

## Guidelines and Phased Plan for Fall 2021 April 13, 2021

We have crossed the one-year threshold of the COVID-19 pandemic. During this time, our faculty, staff, and students have demonstrated flexibility, creativity, dedication, and resolve. Though much of our learning and engagement have occurred remotely, we look forward to welcoming all members of our community back safely to campus in the fall. Our plan is to resume our operations at full capacity in the fall 2021 semester. This document articulates a phased plan for gradually expanding in-person activities on campus to achieve our aim.

It is the presence of faculty, staff, and students – and their interactions – on campus -- that makes the University a successful and dynamic organization and a vibrant learning community. Being together allows faculty, staff, and students to get to know and informally interact with one another; it allows researchers to innovate and collaborate; it stimulates creativity through the cross-fertilization of ideas; and it allows students to fully benefit from the residential education experience and all that our campus has to offer.

We recognize that students, staff, faculty, graduate assistants, and others have shown tremendous flexibility and resiliency over the past year. Many individuals have been working on campus and your physical presence has made an important difference in the continued and successful operation of our educational enterprise.

As we look ahead to our shared presence on campus in the fall, we particularly look forward to joining one another through classroom-based and co-curricular learning. The creative efforts of instructors this past year have been both unprecedented and impressive. Instructors are encouraged to continue reimagining their courses in ways that reshape the future of teaching and learning for our University. Educational technologies that enrich learning will continue to augment our teaching and ensure that Maryland students have access to engaging experiences. We encourage the integration of new teaching tools and new teaching practices to support plans for in-person instruction this fall. We welcome greater social interactions for our students outside the classroom.

We also recognize that, prior to the pandemic, there was considerable innovation across the campus in adopting multiple options for course delivery. As we move back to on-campus operations for the fall, changes from traditionally in-person courses to other delivery methods should be limited to cases in which there is a strong pedagogical justification and should have the approval of the department and college.

The chart at the end of the document outlines UMD's phased and gradual plan for expanding in-person activities on campus. This plan is aligned with, and can be changed at any time based on, the state of Maryland's plan, the Roadmap to Recovery, as well as guidance from Prince George's County and campus health authorities. The plan has also been coordinated with state and county health officials, with additional guidance provided by the University System of Maryland. It is based on what we know today about conditions that appear to be achievable many months from now. We consider this to be a living document that may change as conditions evolve, or if our assumptions about what we believe to be achievable by the fall are not realized.

This plan aims at gradually expanding in-person campus activities in a phased approach, keeping our focus on the health and well-being of our entire campus community. Should health conditions change, other aspects of this plan may also change.

### **Assumptions for Fall 2021**

1. The state of Maryland and Prince George's county allow full reopening of facilities and the state has reached Phase 3 of its [COVID-19 vaccine distribution plan](#) (and UMD has reached Phase 3 in its plan below). Vaccine appointments are widely available to the general population, including healthy adults over 16 years old.
2. Day care participants and K-12 students can attend in person five days per week.
3. If required, masks will be worn in all indoor and outdoor public locations (and anyone wishing to wear a mask may of course do so, regardless). Any changes will follow Prince George's County Health Department and its phased reopening plan.
4. COVID-19 testing will be required for all UMD students, faculty, staff, and affiliates who plan to be physically on the College Park campus or at a UMD facility and for students living in the College Park area, as needed to monitor outbreaks and control spread. Testing frequency will be determined closer to the start of the semester. (See footnote regarding Extension and Experiment Station faculty and staff whose primary location is outside of the College Park area.<sup>1</sup>)
5. Daily symptom monitoring may be required for vaccinated employees and students. It will continue to be required for those who are not vaccinated.
6. Isolation will be required for those who have COVID-19, and quarantine will be required for those who have had significant exposure if they do not have proof of vaccination.
7. Prince George's County Health Department guidelines eliminate the requirement for 6-foot social distancing in higher education classroom settings. Most general-purpose classrooms are properly set up and available for use at their full capacity.
8. The remote work expectation by the state of Maryland has been lifted.
9. Residence halls are open to near full capacity with isolation and quarantine space maintained.
10. Temporary guidelines related to COVID-19 accommodation policies have been lifted.<sup>2</sup> Standing UMD policies and procedures for accessibility ([VI-1.00D](#)) and student accommodation ([V-1.00G](#)) will apply.

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<sup>1</sup> Extension and Experiment Station faculty and staff whose primary work location is beyond College Park should follow their local health department guidance.

<sup>2</sup> These include [the USM guidance for faculty and staff](#) and [emergency procedures for excused absences](#) for students.

