

Mencio, Santos

From: Mireles, Matthew
Sent: Tuesday, October 26, 2021 3:37 PM
To: Mencio, Santos
Subject: FW: Reopening Campus

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Dr. Matthew Mireles
Chair, Department of Music
Director of Bands


ST. MARY'S UNIVERSITY

The Catholic and Marianist University
One Camino Santa Maria
San Antonio, Texas 78228

www.stmarytx.edu

Pronouns: He/Him/His

Executive Board of Directors
Youth Orchestras of San Antonio

 **changes kids' lives through**

From: Office of the President <[REDACTED]>
Reply-To: Office of the President <[REDACTED]>
Date: Wednesday, June 3, 2020 at 4:15 PM
To: "Mireles, Matthew" <[REDACTED]>
Subject: Reopening Campus

Monday, June 8, 2020, office supervisors will return to work.



June 3, 2020

To: St. Mary's University Employees

From: Thomas Mengler, J.D., President

Subject: Reopening Campus

Next week, the University will begin the process to reopen and prepare for the return of students to campus for the Fall 2020 Semester. To be successful, we will need every member of the St. Mary's community – faculty, staff, students and Trustees – to pledge to take responsibility to protect oneself, each other, and the St. Mary's and San Antonio community by following public health and University guidance. As a family cares for its own, I urge everyone in the St. Mary's community to work together to support a healthy living and learning environment.

On Monday, June 8, 2020, office supervisors will return to work to assist with assessing their areas and implementing measures and reminders to protect themselves and others from COVID-19. The safety precautions by the Centers for Disease Control and Prevention include:

- Participate in social distancing of 6 feet.
- Wear face masks on campus.
- Wash your hands often for at least 20 seconds.
- Clean and disinfect frequently used surfaces.
- Cover coughs and sneezes with a tissue or the inside of your elbow.
- Monitor your health and stay home if you are sick.
- Avoid touching your face.

As we focus on implementing safety precautions on campus, here are some additional details.

Social distancing:

- Employees should follow social distancing recommendations and separate workspaces by at least 6 feet. If this is not readily achievable, an alternating schedule for employees should be considered and recommended to the supervising member on the Leadership Council for approval.
- Classrooms will be limited to the appropriate number of people to accommodate social distancing measures, which may include no students occupying front row seats.

- Office supervisors should ensure social distancing signage is posted as needed to direct traffic and serve as reminders in public spaces. (Social distancing signage will be available through the Facilities Department.)
- Whenever possible, social distancing measures between yourself and others should be followed while on campus (indoor and outdoor spaces).
- Pedestrian signage may be posted in areas to assist with social distancing, such as one-way entries and exits and hallway directions for traffic flow.
- Only people with mobility impairments or transporting heavy items should use campus elevators.

Face masks and protective shields:

- Everyone is expected to wear cloth face masks on campus when in public spaces and other areas when appropriate, including when social distancing is not achievable. A St. Mary's-branded cloth face mask will be provided to every student, faculty and staff member.
- Office supervisors, in consultation with Facilities, should ensure plexiglass shields or other protective barriers are provided where appropriate in offices.

Personal health and safety:

Employees are responsible for monitoring and maintaining their health.

- Self-temperature checks are encouraged before arriving on campus each day. If your temperature is 100.4 degrees Fahrenheit or higher, you should stay home.
- SHED – Sleep, hydration, exercise and diet to stay healthy.
- Wash your hands often for at least 20 seconds.
- Cover coughs and sneezes inside your elbow or with a tissue, and properly dispose of the tissue in a closed container.
- Avoid touching your face.
- Clean and disinfect personal spaces often.
- If traveling, please follow CDC guidelines to protect yourself and others.

COVID-19 symptoms and contact-tracing:

- Employees who have symptoms of the COVID-19 virus should notify their supervisor and stay home and follow CDC-recommended steps before returning to work.
- Employees who are well but who have a sick family member at home with COVID-19 or who have come in close contact with someone with COVID-19 should notify their supervisor and follow CDC-recommended precautions.
- Employees are encouraged to keep a log of people they meet daily for COVID-19 contact-tracing purposes.

Protecting vulnerable employees and employees' sick-leave policy:

- For employees who are considered at-risk, there will be an evaluation process for continuing a telework arrangement, if job responsibilities provide that opportunity.
- The University is working to provide an addendum to the current employee sickleave policy to encourage staying home when feeling ill or accommodate those with COVID-19 symptoms or exposure.

Other measures:

- Facilities will regularly clean and disinfect offices and common areas but employees are encouraged to clean their own spaces as frequently as needed. Office supervisors are encouraged to implement routines of regular cleaning and disinfecting of high-touch surfaces, including door handles and shared equipment in their areas.
- Facilities is working on a schedule for cleaning classrooms throughout the day following classes.
- Hand-sanitizer stations will be available throughout the campus.
- Meetings via teleconferencing are encouraged to minimize the use and cleaning of conference rooms.
- Large gatherings will be limited to space capacity using social distancing measures.
- Office doors should be left open to minimize touching of door handles.
- Individually wrapped food and bottled water is encouraged in shared spaces.
- Where appropriate and applicable, campus HVAC systems will be adjusted to enhance filtration capabilities, limit or eliminate air recirculation and increase the HVAC run times to enhance the virus-protection possible through these systems.
- Public restrooms will have automatic-flushers installed.
- Aramark operations have been suspended and the St. Mary's Barnes & Noble store will continue with online services through the summer months.

Work Teams Developing Protocols

The three work teams – instructional delivery, student services and campus space management – are meeting to develop protocols for the campus to guide our focus on maintaining the health and safety of our community and delivering quality learning opportunities.

The campus space management team is working on plans for opening common areas and addressing social distancing measures for passageways and entry points. They will develop recommendations for signage, reminders, etc., throughout the campus.

The team focused on instructional delivery is discussing how to help faculty prepare well for teaching our students this fall through the development of a summer training and development program. Faculty who complete the summer “Prepared to Pivot” program – which will be rolled out later this week – will receive a wide-lens webcam or Bluetooth headset to assist with hybrid/online instruction. Many courses are expected to be delivered through a hyflex type format that provides students with opportunities for learning in a dynamic way, both in-person and online.

The student engagement and residential team is working on plans for hosting student activities using proper CDC and campus health and safety guidelines. They are developing additional protocols, including pledges, for students and resident students.

More detailed information on the work of the teams will be provided in the coming weeks.

As you can see, the St. Mary's community – faculty, staff and student leaders – has been working diligently to prepare for the fall. Thank you all, and God bless you and your families.

Emergency Updates

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