From: Jeffery D Lang
Sent: Sunday, August 16, 2020 5:35 PM
To: Rian Rabideau;Kimberly Chestnut Steich
Cc: Jennifer Dawn Chavez
Subject: Re: RLDS bed capacity for quarantine

Hi Rian,
If you would like you can send me an email with updates on the availability and I can update the spreadsheet. I don't have a good way of automating updates from Teams, and I am not opposed to sharing the document as long as we clearly communicate what I should/shouldn't be reporting on in the dashboard and how often. Let me know what works best for you.
-Jeff

From: Rian Rabideau <rrabidea@uwyo.edu>
Date: Saturday, August 15, 2020 at 11:05 PM
To: Jeffery Lang <JEFFLANG@uwyo.edu>, Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Subject: RE: RLDS bed capacity for quarantine

Hi Jeff,

Is it possible to just let you know how many beds we have available? Or I can share our teams document with you that indicates what these spaces are equipped with, what students are occupying them, who's checking in with the student, etc.

Availability now:

Honors House: 16 of 17 are available
Apartments: 10 out of 12 are available
Armory: 33 out of 33 available (opts still needs to clean the space, though)

Thanks,
Rian

From: Jeffery D Lang <JEFFLANG@uwyo.edu>
Sent: Thursday, August 13, 2020 2:55 PM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; Rian Rabideau <rrabidea@uwyo.edu>
Subject: RE: RLDS bed capacity for quarantine

Thanks Kim.

Rian,
Would we be able to have someone update a spreadsheet for us that we can use to report on quarantine capacity? I have attached a sample above, but if there is additional/different data we can try and accommodate. The idea would be that we would provide access to a share for whom ever you identify and they would need to simply update the spreadsheet in the share. Let me know your thoughts.
Sincerely,
Jeff

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Thursday, August 13, 2020 1:03 PM
To: Jeffery D Lang <JEFFLANG@uwyo.edu>
Cc: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; Rian Rabideau <rrabidea@uwyo.edu>
Subject: Re: RLDS bed capacity for quarantine

Jeff,
Rian Rabideau is our point person on tracking quarantine housing. He is cc'd here.
Thanks,
Kim

From: Jeffery D Lang <JEFFLANG@uwyo.edu>
Date: Thursday, August 13, 2020 at 12:57 PM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Subject: RLDS bed capacity for quarantine

Kim,
We are looking to provide metrics on a UW COVID dashboard (potentially public) on the number of available bed spaces for quarantine. Is there someone I can work with to get this information and have them update the statistics on a regular basis?
Thanks,
Jeff

From: Brant Schumaker <theschu78@gmail.com>
Sent: Sunday, August 16, 2020 11:06 PM
To: Danika Roanne Salmans
Cc: Chad R. Baldwin [redacted] Nycole Rae Courtney;Tara Evans;Tami B. Benham-Deal; [redacted] Tom Koczara;Ryan McGarry Dinneen O'Neil;Kimberly Chestnut Steich;Mary Beth Bender;Jennifer Dawn Chavez
Subject: Re: COVID Dashboard SUN 8/16

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You all have been busy! Thanks for all of your efforts!

Sent from my iPhone

On Aug 16, 2020, at 9:59 PM, Danika Roanne Salmans <dsalmans@uwyo.edu> wrote:

Below is the Sunday 8/16 Update from the COVID HUB - From the last data pull of Vault data on Satuday to mid-day Sunday Vault reported 26 new positives. Nycole and Danika performed contact tracing today on these individuals which then resulted in an increase in individuals placed in 14-day quarantine due to first degree exposure.

New cases today = 26 (Data was pulled from Vault up through 1:06pm on 8/16/2020)

- **26 Vault:**
  - **6 students in self isolation in other cities/states**
    - [redacted]
  - **6 Students in Laramie - off campus housing - no presence on campus**
  - **2 were** [redacted]
    - [redacted]
  - **2 employees -** [redacted]
    - [redacted]
  - **1 employee -** [redacted]
    - [redacted]
  - **4 were past positives so they were placed in "Recovered"**
  - **5 could not be reached**

Active Cases = 34

- 2 living on campus positive cases
- 32 living off campus positive cases

- 4 employees [redacted]
- 1 employee in [redacted]
- 1 employee in [redacted]
- 1 student in [redacted]
- 8 student in [redacted]
- 1 student in [redacted]
- 3 student in [redacted]
- 1 student in [redacted]
- 1 student in [redacted]
- 2 student in [redacted]
- 1 student in [redacted]
- 1 student in [redacted]
- 1 student in [redacted]
- 1 student in [redacted]
- 5 Unknown

Monitoring cases = 0

14 Day Quarantine due to exposure to a positive = 34

- 10 : On Campus - 14 Day Quarantine
- 24 : Off Campus - 14 Day Quarantine

Recovered from COVID Positive = 12

- 12 : Recovered COVID Positive Cases

Released from 14 Day Quarantine/Monitoring

- 3 : Released from 14 Day Quarantine/Monitoring

TOTAL COVID Cases = Current cases + Recovered Cases = 46

TOTAL Tests Run by Vault = 8,260

From: Amy E. Morgan
Sent: Monday, August 17, 2020 7:00 AM
To: Kimberly Chestnut Steich
Subject: RE: End of week check-in 8.14.2020

Good morning Kim,

I just wanted to let you know how much I appreciate your updates. They are informative as well as "comforting" that things are being handled.

My best to you in these difficult times – your hard work does not go unnoticed.

Amy

Amy Morgan
Office Associate and Scholarship Administrator
UW Alumni Association
Marian H. Rochelle Gateway Center
222 S. 22nd St., Laramie, WY 82070
Office: (307) 766-4166
uwyo.edu/alumni

From: student-affairs-l@uwyo.edu <student-affairs-l@uwyo.edu> **On Behalf Of** Kimberly Chestnut Steich
Sent: Friday, August 14, 2020 4:39 PM
To: student-affairs-l@uwyo.edu
Subject: End of week check-in 8.14.2020

Student Affairs,
I wanted to check in today after a challenging and dynamic week here at UW. I know that many of us returned to campus this past Monday as buildings reopened and we prepared to welcome our students back to campus next week. That plan notably shifted on Wednesday with the decision to implement a 4 phase return approach to fall operations. A plan adjustment was required because the ongoing campus-wide testing plan cannot start August 24th as initially planned. There have been significant supply chain issues in getting the necessary equipment to campus.

It is difficult to hear about and to make adjustments quickly to such significant changes. I offer that to acknowledge the challenge and discomfort it creates, and to thank you for being so responsive. Student Affairs continues to rise to the occasion and keep our commitment to our students and mission front and center. Thank you.

Here is a list of notable changes made this week:

- UW will start a bridge testing program 8.24.2020 until late September. Faculty, staff, and students who continue to live and work on campus will be part of a weekly, or twice weekly, random sampling testing process. More information on details by end of next week.
- The first two weeks of classes will be online for all students. Cowboy Connect continues as planned, for the most part, because our students are still starting class on the 24th.

- First-year student move-in to the residence halls has been changed to the weekend of September 5th and 6th. First-year seminar classes that were scheduled to meet face-to-face will begin in-person classes on September 7th.
- An exception process is in place for students who are not able to modify their move-in date.
- All students currently living with us are welcome to stay. Housing and Dining are being wonderfully adaptable!
- September 28th is when all students will be welcomed back to campus for in-person instruction, and more in-person program offerings.

For note:

- Please check with your supervisor regarding any changes regarding working remotely. Many of us will still be on campus daily and therefore will participate in the bridge testing program.
- Student Affairs will continue to offer our comprehensive services, some of which is in-person and others remote. Many of our departments can plan to operate as we intended for the start of the semester beginning September 7th as there will be 1,000+ students on campus.

The whole world continues to figure out new ways to operate in the midst of COVID-19. I anticipate there will be more changes. As such, I will provide a weekly email with updates – more often if needed. UW also plans to provide more regular communication to campus regarding status updates.

I have such appreciation for the great work so many of you are doing to keep the train on the tracks. I need you and am thankful for your help. Please take some time this weekend to rest and relax. Let me know if there are questions or concerns.
Take care,
Kim

Kimberly Chestnut, Ph.D.
Vice President for Student Affairs

University of Wyoming
Old Main 408
Laramie, WY 82071-2000
Main Office 307-766-5123
k.chestnut@uwyo.edu

From: Chad R. Baldwin
Sent: Monday, August 17, 2020 9:18 AM
To: Tami B. Benham-Deal
Cc: Kimberly Chestnut Steich;Nycole Rae Courtney;Michael R Yates;Megan E Cluver
Subject: new numbers
Attachments: covid.dashboard.8.17.docx

Tami and all:

Attached is a draft message about the latest COVID numbers. I think it needs to be sent to campus – and the online dashboard needs to be updated -- before noon today.

I welcome your input/guidance.

Thanks.

Chad Baldwin
Associate Vice President for Marketing and Communications
University of Wyoming

Laramie, WY 82070
Main Office 307-766-2929
Direct 307-766-2929
Mobile 307-258-0307
Fax 307-766-6729
cbaldwin@uwyo.edu

Testing Finds New Positive Cases Over Weekend

August 17, 2020 – There are 34 active cases of COVID-19 among University of Wyoming students and employees.

Two of those involve students who were living in UW's residence halls; they have been moved to isolation housing. The other 32 cases involve students and employees living off campus, most in communities outside Laramie.

Eight people who had contact with the two students in the residence halls are now in quarantine housing for 14 days.

Reporting from pre-return Vault Health tests showed 26 new positive cases over the weekend, as a total of 8,260 tests have been processed by Vault. Here is the breakdown of the new cases, in addition to the two students in the residence halls:

-- Six are students self-isolating in other cities and states -- Casper, Riverton, Sheridan, Colorado, New Jersey and South Dakota.

-- Six are students in Laramie in off-campus housing who've had no presence on campus.

-- Two are UW employees in Laramie at the Wyoming State Veterinary Laboratory, now isolating at home.

-- One is a UW employee at the Family Medicine Residency Program in Casper, now isolating at home.

-- Four were "past positives" who have recovered.

-- Five are individuals the university is attempting to contact.

The total of UW-related COVID-19 cases since the pandemic began is 46; 12 of the individuals have recovered.

A COVID-19 dashboard may be found at www.uwyo.edu/campus-return.

In Albany County, 85 total cases have been reported as of Aug. 16.

From: Steven Frank Barrett
Sent: Monday, August 17, 2020 9:37 AM
To: Michael Shawn McGee;Anne M. Alexander;Jonathan P Curtis;Tara Evans
Cc: Kimberly Chestnut Steich
Subject: Re: Army ROTC Basic Week

Michael,
I am at an offsite meeting with Anne. She indicated they should stay in a hotel until test results are available. She is sorry for the inconvenience. Please get the family's names and ask them for hotel receipts and Anne indicated she would cover for them.

Steven
Get Outlook for iOS

From: Michael Shawn McGee <mmcgee1@uwyo.edu>
Sent: Monday, August 17, 2020 9:21:59 AM
To: Anne M. Alexander <AAlex@uwyo.edu>; Steven Frank Barrett <SteveB@uwyo.edu>; Jonathan P Curtis <jcurti18@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>
Subject: RE: Army ROTC Basic Week

Anne-
Need your help. Students are trying to move in and are now being told they cannot until they have their COVID results back. We have students who completed and mailed in their tests and still have not received results and are being turned away. Many have traveled from out of state and are now irate. Also, per your email, we have sent people who still have not received their tests to student health to take one, but they are being told that they still cannot move in until they have their results are returned in several days. Parents are asking for clear direction and answers and we are unable to get anyone on the phone who can give it. Appreciate your help.

Michael S. McGee
MAJ, EN, WYARNG
Executive Officer
University of Wyoming Army ROTC
Office: (307) 766-3398
[redacted]
Fax: (307) 766-3383

"Courage is being scared to death... and saddling up anyway"
John Wayne

From: Anne M. Alexander
Sent: Friday, August 14, 2020 8:19 AM
To: Steven Frank Barrett <SteveB@uwyo.edu>; Jonathan P Curtis <jcurti18@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Michael Shawn McGee <mmcgee1@uwyo.edu>
Subject: Re: Army ROTC Basic Week

All, if your students can do a test with local urgent care or our Student Health here and have results by M or T you should be good to go to move in and start training. Tara can correct my quick note if needed.

Anne

Sent from the Rocky Mountains

From: Michael Shawn McGee <mmcgee1@uwyo.edu>
Sent: Thursday, August 13, 2020 1:11:03 PM
To: Steven Frank Barrett <SteveB@uwyo.edu>; Jonathan P Curtis <jcurti18@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>
Cc: Anne M. Alexander <AAlex@uwyo.edu>
Subject: RE: Army ROTC Basic Week

All-
During phase II we would be doing our PT sessions outdoors from 0545-0700 MWF. We will be following the guidelines of groups no bigger than 15 while exercising. In addition, we will have our outdoor labs on Wednesdays from 1500-1700. The students will be completely social distanced and masks enforced during those labs. Our normal classes during the week are the only other events we have and we would like to do those in person, but can easily switch to online if needed during Phase II.

Michael S. McGee
MAJ, EN, WYARNG
Executive Officer
University of Wyoming Army ROTC
Office: (307) 766-3398
[redacted]
Fax: (307) 766-3383

"Courage is being scared to death... and saddling up anyway"
John Wayne

From: Steven Frank Barrett
Sent: Thursday, August 13, 2020 12:02 PM
To: Michael Shawn McGee <mmcgee1@uwyo.edu>; Jonathan P Curtis <jcurti18@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>
Cc: Anne M. Alexander <AAlex@uwyo.edu>
Subject: RE: Army ROTC Basic Week

Michael,
Could you please include information through Phase II?

I've provided the definitions below.

Thank you sir,

Steven

Extracted from D. Bagley e-mail:
http://www.uwyo.edu/uw/news/2020/08/uw-revises-plan-for-fall-semester,-moves-to-phased-return-to-campus.html

1. This change is due to limitations in surveillance testing capacity. The supply chain to get the materials is backed up and there will not be sufficient surveillance testing capacity to ensure safe operation by August 24. Basically, President Seidel did not want to bring people into an environment where we would not be able to

appropriately track infections. I am sure President Seidel will say more about this at the Town Hall tomorrow (Thursday August 13). The Board of Trustees has approved this change.

2. All instruction from August 24 to September 7 will be online. For those of us who were planning to teach face-to-face (and that includes me!), we must start out online. Please let me and your department head know if this poses a problem so we can help you work to resolve it.

3. Everybody who can, shall work remotely between August 24 to September 7 (Phase 1). Yep, this is just like in the spring but with one key difference: anybody who must work on campus and cannot isolate while on campus will be part of the Phase 1 surveillance testing. Your departments have prepared plans for this possibility - those plans are now in effect.

4. From September 7 to September 28 (Phase II), the University will begin face-to-face instruction for a very limited number of courses. At this time, those courses will probably be the First Year Seminar courses that were scheduled to be face-to-face (which was most of them). So if you are teaching a face-to-face First Year Seminar course, you will be receiving more details. The rest of the College's instruction will stay on-line until September 28. Also, everybody who was working remotely in Phase 1 shall keep working remotely during Phase 2.

5. From September 28 to November 23 (Phase 3) everyone who was scheduled to teach face-to-face will move to that mode, following the same procedures as were originally scheduled for August 24. Everybody who can continue to work remotely, however, should plan to continue to do so, although the campus will be officially open again. (And yes, that implies that the campus will undergo closure again prior to that. The details of that closure are still being sorted out.)

6. From November 23 on (Phase 4), things are the same as was originally planned - all instruction moves back online but the campus will still be open (assuming this all works as planned!)

From: Michael Shawn McGee
Sent: Thursday, August 13, 2020 11:58 AM
To: Steven Frank Barrett <SteveB@uwyo.edu>; Jonathan P Curtis <jcurti18@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>
Cc: Anne M. Alexander <AAlex@uwyo.edu>
Subject: RE: Army ROTC Basic Week

All-
Here is our schedule of events with locations on it.

Michael S. McGee
MAJ, EN, WYARNG
Executive Officer
University of Wyoming Army ROTC
Office: (307) 766-3398
[redacted]
Fax: (307) 766-3383

"Courage is being scared to death... and saddling up anyway"
John Wayne

From: Steven Frank Barrett
Sent: Thursday, August 13, 2020 11:48 AM

To: Michael Shawn McGee <mmcgee1@uwyo.edu>; Jonathan P Curtis <jcurti18@uwyo.edu>
Subject: FW: Army ROTC Basic Week

Gentlemen,
Follow up questions...

Thank you,

Steven

From: Tara Evans
Sent: Thursday, August 13, 2020 11:47 AM
To: Steven Frank Barrett <SteveB@uwyo.edu>
Cc: Anne M. Alexander <AAlex@uwyo.edu>
Subject: RE: Army ROTC Basic Week

Thanks, Steve! Can you clarify where the training will take place and what times. Also, we need their training schedule through phase2 as well.

From: Steven Frank Barrett <SteveB@uwyo.edu>
Sent: Thursday, August 13, 2020 11:44 AM
To: Tara Evans <tevans15@uwyo.edu>
Cc: Anne M. Alexander <AAlex@uwyo.edu>
Subject: FW: Army ROTC Basic Week

Tara,
Here is the information you requested on Army ROTC.

I will provide AFROTC as soon as it is available.

Thank you for all you are doing!

Steven

From: Michael Shawn McGee
Sent: Thursday, August 13, 2020 11:36 AM
To: Steven Frank Barrett <SteveB@uwyo.edu>
Cc: Jonathan P Curtis <jcurti18@uwyo.edu>
Subject: Army ROTC Basic Week

Steven-
As per our discussion. Our Basic Week activities next week will be 17-21 Aug and will have the cadets split into 5 groups of 25 or less at all times. We will have the cadets stay in place whenever possible and have the cadre rotate to complete required training. This week will include our Cadet Command required trainings of Equal Opportunity, Sexual Harassment and Assault Response and Prevention training, uniform issue, administrative inprocessing, Cadet Command scholarship packet completion, and other small requirements. At all times social distancing will be practiced and mask use will be enforced.

Michael S. McGee
MAJ, EN, WYARNG
Executive Officer
University of Wyoming Army ROTC

Office: (307) 766-3398
[redacted]
Fax: (307) 766-3383

"Courage is being scared to death... and saddling up anyway"
John Wayne

From: Ryan McGarry Dinneen O'Neil
Sent: Monday, August 17, 2020 9:46 AM
To: [redacted]
Cc: Jennifer Dawn Chavez; [redacted] Kimberly Chestnut Steich;Nycole Rae Courtney
Subject: Re: Distant Learning Students

Hello [redacted]

Thank you for reaching out. The Office of the Registrar could likely provide you that list – or perhaps IT. I will not that we have been telling everyone for the past week that testing exceptions need to follow the COVID Policy Exemption process. As such we have had about 20 exemptions issued so far. However, our initial guidance from General Counsel on this was for anyone living out of state.

I would appreciate an update and clarification on these pieces as we are fielding so many questions about this. Added Kim and Nycole in so they are aware of these potential changes.

Thank you,

Ryan Dinneen O'Neil
Dean of Students & Associate Vice President of Student Affairs
Dean of Students Office
University of Wyoming
1000 E. University Ave., Laramie WY 82071-2000 (mail)
Knight Hall, Rm 128
(307)766-3296 * (307) 766-3298 (fax)
ryan.oneil@uwyo.edu

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From: [redacted]
Date: Monday, August 17, 2020 at 7:20 AM
To: "ryan.oneil@uwyo.edu" <Ryan.Oneil@uwyo.edu>
Cc: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>, [redacted]
Subject: Distant Learning Students

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Hi Ryan,

I hope you had a nice weekend! Unsure if you are the correct person for this request, but we are looking for a list of all distant learning students, would you happen to have this list or know someone who would? It was decided in last week's testing working group that distant learners who do not live in Albany County do not need to complete the Vault Pre-return test.

Please let me know if you have questions.
Thanks!

[redacted]

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From: Michelle Marie Sullivan
Sent: Monday, August 17, 2020 1:19 PM
To: Mandy Jane Gifford
Cc: Kimberly Chestnut Steich;Anne M. Alexander
Subject: RE: Academic & Student Affairs call on the 19th?

Hi Mandy, Let's plan on putting the CoVid Academic Update and Online working group update on our list for this week. We'll save posthumous degree procedure for next time – Thanks. M

From: Mandy Jane Gifford <MANDYJ@uwyo.edu>
Sent: Monday, August 17, 2020 11:06 AM
To: Michelle Marie Sullivan <Michelle.Sullivan@uwyo.edu>
Cc: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Anne M. Alexander <AAlex@uwyo.edu>
Subject: Re: Academic & Student Affairs call on the 19th?

Hi Trustee Sullivan,

We have a few topics to choose from for AA, but Anne can guide on priority for this week so that there is time for anything Kim would like to add.

-COVID-Academic update (new polices related to COVID)
-Online Program Working Group update
-Posthumous degree procedure

Best,

Mandy Gifford
Executive Assistant to the Vice President and Provost
Office of Academic Affairs

University of Wyoming
318 Old Main
Laramie, WY 82071
Direct 307-766-6476
mandyj@uwyo.edu • uwyo.edu/acadaffairs/

> On Aug 17, 2020, at 8:39 AM, Michelle Marie Sullivan <Michelle.Sullivan@uwyo.edu> wrote:
>
> Good morning Ladies,
>
> I am checking in about our call on Wednesday to confirm and inquire about topics – I'd like to make sure we get an agenda and information out today. Thanks. M

From: Ryan McGarry Dinneen O'Neil
Sent: Monday, August 17, 2020 6:55 PM
To: Jennifer Dawn Chavez
Cc: Carl A. Mehta;Courtney Leigh Thomson-Lichty;Kimberly Chestnut Steich
Subject: Re: Students needing to complete COVID Training

Thank you! We have got 50+ emails in the last hour with questions! At least we know people are reading their emails.

Ryan

Get Outlook for iOS

From: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Sent: Monday, August 17, 2020 6:32:19 PM
To: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>
Cc: Carl A. Mehta <CMEHTA@uwyo.edu>; Courtney Leigh Thomson-Lichty <Courtney.ThomsonLichty@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: RE: Students needing to complete COVID Training

These have been sent.

From: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>
Sent: Monday, August 17, 2020 3:44 PM
To: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Cc: Carl A. Mehta <CMEHTA@uwyo.edu>; Courtney Leigh Thomson-Lichty <Courtney.ThomsonLichty@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: FW: Students needing to complete COVID Training

Jenn,

Our conduct coordinator, Carl Mehta, pulled the list of students who have not completed the training (8500+) – see sharepoint link below in Carl's email for list, user names are under the second tab as canvas does not provide emails.

Here is a draft for a reminder email to go out as soon as we can. Let us know what questions you have. Thank you!

Subject: Student COVID Policy Training

Our records indicate you have not yet completed the student training for the University's COVID policy. ***This training must be completed by Wednesday, August 19.*** The training covers the university policy, best practice public health information and resources for students. Please refer to the training email you received on August 6 or check your WyoCourses for the *Return to Campus* training course. The full training should take 25 – 30 minutes to complete.

Account holds will be placed for those students who do not complete the training. Please email dos@uwyo.edu or call 307.766.3296 if you have questions about the training requirement.

Thank you,

Ryan Dinneen O'Neil
Dean of Students & Associate Vice President of Student Affairs
Dean of Students Office
University of Wyoming
(307)766-3296 dos@uwyo.edu

Ryan Dinneen O'Neil
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From: "Carl A. Mehta" <CMEHTA@uwyo.edu>
Date: Monday, August 17, 2020 at 1:11 PM
To: "ryan.oneil@uwyo.edu" <Ryan.Oneil@uwyo.edu>
Subject: Students needing to complete COVID Training

https://uwy-my.sharepoint.com[redacted]

Carl Mehta
Student Conduct Coordinator
Dean of Students Office

University of Wyoming
118 Knight Hall
Laramie, WY 82071
Main Office 307-766-3296
cmehta@uwyo.edu • https://www.uwyo.edu/dos/

Pronouns: he, him, his
Schedule a meeting with me

From: Matthew J. Whisenant
Sent: Monday, August 17, 2020 9:05 PM
To: Tami B. Benham-Deal
Cc: Robert Aylward;Kimberly Chestnut Steich;Mary Beth Bender;Matthew E. Boyer;Tara Evans;Jennifer Dawn Chavez
Subject: Re: COVIDPass Health Screening - Timing (Athletics)

Thanks Tami (and everyone). We'll figure something out.

By the way, what happens if a student does not complete the COVIDPass? Are there "repercussions?" Also, you said no one tracks the data - so what happens when a student/staff member says they have a symptom? Does that flag Student Health? Sorry for all the questions - I just don't know how the process works.

Sent from my iPhone

On Aug 17, 2020, at 8:50 PM, Tami B. Benham-Deal <Benham@uwyo.edu> wrote:

Matt,

As per the Fall Return Plan that was approved by the Board, the COVID Pass will not track data, location, personally identifiable information or medically sensitive information. So, at this point, without a modification to the return plan, I don't believe we would be able to provide you with the data. You could, of course, require your student athlete's to show you their daily screen that shows they received their pass to be on campus.

Tami Benham Deal, PED
Vice Provost
Office of Academic Affairs
1000 E. University Ave.
Laramie, WY 82071
307-766-4284
http://www.uwyo.edu/acadaffairs/

<image001.jpg>

From: Matthew J. Whisenant <MWhise@uwyo.edu>
Sent: Monday, August 17, 2020 8:01 PM
To: Robert Aylward <RAylward@uwyo.edu>
Cc: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Mary Beth Bender <mbender4@uwyo.edu>; Matthew E. Boyer <mboyer4@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>
Subject: Re: COVIDPass Health Screening - Timing (Athletics)

Robert,

Preferably we would have access to both so we can ensure they (the student-athletes) completed it. We would like to be able to verify the info (daily) before we allow them to practice, lift, use sports medicine, eat in the training table, etc.

Sent from my iPhone

On Aug 17, 2020, at 7:37 PM, Robert Aylward <RAylward@uwyo.edu> wrote:

Can we put this on the EEPG agenda for Wednesday?

Matt, is it important to know those who have passed for the day or just those that have failed?

- Robert

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Monday, August 17, 2020 6:06 PM
To: Mary Beth Bender <mbender4@uwyo.edu>; Matthew J. Whisenant <MWhise@uwyo.edu>
Cc: Matthew E. Boyer <mboyer4@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Robert Aylward <RAylward@uwyo.edu>; Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>
Subject: Re: COVIDPass Health Screening - Timing

I will offer that specific name and results lists were not the goal of this tool, it is designed as an anonymous personal practice. However you have a need that I am not sure we anticipated. I am not sure if this request is an option or not.

From: Mary Beth Bender <mbender4@uwyo.edu>
Date: Monday, August 17, 2020 at 3:03 PM
To: "Matthew J. Whisenant" <MWhise@uwyo.edu>, Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: "Matthew E. Boyer" <mboyer4@uwyo.edu>, Tara Evans <tevans15@uwyo.edu>, Robert Aylward <RAylward@uwyo.edu>, Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Subject: RE: COVIDPass Health Screening - Timing

I'm looping Robert Aylward and Jen Chavez on that part...

Mary Beth Bender, MS, APRN, FNP-C
Director & Primary Care Nurse Practitioner
University of Wyoming Student Health Service
307.766.2130 (phone)
307.766.2711 (fax)
http://www.uwyo.edu/sher

Pronouns: she/her/hers

If you are a UW student and need to communicate with me about personal medical concerns or questions, please contact me through the secure patient portal: http://patientportal.uwyo.edu

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From: Matthew J. Whisenant <MWhise@uwyo.edu>
Sent: Monday, August 17, 2020 2:49 PM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Mary Beth Bender <mbender4@uwyo.edu>
Cc: Matthew E. Boyer <mboyer4@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>
Subject: RE: COVIDPass Health Screening - Timing

Quick follow-up – would we (or could we) have access to this info for our student-athletes? More specifically, could our Sports medicine staff (Dr. Boyer and athletic trainers) have access to this info. Each our athletic trainers works with a respective team/s so they typically coordinate all medical-related matters for "their" respective student-athletes. Big picture, if possible, we would have our athletic trainers check the info for "their" respective student-athletes each day.

Matt Whisenant
Deputy Director of Athletics
University of Wyoming Athletics
1000 E. University Avenue | Laramie, Wyoming 82071
Phone: (307) 766-5551 | Cell: (307) 760-9050 | Fax: (307) 766-5414 | mwhise@uwyo.edu
http://www.gowyo.com/

<image001.png>

From: Matthew J. Whisenant
Sent: Monday, August 17, 2020 2:27 PM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Mary Beth Bender <mbender4@uwyo.edu>
Cc: Matthew E. Boyer <mboyer4@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>
Subject: RE: COVIDPass Health Screening - Timing

Thanks. If it's up and running by next Monday that would work for us. Obviously the sooner the better but again, we can make that (8/24 start date) work.

Matt Whisenant
Deputy Director of Athletics
University of Wyoming Athletics
1000 E. University Avenue | Laramie, Wyoming 82071

Phone: (307) 766-5551 | Cell: (307) 760-9050 | Fax: (307) 766-5414 | mwhise@uwyo.edu
http://www.gowyo.com/

<image001.png>

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Monday, August 17, 2020 2:21 PM
To: Mary Beth Bender <mbender4@uwyo.edu>; Matthew J. Whisenant <MWhise@uwyo.edu>
Cc: Matthew E. Boyer <mboyer4@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>
Subject: RE: COVIDPass Health Screening - Timing

Yes, I am with the understanding that it will be operational the 24th. But could be earlier if needed, we just wanted to send a communication to campus this week with that notice.

From: Mary Beth Bender <mbender4@uwyo.edu>
Sent: Monday, August 17, 2020 2:19 PM
To: Matthew J. Whisenant <MWhise@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Matthew E. Boyer <mboyer4@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>
Subject: RE: COVIDPass Health Screening - Timing

I'm in a meeting right now with Robert Aylward...he's telling me they could potentially have it running as soon as Monday. How soon do you guys need that process in place?

Mary Beth Bender, MS, APRN, FNP-C
Director & Primary Care Nurse Practitioner
University of Wyoming Student Health Service
307.766.2130 (phone)
307.766.2711 (fax)
http://www.uwyo.edu/sher

Pronouns: she/her/hers

If you are a UW student and need to communicate with me about personal medical concerns or questions, please contact me through the secure patient portal: http://patientportal.uwyo.edu

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From: Matthew J. Whisenant <MWhise@uwyo.edu>
Sent: Monday, August 17, 2020 11:43 AM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Mary Beth Bender <mbender4@uwyo.edu>
Cc: Matthew E. Boyer <mboyer4@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>
Subject: COVIDPass Health Screening - Timing

Kim/Mary,

Do either of you have an update on when COVIDPass will be up and running? I apologize if this email should be sent to someone else but I figured I would start with you both (since you both are highly involved in driving campus COVID policies/procedures). Please let me know. Thank you.

***The reason I'm asking is that the NCAA requires student-athletes/Athletic Dept. personnel to complete a similar process ("daily self-health check"). There are numerous Apps/software packages out there that would meet this requirement but we would rather use the same process as students/campus personnel. However, if the COVIDPass system won't be ready until later this semester we may have to use another process in the short term.*

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http://www.gowyo.com/

<image001.png>

From: Ryan McGarry Dinneen O'Neil
Sent: Monday, August 17, 2020 10:30 PM
To: Kimberly Chestnut Steich
Subject: Fwd: The Gardens

Can we clarify what space David means by the gardens? Doe she mean the restaurant area or the full lower area? If he means the full space it feels like a big ask and is very public. What will be the cleaning needs? We eliminate dining and hang out - frankly for the fu lower level since people will not want to be in that space. Let me know how I can help us address this to get clarity.

Get Outlook for iOS

From: David L Jones <DLJones@uwyo.edu>
Sent: Monday, August 17, 2020 10:27:23 PM
To: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Will Laegreid <wlaegrei@uwyo.edu>
Subject: The Gardens

Hi Ryan and Kim,

I just wanted to confirm that the COVID Surveillance Group is moving forward with using The Union Gardens as a testing site. This space is optimal for a number of reasons. I want to lay out how this will work:

Phase 1 (8/24-9/4): We will be doing only 414 tests per day. Personnel from VAULT will be overseeing the testing for week 1. The UW will have oversight for week 2 and onward. For Phase 1, we will not need too much space.
Phase 2 (9/7-9/25): We will probably be doing about 720 tests per day, so the number of stations will increase to about 10.
Phase 3: We will be doing up to about 5400 tests on campus per day. We will have approximately 10 stations at Crane cafeteria, 14 in The Gardens, and several at other locations. This will be the set up for the remainder of the semester (or until we have to shut down).

Please let me know if you have any questions. Thanks.

Regards,

David

From: [redacted]
Sent: Tuesday, August 18, 2020 7:44 AM
To: [redacted]
Cc: Mandy Jane Gifford;Tami B. Benham-Deal;Tara Evans;Chad R. Baldwin;Kimberly Chestnut Steich;Courtney Leigh Thomson-Lichty;Danika Roanne Salmans;William H. Mai; [redacted] Anne M. Alexander;Edmund J. Synakowski;Robert Aylward;Thomas K. Burman;Tom Koczara;Emily Ann Monago;Ben Blalock;Mary Beth Bender;Neil David Theobald [redacted]
Subject: EEPG Agenda
Attachments: UW_Visitor Policy_Draft for EEPG Review_08.17.20.docx; UW_Transportation Policy_EEPG Reviewed and Updated_8-17-20.docx

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Good morning!

Quick agenda for this morning's EEPG meeting:

1. Daily Recap
2. Testing:
    - Baseline testing update
        - Instructions around baseline testing
    - Sampling testing update
        - 2,000 tests next week (will cover 90% of the students on campus, tested by VAULT personnel)
        - Testing to take place in the union
        - Working to gather names of students, faculty and staff on campus (necessary for scheduling)
        - Souring additional testing options for weeks 3-5 of sample testing
    - Surveillance testing
        - Tracking to September 25th
3. COVID Policy:
    1. Updated Transportation Policy
    2. Visitor Policy for Review
    3. Attendance Policy (TBD)
4. Required Decisions:
    4. Quarantine Housing (decided)
    5. Transportation for COVID positive students?
    6. Testing Non-UW Employees?
    7. Course Modalities under Phased Return?
5. Working Group Status Report

Kind regards,

--

[redacted]

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Visitor Policy

While on University-owned property or when conducting University business or activities, including instruction and research, visitors must observe the same health and safety requirements as students, faculty and staff, with the following exceptions:

- Visitors will not be required to utilize the COVID Pass for daily health screenings but should avoid coming onto campus if experiencing possible COVID symptoms, per CDC guidance.
- Visitors will not be required to complete a COVID-19 test, unless instructed otherwise by the University due to an extended visit.

In coming onto University-owned property and participating in University business or activities, including instruction and research, visitors acknowledge that there are risks related to exposure to COVID-19. Should visitors choose not to abide by University COVID Policy while on campus, they will not be permitted to participate in work, events, activities, research or other engagements and will be asked to leave campus. To further safeguard the UW community, additional guidance is provided below.

General Guidelines

The following protocols apply to personal visitors, business and community partners (including but not limited to vendors, contractors, and suppliers):

- Make an appointment and coordinate all arrangements with your UW point of contact.
    - During limited operations, informal and casual visits are not permitted.
- Bring your own face covering and hand sanitizer.
- Follow university staff instructions while on campus.
- Adhere to the guidelines established by OSHA and the CDC, as updated, and all other federal and state regulations and guidelines to prevent and control the spread of COVID-19.

UW expects all visitors to abide by the same preventive guidelines we have established for our employees and students in the COVID Policy, including:

- Do not come to campus if you are sick.
- Wear a face covering.
- Maintain social distancing.
- Minimize contact with shared surfaces.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- As recommended by the CDC, everyone must cover coughs and sneezes with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds or use of hand sanitizer when necessary.

Learn more about how to protect yourself and others on the CDC website.

Visitors: Students

Off-campus students, family members or other friends are not allowed to visit residence hall or house communities during the Fall 2020 semester, including overnight (this excludes opening and move-in). For in-hall/house guests, the overnight guest policy is to be followed (no more than three nights in a 14-day period).

In addition to our standard guest policy outlined in the RLDS Policies & Procedures, residents are allowed to have guests that also reside in their same community. Residents are not allowed to visit other hall or house communities.

