



**Arizona Cooperative Extension  
Phased Operational Plan  
8/1/2020**

# BACKGROUND

*On Monday, March 16th, 2020, Arizona Cooperative Extension was forced to suspend all in-person programming across the entire state in response to the COVID-19 pandemic impacting the world. Every Extension office and operation was abruptly changed, and Extension personnel quickly adopted alternative models to continue to provide expected services and offerings. In short, Extension never stopped our services – we just changed HOW we do it!*

*Fast forward to today, we are now planning how we incorporate in-person programming and operations once again. The content within this resource will provide information on ways Extension can do so in a phased approach.*

*This is not a “Re-Open” Plan. It’s simply a roadmap of how we will initiate and continue in-person programming and services for the near future of Extension.*

**Dr. Jeffrey C. Silvertooth**

*Director, Arizona Cooperative Extension*

# PLANNING

*Many factors have been considered, as well as many collaborations with the University of Arizona, local counties, Tribal governments, and Extension policies and procedures.*

*In preparation of initiating in-person programming and services, the following have been considered and will be addressed in this resource guide.*

*NOTE: This is **not** to imply that in-person programming can begin immediately. This is simply an indication that our approved and vetted plan can initiate. Failure to comply will result in disciplinary action.*

*Extension will follow a Phased approach (see next slides) and visited frequently to make decisions (subsequent slide).*

## Topics

1. Phases
2. Operational Timeline
3. Test, Trace, Treat
4. Flexible Participation
5. Contacts & Crowds
6. Minimize Transmission
7. Face Coverings
8. Communication

# INITIAL PRELIMINARY TIMELINE

<b>Monday, August 10<sup>th</sup></b>	CEDs submit proposals on their *planned phase.
<b>Tuesday, August 11<sup>th</sup></b>	EAT and CEDs calibrate and decide on phase for the upcoming two-week cycle.
<b>Wednesday, August 12<sup>th</sup></b>	County phases are communicated/posted publicly.
<b>August 12<sup>th</sup> – August 26<sup>th</sup></b>	Two-week hold on all phasing decisions.
<b>Monday, August 24<sup>th</sup></b>	CEDs submit proposals on their *planned phase.
<b>Tuesday, August 25<sup>th</sup></b>	EAT and CEDs calibrate and decide on phase for the upcoming two-week cycle.
<b>Wednesday, August 26<sup>th</sup></b>	County phases are communicated/posted publicly.
<b>August 26<sup>th</sup> – September 9<sup>th</sup></b>	Two-week hold on all phasing decisions.
<b>PROCESS CONTINUES AS NEEDED</b>	

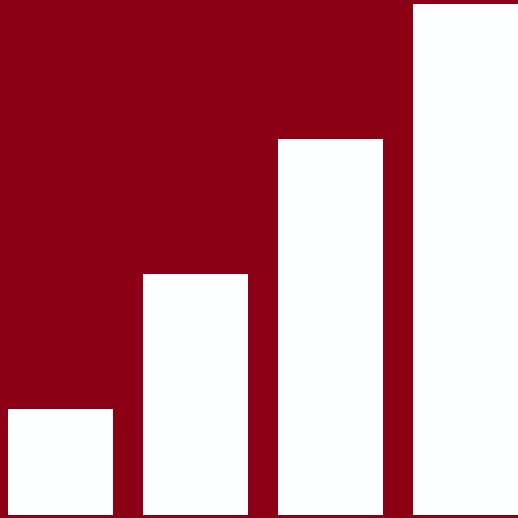
\*For the remainder of August, we will maintain Phase 0 Operations. Going through the process will allow us to test the system, initiate the dialogue, and make sure all counties are calibrated.

# HIERARCHY OF GUIDELINES

*UACE will follow the below structure in determining and enforcing compliance with our mitigation efforts.*



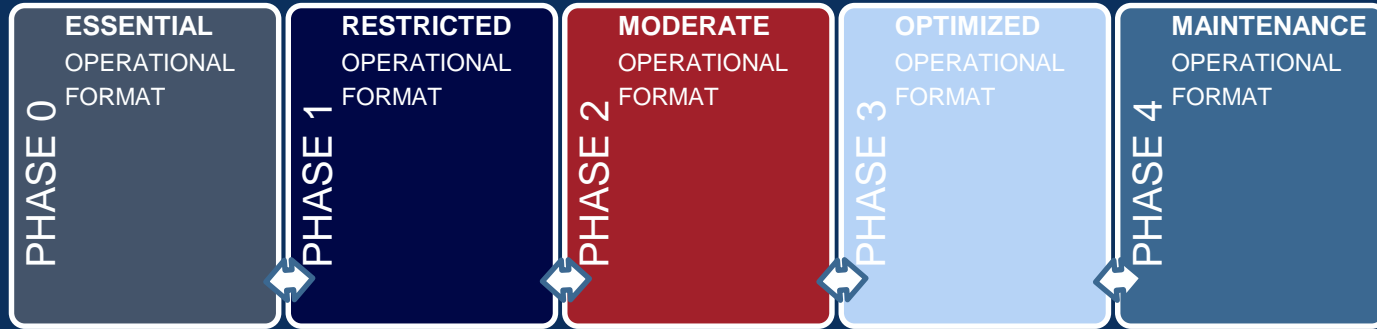
*\*Local office should not be less restrictive than upper hierarchical guidelines.*



# PHASES

# Extension Phasing Guide

If you are experiencing any symptoms of any kind, please stay home!