## Guidelines

### Instruction

1. Academic units should capitalize on the innovative instructional practices developed by their instructors to achieve learning outcomes, while maintaining in-person contact time between faculty and students at pre-COVID levels.
2. Courses will no longer be exclusively delivered remotely through video conference systems, unless they have been previously offered fully online (i.e., Spring 2020 schedule of classes or earlier). Limited use of video conference systems in classrooms may supplement classroom instruction, such as guest speakers, office hours, event live streaming, etc.
3. All instructors must have a contingency plan and be ready to pivot to online instruction should the Prince George's County Health Department or the University alter guidelines for social distancing.
4. Classroom furnishings will begin to be restored no later than July 5.
5. The preferred format for advising and faculty office hours is in-person, but depending on circumstances or student requests, advisors and faculty may make use of virtual formats.
6. Doctoral dissertation examinations should follow the [Graduate School guidelines](#) regarding in-person participation.
7. Most summer 2021 courses will be online. A small number of summer courses have been scheduled for in-person delivery, following campus and Prince George's County Health Department protocols.
8. Study Abroad may open to destinations that meet CDC, State Department, and destination country risk and safety guidelines.
9. International students who are able to obtain visas and make travel arrangements will be required to arrive on (or return to) campus to begin or continue their studies.
10. Students who may be eligible for COVID-19 accommodations should work with the Accessibility and Disability Service (ADS) office to ensure that they have the necessary resources to participate in University life as safely as possible. Instructors will work with the student and ADS to implement reasonable accommodations as identified by the ADS office.
11. Staff in the Teaching and Learning Transformation Center, the Division of IT's Academic Technology and Innovations group, and departmental and college instructional support offices continue to be available to assist instructors as needed. They can provide coaching on the integration of newly developed learning tools and innovative teaching practices as we collectively reimagine student engagement in the classroom. They can also provide support in delivering an inclusive and

equitable learning experience for our students.

### People and Operations

1. Many faculty and staff have been physically present on campus this past year. Those who have not been on campus should return to in-person work prior to the Fall 2021 semester (see the attached phasing document). Staff should return over the summer, gradually increasing days on campus in accordance with county and state guidance. By no later than August 2, all offices that serve students, faculty or other customers should be open weekdays during core business hours, 8:30 a.m. - 5 p.m. Students may not be used to staff an office area or suite alone, unless that was the practice prior to COVID-19.
2. Department/unit leaders are responsible for equitable and appropriate space/staff distributions, for ensuring sufficient staff are present for phone and walk-in interactions, and for informing staff of the unit plans for phasing in on-campus work according to the attached phasing document.
3. Employees should talk with their supervisor about their interest in establishing new telework arrangements. If your position is eligible for telework based on your job description and assigned duties and your supervisor supports telework, a new Telework Agreement must be formalized and approved by following the [University Human Resources Guidelines for Telework](#) and should be in place by August 2.
4. Faculty and staff who may be eligible for reasonable employment accommodations should work with [University Human Resources](#) and the [Office of Faculty Affairs](#). Individuals will be asked to provide documentation and details about their work-related needs during the confidential intake process.
5. University-sponsored travel requires approval in consultation with CDC/state/county/State Department guidelines. See [UMD Travel Guidance for COVID-19](#).
6. Visitors, consultants, and guests will be permitted on campus, provided UMD protocols are followed. Department/unit heads are responsible for ensuring that visitors/consultants/guests follow safety and capacity requirements.
7. We expect to begin hosting prospective student visitors in the fall. The size of groups that will be accommodated will depend on Prince George's County guidance.
8. Many student programs, services, and resources that were virtual or online will return to in-person in the fall semester, with careful attention to safety and capacity issues and with judicious use of virtual engagement when appropriate.
9. Department/unit heads are encouraged to continue exploring ways in which technology can continue to support providing excellent service.

# Phased plan for expansion of in-person activities

The following chart outlines UMD's phased plan for expanding in-person activities on campus. It is aimed at gradually expanding in-person campus activities in a phased approach keeping our continued focus on the health and well-being of our entire campus community. The plan has been coordinated with state and county health officials, with additional guidance provided by the [University System of Maryland](#), and can be changed at any time based on decisions by these bodies.

Phase 0 describes where we were during most of the pandemic period when density on the campus was at a minimum. Phase 1 is where we are currently (April 13, 2021).