Move-in: Visitors

Residents are allowed up to 2 guests to assist them in moving in.

- All must wear face masks and comply with safety protocols.
- Only 2 people in elevators at one time.
- Limited entrances will be used to enter the halls, monitored by staff. Residents and guests may exit out of any door.

Residential Dining

Use of the campus dining hall by outside patrons will be limited to guest passes provided to residential diners. UW will restrict visitors from entering communal spaces and dining halls.

Prospective Students (Campus Tours)

Visitors touring campus should receive communication of the University COVID Policy at the time of their campus tour appointment confirmation. Campus tour visitors are expected to abide by the rules of the COVID Policy while on campus.

Visitors: Faculty, Staff, and Scholars

Visiting scholars, principal investigators, researchers, or human research participants should be approved in advance by the VP for Research and Economic Development. Visitors will be expected to fully abide by the visitor guidelines as outlined in UW's COVID-19 Policy. Visiting lecture guests and others who will be on campus for more than 1 week will need to get tested prior to arrival on campus. The COVID-19 Policy should be shared with all visitors in advance of their arrival to Campus. Specific questions related to Research visitors

Visitors: Other

Other visitors to campus, such as contractors and third-party vendors, will be expected to fully abide by the same preventive guidelines we have established for our employees and students in the COVID Policy and as described above.

As a condition for access to the UW campus or facilities, contractors should have and share their own COVID-19 risk mitigation policies and procedures. The COVID Policy should be shared with all contractors in advance of their arrival to campus.

Transportation Policy

Students, faculty and staff are encouraged to minimize travel and the use of vehicle transportation, including personal travel and for use in University-sponsored travel such as:

- Field research
- Operations service activities
- Housing, dining and catering activities
- University vehicle services

All travel should adhere to the travel guidelines outlined in the University's COVID Policy, which is available online at the Campus Return page.

Per CDC guidance, people who are sick or have recently had a close contact (closer than 6 feet for at least 15 minutes) to a person with COVID-19 should not use public transportation and should stay home except to seek medical care. Individuals who have an increased risk of severe illness from COVID-19 should limit their travel.

However, when using any type of transportation, please follow the guidelines below which are informed by CDC and Wyoming Department of Health guidance:

Practice hand hygiene and respiratory etiquette.

- Before you leave, wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
- Once you reach your destination, wash your hands again with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol as soon as possible upon arrival.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your coughs and sneezes with a tissue or use the inside of your elbow. Throw used tissues in the trash and wash your hands immediately with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.

Practice social distancing.

- Where practical, avoid pooled rides or rides where multiple passengers are picked up who are not in the same household. When you do share rides, keep in mind that time matters: a 10-minute shared car ride carries less risk of transmission than a multi-hour shared ride.
- During travel, try to keep at least 6 feet (1.8 meters) from people who are not in your household. In cases when it is not possible to maintain the proper social distance, all passengers will be required to wear face coverings.

- Passenger capacity will be limited in vehicles to 1 person per vehicle row, with an exception for trips less than 10 minutes and those who are in the same household as long as all passengers are wearing face coverings and practicing proper hygiene / hand-washing.
- Passengers should stagger seating and spread out as far as possible in the vehicle to maintain proper distancing.
- Examples of reduced passenger capacities by vehicle type:
    - Sedan – 2 person capacity (1 driver and 1 passenger)
    - Crossover/SUV 2 row – 2 person capacity (1 driver and 1 passenger)
    - Minivan – 3 person capacity (1 driver and 2 passengers)
    - Suburban – 3 person capacity (1 driver and 2 passengers)
    - 12 Passenger Van – 4 person capacity (1 driver and 3 passengers)
    - Single Cab Truck – 1 person capacity (1 driver)
    - Crew Cab Truck – 2 person capacity (1 driver and 1 passenger)
    - 25' cutaway buses – 7 person capacity (1 driver and 6 passenger)
    - MV-1 ADA Specialty Vans – 2 person capacity (1 driver and 1 passenger)

Wear cloth face coverings.

- Per UW's Mask Policy students, faculty and staff are required to wear a face covering when on campus or when conducting University-sponsored activities.
- A mask is not required for a driver that is alone in a rental vehicle.

Clean and disinfect surfaces.

- Vehicles should be cleaned and frequently touched surfaces should be disinfected regularly (for example, the steering wheel, gearshift, door frame/handles, windows, radio/temperature dials, mirrors, and seatbelt buckles).
- It is recommended that disinfect frequently touched surfaces on a regular basis, especially for long-distance travel.

Improve ventilation.

- Improve the ventilation in the vehicle if possible (for example, open the windows or set the air ventilation/air conditioning on non-recirculation mode).

From: [redacted]
Sent: Tuesday, August 18, 2020 7:57 AM
To: Kimberly Chestnut Steich;Tami B. Benham-Deal;[redacted]
Cc: Jennifer Dawn Chavez
Subject: RE: Student testing email
Attachments: Revised Vault _ Student _email kcs_+ laramie .docx

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On update based on the Testing & Tracing WG notes from Friday – for discussion and finalization at 8am.
[redacted]

[redacted]

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Monday, August 17, 2020 7:36 PM
To: Tami B. Benham-Deal <Benham@uwyo.edu>; [redacted]
Cc: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Subject: [EXT] Student testing email

Tami,
Attached is the updated version of the student testing email. The only changes I made were to add the list of students in each phase and a note in the timeframe for phase 1 students. If it looks good to you, I think Jen offered that her team could get the message out pretty quickly.
Thanks,
Kim

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Dear [Student],

On August 12, 2020, the University of Wyoming Board of Trustees approved a plan proposed by University President Seidel to welcome you back to campus using a phased approach.

University Leadership is confident that utilizing the following phased approach will ultimately increase the ability to carry out a safe and successful fall 2020 semester. While the phased approach affords the University to realize its overall goal of fostering a safe experience on campus, we realize this may raise questions for you as it relates to your pre-return testing requirements.

The purpose of this email is to help you understand if you are required to complete the Pre-Return COVID-19 Vault Test prior to returning to Laramie. Please find your respective return to campus date below and carefully read the requirements under Pre-Return COVID-19 Testing.

FOR STUDENTS		
Population	**Return to Campus Date**	**Pre-Return COVID-19 Test (Vault Test)**
Phase 1 Students: • Athletes • Resident Assistants • FSL on-campus students • ROTC • Speech Language Pathology Graduate students • WWAMI • Junior nursing students • Law Summer Institute & first year law students • Bridge Program • Graduate students with Dean approval • Students who met the housing exception	**August 24th – September 4th,** and earlier for those who moved into on-campus housing, including university's apartments prior to the start of classes.	You are required to complete the Pre-Return COVID-19 Vault Test prior to your arrival to Laramie. If you have already received your negative test results, no further action is required. If you have not completed your test, please do so immediately.
Phase 2 Students: • All phase 1 students • Freshman students taking face-to-face First Year Seminar • All first year students in residence halls • All Law students • LRCC • PharmD-P1 students	**September 7th – September 25th**	You are required to complete the Pre-Return COVID-19 Vault Test prior to your arrival. If you have already received your negative test results, no further action is required. If you have already ordered your test kit but haven't taken it, please hold onto your test kit and take the test **one week prior to your arrival.**

From: Nycole Rae Courtney
Sent: Tuesday, August 18, 2020 10:09 AM
To: Kimberly Chestnut Steich
Subject: Video Content and Website Updates

Kim,

To help students, parents, families know about moving information daily. We are working on the following.

1. Student Experience Webpage is being updated as we learn more each day. It does have the phased approach on it as of yesterday. This is a living and breathing website.
2. We are continuing to work on Student Success and Graduation website as needed.
3. Daily videos will be dropping by the end of the week.
    a. Videos will focus on the questions that linger from the Student Town Hall.
    b. We will focus on these content areas as well.
        i. CSIL, student experience Jeremy, others
        ii. Dean O Neil- compliance, values, training, parties
        iii. Amanda- DSS overview
        iv. Toi- in UCC- Julio already has recorded a video about mental health, and this will also drop on the student experience page and youtube.
        v. Rian and housing expectations
        vi. Riley (ASUW) student leader talking to a students
        vii. Mary Beth and Holly are talking about the reality of COVID.
4. The newsletter to parents, families, and students will also be going out to link some of these videos related in there as well late this week, early next.

Nycole Courtney, EdD
AVP & Dean of Student Success and Graduation
University of Wyoming
1000 E. University Ave., Laramie WY 82071-2000 (mail)
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(307)766-3296
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From: [redacted]
Sent: Tuesday, August 18, 2020 11:05 AM
To: [redacted]Megan Elizabeth Selheim;Kimberly Chestnut Steich;Nycole Rae Courtney;Danika Roanne Salmans;Pilar Louise Flores;Renee Ballard;Rhiana Danyial Murphy;Zoe A Curtright;Holly Bowlds;Courtney Leigh Thomson-Lichty;Mia Kathryn Langworthy;Lisa Nelson Eva;Jane Wyndham Wolfinbarger;[redacted]
Cc: Ryan McGarry Dinneen O'Neil
Subject: RE: COVID HOTLINE: Updates to Testing Guidance

Audrey –

Thanks for reaching out. That's correct. In conversations with Kim Chestnut, we confirmed yesterday that we are no longer requiring all students who aren't planning to return to campus to complete an exemption form for Pre-Return Testing.

@Kimberly Chestnut Steich – please confirm we're in alignment and whether we're talking about the same exemptions.

Assuming we're in alignment, there may be people who insist on some sort of exemption, and when that's the case, then they should be directed to Disability Student Services.

Kind regards,
--
[redacted]

From: [redacted]
Sent: Tuesday, August 18, 2020 12:54 PM
To: Megan Elizabeth Selheim <mselheim@uwyo.edu>; Nycole Rae Courtney <NF@uwyo.edu>; Danika Roanne Salmans <dsalmans@uwyo.edu>; Pilar Louise Flores <Pilar@uwyo.edu>; Renee Ballard <Renee.Ballard@uwyo.edu>; Rhiana Danyial Murphy <rmurph16@uwyo.edu>; Zoe A Curtright <ZoeC@uwyo.edu>; Holly Bowlds <hbowlds@uwyo.edu>; Courtney Leigh Thomson-Lichty <Courtney.ThomsonLichty@uwyo.edu>; Mia Kathryn Langworthy <mgraff@uwyo.edu>; Lisa Nelson Eva <LEva@uwyo.edu>; Jane Wyndham Wolfinbarger <JWolfy@uwyo.edu>; [redacted]
Cc: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>
Subject: RE: COVID HOTLINE: Updates to Testing Guidance

Hi Megan –

I was informed that there would be no exceptions available for pre-return testing. [redacted] – could one of you confirm this and respond to Megan's question regarding Disability Student Services?

Thank you!
[redacted]

[redacted]

From: Megan Elizabeth Selheim <mselheim@uwyo.edu>
Sent: Tuesday, August 18, 2020 10:52 AM
To: [redacted]Nycole Rae Courtney <NF@uwyo.edu>; Danika Roanne Salmans <dsalmans@uwyo.edu>; Pilar Louise Flores <Pilar@uwyo.edu>; Renee Ballard <Renee.Ballard@uwyo.edu>; Rhiana

Danyial Murphy <rmurph16@uwyo.edu>; Zoe A Curtright <ZoeC@uwyo.edu>; Holly Bowlds <hbowlds@uwyo.edu>; Courtney Leigh Thomson-Lichty <Courtney.ThomsonLichty@uwyo.edu>; Mia Kathryn Langworthy <mgraff@uwyo.edu>; Lisa Nelson Eva <LEva@uwyo.edu>; Jane Wyndham Wolfinbarger <JWolfy@uwyo.edu>
Cc: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>
Subject: [EXT] Re: COVID HOTLINE: Updates to Testing Guidance

[redacted]

DOS was told to route students who were requesting an exception to testing to the exception request form that Disability Support Services is managing. Has that guidance changed?

--
Megan Selheim
Violence Prevention Coordinator
Green Dot Program Coordinator
Dean of Students Office
Dept. 3135, 1000 E. University Ave., Laramie WY 82071-2000
106 Knight Hall
307-766-3296
www.uwyo.edu/stop

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From: [redacted]
Sent: Tuesday, August 18, 2020 10:46 AM
To: Nycole Rae Courtney <NF@uwyo.edu>; Danika Roanne Salmans <dsalmans@uwyo.edu>; Megan Elizabeth Selheim <mselheim@uwyo.edu>; Pilar Louise Flores <Pilar@uwyo.edu>; Renee Ballard <Renee.Ballard@uwyo.edu>; Rhiana Danyial Murphy <rmurph16@uwyo.edu>; Zoe A Curtright <ZoeC@uwyo.edu>; Holly Bowlds <hbowlds@uwyo.edu>; Courtney Leigh Thomson-Lichty <Courtney.ThomsonLichty@uwyo.edu>; Mia Kathryn Langworthy <mgraff@uwyo.edu>; Lisa Nelson Eva <LEva@uwyo.edu>; Jane Wyndham Wolfinbarger <JWolfy@uwyo.edu>
Subject: COVID HOTLINE: Updates to Testing Guidance

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Hi there COVID Hotline Team,

Happy Tuesday to you all 😊 Please find attached the *most* current Vault Testing guidance. I've also updated the Cheat Sheets with this info, and uploaded this document to the Teams site here.

UPDATES TO NOTE:

- No exceptions to pre-return testing will be granted
- **All** students in Laramie must complete Vault testing (including online-only students)
- All Phase 1 students must complete pre-return testing
- Phase 2 and Phase 3 students must complete Vault testing prior
- Distance learners who will not travel to Laramie do **not** need to complete Vault testing

Please let me know if you have any questions. Thanks for all you do!

[redacted]

[redacted]

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From: Danika Roanne Salmans
Sent: Tuesday, August 18, 2020 12:51 PM
To: Chad R. Baldwin;Brant A. Schumaker[redacted]
Cc: [redacted]Nycole Rae Courtney;Tara Evans;Tami B. Benham-Deal[redacted]om Koczara;Ryan McGarry Dinneen O'Neil;Kimberly Chestnut Steich;Mary Beth Bender;Jennifer Dawn Chavez
Subject: COVID Dashboard TUES 8/18

Below is the TUESDAY 8/18 Update from the COVID HUB -

New cases today = 7 (Data was pulled from Vault up through 12:00pm on 8/18/2020)

- **1 Unknown**
- **3 Employees**
  - [redacted]
- **3 Students**
  - [redacted]

Active Cases = 42

- 2 students living on campus positive cases
- 32 students living off-campus positive cases
- 9 employees living off-campus positive cases

Monitoring cases = 0

14 Day Quarantine due to exposure to a positive = 47

- 9 : On Campus - 14 Day Quarantine
- 38 : Off Campus - 14 Day Quarantine

Recovered from COVID Positive = 13

- 13 : Recovered COVID Positive Cases

Released from 14 Day Quarantine/Monitoring

- 4: Released from 14 Day Quarantine/Monitoring

TOTAL COVID Cases = Current cases + Recovered Cases = 55

TOTAL Tests Run by Vault = 9,898

HOTLINE Emails for August: 6,028

From: [redacted]
Sent: Tuesday, August 18, 2020 1:05 PM
To: Kimberly Chestnut Steich;Mary Beth Bender;Nycole Rae Courtney
Cc: [redacted]
Subject: Pre-Return Vault Test_Student Comm_08.18.20.docx
Attachments: Pre-Return Vault Test_Student Comm_08.18.20.docx

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Hi Kim, Mary Beth, and Nycole –

Attached is the student communication that was reviewed during today's EEPG meeting. Can you please review the final draft and let us know if you require any changes?

Thank you!
[redacted]

[redacted]

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Phase 3 Students: All students welcomed to campus	**September 28th – November 20th**	If you have already received your negative test results, no further action is required. If you already have a test kit in hand, you should hold onto your test kit and take it **one week prior to your arrival.** If you have not ordered a test kit, no further action is required.
Distant Learners not returning to Laramie Distant Learners include all students who will NOT be returning to campus at any time during the fall semester.	**N/A**	You are not required to complete the Pre-Return COVID-19 Vault Test.
Students residing in Laramie regardless of Phase	**N/A**	You are required to complete the Pre-Return COVID-19 Vault Test. If you have already received your negative test results, no further action is required. If you have not completed your test, please do so immediately.

For the latest information and developments on the Fall 2020 return, please navigate to the UW Campus Return page. Further information on ongoing testing programs will be shared prior to your arrival.

Best Regards,
The University of Wyoming COVID-19 Response Team

From: Alex Kean
Sent: Tuesday, August 18, 2020 1:32 PM
To: Kimberly Chestnut Steich
Subject: contact from the Governor's Office regarding COVID case

Hi Kim,
Can you give me a call at your earliest convenience at [redacted] The Governor's Office contacted me regarding a case on campus and they have a few questions.

Thank you,

Alex Kean

From:	Anne M. Alexander
Sent:	Tuesday, August 18, 2020 1:40 PM
To:	Office of the President;Ben Blalock;Tara Evans;Neil David Theobald;Edmund J. Synakowski;Emily Ann Monago;Thomas K. Burman;Kimberly Chestnut Steich;Robert Aylward;Chad R. Baldwin;RoseMarie London
Cc:	Elizabeth Kathleen Jenkins;Fawn N. Killion;Melanie Tanja Drever;Mandy Jane Gifford;Karyn Bercheni;Kaila L. Mills;Brandyn Leigh Brummond;Nicole M. Lester;Edward Seidel
Subject:	RE: President's Weekly Cabinet Meeting
Attachments:	Cabinet meeting agenda Aug 13.docx

Colleagues, attached is our agenda from last week, which as you recall we had to cancel due to COVID response. **What changes or additions would you like to see to it?** Happy to take your suggestions. **Please send to me by noon tomorrow.**

Anne

-----Original Appointment-----
From: Office of the President <uwpres@uwyo.edu>
Sent: Wednesday, July 22, 2020 10:35 AM
To: Office of the President; Ben Blalock; Tara Evans; Neil David Theobald; Anne M. Alexander; Edmund J. Synakowski; Emily Ann Monago; Thomas K. Burman; Kimberly Chestnut Steich; Robert Aylward; Chad R. Baldwin; RoseMarie London
Cc: Elizabeth Kathleen Jenkins; Fawn N. Killion; Melanie Tanja Drever; Mandy Jane Gifford; Karyn Bercheni; Kaila L. Mills; Brandyn Leigh Brummond; Nicole M. Lester; Edward Seidel
Subject: President's Weekly Cabinet Meeting
When: Thursday, August 20, 2020 9:00 AM-10:00 AM (UTC-07:00) Mountain Time (US & Canada).
Where: Open for Zoom information

Join Zoom Meeting
[redacted]

[redacted]

President's Cabinet Meeting
Agenda, August 13, 2020

1. COVID response and Board call review and after-action (all)
2. Board agenda topics process (Anne/Tara)
3. Board and presidential authority cheat sheets (Tara)
4. Brief tutorial on UW regulations and SAP's (Tara)
5. Roundtable

From: Chad R. Baldwin
Sent: Tuesday, August 18, 2020 2:07 PM
To: Kimberly Chestnut Steich;Tara Evans
Subject: FW: media response
Attachments: quarantine.statement.docx

Are you OK with this, Kim and Tara?

Chad

From: Chad R. Baldwin
Sent: Tuesday, August 18, 2020 1:38 PM
To: Edward Seidel <Edward.Seidel@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>
Subject: media response

Ed:

I've received a request from the Casper Star-Tribune for comment on the criticisms leveled by the parent of one of our students in quarantine/isolation.

Recognizing that we're probably prohibited by FERPA and/or HIPAA from talking publicly about this particular case, I spoke with Kim and drafted the attached to respond to the reporter – and to social media posts.

I welcome any changes and other guidance. I told the reporter we would have something for him this afternoon.

Thanks!

Chad Baldwin
Associate Vice President for Marketing and Communications
University of Wyoming

Laramie, WY 82070
Main Office 307-766-2929
Direct 307-766-2929
[redacted]
Fax 307-766-6729
cbaldwin@uwyo.edu

Based upon pre-return COVID-19 testing that is part of the University of Wyoming's fall return plan, two students in UW residence halls tested positive for the infection over the weekend. Contact tracing determined that eight other students in the residence halls had close contact with the students who tested positive.

As a result, the university transported the two students to isolation housing and the other eight to quarantine housing, according to public health protocols.

By their very nature, these actions take place on short notice and are disruptive to the individuals involved. The university has provided the students the supplies and other materials they need; delivers meals three times a day, as well as snacks; and has been responsive to the students' requests for personal and other items.

Additionally, Student Health Service is attending to the students' basic health care needs through daily monitoring and communication. As classes begin, they will receive support they need to succeed academically as well.

The university will continue to refine the process, as we are committed to being very responsive to the needed level of care for our students in quarantine and isolation. This includes communication with the students and parents to make sure they have the support they need to emerge from quarantine and isolation healthy and ready to resume their lives as seamlessly as possible.

From: Danielle B Farino
Sent: Tuesday, August 18, 2020 2:27 PM
To: [redacted]

Subject: Pick-up Sign up Form

Good Afternoon ECEC Families,

As mentioned in Mark's email discussing the new COVID policies and procedures, it is time to choose your Drop-Off and Pick-Up time slots! **(If you have already completed the survey, you can disregard this message.)**

We try to be courteous of families with multiple children at the facility, as coordinating pick up with children in different classrooms can be tricky. Therefore if you are unable to access one of the time slots, it may be because I sent this link to those families yesterday and they may have claimed that time slot already.

As a reminder on this form, once you select a time slot, it eliminates that time slot and other families cannot select that one for themselves. For that reason, we ask that you only select one time slot. As always, if you would like to pick your children up earlier than the first time slot on the list, please let us know and we will be happy to accommodate. As you are working through the form, it will ask you to select a time in each of the classrooms, if your child is not in that classroom, just select "**Next**".

Here is the link:

[redacted]

If you have any troubles with it, please let me know. Thank you all for completing this is a timely manner. We greatly appreciate all of you!

Best,

Danni Farino

Office Associate
Early Care and Education Center
dfarino@uwyo.edu
307-766-4816

From: [redacted]
Sent: Tuesday, August 18, 2020 3:18 PM
To: [redacted] Mary Beth Bender;Tom Koczara;Kimberly Chestnut Steich
Cc: [redacted]
Subject: RE: Guidance Needed: Inconclusive/Negative Results Comms
Attachments: Employee AND Student_InconclusiveTest_081820.docx

Hi All – I was able to talk with Nycole, who approved/is comfortable with [redacted] recommendation below for individuals that receive inconclusive test results (these individuals will be directed to call the COVID Hotline to work out logistics for taking a second test) . The revised communication (including Tom's other edits) is attached here. I hope to get both the revised negative communication and the revised inconclusive communication out to Jen ASAP.

Thanks!
[redacted]

From: [redacted]
Sent: Tuesday, August 18, 2020 1:10 PM
To: [redacted] Mary Beth Bender <mbender4@uwyo.edu>; Tom Koczara <tkoczara@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: [redacted]
Subject: RE: Guidance Needed: Inconclusive/Negative Results Comms

All – see attached for the revised negative result communication, incorporating Tom's feedback. @Kimberly Chestnut Steich if you have a few minutes to review/approve this communication, I can get this one off to Jen while we iterate on the inconclusive communication.

For the inconclusive comms – [redacted] I will confirm with Nycole that this approach is okay. I will send an updated communication once confirmed.

Thank you!
[redacted]

From: [redacted]
Sent: Tuesday, August 18, 2020 12:38 PM
To: [redacted] Mary Beth Bender <mbender4@uwyo.edu>; Tom Koczara <tkoczara@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: [redacted]
Subject: RE: Guidance Needed: Inconclusive/Negative Results Comms

To speak to the original source of the direction on a referral to a healthcare provider, this originated from a conversation between Nycole and Tara to solve a problem with folks who did not have the time to wait for a VAULT result. This is a very short term problem; we could go forward with the expectation that VAULT will provide a second code and exceptions will be granted if timing is not sufficient.

A statement to follow up with the COVID hotline would allow this small number to addressed on a case by case basis, but will add calls to the hotline. Mary Beth and Kim, if this works for you, [redacted] perhaps you can confirm with Nycole that she is OK with it?

[redacted]

[redacted]

From: [redacted]
Sent: Tuesday, August 18, 2020 2:30 PM
To: Mary Beth Bender <mbender4@uwyo.edu>; Tom Koczara <tkoczara@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: [redacted]
Subject: RE: Guidance Needed: Inconclusive/Negative Results Comms

Tom – I will address your changes. Thank you!

Mary Beth – the EEPG instructed us to add in the language about seeking a test at a local healthcare provider. At the moment, if someone receives an inconclusive test result, Jen's team is sharing a new test link with that individual, which takes away a test from the balance for the Bridge Program.

Employees need to seek the test at Ivinson (or local healthcare provider), but for students, would the correct course of action be to direct those who get inconclusive test results to make an appointment at SHS to get a second test completed and self-isolate until that result is received?

Once confirmed, I can make this change. Thank you!

Best,
Mackenzie

From: Mary Beth Bender <mbender4@uwyo.edu>
Sent: Tuesday, August 18, 2020 11:39 AM
To: Tom Koczara <tkoczara@uwyo.edu>; [redacted] Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: [redacted]
Subject: [EXT] RE: Guidance Needed: Inconclusive/Negative Results Comms

I agree with all of Tom's points.
In particular for follow up testing on inconclusives: even if we have a way of making sure the cost is covered, some people won't be able to get a test through a healthcare provider because they don't have symptoms. I thought Vault was supposed to automatically send them a new test if the result was inconclusive?

Mary Beth Bender, MS, APRN, FNP-C
Director & Primary Care Nurse Practitioner
University of Wyoming Student Health Service
307.766.2130 (phone)
307.766.2711 (fax)
http://www.uwyo.edu/sher

Pronouns: she/her/hers

If you are a UW student and need to communicate with me about personal medical concerns or questions, please contact me through the secure patient portal: http://patientportal.uwyo.edu

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From: Tom Koczara <tkoczara@uwyo.edu>
Sent: Tuesday, August 18, 2020 10:27 AM
To: [redacted] Mary Beth Bender <mbender4@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: [redacted]
Subject: RE: Guidance Needed: Inconclusive/Negative Results Comms

Hi [redacted]

Here are my suggested edits:

Negative Test Result email:

- The 'COVID Pass App' is now called 'COVID Pass'
- I recommend Item #3 be changed to "... must **wear** face coverings" instead of *use* face coverings.
- The phases are student-centric. We should add something just below the table, specific to employees. The last guidance we gave was:

  For UW employees, we offer the following guidance regarding your return to campus:
  - The direction through the end of Phase 1 (August 24th – September 4th) for staff and faculty continues to be: **if you can work remotely, continue to do so.**
  - If you are uncertain if you should be on campus, call your supervisor. During phase 1, we are asking our supervisors to adhere to the principle of flexibility and adaptability to help reduce density until surveillance testing is operational.
  - There will be some employees, especially those related to student support services, who will be asked to return to campus

Inconclusive Test Result edits:

- There is no mention of who pays for the follow-up test. I don't have the answer to this but we should clarify this in the email.
- We should add an instruction for employees to notify their supervisor. The supervisor can work with the employee regarding remote work or proper absence reporting.
- We should add guidance/instructions for communicating the result of the second/follow-up test. How do the results of the second test get to UW, especially if Vault is not used?
- I'm not sure the 'back on campus soon' closing applies here. We have many remote employees and students.

Thomas A. Koczara
AVP Human Resources
University of Wyoming
304 Hill Hall
O: (307) 766-5600
[redacted]
tkoczara@uwyo.edu

From: [redacted]
Sent: Tuesday, August 18, 2020 10:01 AM

To: Mary Beth Bender <mbender4@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Tom Koczara <tkoczara@uwyo.edu>
Cc: [redacted]
Subject: FW: Guidance Needed: Inconclusive/Negative Results Comms

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Hi Mary Beth, Kim, Tom – Please see attached for the following communications. Can each of your provide either edits or approvals to this thread?

- **Inconclusive results comms**
  - This has been amended to direct folks to seek a test at their local healthcare clinic when they receive an inconclusive result, but also instructs them to call the COVID Hotline and self-isolate.
  - My assumption is that if the COVID Hotline wants to help them get a new test at student health (instead of a local health provider) they could help them set that up at their discretion
  - Keep in mind this is a relatively small population – inconclusive results don't happen very often

- **Negative test results comms**
  - This has been amended to TAKE OUT "welcome to campus language" and ADD phased approach guidance (from email that was already shared by Chad)

We are hoping to provide to Jen these templates to get sent out as soon as possible.

Thanks,
[redacted]

From: [redacted]
Sent: Tuesday, August 18, 2020 8:49 AM
To: [redacted]
Subject: RE: Comms Updates

Hey [redacted]

- The inconclusive test result comm (attached): I never received an answer from Tara, but [redacted] did indicate she doesn't think it needs approval from Tara
  - See the attached email chain – looks like the want to direct people to Ivinson, but IMO keeping it general (i.e., "go to your local healthcare provider) is better for the masses?
  - Important to remember that this is generally a very small population
- See the drafted negative test result communication – I have added in the phased approach guidance and took out verbiage around "welcome to campus…." Language
  - Feel free to let me know if further edits are necessary?
- I will work on the comms tracker next!

Thanks – let me know if you have any questions.
[redacted]

[redacted]

[redacted]

From: [redacted]
Sent: Tuesday, August 18, 2020 4:34 AM
To: [redacted]
Subject: Comms Updates

Hi [redacted]

A few things on the comms front:

- Has the inconclusive test result been approved by Tara et all?
- Can you draft up a new negative test result today?
- Can you update the comms tracker in UW teams with the new holds on the student accounts?

Let me know if you have questions.
Thanks!

[redacted]

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Negative Vault Health COVID-19 Test Result

Dear [Name],

Thank you for participating in the University of Wyoming's pre-return COVID-19 testing program through Vault Health.

Test Results: Our records indicate you have received a ***negative*** COVID-19 test result. A negative test result means that the virus that causes COVID-19 was not found in your saliva sample.

Important Reminder: *a negative test result does not mean that you should stop following the University's COVID Policy or the current state, local or CDC guidelines. Individuals with negative COVID-19 test results may still contract COVID-19 in the future.*

We ask that you please help the UW community limit the spread of COVID-19 by adhering to the following requirements:

1. **Take the applicable COVID-19 Training.**
    a. Students can access the training here.
    b. Employees can access the training through UW's Employee LearnCenter.
2. **For students, confirm your return to campus phase and corresponding date by referring to the UW Campus Return page.**
3. **For employees, confirm your return to campus phase and corresponding date by referring to the UW Campus Return page. Also understand the following guidance:**
    a. Through the end of Phase 1, employees should **work remotely if possible.**
    b. If you are uncertain if you should be on campus, call your supervisor.
    c. There will be some employees, especially those related to student support services, who will be asked to return to campus.
4. **Enroll in the bridge and surveillance testing programs upon arrival to campus.** More information will be provided on these requirements upon return.
5. **Familiarize yourself with UW's COVID-19 Policy.**
6. **Familiarize yourself with the COVID Pass tool requirements.** UW has created a tool that will allow the campus community to self-report unexpected symptoms before coming onto campus. Students and employees will be encouraged to use this tool daily. If you are experiencing symptoms, you should not come to campus.
7. **Do your part to contain the spread.**

If you have outstanding questions about your COVID-19 test result or other policies being implemented at UW this fall, please contact the UW COVID Hotline by emailing COVID19@uwyo.edu or calling at 307-766-COVD (2683).

We are looking forward to a successful fall semester at the University of Wyoming! This will be an unusual semester, but we are confident that we will have a valuable experience.

Remember, Cowboys Can!

Sincerely,
The UW COVID Response Team

From: Tom Koczara
Sent: Tuesday, August 18, 2020 5:00 PM
To: Kimberly Chestnut Steich
Subject: Slides for Staff Briefing 20 Aug 2020_draft1.pptx
Attachments: Slides for Staff Briefing 20 Aug 2020_draft1.pptx

Hi Kim,

Here's a very rough draft.

Per Neil, we should exclude any Academic topics, as AA will deliver a separate Briefing for them.

I will continue to work on this tomorrow, refining the content. Please feel free to add any slides/topics.

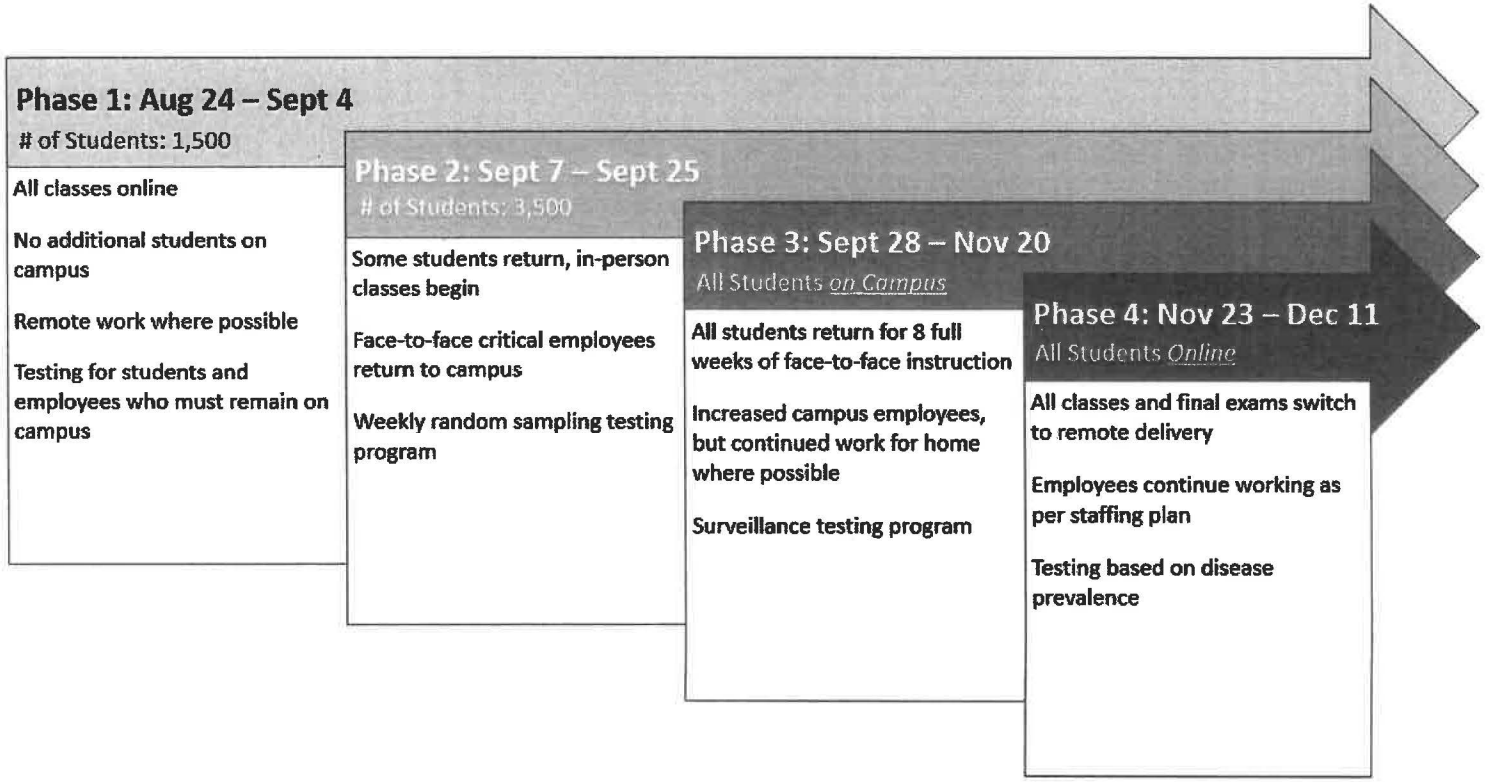
TK

UNIVERSITY OF WYOMING

Staff Briefing – 20 Aug 2020

Phased Approach to Fall 2020 Re-Opening

The Board of Trustees approved the following adjustments to UW's Fall 2020 reopening plans



Phased Approach to Fall 2020 Re-Opening

When do I need to come back to campus?