Phasing gates will be based on a two-week review of ADHS reported COVID-19 data for State and County levels, as well as other local conditions. Phases are bi-directional – this is not meant to ONLY move forward. Decision points to be informed by:

- \*Health data provided by [Arizona Department of Health Services](#) – cases, deaths, hospitalizations, etc.
- An understanding of the State, Tribal, and County Public Health Order restrictions.
- Utilizing and understanding of the critical capability and capacity of programs and projects in the county, area, unit, etc.
- Frequent dialogue between employee and supervisor as to the status of the employee to physically work in the specified environment.
- The right level of flexibility provided to employees while ensuring the maintenance of COVID-free facilities to the best of their ability.

# PHASE 0 (ESSENTIAL) ATTRIBUTES

If you are experiencing any symptoms of any kind, please stay home!

ESSENTIAL  
OPERATIONAL  
FORMAT

PHASE 0

<b>WORKFORCE</b>	Mission essential only in office spaces
<b>REMOTE OPERATIONS</b>	Work remotely
<b>VULNERABLE EMPLOYEES</b>	Stay home
<b>CLOTH FACE COVERINGS</b>	Mandatory
<b>SOCIAL DISTANCING</b>	6 feet, no gatherings
<b>FACILITIES</b>	Increased cleaning and disinfecting. Closed common areas and coordinate with owning element, if tenant (County/Tribe/Gov't/UA/Partner)
<b>TRAVEL</b>	Follow UA/CES/State Travel Restrictions – Mission essential travel only
<b>INDOOR PROGRAMMING</b>	Virtual Programming ONLY
<b>OUTDOOR PROGRAMMING</b>	Virtual Programming ONLY



# PHASE 1 (RESTRICTED) ATTRIBUTES

If you are experiencing any symptoms of any kind, please stay home!



## WORKFORCE

Mission essential only in office spaces

## REMOTE OPERATIONS

Work remotely

## VULNERABLE EMPLOYEES

Stay home

## CLOTH FACE COVERINGS

Mandatory

## ✓ SOCIAL DISTANCING

6 feet, Gatherings should be avoided unless they can meet social distancing guidelines

## FACILITIES

Increased cleaning and disinfecting. Practice strict social distancing in common areas and coordinate with owning element, if tenant (County/Tribe/Gov't/JA/Partner)

## TRAVEL

Follow UA/CES/State Travel Restrictions – Mission essential travel only

## ✓ INDOOR PROGRAMMING

1:1 or meetings of less than 5 people and continued following of CDC guidelines of face coverings, social distancing – minimize meeting time.

## ✓ OUTDOOR PROGRAMMING

1:1 or meetings of less than 10 people and continued following of CDC guidelines of face coverings, social distancing – minimize meeting time.

✓ = change in operational activity

# PHASE 2 (MODERATE) ATTRIBUTES

If you are experiencing any symptoms of any kind, please stay home!



## ✓ WORKFORCE

Mission essential and modified non-mission essential in office spaces

## ✓ REMOTE OPERATIONS

Maintain remote work, when possible and appropriate

## VULNERABLE EMPLOYEES

Stay home

## CLOTH FACE COVERINGS

Mandatory

## SOCIAL DISTANCING

6 feet, Gatherings should be avoided unless they can meet social distancing guidelines

## FACILITIES

Increased cleaning and disinfecting. Practice strict social distancing in common areas and coordinate with owning element, if tenant (County/Tribe/Gov't/UA/Partner)

## ✓ TRAVEL

Follow UA/CES/State Travel Restrictions – Follow CDC guidelines to minimize risk during travel

## ✓ INDOOR PROGRAMMING

Meetings of up to 25 people and continued following of CDC guidelines of face coverings, social distancing – minimize meeting time.

## ✓ OUTDOOR PROGRAMMING

Meetings of up to 50 people and continued following of CDC guidelines of face coverings, social distancing – minimize meeting time.

✓ = change in operational activity

# PHASE 3 (OPTIMIZED) ATTRIBUTES

If you are experiencing any symptoms of any kind, please stay home!

PHASE 3  
OPTIMIZED  
OPERATIONAL  
FORMAT

- ✓ **WORKFORCE** Optimized workforce
- ✓ **REMOTE OPERATIONS** Optimized telework
- ✓ **VULNERABLE EMPLOYEES** Stay at home / assess the risk
- ✓ **CLOTH FACE COVERINGS** Follow UArizona Policy on Guidelines
- ✓ **SOCIAL DISTANCING** Not required to maintain 6 feet, Gatherings not restricted
- ✓ **FACILITIES** Increased cleaning and disinfecting. Coordinate with owning element, if tenant (County/Tribe/Gov't/UA/Partner)
- ✓ **TRAVEL** Resume normal travel. Follow CDC guidelines to minimize risk during travel as well as destination county restrictions
- ✓ **INDOOR PROGRAMMING** No size restrictions
- ✓ **OUTDOOR PROGRAMMING** No size restrictions

✓ = change in operational activity

# PHASE 4 (MAINTENANCE) ATTRIBUTES

If you are experiencing any symptoms of any kind, please stay home!

