on the Pennsylvania Avenue side of the suite will only be accessible to UT System staff and Archer Center staff and faculty.
 - iii. **Traffic Flow:** Directional decals on the floor will indicate the traffic pattern/flow within the suite that best facilitates appropriate physical distancing.
- c. **Preventive Measures**

- i. **Hygiene:** The Archer Center supports [healthy hygiene](#) behaviors by providing adequate supplies, including soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch trash cans in the classroom and offices at the Archer Center.
- ii. **Messaging:**
 1. [Signs](#) are posted in highly visible locations at the Archer Center and in Archer Fellow apartments that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs (such as by [properly washing hands](#) and [properly wearing a cloth face covering](#)).
 2. The Archer Center has posted links to the Archer Center’s COVID-19 Academic and Program Operations Plan in addition to links to required messages from UT Dallas about behaviors that prevent spread of COVID-19.
- iii. **Face Masks/Coverings**
 1. **Required** while inside the UT System Washington Office and Archer Center. Each student will be issued a cloth face covering when they arrive in D.C. Disposable face coverings will also be available on request at the Archer Center if an individual does not have an adequate face covering.
 2. Students should use CDC-recommended [face coverings](#) when going outside their apartment. Such face coverings should be worn as feasible and are **most** essential in times when physical distancing is difficult. Students will be advised to know how to [properly use, remove, and wash cloth face coverings](#).
 3. It is recommended that Archer Fellows wear face masks/face coverings in their apartments during the 14-day quarantine period to reduce the possible transmission of COVID-19 to members of their pod.
- iv. **Face Shields Required:** In addition to face masks, face shields are required while students are inside the classroom. Each student will receive a plastic face shield, which they will store at the Archer Center for use only during their assigned class time. Students will be required to sanitize their shield after each use.
- v. **Hand Washing:** Foot-pedal activated hand sanitizing dispensers are at the entrance to the office. Individuals entering the suite will be advised to sanitize their hands. In addition, individuals should wash their hands with soap and water in the bathrooms or in the sink located in the student lounge. Signs encouraging hand washing are also posted near this sink.
- vi. **Sanitize Desk Area:** The Archer Center will provide sanitizing wipes or disinfectant solution and paper towels so that each student is able to properly wipe down their desk area before and after their use. We will also require students to wipe down any other surfaces that they touch while in the lounge or offices.

vii. **Regular Office Cleaning:** The Archer Center at The University of Texas System Washington Office is cleaned every night. Deep cleaning will be conducted prior to the beginning of the semester and as needed after the presence of any individual suspected of or known to be infected with COVID-19. This cleaning protocol is in line with similar practices at UT System and UT System campuses.

d. **Limited Groups:** Students will be assigned to 12-person groups and provided with a schedule of dates and times that they are able to meet in person at the Archer Center for classes.

7. Student Housing

a. **University-Affiliated Housing in D.C.:** Students who choose to reside in University-affiliated housing in D.C. will be assigned to live in apartment “Pods”. It is anticipated that there will be no more than 2 students sharing a single bedroom.

b. Housing Agreements & Resources

i. **Roommate Agreements:** Each apartment or pod must submit a roommate agreement signed by each of the roommates. These agreements must be submitted to the Archer Center no later than **January 29, 2021**.

ii. **Housing Addendum & Contract:** Each Fellow that will be residing in University-affiliated housing in D.C. must also submit a signed addendum and updated Archer Center student contract; these documents reflect revisions in the student conduct expectations due to the pandemic and new housing provider.

c. Starter Kits with 2-Week Supply of Cleaning Supplies will include:

- i. All-purpose disinfectant and paper towels for each bathroom and kitchen within the apartment.
- ii. Toilet paper and toilet bowl cleanser for each toilet in the apartment.
- iii. Hand soap and hand sanitizer for each sink in the apartment.

d. **Resource Manual:** The Archer Center will provide each apartment with a resource manual that includes information about apartment cleaning protocols, nearby medical facilities, relevant housing rules, UT Dallas COVID-19 Student Guide, and the UT Dallas Student Code of Conduct.

i. Guidelines for Apartment Cleaning Protocols

1. All roommates should have a comprehensive plan for routinely cleaning and disinfecting common spaces and high-touch surface areas in their apartment (e.g., kitchen, living room furniture and appliances, bathrooms, door knobs and windows, etc.) using [EPA-registered disinfectants](#) more than once a day if possible.
2. The surfaces of shared equipment (e.g., kitchen and laundry appliances, garbage, etc.) should be cleaned and disinfected between each person’s use of it using [EPA-registered disinfectants](#).
3. For more information about cleaning and disinfection in a community building and the disinfectants that are effective against the virus that causes COVID-19, see the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>.