- Talk to your supervisor
- Based on when you're needed on campus to support Fall semester
  - Phase I: Just like summer mode
  - Phase II: More students on campus; some face-to-face instruction
  - Phase III: "New" August 24th
  - Phase IV: Back to summer mode

Expectations for all Employees

- **Wearing of Masks**: A face mask is a cloth shield that covers both the nose and mouth. UW employees and students are ***required*** to wear face coverings while on UW-owned property or when conducting university business or activities, including instruction and research. This includes outdoor spaces.
- **Appropriate Social Distancing:** Offices, workspaces, classrooms and laboratories will be arranged in such a way to keep adequate spacing between employees. This requires individuals to maintain at least 6 feet of physical space between themselves and other people and to not gather in large groups.
- **Good Hygiene Practices:** Everyone should practice proper hand-washing with soap and water for at least 20 seconds. As recommended by the CDC, everyone must cover coughs and sneezes with a tissue or use the inside of their elbow.
- **Pre-Return Testing and Training**: All employees must complete a pre-return COVID test and mandatory training before they return to campus for the start of fall 2020 semester.
- **CovidPass**: Once the pass is implemented, all employees will be required to log their health status with CovidPass. Depending on the answers, the tools will clear them to attend work or will advise them to stay at home. Each person is responsible for utilizing health monitoring tools daily.
- **Reporting Symptoms**: You are required to immediately report any symptoms that might indicate COVID-19.
- **Travel:** You should carefully consider the consequences of non-essential personal travel on the UW community.

UW COVID-19 Testing: Fall 2020

The pivot to our phased approach necessitated changes to UW's pre-return testing program

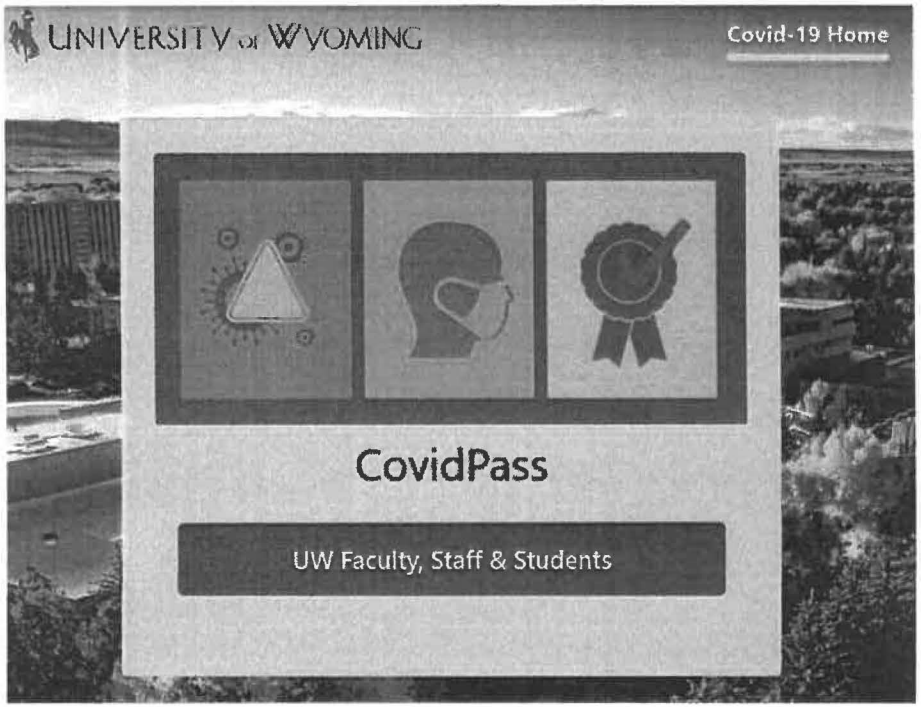
Do I still need to take my Vault test?

- Phase I:
- Phase II:
- Phase III:

FOR EMPLOYEES		
Population	**Return-to-Campus-Date**	**Pre-Return COVID-19 Test (Vault Test)**
Phase 1 Employees returning to campus who are able to socially distance themselves	**Aug 24th — Sept 4th**	If you are able to completely socially distance while on campus (e.g. work in a private office without contact with others) you do not need to complete the VAULT test.
Phase 1 Employees returning to campus who are not able to socially distance themselves	**Aug 24th — Sept 4th**	If you expect to be on UW property, or on UW business (and are unable to socially distance at all times) through the September 25th, please complete the VAULT test, ideally a week before you return to campus. If you have completed the test, you do not need to retest.
Phase 2 Employees returning to campus who are able to socially distance themselves	**Sept 7th — Sept 25th**	If you are able to completely socially distance while on campus (e.g. work in a private office without contact with others) you do not need to complete the VAULT test.
Phase 2 Employees returning to campus who are not able to socially distance themselves	**Sept 7th — Sept 25th**	If you expect to be on UW property, or on UW business (and are unable to socially distance at all times) through the September 25th, please complete the VAULT test, ideally a week before you return to campus. If you have completed the test, you do not need to retest.
Phase 3 Employees All employees welcomed to campus	**Sept 28th — Nov 20th**	If you have already received your negative test results, no further action is required. If you already have a test kit in hand, you should hold onto your test kit and take it one week prior to your arrival. If you have not ordered a test kit, no further action is required.
Remote Employees: Remote employees include all employees who plan to work from home and will NOT return to campus at any time during the semester	**N/A**	You are not required to complete the Pre-Return COVID-19 Vault Test.

CovidPass

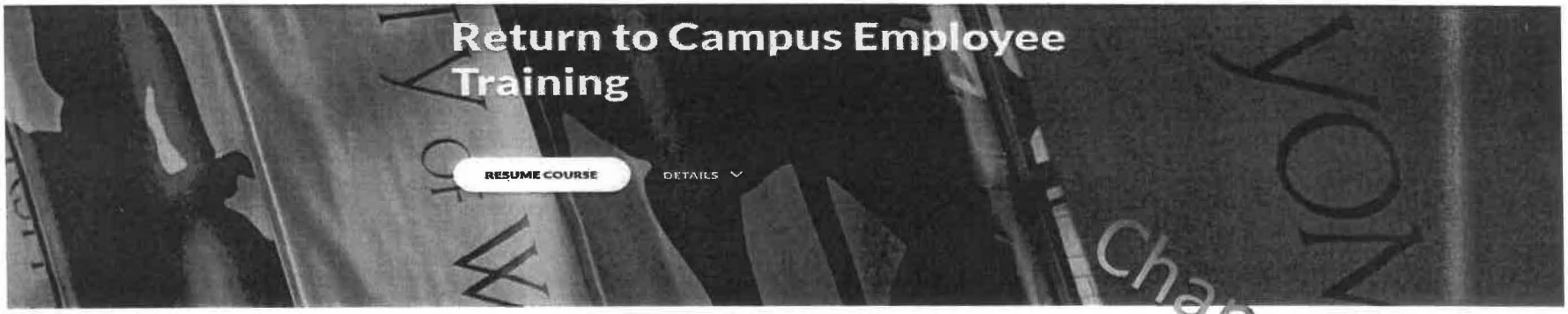
To be implemented on Monday, August 24th. All employees will be required to log their health status with CovidPass before coming to campus each day.



- What do I do if I fail?

Return To Campus Supervisor Training

HR is developing training, targeted to our supervisors, to support effective team management in the COVID environment..



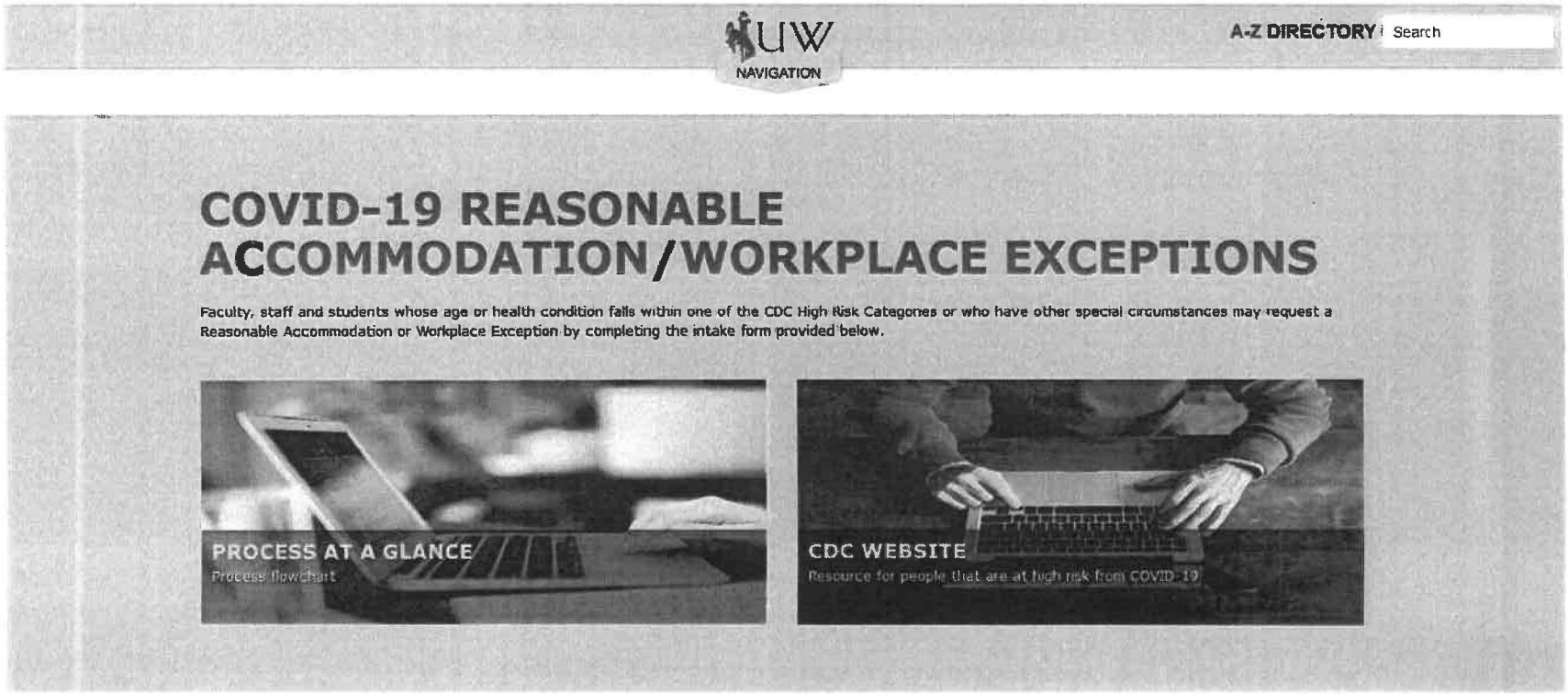
Change screen shot

UNIVERSITY of WYOMING

As UW embarks on restarting on-campus instruction, the University has the opportunity to reinvent the way the organization teaches, learns, works, and grows. Some requirements of this pandemic state will fall away as vaccines are developed and improved methods of caring for those affected by the disease are developed, but today UW is called to seize this opportunity to re-imagine and recreate its environment.

Policy Exceptions & Accommodations

HR **launched** this web page for employees to request COVID policy exceptions and ADA accommodations.



Key Dates

What's happening during the fall semester?

- **Order your pre-return test:** August 3 - 7
- **Take your pre-return test:** August 11 - 13
- **Move-in week:** August 17 – 21
- **Complete mandatory return-to-campus training:** August 24
- **First day of classes:** August 24
- **Last day to add, change sections or change grading options in semester courses:** Aug. 27
- **Last day to drop semester courses:** Sept. 2
- **Labor Day:** September 7 – now an instructional day
- **Last day of in-person classes:** November 20
- **Last day of all classes:** December 4
- **Finals week:** December 7 - 11

Update this

From: Chad R. Baldwin
Sent: Tuesday, August 18, 2020 5:18 PM
To: Kimberly Chestnut Steich;aa-eepg@uwyo.edu;RoseMarie London;Tom Koczara
Cc: [redacted] Anne M. Alexander; [redacted] Mandy Jane Gifford
Subject: RE: Review of current communications efforts
Attachments: staff.faculty.sessions.docx

All:

Attached is a draft notice about both the Thursday session for staff and the Friday session for faculty.

Kim, I'm told there's a desire to not use the "town hall" moniker for these sessions, contrary to what I told you earlier.

Mandy is going to provide a Zoom link for each session.

Tami, this draft assumes that the video Q&A videos will proceed as well.

I welcome any changes. We should get these out tomorrow morning, if possible.

Thanks.

Chad

From: aa-eepg@uwyo.edu <aa-eepg@uwyo.edu> **On Behalf Of** Kimberly Chestnut Steich
Sent: Tuesday, August 18, 2020 3:58 PM
To: aa-eepg@uwyo.edu; RoseMarie London <rlondon@uwyo.edu>; Tom Koczara <tkoczara@uwyo.edu>
Cc: [redacted] Anne M. Alexander <AAlex@uwyo.edu>; [redacted]
Subject: AA-EEPG - Review of current communications efforts

Friends,
This morning in the Cabinet meeting, Ed asked for an update on campus communication efforts. I had the chance to connect with a number of folks in clarifying information and making additional plans. Below is what I know as of now but open to others updates as needed. Aspects can be ongoing week after week as needed.
Thanks,
Kim

Campus Communication efforts week of 8.17.2020

1. **President letter to campus**: Anne offered to help draft in tandem with RoseMarie
2. **Questions to Answers - Upcoming Videos:** Nycole Courtney and Jenny Petty are creating short video clips for students and families, Tami and others have offered to do the same for faculty and staff
3. **Staff Townhall Q & A:** Tom Koczara, Kim Chestnut, and an AA representative to facilitate
    a. Thursday August 20, 2020 2:00-3:30pm
    b. Chad, can you help in coordinating a message/notice to campus?
4. **Faculty Townhall Q & A:** Anne Alexander and others she may invite
    a. Friday – determining time
5. **Division Communication:** Each VP or designee will provide weekly communication to their division about relevant updates. Some divisions are already providing regular communication, others may need to start.

6. **Contact with Parents and Families:** Nycole Courtney and Kyle Moore to provide ongoing outreach to this community, there have been monthly emails so far. We can coordinate live Q & A with families and Dr. Seidel as well. We can plan for next week, open to input.

Information Sessions for UW Staff Thursday, Faculty Friday

August 19, 2020 – University of Wyoming employees will have an opportunity to hear from and ask questions of UW leaders during information sessions via Zoom this week.

The focus is UW's phased return plan for the fall semester amid the COVID-19 pandemic.

An information session for non-faculty staff and employees is set for 2-3:30 p.m. Thursday, Aug. 20. The link to participate is xxxxxx. Among those scheduled to present information and respond to questions are Vice President for Student Affairs Kim Chestnut and Associate Vice President for Human Resources Tom Koczara.

An information session for faculty members is 2-3:30 p.m. Friday, Aug. 21. The link to participate is xxxxx. Among those scheduled to present information are Interim Provost Anne Alexander and Vice Provost Tami Benham-Deal.

These live sessions are in addition to planned video recordings to provide information to faculty and staff members -- and answer their questions. Thursday's session for staff members and Friday's session for faculty members will include live questions and answers, but employees may also submit questions ahead of time by emailing townhall@uwyo.edu or going here.

From: [redacted]
Sent: Tuesday, August 18, 2020 6:17 PM
To: Kimberly Chestnut Steich
Subject: FW: Comms Kim Needs to Review
Attachments: Pre-Return Vault Test_Student Comm_08.18.20.docx; Employee AND Student_InconclusiveTest_081820.docx; Employee AND Student_NegativeTestComm_081820_v2.docx

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

[redacted]

From: [redacted]
Sent: Tuesday, August 18, 2020 8:14 PM
To: [redacted]
Subject: Comms Kim Needs to Review

[redacted]

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Dear [Student],

On August 12, 2020, the University of Wyoming Board of Trustees approved a plan proposed by University President Seidel to welcome you back to campus using a phased approach.

University Leadership is confident that utilizing the following phased approach will ultimately increase the ability to carry out a safe and successful fall 2020 semester. While the phased approach affords the University to realize its overall goal of fostering a safe experience on campus, we realize this may raise questions for you as it relates to your pre-return testing requirements.

The purpose of this email is to help you understand if you are required to complete the Pre-Return COVID-19 Vault Test prior to returning to Laramie. Please find your respective return to campus date below and carefully read the requirements under Pre-Return COVID-19 Testing.

FOR STUDENTS		
Population	**Return to Campus Date**	**Pre-Return COVID-19 Test (Vault Test)**
Phase 1 Students: • Athletes • Resident Assistants • FSL on-campus students • ROTC • Speech Language Pathology Graduate students • WWAMI • Junior nursing students • Law Summer Institute & first year law students • Bridge Program • Graduate students with Dean approval • Students who met the housing exception	**August 24th – September 4th,** and earlier for those who moved into on-campus housing, including university's apartments prior to the start of classes.	You are required to complete the Pre-Return COVID-19 Vault Test prior to your arrival to Laramie. If you have already received your negative test results, no further action is required. If you have not completed your test, please do so immediately.
Phase 2 Students: • All phase 1 students • Freshman students taking face-to-face First Year Seminar • All first year students in residence halls • All Law students • LRCC • PharmD-P1 students	**September 7th – September 25th**	You are required to complete the Pre-Return COVID-19 Vault Test prior to your arrival. If you have already received your negative test results, no further action is required. If you have already ordered your test kit but haven't taken it, please hold onto your test kit and take the test **one week prior to your arrival.**

Phase 3 Students: All students welcomed to campus	**September 28th – November 20th**	If you have already received your negative test results, no further action is required. If you already have a test kit in hand, you should hold onto your test kit and take it **one week prior to your arrival.** If you have not ordered a test kit, no further action is required.
Distant Learners not returning to Laramie Distant Learners include all students who will NOT be returning to campus at any time during the fall semester.	**N/A**	You are not required to complete the Pre-Return COVID-19 Vault Test.
Students residing in Laramie regardless of Phase	**N/A**	You are required to complete the Pre-Return COVID-19 Vault Test. If you have already received your negative test results, no further action is required. If you have not completed your test, please do so immediately.

For the latest information and developments on the Fall 2020 return, please navigate to the UW Campus Return page. Further information on ongoing testing programs will be shared prior to your arrival.

Best Regards,
The University of Wyoming COVID-19 Response Team

Vault Health COVID-19 Test: Inconclusive Test Result

Dear [Name],

Thank you for participating in the University of Wyoming's required pre-return COVID-19 testing through Vault Health. It has come to our attention that you received an inconclusive COVID-19 test result. *As a reminder, Vault reports COVID-19 testing results as required to applicable health care government authorities for their public health activities.*

Vault Health ran your inconclusive test result a second time to ensure it was truly inconclusive and notifying you of such. An inconclusive result means that that 1 out of 3 genes common to SARS-CoV-2 virus is present.

We are treating inconclusive test results as pre-supposed positives; please follow the instructions listed below:

1. **Contact the UW COVID Hotline immediately to notify them of your inconclusive result.** You can contact the UW COVID Hotline at COVID19@uwyo.edu or (307) 766-COVD (2683).
    - The UW COVID Hotline will help you coordinate a second COVID-19 test through Vault Health, UW Student Health Services, or your local healthcare provider.
    - Work with a representative from the COVID Hotline on next steps for contact tracing up to 48 hours before you initially took your Vault Health COVID-19 test.
2. **If you are an employee, you should notify your supervisor,** who can work with you to make arrangements for remote work or proper absence reporting.
3. **Immediately begin self-isolation.** You should self-isolate until you receive a negative COVID-19 test result. Only after receipt of a negative test result should you stop self-isolating.

Understand that UW must take these precautions to contain the spread of COVID-19 on UW's campus to the greatest extent possible throughout the Fall 2020 semester. Your cooperation with this effort is essential to maintain the health and safety of the Cowboy community.

Cowboys Can have a successful Fall 2020 semester by working together and employing the UW Cowboy values of compassion and personal responsibility regarding the COVID-19 pandemic. You are empowered as a UW community member to make the right decisions and take the proper steps to limit the spread of COVID-19 on UW's campus.

We thank you for your help in making this a great semester!

Sincerely,
The UW COVID Response Team

Negative Vault Health COVID-19 Test Result

Dear [Name],

As part of the University of Wyoming's required pre-return COVID-19 testing through Vault Health, you received a negative COVID-19 test result. A negative test result means that the virus that causes COVID-19 was not found in your saliva sample.

However, a negative test result does not mean that you should stop following the current state, local or CDC guidelines and more importantly, that you cannot contract COVID-19 in the future.

As you know, UW has adopted a phased approach for returning to campus. A summary of the phases and who falls within each phase can be found below.

Student Guidance	
Phase 1 **Aug. 24-Sept. 4**	Almost all courses are online. Students allowed on campus are those already here, including student-athletes; ROTC cadets; speech-language pathology graduate students; WWAMI Medical Education Program students; junior nursing students; College of Law Summer Institute and first-year law students; Bridge Program students; and other graduate students with dean approval. Students who meet certain hardship criteria also will be allowed to move into the residence halls as had been scheduled.
Phase 2 **Sept. 7-25**	Most courses remain online, except for first-year seminars, which will shift from online to face-to-face instruction (for those that were schedule to be in person), and some pharmacy courses. Students on campus include all those from Phase 1, along with all first-year students in the residence halls; freshmen taking face-to-face first-year seminars; all law students; students in the Literacy Research Center and Clinic; and first-year pharmacy students.
Phase 3 **Sept. 28-Nov. 20**	All students are welcomed to campus, and courses will be delivered with a mixture of in-person and online instruction. In-person student activities will be expanded, and many campus buildings will be open, including Half Acre Recreation and Wellness Center (likely by appointment).
Phase 4 **Nov. 23-Dec. 11**	All courses and final exams will be conducted online. Students will leave the residence halls, except for those granted exceptions. Campus buildings will shift to restricted access, and the surveillance testing program will continue for those remaining on campus.

Employee Guidance

- The direction through the end of Phase 1 (August 24th – September 4th) for staff and faculty continues to be: **if you can work remotely, continue to do so.**
- If you are uncertain if you should be on campus, call your supervisor. During phase 1, we are asking our supervisors to adhere to the principle of flexibility and adaptability to help reduce density until surveillance testing is operational.
- There will be some employees, especially those related to student support services, who will be asked to return to campus

Testing Information

During Phases 1 and 2, random sampling COVID-19 testing will take place. Beginning in Phase 3, the university will operate a surveillance testing program under which all students, faculty, and staff who come to campus will take a COVID-19 test twice a week.

We want to emphasize that a negative COVID-19 test result does not negate your responsibility to help in limiting the spread of COVID-19 on UW's campus to the greatest extent possible. **We ask that you please help the UW community limit the spread of COVID-19 by adhering to the following requirements:**

1. **Take the applicable COVID-19 Training.** There is a COVID-19 required training for all students and employees.
2. **Familiarize yourself with the COVID Pass tool requirements.** UW has created a tool that will allow the campus community to self-report unexpected symptoms before coming onto campus. Students and employees will be encouraged to use this tool daily. If you are experiencing symptoms, you should not come to campus.
3. **Employees, students and visitors must wear face coverings while on University of Wyoming property:** This policy extends to property both indoors and outdoors. *The Mask Policy has an exception of when alone in your personal residence hall room or offices with a closed door. Special exceptions may be made on a case-by-case basis.*
4. **Employees, students and visitors must follow all physical distancing rules responsibly:** Students, faculty and staff are required to maintain six feet of physical distance from other people, if possible. This expectation applies both indoors and outdoors.
5. **Employees, students and visitors must practice hand hygiene & respiratory etiquette:** Wash your hands for at least 20 seconds often. If you can't, use a hand sanitizer that contains at least 60% alcohol. Cover your mouth and nose when coughing or sneezing with a tissue or the inside of your elbow.
6. **Employees, students and visitors must follow additional prevention guidelines provided by the CDC:** Avoid touching your face; your eyes, nose, and mouth are common entry points for germs. Clean and disinfect frequently touched objects and surfaces.
7. **Do your part to contain the spread.**

If you have outstanding questions about your COVID-19 test result or other policies being implemented at UW this fall, please contact the UW COVID Hotline by emailing COVID19@uwyo.edu or calling at 307-766-COVD (2683).

We are looking forward to a successful fall semester at the University of Wyoming! This will be an unusual semester, but we are confident that we will have a valuable experience.

Remember, Cowboys Can!

Sincerely,
The UW COVID Response Team

From: [redacted]
Sent: Tuesday, August 18, 2020 7:14 PM
To: Kimberly Chestnut Steich
Cc: [redacted]
Subject: For Review/Approval: Revised Negative Test Result Comm
Attachments: Employee AND Student_NegativeTestComm_081820_v3.docx

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Hey Kim – thanks for chatting this evening!

See attached for the revised negative test result communication that we discussed tonight. Once we have your approval, we will send on to Jen's team ☺

Thank you!

[redacted]

[redacted]

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Understand that UW must take these precautions to contain the spread of COVID-19 on UW's campus to the greatest extent possible throughout the Fall 2020 semester. Your cooperation with this effort is essential to maintain the health and safety of the Cowboy community.

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We thank you for your help in making this a great semester!

Sincerely,
The UW COVID Response Team

From: Eric Bennett Webb
Sent: Tuesday, August 18, 2020 7:30 PM
To: Kimberly Chestnut Steich
Cc: Jamison Marie Miller;Rian Rabideau
Subject: Re: Cancelled contract

Kim,

The numbers from Jami are for the week. The number I had was the number from Jill, representing the total number of cancelled contracts.

Eric

Sent from my iPhone

On Aug 18, 2020, at 7:17 PM, Kimberly Chestnut Steich <k.chestnut@uwyo.edu> wrote:

Jami and Eric,
Thank you. Eric had said something about 300+ being dropped and Ed noted that number today. I guess I need more information on what Eric was referring to in that conversation with Tami on Monday so that I can respond to that question. Maybe I made the timeline too tight, perhaps Eric meant contract drops since some other timeframe.
Thanks, Kim

From: Jamison Marie Miller <Jamimill@uwyo.edu>
Date: Tuesday, August 18, 2020 at 5:23 PM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>, Eric Bennett Webb <ewebb1@uwyo.edu>
Cc: Rian Rabideau <rrabidea@uwyo.edu>
Subject: Cancelled contract

Kim,
Below is the breakdown or reasons why for the cancelled contracts Aug 12 – Aug 16th at 10:30 am

Reason	Number
Online	10
COVID Concerns	15
Live with Parents/grandparents	6
Property owned by parents/Prior University/Returner	3
Withdraw, Decline Admissions	11
Over 21	3
Total from August 12-August 18 - as of 10:30 am	48

Please let me know if you have any questions,

Jami

Jami Miller
Director, Student Affairs Business Operations
Student Affairs
University of Wyoming
Direct 307-766-3829

From: Eric Bennett Webb
Sent: Tuesday, August 18, 2020 7:35 PM
To: Kimberly Chestnut Steich
Cc: Matthew E. Boyer;Mary Beth Bender;Nycole Rae Courtney;Rian Rabideau;Ryan McGarry Dinneen O'Neil;Holly Bowlds
Subject: Re: Isolation process follow up

For laundry, I spoke with Spic & Span today. They offer drop off laundry service, but the employee could not confirm if they would be willing to offer that service in a COVID positive situation. I should hear back from the manager tomorrow by 10:00am.

Sent from my iPhone

On Aug 18, 2020, at 6:55 PM, Kimberly Chestnut Steich <k.chestnut@uwyo.edu> wrote:

Friends,
I think most of us are aware that there has been a lot of feedback from our [redacted] in isolation housing and [redacted] I know that we all did the best we could under the circumstances. For those directly involved, thank you for your time and care that went well beyond any normal hours or conditions.
At this time, there is always something to learn and the ability to refine process. After many conversations today with parents, legislators, alumni, and colleagues here are a couple points that I want to review with our group and some questions for some of you.
Thanks, Kim

1. **Transporting students to isolation/quarantine (Q/I) housing**: For the student transport this weekend, we needed to use the pick-up truck because our health professionals said it is not recommended to have a positive student and staff member in the same vehicle. As of this afternoon, the limo golf cart, which provides 6 feet distancing for riders and is an open-air vehicle, has been parked at the Residence Halls and Rian has the keys. This concern has been resolved.
2. **Housing welcome package:** The apartment the student arrived in felt unwelcoming. Ryan O'Neil has arranged to provide care packages for students that includes toiletries, snacks, and other welcome items. Student are provided three meals a day and can request additional items as needed. In the case from this past weekend, both RLDS and Athletics provided additional resources. We have attended to having a welcoming component to the student's arrival.
    a. **Laundry:** Rian mentioned that he is taking care of that for our current student, not sure what that process is moving forward. Let's clarify.
    b. **Other ongoing needs:** are we aware of other needs that we should anticipate for a student's week plus stay?
3. **Additional testing:** If a student or family requests additional testing, that is always at their discretion. I had communicated to the student's family that doing so was not recommended by the CDC but could be done. The additional challenge is that this student did not have his own transportation. I have been guided that the university should offer to provide a state health lab test and that we should coordinate that the test get completed. We can note that it will likely take 3+ days for results and that during that time they would need to remain in Q/I housing.

4. **Health order:** WY department of health is the entity that issues the health order for individuals to comply with Q/I housing and other appropriate limitations.
    a. While UW needs to provide immediate guidance until WY Dept. of Health is in touch, we are not the official authority. A main message that came out of this student's experience was the feeling that he was a criminal and locked-up. Perception and reality vary but I am responding to a lot of perception today and welcome us getting a clear message to our students. **We had a script that Rian was working from in doing the transport. Do we need to edit that?**
    b. There were also questions about the student leaving the state. Senator Rothfuss talked with Dr. Harrist today and she offered that if a family wanted to take their student out of the state, they should notify WY Dept. of Health and they will then notify the receiving state. I was apparently too restrictive when noting that the student would be in violation of the order if they left the state and therefore should not.
5. **Ongoing care:** My current understanding is that Holly, or Dr. Boyer for athletes, will call students in housing each day to check-in on their health status. Is this correct? Should students mention a mental health concern, they will be referred appropriately to support on campus within athletics or more broadly for non-athletes.

From: [redacted]
Sent: Tuesday, August 18, 2020 7:57 PM
To: Kimberly Chestnut Steich
Subject: EEPG tomorrow

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Kim –
For EEPG tomorrow, would you be ready to discuss fees? (Tara suggested you have thoughts on this). We can shift to Thursday if you prefer.
And, we'll cover the communications for the week (so excited to see this moving forward).
Thanks!
[redacted]

- Discussion of fee changes (Kim)
  - Time frame?
  - Which fees?
    - Program fees
    - Distance fees
    - Mandatory fees

- Campus Communication efforts week of 8.17.2020 (Kim and Chad)
  - Town hall meetings
    - Who will facilitate the staff town hall?
    - (Staff meeting) does the President need to approve staff to have a release hour?
    - Town Halls Topics – include recent policies (transportation, visitor, absence)
  - COVID Pass – timing of communion

[redacted]

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From: Tom Koczara
Sent: Wednesday, August 19, 2020 11:10 AM
To: Kimberly Chestnut Steich
Subject: Slides for Staff Briefing 20 Aug 2020_draft2.pptx
Attachments: Slides for Staff Briefing 20 Aug 2020_draft2.pptx

Hi Kim,

Draft #2 attached. It's now much more polished.

Questions for you:

- What other topics should we include? Visitor policy? Transportation policy? Daily dashboard? Quarantine situation?
- Do you have any slides to insert? I can develop them if you provide the material.
- What slides would you like to speak to?
- Anyone else joining us for Q&A? Thus far, in addition to us, I have Tara, Will, and Brant. Not sure about Tami.

TK

UNIVERSITY OF WYOMING

Non-Academic Staff & Employee Briefing – 20 Aug 2020

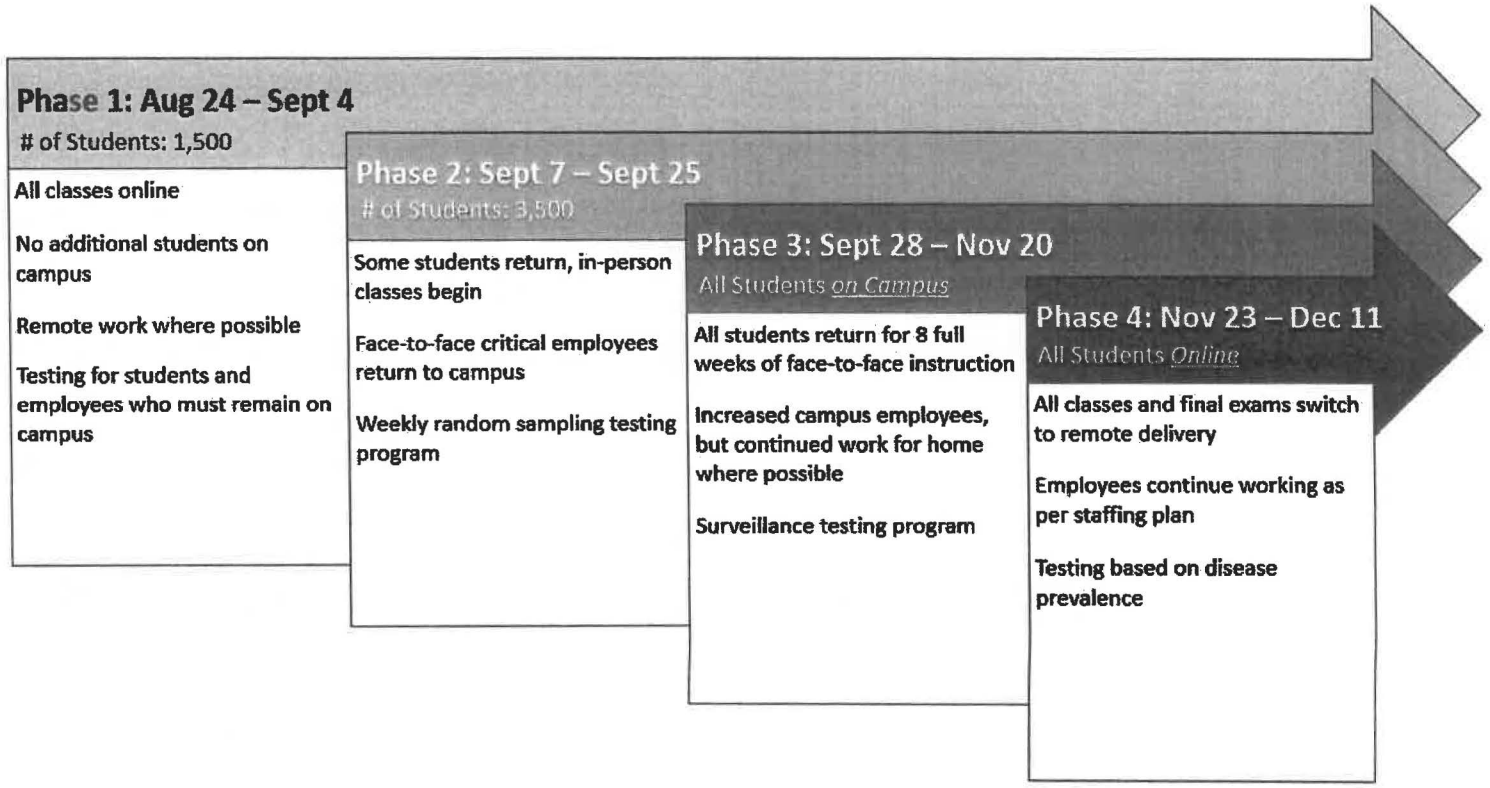
Hosts: *Kim Chestnut Steich & Tom Koczara*

Expectations for all Employees

- **Wearing of Masks**: A face mask is a cloth shield that covers both the nose and mouth. UW employees and students are ***required*** to wear face coverings while on UW-owned property or when conducting university business or activities, including instruction and research. This includes outdoor spaces.
- **Appropriate Social Distancing:** Offices, workspaces, classrooms and laboratories will be arranged in such a way to keep adequate spacing between employees. This requires individuals to maintain at least 6 feet of physical space between themselves and other people and to not gather in large groups.
- **Good Hygiene Practices:** Everyone should practice proper hand-washing with soap and water for at least 20 seconds. As recommended by the CDC, everyone must cover coughs and sneezes with a tissue or use the inside of their elbow.
- **Pre-Return Testing and Training**: All employees must complete a pre-return COVID test and mandatory training before they return to campus for the start of fall 2020 semester.
- **CovidPass**: Once the tool is implemented, all employees will be required to log their health status with CovidPass. Depending on the answers, the tools will clear them to attend work or will advise them to stay at home. Each person is responsible for utilizing health monitoring tools daily.
- **Reporting Symptoms**: You are required to immediately report any symptoms that might indicate COVID-19.
- **Travel:** You should carefully consider the consequences of non-essential personal travel on the UW community.