PHASE 4  
MAINTENANCE  
OPERATIONAL  
FORMAT

- ✓ **WORKFORCE** New Normal workforce
- ✓ **REMOTE OPERATIONS** New Normal
- VULNERABLE EMPLOYEES** Stay at home / assess the risk
- ✓ **CLOTH FACE COVERINGS** Replenish supplies of face coverings
- ✓ **SOCIAL DISTANCING** Increased awareness of hand hygiene, sneeze and cough etiquette. Gatherings not restricted
- ✓ **FACILITIES** Increased cleaning and disinfecting. Closed common areas. Replenish supplies of disinfectants and cleaning supplies
- TRAVEL** Resume normal travel. Follow CDC guidelines to minimize risk during travel as well as destination county restrictions
- INDOOR PROGRAMMING** No size restrictions
- OUTDOOR PROGRAMMING** No size restrictions

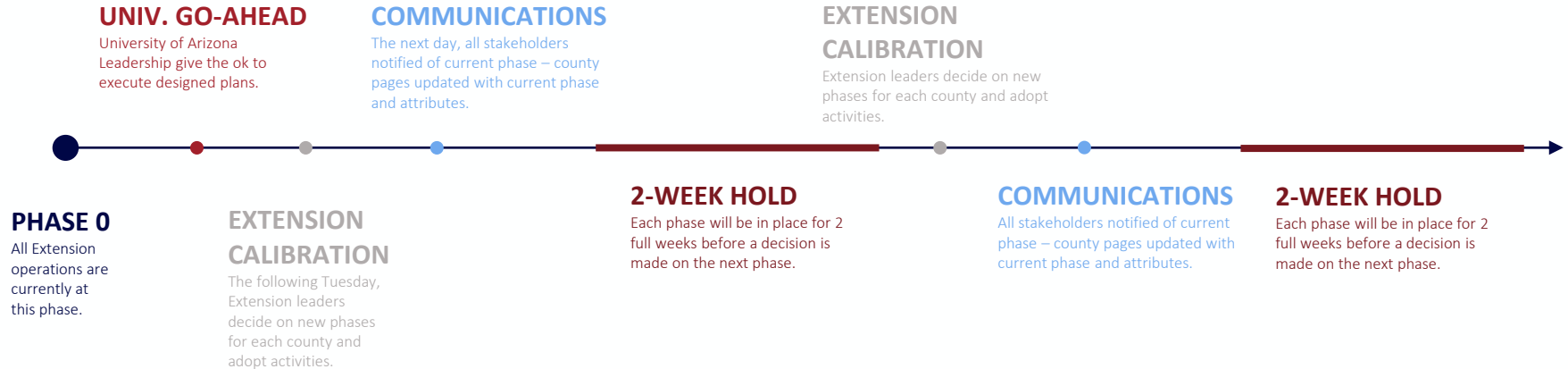
✓ = change in operational activity



# OPERATIONAL TIMELINE

# OPERATIONAL TIMELINE

## TO BE REPEATED AS NECESSARY



*This timeline is estimated and subject to change based on a variety of conditions. But to help set the proper expectation for employees and any program participants, we will follow as closely as possible. Extension leadership includes members of EAT, CEDs, Experiment Station Directors, and Academic Unit Heads.*



**TEST, TRACE, TREAT**

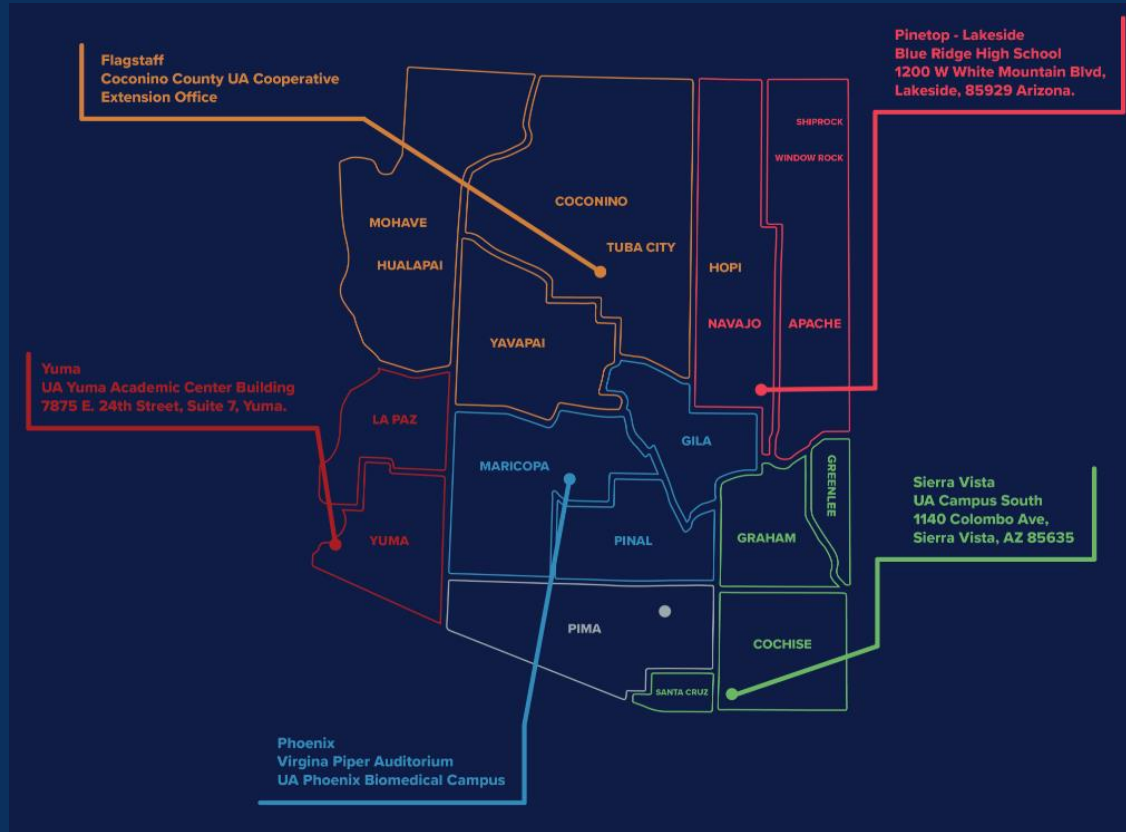
# TESTING

*Offer prompt and readily accessible viral (PCR) testing to all symptomatic/asymptomatic individuals and offer prompt and readily accessible antibody testing to members of the UArizona community.*