4. For more information about cleaning and disinfection when a person has COVID-19, see the CDC website:
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfectingbuilding-facility.html>.
5. **Bathrooms**
 - a. Shared bathrooms should be cleaned and disinfected using [EPA-registered disinfectants](#) at least twice per day (e.g., in the morning and evening or after times of heavy use).
 - b. Make sure trash cans are emptied regularly.
 - c. Sinks could be an infection source. Each individual should avoid placing toothbrushes directly on counter surfaces. Totes could also be used for personal items to limit their contact with other surfaces in the bathroom.
6. **Kitchen & Dining Room**
 - a. Restrict the number of people allowed in the kitchen and dining room at one time so that everyone can stay at least 6 feet (2 meters) apart from one another.
 - b. People who are sick, their roommates, and those who have higher risk of severe illness from COVID-19 should eat in their room, if possible.
 - c. Do not share dishes, drinking glasses, cups, or eating utensils. Non-disposable food service items used should be handled with gloves and washed with dish soap and hot water or in a dishwasher. [Wash hands](#) after handling used food service items.
 - d. Use gloves when removing garbage bags and handling and disposing of trash. [Wash hands](#) after touching garbage/trash.
7. **Laundry**
 - a. Use household cleaners or [EPA-registered disinfectants](#) to clean and disinfect buttons, knobs, and handles of laundry machines, laundry baskets, and shared laundry items.
 - b. Refer to CDC [guidelines](#) for doing laundry such as washing instructions and handling of dirty [laundry](#).

8. Emergency Response Planning

COVID-19 Exposure and Action/Response

The chart below describes the actions necessary if an Archer Fellow or Archer Center staff/faculty member is exposed to or tests positive for COVID-19. Such individuals must report their condition to Dr. Michelle Chin (Academic Director) and Valerie Hardy (Administrative Coordinator for the UT System Washington Office), who are also required to report this information to relevant authorities at UT System, UT Dallas, University-affiliated housing in D.C., and building management for 1750 Pennsylvania Avenue NW, where the UT System Washington Office is located. In addition, any Archer

Fellow or Archer Center staff/faculty who is exposed to or diagnosed with COVID-19 must also complete a self-report required by UT Dallas ([click here to report](#)).

The Archer Center staff will check in daily with any student who is in quarantine and will also work to ensure that the student has regular meals during their quarantine period.

Testing

Individuals can obtain a COVID-19 test from their healthcare provider or at any of the testing sites available in D.C. For a list of these sites see:

<https://coronavirus.dc.gov/testing>

Contact Tracing

Since the Fellows will be temporary D.C. residents, contact tracing will be conducted by the DC Health Contact Trace Team. Additionally, campus tracing for students will be conducted by UT Dallas. Campus tracing for Archer Center staff/faculty will also be conducted by UT Dallas. Faculty/staff affected will be contacted by the DC Health Contact Trace Team, or relevant contact tracing teams in Maryland or Virginia, depending on the individual's place of residence. Information about Maryland is here: <https://coronavirus.maryland.gov/pages/contact-tracing>. Information about Virginia is here: <https://www.vdh.virginia.gov/coronavirus/prevention-tips/contact-tracing/>.

An Archer Fellow	Housing	Academics	Internship
Tests positive for COVID-19 or is presumed positive due to exhibiting COVID-19 like symptoms	Immediately report to Dr. Michelle Chin and Valerie Hardy and complete the self-report required by UT Dallas for individuals exposed to or diagnosed with COVID-19 (click here for report). Isolate at separate University-affiliated housing facility for a minimum of 10 days, until fever free for 24 hours without the use of fever reducing medications, and all symptoms are improving. Student will be cleared by a Dean of Students staff member for return.	Access class online or asynchronously.	Work remotely as able, and do not return to office until cleared to return to work.
Was exposed to someone who was diagnosed with COVID-19	Immediately report to Dr. Michelle Chin and Valerie Hardy and complete the self-report required by UT Dallas for individuals exposed to or diagnosed with COVID-19 (click here for report). Depending on the situation, the individual may quarantine in pod (apartment) or at separate University-affiliated housing facility for a minimum of 10 days. Student will be cleared by a Dean of Students staff member for return.		

Travels outside of DC, VA or MD and returns to DC	<p>To ensure health and safety of a Fellow’s pod-mates, and in compliance with DC Mayor Muriel Bower’s quarantine orders for persons traveling to DC from “high-risk” states, students must quarantine at a site separate from University-affiliated housing facility in D.C. (at personal expense) and follow the COVID-19 testing protocol and quarantine outlined above in section 3 of this Archer Center COVID-19 Safety Academic & Program Operations Plan for Spring 2021. The Fellow may return to their D.C. residence if the Fellow does not display any COVID-19 symptoms within that quarantine period and if the Fellow has also received a negative result from a COVID-19 test administered 3-5 days after their arrival in D.C. During the quarantine period, the Fellow must monitor self for symptoms and seek medical care as necessary, especially if experiencing symptoms.</p>		
An Archer Center Staff/ Faculty	Access to Archer Center	Work Responsibilities (Program or academic tasks)	Student Interaction
Tests positive for COVID-19	<p>Immediately report condition to Valerie Hardy and Dr. Michelle Chin and complete the self-report required by UT Dallas for individuals exposed to or diagnosed with COVID-19 (click here to report). Do not come to the Archer Center. Quarantine or isolate at home until cleared by a UT Dallas COVID-19 team member. Seek medical care as necessary, especially if experiencing symptoms.</p>	<p>Do not come to the Archer Center. Work remotely as able, and do not return to office until cleared to return to work.</p>	<p>Maintain virtual contact (only) with students as feasible.</p>
Was exposed to someone who tested positive for COVID-19			
Travels outside of DC, VA or MD and returns to DC	<p>Self-quarantine at home and follow the COVID-19 testing protocol outlined above in section 3 of this Archer Center COVID-19 Safety Academic & Program Operations Plan for Spring 2021. Monitor self for symptoms and seek medical care as necessary, especially if experiencing symptoms.</p>		