



# OFFICE OF THE PRESIDENT

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July 1, 2020

Greetings:

I am pleased to provide the University of Maine at Augusta's Safe Return Plan. This Plan will guide the reopening of our campuses and centers this fall, consistent with University of Maine System guidelines.

The UMA Safe Return Plan provides the best guidance for our institution based upon available information, state requirements, and scientific guidance as of this date. Should information or the situation change, our Plan will adapt, accordingly.

Many thanks to the UMA Safe Return Committee, led by Associate Provost and Dean of the College of Professional Studies Brenda McAleer, for their thoughtful consideration of student, faculty, and staff safety as they continue to undertake this task. The Committee is committed to ensuring necessary health and safety precautions while offering students the best educational experience possible.

The response to COVID-19 this spring and the preparations for our return this fall could not have been possible without the efforts of the Emergency Operations Center (EOC) members led by Co-Incident Commanders, Provost Szakas, Dean McAleer, and Director of Campus Safety and Security Robert Marden. My thanks to everyone on the EOC for their dedication and contributions in responding to the many challenges and meeting the needs of our community.

Moving forward, our collective adherence to the Plan's protocols and guidelines, such as wearing face coverings while at UMA locations and maintaining physical distancing, are imperative to our successful opening and the safety of the UMA community. I look forward to working with students, faculty, and staff to implement this plan and begin the fall 2020 semester.

Be safe and stay healthy.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rebecca M. Wyke', with a stylized flourish at the end.

Rebecca M. Wyke, Ed.D.  
President



# **SAFE RETURN PLAN**

**Fall Semester 2020**

**July 1, 2020 (Revised July 27,  
2020, 1:00 p.m.)**

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## **OVERVIEW**

Following guidance from the Chancellor, the University of Maine System Safe Return Committee, the Governor, and public health experts, the University of Maine at Augusta's Safe Return Committee has been meeting weekly since early May 2020 to discuss multiple scenarios for UMA to reopen in Fall 2020.

The University consistently seeks to take steps to minimize the risk of COVID-19 infections or any other spread of disease in accordance with applicable law, regulation, and guidance provided by health authorities. These efforts may include policies and safeguards implemented by the University such as symptom checks, physical distancing, use of facial coverings, and testing, tracing and isolating when required. Despite these efforts, the University cannot categorically guarantee that any person entering University campuses or facilities will not contract COVID-19 or any other communicable disease and any such person must assess and accept the risks of illness or injury for themselves.

## **UMS UNIFYING PRINCIPLES**

The UMA Safe Return Plan is built on the foundation of the [UMS Together for Maine](#) Safe Return and Learning Principles announced by the Chancellor on July 1. Any updates to the UMA plan will be guided by the overarching and evolving directives from the University of Maine System.

## **UMA GUIDING PRINCIPLES**

1. Protect the health and well-being of students, faculty and staff.
2. Procure appropriate equipment and supplies to effectively make the campuses and centers as safe as possible.
3. Ensure, to the fullest extent possible, a high quality and supportive academic and student life experience for all students regardless of location and modality of instruction.
4. Communicate frequently with the UMA community as the reopening plans are rolled out and as conditions change, requiring new actions or policies.

## **TIMELINE**

July 1	Chancellor's announcement and President Wyke's announcement
July 1-10	Department managers begin to notify staff authorized to return to campus
July 13-27	Authorized staff begin returning to work at campuses/centers
July 13-31	Students may arrange appointments for academic testing (i.e. CLEP, Accuplacer) - Contact Eric Allain, <a href="mailto:eric.allain@maine.edu">Advising Office</a> , at <a href="mailto:eric.allain@maine.edu">eric.allain@maine.edu</a> or 621-3392
Aug 3	Students may meet with staff on campus and at centers; appointments encouraged
Aug 3	Computer labs, Fitness Centers, and Veterans Center in Augusta reopen
Aug 17	UMA libraries reopen
Aug 26-30	Residence hall students' move-in days
Aug 31	Start of Fall 2020 Semester - all services available

The UMA Safe Return Committee is comprised of the following members:

Brenda McAleer, Chair, Associate Provost, and Dean of the College of Professional Studies  
Rob Marden, Alt. Chair and Director of Campus Safety and Security  
Greg Fahy, Dean of the College of Arts and Sciences  
Gillian Jordan, President of UMA's Faculty Senate, Associate Professor of English, and Coordinator of Writing Center  
Robert Kellerman, Professor of English  
Tricia Dyer, Director of Enrollment Services and Advising  
Sheri Fraser, Dean of Students  
Amie Parker, Director of Human Resources  
Jonathan Henry, Vice President for Enrollment Management and Marketing  
Tanner Kelleter, Campus IT Operations Manager  
Deborah Meehan, Executive Director of UMA Centers and Director of the UMA Rockland Center  
Peter Milligan, Professor of Biology  
Jim Kauppila, Director of Facilities Management  
Kim Moody, Administrative Specialist, Administrative Services  
BJ Kitchin, Director of Instructional Services Unit

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## **THE UMA REOPENING FRAMEWORK**

- I. Physical Health and Safety Considerations
- II. Facilities Modification and Reoccupation
- III. Academic Program Delivery and Technology Support

- IV. Student Health, Wellness, and Services
  - V. Monitoring and Vigilance
  - VI. Communication and Collaboration
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## I. Physical Health and Safety

Point of Contact: Rob Marden, Director of Campus Safety and Security  
[robert.marden@maine.edu](mailto:robert.marden@maine.edu) 621-3103

All UMA employees and students are asked to complete a daily health self-screening prior to arrival at a campus or Center. **Any employee or student who feels sick, exhibits any symptoms of COVID-19, or has been exposed to someone who is ill or has tested positive for COVID-19, should stay home.** The common symptoms of COVID-19 are: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat congestion or runny nose, nausea or vomiting, and/or diarrhea. Those who exhibit any of these symptoms should contact their medical provider.

While the University seeks and encourages its community to come together in support of each other and our shared safety, the University also will enforce the required COVID-19 health and safety protocols as necessary and warranted. These procedures already exist both for employees, in the form of existing progressive disciplinary practices, and for students, in the form of the student code of conduct ([Board of Trustee Policy 501](#)) and the code's associated disciplinary provisions. The student conduct code already provides for enforcement in the case, for example, of creating a dangerous condition; endangering health or safety: conduct which threatens or endangers the health or safety of any individual; and violation of University health or safety regulations. Again, the University's primary focus is on all of us pulling together to keep each other safe.

UMA will follow all current guidance, from national, state, and UMS sources to ensure a safe learning environment for all students, faculty, staff, and visitors.

- Physical distancing -- six feet of separation between people -- will be enforced in all university facilities and grounds, and will be implemented based on space usage: classrooms, offices, public use and outdoor spaces.
- Face coverings will be required to meet current civil and university guidelines that are in place at the start of the reopening for the fall semester. Two washable cloth face coverings will be issued to all employees, including student employees. Students will be required to wear a face covering when

- they are on campus or at a center, abiding by protocols in place for the places they are visiting.
- Sanitizing, disinfecting, and ventilating spaces will be expanded to the fullest extent possible, meeting guidelines in place at the start of re-opening.
  - Movement and traffic flow through spaces will be modified to minimize close interaction among people.
  - Spaces in all facilities will be modified to meet safety guidelines for a safe teaching and learning environment.
  - Additional protection protocols will be made available for students living in residence in Stevens Commons.
  - Accommodations and equipment will be made available for employees, based on their functional and physical needs, to allow them to work remotely and/or onsite as needed to ensure the safety and continuity of their work and job duties.
  - Any changes to health and safety protocols will be communicated to the UMA community using all university communications channels, including email, COVID-19 web pages, newsletters, digital message boards, social media, and so on.

## II. Facilities Modification and Reoccupation

Point of Contact: Jim Kauppila, Director of Facilities Management  
[james.kauppila@maine.edu](mailto:james.kauppila@maine.edu) 621-3119

UMA will prepare all facilities to meet the physical distancing and health and safety standards in place at the time of re-opening. Guidance and protocols were established by UMS Office of Facilities Management directing UMA Facilities Management, the Emergency Operations Center, and campus operations and logistics managers to prepare such plans for safe return.

Occupancy limits will be implemented in buildings, individual classrooms, and other facilities based on the State of Maine's Executive Order in force at the time and to ensure six-foot physical distancing. UMS Facilities Management is collecting classroom occupancy and filtration metrics to inform modifications and relocation.

Modification and installation of protective measures will include, but are not limited to, the following:

- Abundant signage will be posted at entrances to all campus buildings as well as key traffic points and facilities to announce the protocols in place at the location of the sign. The content will vary depending on location of posting.
- Hallways and walking areas will be marked with directional flow signage, and people will be segregated as needed to minimize their interaction while they move through spaces in buildings.