## Important Dates

**Phase 0** - March 2020 through April 5, 2021

**Phase 1** - April 5, 2021\*

**Phase 2** - July 5, 2021\*

**Phase 3** - August 2, 2021\*

\*Dates are predictions and anticipate changes in governmental regulations and health advisories

	PHASE 0 Minimum Density	PHASE 1 Low Density	PHASE 2 Medium Density	PHASE 3 Near 100% Density
Behaviors				
<b>Physical Distance:</b> Stay 6 feet away from others	Required ( <a href="#">Health &amp; Safety</a> )	Required	Required	Not required
<b>Masking:</b> Wear a properly fitted mask	Required ( <a href="#">Health &amp; Safety</a> )	Required	Required	May be required
<b>Symptom Monitoring:</b> Stay home if you are sick	Daily reporting required ( <a href="#">Health &amp; Safety</a> )	Daily reporting required	Daily reporting required	Daily reporting required
<b>Hygiene:</b> Wash your hands frequently	Highly Recommended ( <a href="#">Health &amp; Safety</a> )	Highly Recommended	Highly Recommended	Highly Recommended
<b>Vaccine:</b> Students, Staff and Faculty	Highly Recommended	Highly Recommended	Highly Recommended	Highly Recommended
<b>Testing</b>	Every two weeks for students ( <a href="#">Student Life</a> ) and employees who wish to come to campus ( <a href="#">Human Resources plan</a>   <a href="#">The University of Maryland</a> )	Every two weeks for students and employees who come to campus (until the end of the Spring 2021 semester)	Probably once monthly for students and employees who come to campus	As needed to monitor outbreaks and control spread (likely once per month)
<b>Quarantine/Isolation<sup>3</sup></b>	Isolation required for anyone coming to campus with COVID-related symptoms. Quarantine for those who have been exposed if not vaccinated.	Isolation required for anyone coming to campus with COVID-related symptoms. Quarantine for those who have been exposed if not vaccinated.	Isolation required for anyone coming to campus with COVID-related symptoms. Quarantine for those who have been exposed if not vaccinated.	Isolation required for anyone coming to campus with COVID-related symptoms; may require quarantine/isolation housing. Quarantine for those who have been exposed if not vaccinated.

<sup>3</sup> Quarantine is no longer required for vaccinated individuals without symptoms but applies to unvaccinated individuals without symptoms who have had significant exposure to the virus. Students living on campus who have symptoms will require isolation housing

<b>Gatherings and Group Meetings</b>	Indoor and outdoor gatherings will follow Prince George's County requirements	Indoor and outdoor gatherings will follow Prince George's County requirements	Constraints on meeting size and use of spaces align with university 4 Maryland behaviors and emerging CDC/Prince George's County requirements	Larger meetings permitted; size to be determined by Prince George's County guidance
<b>University Sponsored Travel</b>	Restricted: approval necessary by appropriate dean or vice president	Restricted: approval necessary by appropriate dean or vice president	Restricted: approval necessary by appropriate dean or vice president	Approval required by unit supervisor
<b>People</b>				
<b>Undergraduate and Graduate Student Hourly Employees</b>	Teleworking or on-campus as approved by supervisor	Teleworking or on-campus as approved by supervisor	Teleworking or on-campus as approved by supervisor	On-campus
<b>Graduate Students (GA, TA)</b>	Teleworking or on-campus as approved by supervisor	Teleworking or on-campus as approved by supervisor	On-campus as approved by supervisor	On-campus
<b>Postdoctoral Fellows</b>	Teleworking or on-campus as approved by supervisor	Teleworking or on-campus as approved by supervisor	On-campus as approved by supervisor	On-campus
<b>Staff (regular and contingent) Including non-Instructional Faculty (PTK) and Librarians</b>	Teleworking or on-campus as approved by supervisor (for Academic Affairs, see <a href="#">office operations framework &amp; guidelines for returning to campus during the COVID-19 pandemic Fall 2020</a> )	Teleworking or on-campus as approved by supervisor	On-campus or teleworking as approved by supervisor	On-campus or teleworking as approved by supervisor

<b>TTK Faculty and Instructional PTK Faculty</b>	Teleworking or on-campus as approved by supervisor	Teleworking or on-campus as approved by supervisor	On-campus or teleworking as approved by supervisor	On-campus or teleworking as approved by supervisor
<b>Researcher</b>	Teleworking or approved by VPR to return to campus; lab schedule by PI	On-campus or remote as approved by PI (75% occupancy as of April 5, 2021)	On-campus	On-campus
<b>Clinical/Human Subject</b>	Stage 1 ( <a href="#">Guidelines for Resuming In-Person/Face-to-Face Human Subjects Research</a> ) and ( <a href="#">Guidelines for Resuming In-Person Human Subjects Research - August-3-2020</a> )	Stage 1	Stage 2	Standard protocols involving in-person interaction
<b>Affiliate</b>	Remote or authorized by the department; must follow all protocols ( <a href="#">UMD Campus Affiliate and Visitor Guidelines during COVID-19</a> )	Remote or authorized by the department; must follow all protocols	Remote or authorized by the department; must follow all protocols	No restrictions: department/unit heads may establish unit-specific guidance to ensure safety and capacity requirements are followed