Phased Approach to Fall 2020 Re-Opening

The Board of Trustees approved the following adjustments to UW's Fall 2020 reopening plans



Phased Approach - *Impact on Your Return Date*

Based on this, when do I need to come back to campus?

- Talk to your supervisor
- Based on when you're needed on campus to support Fall semester:
  - Phase I: All classes online
  - Phase II: More students on campus; some face-to-face instruction
  - Phase III: All students on campus
  - Phase IV: 100% remote delivery

Phased Approach - *Impact on Taking Vault Test*

Do I still need to take my Vault test?

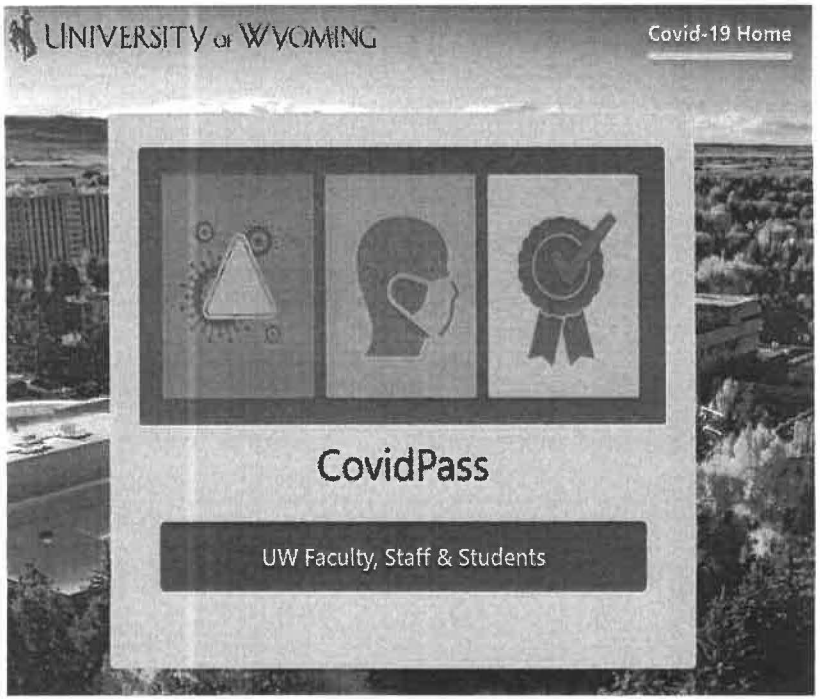
- Already taken test -> done
- Have test 'in hand' -> complete test one week before return to campus
- Haven't ordered test AND can socially distance at work (any phase) -> Do not take (repurpose)
- Haven't ordered test BUT cannot socially distance at work:
  - Phases I & II: complete one week before return to campus
  - Phase III: Do not take (repurpose)

FOR EMPLOYEES		
Population	**Return-to-Campus-Date**	**Pre-Return-COVID-19-Test (Vault Test)**
Phase-1 Employees returning to campus who are able to socially distance themselves	Aug 24th – Sept 4th	If you are able to completely socially distance while on campus (e.g. work in a private office without contact with others) you do not need to complete the VAULT test.
Phase-1 Employees returning to campus who are not able to socially distance themselves	Aug 24th – Sept 4th	If you expect to be on UW property, or on UW business (and are unable to socially distance at all times) through the September 25th, please complete the VAULT test, ideally a week before you return to campus. If you have completed the test, you do not need to retest.
Phase-2 Employees returning to campus who are able to socially distance themselves	Sept 7th – Sept 25th	If you are able to completely socially distance while on campus (e.g. work in a private office without contact with others) you do not need to complete the VAULT test.
Phase-2 Employees returning to campus who are not able to socially distance themselves	Sept 7th – Sept 25th	If you expect to be on UW property, or on UW business (and are unable to socially distance at all times) through the September 25th, please complete the VAULT test, ideally a week before you return to campus. If you have completed the test, you do not need to retest.
Phase-3 Employees All employees welcomed to campus	Sept 28th – Nov 20th	If you have already received your negative test results, no further action is required. If you already have a test kit in hand, you should hold onto your test kit and take it one week prior to your arrival. If you have not ordered a test kit, no further action is required.
Remote Employees: Remote employees include all employees who plan to work from home and will NOT return to campus at any time during the semester	N/A	You are not required to complete the Pre-Return COVID-19 Vault Test.

CovidPass

To be implemented on Monday, August 24th.

All employees must log their health status with Covid Pass before coming to campus each day.



What Do I Need to Do Each Day?

- Only required when visiting campus or conducting University business or activities
- Take temperature
- Navigate to site and answer questions
- Pass: Done
- Fail –> Do the following:
  - Stay off campus & self-isolate
  - Notify supervisor
  - Notify COVID Hotline
  - Contact health care provider
  - Remote work or recuperate/ELWP

COVID Hotline:
COVID19@uwyo.edu
(307) 766-COVD

Return To Campus Supervisor Learning Plan

HR is developing a learning plan for our supervisors, to promote effective team management in COVID environment

Will Include:

- How to...
- Need to know...
- What do I do when...
- Tips
- Best practices

Easy-to-consume format

Responsive to rapidly changing environment

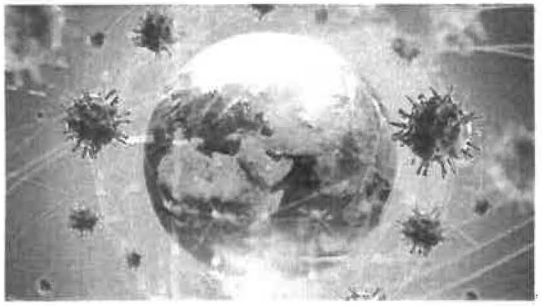
New Resources from HR

Human Resources developed several new resources since the Employee Town Hall meeting on 3 Aug 2020.

HUMAN RESOURCES

Welcome to Human Resources

In Human Resources, we strive to provide the best customer service and take pride in helping the campus community and its affiliates with compassion, integrity and strive to maintain the utmost confidentiality. The Human Resources Department's mission is to serve as the primary human resources unit for the University of Wyoming providing and continuously improving services for employees, students, retirees, applicants, departments and external agencies; thus enabling the University to serve the people of the State of Wyoming.



Appointments required before visiting HR and Payroll

Providing a healthy and safe campus environment is the top priority for the University of Wyoming, particularly during the continued COVID-19 pandemic. We are limiting access to our Human Resources and Payroll offices, and ask that you please call HR at 766-2377, or Payroll at 766-2217 for assistance. Please visit our online scheduling link to set up an appointment to complete a Form I-9. We thank you for your understanding.

Please visit UW's official page for COVID-19 communication for extra information.

COVID-19 Employee Resource Page now available

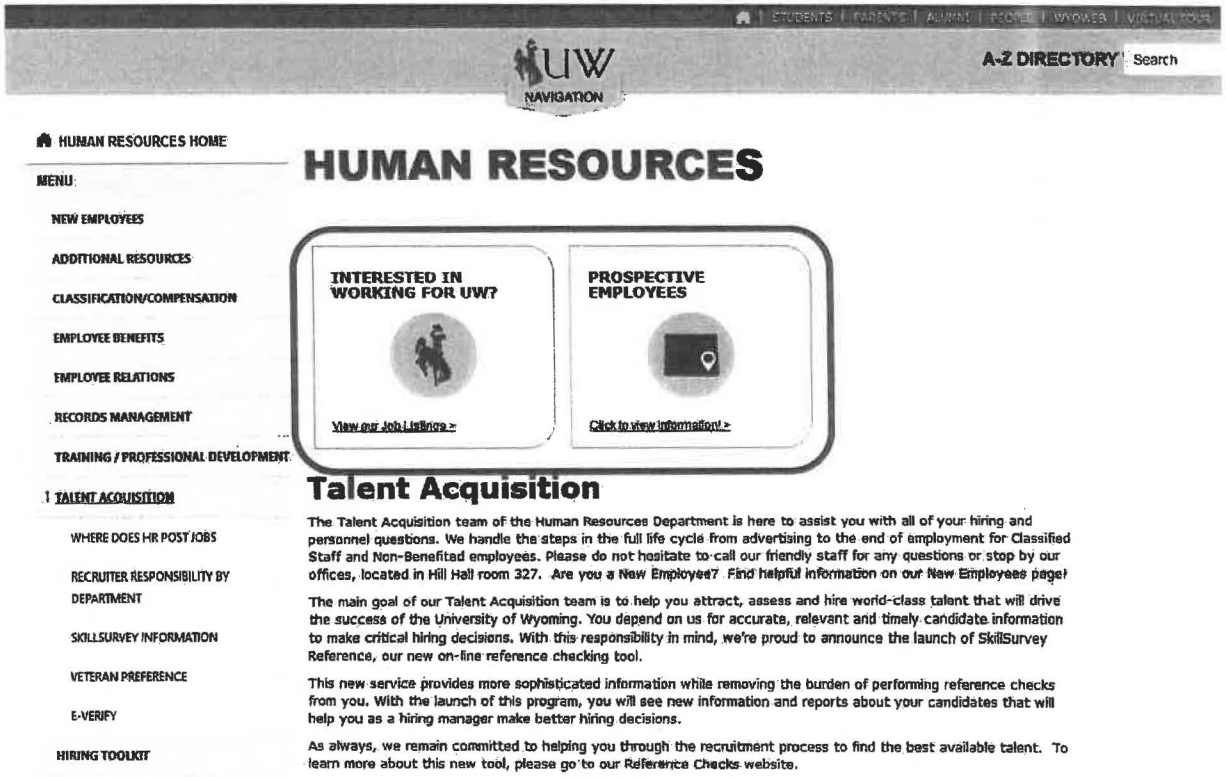
For HR related questions concerning COVID-19, we ask that you visit the COVID-19 Employee Resource Page.

- Policy Exceptions & Accommodations
- Reporting Concerning Behavior
- Contingent Staffing Guidelines
- Remote work & high risk
- Requesting eFLMA
- Campus & County Resources
- EAP
- Wellness Center
- Mental Health Resources
- Links to UW COVID sites
- *More coming…*

Urgent Need to Fill COVID-Related Positions

UW's Fall 2020 Reopening Plan is dependent upon filling numerous positions ASAP

- Registered Nurse (F/T, P/T)
- Nurse Practitioner
- Supervisor of Sampling Operations
- Sampling Station Supervisor
- Sampling Station Attendant
- Lab Tech
- COVID Hub Supervisor
- COVID Hub Staff
- Contact Tracer
- Institutional Marketing
- Custodian
- *Others coming...*



Key Dates

- **Move-in week:** August 17th – 21st
- **First day of classes:** August 24th
- **Reopening Plan – Phase I:** August 24th – September 6th
- **Last day to add, change sections or change grading options in semester courses:** August 27th
- **Last day to drop semester courses:** September 2nd
- **Labor Day:** September 7th – now an instructional day
- **Reopening Plan – Phase II:** September 7th – 25th
- **Reopening Plan – Phase III:** September 28th – November 20th
- **Last day of in-person classes:** November 20th
- **Reopening Plan – Phase IV:** November 23rd – December 11th
- **Last day of all classes:** December 4th
- **Finals week:** December 7th – 11th

What Questions Do You Have?

Panel Includes:
Kim Chestnut Steich
Tom Koczara
Brant Schumaker
Will Laegreid
Tara Evans

From: James Wheeler
Sent: Wednesday, August 19, 2020 11:50 AM
To: Kimberly Chestnut Steich
Cc: Tom Koczara;Chad R. Baldwin
Subject: Re: Staff Townhall Q & A

Kim,

I would love to partner on this. I have a 2pm meeting this afternoon, a 10am and a 1pm meeting tomorrow. Let me know when works for you to connect prior.

Best,

James

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Date: Tuesday, August 18, 2020 at 4:14 PM
To: James Wheeler <jwheele9@uwyo.edu>
Cc: Tom Koczara <tkoczara@uwyo.edu>, "Chad R. Baldwin" <cbaldwin@uwyo.edu>
Subject: Staff Townhall Q & A

James,
Tom and I met today in planning an opportunity for a Staff Townhall Q & A. We wanted to be timely and identified that Thursday from 2-3:30 would hopefully be a decent time for a lot of folks. We plan to do some information review at the start – items below, and then can do an open Q & A. We welcome your partnership in the presentation and wanted to offer to meet in advance of that time if desired. Let us know.
Thanks,
Kim

Townhall Q & A Agenda:

- Welcome and introduction of presenters
- Review of some pressing items: Tom
    - COVID Pass
    - Exceptions process
    - Phased return overview
    - Reporting concerning behaviors to HR
- Q & A

From: Eric Bennett Webb
Sent: Wednesday, August 19, 2020 3:33 PM
To: Rian Rabideau;Kimberly Chestnut Steich
Subject: Laundry Service

Rian and Kim,

I have not had any success finding laundry service for our COVID positive individuals. There are not many options in this town. Spic and Span said they could not help us. I'm told I will hear back from Ike Daniels at ALSO tomorrow morning.

Let hope,

Eric

Eric Webb
Executive Director
Residence Life, Dining Services
Student Affairs Business & Facilities Operations

University of Wyoming
Washakie Center
Laramie, WY 82071
Direct 307-766-3059
Fax 307-766-3613
ewebb1@uwyo.edu

From: [redacted]
Sent: Wednesday, August 19, 2020 3:37 PM
To: Kimberly Chestnut Steich
Subject: Agenda for tomorrow's SLH Working Group Meeting
Attachments: UW_SLH_Working Group_Agenda_20.08.20.docx

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

Hi there Kim,

Please find attached the proposed Agenda for tomorrow's SLH Working Group meeting. Please let me know if anything's missing and I'll be happy to modify!

Thanks,
[redacted]

[redacted]

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UNIVERSITY OF WYOMING

Student Life & Working Group – Meeting Agenda

August 20, 2020

Lead	**Kim Chestnut** – *Vice President of Student Affairs*
Time	12:00 – 1:00PM MDT

Purpose / Agenda	• Status of Action Items / Key Decisions
	• **Discussion Topics:**
	  ○ Sub-Group Review
	  • Student Engagement Group – *Outdoor Gathering Guidelines*
	  • Isolation Group
	  • Non-Compliance Group
	  • Pre-Return Training
	• Open Discussion
	• Wrap-up: Action Items & Next Steps *(Final 5-10 Minutes)*

Working Group Attendees	**Rian Rabideau** – Director of Residence Life & Housing **Ryan O'Neil** – AVP and Dean of Students **Eric Webb** – Executive Director Residential Life & Dining Services **Holly Bowlds** – Nursing Supervisor, Student Health Services **Amanda O'Brien Busick** – Director of Disability Support Services **Jeremy Davis** – Director of the Center for Student Involvement & Leadership **Paula Whaley** – Deputy General Counsel **Riley Talamantes** – ASUW President
PMO Facilitators	[redacted] – *PMO Project Manager* [redacted] – *PMO Working Group Support Lead* **Courtney Thomson-Lichty** – *Working Group UW Support Liaison*
Meeting Location	Zoom Call (see calendar invite for details)

***Action Item(s)*:**

#	Description	Lead:	Status & Target Date:

1	Amanda O'Brien Busick to keep updated with any student accommodations/unique needs that conflict with student pre-return training requirements – website wrapped up by tomorrow	**Amanda O'Brien**	**Status: *In Progress* Target: Ongoing**
2	Ask Marketing to build out a page for the UW Gathering Guidelines	Team	Status: ***In Progress*** Target: ASAP
3	Compile a list of private businesses that operate on campus	Eric Webb	Status: ***Not Started*** Target: ASAP
4	Request that Jami Miller reach out to Collegiate Housing about	Eric Webb	Status: ***Not Started*** Target: ASAP
5	Raise question to Mary Beth Bender about the testing of private on-campus business employees; check on testing needs for a **Campus Advocate from an outside agency (FSL and Safe Project as well – indoors and confined spaces with students)**	Deloitte	Status: ***Not Started*** Target: ASAP
6	Check in about uwyo.edu for Campus Advocate	Audrey Brandl	Status: ***Not Started*** Target: ASAP
7	Follow up with Nycole	Michael Yates	Status: ***In Progress*** Target: ASAP
8	Share Move-In Plan with Deloitte	Rian Rabideau	Status: ***Not Started*** Target: ASAP
9	Combine forces with the phone tree and email responders for COVID Hotline to ensure streamlined communications	Audrey Brandl	Status: ***In Progress*** Target: ASAP

From: Robert Aylward
Sent: Wednesday, August 19, 2020 4:02 PM
To: Tara Evans
Cc: Chad R. Baldwin;Tom Koczara;Tami B. Benham-Deal;[redacted] Kimberly Chestnut Steich
Subject: Re: COVID Pass Communication

I also agree with where we've now ended up in the language. It's the most appropriate.

- Robert

On Aug 19, 2020, at 15:51, Tara Evans <tevans15@uwyo.edu> wrote:

All:

That's fine. I was unclear below that a decision was made. If the decision was that employees would be expected to comply (versus required), that works for me. Let's go with that language.

Tara

From: Chad R. Baldwin <cbaldwin@uwyo.edu>
Sent: Wednesday, August 19, 2020 3:48 PM
To: Tara Evans <tevans15@uwyo.edu>; Tom Koczara <tkoczara@uwyo.edu>; Robert Aylward <RAylward@uwyo.edu>
Cc: Tami B. Benham-Deal <Benham@uwyo.edu>; [redacted] Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: RE: COVID Pass Communication

My 2 cents:

Unless we can enforce it, it would be disingenuous to say it's required. That's why we ended up with the term "expected" in a meeting earlier today.

Happy to message as directed here. But if we say it's required, and there's not an enforcement mechanism, it's pretty hollow.

Plus, [redacted] says the EEPG already discussed this and decided not to require it. [redacted] please tell me if I'm mischaracterizing what you said.

Thanks.

Chad

From: Tara Evans <tevans15@uwyo.edu>
Sent: Wednesday, August 19, 2020 3:45 PM
To: Tom Koczara <tkoczara@uwyo.edu>; Robert Aylward <RAylward@uwyo.edu>; Chad R. Baldwin <cbaldwin@uwyo.edu>
Cc: Tami B. Benham-Deal <Benham@uwyo.edu>; [redacted] Kimberly

Chestnut Steich <k.chestnut@uwyo.edu>
Subject: RE: COVID Pass Communication

All:

Kim and I chatted and we agree with below:

- Required for all employees/students who will be on campus or conducting University business or activities involving other individuals
- Strongly encouraged (expectation) for all others (those who are working remotely, taking classes remotely, etc.)

Agree?

Tara

From: Tom Koczara <tkoczara@uwyo.edu>
Sent: Wednesday, August 19, 2020 12:56 PM
To: Robert Aylward <RAylward@uwyo.edu>; Chad R. Baldwin <cbaldwin@uwyo.edu>
Cc: Tara Evans <tevans15@uwyo.edu>
Subject: RE: COVID Pass Communication

Thanks Robert.

I noticed the 'requirement' language as well. I thought we were going to ask employees to do this, but we were not going to pursue discipline if they did not.

This will definitely impact our communications so we will need to align on this.

Adding Tara for her perspective.

Thomas A. Koczara
Head of Human Resources
University of Wyoming
304 Hill Hall
O: (307) 766-5600
C: (307) 761-4140
tkoczara@uwyo.edu

From: Robert Aylward <RAylward@uwyo.edu>
Sent: Wednesday, August 19, 2020 12:50 PM
To: Tom Koczara <tkoczara@uwyo.edu>; Chad R. Baldwin <cbaldwin@uwyo.edu>
Subject: FW: COVID Pass Communication

Tom,

Was in the process of writing you about your employee slide. Was going to tell you about the requirement for all employees and students in this draft.

I understand that Deloitte is now charged with making the language as an "expectation" to fill out for those not coming to campus. Is that correct Chad?

- Robert

From: Chad R. Baldwin <cbaldwin@uwyo.edu>
Sent: Wednesday, August 19, 2020 12:27 PM
To: Tom Koczara <tkoczara@uwyo.edu>; Robert Aylward <RAylward@uwyo.edu>
Subject: FW: COVID Pass Communication

Tom and Robert:

This gives you some idea of where we are in developing COVIDPass communications.

Thanks.

Chad

From: Chad R. Baldwin
Sent: Wednesday, August 19, 2020 9:36 AM
To: [redacted]
Cc:
Subject: RE: COVID Pass Communication

[redacted]

I have suggested changes in the attached.

We absolutely have to resolve the policy questions about whether this is required or not before we send out anything. Also, supervisors will need to be instructed on what to say to employees who call.

Chad

From: [redacted]
Sent: Tuesday, August 18, 2020 5:48 PM
To: Chad R. Baldwin <cbaldwin@uwyo.edu>
Cc: [redacted]
Subject: COVID Pass Communication

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Hi Chad – see attached for the COVID Pass communication and COVID Pass QRG drafts. I would appreciate your review/feedback on these and am happy to make any changes!

Coming out of our meeting today, I confirmed with [redacted] that the following will be raised at the EEPG tomorrow—

1. Final approval of COVID Pass comm
2. Is this a requirement for everyone (remote and on campus) or just folks who are set to be on campus in some capacity?
3. When should this be communicated? The tool is available on 8/24, which may make a case for communicating about it later

Thanks!

[redacted]

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From: Jeremy Nathan Davis
Sent: Wednesday, August 19, 2020 4:42 PM
To: [redacted] Kimberly Chestnut Steich
Cc: Ryan McGarry Dinneen O'Neil [redacted]
Subject: RE: Gathering Guidelines
Attachments: Amendment to Catering Agreement Aug 2020.docx

Yes, please.

Also, for informational purposes as well, I've attached a supplemental document regarding approved caterers. Martha Miller (procurement) is currently running it by General Counsel.

Jeremy N. Davis
Director, Center for Student Involvement & Leadership
Dept. 3625, 1000 E. University Avenue, Laramie, WY 82071-200
Wyoming Union Room 326

(307)766-4008 | Jeremy.Davis@uwyo.edu | Twitter: @J_N_Davis

UNIVERSITY OF WYOMING

From: [redacted]
Sent: Wednesday, August 19, 2020 3:24 PM
To: Jeremy Nathan Davis <Jeremy.Davis@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>; [redacted]
Subject: RE: Gathering Guidelines

Hi there Jeremy –

Thanks for sending this along! Would you like me to add this as a discussion item for the Group tomorrow?

[redacted]

[redacted]

From: Jeremy Nathan Davis <Jeremy.Davis@uwyo.edu>
Sent: Monday, August 17, 2020 2:16 PM
To: [redacted] Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>; [redacted]
Subject: [EXT] RE: Gathering Guidelines

Hello All,

Since the football is postponed, I think we can proceed with drafting the outdoor gathering guidelines. I've drafted some potential guidelines based on the state orders, but reduced some of the capacities.

These ideas would need to be discussed among the PMO or subgroup, and likely run by central scheduling since they reserve most outdoor spaces.

Jeremy N. Davis
Director, Center for Student Involvement & Leadership
Dept. 3625, 1000 E. University Avenue, Laramie, WY 82071-200
Wyoming Union Room 326

(307)766-4008 | Jeremy.Davis@uwyo.edu | Twitter: @J_N_Davis

UNIVERSITY OF WYOMING

From: [redacted]
Sent: Monday, August 17, 2020 1:14 PM
To: Jeremy Nathan Davis <Jeremy.Davis@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>; [redacted]
Subject: RE: Gathering Guidelines

Hi all –

One comment that I missed on the Gathering Guidelines review: **GC has indicated that Outdoor Gathering Guidelines needs to be drafted/added**. Are we at a place where we can add that language to the most recent version?

[redacted]

From: [redacted]
Sent: Monday, August 17, 2020 1:06 PM
To: Jeremy Nathan Davis <Jeremy.Davis@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>; [redacted]
Subject: RE: Gathering Guidelines

Hi there Jeremy –

Thanks for the quick turn on this. I've added language for the purpose that the guidelines don't become effective until Phase 2 (please see attached). Please confirm that this looks good to send along as a revised version to Leadership!

[redacted]

From: Jeremy Nathan Davis <Jeremy.Davis@uwyo.edu>
Sent: Monday, August 17, 2020 12:17 PM
To: [redacted] Kimberly Chestnut Steich <k.chestnut@uwyo.edu>

Cc: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>; [redacted]
Subject: [EXT] RE: Gathering Guidelines

Hello [redacted]

Thank you for asking for review of this document. I've addressed the outstanding comment from Andara by adding text to the second bullet point.
I've also suggested we indicate these guidelines do not become effective until Phase 2. Do we want to add language at the top for that purpose?

Jeremy N. Davis
Director, Center for Student Involvement & Leadership
Dept. 3625, 1000 E. University Avenue, Laramie, WY 82071-200
Wyoming Union Room 326

(307)766-4008 | Jeremy.Davis@uwyo.edu | Twitter: @J_N_Davis

UNIVERSITY OF WYOMING

From: [redacted]
Sent: Monday, August 17, 2020 11:58 AM
To: Jeremy Nathan Davis <Jeremy.Davis@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>; [redacted]
Subject: RE: Gathering Guidelines

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Good morning Kim, Jeremy, and Ryan –

Hope you all enjoyed your weekend! Please find attached the most current Gathering Guidelines document. This document has been reviewed by the EEPG and by General Counsel. You will notice a few comments on this copy; I've given the first stab at addressing a few of those (you'll see my updates in tracked changes). There is one outstanding comment from Andara Frasier that I'm hoping y'all can address.

Additionally, please take a review of the whole document to ensure that my comments/edits are up to par. If y'all could get this back to me by EOD tomorrow, it would be greatly appreciated 😊

Thanks so much for all you do!
[redacted]

[redacted]

From: Jeremy Nathan Davis <Jeremy.Davis@uwyo.edu>
Sent: Tuesday, August 11, 2020 3:02 PM
To: [redacted] Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>
Subject: [EXT] Gathering Guidelines

Hello Audrey and Kim,

Attached, you'll find a strongly vetted draft of the proposed UW Gathering Guidelines. The following parties have contributed to the document:

- Student Life & Housing PMO Group,
- Risk Management (Tim Wiseman),
- Procurement (Martha Miller),
- Central Scheduling (Crystal Bennet),
- Facilities (Jenn Coast),
- Center for Student Involvement and Leadership (My team),
- Dean of Students (Ryan O'Neil),
- UW Catering (Derek Jones),
- Dining Services (Reggie Conerly, Amy Bey, Scott Strannigan).

Can you now please advance it for EEPG approval and/or other PMO contributions? It would be helpful to have an approval by next week so it can be posted before school starts.

Thanks!

Jeremy N. Davis
Director, Center for Student Involvement & Leadership
Dept. 3625, 1000 E. University Avenue, Laramie, WY 82071-200
Wyoming Union Room 326

(307)766-4008 | Jeremy.Davis@uwyo.edu | Twitter: @J_N_Davis

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AMENDMENT NO. 1
TO THE AGREEMENT FOR SERVICES
BETWEEN
THE UNIVERSITY OF WYOMING
AND BELOW CATERER.

The parties to the above-referenced Agreement dated _____ do hereby amend the Agreement as follows:

Due to COVID precautions the above Caterer agrees to the following when providing food for pickup or delivery to university owned property of catered foods.

1) All foods must individually-packaged food items for one person (boxed or bagged meals, prewrapped items, etc.).
2) Self-serve options for food are not allowed (buffets, bars, patters, etc.).
3) Bulk containers for self-service beverages are not allowed (carafes, bags, fountains, etc.).

Caterer must provide their current precautions to reduce the spread of COVID (masks, gloves, etc.) in writing as part of this amendment. Please list below. NOTE: Masks are required inside buildings and outside on campus grounds.

_____

_____

_____

- Approved Caterer found to be in violation of these guidelines will be removed from the Approved Caterer's list as well as the potential of non-payment of food items by the University.
- Adherence to these requirements is the responsibility of the Approved Caterer.

Caterer will be temporarily removed from the approved caterer's list until this signed amendment has been returned to Procurement Services.

All other provisions of the Agreement remain unchanged and are hereby ratified and affirmed. In the event of any inconsistency between the Agreement and the Amendment, the terms of the Amendment should be construed as final and binding.

APPROVED BY:

University of Wyoming	**Contractor**
_____	_____
Signature Date	Signature Date
_____	_____
Name	Name
_____	_____
Title	Title

From: [redacted]
Sent: Wednesday, August 19, 2020 5:11 PM
To: Jennifer Dawn Chavez;Brett A. Williams;Chad R. Baldwin;Kimberly Chestnut Steich;Tom Koczara
Cc: [redacted]
Subject: Updated TBD Comms | For Review & Approval
Attachments: Pre-Return Vault Testing Requirements.pdf; UW Vault Testing_TBD Population_Initial Email_081920.docx

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

Hi Jen, Brett –

See attached for the updated TBD Population communication and the Pre-Return Vault Testing Requirements PDF. We are hoping the PDF can be uploaded to the IT Intranet and linked where applicable in this communication. This is so that we can generalize this comm for whoever it may be going to.

It should be good to go unless @Chad R. Baldwin @Kimberly Chestnut Steich or @Tom Koczara advise otherwise. If we are good to go, I can provide you all the email communication in an .oft template.

Thanks so much!
[redacted]

[redacted]

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From: Nycole Rae Courtney
Sent: Thursday, August 20, 2020 7:25 AM
To: Kimberly Chestnut Steich
Subject: Fw: Updated Student Success comms 081920
Attachments: Dear Students and Parents.docx

Newest draft- Kyle edited and gave feedback. We will use this as part of the parent's communication plan.

Can you tell me what you would like to see in terms of parents' communication that Kyle and I are in charge of?

Nycole Courtney, EdD
AVP & Dean of Student Success and Graduation
University of Wyoming
1000 E. University Ave., Laramie WY 82071-2000 (mail)
Knight Hall, Rm 128
(307)766-3296
nf@uwyo.edu

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From: Kyle Moore <kyle.moore@uwyo.edu>
Sent: Wednesday, August 19, 2020 6:00 PM
To: Nycole Rae Courtney <NF@uwyo.edu>
Subject: RE: Updated Student Success comms 081920

I took a stab – but I'm super drained today so it will still need A LOT of help.
km

From: Nycole Rae Courtney <NF@uwyo.edu>
Sent: Wednesday, August 19, 2020 4:50 PM
To: Kyle Moore <kyle.moore@uwyo.edu>
Subject: Fw: Updated Student Success comms 081920

Kyle

Please edit- this is our monthly newsletter and would welcome edits. This could be our first point of contact with our Parent Communication plan.

Nycole Courtney, EdD
AVP & Dean of Student Success and Graduation
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From: Andy Chapman <achapman@uwyo.edu>
Sent: Wednesday, August 19, 2020 4:25 PM
To: Nycole Rae Courtney <NF@uwyo.edu>
Cc: Jennifer Petty <jpetty7@uwyo.edu>
Subject: Updated Student Success comms 081920

Draft for this week's comm. I can add the video content when it's finalized. I would welcome feedback. Thanks! - Andy

Dear Students and Parents,

Whether you are a freshman or senior, a current student, a prospective student or a parent, service is priority No. 1 at the University of Wyoming. The Office for Student Success and Graduation is here for anyone who needs it!

We offer resources for topics such as the transition to college, identifying academic goals, exploring majors, supporting and promoting student success toward degree completion. Another thing we're developing is proactive retention practices that foster student success.

We do all this by collaborating with academic departments and UW offices to provide programs and services that support academic growth and personal development. We also strive to communicate effectively with our most important audience – which means you! Check out this month's update below.

- UW students who have suffered financial impacts from the COVID-19 pandemic can rest a little easier, thanks to a new program aimed at helping them achieve their educational goals. The CARES Wyoming College Grant Program provides funding for UW's undergraduate and graduate students impacted financially by COVID-19. Full-time students are eligible to receive up to $3,250 for the fall semester, regardless of their state of residence.

Part-time students also can apply for assistance. Full details and application information can be found by clicking here.

- In case you didn't know, we're welcoming students back to our beautiful campus using a phased approach for the safety of all Cowboys. But do you know what phase you're in? Click here to learn more. (Link needed)
- We've heard the questions you have about the potential for positive COVID-19 tests, and what it means for students. Click here to see our process for getting you the care you need. (Link needed)
- Need books for the upcoming semester? Put in your order today through the University Store. We have plenty of pickup options, including delivery to the residence halls!
- While we hate to see you go, we understand that for some students, transferring might be the best option at this time. No matter what, you'll always be a Cowboy. We urge you to reach out to your advisor for the best course of action, and to make your transition process as smooth as possible.
- Interested in working on campus this fall? We're seeking alumni and current students to fill some important roles! Click here to find out more. (Link needed)
- The University Counseling Center is available to all students, and psychologist Julio Brionez shares some helpful information (link needed) to help get through uncertain times.

Andy Chapman
Assistant Director of Enrollment Marketing
University of Wyoming Institutional Marketing
307-766-2344

FOR STUDENTS		
Population	**Return to Campus Date**	**Pre-Return COVID-19 Test (Vault Test)**
Phase 1 Students: • Athletes • Resident Assistants • FSL on-campus students • ROTC • Speech Language Pathology Graduate students • WWAMI • Junior nursing students • Law Summer Institute & first year law students • Bridge Program • Graduate students with Dean approval • Students who met the housing exception	**August 24th – September 4th,** and earlier for those who moved into on-campus housing, including university's apartments prior to the start of classes.	You are required to complete the Pre-Return COVID-19 Vault Test prior to your arrival to Laramie. If you have already received your negative test results, no further action is required. If you have not completed your test, please do so immediately.
Phase 2 Students: • All phase 1 students • Freshman students taking face-to-face First Year Seminar • All first year students in residence halls • All Law students • LRCC • PharmD-P1 students	**September 7th – September 25th**	You are required to complete the Pre-Return COVID-19 Vault Test prior to your arrival. If you have already received your negative test results, no further action is required. If you have already ordered your test kit but haven't taken it, please hold onto your test kit and take the test **one week prior to your arrival.**
Phase 3 Students: All students welcomed to campus	**September 28th – November 20th**	If you have already received your negative test results, no further action is required. If you already have a test kit in hand, you should hold onto your test kit and take it **one week prior to your arrival.** If you have not ordered a test kit, no further action is required.
Distant Learners not returning to Laramie or Albany County Distant Learners include all students who will NOT be returning to campus at any time during the fall semester.	**N/A**	You are not required to complete the Pre-Return COVID-19 Vault Test. Please complete this online form confirming your exemption status.
Students residing in Laramie regardless of Phase	**N/A**	You are required to complete the Pre-Return COVID-19 Vault Test. If you have already received your negative test results, no further action is required. If you have not completed your test, please do so immediately.

FOR EMPLOYEES		
Population	**Return to Campus Date**	**Pre-Return COVID-19 Test (Vault Test)**
Phase 1 Employees returning to campus who are able to socially distance themselves (e.g. work in a private office without contact with others)	**August 24th – September 4th**	If you have already completed your test, no further action is required. If you have ordered but not yet taken the Vault test, please complete the test, ideally one week before you return to campus. If you have not yet ordered your test, no further action is required (the University will use your test elsewhere).
Phase 1 Employees who expect to be on UW property, or on UW business, and are not able to socially distant themselves at all times through September 25th	**August 24th – September 4th**	If you have already completed the Vault test, no further action is required. If you have ordered but not yet taken the Vault test, please complete the VAULT test, ideally a week before you return to campus. If you have not ordered the test, please order your test and complete one week prior to returning to campus.
Phase 2 Employees returning to campus who are able to socially distance themselves (e.g. work in a private office without contact with others)	**September 7th – September 25th**	If you have already completed your test, no further action is required. If you have ordered but not yet taken the Vault test, please complete the test, ideally one week before you return to campus. If you have not yet ordered your test, no further action is required (the University will use your test elsewhere).
Phase 2 Employees who expect to be on UW property, or on UW business, and are not able to socially distant themselves at all times through September 25th	**September 7th – September 25th**	If you have already completed the Vault test, no further action is required. If you have ordered but not yet taken the Vault test, please complete the VAULT test, ideally a week before you return to campus. If you have not ordered the test, please order your test and complete one week prior to returning to campus.
Phase 3 Employees All employees welcomed to campus	**September 28th – November 20th**	If you have already received your negative test results, no further action is required. If you already have a test kit in hand, you should hold onto your test kit and take it one week prior to your arrival. If you have not ordered a test kit, no further action is required.
Remote Employees: Remote employees include all employees who plan to work from home and will NOT return to campus at any time during the semester	**N/A**	You are not required to complete the Pre-Return COVID-19 Vault Test.

