Arizona Cooperative Extension
Phased Operational Plan
8/1/2020
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).
INITIAL PRELIMINARY TIMELINE

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 10th</td>
<td>CEDs submit proposals on their *planned phase.</td>
</tr>
<tr>
<td>Tuesday, August 11th</td>
<td>EAT and CEDs calibrate and decide on phase for the upcoming two-week cycle.</td>
</tr>
<tr>
<td>Wednesday, August 12th</td>
<td>County phases are communicated/posted publicly.</td>
</tr>
<tr>
<td>August 12th – August 26th</td>
<td>Two-week hold on all phasing decisions.</td>
</tr>
<tr>
<td>Monday, August 24th</td>
<td>CEDs submit proposals on their *planned phase.</td>
</tr>
<tr>
<td>Tuesday, August 25th</td>
<td>EAT and CEDs calibrate and decide on phase for the upcoming two-week cycle.</td>
</tr>
<tr>
<td>Wednesday, August 26th</td>
<td>County phases are communicated/posted publicly.</td>
</tr>
<tr>
<td>August 26th – September 9th</td>
<td>Two-week hold on all phasing decisions.</td>
</tr>
</tbody>
</table>

PROCESS CONTINUES AS NEEDED

*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.
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, no gatherings

**FACILITIES**
Increased cleaning and disinfecting. Closed common areas and coordinate with owning element, if tenant (County/Tribe/Gov’t/UA/Partner)

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

**INDOOR PROGRAMMING**
Virtual Programming ONLY

**OUTDOOR PROGRAMMING**
Virtual Programming ONLY
# PHASE 1 (RESTRICTED) ATTRIBUTES

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

<table>
<thead>
<tr>
<th>PHASE 1 (RESTRICTED) ATTRIBUTES</th>
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</thead>
<tbody>
<tr>
<td><strong>WORKFORCE</strong></td>
</tr>
<tr>
<td>Mission essential only in office spaces</td>
</tr>
<tr>
<td><strong>REMOTE OPERATIONS</strong></td>
</tr>
<tr>
<td>Work remotely</td>
</tr>
<tr>
<td><strong>VULNERABLE EMPLOYEES</strong></td>
</tr>
<tr>
<td>Stay home</td>
</tr>
<tr>
<td><strong>CLOTH FACE COVERINGS</strong></td>
</tr>
<tr>
<td>Mandatory</td>
</tr>
<tr>
<td><strong>SOCIAL DISTANCING</strong></td>
</tr>
<tr>
<td>6 feet, Gatherings should be avoided unless they can meet social distancing guidelines</td>
</tr>
<tr>
<td><strong>FACILITIES</strong></td>
</tr>
<tr>
<td>Increased cleaning and disinfecting. Practice strict social distancing in common areas and coordinate with owning element, if tenant (County/Tribe/Gov’t/UA/Partner)</td>
</tr>
<tr>
<td><strong>TRAVEL</strong></td>
</tr>
<tr>
<td>Follow UA/CES/State Travel Restrictions – Mission essential travel only</td>
</tr>
<tr>
<td><strong>INDOOR PROGRAMMING</strong></td>
</tr>
<tr>
<td>1:1 or meetings of less than 5 people and continued following of CDC guidelines of face coverings, social distancing – minimize meeting time.</td>
</tr>
<tr>
<td><strong>OUTDOOR PROGRAMMING</strong></td>
</tr>
<tr>
<td>1:1 or meetings of less than 10 people and continued following of CDC guidelines of face coverings, social distancing – minimize meeting time.</td>
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</tbody>
</table>
# PHASE 2 (Mild) Attributes

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

<table>
<thead>
<tr>
<th>Phase 2 Program</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Workforce</strong></td>
<td>Mission essential and modified non-mission essential in office spaces</td>
</tr>
<tr>
<td><strong>Remote Operations</strong></td>
<td>Maintain remote work, when possible and appropriate</td>
</tr>
<tr>
<td><strong>Vulnerable Employees</strong></td>
<td>Stay home</td>
</tr>
<tr>
<td><strong>Cloth Face Coverings</strong></td>
<td>Mandatory</td>
</tr>
<tr>
<td><strong>Social Distancing</strong></td>
<td>6 feet, Gatherings should be avoided unless they can meet social distancing guidelines</td>
</tr>
<tr>
<td><strong>Facilities</strong></td>
<td>Increased cleaning and disinfecting. Practice strict social distancing in common areas and coordinate with owning element, if tenant (County/Tribe/Gov’t/UA/Partner)</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>Follow UA/CES/State Travel Restrictions – Follow CDC guidelines to minimize risk during travel</td>
</tr>
<tr>
<td><strong>Indoor Programming</strong></td>
<td>Meetings of up to 25 people and continued following of CDC guidelines of face coverings, social distancing – minimize meeting time.</td>
</tr>
<tr>
<td><strong>Outdoor Programming</strong></td>
<td>Meetings of up to 50 people and continued following of CDC guidelines of face coverings, social distancing – minimize meeting time.</td>
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</tbody>
</table>
**PHASE 3 (OPTIMIZED) ATTRIBUTES**

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

 Philippe 3: Optimized Operational Format

= change in operational activity
PHASE 4 (MAINTENANCE) ATTRIBUTES

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

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
OPERATIONAL TIMELINE
OPERATIONAL TIMELINE
TO BE REPEATED AS NECESSARY

UNIV. GO-AHEAD
University of Arizona Leadership give the ok to execute designed plans.