<b>Contractors</b>	Must have a written Infectious Disease Exposure Control Plan and/or written Safe Work Guidance document for COVID-19 exposure controls available for UMD inspection ( <a href="#">University of Maryland Contractor Requirements for Conducting Business on Campus during COVID-19 (7/22/2020)</a> )	Must have a written Infectious Disease Exposure Control Plan and/or written Safe Work Guidance document for COVID-19 exposure controls available for UMD inspection	Must have a written Infectious Disease Exposure Control Plan and/or written Safe Work Guidance document for COVID-19 exposure controls available for UMD inspection	No restrictions: department/unit heads may establish unit-specific guidance to ensure safety and capacity requirements are followed
<b>Consultant</b>	Restricted unless approved by the department; must follow all protocols	By invitation only to conduct essential / required in-person activity; must follow all protocols	By invitation only to conduct essential / required in-person activity; must follow all protocols	By invitation, no restrictions; department/unit heads may establish unit-specific guidance to ensure safety and capacity requirements are followed
<b>Technician</b>	Restricted unless approved by the department; must follow all protocols	By invitation only to conduct essential/required in-person activity; must follow all protocols	By invitation only to conduct essential/required in-person activity; must follow all protocols	By invitation, no restrictions; department/unit heads may establish unit-specific guidance to ensure safety and capacity requirements are followed

<b>Visitor/Guest</b>	Restricted unless approved by the department. Must follow all protocols. ( <a href="#">UMD Campus Affiliate and Visitor Guidelines during COVID-19</a> )	By invitation only to conduct essential / required in-person activity	By invitation only to conduct essential / required in-person activity	Open to members of our community and invited guests; department/unit heads may establish unit-specific guidance to ensure safety and capacity requirements are followed
<b>Prospective Students</b>	100% virtual, with in-person self-guided tours for families who come to campus	100% virtual, with in-person self-guided tours for families who come to campus	By invitation only, small group tours offered on a pilot basis	Small group tours and information sessions; large open house events will resume once Prince George's County allows
<b>Extension Faculty and Staff</b>	Extension educational programs and activities provided via a virtual platform	Programs and activities may be provided via a virtual platform. In-person programming resumes with caps on adults and youth that follow their local county guidelines.	Programs and activities may be provided via a virtual platform. In-person programming resumes with caps on adults and youth that follow their local county guidelines.	Typical and standard access for all programs and activities

		Facilities		
<b>Building Access</b>	Designated academic buildings open; swipe access for others	Designated academic buildings open; swipe access for others	Typical/standard access; tracking system and access for others	Typical / standard access
<b>Shared Office Spaces</b>	Occupancy only as approved by the vice president	Limited room occupancy with appropriate distancing and/or staff schedule rotation approved by the supervisor	Limited room occupancy with appropriate distancing and/or staff schedule rotation approved by the supervisor	No restrictions
<b>Private Office</b>	Occupancy only as approved by the vice president	Occupancy as approved by the supervisor	Occupancy as approved by supervisor	No restrictions
<b>Lab Spaces</b>	Phase 2 - 50% of researchers return to labs ( <a href="#">Research Plan   The University of Maryland</a> )	Phase 3 - Full resumption, 75% of researchers return to labs	Phase 3 - Full resumption, 75% of researchers return to labs	Full capacity
<b>Classrooms</b>				
<b>Informal Learning Spaces</b>	Occupancy limited by appropriate distancing; many classrooms remain locked	Occupancy limited by appropriate distancing; many classrooms remain locked	Occupancy limited by appropriate distancing; some classrooms remain locked	Full capacity
	Restricted locations; follow distance requirements	Restricted locations; follow distance requirements	All spaces open; follow distance requirements as required by health authorities	Full capacity

<b>University-owned Residence Halls</b>	Operational with limited populations	Operational with limited populations	Operational with limited populations	Near capacity and typical operations
<b>Dining Services</b>	Take -out only	Take-out and dine-in available, with controlled populations	Dining halls open only as needed for large groups	Full capacity, Anytime Dining
<b>Student Facilities (Gym, Library, Lounges)</b>	Operational with reduced capacity with appropriate distancing	Operational with reduced capacity with appropriate distancing	Operational with increased capacity with appropriate distancing	Full capacity and typical operations
<b>Student Clubs, Groups, Teams, Organizations</b>	N/A	Remote or in-person per physical distancing requirements	Remote or in-person per physical distancing requirements	Full capacity and typical operations
<b>Libraries</b>	Modified Phase 3 reopening – curbside pickup, appointment-based in-person access, digitization, remote teaching	Continued Modified Phase 3 operations	Expanded Phase 3 operations	Phase 4 - increased services and access for the campus community (no general public access)