Subject Line: Action Required: COVID-19 Testing Requirement for UW Students, Faculty, and Staff

To: New UW Students, Staff, Faculty who did not go out with initial general population email (on an ongoing basis)

COVID-19 Testing Requirement for All Students, Faculty, and Staff

Dear [Insert Name],

Under the leadership of President Seidel, the University has been hard at work preparing for the fall 2020 semester following our Phased Approach. Our top priority is to protect the health and safety of each UW community member: staff, faculty, students and citizens of the regions where we teach, learn and work.

Your role: Please read this message in full and follow the instructions on how to take the ***required*** at-home COVID-19 test. The safe, simple and FAST at-home test will be administered virtually by Vault Health at no cost to you.

To understand when you should take your Vault Health COVID-19 test, please review the Pre-Return Testing Requirements.

Thank you for your cooperation with this effort. If you have any questions or have issues requesting your COVID-19 test through Vault Health, please reach out to the COVID-19 hotline by emailing COVID19@uwyo.edu.

Best Regards,
The University of Wyoming COVID Response Team

If you feel that you have received this email request in error, please contact COVID19@uwyo.edu.

HOW IT WORKS	
1. Understand the Pre-Return COVID-19 Testing Requirements and Guidance for Unique Situations	1. Unless otherwise stated, if a student arrives on UW's campus without a completed, negative COVID-19 test, they will not be permitted to move into UW residence halls or fraternity/sorority housing or participate in their courses. 2. If you are currently out of the country, you should contact the UW COVID Hotline for applicable next steps and guidance. Upon arriving stateside and if time permits, we advise that you quarantine for 14 days prior to traveling to campus.
2. REVIEW INSTRUCTIONS AND FAQs	This is a simple process, but it is of utmost importance to follow the step-by-step directions exactly to minimize errors and delays in submission of tests and receipt of test results. • Additionally, you can review Vault Health Testing FAQs for more details and frequently asked questions. • If you need further clarification on how to go through the test ordering and completion process, you can view this process flow.
3. ORDER YOUR KIT	Create your portal online. Enter shipping details for your test. **Your personalized Vault Health COVID-19 test link is:** **[X]**

4. GET YOUR KIT	The kit will be sent to your address via expedited shipping. Open the kit and look for the blue instructions card. Read it carefully. **DO NOT OPEN THE TEST TUBE PACKAGE until you are instructed to during your virtual appointment.**
5. TAKE YOUR TEST	(Saliva-collection Test Supervised Over A Zoom Call) After your kit arrives, log into the Vault site (see instructions that come with your kit) and connect with a Vault test supervisor over a Zoom video call. The test supervisor will guide you through collecting saliva in the provide kit. The whole process takes just a few minutes.
6. SHIP THE KIT BACK (USING PROVIDED SHIPPING LABEL)	Your kit includes everything you need to send your sample back via prepaid expedited shipping. **You should ship your saliva sample back to the Vault Health lab on the same day that you give your saliva sample.**
7. GET YOUR RESULTS	You will get a report of your results (positive, negative, or inconclusive) 48-72 hours after your sample arrives at the lab.
8. GET YOUR RESULTS & UNDERSTAND HOW THEY AFFECT YOUR PLANS TO COME TO CAMPUS	You will get a report of your results (positive, negative, or inconclusive) 48-72 hours after your sample arrives at the lab. 1. **If you receive a positive COVID-19 test result:** You cannot come to campus. Please contact the COVID-19 Hotline by emailing COVID19@uwyo.edu. The University will email you with next steps. 2. **If you receive an inconclusive COVID-19 test result:** You must be tested again. Please contact the COVID-19 Hotline by emailing COVID19@uwyo.edu. The University will follow up with next steps. 3. **If you receive a negative COVID-19 test result:** No further action required.
Please be aware that for the purposes of this testing, UW will have access to the data provided by Vault Health. In addition, Vault Health reports COVID-19 testing results to public health authorities as required by law.	

From: [redacted]
Sent: Thursday, August 20, 2020 7:33 AM
To: John McKinley;Alexia Harrist;wyomini04@gmail.com;Doug Faus;Kimberly Chestnut Steich;David Nathaniel Jewell;Anne M. Alexander;Will Laegreid;[redacted]Brant A. Schumaker;Alex Buerkle;Matthew E. Boyer;Baca, Elizabeth;Friedman, Scott E.;Tami B. Benham-Deal;[redacted]Jubal Yennie
Cc: Melanie Tanja Drever;Tara Evans;Neil David Theobald
Subject: Agenda - Contingency Committee (formerly Closing Committee)
Attachments: UW COVID Contingency Plan Decision Matrix_08.12.20.pdf

Follow Up Flag: Follow Up
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All –

Below is the agenda for today's Contingency Planning Committee – note we are continuing to work thought the agenda from earlier this month.

I am also attaching the final Contingency Planning Decision Matrix, which is posted the University web site.

Best,
Megan

Agenda | 8/20/20 Contingency Planning Committee

1) Discussion of data analysist or manager/dashboard – who and how will data on be uploaded daily (both for the criteria for a pause and the additional data that will be monitored) [Brant and Jen will share in-progress dashboard]
2) Daily Contingency Huddle (team, timing)
3) Impact on Athletics if there is a pause
4) Plan if there is a "pause" (these items to be assigned to the proper WG and/or unit on campus)
    a. How will we communicate this to campus
    b. How do we assist faculty shift to online
    c. Who are considered essential personnel
    d. How do we define shelter in place and how will it be enforced
5) Plan if we have to shift to remote work permanently (this item to be assigned to the proper WG and/or unit on campus)
6) Plan if we have to shift to remote work permanently and students required to leave campus (this item to be assigned to the proper WG and/or unit on campus)
7) Other?

[redacted]

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v.E.1

As UW moves to return students to campus (and, concurrently, supporting staff and faculty), the following "triggers" will be tracked daily to monitor the campus environment. Triggers provide direction to the President to determine if and when campus operations may shift in response to the evolving nature of the pandemic.

Automatic triggers will be monitored differently in two stages:

Stage 1: Bridge to surveillance testing
Stage 2: During surveillance testing

Stage 1 Criteria (effective as of August 17, 2020, until surveillance testing is operational):

Reaching any one of the following triggers will result in an automatic pause of UW Operations:

- Five or more new symptomatic cases, confirmed through diagnostic testing and identified in a single day in the UW population.[1]
- Over a three-week period, total symptomatic cases per week is equal to or greater than 120% of the number at the beginning of the period.
- One fatality in the UW population.
- Available capacity for isolation/quarantine is below 20% of the total UW on-campus isolation capacity.

Stage 2 Criteria (effective with a fully-launched surveillance testing program):

Reaching any one of the following triggers will result in an automatic pause of UW Operations:

- One-day increase of twenty or more new cases in the UW population relative to the seven-day rolling average
    - For example, if the seven-day rolling average for the UW population as tracked by the testing program is 10 students per day, but on a single day there is a one day increase to 30 cases then it would trigger the University to take an automatic pause
- Increase in the seven-day rolling average of one additional case in the UW population
    - For example, if the seven-day rolling average is 2.5 new cases a day among the UW population on day 12, and on day 13 there is an increase in the seven-day rolling average to 3.5 new cases a day then it would trigger the University to take an automatic pause
- On a daily basis, the sample prevalence for the tested UW population exceeds 5%
- One fatality in the UW population
- Available capacity for isolation/quarantine is below 20% of the total UW on-campus isolation capacity.

An automatic pause would result in all classes being delivered online, students being asked to shelter in place, and only essential personnel allowed on campus for a period of five (5) business days. This will allow for further assessment of the infection situation on campus (e.g., is this a statistical blip or a real trend, is it evidence of community spread or a localized outbreak), including a review of the monitored criteria below, to allow the President to make an informed decision, in coordination with local public health officials, to return to campus operations or shift to a virtual environment. Athletics, which has its own medical supervision and testing protocol, will separately define the operating environment of an automatic pause.

[1] The UW population is defined as all UW students, faculty, and staff in Laramie

Data that will be monitored in addition to the above criteria:[2]

- During the phased opening, a detection of an outbreak of 5 or more individuals, based on a statistical sampling of the on-campus UW population at that time
    - This would be a single identified case in a random sample of 1,600 of the 3,500 expected Phase 2 students on campus in order to detect such an outbreak. It is expected that a single positive test indicates an outbreak in the population of 5 or more cases (with 95% probability) but a detection only indicates an outbreak of this size or larger—without the ability to identify all infected individuals or to contain it.
- Prevalence of disease in the University community relative to the broader community (i.e., Albany County, the State, or the region becomes a hotspot – that is, it has increasing cases and increasing positivity rates over the most recent 14-day period or a positivity rate of 10% or greater)
- Supply levels of the confirmatory tests (n=1,200) maintained by Student Health
- Spread and prevalence of COVID:
    - Infection across a single section of campus (e.g. entire biology class, a wing of a residence hall)
    - Unrelated cases across campus
- Ability to support off campus quarantined students
- Increased absenteeism, especially among essential workers:
    - Faculty to teach classes
    - Custodians to clean buildings
    - Student Health Services
- Availability of the necessary cleaning supplies, testing materials, and PPE to maintain the campus environment
- Leading indicators of COVID symptoms, as tracked by the UW COVID Daily Health Screen App, including number of self-reporting fails, how unexpected symptoms are trending, and distribution of number of symptoms reported (e.g. headache, fatigue, etc.)
- State of Wyoming and local reopening guidelines
- Availability of ventilators and occupancy of ICU at local and regional hospitals
- Delayed receipt of test results in the community
    - Substantial increase in local, regional and national COVID cases
    - Number of people being tested per day at Ivinson Memorial Hospital, the urgent care centers, and other local testing sites
- Number of campus travelers, where they travel, and any travel to hotspot areas (those that have increasing cases and increasing positivity rates over the most recent 14-day period, or a positivity rate of 10% or greater) and locations with greater disease prevalence
- Number and severity of non-compliant activities (with UW COVID policy), including non-compliance within the greater community (e.g., lack of face covering, large gatherings, etc.)

[2] A data analyst/leadership group will review daily and the COVID Contingency Plan Committee will meet weekly to discuss and advise the President if any of these data warrant a discussion about possibly initiating a targeted pause.

Response Options:

In the event that data exceed the limits on any one of the automatic pause triggers, the President will initiate an automatic pause of University operations as outlined above. After a thorough review of the situation, the President may choose one of the following options:[3]

- Return to university operations as they were before the automatic pause
- Shift to virtual delivery and remote work; students remain on campus
- Shift to virtual delivery and remote work; students in the residence halls are required to leave campus

Operationalization:

- This document is effective upon approval by the President and the Board of Trustees and implementation of the UW Testing Programs (the bridge program, and subsequently the surveillance program).
- A data manager will collect data for each of the triggers and other monitored information **daily** (on or before 3:00 p.m. MST) and upload to a dashboard for review by the data analyst, the COVID Contingency Plan Committee, and University Leadership.
- The President may convene a core group of advisors at any time to discuss the current situation and make recommendations based on events not covered by the triggers. The COVID Contingency Plan Committee will continue to meet weekly throughout August and the 2020-2021 academic year to refine the triggers, analyze the data, and advise University leadership.

[3] The President has the discretion to modify or combine these options as needed to address the evolving situation.

From: Paul W. Kunkel
Sent: Thursday, August 20, 2020 9:05 AM
To: Holly Bowlds
Cc: Kimberly Chestnut Steich
Subject: RE: Driver COVID Training

Thanks Holly, this is great! I will not be there in the morning, but this is my transit management team that will be on hand to get everything organized on our end. If you seek out **Tim Nichols** in the morning, he will get you situated in the right place!

Tim Nichols – AM Transit Supervisor
Bill Schilz – PM Transit Supervisor
Craig Sorensen – Demand Response Transit Supervisor
Colin Harnish – Training and Safety Manager

Paul

From: Holly Bowlds
Sent: Thursday, August 20, 2020 8:57 AM
To: Paul W. Kunkel <paul.kunkel@uwyo.edu>
Cc: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: RE: Driver COVID Training

Yes, I can do that. See you in the morning!

Holly Bowlds, RN, BSN
Nursing Supervisor
Student Health Service

University of Wyoming
1000 E University Ave Dept 3068
Laramie, WY 82071
Main Office 307-766-2130
Fax 307-766-2711
hbowlds@uwyo.edu • http://www.uwyo.edu/shser/

From: Paul W. Kunkel <paul.kunkel@uwyo.edu>
Sent: Thursday, August 20, 2020 8:53 AM
To: Holly Bowlds <hbowlds@uwyo.edu>
Cc: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: RE: Driver COVID Training

Holly,

After talking with my staff, I'm wondering if you'd be willing to come to the bus garage at 8:00am and 10:30am tomorrow. Kim mentioned that you might be able to educate risk factors to staff that may be on the fence, and I think that would be helpful in developing a deeper pool of drivers. So, if we could plan on you being at the garage at those times to educate and train, I think that would be the most beneficial. The bus garage is located in the lower level of the Service Building at 14th and Lewis. Let me know if that will work, and we'll start making arrangements on our end!

Thank you very much!

Paul W. Kunkel
Director
Transportation Services
Parking • Transit • Fleet
University of Wyoming
417 Hill Hall
1000 E. University Ave. #4313
Laramie, WY 82071
Main Office 307-766-9800
Direct 307-766-9802
paul.kunkel@uwyo.edu
www.uwyo.edu/tps

From: Holly Bowlds
Sent: Thursday, August 20, 2020 7:39 AM
To: Paul W. Kunkel <paul.kunkel@uwyo.edu>
Cc: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: RE: Driver COVID Training

Sounds good. It should only take about 30 minutes really.

Holly Bowlds, RN, BSN
Nursing Supervisor
Student Health Service

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Laramie, WY 82071
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From: Paul W. Kunkel <paul.kunkel@uwyo.edu>
Sent: Thursday, August 20, 2020 7:38 AM
To: Holly Bowlds <hbowlds@uwyo.edu>

Cc: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: RE: Driver COVID Training

Great! I meet with my staff at 8 and we'll work out 1 or 2 of these time slots. Would it be best to do this at Student Health?

Paul

From: Holly Bowlds
Sent: Thursday, August 20, 2020 6:38 AM
To: Paul W. Kunkel <paul.kunkel@uwyo.edu>
Cc: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: RE: Driver COVID Training

Hi Paul,

I do have availability tomorrow, Friday. I have from 8-9:30, 10:30-12, and 1:15-3 available. Let me know if any of those times work? We can do a couple sessions if we need to if everyone can't come at the same time. It really isn't hard but is important.

Holly Bowlds, RN, BSN
Nursing Supervisor
Student Health Service

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Laramie, WY 82071
Main Office 307-766-2130
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From: Paul W. Kunkel <paul.kunkel@uwyo.edu>
Sent: Wednesday, August 19, 2020 5:39 PM
To: Holly Bowlds <hbowlds@uwyo.edu>
Cc: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: Driver COVID Training

Good afternoon Holly,

I think we've identified 4-5 drivers that are willing to help with COVID transport, which is better than nothing I guess. Kim indicated via text that tomorrow likely won't work for training. When do you have a window we could get this done? I will likely send our training manager as well so that he can train future drivers to do these COVID transports. Thanks!

Paul

Paul W. Kunkel
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From: Erik Jacob Kahl
Sent: Thursday, August 20, 2020 12:03 PM
To: Holly Bowlds;Mary Beth Bender;Rian Rabideau;Ryan McGarry Dinneen O'Neil;Kimberly Chestnut Steich;Eric Bennett Webb;Jeremy Nathan Davis;Nycole Rae Courtney;Courtney Leigh Thomson-Lichty
Subject: RE: Pause document
Attachments: PAUSE STRUCTURE AT UW - Kahl_edits.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Attached are edits/suggestions/questions from me.
ek

Erik Kahl
Associate Director
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318 Wyoming Union
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ekahl@uwyo.edu • www.uwyo.edu/fsl • Schedule A Meeting Here

From: Holly Bowlds <hbowlds@uwyo.edu>
Sent: Thursday, August 20, 2020 11:51 AM
To: Mary Beth Bender <mbender4@uwyo.edu>; Rian Rabideau <rrabidea@uwyo.edu>; Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Eric Bennett Webb <ewebb1@uwyo.edu>; Erik Jacob Kahl <ekahl@uwyo.edu>; Jeremy Nathan Davis <Jeremy.Davis@uwyo.edu>; Nycole Rae Courtney <NF@uwyo.edu>; Courtney Leigh Thomson-Lichty <Courtney.ThomsonLichty@uwyo.edu>
Subject: RE: Pause document

Attached are my edits/suggestions. ☺

Holly Bowlds, RN, BSN
Nursing Supervisor
Student Health Service

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From: Mary Beth Bender <mbender4@uwyo.edu>
Sent: Thursday, August 20, 2020 11:23 AM
To: Rian Rabideau <rrabidea@uwyo.edu>; Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Eric Bennett Webb <ewebb1@uwyo.edu>; Erik Jacob Kahl <ekahl@uwyo.edu>; Jeremy Nathan Davis <Jeremy.Davis@uwyo.edu>; Nycole Rae Courtney <NF@uwyo.edu>; Courtney Leigh Thomson-Lichty <Courtney.ThomsonLichty@uwyo.edu>; Holly Bowlds <hbowlds@uwyo.edu>
Subject: RE: Pause document

Here's my edits/suggestions

Mary Beth Bender, MS, APRN, FNP-C
Director & Primary Care Nurse Practitioner
University of Wyoming Student Health Service
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307.766.2711 (fax)
http://www.uwyo.edu/sher

Pronouns: she/her/hers

If you are a UW student and need to communicate with me about personal medical concerns or questions, please contact me through the secure patient portal: http://patientportal.uwyo.edu

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From: Rian Rabideau <rrabidea@uwyo.edu>
Sent: Thursday, August 20, 2020 10:33 AM
To: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Eric Bennett Webb <ewebb1@uwyo.edu>; Erik Jacob Kahl <ekahl@uwyo.edu>; Jeremy Nathan Davis <Jeremy.Davis@uwyo.edu>; Nycole Rae Courtney <NF@uwyo.edu>; Courtney Leigh Thomson-Lichty <Courtney.ThomsonLichty@uwyo.edu>; Mary Beth Bender <mbender4@uwyo.edu>; Holly Bowlds <hbowlds@uwyo.edu>
Subject: RE: Pause document

Kim,

I made a few edits/suggestions.

Thanks,
Rian

From: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>
Sent: Thursday, August 20, 2020 8:45 AM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Eric Bennett Webb <ewebb1@uwyo.edu>; Rian Rabideau

<rrabidea@uwyo.edu>; Erik Jacob Kahl <ekahl@uwyo.edu>; Jeremy Nathan Davis <Jeremy.Davis@uwyo.edu>; Nycole Rae Courtney <NF@uwyo.edu>; Courtney Leigh Thomson-Lichty <Courtney.ThomsonLichty@uwyo.edu>; Mary Beth Bender <mbender4@uwyo.edu>; Holly Bowlds <hbowlds@uwyo.edu>
Subject: Re: Pause document

Kim,

Made a few grammatical changes and then fleshed out some of the bullets at the bottom of the document. This is a very comprehensive overview of what a pause means for all our students.

Ryan Dinneen O'Neil
Dean of Students & Associate Vice President of Student Affairs
Dean of Students Office
University of Wyoming
1000 E. University Ave., Laramie WY 82071-2000 (mail)
Knight Hall, Rm 128
(307)766-3296 * (307) 766-3298 (fax)
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Confidentiality Notice
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From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Date: Wednesday, August 19, 2020 at 9:42 PM
To: Eric Bennett Webb <ewebb1@uwyo.edu>, Rian Rabideau <rrabidea@uwyo.edu>, Erik Jacob Kahl <ekahl@uwyo.edu>, Jeremy Nathan Davis <Jeremy.Davis@uwyo.edu>, "ryan.oneil@uwyo.edu" <Ryan.Oneil@uwyo.edu>, Nycole Rae Courtney <NF@uwyo.edu>, Courtney Leigh Thomson-Lichty <Courtney.ThomsonLichty@uwyo.edu>, Mary Beth Bender <mbender4@uwyo.edu>, Holly Bowlds <hbowlds@uwyo.edu>
Subject: Pause document

Friends,
Here is the first draft of the Pause guideline. I have sent it to Anne to get Academic Affairs input. Please review and provide edits, I welcome your input.
Thanks,
Kim

PAUSE STRUCTURE AT UW

Off-campus students, Residence Life, and Fraternity and Sorority Life

As part of the University's closing consideration plans, there may be the occasion when a pause is deemed necessary to allow for further collection of information while reducing potential additional COVID-19 to the greatest extent possible. Below provides an outline of the campus operational changes during a pause, the guidance provided to all students, and the living environment for residence halls and on-campus fraternity and sorority houses.

As an organizing structure, the University is using the concept of pod living to help capture the immediate members of a student's living environment. For students living in a house/apartment in Laramie, their pod would be the other house/apartment members. For those living in a fraternity or sorority house, a student's pod is the other live-in chapter members. For students living in the residence halls, pods are all other members on the same floor of the same building (i.e., White Hall, 2nd floor is one pod). Students will then be guided to engage exclusively with their fellow pod members during a University designated pause.

Pause operational changes:

- Pauses are intended to last a duration of 5 days
- No in-person classes, all courses will be taught online
- No in-person on-campus meetings with advisors, tutors, staff, or peers
- No on-campus visits unless to Student Health Services or Residence Life

Commented [EJK1]: Meaning office in Washakie?

Testing Priorities:

- During a pause, testing priority will be given to those living on campus – students and staff. However, in phase 3, all those on campus are to be tested twice a week. Therefore, all those living on campus will innately be tested, but priority will ensure they are scheduled first.
- Rapid testing will be made available as soon as possible for close contacts with those who test positive in a pod.

Commented [RR2]: Hi Kim, if this is an internal document I think it is fine to keep this bullet as is – if it goes out to the larger campus community, I think some apartment residents will think they are part of on-campus, which they are, but not in terms of testing.

Commented [MBB3]: Agree with Rian above, and on this item, should specify that the rapid testing will be prioritized for students in the on campus pods (residence halls, FSL), although off campus eligible students can also be tested.

Guidance for off-campus students:

- Students are to only be in contact with members of their pod.
- Outside activity guidance: students can go outside but are not to engage with people outside of their pod.

Residence Halls:

- Organize each pod by floors in the hall.
- Some toiletry supplies will be available at the hall desks.
- Pods will be groups of approximately 24 students, there will be shared bathrooms, shared laundry, and a shared central common space.
- No other guests will be permitted on the hall floor, only pod residents .

- Pod residents are able to engage with other pod members while wearing masks, social distancing, and participating in the surveillance testing program.
- Should a pod member test positive, all pod members would need to quarantine for 14 days minimum. Surveillance testing will continue, providing members the opportunity to test weekly to identify COVID-19 status. If additional members test positive or become symptomatic, quarantine will continue.

Washakie Dining Center:

- All retail dining would be closed.
- Washakie Dining would provide meal service to students on meal plans only.
    - Students would pick meals up in Washakie with reinforced messaging about social distancing.
    - Students assigned to an A or B lunch would be asked to continue coming to lunch at their regularly scheduled time (time assignments will be determined in phase 2 of the return plan).
    - Students would be asked to take their meal back to their room or eat outside with proper social distancing.
    - In the event that a pod needed to be quarantined, meals would be delivered to all students in that pod.

Fraternity and Sorority Life (FSL):

- 9 chapter houses on campus, 6 Fraternities, 3 Panhellenic Sororities each of which have a live-in house director. Chapter houses vary in size from 11-36 members. Chapter house 'pods' include shared laundry and bathroom services.
- Notice to chapters about Pause Status: the campus-wide notice will be followed by an FSL communication to Chapter Presidents, Housing Corporation, and House Managers
- Once a pause is announced, all those living in the house must return to the residence.
- No other guests or non-resident members will be permitted in the house other than the house director and ~~cook~~professional (not student) kitchen staff for the chapters with commercial kitchens. Chapters that do not have formal kitchens will permit members to use their communal kitchen 1 at a time with a commitment to properly clean and sanitize spaces between uses.~~.~~
- Each chapter is a pod where members of the pod are able to engage with other pod. members while wearing masks, social distancing, and participating in the surveillance testing program.
- Should a chapter member test positive, all pod members would need to quarantine for 14 days minimum. Surveillance testing will continue, providing members the opportunity to test weekly to identify COVID-19 status. If additional members test positive or become symptomatic, quarantine will continue.

Commented [EJK4]: The hope or plan would be for them to quarantine in their chapter facility, I presume?

Resources:

- **Student Affairs Support:** Res Life and Dining Services along with Student Health Services and the Dean of Students Office will continue on-campus services. Other services in the division, including Campus Recreation & Wellness, University Counseling Center and the Center for Student Involvement and Leadership (CSIL), will shift to virtual support and programming.
- **Academic Support:** Students will still be able to access tutoring and advising services ~~will~~ virtually.

Meeting Basic Needs:

- On campus mail service in the halls and apartments will continue.
- For students needing support in accessing groceries or prescriptions, the following resources could be helpful:
    - Safeway – grocery delivery options ($)
    - Walmart – grocery pick up and delivery options ($)
    - Interfaith – community food pantry with delivery options
    - UW Food Pantry – see Dean of Students website – with options for pick-up of groceries during hours of operation
- Custodial operations will continue for all on-campus operations that remain open to the public.
- UW's Information Technology may have additional laptops available if a student is not able to access computers during the pause.
- The University Store can arrange for on-campus delivery of items or for pick-up on the lower level of the Union.
- Students living in the residence halls or FSL housing should be encouraged to have a "COVID-19 bag" prepared in the event that they need to be moved to isolation or quarantine housing. (See the following link for recommendations: https://www.facebook.com/CenterForWildernessSafety/posts/3254862697940057)

Dear Students and Parents,

Service has always been a fundamental part of Cowboy culture. Since our beginning in 1886 we have taken honor in our commitment to serve all who cross our paths. Whether you are a freshman or senior, a current student, a prospective student or a parent, service ~~is priority No. 1~~has always been at the heart ~~at~~ of the University of Wyoming. Even though the current pandemic has tested our assumptions, we are glad to emerge with a renewed sense of commitment to service. The Office for Student Success and Graduation is ~~here~~ only the latest example of how we are committed to providing good services for anyone who needs it!

~~We offer resources for~~From topics such as the transition to college, identifying academic goals, exploring majors, supporting and promoting student success toward degree completion. ~~Another thing we're developing is proactive retention practices that foster student success.~~Our goal is to serve you from application to graduation and every year in between.

We do ~~all~~ this by collaborating with academic departments and UW offices ~~to provide programs and services~~ that support academic growth and personal development. ~~We also strive to communicate effectively with our most important audience – which means you! Check out~~Here is this month's latest update ~~below~~on current services we want you to know.

- UW students who have suffered financial impacts from the COVID-19 pandemic can rest a little easier, thanks to a new program aimed at helping them achieve their educational goals. The CARES Wyoming College Grant Program provides funding for UW's undergraduate and graduate students impacted financially by COVID-19. Full-time students are eligible to receive up to $3,250 for the fall semester, regardless of their state of residence. Part-time students also can apply for assistance. Full details and application information can be found by clicking here.

- In case you didn't know, we're welcoming students back to our beautiful campus using a phased approach for the safety of all Cowboys. But do you know what phase you're in? Click here to learn more. (Link needed)

- We've heard the questions you have about the potential for positive COVID-19 tests, and what it means for students. Click here to see our process for getting you the care you need. (Link needed)

- Need books for the upcoming semester? Put in your order today through the University Store. We have plenty of pickup options, including delivery to the residence halls!

- While we hate to see you go, we understand that for some students, transferring might be the best option at this time. No matter what, you'll always be a Cowboy. We urge you to reach out to your advisor for the best course of action, and to make your transition process as smooth as possible. In fact – we can help you guarantee your courses will transfer BACK TO UW! Simply visit with your advisor and complete this Transfer Evaluation Form

- Interested in working on campus this fall? We're seeking alumni and current students to fill some important roles! Click here to find out more. (Link needed)

- **The University Counseling Center is available to all students, and psychologist Julio Brionez shares some helpful information (link needed) to help get through uncertain times.**

~~**Andy Chapman**~~
~~Assistant Director of Enrollment Marketing~~
~~University of Wyoming Institutional Marketing~~
~~307-766-2344~~Please know that our true desire is to serve and support you throughout your time at UW. We may not always get it right, but we want to make the effort. Please reach out if we can support in any way.

Nycole tha Bomb Diggity Courtney

Formatted: Font: Not Bold

From: Tom Koczara
Sent: Thursday, August 20, 2020 12:10 PM
To: Kimberly Chestnut Steich;James Wheeler;Courtney Leigh Thomson-Lichty
Subject: FW: Staff Meeting

Hi Kim and James,

Based on this email string, I added the following draft slide. Please LMK if you have any suggested changes/edits.

TK

STAFF BRIEFING

Several Elements of the Reopening Plan Rely Upon Employe

What If I Don't Have Acce

Vault Test/ Zoom:

- IT Building has private r
- Call 307-766-HELP (435

COVID Pass:

- Employee take tempera symptom self-check
- *If* symptomatic, comple
- If *not* symptomatic, con Pass from any available

UNIVERSITY of WYOMING

Thomas A. Koczara
Head of Human Resources
University of Wyoming

304 Hill Hall
O: (307) 766-5600
C: (307) 761-4140
tkoczara@uwyo.edu

From: Robert Aylward <RAylward@uwyo.edu>
Sent: Thursday, August 20, 2020 11:48 AM
To: Tami B. Benham-Deal <Benham@uwyo.edu>; Emily Ann Monago <emonago@uwyo.edu>
Cc: Tara Evans <tevans15@uwyo.edu>; Tom Koczara <tkoczara@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Ivan Gaetz <igaetz@uwyo.edu>
Subject: RE: Staff Meeting

Emily,

Tami is correct. For any Vault testing requiring Zoom, IT has set up a private room for an employee to use in the IT Building. They should call the IT Help Desk at 307-766-HELP (4357) to schedule a time. For the daily COVID Pass, the employee would do a self-check for fever or symptoms at home each morning. If they have any of the symptoms they shouldn't come to campus and should contact their supervisor – just as they would if they were normally calling in sick. If they don't have symptoms they can come to campus and then fill out the COVID Pass once they are on campus at any computer available to them – this can be in their work area or one of the computers in the computer labs (or even by borrowing another person's smartphone briefly once they are at work).

- Robert

> **From:** Tami B. Benham-Deal <Benham@uwyo.edu>
> **Sent:** Thursday, August 20, 2020 11:29 AM
> **To:** Emily Ann Monago <emonago@uwyo.edu>
> **Cc:** Tara Evans <tevans15@uwyo.edu>; Tom Koczara <tkoczara@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Ivan Gaetz <igaetz@uwyo.edu>; Robert Aylward <RAylward@uwyo.edu>
> **Subject:** RE: Staff Meeting
>
> Emily,
>
> This issue was addressed by EEPG a few weeks ago as we had a similar question coming from Operations (e.g., some people do not have smart phones or computers at home). And actually, I believe we addressed this question at the first town hall – but a good idea to address it again today. The solution was to have those employees complete a self-check of the symptoms at home. If this daily check does not yield any symptoms, the employee can come to campus. As Ivan has described, there would be spaces available for those employees to log into the COVID App (which really a website and not an App) to complete the report. I believe Bill/John and Robert have talked about having computers available.
>
> I'm not coordinating today's Q and A session, but this is definitely a question to pose to the panel today.
>
> **Tami Benham Deal, PED**
> Vice Provost
> Office of Academic Affairs
> 1000 E. University Ave.
> Laramie, WY 82071
> 307-766-4284
> http://www.uwyo.edu/acadaffairs/

UNIVERSITY OF WYOMING

From: Emily Ann Monago <emonago@uwyo.edu>
Sent: Thursday, August 20, 2020 11:20 AM
To: Tami B. Benham-Deal <Benham@uwyo.edu>
Cc: Tara Evans <tevans15@uwyo.edu>; Tom Koczara <tkoczara@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Ivan Gaetz <igaetz@uwyo.edu>
Subject: Staff Meeting

Tami and all,

It was shared with me at a meeting moments ago with Ivan Gaetz that he had to create workarounds for members of his team who do not have internet access or smart phones at home. For instance:

- Taking the Covid-19 test at home requires Zoom access. Ivan created a private office space for them to come on campus to take the COVID test.
- Taking the COVID-Pass some members of his team will have to use a private office or space on campus to complete this daily because it is impossible to complete from home without a smart phone nor internet access before coming to campus.

The use of technology will have a disparate impact on those who are the lowest paid at UW. Can this be addressed during the forum today? One thing Ivan and I discussed that more centralized support for these types of issues would have been helpful to him and his team.

I have copied Ivan in case you have follow up questions you want to ask him directly.

Sincerely,
Emily

Emily A. Monago, MPA, PhD
Chief Diversity Officer
University of Wyoming
Office of Diversity, Equity, and Inclusion
408 Old Main Building
Dept. 3434, 1000 East University Avenue
Laramie, WY 82071
Email: emonago@uwyo.edu
Phone: (307) 766-6672
Pronouns: She, her, and hers (Why pronouns matter.)

From: csil-all@uwyo.edu on behalf of Leanna L. Flaherty <Leanna.Flaherty@uwyo.edu>
Sent: Thursday, August 20, 2020 12:22 PM
To: csil-all@uwyo.edu
Subject: [Csil-all] 8.20.20 CSIL Team Meeting Notes
Attachments: CSIL Team Meeting Notes 8.20.20.pdf; ATT00001.txt

Hello all,

The notes from today's meeting are attached.
Have a good one.

Leanna L. Flaherty
Pronouns: she/her/hers
Office Associate
Center for Student Involvement & Leadership (CSIL)

University of Wyoming
Wyoming Union 033
Laramie , WY. 82071
Main Office 307-766-3117
Leanna.Flaherty@uwyo.edu • uwyo.edu/csil/

Center for Student Involvement & Leadership

Team Meeting Notes | Thursday, August 20, 2020

MEETING ATTENDEES

James Wheeler, Shelly Schaef, Levi Wilbert, Reinette Tendore, Patricia Rader, Jess Fahlsing, Melanie Vigil, Amanda Kuster, Jessie Gramm, Dylan Cooper, Marty Martinez, Stephanie Lownds, Rachel Stevens, Richard Raridon, Shelby Kennedy, Cary Berry-Smith, Maureen Morrison, Robin Lyons, Erin Olsen, Erik Kahl, Jeremy Davis, & Leanna Flaherty.

NEW ITEMS

- **CSIL Team Meeting Check-in (Jeremy):**

- **COVID19**
  - **Helpful Websites**
    - http://www.uwyo.edu/student-success/fall-plan.html
    - https://www.uwyo.edu/alerts/campus-return/index.html

  - **PMO Groups (Jeremy, James):**
    - James: I am on both the Employee Safety and Success and the Environmental Health and Safety groups. The EHS groups is focusing on the signage around campus, the sanitation stations, and all the testing (which is already outdated and in process of being updated) right now. In the other group we are talking a lot about employee leave. For COVID we are hoping to secure everyone 80 hours before you have to use your own leave.
    - Jeremy: I have some updates from the PMO I am on and from a few other groups. For the group I am in (Student Life and Housing) we are discussing gathering requirements. Also, for the students that are on campus that do have COVID we are following protocol for quarantine. The faculty group reports that we are only actually down 4% on enrollment, though for first years it is 11%. There is a free of charge first year seminar for students that are here early. The technology PMO is still looking at the COVID Pass and are considering a COVID tracker. The Communications PMO is working on getting greater messaging out and part of that is the video series that we've seen. I don't have an update on the Closing Considerations. In the Testing PMO there has been discussion about the Union being a surveillance testing location. That testing is only for the ongoing testing but not for someone who is symptomatic. It will be held in The Gardens and will start as early as next Monday and will be open 7am-7pm. People will be assigned a time to come in for testing. After hours testing will be accessed through the east vestibule. They are working on hiring folks for contract tracing so if you know anyone who needs work, let them know.
  - **Union:**
    - **Building Ventilation (Jeremy):** We have been looking into building ventilation in the Union. According to UW Operations, in the newer wing the filters should be working properly and there should be good ventilation. However,

there is no central air in the older part of the building; fortunately that area mostly has windows.

