

U of U Health Education Course & Event Allocation and Scheduling Guidelines

During the COVID-19 pandemic, University of Utah Health (UUH) Education units are following the State and University Red-Orange-Yellow-Green guidelines. While the status of coronavirus cannot be predicted, curriculum courses and event planning and scheduling will be based on a prediction of yellow or orange status. This prediction allows users to plan appropriately as well as plan for potential status guideline changes (i.e. moving to red or green).

In the yellow and orange risk category, physical distancing requirements result in decreased classroom capacity (i.e. 150-person classroom set with 6' distance between desks and 10' between educator and first row can only seat 38). This limited capacity makes it more important that UUH implement guidelines for the use/booking of space for in person activities. Facial coverings are required inside all U of U Health buildings.

The current pandemic necessitates prioritization of educational activities across U of U Health. Educators are encouraged to plan for as many online activities as possible, either recorded, asynchronous or synchronous. All users are encouraged to schedule the majority of in-person activities in their respective buildings, using other locations only as a last option.

Our ability to be innovative and flexible in our use of space will allow all learners to continue to receive exceptional educational experiences.

Priority Allocation of Space (U of U Health Students are always top priority)

1. Student activities that CANNOT be done WITHOUT in-person contact (e.g. physical exam skills teaching/practice/feedback)
2. Student activities that require a cohort coming together for community building (i.e. – 1st year students) or to provide the students with an enhanced experience, compared to what is available online
3. Non-student activities that CANNOT be done WITHOUT in-person contact (e.g. physical exam skills teaching/practice/feedback)
4. Other desired activities for in person

*Refer to room allocation flow chart for allocation process

Safety:

- Close proximity of individuals in classrooms (even for clinical skills practice) must be minimized
 - Faculty/organizers must maintain a seating roster to ensure the ability for contact tracing
 - All participants must wear facial coverings at all times or they will be asked to leave
 - If individuals will be within 6 feet of one another, all must wear eye protection in addition to a surgical mask – and limit time that they are within 6 feet of one another
 - Consumption of food is discouraged. If food is consumed, it must come in individual containers. No buffet services. It is imperative that all maintain 6 feet physical distance.
 - All beverages must be in containers with lids.
 - The flow of students, faculty and staff through buildings should be orchestrated to minimize congregating/optimize distancing (e.g. elevator capacity signage, marked entry/exit sites...)
 - Hand sanitizer should be readily available throughout the building (and in classrooms) as well as cleaning supplies for use after groups finish (with signage to instruct users what to do)
 - Groups may meet outside, maintain 6 feet physical distancing, masks/facial coverings are highly recommended
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Best Practices:

- Consolidate the scheduling of in-person activities to as few days as possible each week to minimize transit to campus and to optimize availability of rooms to accommodate all needs
- Only schedule in EHSEB when rooms are not available in other designated buildings
- Consider using space outside of normal hours to accommodate desired activities (evenings). At this time weekend use is not an option for EHSEB
- Recurring scheduling will only be accommodated if the other guidelines are met (activity CANNOT be done WITHOUT in-person contact) and approval from the AVP of Health Sciences Education.
- Scheduled classroom time must include instruction, ingress/egress and cleaning time – the time may be added into the class time or the instruction time can be reduced
- To schedule, users will need to complete the scheduling form that outlines the need for in person activities

UNIVERSITY OF UTAH PROJECT ORANGE
Fall Schedule/Curriculum

YELLOW AND ORANGE
Rooms scheduled with time between courses as much as possible, to make cleaning easier
If there is no break for classroom between classes, then classes begin/end 5 minutes early to allow surface cleaning between classes
Courses that cannot be taught while allowing 6-foot physical distance between students should be taught online or in hybrid format with rotating group meetings
Instructors at high-risk moved to online courses, if possible
All classes designed to accommodate students who cannot attend in-person for health reasons, whether all semester or for part of the semester
Flexible absence policies should be used
Instructors who include any in-person elements in their course have a plan in place in the event the university needs to adjust back to a "Red" level at some point during the semester; communicate the plan to students so that they can prepare as well