- UACE employees are eligible to receive antibody testing through the University of Arizona – State of Arizona COVID-19 Antibody Testing Initiative. Access to testing is ongoing. Which I have discussed at previous briefings, indicates whether a person has had an immune response to the virus, due to a previous infection. The University’s test has demonstrated 99.4% specificity for COVID-19, which means the chance of a false positive is 1 in 3.5 million. Appointments can be scheduled at local community testing sites, here: <https://covid19antibodytesting.arizona.edu/>
- UACE employees are eligible to receive the Polymerase Chain Reaction, or PCR, testing prior in August 2020 and January 2021. The PCR is the gold standard for diagnosing the presence of the virus. This type of test takes relatively longer for results to be available (usually 24 – 48 hours). The University will generally use this test for individuals showing symptoms of the virus. Employees will be e-mailed directly.
- UACE employees are eligible to receive Antigen testing in August 2020 and January 2021. The Antigen test is quickly administered. Although not quite as reliable for diagnosis, antigen testing is an important tool we can use to test as many people as possible when students, faculty and staff come back to campus. Employees will be e-mailed directly.
- UACE employees will be invited to remote testing locations to receive polymerase chain reaction (PCR) and antibody tests. Testing will occur on specific dates (TBA) and locations are as follows (see map on next slide):
  - Blue Ridge High School (Lakeside-Pinetop, AZ) – Apache, Navajo, Navajo Nation (Shiprock, Window Rock)
  - UA South (Sierra Vista, AZ) – Graham, Greenlee, Cochise, Santa Cruz
  - UA Yuma (Yuma, AZ) – CRIT/La Paz, Yuma
  - UACE Coconino County Office (Flagstaff, AZ) – Coconino, Flagstaff, Hopi, Hualapai, Mohave, Navajo Nation (Tuba City), Yavapai
  - University of Arizona (Tucson Campus) – Pima
  - University of Arizona (Phoenix Campus) – Gila, Maricopa, Pinal, San Carlos Apache



# TESTING OPTIONS



# TRACING

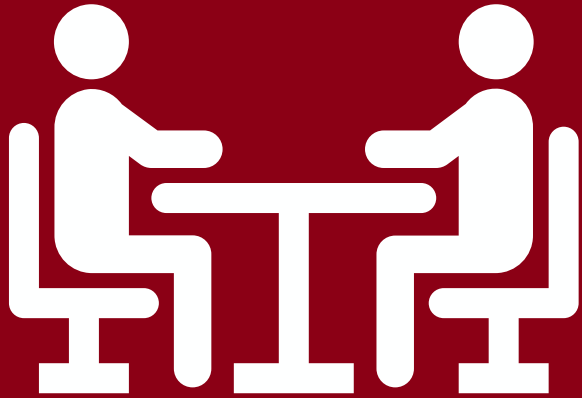
*Actively trace contacts of all individuals who test positive for COVID-19 and offer information and testing to close contacts.*

- UACE employees and DCC volunteers will use a web-based application to keep a roster of name and phone number of all participants who attend their face-to-face program in a UACE developed and administered database. Every effort will be made to ensure data web-based collection and validity of the data. Paper data collection will be available.
- UACE clients who do not wish to share their personal contact information will not receive any penalty for non-participation.
- UACE employees will work with trace professionals to share participant phone numbers when UACE has been notified an employee or participant tested positive.
- UACE will be prepared to support tracing professionals when they are contacted with participant rosters and basic contact information for participants. Some participants will opt out of sharing their information and those individuals will receive no penalty.
- Text message documentation approach was utilized because most community education participants will be interacting with UA employees on a short-term basis, thus having participants use the UA adopted tracing App will be cumbersome for adoption and will provide limited support. Whereas, a text will be easy for adoption and effective for data access if approached by trace professionals in local communities.
- Each UACE employee is responsible for keeping records of their clients. County Extension Director is responsible for encouraging compliance
- UACE employees keep track of individual participants through an individual demographic response form, either paper or text prompt. When providing educational programming to partner organizations, UACE employees will only collect the organization lead contact name.
- UACE employees will be trained and be ready to use the UACE administered database by August 15th.

# TREATING

*Provide health care support, affordable housing and wrap-around wellness services for individuals with COVID-19.*

- UACE recognizes no transfer of care, custody, and control of employees, DCC volunteers, or clients.
- UACE will abide by all policy developed by UA Human resources and Campus Health reporting requirements.