- Plexiglass guards and physical barriers (e.g., extended front desk distances) will be installed in all service areas that require staff to interact with others.
- Classrooms will be reconfigured to comply with physical distancing requirements.
- Comparable shields and barriers will be installed in classrooms that cannot be configured for physical distancing without the addition of a Plexiglass guard. All buildings will be thoroughly checked for freshness of water, HVAC, drainage, and other systems that have been idle for three months following their closure in March 2020.
- Ventilation in buildings will be assessed and improved to meet UMS standards where possible. Portable ventilation will be installed as appropriate to maximize fresh air circulation.
- Where they are not already in place, disinfectant wipes stations will be installed in classrooms and public spaces.
- Hand sanitizer stations will be widely available in all facilities and regularly monitored to ensure that there is sufficient sanitizer available.
- Protocols for disinfection and sanitation of common areas and high touch-point surfaces will be posted in all facilities requiring pre-and post-use cleaning.
- Bathrooms will be cleaned and sanitized based on guidance provided by the UMS at the time of reopening.
- Access to sewer lines for testing wastewater will be established based on the requirements from UMS and other authorities.

### **Students Returning to Facilities**

Beginning August 3, and through the first few weeks of the semester, students who come to either campus or to one of the eight centers may be met at the access door by a staff member who will direct students to the appropriate office/staff member. The guide will welcome students, remind them of policies regarding face coverings and physical distancing while in the building, provide a disposable face covering if needed, and direct them to the appropriate office.

### **Departmental Staffing During Reopening**

Point of Contact: Amie Parker, Director of Human Resources, UMA  
[amie.parker@maine.edu](mailto:amie.parker@maine.edu)      621-3448

Beginning July 1, staff may be recalled to campus as needed, and will be provided advance notice. Supervisors may allow staff to return once they have received permission from senior UMA administrators. Department leaders are preparing plans to safely re-populate offices during July. Those plans must be approved by the respective vice president. Some employees may not be recalled and may be required to continue to work remotely.

## III. Academic Program Delivery and Technology Support

Point of Contact: Dr. Joseph Szakas, Vice President of Academic Affairs and Provost  
[szakas@maine.edu](mailto:szakas@maine.edu) 621-3288

The delivery of UMA's academic programs is at the crux of the reopening plans and drives many of the decisions.

In June 2020, the Provost and College Deans worked with each program coordinator to determine which programs could conduct all their courses remotely if need be, which programs would require some courses on-campus or on-site (such as internships) for students to fulfill degree requirements; and which programs require a significant amount of in-classroom interaction (such as the dental clinic, science labs, nursing simulations labs, and so on).

Faculty are encouraged to be flexible in supporting students who may need adjustments to assignments that do not rise to the level of a legally mandated accommodation. Guidance from the CDC uses the terms accommodation and adjustment interchangeably; however, it is more likely that students who have COVID-19 will require some adjustments and temporary support which would not rise to the level of requiring disability accommodations. Disability professionals differentiate between reasonable accommodations under the law and "adjustments" that are made regularly by faculty and others to support a student's academic success. For example, a student who is caring for a sick child may need additional time to complete an assignment, or a student who has been sick for two weeks with the flu, might need to reschedule an exam.

### **UMA Centers**

Point of Contact: Deborah Meehan, Executive Director, UMA Centers  
[deborah.meehan@maine.edu](mailto:deborah.meehan@maine.edu) 596-6906

The Center Directors have prepared a subordinate plan, the [UMA Off-Campus Center Safe Return Plan](#), that details additional local issues and considerations to be addressed at each off-campus Center and at the Academic Logistics Center on the Augusta Campus.

### **UMA Libraries**

Point of Contact: Stacey Brownlie, Director of UMA Libraries  
[stacey.brownlie@maine.edu](mailto:stacey.brownlie@maine.edu) 621-3186

The UMA libraries will reopen on August 17 for the fall semester 2020. Library services will also continue to be available remotely.

UMA libraries will follow the guidance of the [\\_Stage 2 checklist for Public and Community Buildings](#) developed by the Department of Economic and Community Development, as well as the [\\_checklist published by the Maine Library Commission](#).