- From Jess (they/them/theirs) to Everyone: 10:25 AM Christine Porter's note about ventilation (from a UW employee Q and A compiled document, unofficial answers): "Open doors and windows help improve air flow, especially with fan assistance. That said, air flow in one constant direction, e.g., from an air conditioning or heat vent in a wall, can spread aerosols 'downwind' in risky ways. Fans in a closed space just move the virus around, but at least theoretically might help reduce "hot spots" when people are in that space only briefly. If I were concerned about indoor ventilation in my workspace and could not otherwise improve it, I would consider use of a personal, ideally rotating fan."
- From Jessie Gramm to Everyone: 10:26 AM Just make sure windows are shut at night all the way. :)

- **New Traffic Patterns (Jessie):** On the first floor of the Union we used rope stanchions to section it off then worked to identify which doors would be entrances and which would be exits. The grand staircase will have one side designated as up and the other will be down. We have also put up the posters around the building and at each of the office spaces (and you can order more through Rachel). I do have a couple extra posters if you need them. We also have traffic line stickers and have some for each office to use as needed. We also dropped off floor space markers so you can designate where people should stand if visiting your space.
- **Union Hours (Jeremy):** Hours are a little in flux due to the COVID surveillance testing that will take place in The Gardens.
- **Drinking Fountains (Jeremy):** We are experiencing a delay on the arrival of the touchless water fountains but we hope to have them installed during Phase 2. At some point UW Operations will be decommissioning the non-touchless water fountains. So, until we get the touchless fountains you can use the sink in the CAC.
    - James – I heard in a meeting that as of yesterday the water fountains will NOT be shut down, according to CDC guidelines, but they (UW Ops) are still trying to work out how to make them safe.
- **FSL Planning (Erik):** We have 9 chapter houses that moved in last week: all students had tests beforehand. We are working with each chapter and their unique safety measures with an individualized approach based on their set up. The FSL students in the chapter houses will be going through the surveillance testing happening on campus. Formal sorority recruitment will go all virtual and so they are working on getting that set up. Early indicators show that the virtual recruitment is actually having better results than in person.
- **Campus Pause (Jeremy) –** Also, just so you are aware, we are trying to figure out what a campus pause would look like if we need to have time to figure out what is going on with COVID. More on that later.

- **Budget (Jeremy):** The budget picture is still evolving. The cuts that the governor asked for is still only in block grants. At the moment Student Affairs will not be affected. But, Kim is asking us to look at how we can cut our budget but still offer

good quality services. There still hasn't been any discussion of layoffs in staffing. There has been some conversation about furloughs for employees that make above a certain threshold but the majority of CSIL shouldn't have to deal with that.

- **Phased Approach to Events (Jeremy):** The phased approach to opening has altered how we are going to approach events. Phase 2 will still have primarily virtual events with limited in person events offered. I still recommend you limit numbers on in-person events during that time. Attached (in the chat) is a draft of indoor gathering guidelines. The first part has been approved but the second part is still being worked on.
  - Richard – Can you clarify what is allowed vs. what is expected?
    - Jeremy – For Phase 2 we would say events should be 25 people and under. Each office, by the end of September, should have something in person planned.

- **Vacancy Updates:**
  - **ASTEC Coordinator (Shelly):** Job posting closes next Monday.
  - **ASUW Advisor (Shelly):** Job posting closes next Tuesday.
  - **MA Program Advisor (Erin):** Tawsha Mitchell's last day was last Friday but we do have approval to fill the position and I am hoping that it will be posted next week. I am thinking it will be a three week national search.
  - **Student Media Office Associate (Cary or Erik):** Maureen will be a full time Student Media staff member on Friday! (Congrats to Maureen!)
  - **Student Orgs Coordinator (Erik):** We restarted the auditing process on this position but we are waiting for approval and once that happens we will post the job right away.
  - **Union Operations Coordinator (Jessie):** I have accepted a job at Black Hills State University and my last day here will be Sept 9th. (Congrats to Jessie!)
    - Jeremy – I am working on figuring this out and have received permission to fill Jessie's position. The position was previously called the Special Events Coordinator but I am proposing a change to the title that better reflects what that person does.

- **Cowboy Connect (Erik):** All of the offering have moved to virtual format or have been postponed. If you have anything you would like to do for your area during Phase 2, send them my way.

- **Any Other Updates?**
  - Don't forget the employee Q&A today at 2pm. Email James questions if you want them included.

END OF MEETING.

From: aa-eepg@uwyo.edu on behalf of Tara Evans <tevans15@uwyo.edu>
Sent: Thursday, August 20, 2020 1:00 PM
To: Robert Aylward;aa-eepg@uwyo.edu
Cc: [redacted]
Subject: Re: AA-EEPG - COVID Exposure Notification - State of Wyoming Care19 Alert App
Attachments: ATT00001.txt

Robert:

I'm good with decision. I say move forward.

Tara

From: aa-eepg@uwyo.edu <aa-eepg@uwyo.edu> **On Behalf Of** Robert Aylward
Sent: Thursday, August 20, 2020 11:12 AM
To: aa-eepg@uwyo.edu
Cc: [redacted]
Subject: AA-EEPG - COVID Exposure Notification - State of Wyoming Care19 Alert App

Dear EEPG,

IT has reviewed the CARE19 app and the U of Illinois app for voluntary COVID exposure notification. We have talked with both groups. Assuming UW is wanting to move ahead with a voluntary exposure notification app, IT recommends using the CARE19 Alert app. We'll address the details of the app with the Technology Working Group next week but I wanted to get this on your radar and see if you have any comments, concerns or questions.

You'll recall, the CARE19 app is what Governor Gordon has adopted for the State of Wyoming https://covid19.wyo.gov/care19-app. He announced the updated version last week. The updated version is the Google/Apple version that we've been waiting for. It's truly anonymous. The earlier version was not. Attached is a decent review of the Governor's announcement from the Wyoming Tribune Eagle – I can't find the actual news release on Wyo.Gov.

There will be an annual cost of $12,000 so that we can be an affiliate and have more control and limited customization of the app. You can download and review the app from the Google and Apple app stores. Be certain you download the "Alert" version and not the "Diary" version.

- Robert

> **From:** Emily Soli <emily.soli@wyo.gov>
> **Sent:** Tuesday, July 21, 2020 4:08 PM
> **To:** Tami B. Benham-Deal <Benham@uwyo.edu>; Dr. Sandy Caldwell <sandra.caldwell@wyo.gov>
> **Cc:** Tim Brookins <tim.brookins@proudcrowd.com>; Lachelle Brant <lachelle.brant@wyo.gov>
> **Subject:** Care19 Alert App - Affiliate Option

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

Tami and Sandra:

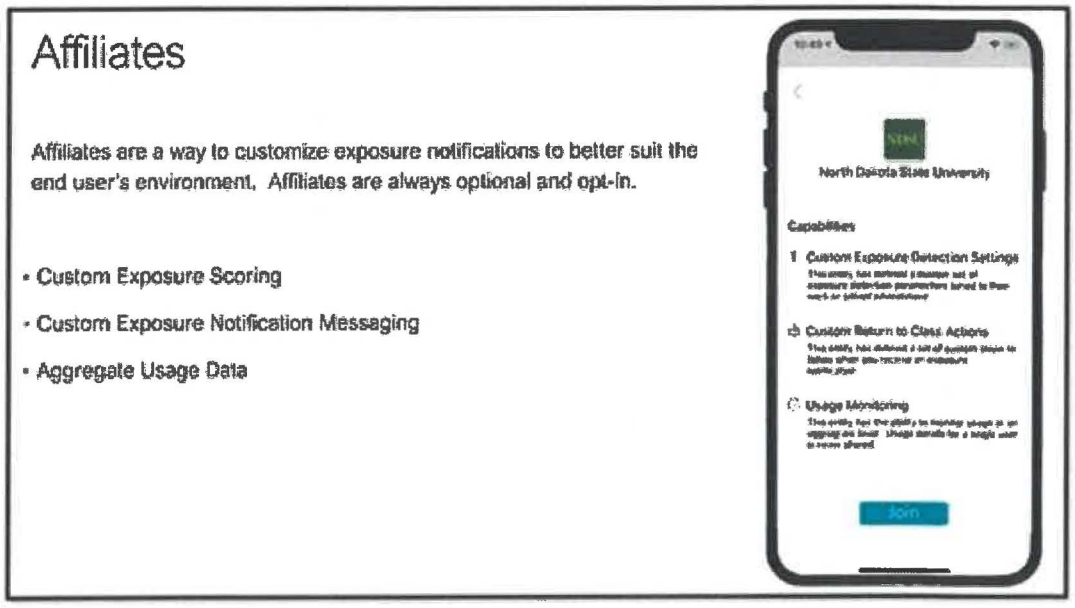
I hope you both are well. I wanted to reach out to you about an exposure notification app that will be available to all State residents and a customization feature that could be available to the University and Community Colleges. The app, Care19 Alert, will provide the option for users that test positive for COVID to send an alert to other nearby users (with the Department of Health's permission). This will be offered in conjunction with traditional contact tracing methods already used by the Department of Health, as a means to increase individual awareness of their potential exposure risk.

Under the State's app, the Department of Health will set time and distance parameters for how near and for how long users must be close to one another in order for an alert to be triggered if one tests positive. For example, the Department of Health could set that if users are within 10 feet of one another for 30+ minutes, they will receive an alert if one tests positive.

Here is a video that explains the technology that will be used to allow this alert feature anonymously: https://www.youtube.com/watch?v=1Cz2Xzm6knM

The Care19 App also provides the option for institutions to have an affiliate page within the State's app platform, through which the institution can set their own time/distance parameters to more closely match their space. A school, for example, might want alerts to be sent to students who were within 20 feet of each other for an hour, because of classroom sizes.

Although the Care19 Alert app will be available to everyone in the State of Wyoming at no cost through the Governor's contract, an institution that wants an affiliate page (and its customization features) within the app must enter into a separate contract with the app developer. Pricing for that affiliate page is $1 per potential user (so, for schools, that would be $1 per student). Here is some more info from Care19 about their Affiliate pages:



I've cc'd here Tim Brookins from the app developer, who can provide more information (or correct any information here that I got wrong!).

If this affiliate feature sounds like something that would be useful to the University or Colleges in their reopening plans, please let Lachelle and me know and we can set up a time to discuss further.

Thanks,

Emily

Emily Soli

Special Counsel

Office of Governor Mark Gordon
200 West 24th Street
Cheyenne, Wyoming 82002
Main Phone: (307) 777-7434
Direct Line: (307) 777-8525

FOR COVID-19 INFORMATION PLEASE VISIT covid19.wyo.gov

E-Mail to and from me, in connection with the transaction of public business, is subject to the Wyoming Public Records Act and may be disclosed to third parties.

From: Tom Koczara
Sent: Thursday, August 20, 2020 1:47 PM
To: Kimberly Chestnut Steich;James Wheeler;Courtney Leigh Thomson-Lichty
Subject: Slides for Staff Briefing 20 Aug 2020_Final.pptx
Attachments: Slides for Staff Briefing 20 Aug 2020_Final.pptx

Final slides attached. Please use this version for today's session.

UNIVERSITY OF WYOMING

Non-Academic Staff & Employee Briefing – 20 Aug 2020

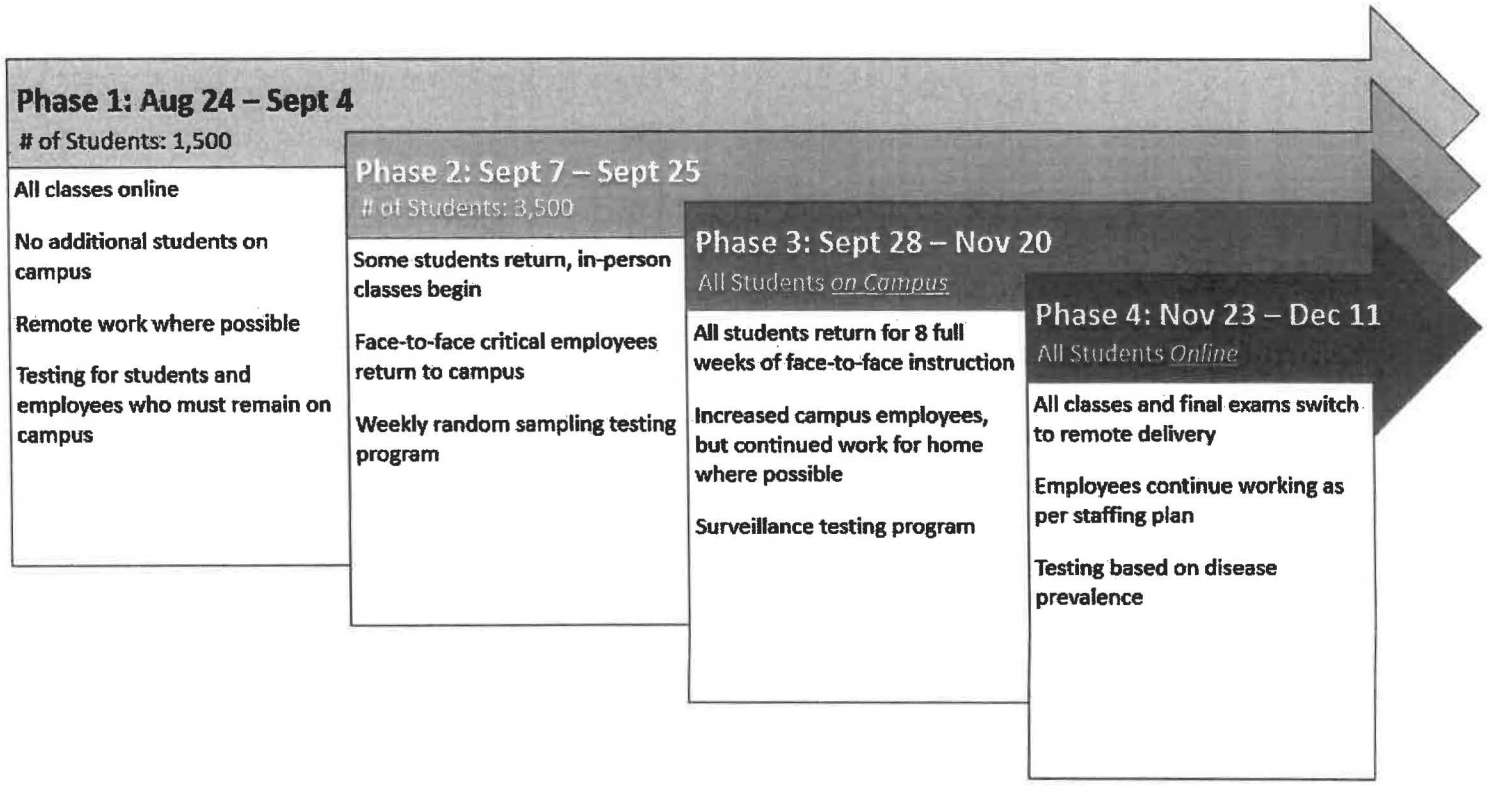
Hosts: *Tom Koczara, James Wheeler & Kim Chestnut*

Expectations for all Employees

- **Wearing of Masks**: A face mask is a cloth shield that covers both the nose and mouth. UW employees and students are ***required*** to wear face coverings while on UW-owned property or when conducting university business or activities, including instruction and research. This includes outdoor spaces.
- **Appropriate Social Distancing:** Offices, workspaces, classrooms and laboratories will be arranged in such a way to keep adequate spacing between employees. This requires individuals to maintain at least 6 feet of physical space between themselves and other people and to not gather in large groups.
- **Good Hygiene Practices:** Everyone should practice proper hand-washing with soap and water for at least 20 seconds. As recommended by the CDC, everyone must cover coughs and sneezes with a tissue or use the inside of their elbow.
- **Pre-Return Testing and Training**: All employees must complete a pre-return COVID test and mandatory training before they return to campus for the start of fall 2020 semester.
- **CovidPass**: Once the tool is implemented, all employees will be required to log their health status with CovidPass. Depending on the answers, the tools will clear them to attend work or will advise them to stay at home. Each person is responsible for utilizing health monitoring tools daily.
- **Reporting Symptoms**: You are required to immediately report any symptoms that might indicate COVID-19.
- **Travel:** You should carefully consider the consequences of non-essential personal travel on the UW community.

Phased Approach to Fall 2020 Re-Opening

The Board of Trustees approved the following adjustments to UW's Fall 2020 reopening plans



Phased Approach - *Impact on Your Return Date*

Based on this, when do I need to come back to campus?

- Talk to your supervisor
- Based on when you're needed on campus to support Fall semester:
  - Phase I: All classes online
  - Phase II: More students on campus; some face-to-face instruction
  - Phase III: All students on campus
  - Phase IV: 100% remote delivery

Phased Approach - *Impact on Taking Vault Test*

Do I still need to take my Vault test?

- Already taken test -> done
- Have test 'in hand' -> complete test one week before return to campus
- Haven't ordered test AND can socially distance at work (any phase) -> Do not take (repurpose)
- Haven't ordered test BUT cannot socially distance at work:
  - Phases I & II: complete one week before return to campus
  - Phase III: Do not take (repurpose)

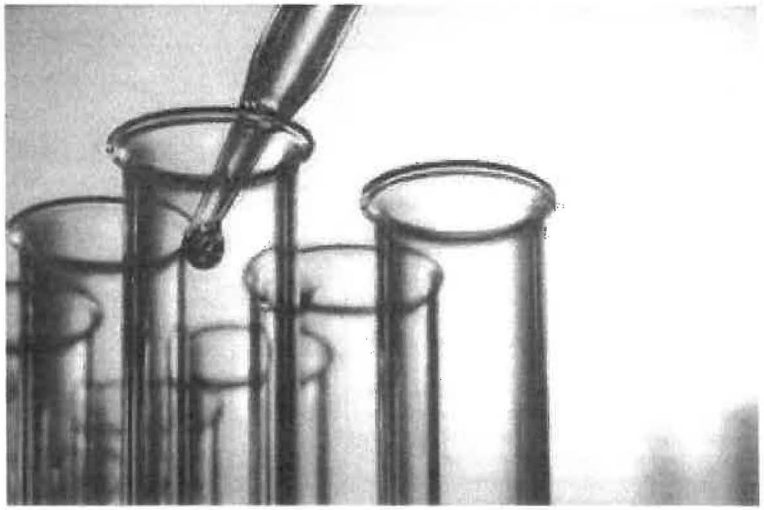
FOR EMPLOYEES		
Population	**Return-to-Campus-Date**	**Pre-Return COVID-19 Test (Vault Test)**
Phase 1 Employees returning to campus who are able to socially distance themselves	Aug 24th – Sept 4th	If you are able to completely socially distance while on campus (e.g. work in a private office without contact with others) you do not need to complete the VAULT test.
Phase 1 Employees returning to campus who are not able to socially distance themselves	Aug 24th – Sept 4th	If you expect to be on UW property, or on UW business (and are unable to socially distance at all times) through the September 25th, please complete the VAULT test, ideally a week before you return to campus. If you have completed the test, you do not need to retest.
Phase 2 Employees returning to campus who are able to socially distance themselves	Sept 7th – Sept 25th	If you are able to completely socially distance while on campus (e.g. work in a private office without contact with others) you do not need to complete the VAULT test.
Phase 2 Employees returning to campus who are not able to socially distance themselves	Sept 7th – Sept 25th	If you expect to be on UW property, or on UW business (and are unable to socially distance at all times) through the September 25th, please complete the VAULT test, ideally a week before you return to campus. If you have completed the test, you do not need to retest.
Phase 3 Employees All employees welcomed to campus	Sept 28th – Nov 20th	If you have already received your negative test results, no further action is required. If you already have a test kit in hand, you should hold onto your test kit and take it one week prior to your arrival. If you have not ordered a test kit, no further action is required.
Remote Employees: Remote employees include all employees who plan to work from home and will NOT return to campus at any time during the semester	N/A	You are not required to complete the Pre-Return COVID-19 Vault Test.

Coming Soon!

Vault Test Results

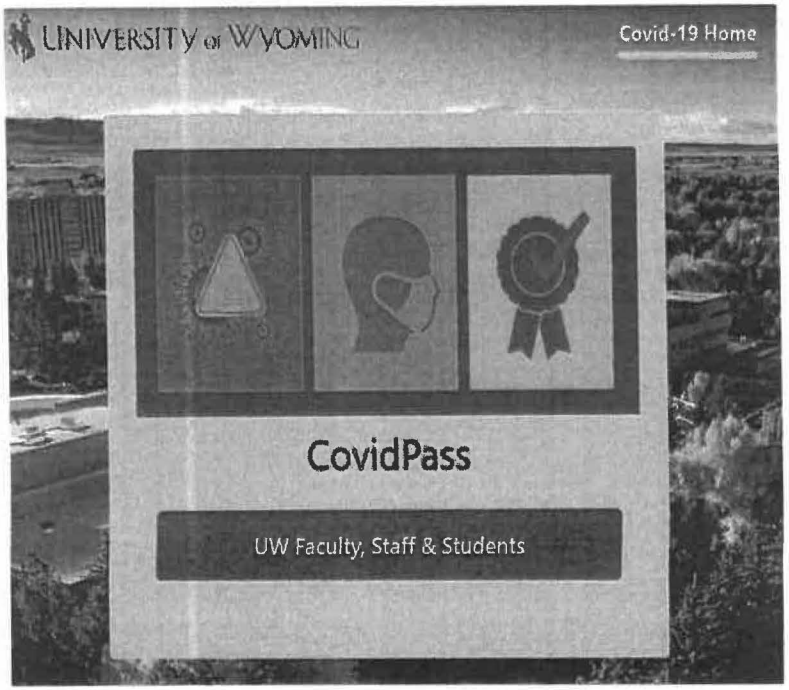
What Happens If I Test Positive?

- Employee, supervisor and HR notified
- COVID Hotline reaches out to collect information for potential contact tracing
- Operations notified and cleaning and sanitizing initiated, if applicable
- Stay away from campus and self-isolate
- Contact health care provider if necessary
- Remote work if possible or ELWP/PTO
- Supervisors should preserve employee's privacy while supporting actions to prevent spread of virus



CovidPass

- *Go Live* on Monday, August 24th
- All employees asked to log their health status before coming to campus each day
- Tool to help employees self-monitor "unexpected symptoms"



What Do I Need to Do Each Day?

- *Expected* when visiting campus or conducting University business or activities; *recommended* for everyone else
- Take temperature
- Navigate to site and answer questions
- Only enter 'unexpected symptoms'
- Pass –> Done
- Fail –> Do the following:
  - Stay off campus & self-isolate
  - Notify supervisor
  - Contact health care provider if necessary
  - Remote work if possible or ELWP/PTO
- Respect privacy

Return To Campus Supervisor Learning Plan

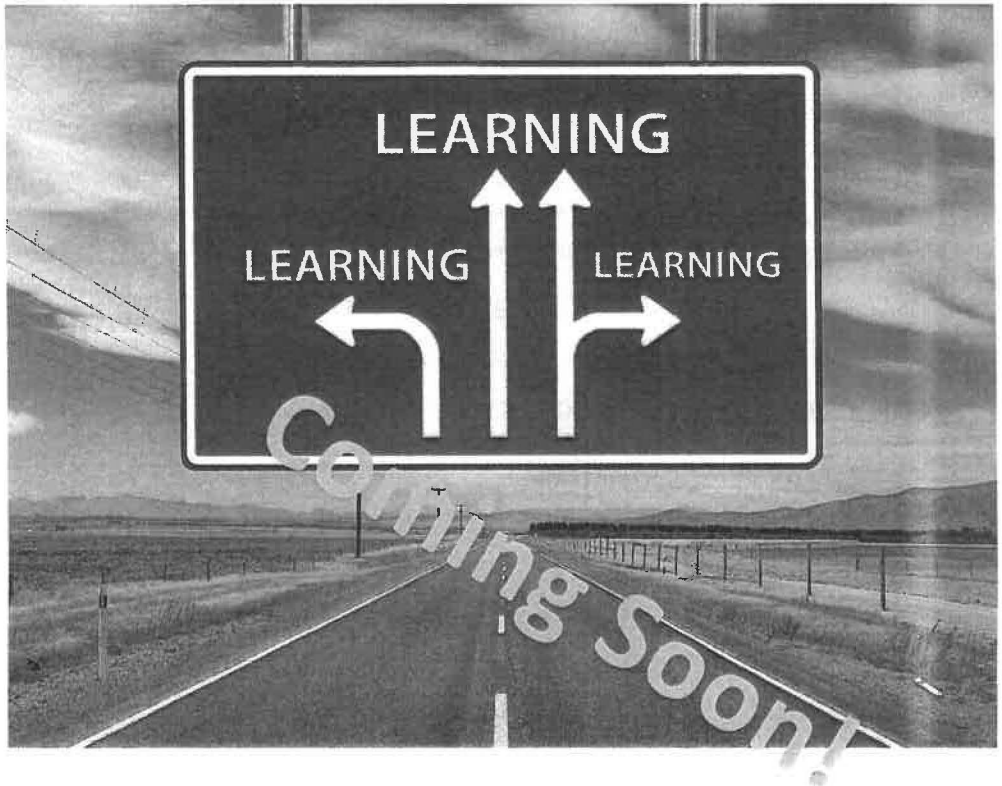
HR is developing a learning plan for our supervisors, to promote effective team management in COVID environment

Will Include:

- How to...
- Need to know...
- What do I do when...
- Tips
- Best practices

Easy-to-consume format

Responsive to rapidly changing environment



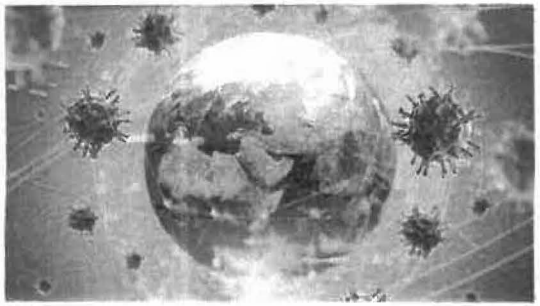
New Resources from HR

Human Resources developed several new resources since the Employee Town Hall meeting on 3 Aug 2020.

HUMAN RESOURCES

Welcome to Human Resources

In Human Resources, we strive to provide the best customer service and take pride in helping the campus community and its affiliates with compassion, integrity and strive to maintain the utmost confidentiality. The Human Resources Department's mission is to serve as the primary human resources unit for the University of Wyoming providing and continuously improving services for employees, students, retirees, applicants, departments and external agencies; thus enabling the University to serve the people of the State of Wyoming.



Appointments required before visiting HR and Payroll

Providing a healthy and safe campus environment is the top priority for the University of Wyoming, particularly during the continued COVID-19 pandemic. We are limiting access to our Human Resources and Payroll offices, and ask that you please call HR at 766-2377, or Payroll at 766-2217 for assistance. Please visit our online scheduling link to set up an appointment to complete a Form I-9. We thank you for your understanding.

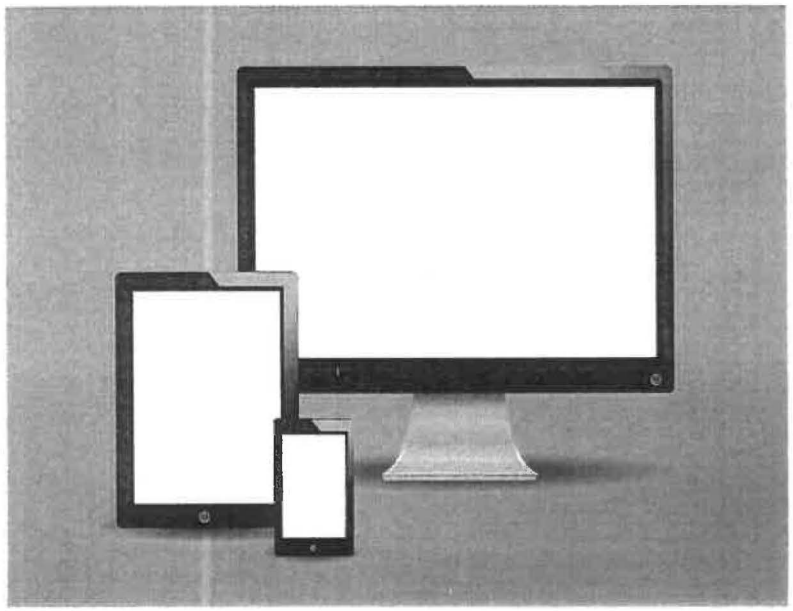
Please visit UW's official page for COVID-19 communication for extra information.

COVID-19 Employee Resource Page now available

For HR related questions concerning COVID-19, we ask that you visit the COVID-19 Employee Resource Page.

- Policy Exceptions & Accommodations
- Reporting Concerning Behavior
- Contingent Staffing Guidelines
- Remote work & high risk
- Requesting eFLMA
- Campus & County Resources
- EAP
- Wellness Center
- Mental Health Resources
- Links to UW COVID sites
- *More coming…*

Several Elements of the Reopening Plan Rely Upon Employee Access to Technology



What If I Don't Have Access to a Smart Phone or Computer?

Vault Test/ Zoom:

- IT Building has private rooms available
- Call 307-766-HELP (4357) to schedule

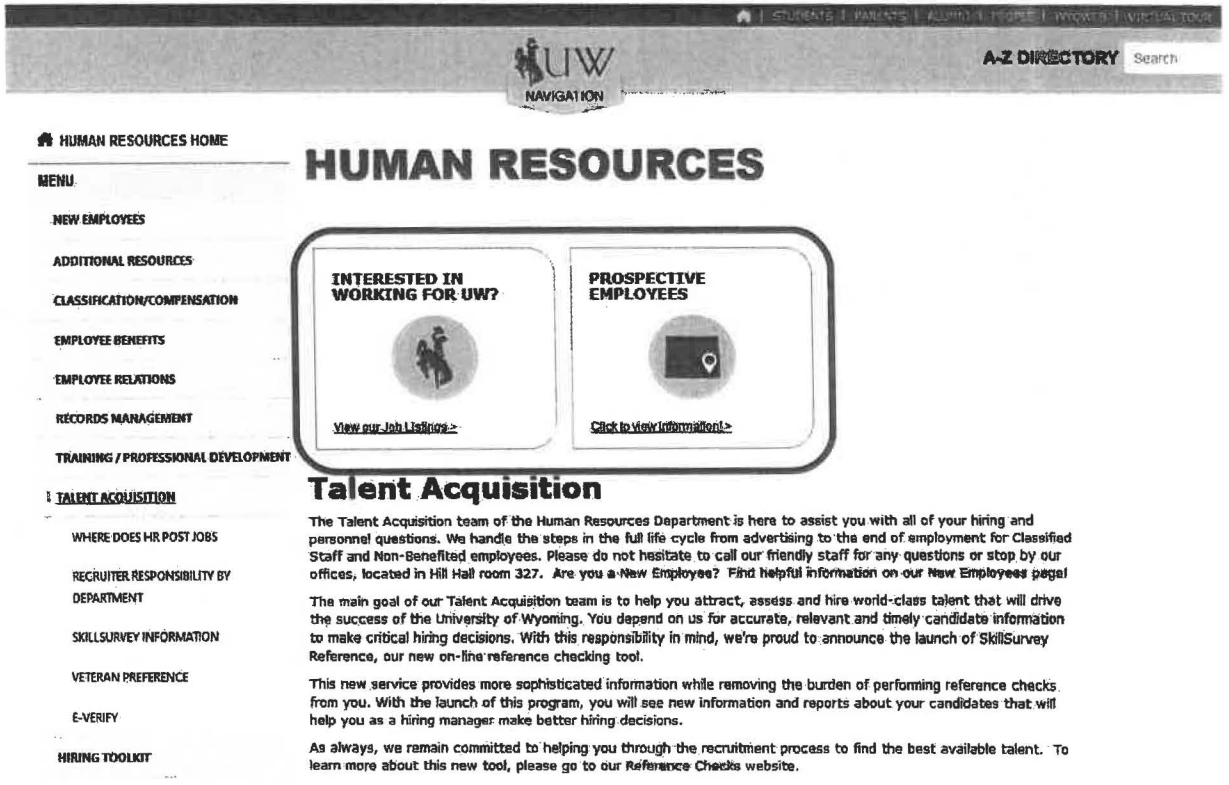
COVID Pass:

- Employee take temperature at home and complete symptom self-check
- *If* symptomatic, complete steps previously described
- If *not* symptomatic, come to campus and complete COVID Pass from any available computer

Urgent Need to Fill COVID-Related Positions

UW's Fall 2020 Reopening Plan is dependent upon filling numerous positions ASAP

- Registered Nurse (F/T, P/T)
- Nurse Practitioner
- Supervisor of Sampling Operations
- Sampling Station Supervisor
- Sampling Station Attendant
- Lab Tech
- COVID Hub Supervisor
- COVID Hub Staff
- Contact Tracer
- Institutional Marketing
- Custodian
- *Others coming...*



Key Dates

- **Move-in week:** August 17th – 21st
- **First day of classes:** August 24th
- **Reopening Plan – Phase I:** August 24th – September 6th
- **Last day to add, change sections or change grading options in semester courses:** August 27th
- **Last day to drop semester courses:** September 2nd
- **Labor Day:** September 7th – now an instructional day
- **Reopening Plan – Phase II:** September 7th – 25th
- **Reopening Plan – Phase III:** September 28th – November 20th
- **Last day of in-person classes:** November 20th
- **Reopening Plan – Phase IV:** November 23rd – December 11th
- **Last day of all classes:** December 4th
- **Finals week:** December 7th – 11th

What Questions Do You Have?

Send a Question in Chat, or Ask that Your Question Be Asked Live

From: aa-eepg@uwyo.edu on behalf of Chad R. Baldwin <cbaldwin@uwyo.edu>
Sent: Thursday, August 20, 2020 3:23 PM
To: Tami B. Benham-Deal;aa-eepg@uwyo.edu;Brant A. Schumaker
Cc: [redacted]
Subject: Re: AA-EEPG - communications for today
Attachments: post.return.testing.docx; COVIDPass Communication_082020_v4.docx; ATT00001.txt

Thanks, Tami.

Language added in each of the attached.

Chad

From: Tami B. Benham-Deal <Benham@uwyo.edu>
Sent: Thursday, August 20, 2020 3:11 PM
To: Chad R. Baldwin <cbaldwin@uwyo.edu>; aa-eepg@uwyo.edu; Brant A. Schumaker <theschu78@gmail.com>
Cc: [redacted]
Subject: RE: communications for today

Chad:

Looks good. Here are some specific questions/comments.

Post-return: I wonder if the first sentence in paragraph 4 needs to be a little more clear about what Vault will do. In the previous paragraph it says that the test will be on campus. Would it be a good idea to say that once the samples are provided, the test kits will be sent by the University to Vault Health for analysis.

COVID Pass launch: It might be helpful to include information about employees who do not have a smart phone or computer. Maybe, something like this:

For the daily COVID Pass, the employee would do a self-check for fever or symptoms at home each morning. If they have any of the symptoms they shouldn't come to campus and should contact their supervisor – just as they would if they were normally calling in sick. If they don't have symptoms they can come to campus and then fill out the COVID Pass once they are on campus at any computer available to them – this can be in their work area or one of the computers in the computer labs

Tami Benham Deal, PED
Vice Provost
Office of Academic Affairs
1000 E. University Ave.
Laramie, WY 82071
307-766-4284
http://www.uwyo.edu/acadaffairs/

UNIVERSITY OF WYOMING

From: aa-eepg@uwyo.edu <aa-eepg@uwyo.edu> **On Behalf Of** Chad R. Baldwin
Sent: Thursday, August 20, 2020 2:50 PM

To: aa-eepg@uwyo.edu; Brant A. Schumaker <theschu78@gmail.com>
Cc: [redacted]
Subject: AA-EEPG - communications for today

All:

Attached are three communications I propose to send together today. They'll be posted and link to each other.

The first is an update on current COVID cases. I've taken a more interpretive approach than the previous two such messages.