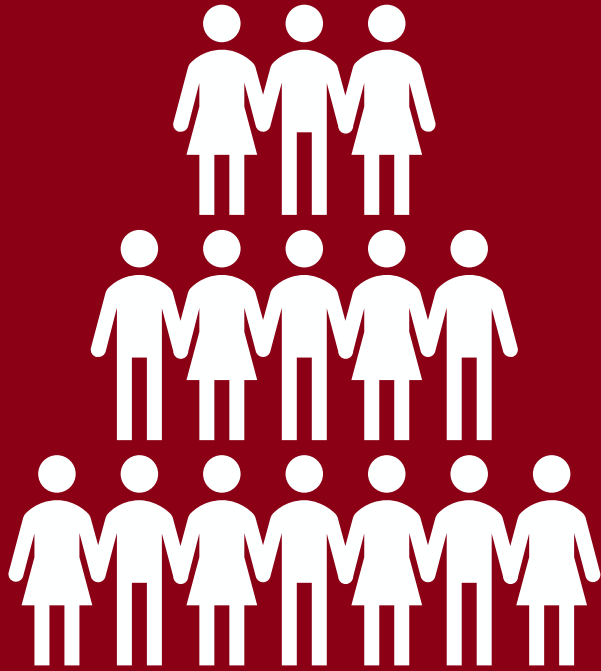


# FLEXIBLE PARTICIPATION

# FLEXIBLE PARTICIPATION

***Offer remote and hybrid learning, working, and teaching options for students, staff, and faculty to protect individuals vulnerable to COVID-19 and reduce crowding.***

- Allow employees flexible remote work plans to be approved on a case-by-case basis to ensure individual health.
- Supervisors may need to approve new remote work plans or revise existing plans.
- a. Once this plan is approved, continuation of remote work approval will be based on ability to work remotely, office rotation needs, child-care needs due to COVID childcare closures, and health risk considerations. U
- b. Unit heads (e.g. County Extension Directors) will assist in reasonably accommodating highly vulnerable individuals as defined by national, state, local government, and/or university guidelines. Considerations should be made for individuals' comfort with the mitigation efforts and risk to their own wellbeing and the wellbeing of their loved ones.
- c. Employees who are asked to attend face-to-face events/meetings are encouraged to meet using remote technologies. If clients do not have the connectivity to do so, meetings must follow current social distancing and sanitation guidelines called for by the UACE Phase matrix for COVID-19 Mitigation requirements level in the county the event will take place.
- Upon plan approval, reentry decisions will be made by the Unit Heads (e.g. County Extension Director) according to the UACE Phase matrix for COVID-19 Mitigation requirements and will provide a gradual and systematic return to “normal” operations as necessary.
- Each supervisor will establish working protocol for each direct report consistent with the County Office protocols and UA expectations.
- Supervisors and employees should revise and update remote work plans as required.
- Employees and supervisors should establish written agreements for establishing individual working arrangements.



# CONTACTS & CROWDS

# CONTACTS & CROWDS

*Reduce instances of close physical contact among students, faculty, staff, and visitors during in-person activities.*

- UACE remote units will be prepared to ensure minimized contact and reduced crowding by August 15 in addition to adherence to campus guidance on facility preparation.
- UACE remote units will modify scheduling; facility use and practices to keep physical contact at a minimum
- UACE employees and DCC volunteers are encouraged to sign the UACE Safe Return Pledge (Appendix B). UACE employees and DCC volunteers must be offered the UACE Safe Return Pledge before the county is able to advance to Level 1.
- UACE employees and DCC volunteers are invited to complete a UACE developed mitigation training prior resuming community-based programming of groups larger than 10 participants (August-September 2020).
- Upon approval of this plan, UACE Remote unit heads will use the UACE Phase matrix for COVID-19 Mitigation requirements (Appendix A) to determine how UACE employees, DCC volunteers, and participants engage with UACE programming.
- The UACE Phase matrix for COVID-19 Mitigation requirements will be updated every two weeks.

Specific UACE Remote Unit Considerations on the following slide and is NOT all-inclusive:

# CONTACTS & CROWDS

*Reduce instances of close physical contact among students, faculty, staff, and visitors during in-person activities.*

Specific UACE Remote Unit Considerations:

- Offices will maintain a minimum of two people in the off-campus unit (administration, business office, etc.) during open hours for safety and security reasons.
  - a. Exceptions to this will be made for small units, or on a case-by-case basis.
- Occupancy of office and meeting spaces should aim to ensure optimal social distancing. Practice preventative measures referencing OSHA COVID-19 Control and Prevention practices at <https://www.osha.gov/SLTC/covid-19/controlprevention.html>.
- A minimum of six-foot social distancing will be maintained between all UA employees, volunteers, and customers.
- Frequent disinfecting of all surfaces will occur following the guidelines provided by the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>.
- Increase physical space between employees at the worksite by modifying the workspace.
- Increase physical space between employees and customers (e.g., drive-through service, physical barriers such as partitions).
- Prevent employees from congregating by closing or limiting access to common areas.
- Strongly discourage handshaking.
- When possible, members of the public will have limited access to interior of buildings and may need to wait in their cars and call the office for assistance.
  - a. For example, clients may be asked to wait in their cars and call the office for assistance.
- Maintain social distance guidance in vehicles to be used in transporting large groups.





**MINIMIZE TRANSMISSION**

# MINIMIZE TRANSMISSION

*Reduce instances of close physical contact among students, faculty, staff, and visitors during in-person activities.*

- Units will be thoroughly cleaned and disinfected prior to re-entry. UACE Off-campus units will adhere to county health department cleaning standards. UACE on-campus units will adhere to campus cleaning protocol.
- UACE employees are prepared with appropriate personal mitigation equipment, abide by social distancing, and ensure programming delivery sites ensure social distancing.
- To minimize transmission UACE units will be cleaned before re-entry and employees, DCC volunteers, and clients will be able to access masks, have the appropriate supplies to ensure in-person activities meet social distancing requirements, and are only able to attend events where current mitigation guidelines are implemented <https://www.arizona.edu/coronavirus-covid-19-information>.
- UACE units are tenants in county or tribal owned properties. Janitorial support is inconsistent across units. Guidance will need to be provided to unit heads to ensure UA employees are receiving consistent safety measures.
- UACE units will coordinate purchasing of equipment and materials through FM, when possible.