More information can be found here: [Libraries procedures.docx](#)

### **Academic Logistics and Proctoring Center**

Point of Contact: Helene Turcotte, Manager of Academic Logistics and Testing  
[hturcott@maine.edu](mailto:hturcott@maine.edu) 621-3302

Academic Logistics will proctor on-site exams until remote learning commences at the start of the Thanksgiving Break. Remote proctoring details will be available at that time.

### **Computer Labs**

Point of Contact: Tanner Kelleter, Campus IT Operations Manager  
[tanner.kelleter@maine.edu](mailto:tanner.kelleter@maine.edu) 621-3558

UMA computer labs will begin a phased reopening starting on August 3<sup>rd</sup>.

From August 3 through 16, the computer lab on the Augusta campus will be located in the solarium between the Katz Library and Klahr Center. When Katz Library reopens August 17, the computer lab inside the library will be available to students.

The computer lab in Bangor will be open August 3 through 16 in Lewiston Hall on the first floor (rooms 118, 119, and 125). When Nottage library reopens August 17, the computer lab inside the library will be available to students.

All remaining UMA computer labs will reopen on August 17th: Randall 253, 255, 127, and Music labs (Augusta), Eastport 102 (Bangor), and the Katz and Nottage Library labs. For reopening of computer labs at UMA Centers; please consult the UMA Center plan noted above.

Required physical distancing will be maintained at all computer lab locations.

### **Veterans Academic Center - Augusta and Veterans Lounge - Bangor**

Point of Contact: Amy Line, Director of Military and Veterans' Services  
[amy.line@maine.edu](mailto:amy.line@maine.edu) 621-3215



The Veteran's Academic Center in Augusta on August 3 and the Veterans Lounge in Bangor will reopen on August 31; however, occupancy will be limited to ensure physical distancing.

### **Instructional Services Unit (ISU)**

Point of contact: B.J. Kitchin, Director of Instructional Services Unit  
[robert.kitchinjr@maine.edu](mailto:robert.kitchinjr@maine.edu) 262-7859

### **ISU Remote Synchronous and Asynchronous Services**

- The Faculty Development Center will continue to provide programs, workshops, and support services to faculty and staff remotely.
- Audio Visual Event support services will continue to be provided for webinars and virtual large meeting events. No on-campus events are expected to be held during the fall and winter terms of 2020/2021.

### **ISU In-Person Services**

- ITV and other classroom learning media support services provided by ISU media services technicians and other ISU staff in classrooms will continue
- Video production services for course content and other university projects will continue.

### **Information Technology Support**

Point of contact: Lauren DuBois, Campus IT Officer  
[lauren@maine.edu](mailto:lauren@maine.edu) 621-3522

**IT Support Services** staff will continue to provide services remotely where possible, and deskside computer support as needed. Each campus will have one technician on site during normal business hours to respond to in-classroom issues and provide logistical support. Walk-ups to the Augusta and Bangor technician rooms will be by appointment only. Support trips to the UMA Centers will be by appointment, and technicians will travel individually.

## **IV. Student Health, Wellness, and Services**

Point of Contact: Sheri Fraser, Dean of Students  
[fraser@maine.edu](mailto:fraser@maine.edu) 621-3136

Maintaining the safety of students as well as the quality and integrity of the student experience is paramount to UMA's reopening plan. Regardless of the location of UMA learners or the modality used to access classes, UMA will provide the most meaningful and safe academic environment possible.

### **Tutoring**

All services, on campus and at Centers, will reopen August 31 including tutoring, writing centers, and math labs. Students also have access to an online tutoring option (NetTutor).

### **Fitness Centers**

Point of Contact: Jennifer Laney, Director of Student Life and Athletics  
[jennifer.laney@maine.edu](mailto:jennifer.laney@maine.edu) 621-3422

The Fitness Centers will reopen on August 3. However, some equipment stations may be offline and group class sizes may be limited. Special hours may also be offered for at-risk members.

[Augusta Fitness Center reopening plan](#)

[Bangor Fitness Center reopening plan](#)

### **Student Life**

Point of Contact: Jennifer Laney, Director of Student Life and Athletics  
[jennifer.laney@maine.edu](mailto:jennifer.laney@maine.edu) 621-3422

Student Life and Student Government Association (SGA) are adjusting office spaces, community food cupboards, and programming to provide for physical distancing and safety. As much as possible, virtual engagements and outdoor activities/events will be implemented to engage with the student body.