Second is a communication about moving to the next stage of testing in Phase 1, with some reference to what is coming in Phases 2 and 3.

Third is a message about COVIDPass.

I'm separately seeking approval from the president, as there are suggested quotes from him in the first of these.

We really need to get these out by 4 or 5. Please give me your feedback quickly.

Thanks!

Chad Baldwin
Associate Vice President for Marketing and Communications
University of Wyoming

Laramie, WY 82070
Main Office 307-766-2929
Direct 307-766-2929
[redacted]
Fax 307-766-6729
cbaldwin@uwyo.edu

Random-Sample Testing for Those on UW Campus to Begin Monday

August 20, 2020 – With the start of the fall semester Monday, Aug. 24, the University of Wyoming will move to the next stage of its COVID-19 testing program.

Monday marks the start of Phase 1 reopening, and students and employees who will be on campus are required to complete the pre-return COVID-19 Vault Health test before arrival. For those who already have received their negative test results, no further action is required. Those who haven't completed the pre-return test should do so immediately.

Additionally, starting Monday, everyone on campus -- students, faculty and staff -- will be tested regularly throughout the phased return of on-campus instruction and work. The random-sampling process will utilize Microsoft Bookings links, which those selected for the sample will receive by email. Those who receive the email are asked to register right away and sign up for a time slot to provide a saliva sample at a location on main campus.

This Phase 1 random-sample testing also will utilize Vault Health, but in a different manner. Once samples are provided on campus, the test kits will be sent by the university to the company for analysis. UW students and employees who take the test will receive their results via email from Vault within three to five days. Those randomly selected for this testing will not be expected to quarantine while they await results. If you receive a positive test result for COVID-19, please follow the appropriate steps, shared in the COVID-19 Policy.

"A single positive test result will not diagnose everyone who is a part of that outbreak, but it will give us a good indication that such an outbreak is occurring," says Dr. Brant Schumaker, a UW epidemiologist leading the post-return testing program. "That will allow the president and his leadership team to evaluate the situation and consider how to respond."

This on-campus random-sample testing will be an addition to the **daily COVIDPass screening** that begins Monday.

Phase 2 and Phase 3 testing protocols -- for students and employees on campus starting Sept. 7 and Sept. 28, respectively -- are under development. Like Phase 1, Phase 2 will be a random-sample process. During Phase 3, plans call for everyone on campus to be tested at least once a week.

The Phase 3 surveillance testing, to be conducted by the university with a 24-hour turnaround, is based on research that shows a need to remove 80 percent of infectivity on campus in order to avoid having a substantial outbreak at UW. The will be accomplished with a saliva test developed by the University of Illinois-Urbana Champaign.

UW to Launch COVID Pass Tool Monday

August 20, 2020 – Starting Monday, Aug. 24, the University will launch UW COVID Pass, a health screening tool that will be accessible through WyoWeb.

University of Wyoming students, faculty and staff who will be on campus this fall are expected to conduct a daily wellness check through COVID Pass. UW students, faculty and staff who will remain off campus due to remote work and learning are recommended to complete and submit the health screen daily.

This new expectation will help protect the health and safety of the UW community and the greater Laramie community during the ongoing pandemic.

The purpose of COVID Pass is to detect when someone may be experiencing unexpected symptoms of COVID-19. Upon navigating to the COVID Pass tool, individuals will indicate whether they are experiencing symptoms by checking a box. If students or employees are not experiencing unexpected symptoms, they will check the "none of the above" box. Upon submission of the form, COVID Pass will generate one of two results: cleared or not cleared to come to campus.

If an individual is not experiencing unexpected symptoms, COVID Pass will generate a green pass to indicate the individual is cleared to come to campus. For those who indicate they are experiencing unexpected symptoms, the tool will generate a red notice to notify the individuals that they should not come to campus. In either case, the employee or student will also receive a "cleared" or "not cleared" email. The results also can be printed if desired.

UW employees who are experiencing unexpected symptoms should not come to campus; should contact their supervisors to make necessary arrangements; and are recommended to contact their local health care providers. UW students who are experiencing unexpected symptoms should not come to campus, and should contact UW Student Health Service or their local health care providers.

For employees who don't have smartphones or computers, the employees should do a self-check for fever or symptoms at home each morning. If they have any of the symptoms, they shouldn't come to campus and should contact their supervisors -- just as they would if they were normally calling in sick. If they don't have symptoms, they can come to campus and then fill out the COVID Pass once they are on campus at any computer available to them. This can be in their work area or one of the computers in the computer labs.

For step-by-step instruction on how to use UW COVID Pass, click here. Supervisors will receive further guidance and training in a COVID Learning Plan for Leaders available soon in the Employee LearnCenter.

If you have further questions regarding COVID Pass, contact the UW COVID Hotline by calling 307-766-COVD (2683) or emailing COVID19@uwyo.edu.

From: Jennifer Dawn Chavez
Sent: Thursday, August 20, 2020 5:02 PM
To: Kimberly Chestnut Steich [redacted] Tom Koczara
Cc: [redacted] Tami B. Benham-Deal
Subject: RE: tracking compliance / enforcement

If we don't do 7:30, my next available time is 10:00 – 10:30, all COVID meetings to get ready for Monday.....

Jen

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Thursday, August 20, 2020 4:52 PM
To: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; [redacted] Tom Koczara <tkoczara@uwyo.edu>
Cc: [redacted] Tami B. Benham-Deal <Benham@uwyo.edu>
Subject: RE: tracking compliance / enforcement

Friends, long days. I didn't mean 8:30-9, I meant 9-9:30.

From: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Sent: Thursday, August 20, 2020 4:14 PM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; [redacted] Tom Koczara <tkoczara@uwyo.edu>
Cc: [redacted] Tami B. Benham-Deal <Benham@uwyo.edu>
Subject: RE: tracking compliance / enforcement

I have a special meeting with Vault at 7 tomorrow, and then the regularly scheduled meeting at 7:30, but I am happy to miss the regularly scheduled Vault meeting at 7:30, they have not been helpful ☺.

Jen

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Thursday, August 20, 2020 3:43 PM
To: [redacted] Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; Tom Koczara <tkoczara@uwyo.edu>
Cc: [redacted] Tami B. Benham-Deal <Benham@uwyo.edu>
Subject: RE: tracking compliance / enforcement

I can de before 8 tomorrow, or am open from 8:30-9.
Kim

From: [redacted]
Sent: Thursday, August 20, 2020 3:39 PM
To: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; Tom Koczara <tkoczara@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: [redacted]

[redacted] Tami B. Benham-Deal <Benham@uwyo.edu>
Subject: RE: tracking compliance / enforcement

The EEPG meets at 8am—to Tom's point, it is a packed meeting, but might be the only time we can get Kim. Kim, when you get a chance let me know what might work for you.

[redacted]

From: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Sent: Thursday, August 20, 2020 3:41 PM
To: [redacted] Tom Koczara <tkoczara@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: [redacted] Tami B. Benham-Deal <Benham@uwyo.edu>
Subject: [EXT] RE: tracking compliance / enforcement

I'm happy to connect whenever it's better for others.

If 8am, I don't have a meeting on my calendar for 8.

Jen

From: [redacted]
Sent: Thursday, August 20, 2020 12:53 PM
To: Tom Koczara <tkoczara@uwyo.edu>; Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: [redacted] Tami B. Benham-Deal <Benham@uwyo.edu>
Subject: tracking compliance / enforcement

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

Tom, Jen and Kim –

I am hoping I might get you all together to talk about the approach to compliance next week. We have several items that are required, and will have consequences for non-compliance:

- Pre-return testing
- Pre-return training (HR)
- Participation in ongoing sample testing (TDB if consequences)

Jen has the master list of students and faculty who will be on campus, and have been tracking compliance. I am wondering if it makes sense to merge all of the compliance tracking into one location?

And, Kim, I want to check in and see if you need compliance list over the upcoming weekend as students move in.

We can either make time to discuss this at tomorrow's 8am, or find a separate time – please advise on your preference.

Thanks!

[redacted]

[redacted]

Please consider the environment before printing.

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v.E.1

From: Kimberly Chestnut Steich
Sent: Thursday, August 20, 2020 5:40 PM
To: Kimberly Chestnut Steich
Subject: FW: Welcome Fall 2020 Semester
Attachments: ECEC Fall 2020 Calendar options.pdf

From: "Mark T. Bittner" <Marlee@uwyo.edu>
Date: Thursday, August 6, 2020 at 8:39 AM

[redacted]

Subject: Welcome Fall 2020 Semester

Hello ECEC Current and New Parents:
I want to start off by saying I apologize ahead of time for filling up your email inboxes. We are going to be sending you several documents in the next few days. I have several announcements as well as documents for us to help you be ready for our Fall semester which will begin on Monday August 24th – just a skip away!

I want to start off by letting you know about a change in the ECEC administration. Many of you know Charli at the front desk as our Office Associate – she will now be the ECEC Curriculum Coordinator which is a position that has been vacant for the past few semesters as Nikki has taken on new roles with the College of Education overseeing a new grant. We welcome Charli into this position as she is well qualified from her past work experiences. She will working directly with the teachers and staff in the classrooms helping develop professional training as well as curriculum ideas. In addition, she will be teaching some early childhood courses for the College of Education.
In her place at Office Associate, we have hired Danielle (Danni) Farino. Danni is no stranger to the ECEC as she previously worked in the Preschool 1 classroom as an Assistant Teacher. We are so happy to have Danni back and know that all of you will appreciate the skills she brings to the ECEC.

In this email, I have attached a form that includes 4 additional dates that the ECEC will be open. All of you completed a contract which included a calendar of the days that we will be open. In that calendar, UW had several days that there were no classes or UW was closed for holiday. UW is now including those days as "instructional days", so the ECEC will remain open. However, to keep it easier for our accountant, instead of having everyone redo a contract we are just adding these days as Optional Days. If you would like to have your child attend the ECEC either one or all of those days, please fill out this form and return to Mark by the date included on the form.

In addition, later this week you will be receiving from Danni, a formal letter letting you know what room your child will be in for the fall semester. It will also include the date the ECEC opens as well as dates for New Parent Orientation and a date for all families to drop off their child's belongings prior to the first day of school.

Lastly, you will be receiving a couple of documents that will outline many of our revisions of procedures and policies that have been updated due to the COVID virus. Right now that document is still being approved by the UW EEPG team, so as soon as that is approved, I will send it out to you all. We know that changes we have had to make may not be ideal and it certainly changes some of the ways we do business at the ECEC, but it is designed to help keep all of us safe – children, families, and staff.

Thank you all and please let me know if you have any questions about any of the emails that you will be receiving soon. We look forward to a great fall semester and are excited to welcome our new families to the ECEC.
Mark

Mark Bittner, MS
Director, UW Early Care and Education Center
University of Wyoming
marlee@uwyo.edu
307-766-4816
Fax: 307-766-4093

UW Early Care and Education Center
Additional Optional Day Choices Fall 2020

Due to the change in the calendar for UW, days that we had as closures on the ECEC calendar that accompanied your contracts are now considered instructional days. So, we are asking that if you would like to include your child on any of the following days, **please fill out this form and return it to Mark no later than Friday August 21st.**

The day choices are also accompanied by the day rate for your child in that specific room. Payments will also be due no later than August 21st. You can pay either online on the ECEC website https://secure.touchnet.net/C27222_ustores/web/store_main.jsp?STOREID=1&SINGLESTORE=true or you can make other payment arrangements through Tracy Bennett Tbennett@uwyo.edu. Please let Mark know if you have any further questions.

Please designate which days you would like to add onto your child's calendar contract (you can choose one or multiple days). **Please complete one form for each child that attends ECEC.*

Monday September 7th ☐

Friday October 16th ☐

Monday November 23rd ☐

Tuesday November 24th ☐

Daily Rates:

Infant $56.75
Toddler $49.75
Preschool $47.75
School Age $22.75

Child's Name _____

Total Rate Paid (number of days checked x daily rate) _____

From: Ivan Gaetz
Sent: Thursday, August 20, 2020 6:23 PM
To: Robert Aylward;Tami B. Benham-Deal;Emily Ann Monago
Cc: Tara Evans;Tom Koczara;Kimberly Chestnut Steich
Subject: RE: Staff Meeting

Thanks, everyone. I know that time was short to pull all of this very complex operation together and it took extra time to cover some of the finer points, for sure. I was just sharing with Emily how we handled it for our "digitally limited" employees. Great to hear that Robert did something similar. Rest assured that UW can count on UW Libraries – and ITS as well, I'm sure, to be a "go to place" for those needing such resources in these challenging times.

Best,
Ivan

From: Robert Aylward <RAylward@uwyo.edu>
Sent: Thursday, August 20, 2020 11:48 AM
To: Tami B. Benham-Deal <Benham@uwyo.edu>; Emily Ann Monago <emonago@uwyo.edu>
Cc: Tara Evans <tevans15@uwyo.edu>; Tom Koczara <tkoczara@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Ivan Gaetz <igaetz@uwyo.edu>
Subject: RE: Staff Meeting

Emily,

Tami is correct. For any Vault testing requiring Zoom, IT has set up a private room for an employee to use in the IT Building. They should call the IT Help Desk at 307-766-HELP (4357) to schedule a time. For the daily COVID Pass, the employee would do a self-check for fever or symptoms at home each morning. If they have any of the symptoms they shouldn't come to campus and should contact their supervisor – just as they would if they were normally calling in sick. If they don't have symptoms they can come to campus and then fill out the COVID Pass once they are on campus at any computer available to them – this can be in their work area or one of the computers in the computer labs (or even by borrowing another person's smartphone briefly once they are at work).

- Robert

> **From:** Tami B. Benham-Deal <Benham@uwyo.edu>
> **Sent:** Thursday, August 20, 2020 11:29 AM
> **To:** Emily Ann Monago <emonago@uwyo.edu>
> **Cc:** Tara Evans <tevans15@uwyo.edu>; Tom Koczara <tkoczara@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Ivan Gaetz <igaetz@uwyo.edu>; Robert Aylward <RAylward@uwyo.edu>
> **Subject:** RE: Staff Meeting
>
> Emily,
>
> This issue was addressed by EEPG a few weeks ago as we had a similar question coming from Operations (e.g., some people do not have smart phones or computers at home). And actually, I believe we addressed this question at the first town hall – but a good idea to address it again today. The solution was to have those employees complete a self-check of the symptoms at home. If this daily check does not yield any symptoms, the employee can come to campus. As Ivan has described, there would be spaces available for those employees to log into the COVID App (which really a website and not an App) to complete the report. I believe Bill/John and Robert have talked about having computers available.

I'm not coordinating today's Q and A session, but this is definitely a question to pose to the panel today.

Tami Benham Deal, PED
Vice Provost
Office of Academic Affairs
1000 E. University Ave.
Laramie, WY 82071
307-766-4284
http://www.uwyo.edu/acadaffairs/

UNIVERSITY of WYOMING

From: Emily Ann Monago <emonago@uwyo.edu>
Sent: Thursday, August 20, 2020 11:20 AM
To: Tami B. Benham-Deal <Benham@uwyo.edu>
Cc: Tara Evans <tevans15@uwyo.edu>; Tom Koczara <tkoczara@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Ivan Gaetz <igaetz@uwyo.edu>
Subject: Staff Meeting

Tami and all,

It was shared with me at a meeting moments ago with Ivan Gaetz that he had to create workarounds for members of his team who do not have internet access or smart phones at home. For instance:

- Taking the Covid-19 test at home requires Zoom access. Ivan created a private office space for them to come on campus to take the COVID test.
- Taking the COVID-Pass some members of his team will have to use a private office or space on campus to complete this daily because it is impossible to complete from home without a smart phone nor internet access before coming to campus.

The use of technology will have a disparate impact on those who are the lowest paid at UW. Can this be addressed during the forum today? One thing Ivan and I discussed that more centralized support for these types of issues would have been helpful to him and his team.

I have copied Ivan in case you have follow up questions you want to ask him directly.

Sincerely,
Emily

Emily A. Monago, MPA, PhD
Chief Diversity Officer
University of Wyoming
Office of Diversity, Equity, and Inclusion
408 Old Main Building
Dept. 3434, 1000 East University Avenue
Laramie, WY 82071
Email: emonago@uwyo.edu
Phone: (307) 766-6672
Pronouns: She, her, and hers (Why pronouns matter.)

GREEN
DOT

From: Ryan McGarry Dinneen O'Neil
Sent: Thursday, August 20, 2020 9:18 PM
To: Rian Rabideau;Kimberly Chestnut Steich
Cc: Nycole Rae Courtney
Subject: Re: Care Packages for On Campus Quarantine and Isolation

All,

Kim offered a few edits on the language to students about quarantine.

> Students who have tested positive or have been exposed to someone with COVID-19 should anticipate guidance from the Wyoming Department of Public Health (WDPH). The WDPH communication will provide detailed information about expectations and next steps.
>
> As you await contact from WDPH, the university expectations are as follow:
> - Limit yourself to your living quarters, and the near exterior environment
> - Avoid contact with all other students, faculty, staff or community members.
> - Minimize use of any shared spaces, such as kitchen, bathrooms and common areas. Avoid sharing personal household items.
> - Ask others for assistance in meeting basic needs – grocery delivery, laundry, etc.
> - Continue best practices for limiting virus spread – hand washing, social distancing and face coverings.

Rian – you can use the CDC info if you prefer. I have not printed any of the things yet since I wanted feedback from the group. Your adjustments for the space and the packing list are excellent additions. I am impressed at how quickly we all have evolved in how we can respond and support students. I will bring the bags over tomorrow afternoon.

Thank you,

Ryan Dinneen O'Neil
Dean of Students & Associate Vice President of Student Affairs
Dean of Students Office
University of Wyoming
1000 E. University Ave., Laramie WY 82071-2000 (mail)
Knight Hall, Rm 128
(307)766-3296 * (307) 766-3298 (fax)
ryan.oneil@uwyo.edu

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From: Rian Rabideau <rrabidea@uwyo.edu>
Date: Thursday, August 20, 2020 at 9:13 PM

To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: "ryan.oneil@uwyo.edu" <Ryan.Oneil@uwyo.edu>, Nycole Rae Courtney <NF@uwyo.edu>
Subject: Re: Care Packages for On Campus Quarantine and Isolation

Ryan,

I agree - these look very nice. In addition to the care packages, the spaces have a kit with disinfectant, directions for ordering food, a mask, and gloves. I'll remove the CDC guidance for quarantine/isolation, so we just have the WDPH one.

I also have a packing list I'll give to students as they are moving.

Moving forward, will students be able to stay in their original housing location for quarantine (and receive guidance from us and WDPH)? Or, is it best to move them, like we would do for COVID-19 positive folks?

I'd be happy to serve on the on-call rotation for our off-campus students. Feel free to use my cell number for this.

Thanks for putting these together!

Thanks,
Rian

Rian H. Rabideau
Director, Residence Life
University of Wyoming
307.766.3504

On Aug 20, 2020, at 5:35 PM, Kimberly Chestnut Steich <k.chestnut@uwyo.edu> wrote:

Ryan,
These look great, thanks to you and those that helped prepare these materials! We are already getting so much better at this new task.
Many thanks,
Kim

From: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>
Date: Thursday, August 20, 2020 at 5:20 PM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Nycole Rae Courtney <NF@uwyo.edu>, Rian Rabideau <rrabidea@uwyo.edu>
Subject: Care Packages for On Campus Quarantine and Isolation

Kim,

Copying Nycole and Rian for their input as well. As requested, I am sending on the following:

1) The letter Libby wrote to leave in the care packages from DOS.
2) The handout Rian shared with campus resource
3) The Wyoming Department of Health guidance for quarantine or Isolation

The care packages contain the following:

- Snacks – granola bars, fruit snacks, goldfish and mints
- Beverage – a water bottle and an Izzie
- Toiletries – travel size toothpaste and toothbrush, shampoo, body wash and Kleenex
- Activities – colored pencils, adult coloring book and activity book (crossword, sudoku, logic puzzles, etc.)

Suggested language for explaining quarantine and isolation expectations:

Student who have tested positive or have been exposed to someone with COVID-19 should anticipate guidance from the Wyoming Department of Public Health (WDPH). The WDPH communication will provide detailed information about expectations and next steps.

As you await contact from avoid contact with from WDPH, the university expectations are as follow:

- Limit yourself to your living quarters.
- Avoid contact with all other students, faculty, staff or community members.
- Minimize use of any shared spaces, such as kitchen, bathrooms and common areas. Avoid sharing personal household items.
- Ask others for assistance in meeting basic needs – grocery delivery, laundry, etc.
- Continue best practices for limiting virus spread – hand washing and face coverings.

Open to all edits and thoughts on the above.

Ryan Dinneen O'Neil
Dean of Students & Associate Vice President of Student Affairs
Dean of Students Office
University of Wyoming
1000 E. University Ave., Laramie WY 82071-2000 (mail)
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From: aa-eepg@uwyo.edu on behalf of Brant A. Schumaker <theschu78@gmail.com>
Sent: Friday, August 21, 2020 7:36 AM
To: Chad R. Baldwin;Tami B. Benham-Deal;aa-eepg@uwyo.edu
Cc: [redacted]
Subject: Re: AA-EEPG - communications for today
Attachments: ATT00001.txt

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Sorry for the delay, Chad. I've been in meetings pretty much non-stop which makes it tough to read and edit! I think these look good!

Off to get our sampling list going for Monday!

On 8/20/2020 3:52 PM, Chad R. Baldwin wrote:

> Brant:
>
> Please let me know if I've warped any of the epidemiology in these – particularly these two.
>
> Also, I should have explained that I moved away from the "A Message from the President" approach for the post-return testing message primarily because we sent a different presidential message earlier – but also because the level of detail didn't seem appropriate for that platform.
>
> Thanks!
>
> Chad
>
> **From:** Tami B. Benham-Deal <Benham@uwyo.edu>
> **Sent:** Thursday, August 20, 2020 3:24 PM
> **To:** Chad R. Baldwin <cbaldwin@uwyo.edu>; aa-eepg@uwyo.edu; Brant A. Schumaker <theschu78@gmail.com>
> **Cc:** [redacted]
> **Subject:** RE: communications for today
>
> Thanks, Chad. Looks good.
>
> **Tami Benham Deal, PED**
> Vice Provost
> Office of Academic Affairs
> 1000 E. University Ave.
> Laramie, WY 82071
> 307-766-4284
> http://www.uwyo.edu/acadaffairs/

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From: Chad R. Baldwin <cbaldwin@uwyo.edu>
Sent: Thursday, August 20, 2020 3:23 PM
To: Tami B. Benham-Deal <Benham@uwyo.edu>; aa-eepg@uwyo.edu; Brant A. Schumaker <theschu78@gmail.com>
Cc: [redacted]
Subject: RE: communications for today

Thanks, Tami.

Language added in each of the attached.

Chad

From: Tami B. Benham-Deal <Benham@uwyo.edu>
Sent: Thursday, August 20, 2020 3:11 PM
To: Chad R. Baldwin <cbaldwin@uwyo.edu>; aa-eepg@uwyo.edu; Brant A. Schumaker <theschu78@gmail.com>
Cc: [redacted]
Subject: RE: communications for today

Chad:

Looks good. Here are some specific questions/comments.

Post-return: I wonder if the first sentence in paragraph 4 needs to be a little more clear about what Vault will do. In the previous paragraph it says that the test will be on campus. Would it be a good idea to say that once the samples are provided, the test kits will be sent by the University to Vault Health for analysis.

COVID Pass launch: It might be helpful to include information about employees who do not have a smart phone or computer. Maybe, something like this:

For the daily COVID Pass, the employee would do a self-check for fever or symptoms at home each morning. If they have any of the symptoms they shouldn't come to campus and should contact their supervisor – just as they would if they were normally calling in sick. If they don't have symptoms they can come to campus and then fill out the COVID Pass once they are on campus at any computer available to them – this can be in their work area or one of the computers in the computer labs

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http://www.uwyo.edu/acadaffairs/

UNIVERSITY OF WYOMING

From: aa-eepg@uwyo.edu <aa-eepg@uwyo.edu> **On Behalf Of** Chad R. Baldwin
Sent: Thursday, August 20, 2020 2:50 PM
To: aa-eepg@uwyo.edu; Brant A. Schumaker <theschu78@gmail.com>
Cc: [redacted]
Subject: AA-EEPG - communications for today

All:

Attached are three communications I propose to send together today. They'll be posted and link to each other.

The first is an update on current COVID cases. I've taken a more interpretive approach than the previous two such messages.

Second is a communication about moving to the next stage of testing in Phase 1, with some reference to what is coming in Phases 2 and 3.

Third is a message about COVIDPass.

I'm separately seeking approval from the president, as there are suggested quotes from him in the first of these.

We really need to get these out by 4 or 5. Please give me your feedback quickly.

Thanks!

Chad Baldwin
Associate Vice President for Marketing and Communications
University of Wyoming

Laramie, WY 82070
Main Office 307-766-2929
Direct 307-766-2929
[redacted]
Fax 307-766-6729
cbaldwin@uwyo.edu

--
Brant Schumaker DVM, MPVM, PhD
Associate Professor/ Veterinary Epidemiologist
University of Wyoming
1174 Snowy Range Road
Laramie, WY 82070
theschu78@gmail.com

O: (307) 766-9970

From: [redacted]
Sent: Friday, August 21, 2020 7:54 AM
To: Kimberly Chestnut Steich;Brant A. Schumaker
Cc: [redacted]
Subject: PLEASE EDIT: Testing FAQ

Importance: High

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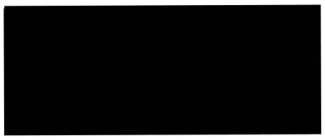
Morning, y'all –

Can you please review the table below and provide edits:

Population	Return to Campus Date	Pre-Return COVID-19 Test (Vault Test)
Phase 1 Students: • Athletes • Resident Assistants • FSL on-campus students • ROTC • Speech Language Pathology Graduate students • WWAMI • Junior nursing students • Law Summer Institute & first year law students • Bridge Program • Graduate students with Dean approval • Students who met the housing exception	**August 24th – September 4th,** and earlier for those who moved into on-campus housing, including university's apartments prior to the start of classes.	You are required to complete the Pre-Return COVID-19 Vault Test prior to your arrival to Laramie. If you have already received your negative test results, no further action is required. If you have not completed your test, please do so immediately.
Phase 2 Students: • All phase 1 students • Freshman students taking face-to-face First Year Seminar • All first year students in residence halls • All Law students • LRCC • PharmD-P1 students	**September 7th – September 25th**	You are required to complete the Pre-Return COVID-19 Vault Test prior to your arrival. If you have already received your negative test results, no further action is required. If you have already ordered your test kit but haven't taken it, please hold onto your test kit and take the test **one week prior to your arrival.**
Phase 3 Students: All students welcomed to campus.	**September 28th – November 20th**	If you have already received your negative test results, no further action is required. If you already have a test kit in hand, you should hold onto your test kit and take it **one week prior to your arrival.** If you have not ordered a test kit, please complete this online form confirming your exemption status.
Distant Learners not returning to Laramie or Albany County	**N/A**	You are not required to complete the Pre-Return COVID-19 Vault Test.

Distant Learners include all students who will NOT be returning to campus at any time during the fall semester.		Please complete this online form confirming your exemption status.
Students residing in Laramie or Albany County regardless of Phase Students who currently reside or plan to reside in Laramie or Albany County during the semester.	**N/A**	You are required to complete the Pre-Return COVID-19 Vault Test. If you have already received your negative test results no further action is required. If you have not completed your test, please do so immediately.



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v.E.1

From: Danika Roanne Salmans
Sent: Friday, August 21, 2020 12:47 PM
To: Chad R. Baldwin;Brant A. Schumaker;[redacted]RoseMarie London
Cc: [redacted]Nycole Rae Courtney;Tara Evans;Tami B. Benham-Deal;[redacted]Tom Koczara;Ryan McGarry Dinneen O'Neil;Kimberly Chestnut Steich;Mary Beth Bender;Jennifer Dawn Chavez;William Timothy Wiseman;Curtis Cannell
Subject: COVID Dashboard FRI 8/21

Below is the FRIDAY 8/21 Update from the COVID HUB -
New cases today = 2 (Data was pulled from Vault up through 12:00pm on 8/21/2020)

- **2 Individuals**
  - 1 Student - [redacted]
  - 1 Employee - [redacted]

Active Cases = 48

- 2 students living on campus positive cases
- 37 students living off-campus positive cases
- 9 employees living off-campus positive cases

Monitoring cases = 2 for symptoms and awaiting test results

14 Day Quarantine due to exposure to a positive = 51

- 10 : On Campus - 14 Day Quarantine
- 41 : Off Campus - 14 Day Quarantine

Recovered from COVID Positive = 15

- 15 : Recovered COVID Positive Cases

Released from 14 Day Quarantine/Monitoring = 4

- 4: Released from 14 Day Quarantine/Monitoring

TOTAL COVID Cases = Current cases + Recovered Cases = 63

TOTAL Tests Run by Vault = 11,642

From: Neil David Theobald
Sent: Friday, August 21, 2020 1:19 PM
To: Kimberly Chestnut Steich
Subject: RE: COVID-19 Transportation

Thank you!

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Friday, August 21, 2020 11:46 AM
To: Neil David Theobald <Neil.Theobald@uwyo.edu>
Subject: Re: COVID-19 Transportation

We have coordinated with Paul in transportation to allocate a small bus for this purpose. The drivers received a training this week from our Student Health Nursing Supervisor on how to ensure proper use of their masks and the distancing protocol to maintain in the bus. The transportation team already knows the necessary cleaning process when a vehicle has been exposed, so that will be in place post transit. This bus will be used for student transports to quarantine and isolation housing and if a student needs to get medical care while in those housing arrangements.
Best,
Kim

From: Neil David Theobald <Neil.Theobald@uwyo.edu>
Date: Friday, August 21, 2020 at 11:02 AM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: FW: COVID-19 Transportation

Terry is my counterpart at the University of Montana. Do we have any practices we can share with him? Thanks and have a great weekend!

Neil

From: Leist, Terry <tleist@montana.edu>
Sent: Friday, August 21, 2020 10:10 AM
To: Cindy Ann Pilg <cpilg@calpoly.edu>; morgan.r.olsen@asu.edu; markheil@boisestate.edu; Cynthia Vizcaino Villa <cvvilla@calpoly.edu>; lynn.johnson@colostate.edu; nelsglen@isu.edu; aburke@nmsu.edu; Bjorn.Flugstad@nau.edu; michael.green@oregonstate.edu; reynoldk@pdx.edu; lisa.rulney@arizona.edu; patrick.orourke@colorado.edu; brianfoisy@uidaho.edu; paul.lasiter@umontana.edu; jean.vock@unlv.edu; tcostan@unm.edu; jmoffitt@uoregon.edu; mmcgurk@utep.edu; cathy.anderson@utah.edu; dave.cowley@usu.edu; stacy.pearson@wsu.edu; ntarbox@weber.edu; Neil David Theobald <Neil.Theobald@uwyo.edu>
Subject: COVID-19 Transportation

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

Dear RMBO Members,
What, if anything, are you doing to assist students with transportation to/from medical appointments or testing locations when students are symptomatic or have already received verification of a positive test result? If the student does not have their own vehicle, or is too sick to drive, are you providing any university funded solutions? We are concerned about exposing our staff if we provide some form of shuttle service.

Thank you,
Terry

From: [redacted]
Sent: Friday, August 21, 2020 1:57 PM
To: Tom Koczara;Kimberly Chestnut Steich;Jennifer Dawn Chavez
Cc: [redacted] Mary Beth Bender;Brant Schumaker;Brant A. Schumaker
Subject: RE: Bridge Testing Communications
Attachments: Bridge Sampling Communications_v1.docx

Importance: High

Thank you all! Brant sent me his edits separately which I have incorporated.

@Kimberly Chestnut Steich – Can you please review the attached communications? Specifically, can you review the communication on page 3 that will be going out to students who were randomly selected for the bridge program? To confirm, is the student exceptions process only for the pre-return Vault testing or is that also for the Bridge program?

@Tom Koczara – Jen brought up a good point to add a link to the ADA employee exemption form. The communication on page 2 now includes: *"If you have a condition that hinders you from participating in the Random Sampling Program, please complete UW's employee exemption form."* Let me know if you require changes.

@Jennifer Dawn Chavez – With the new employee exemption form, I have created two separate emails for #2 – one of employees and one for students.

Let me know if anyone has questions.

[redacted]

From: Tom Koczara <tkoczara@uwyo.edu>
Sent: Friday, August 21, 2020 3:18 PM
To: [redacted] Brant Schumaker <theschu78@gmail.com>; Mary Beth Bender <mbender4@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Brant A. Schumaker <bschumak@uwyo.edu>
Cc: [redacted] Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Subject: [EXT] RE: Bridge Testing Communications

Looks good, no suggested edits.

Thomas A. Koczara
AVP Human Resources
University of Wyoming
304 Hill Hall
O: (307) 766-5600
C: (307) 761-4140
tkoczara@uwyo.edu

From: [redacted]
Sent: Friday, August 21, 2020 12:37 PM

To: Brant Schumaker <theschu78@gmail.com>; Mary Beth Bender <mbender4@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Tom Koczara <tkoczara@uwyo.edu>; Brant A. Schumaker <bschumak@uwyo.edu>
Cc: [redacted] Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Subject: RE: Bridge Testing Communications
Importance: High

Brant, Mary Beth, Kim, and Tom –

Please find attached the **three communications** for the Bridge Testing Program.

1. Targeted message to the "sample" selection for testing to begin on Monday Aug 24th – **to be sent Friday, 8/21 before 5pm MST**
1. Targeted message to the "sample" selection for testing on Monday 8/24 (Reminder) – to be sent Monday, 8/24
1. Targeted message to those in the sample who have not done a test yet to come (This is where we also open up W/Th on the calendar for bookings) – to be sent Tues 8/25 evening

ASK: Can you please review all three communications and let me know if you require any changes? **NOTE: The first page is the communication that Chad sent to ALL UW students and employees yesterday.**

Thank you in advance!

[redacted]

From: [redacted]
Sent: Friday, August 21, 2020 2:16 PM
To: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; Brant Schumaker <theschu78@gmail.com>; Mary Beth Bender <mbender4@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Tom Koczara <tkoczara@uwyo.edu>
Cc: [redacted]
Subject: RE: Bridge Testing Communications
Importance: High

All – Please hold off on your review. I will be making a last minute adjustment and will resend in 30 minutes.

[redacted]

From: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Sent: Friday, August 21, 2020 1:58 PM
To: [redacted] Brant Schumaker <theschu78@gmail.com>; Mary Beth Bender <mbender4@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Tom Koczara <tkoczara@uwyo.edu>
Cc: [redacted]
Subject: [EXT] RE: Bridge Testing Communications

If you all could review and provide feedback ASAP, we are wanting to send to next week's sample, THIS AFTERNOON BEFORE 5PM.

Jen

From: [redacted]
Sent: Friday, August 21, 2020 11:49 AM
To: Brant Schumaker <theschu78@gmail.com>; Mary Beth Bender <mbender4@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Tom Koczara <tkoczara@uwyo.edu>
Cc: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; [redacted]
Subject: Bridge Testing Communications
Importance: High

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

Brant, Mary Beth, Kim, and Tom –

Attached are the following communications for the bridge testing program:

- Targeted message to the "sample" selection for testing to begin on Monday Aug 24th
- Targeted message to the "sample" selection for testing on Monday 8/24 (Reminder email)

ASK: Can you please review both communications and let me know if you require any changes?

Thank you,

[redacted]

This message (including any attachments) contains confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message and any disclosure, copying, or distribution of this message, or the taking of any action based on it, by you is strictly prohibited.