Specific logistics on the following slide and is NOT all-inclusive:

# MINIMIZE TRANSMISSION

*Reduce the probability of transmission of SARS-CoV-2 during in-person activities.*

- In accordance to the UA Policy, all UA employees, students, and campus visitors are required to wear a face covering.  
<https://drc.arizona.edu/workplace/face-coverings-accessibility>
- Implement flexible meeting and travel options even when in-person programming is offered.
- Use of virtual engagement when at all possible and feasible (in accordance to the level of mitigation effort a county is in according to the UACE Phase matrix for COVID-19 Mitigation requirements.
- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible at the office or any programming location.
- Post signage outside of closed spaces to ensure mask wearing.
- Have hand sanitizer at all in-person events and encourage handwashing when feasible.
- All UACE employees and volunteers wear face masks during all interactions with each other and the public.
- All other operations concerning travel, meetings, programs, employees, etc. will adhere to the current guidelines.
- Vehicles must be thoroughly sanitized on all exposed surfaces, similar to office protocols (see pt. 2d). Personnel must follow social distancing guidelines in vehicles.
- Approved expansion of programming with partner organizations (e.g. County Fair, school-based education, etc.) must meet UA policy and the current recommended social distancing guidelines.
  - a. The phase a county is in according to the UACE Phase matrix for COVID-19 Mitigation requirements four (4) weeks ahead of a partner organizations event will inform how the event will operate or will determine if UACE will allow official participation in the event.
- Appropriately socially distanced in-person overnight programming for all youth (ages 0-18) will not commence until Operation Phase Level 3 or higher is achieved by the county the participants reside and-or participate in UACE programming.
- Appropriately socially distanced in-person overnight programming for all adults must follow UACE Phase matrix for COVID-19 Mitigation requirements phase requirements of the location county.
  - a. UACE clientele, DCC volunteers, and employees must abide by Housing & Residential Life guidance: <https://www.life.arizona.edu/ua-news/covid-19-mitigation-policies>.





# FACE COVERINGS

# FACE COVERINGS

*Reduce the probability of transmission of SARS-CoV-2 during in-person activities.*

- As employees of the University of Arizona and Arizona Cooperative Extension, we will enforce and adhere to university directives in mandating face coverings for employees and stakeholders engaging with our programs.
- Specific policies for the University can be found on the Administrative Directive on the Use of Face Coverings page: <https://president.arizona.edu/news/2020/07/administrative-directive-use-face-coverings>
- Specific employee expectations are available here: <https://hr.arizona.edu/sites/default/files/Face%20Covering%20Compliance%20Guidance.pdf>
- Clients and stakeholders are expected to comply with UACE's mandatory face covering policies and will be excluded from in-person programming for violating the policy. Language is being generated to communicate the policies and will be delivered by county units to members of their communities. This language will contain the expectations and consequences of noncompliance.
- Employees are being provided two (2) University of Arizona face coverings. UACE State Office is helping to coordinate delivery of these across the state.

## FACE COVERING USAGE



**EMPLOYEES, STUDENTS AND VISITORS MUST USE FACE COVERINGS AS FOLLOWS:**

**INDOOR** – You are required to wear a face covering in all University of Arizona buildings (including hallways, public spaces, restrooms, and common areas), with the exception of those private offices, work spaces and formal meeting areas where physical distancing of at least six feet is possible.

**OUTDOOR** – You are required to wear a face covering while in University of Arizona outdoor spaces except where physical distancing of at least six feet is possible.

# Masks Work – Use Them!



## How quickly can germs spread?



**A breath:** A single breath releases 50 - 5,000 droplets. Most of these droplets are low velocity and fall to the ground quickly. There are even fewer droplets released through nose-breathing.



**A cough:** A single cough releases about 3,000 droplets, which can travel up to 50 miles per hour. Most droplets are large, and fall quickly, but many stay in the air and can travel across a room in a few seconds.



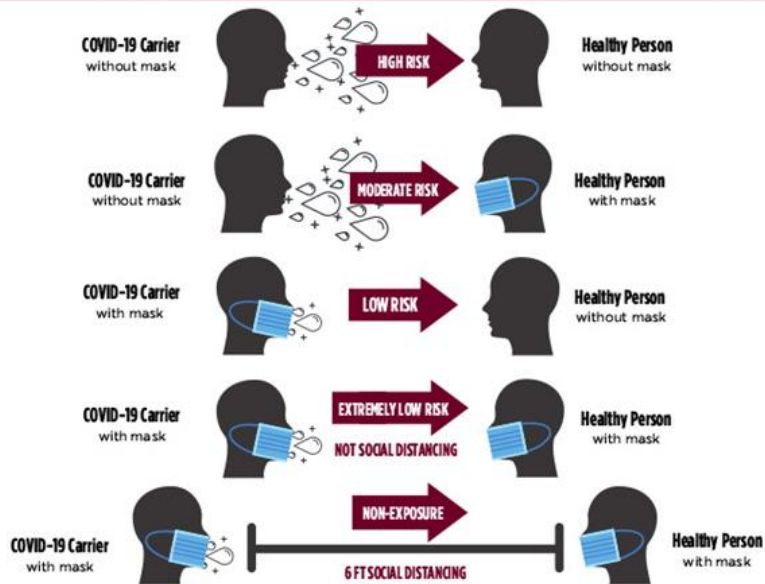
**A sneeze:** A single sneeze releases about 30,000 droplets, with droplets traveling at up to 200 miles per hour. Most droplets are small and travel easily across a room.