[Student Life/SGA Augusta Campus reopening plan](#)

[Student Life/SGA Bangor Campus reopening plan](#)

### **Residence Halls**

Point of Contact: Kim Kenniston, Residence Manager  
[kimberly.kenniston@maine.edu](mailto:kimberly.kenniston@maine.edu) 621-3128

Residential Life has set the following guidelines for residence hall occupancy:

- Residence hall occupancy will be reduced to 76% capacity, with one student per bedroom. Each student will share a bathroom and kitchen with 0 to 2 other students.
- Each unit will be furnished with appropriate cleaning supplies such as EPA-registered disinfectant.
- Roommates will be grouped by major, sports team, and other common activities to reduce the size of potential contact circles.
- One room per building will be kept vacant in the event that quarantining a student is necessary. A contingency contract with a local hotel will be established in case additional quarantine rooms are needed.
- Policies will be in place to restrict guests and limit group size in the lounges.
- Shuttle runs will be increased in frequency. A larger capacity minibus will also be used as a shuttle.
- Community Assistants (CAs) will receive additional training to support them in their role.

## **Dining**

Point of Contact: Aili Robinson, Director of Finance  
[ailli.salo@maine.edu](mailto:ailli.salo@maine.edu) 621-3183

UMA's contracted food service provider, Sodexo, has planned three stages of reopening, beginning on August 31:

- Phase 1: Moose Tracks Cafe dining area will be closed to seating. Pre-packaged meals to go will be available and served by the Sodexo staff.
- Phase 2: The Cafe dining area will be staged for proper physical distancing. Pre-packaged meals will be available through self-serve.
- Phase 3: The Cafe dining area will be fully open, though physical distancing will still be required.

# **V. Monitoring and Vigilance**

## **Testing for COVID-19**

Point of Contact: Sheri Fraser, Dean of Students  
[fraser@maine.edu](mailto:fraser@maine.edu) 621-3136

UMA will follow protocols for monitoring health and safety as outlined by UMS. With the University of Maine System support, UMA will have the capacity throughout the academic year to test for infection and has developed isolation plans and spaces that permit students to continue their education safely during periods of mandated quarantine.

## **University Travel**

The UMS has released the following concerning employee travel. This policy complies with State of Maine Civil guidance:

Reducing travel and avoiding unnecessary travel should continue to be every employee's guide when considering whether to request, authorize, or direct domestic travel within Maine. The University understands that, for certain work and activities, a physical presence may be necessary or greatly advantageous.

### **Domestic Travel Within Maine**

Effective July 1, travel may resume within the State of Maine in accordance with customary protocols for approval. This is not intended to be a full return to pre-pandemic travel, but it is intended to provide greater travel flexibility when the need for in-state travel is compelling. Risk Management will no longer need to be consulted for travel within the State of Maine.

For any University travel, carpooling and sharing transportation with others except immediate family members remains prohibited. Narrow exceptions to the carpooling/sharing restriction may be approved by Risk Management -- and only if social distancing measures can be met. The use of public transportation is prohibited unless necessary. University meetings should continue to utilize remote technologies as feasible. Social distancing and face coverings should be utilized for any in-person gatherings which are conducted.

When travel within the state is necessary or otherwise advantageous, all travelers should take steps to minimize contact and promote social distancing. Planning is crucial; consider the following suggestions:

- Fuel the vehicle before you leave.
- If you are delivering a package, develop a drop-off plan that doesn't involve face-to-face contact.
- Wear a face covering in public areas, as recommended by civil authorities.
- Travel with gloves and/or disinfectant.
- Avoid travel to locations with community transmission or outbreaks whenever possible.
- Avoid unnecessary stops.

### **Domestic Travel Beyond Maine**

The University of Maine System continues to prohibit all university-sponsored domestic travel beyond the State of Maine.

Anyone who travels outside the state and returns to Maine is required to self-isolate for 14 days upon return. There are certain exceptions to this requirement, including for travelers arriving from New Hampshire or Vermont and for travelers with a current negative COVID-19 test status.

## **VI. Communication and Collaboration**

Point of Contact: Domna Giatas, Executive Director of Planning & Communications  
[domna.giatas@maine.edu](mailto:domna.giatas@maine.edu) 621-3495

Timely and detailed communication will be distributed to the UMA community, using all existing communication channels. The Safe Return Committee will collaborate with the Office of Communications to create regular messaging on the reopening process and convey important information on any changes to reopening.

Reopening information will be posted on [uma.edu/return](http://uma.edu/return).