COMMUNICATIONS
The next day, all stakeholders notified of current phase – county pages updated with current phase and attributes.

EXTENSION CALIBRATION
Extension leaders decide on new phases for each county and adopt activities.

COMMUNICATIONS
All stakeholders notified of current phase – county pages updated with current phase and attributes.

2-WEEK HOLD
Each phase will be in place for 2 full weeks before a decision is made on the next phase.

2-WEEK HOLD
Each phase will be in place for 2 full weeks before a decision is made on the next phase.

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 UA Arizona 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

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

Flagstaff
Coconino County UA Cooperative Extension Office

Pinetop - Lakeside
Blue Ridge High School
1200 W White Mountain Blvd,
Lakeside, 85929 Arizona.

Yuma
UA Yuma Academic Center Building
7875 E. 24th Street, Suite 7, Yuma.

Sierra Vista
UA Campus South
1140 Colombo Ave,
Sierra Vista, AZ 85635

Phoenix
Virginia Piper Auditorium
UA Phoenix Biomedical Campus
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.
- 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.
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

Levels of Exposure
Keeping Yourself and Others Safe

- **COVID-19 Carrier** without mask: HIGH RISK
- **COVID-19 Carrier** with mask: LOW RISK
- **Healthy Person** without mask: NON-EXPOSURE
- **Healthy Person** with mask: LOW RISK

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.
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
<table>
<thead>
<tr>
<th>Phase</th>
<th>Workforce</th>
<th>Remote Operations</th>
<th>Vulnerable Employees</th>
<th>Cloth Face Coverings</th>
<th>Social Distancing</th>
<th>Facilities</th>
<th>Travel</th>
<th>Indoor Programming</th>
<th>Outdoor Programming</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZERO</td>
<td>Mission essential only in office spaces</td>
<td>Work remotely</td>
<td>Stay at home</td>
<td>Mandatory</td>
<td>6 feet</td>
<td>No gatherings</td>
<td>Increased cleaning and disinfecting</td>
<td>Follow UA/CES/State Travel Restrictions</td>
<td>Virtual programming ONLY</td>
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<td></td>
<td>Closed common areas</td>
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<td>Coordinate with owning element if tenant</td>
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<td>Follow UA/CES/State Travel Restrictions</td>
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<td>ONE</td>
<td>Mission essential only in office spaces</td>
<td>Maximize remote work</td>
<td>Stay at home</td>
<td>Mandatory</td>
<td>6 feet</td>
<td>Gatherings should be avoided unless they can</td>
<td>Follow UA/CES/State Travel Restrictions</td>
<td>1:1s or meetings of less than 5 people and followed by CDC guidelines of face masks, social distancing - minimize meeting time</td>
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<td>Practice strict social distancing in common areas</td>
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<td>Coordinate with owning element if tenant</td>
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<td>Follow UA/CES/State Travel Restrictions</td>
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<td>TWO</td>
<td>Mission and non-mission essential in office spaces</td>
<td>Maintain remote work, when possible and appropriate</td>
<td>Stay at home</td>
<td>Mandatory</td>
<td>6 feet</td>
<td>Gatherings should be avoided unless they can</td>
<td>Follow UA/CES/State Travel Restrictions</td>
<td>Meetings of up to 25 people and followed by CDC guidelines of face masks, social distancing - minimize meeting time</td>
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<tr>
<td>THREE</td>
<td>Optimized workforce</td>
<td>Optimize telework</td>
<td>Stay at home / assess the risk</td>
<td>Follow UArizona Policy and Guidelines</td>
<td>Not required to maintain 6 feet Gatherings not restricted</td>
<td>Increased cleaning and disinfecting</td>
<td>Resume normal travel</td>
<td>Follow CDC guidelines to minimize risk during travel</td>
<td>No size restrictions</td>
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<tr>
<td>FOUR</td>
<td>New Normal workforce</td>
<td>New Normal</td>
<td>Stay at home / assess the risk</td>
<td>Replenish supplies of face coverings, disinfectants, cleaning supplies</td>
<td>Increased awareness of hand hygiene, sneeze and cough etiquette Gatherings not restricted</td>
<td>Increased cleaning and disinfecting</td>
<td>Follow CDC guidelines to minimize risk during travel</td>
<td>No size restrictions</td>
<td>No size restrictions</td>
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**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.

**AFTER FIRST GATE** Based on a two-week review of ADHS reported COVID-19 data and local conditions.

**AFTER SECOND GATE** Based on a two-week review of ADHS reported COVID-19 data and local conditions.

**AFTER THIRD GATE** Based on a two-week review of ADHS reported COVID-19 data and local conditions.

**AFTER RETURN TO NORMAL** Continue to monitor for resurgence of influenza or COVID-19; increased medical surveillance and tracing; incorporate lessons learned.
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:

<table>
<thead>
<tr>
<th>Practice</th>
<th>Action</th>
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<tbody>
<tr>
<td>Hand Sanitizer Stations</td>
<td>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></td>
</tr>
<tr>
<td>Vehicle and Equipment Sanitation</td>
<td>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></td>
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<tr>
<td>Sneeze Guard</td>
<td>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></td>
</tr>
<tr>
<td>Room Cleaning and Disinfecting</td>
<td>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></td>
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<tr>
<td>Visitor Log</td>
<td>Strongly recommended that a visitor log be established to track visitors and record their temperatures. This should include contact info for the visitor.</td>
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<td>Signs</td>
<td>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</td>
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<tr>
<td>Notification of Confirmed or Suspected Covid-19 cases</td>
<td>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></td>
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