**Wear a mask - protect yourself and others**

Rev. 5.28.20



## Levels of Exposure Keeping Yourself and Others Safe



Rev. 5.28.20

Please note this is a general guideline. Different masks offer different levels of protection.



# COMMUNICATION

# COMMUNICATION

*Maintain an active COVID-19 Operational Transition communication plan.*

- Communication to all internal and external clients is important throughout the re-open process. Communication is needed for two aims: employee and DCC volunteer training on protocol and customer awareness.
- UACE Unit heads will appoint a communication point person. This individual in each unit will ensure clear and concise communication across program areas and a consistent message to clients.
- A social media promotion plan is needed to share the re-open plan to all clients.
- A training protocol is necessary to communicate expectations to all DCC volunteers.
- Each county website requires a COVID-19 programming update portal

Specific logistics on the following slide and is NOT all-inclusive:



# COMMUNICATION

## *Maintain an active COVID-19 Operational Transition communication plan.*

- Social media promotion is developed within the Marketing and Communication Team and is shared widely with all remote unit's social media accounts.
- a. Social media templates are prepared for UACE employees to use to share their program status.
- b. E-mail templates are prepared to communicate stages of re-open to all UACE clients.
- c. Tuesday Morning Notes and Friday Extension Notes will continue to relay Director of Extension message to employees.
- Associate Director's will establish a volunteer training and offer multiple training sessions virtually, commencing in September
- a. A social distancing guide has been established for quick reference by DCC volunteers.
- There should be some coordination of training, possibly a training template that ensures consistency and completeness across the university and UACE for employees and DCC volunteers
- Stakeholder communication to internal stakeholders, ongoing
- a. Weekly Tuesday and Friday newsletters to all internal employee stakeholders share protocols to employees.
- Stakeholder communication to all stakeholders, upon approval of this plan\*
- a. Introduction to the UACE Phase matrix for COVID-19 Mitigation requirements for COVID-19 Mitigation requirements
- b. 4-H volunteer training will be offered prior to July 1
- Website update portal available for all units August 1st\*
- Stakeholder communication to all stakeholders within the week this plan is approved.\*
- Continuous updated communication will occur every 2 weeks to update county phase levels.\*

\*Social media posts to complement internal and direct stakeholder messaging.



# ACKNOWLEDGEMENT

# GREAT JOB, TEAM!

*“It is important to acknowledge the hard work and valuable contributions provided by the Extension Transition Working Group led by Jeremy Elliott-Engel. This group included Ed Martin, Ethan Orr, Channah Rock, Dominic Rodriguez, and Evelyn Whitmer who all did an excellent job assisting in the development of the Cooperative Extension Group 7 plan that is a part of the university’s overall transition plan.*

*The Group 7 plan, from the university level, provides a framework within which we are directing and implementing the specific lines of management and operation for the Cooperative Extension System.*

*We greatly appreciate the input from this Extension Transition Working Group in developing the university level foundation for transition that is appropriate for Cooperative Extension.” – **Dr. Jeffrey C. Silvertooth***



# APPENDIX

# PHASE MATRIX

Phase	Workforce	Remote Operations	Vulnerable Employees	Cloth Face Coverings	Social Distancing	Facilities	Travel	Indoor Programming	Outdoor Programming
ZERO (Essential)	Mission essential only in office spaces	Work remotely	Stay at home	Mandatory	6 feet No gatherings	Increased cleaning and disinfecting Closed common areas Coordinate with owning element if tenant (County/Tribe/Gov't/UA/Partner)	Follow UA/CES/State Travel Restrictions Mission essential travel only	Virtual programming ONLY	Virtual programming ONLY
AFTER FIRST GATE Based on a two-week review of ADHS reported COVID-19 data and local conditions.									
ONE (Restricted)	Mission essential only in office spaces	Maximize remote work	Stay at home	Mandatory	6 feet Gatherings should be avoided unless they can meet social distancing guidelines	Increased cleaning and disinfecting Practice strict social distancing in common areas Coordinate with owning element if tenant	Follow UA/CES/State Travel Restrictions Minimize non-mission essential travel	1:1s or meetings of less than 5 people and continued following of CDC guidelines of face masks, social distancing - minimize meeting time	1:1s or meetings of less than 10 people and continued following of CDC guidelines of face masks, social distancing - minimize contact time
AFTER SECOND GATE Based on a two-week review of ADHS reported COVID-19 data and local conditions.									
TWO (Moderate)	Mission and non-mission essential in office spaces	Maintain remote work, when possible and appropriate	Stay at home	Mandatory	6 feet Gatherings should be avoided unless they can meet social distancing guidelines	Increased cleaning and disinfecting Practice strict social distancing in common areas	Follow UA/CES/State Travel Restrictions Follow CDC guidelines to minimize risk during travel	Meetings of up to 25 people and continued following of CDC guidelines of face masks, social distancing - minimize meeting time	Meetings of up to 50 people and continued following of CDC guidelines of face masks, social distancing - minimize meeting time
AFTER THIRD GATE Based on a two-week review of ADHS reported COVID-19 data and local conditions.									
THREE (Optimized)	Optimized workforce	Optimize telework	Stay at home / assess the risk	Follow UArizona Policy and Guidelines	Not required to maintain 6 feet Gatherings not restricted	Increased cleaning and disinfecting Common areas open	Resume normal travel Follow CDC guidelines to minimize risk during travel	No size restrictions	No size restrictions
AFTER RETURN TO NORMAL Continue to monitor for resurgence of influenza or COVID-19; Increased medical surveillance and tracing; Incorporate lessons learned.									
FOUR (Maintenance)	New Normal workforce	New Normal	Stay at home / assess the risk	Replenish supplies of face coverings, disinfectants, cleaning supplies	Increased awareness of hand hygiene, sneeze and cough etiquette Gatherings not restricted	Increased cleaning and disinfecting Common areas open	Follow CDC guidelines to minimize risk during travel	No size restrictions	No size restrictions

**Decision Points Informed By**

- An understanding of the State, Tribal and County Public Health Order restrictions
- Utilizing and understanding of the critical capability and capacity of programs and projects in the county, area, unit, etc.
- Frequent dialogue between employee and supervisor as to the status of the employee to physically work in the specified environment
- The right level of flexibility provided to their employees while ensuring the maintenance of COVID free facilities to the best of their ability

**Phase Transitions are subject to approval by the Director of Cooperative Extension via the unit head.**

# SAFE RETURN PLEDGE

## Safe Return Pledge

### Based on a Shared Governance Process

As members of the University of Arizona Cooperative Extension community, we strive to ensure an atmosphere of safety, health and compassion. Now more than ever, each of us must take steps to stay well and to protect one another.

By signing this pledge, I indicate that I will take responsibility for my own health and help keep the University of Arizona Cooperative Extension community safe by slowing the spread of COVID-19 as instructed by UArizona's "Test, Trace, and Treat" protocol: <https://covid19.arizona.edu/test-trace-treat>.

### I Pledge To:

#### 1. Protect Myself

When physically present on campus or UArizona-operated facility across the state, I will observe UArizona's requirements of social distancing and wearing a face covering.

When working remotely, I will monitor my health using UArizona's Wildcat WellCheck Arizona app; <https://wellcheck.arizona.edu/>

If/when tests become available, I will obtain the test appropriate for me.

#### 2. Protect Others

When physically present on campus or a UArizona-operated facility across the state, I will:

- Observe UArizona's signage and protocols to maintain appropriate physical distancing;
- Wear an appropriate face covering as required by UArizona and recommended by the CDC;
- Keep shared common spaces clean and sanitized;
- Stay home if I feel ill and self-quarantine after exposure to someone who is ill or has tested positive for COVID-19;
- Be compassionate, sensitive and helpful to anyone around who may be struggling or fearful.

#### 3. Protect the University of Arizona Cooperative Extension Community

When physically present on the Extension campus or a UArizona-operated facility across the state, I will:

- Be aware of UArizona's and Cooperative Extension's COVID Alert Levels and abide by any changes of protocols;
- Participate in testing and contact tracing when needed to preserve the wellness of the community;

When **NOT** in an official UArizona capacity, I will continue to follow current CDC guidelines to the best of my ability, including maintaining social distance, wearing a face covering, and avoiding spending time in crowds of 10 or more or any crowds for extended periods of time.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_



Document will be placed online so it's accessible to download and fill out. We will also look at a way to e-sign the document. Extension Unit Heads will be responsible for implementing how they get processed and stored.

# ADDITIONAL RESOURCES

Below are some other areas to consider in all mitigation efforts if they apply:

Practice	Action
<b>Hand Sanitizer Stations</b>	Strongly recommended that all employees have adequate stores of disinfectants, hand sanitizer, and other supplies readily available at building entrances and common areas, and all employees have been provided information on when and how to practice increased hygiene. Supplies can be obtained through Facilities Management, (520) 621-3000. <a href="https://covid19.arizona.edu/reentry-plan/return-workspaces/personal-hygiene">https://covid19.arizona.edu/reentry-plan/return-workspaces/personal-hygiene</a>
<b>Vehicle and Equipment Sanitation</b>	Face coverings are required at all times all UArizona vehicles with more than one passenger. Disinfect all common and frequently touched surfaces, like door handles, steering wheels, and seatbelts, both before and after use. This should be done using an EPA-approved disinfectant and following the label's instructions. <a href="https://covid19.arizona.edu/reentry-plan/return-workspaces/vehicles">https://covid19.arizona.edu/reentry-plan/return-workspaces/vehicles</a>
<b>Sneeze Guard</b>	Strongly recommended installation for areas receiving high volume of inter-personal interactions occurring less than 6 feet apart. No specific guidance at <a href="https://covid19.arizona.edu/reentry-plan/return-workspaces/offices">https://covid19.arizona.edu/reentry-plan/return-workspaces/offices</a>
<b>Room Cleaning and Disinfecting</b>	Required that Extension staff clean daily all restrooms, classrooms, and common areas; once weekly offices and labs. <a href="https://www.fm.arizona.edu/#/news-article/256">https://www.fm.arizona.edu/#/news-article/256</a>
<b>Visitor Log</b>	Strongly recommended that a visitor log be established to track visitors and record their temperatures. This should include contact info for the visitor.
<b>Signs</b>	Strongly recommended that UA or other signs be posted at entrances to buildings, restrooms and classrooms describing best practices and cleaning frequency. Posting other signs promoting best behaviors are also strongly recommended. Signs are available from Facilities Management
<b>Notification of Confirmed or Suspected Covid-19 cases</b>	Required procedures for supervisors about how to work with employees suspected or confirmed with Covid-19, and notification to Campus Health, co-workers, and Department Heads. Remember to maintain anonymity to the best of your ability. In addition, please contact Extension Unit Director or State Office if confirmed cases occur. Specific Guidance at <a href="https://hr.arizona.edu/content/covid-19-positive-case-notification-protocol">https://hr.arizona.edu/content/covid-19-positive-case-notification-protocol</a>