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v.E.1

#1

To: Targeted message to ALL students, staff, and faculty in Phase I (Outline what to expect)

Chad sent yesterday

UW Pre-Return Testing Sets Stage for Safe Semester

August 20, 2020 -- Pre-return testing of over 10,000 University of Wyoming students and employees has detected a total of 61 cases of COVID-19, as the fall semester is set to begin Monday, Aug. 24, under a phased approach. Read More

Random-Sample Testing for Those on UW Campus to Begin Monday

August 20, 2020 -- With the start of the fall semester Monday, Aug. 24, the University of Wyoming will move to the next stage of its COVID-19 testing program. Read More

UW to Launch COVID Pass Tool Monday

August 20, 2020 -- Starting Monday, Aug. 24, the University will launch UW COVID Pass, a health screening tool that will be accessible through WyoWeb. Read More

UW to Launch COVID Learning Plan for Leaders

August 20, 2020 -- The University of Wyoming will soon launch the COVID Learning Plan for Leaders accessible through the Employee LearnCenter. Read More

#2A – FOR EMPLOYEES ONLY

TO: Targeted message to the "sample" selection for testing in **Week 1** to begin on Monday Aug 24th
Subject: You Have Been Selected for Phase 1 Random Sampling – Week 1

Dear Name,

You are receiving this email because you have been randomly chosen for additional COVID-19 testing as part of on-going efforts to support the health and well-being of the UW Community. This testing is in addition to the daily COVIDPass screening you are expected to complete and separate from the required Pre-Return COVID-19 Vault Test prior to arrival to Laramie.

Please schedule a time to provide a saliva sample at your earliest convenience. The random sampling program will take place at the Union Gardens and you should expect up to 10 minutes to complete the process. Everyone on campus, students, faculty and staff, will be tested regularly throughout the phased return of on campus instruction and work. You may be randomly selected again in the future.

You will typically receive your results via e-mail from VAULT within 3 to 5 days. If you receive a positive test result for COVID-19, please follow the appropriate steps, shared in the COVID-19 Policy. UW students and employees randomly selected to for this testing will not be expected to quarantine while they await results, but can continue to practice social distancing and mask-wear as we all work to keep our campus open throughout the fall!

If you have a condition that hinders you from participating in the Random Sampling Program, please complete UW's employee exemption form.

For additional questions, please refer to UW's Official Page for COVID-19 Communication or contact the COVID Hotline at COVID19@uwyo.edu.

Thank you,
The University of Wyoming COVID Response Team

Schedule Your Test Now

#2A – FOR STUDENTS ONLY

TO: Targeted message to the "sample" selection for testing in **Week 1** to begin on Monday Aug 24th
Subject: You Have Been Selected for Phase 1 Random Sampling – Week 1

Dear Name,

You are receiving this email because you have been randomly chosen for additional COVID-19 testing as part of on-going efforts to support the health and well-being of the UW Community. This testing is in addition to the daily COVIDPass screening you are expected to complete and separate from the required Pre-Return COVID-19 Vault Test prior to arrival to Laramie.

Please schedule a time to provide a saliva sample at your earliest convenience. The random sampling program will take place at the Union Gardens and you should expect up to 10 minutes to complete the process. Everyone on campus, students, faculty and staff, will be tested regularly throughout the phased return of on campus instruction and work. You may be randomly selected again in the future.

You will typically receive your results via e-mail from VAULT within 3 to 5 days. If you receive a positive test result for COVID-19, please follow the appropriate steps, shared in the COVID-19 Policy. UW students and employees randomly selected to for this testing will not be expected to quarantine while they await results, but can continue to practice social distancing and mask-wear as we all work to keep our campus open throughout the fall!

For additional questions, please refer to UW's Official Page for COVID-19 Communication or contact the COVID Hotline at COVID19@uwyo.edu.

Thank you,
The University of Wyoming COVID Response Team

Schedule Your Test Now

#3 – to be sent on Monday, 8/24

To: Targeted message to the "sample" selection for testing in Week 1 on Monday 8/24 (Reminder)
Subject: Reminder: Sign up for Phase 1 Random Sampling Program – Week 1

Dear [Name],

As part of the University's Phase 1 reopening, you recently received an email asking you to sign up for the Random Sample Testing Program via Microsoft Bookings.

Please use this LINK to sign up online for a time to provide a saliva sample at your earliest convenience. The random sampling program will take place at the Union Gardens and you should expect up to 10 minutes to complete the process. Everyone on campus, students, faculty and staff, will be tested regularly throughout the phased return of on campus instruction and work. You may be randomly selected again in the future.

Thank you for your cooperation with this effort. For questions, please refer to UW's Official Page for COVID-19 Communication or contact the COVID-19 Hotline at COVID19@uwyo.edu.

Best Regards,
The University of Wyoming COVID Response Team

#4 – to be sent Tuesday evening, 8/25

To: Targeted message to those in the sample in Week 1 who have not done a test yet to come (This is where we also open up W/Th on the calendar for bookings)
Subject: You Have Been Selected for Phase 1 Random Sampling in Week 1

Dear [Name],

As part of the University's Phase 1 reopening, we are reminding you of your commitment to participate in the UW Random Sample Testing Program to preserve the health of our campus.

We have opened up additional times to ensure you can complete your test for Week 1. Please use this LINK to sign up online for a time to provide a saliva sample at your earliest convenience. The random sampling program will take place at the Union Gardens and you should expect up to 10 minutes to complete the process.

Thank you for your cooperation with this effort. For questions, please refer to UW's Official Page for COVID-19 Communication or contact the COVID-19 Hotline at COVID19@uwyo.edu.

Best Regards,
The University of Wyoming COVID Response Team

From: aa-eepg@uwyo.edu on behalf of Chad R. Baldwin <cbaldwin@uwyo.edu>
Sent: Friday, August 21, 2020 5:14 PM
To: Mary Beth Bender
Cc: aa-eepg@uwyo.edu;Brant A. Schumaker;Edward Seidel
Subject: AA-EEPG - new cases in Albany County
Attachments: ATT00001.txt

Mary Beth:

The Department of Health reported 19 new confirmed cases of COVID-19 in Albany County today: https://trib.com/news/local/casper/daily-wyoming-coronavirus-update-56-new-cases-32-new-recoveries/article_393b8724-cf7d-54e1-8028-20ab4a870e55.html#tracking-source=home-breaking

I anticipate that will trigger reporting that ties the relatively big number to the return of some UW students to Laramie. But my guess is that the number actually reflects positive cases from our pre-return Vault testing of asymptomatic individuals who might already have been in the community.

Is there any way to determine whether the latter is true?

I'd like to be prepared to offer the Vault testing as an explanation, to possibly head off the negativity we will hear from the community.

Thanks!

Chad Baldwin
Associate Vice President for Marketing and Communications
University of Wyoming

Laramie, WY 82070
Main Office 307-766-2929
Direct 307-766-2929
[redacted]
Fax 307-766-6729
cbaldwin@uwyo.edu

From: Tara Evans
Sent: Friday, August 21, 2020 6:35 PM
To: Kimberly Chestnut Steich;Office of the President;Ben Blalock;Neil David Theobald;Edmund J. Synakowski;Emily Ann Monago;Thomas K. Burman;Robert Aylward;Chad R. Baldwin;RoseMarie London;Anne M. Alexander
Cc: Elizabeth Kathleen Jenkins;Fawn N. Killion;Melanie Tanja Drever;Mandy Jane Gifford;Karyn Bercheni;Kaila L. Mills;Brandyn Leigh Brummond;Nicole M. Lester;Edward Seidel
Subject: RE: End of week check-in 8.21.2020

Kim:

This is nicely done and a good way to reinforce Chad's messages to campus for your unit. I think this assists with increasing communication in a personalized and consistent manner. I will do something similar for my unit.

Thanks!

Tara

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Friday, August 21, 2020 3:57 PM
To: Office of the President <uwpres@uwyo.edu>; Ben Blalock <BBlalock@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Neil David Theobald <Neil.Theobald@uwyo.edu>; Edmund J. Synakowski <esynakow@uwyo.edu>; Emily Ann Monago <emonago@uwyo.edu>; Thomas K. Burman <tburman@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Robert Aylward <RAylward@uwyo.edu>; Chad R. Baldwin <cbaldwin@uwyo.edu>; RoseMarie London <rlondon@uwyo.edu>
Cc: Elizabeth Kathleen Jenkins <Elizabeth.Jenkins@uwyo.edu>; Fawn N. Killion <FKillion@uwyo.edu>; Melanie Tanja Drever <mdrever@uwyo.edu>; Mandy Jane Gifford <MANDYJ@uwyo.edu>; Karyn Bercheni <kberchen@uwyo.edu>; Kaila L. Mills <kmills7@uwyo.edu>; Brandyn Leigh Brummond <blokarbr@uwyo.edu>; Nicole M. Lester <nlester3@uwyo.edu>; Edward Seidel <Edward.Seidel@uwyo.edu>
Subject: FW: End of week check-in 8.21.2020

Afternoon all,
I had offered to share with this group the weekly email that I sent to the division of Student Affairs listserv as a reference to work from in helping to ensure that we are sharing a similar message. Of course my intro and exit are Student Affairs specific so modify accordingly.
Best, Kim

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Date: Friday, August 21, 2020 at 3:46 PM
To: "division-leadership@uwyo.edu" <division-leadership@uwyo.edu>
Subject: End of week check-in 8.21.2020

Student Affairs,
It was another busy week in Laramie as we welcomed 250 more students into our halls, all of who tested COVID-19 negative. This brings us to about 500 students in our halls, most of our on-campus apartments are full and many other students have moved into town, so the Laramie population if filling in as we prepare to start online classes on Monday.

Here is a list of notable updates from this week:

- The **random-sample testing begins Monday** for those who are listed as on-campus faculty, staff and students in Phase 1. Folks may be getting an email as soon as this afternoon asking them to sign up for their testing appointment. Testing will be completed in the Gardens area of the Union during Phase 1.

- **Use of the UW COVID Pass starts Monday.** This is a site, not an app you have to download, it is a health screening tool that is accessible through WyoWeb. Start practicing this weekend if you like but please make sure you start using it Monday as a good selfcare practice. If you are not well, please let your supervisor know. UW is working to be as flexible and accommodating for staff as possible. We so prefer for you to take care of yourself then struggle through a day at work and perhaps get others ill.
- For our supervisors, HR has made some additional resources available. UW faculty and staff supervisors will receive system-generated email from HRTrain@uwyo.edu adding them to the **COVID Learning Plan for Leaders.** The purpose of the COVID Learning Plan is to provide leaders of UW community with just-in-time training on an as-needed basis to assist in defining standard practices across campus.
- If you want more information about the campus return plan, daily dashboard updates, all related information is on the main UW COVID site.

I hope you have a good weekend and that find some time to rest and relax, or run, or nap, whatever fills your cup! I plan to do all of these things. Again, thank you for your hard work and commitment during this wild time. A special thanks to our Residence Life Custodial and Maintenance team, they nailed it getting Crane Hall and the top floors of Hill Hall online for our new students! That was a huge effort on relatively short notice, well done.

Take care,
Kim

Kimberly Chestnut, Ph.D.
Vice President for Student Affairs

University of Wyoming
Old Main 408
Laramie, WY 82071-2000
Main Office 307-766-5123
k.chestnut@uwyo.edu

From: Sara L Axelson
Sent: Saturday, August 22, 2020 8:06 AM
To: Keener Fry;Emily Elizabeth Vernon;Clancee Wasson Rea;Anne M. Alexander;Kimberly Chestnut Steich
Subject: Alumni Town Hall!

Vibrant; Engaged; Collaborative; Intentional; Intelligent!

These are the five descriptions I would use, for the outstanding UW leadership during the Covid era, especially by Interim Provost Alexander and VP Chestnut! The Townhall is excellent in displaying the amazing leadership and well-facilitated and produced by Keener and his team!

I teach Advanced Organizational Leadership to education doctoral students this fall and I plan to share this great "Leadership in Action" video for a threaded discussion with the students. Along with the seminal theories, this effective leadership practical example, is critically important and timely for my students to see and discuss. Thank you!

Best wishes and continued courage to you all as the school year begins.

My best always,
Sara

From: Rian Rabideau
Sent: Saturday, August 22, 2020 9:31 AM
To: Paul W. Kunkel;Kimberly Chestnut Steich;Eric Bennett Webb;Kimberle Sue Zafft
Cc: UWPD Dispatch;William H. Mai;Elizabeth Anne Whitt;Shawn Andrew Fletcher
Subject: RE: COVID Transport Call Tree

Thank you, Paul! I appreciate you sending us this.

Have a good weekend,
Rian

From: Paul W. Kunkel <paul.kunkel@uwyo.edu>
Sent: Friday, August 21, 2020 5:16 PM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Eric Bennett Webb <ewebb1@uwyo.edu>; Rian Rabideau <rrabidea@uwyo.edu>; Kimberle Sue Zafft <Zafft@uwyo.edu>
Cc: UWPD Dispatch <PDDsptch@uwyo.edu>; William H. Mai <william.mai@uwyo.edu>; Elizabeth Anne Whitt <Elizabeth.Whitt@uwyo.edu>; Shawn Andrew Fletcher <sfletche@uwyo.edu>
Subject: COVID Transport Call Tree

Kim and crew,

We will have drivers on-call for COVID positive transport starting 6:00am tomorrow. For now, we'll have drivers on-call from 6:00am to 10:00pm daily. Please let me know if we need to have someone on-call 10:00pm – 6:00am. My understanding is that Holly didn't think it was necessary when she spoke to our staff today, but please advise. This is the call list if we need to organize a COVID positive transport on a bus. As I believe we have discussed, self-transport should be the first option before Transportation Services is dispatched. If you don't reach someone, please go down the list until you do. We'll make sure that at least one of us is available daily (we all like the mountains).

#1 – Paul Kunkel: [redacted]
#2 – Elizabeth Whitt: [redacted]
#3 – Shawn Fletcher: [redacted]

I hope you all have a great weekend, rest up for next week and stay well!

Paul

UW
Paul W. Kunkel
Director
Transportation Services
Parking • Transit • Fleet
University of Wyoming
417 Hill Hall
1000 E. University Ave. #4313
Laramie, WY 82071
Main Office 307-766-9800
Direct 307-766-9802
paul.kunkel@uwyo.edu
www.uwyo.edu/tps

From: Danika Roanne Salmans
Sent: Saturday, August 22, 2020 12:26 PM
To: Chad R. Baldwin;Brant A. Schumaker;[redacted]RoseMarie London
Cc: [redacted]Nycole Rae Courtney;Tara Evans;Tami B. Benham-Deal;[redacted]Tom Koczara;Ryan McGarry Dinneen O'Neil;Kimberly Chestnut Steich;Mary Beth Bender;Jennifer Dawn Chavez;William Timothy Wiseman;Curtis Cannell
Subject: COVID Dashboard SAT 8/22

Below is the SATURDAY 8/22 Update from the COVID HUB -
New cases today = 2 (Data was pulled from Vault up through 12:00pm on 8/22/2020)

- **2 Individuals**
  - 1 Student - [redacted]
  - 1 Student - [redacted]

Active Cases = 48

- 2 students living on campus positive cases
- 37 students living off-campus positive cases
- 9 employees living off-campus positive cases

Monitoring cases = 3 for symptoms and awaiting test results

14 Day Quarantine due to exposure to a positive = 51

- 10 : On Campus - 14 Day Quarantine
- 41 : Off Campus - 14 Day Quarantine

Recovered from COVID Positive = 17

- 17 : Recovered COVID Positive Cases

Released from 14 Day Quarantine/Monitoring = 4

- 4: Released from 14 Day Quarantine/Monitoring

TOTAL COVID Cases = Current cases + Recovered Cases = 65

TOTAL Tests Run by Vault = 11,843

From: Robert Aylward
Sent: Monday, August 24, 2020 7:34 AM
To: [redacted]
Cc: Mandy Jane Gifford;Tami B. Benham-Deal;Tara Evans;Chad R. Baldwin;Kimberly Chestnut Steich;Courtney Leigh Thomson-Lichty;Danika Roanne Salmans;William H. Mai;[redacted];Anne M. Alexander;Edmund J. Synakowski;Thomas K. Burman;Tom Koczara;Emily Ann Monago;Ben Blalock;Mary Beth Bender;Neil David Theobald;[redacted]
Subject: RE: Monday's EEPG Agenda

Folks,

Zoom is experiencing system wide problems. Hopefully, things will be restored soon. We'll be sending out a notice to all students and employees shortly if it's not back up in a few minutes. (Heck of a way to start today.)

- Robert

From: [redacted]
Sent: Monday, August 24, 2020 7:28 AM
To: [redacted]
Cc: Mandy Jane Gifford <MANDYJ@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Chad R. Baldwin <cbaldwin@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Courtney Leigh Thomson-Lichty <Courtney.ThomsonLichty@uwyo.edu>; Danika Roanne Salmans <dsalmans@uwyo.edu>; William H. Mai <william.mai@uwyo.edu>; [redacted] Anne M. Alexander <AAlex@uwyo.edu>; Edmund J. Synakowski <esynakow@uwyo.edu>; Robert Aylward <RAylward@uwyo.edu>; Thomas K. Burman <tburman@uwyo.edu>; Tom Koczara <tkoczara@uwyo.edu>; Emily Ann Monago <emonago@uwyo.edu>; Ben Blalock <BBlalock@uwyo.edu>; Mary Beth Bender <mbender4@uwyo.edu>; Neil David Theobald <Neil.Theobald@uwyo.edu>; [redacted]
Subject: Monday's EEPG Agenda

Team –

Good morning! Today's initial EEPG agenda:

- Communications Update
- Staff and Students on Campus in Phase 1 & 2
    - Path on UW TEAMS: *Testing Tracing and Support > Bridge Program > Phase 1 and Phase 2 Population 08242020*
- BCL Meeting – discuss topics:
    (1) Cover the phased approach, using the public web site as a guide
    (2) COVID Pass, live
    (3) Discuss testing (asking Brant to join)
        a. Pre-return, using the testing overview was shared last week
        b. Bridge / sample testing
        c. Surveillance testing

Attached is the Communication's weekly calendar for quick reference.

Kind regards,

From: Student Affairs
Sent: Monday, August 24, 2020 9:34 AM
To: Doug Wachob;Ben Blalock;Kwanna Nechelle King;Gregory K. Brown;Cassandra Messersmith Kvenild;Paul V.M. Flesher;Jesse Begin;James Wheeler;Valerie Marie Thompson-Ebanks;Debra Tolar Hintz;Shelley Dodd;Shelley McFarlan Jewell;Tara Evans;David Nathaniel Jewell;Kimberly Chestnut Steich;Tami B. Benham-Deal;Nicole Crawford;Edmund J. Synakowski;Emily Ann Monago;William H. Mai;Thomas K. Burman;Tom Koczara;Chad R. Baldwin;Diana Grant Hulme;Robert Aylward;RoseMarie London;Ryan McGarry Dinneen O'Neil;Michael J. Samp;William Timothy Wiseman;Danika Roanne Salmans;Matthew J. Whisenant;Billy B Sparks;Jennifer Dawn Chavez;Brett A. Williams;Mary L. Ivanoff;aa-deans@uwyo.edu;aa-directors@uwyo.edu;aa-department-heads@uwyo.edu;aa-associate-deans@uwyo.edu;Jonathan F. Prather;Peter A Parolin;Leslie Susan Rush;Kenneth L. Driese;Jennifer Petty;Scott Turpen;Naomi Louise Ward;Leigh Selting;Benjamin Rashford;Jo Chytka;Joy B. Landeira;kelly.kinney.ph.d@gmail.com;Mark Todd Clementz;Cameron H G Wright;Michelle Eberle;Robert S. Seville;Bledar Bisha;Cindy Price Schultz;Dennis N. Coon;Debashis Dutta;Aneesa Anne McDonald;Kem P. Krueger;Ruben A Gamboa;Anne M. Alexander;Jean Anne Garrison;Pilar Louise Flores;Susanna L. Goodin;Peter E. Thorsness;Jeffrey D. Hamerlinck;Bart Geerts;Kyle Moore;Stephanie B. Anderson;David Eric Sprott;Andrew R. Kniss;Ricki L. Klages;Mandy Jane Gifford;Holly Krutka;Vladimir Alvarado;henkelsc@gmail.com;Mark Guiberson;Charles F. Mason;Sherrill Jeanne Smith;Anthony Denzer;Ginger Paige;Carl Pieter Frick;Melanie A. Murphy;Warrie J. Means;Paula M. Lutz;Klinton W. Alexander;Suzanne Young;Brent L. Pickett;Todd A. Surovell;Sam Kalen;Pam Henderson;David L Jones;David M. Aadland;Gary P. Beauvais;John D Stark;Jason S. Williford;Barbara Ann Rasco;Tyler S. Fall;Laura J. Shevling;Sandy Root-Elledge;April Heaney;Michael V. Wade;Isadora Anderson Helfgott;Sreejayan Nair;Sylvia D. Parker;James C Ahern;Derek (Kines. & Health) Smith;Amanda Reeder;Scott N. Miller;Timothy J Robinson;Jacquelyn L. Bridgeman;Robert W. Godby;Nicole Choi;Christine Elizabeth Wade;Ivan Gaetz;Adrienne B Freng;Teena J. Gabrielson;Anthony Kusek;Paddington Hodza;Peter William Moran;Alan Buss;Jill Johnson;Frederica Robin Suess;Jonathan H. Fox;Justin McDonald;Taylor Ann Campbell;Rachael Lynn Hulet;Ronn Joseph Smith;Rudiger Theodor Michalak;Timothy J. Considine;Steven James Michael Russell;Steven Frank Barrett;Tristan Wallhead;Eleanor Downey;Jinke Tang;Kelly Crane;Michelle L. Hilaire;Janel Marie Seeley;David M. Bagley;David J Mukai;Margaret Ann Wilson;Jenna Min Shim;Sean M. McCrea;[redacted]Mark A. Northam;Cassie Reddick;Amy B. Spiker;Mary Beth Bender
Subject: BCL Agenda 8.24.20

Good morning all,

Here is the BCL agenda for today:

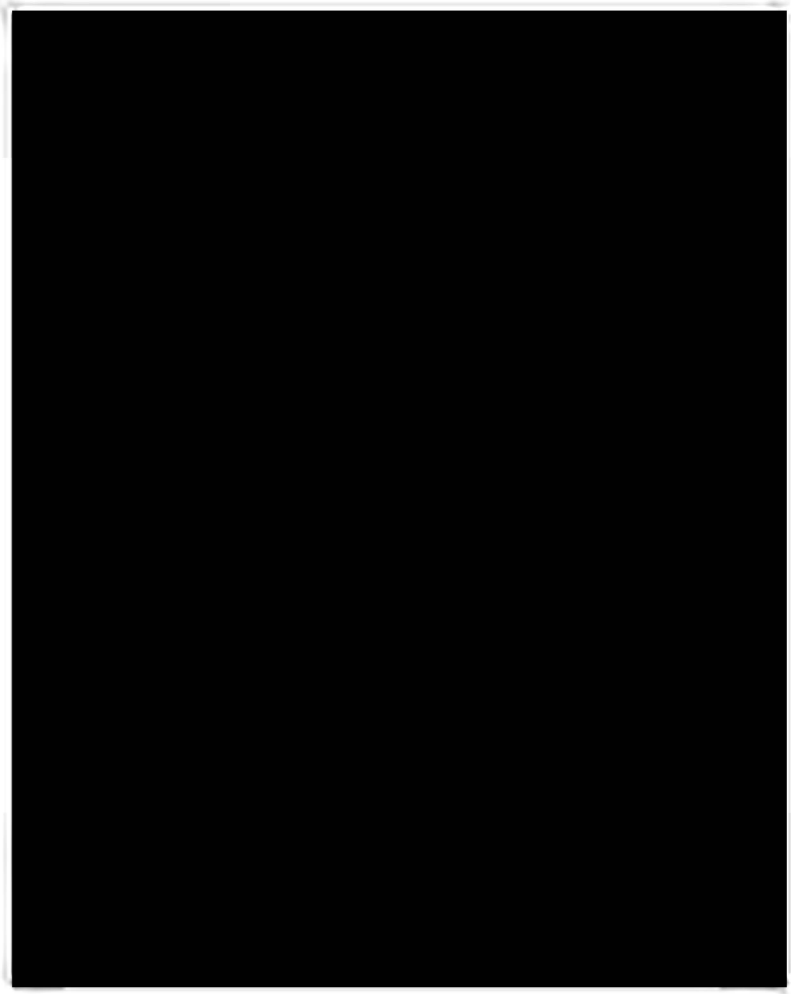
- Review of phased approach
- COVID Pass web application
- Testing (Pre-return, bridge, and surveillance testing)
- Q&A

Looking forward to seeing you this afternoon!

Courtney Thomson-Lichty
Project Coordinator, Senior
Office of the Vice President for Student Affairs
University Commencement Coordinator

University of Wyoming
408 Old Main
Laramie, WY 82071
Main Office 307-766-5123
Direct 307-766-5127
studentaffairs@uwyo.edu
courtney.thomsonlichty@uwyo.edu
Pronouns: she/her/hers

Join Zoom Meeting
[redacted]



From: aa-eepg@uwyo.edu on behalf of Daniel Dale <ddale@uwyo.edu>
Sent: Monday, August 24, 2020 11:58 AM
To: Margaret Ann Wilson;aa-eepg@uwyo.edu;UWyo COVID-19 Response
Cc: Teena J. Gabrielson
Subject: Re: AA-EEPG - Theatre & Dance practice spaces for students living in Laramie

Dear EEPG,

A&S supports this request, which is similar to the situation in the Music Department.

Thank you!
Danny Dale
A&S Interim Dean

On Mon, 2020-08-24 at 11:53 -0600, Margaret Ann Wilson wrote:
>
> Scheduled access to BCPA dance studios and outside classes
>
> With the mandate to limit student access to campus for the first two
> to five weeks, we are struggling with how to provide safe and
> sufficient spaces for our students in Theatre & Dance, both freshmen
> and non-freshman. In our communication with students it is clear that
> they do not have safe or adequate spaces to conduct their
> dance/movement class work in ballet, jazz and modern dance. Many of
> our students are in shared apartments and would not be able to take
> class at the same time due to space limitations and wholly inadequate
> floor surfaces required for training. We have concerns for their
> safety as well as recognize the limitations 'dancing from home' has on
> their professional training.
>
> We are requesting permission for dance students to reserve times in
> our studios – one at a time – for their physical practice, beginning
> August 24th, (preferred) or September 7th. We have identified 8
> smaller spaces that have closed doors that students reserve and can
> use for full participation in synchronous classes as the only dancer
> in the room. The students have access to the building with a WyoOne
> card. We are working to make sure the only door handle they would
> touch would to be to the space that they are working in. We would
> follow our approved COVID-19 Theatre and Dance policy for safe
> practices in the building and for cleaning before and after. We would
> only allow one person in a room per session. We would also alert the
> custodial staff to use of these spaces. While this presents only
> limited opportunity for students on a weekly basis, it is vital for
> their progression at the start of the semester. We know that
> permission has been granted to Music for individual use of practice
> rooms and are making a similar case.
>
> Additionally, we request permission to convene classes outside for
> modified classes and rehearsals, as the weather allows. We would
> require masks and social distancing and this would only take place

> during the day.
>
> Respectfully,
> Margaret
>
> Margaret Wilson
> Professor and Department Head
> Theatre & Dance
> University of Wyoming

Aa-eepg mailing list
Aa-eepg@uwyo.edu
https://lists.uwyo.edu/mailman/listinfo/aa-eepg

From: Tara Evans
Sent: Monday, August 24, 2020 12:07 PM
To: Eric Bennett Webb
Cc: Kimberly Chestnut Steich
Subject: FW: Daily huddle

Eric – see below. These numbers are different than what you provided me?

From: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Sent: Monday, August 24, 2020 12:04 PM
To: Tara Evans <tevans15@uwyo.edu>
Cc: Robert Aylward <RAylward@uwyo.edu>; Brant A. Schumaker <bschumak@uwyo.edu>; Will Laegreid <wlaegrei@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Matthew E. Boyer <mboyer4@uwyo.edu>
Subject: RE: Daily huddle

Tara – we are still working to match what we are pulling from TeamDynamix to what Danika has been reporting to you all each day. As of 11:30 this morning we are still off, so I think for today, please use Danika's data, I have attached it below.

Also Rian provided us the following update as of 10:15am on Quarantine space:

Date	Building	Capacity	Used
8/24/2020 10:15	Honors House	17	8
8/24/2020 10:15	Apartments	14	8
8/24/2020 10:15	Crane	33	0
8/24/2020 10:15	GA Suites	4	0
8/24/2020 10:15	Total	68	16

Below is the MONDAY 8/24 Update from the COVID HUB -

New cases today = 0 (Data was pulled from Vault up through 12:00pm on 8/24/2020)

Active Cases = 48

- 2 students living on campus positive cases
- 37 students living off-campus positive cases
- 9 employees living off-campus positive cases

Monitoring cases = 3 for symptoms and awaiting test results

14 Day Quarantine due to exposure to a positive = 51

- 10 : On Campus - 14 Day Quarantine
- 41 : Off Campus - 14 Day Quarantine

Recovered from COVID Positive = 18

- 18 : Recovered COVID Positive Cases

Released from 14 Day Quarantine/Monitoring = 4

- 4: Released from 14 Day Quarantine/Monitoring

TOTAL COVID Cases = Current cases + Recovered Cases = 66

TOTAL Tests Run by Vault = 12,242

From: Tara Evans <tevans15@uwyo.edu>
Sent: Monday, August 24, 2020 11:26 AM
To: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Cc: Robert Aylward <RAylward@uwyo.edu>; Brant A. Schumaker <bschumak@uwyo.edu>; Will Laegreid <wlaegrei@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Matthew E. Boyer <mboyer4@uwyo.edu>
Subject: Daily huddle

Jen:

We have a daily huddle meeting at 1:00 p.m. today. Might we be able to look at the dashboard to just see where we are with numbers? (even if still in development?)

Thanks!

Tara

Tara R. Evans
Vice President and General Counsel
University of Wyoming
307.766.4019
tevans15@uwyo.edu

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From: Tara Evans
Sent: Monday, August 24, 2020 1:18 PM
To: Tom Koczara;Ryan McGarry Dinneen O'Neil
Cc: Kimberly Chestnut Steich;Tami B. Benham-Deal;Brant A. Schumaker;Matthew E. Boyer;Will Laegreid
Subject: RE: Non-compliance reports - data point

Tom and Ryan:

Just checking in on this. Does a daily report seem doable as described below?

Thanks,

Tara

From: Tara Evans
Sent: Friday, August 21, 2020 2:35 PM
To: Tom Koczara <tkoczara@uwyo.edu>; Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>
Cc: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Brant A. Schumaker <bschumak@uwyo.edu>; Matthew E. Boyer <mboyer4@uwyo.edu>; Will Laegreid <wlaegrei@uwyo.edu>
Subject: Non-compliance reports - data point

Tom and Ryan:

A small group has been assigned by the President to meet every day to monitor automatic triggers and other criteria based on the attached document. One of the criteria to monitor is as follows: "Number and severity of non-compliant activities (with UW COVID policy), including non-compliance within the greater community (e.g., lack of face covering, large gatherings, etc.)"

Could I ask that you send me a daily report by noon noting whether there are any issues related to the above? We do not need names, just numbers and maybe type of non-compliance (for example, we are working with 2 employees who failed to wear their mask, we had 1 student violate a quarantine order, etc.). This will be a data point we monitor to determine whether we need to consider a pause on campus.

Additionally, is it possible to also receive a daily report related to the number and types of reports through the reporting system for concerning behavior (both through HR and the CARES system) – we would only need information related to COVID. Is there a query you could run that wouldn't make this very burdensome?

Please let me know your thoughts.

Thanks!

Tara

Tara R. Evans
Vice President and General Counsel
University of Wyoming
307.766.4019
tevans15@uwyo.edu

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From: Chance Roger Price
Sent: Monday, August 24, 2020 1:35 PM
To: Kimberly Chestnut Steich;student-affairs-l@uwyo.edu;Chance Roger Price
Subject: RE: Student Affairs Recognition Week

My nomination was for Emily Vernon. I must have filled that out wrong.

Thanks,

Chance Price

Sent from my Verizon, Samsung Galaxy smartphone

-------- Original message --------
From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Date: 8/24/20 1:04 PM (GMT-07:00)
To: student-affairs-l@uwyo.edu
Subject: Student Affairs Recognition Week

Student Affairs team members,

I appreciate this opportunity to connect. I hope you can take a few minutes to read this email which shares good news and hopefully brings a smile to your face. Due to the COVID-19 pandemic, our usual Spring Recognition Brunch did not take place this year. This brunch typically serves as a wonderful occasion to see our friends from across the division while we celebrate the accomplishments of Student Affairs and the people we work with on a daily basis. Although the current circumstances still prevent us from gathering as a group, Division Leadership feels it is important to ensure we recognize the great work we accomplished in the 2019-2020 academic year. We're calling this week (8/24-8/28) **Student Affairs Recognition Week**, and will be celebrating a few special award winners. You can see the nominees below, and winners will be announced on the Student Affairs listserv each day this week.

I'd like to start our week off by thanking all of you in a quick video. The most important message I can share is my deep sense of gratitude for the incredible hard work seen across Student Affairs the past six months. We are known for being responsive, customer oriented, mission driven, and welcoming. What perhaps was shown with strength and ease during a pandemic is our great adaptability. The needs have been constantly changing and we have consistently been able to shift and meet the needs. I am grateful to be part of such an amazing division, thank you.

With much gratitude,
Kim

Student Affairs Recognition Week Awards

1. **Dolores S. Cardona Commitment to Diversity Award:** a full-time Student Affairs employee who has demonstrated excellence in their commitment to diversity in their service to the Division. Nominees for 2020 include:
    1. *Griffen Farrar*

2. *Natawsha Mitchell*

2. **New Employee of the Year:** a full-time Student Affairs employee who has demonstrated excellence in their first year as a UW employee. Nominees for 2020 include:
    1. *Erin Wendover*
    2. *John Porter*
    3. *Karen Brooke Glahn*
    4. *Kevin Bretting*
    5. *Leanna Flaherty*
3. **Outstanding Student Contribution:** a student employee of the Division of Student Affairs who has made an outstanding contribution to the Division of Student Affairs. Nominees for 2020 include:
    1. *Riley Stringer*
    2. *Addison (Addi) Lacey*
    3. *Madeline Killian*
    4. *Robby Shipp*
4. **Outstanding External Contribution**: a full-time UW employee outside the Division of Student Affairs who has made an outstanding contribution to the Division of Student Affairs. Nominees for 2020 include:
    1. *Aaron Courtney*
    2. *Daryl Schultz*
    3. *Katrina Harnish*
    4. *Michael Slagle*
    5. *Paul Kasper, Aimee Appelhans, Travis Gardner, Brett Williams*
5. **Community Award:** a full-time Student Affairs employee who has best embodied community at the University of Wyoming. They have demonstrated that they understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. Nominees for 2020 include:
    1. *Griffen Farrar*
    2. *Jesse Gramm*
    3. *Julio Brionez*
    4. *Taryn Wright*
    5. *Ty Tedmon-Jones*
6. **Integrity Award:** a full-time Student Affairs employee who has best embodied integrity at the University of Wyoming. They have exemplified and demonstrated a commitment to honesty, honor, and respect for truth in their actions and work at UW. Nominees for 2020 include:
    1. *Chance Price*
    2. *Emily Vernon*
    3. *Kimberlee Glassner*
    4. *Shelly Schaef*
7. **Social Consciousness Award:** a full-time Student Affairs employee who has best embodied social consciousness at the University of Wyoming. They recognize the importance of respecting everyone with dignity and act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Nominees for 2020 include:
    1. *Jay McKendall*
    2. *Libby Thorson*
8. **Respect Award:** a full-time Student Affairs employee who has best embodied respect at the University of Wyoming. They demonstrate a positive regard for others and the community in their work and exercise respect for others to an admirable degree. Nominees for 2020 include:
    1. *Casey Wood*
    2. *Green Dot Team*
9. **Responsibility Award:** a full-time Student Affairs employee who has best embodied responsibility at the University of Wyoming. They accept responsibility for their personal actions and challenge others to do the same. They consistently use their best judgment, are trustworthy, and take personal responsibility for their actions. Nominees for 2020 include:

1. *Rian Rabideau*
2. *Adam Comeau*
3. *Jill Aldridge*
4. *Nicole Fifield*

Kimberly Chestnut, Ph.D.
Vice President for Student Affairs
University of Wyoming
Old Main 408
Laramie, WY 82071-2000
Main Office 307-766-5123
k.chestnut@uwyo.edu

From: RoseMarie London
Sent: Monday, August 24, 2020 3:30 PM
To: Anne M. Alexander;Kimberly Chestnut Steich
Subject: Live Interview with BI

Good afternoon. I'm not sure if President Seidel has had an opportunity to reach out to you both about a future Facebook Live interview, as described below. Perhaps this is an item for discussion during tomorrow's Executive Cabinet?

RoseMarie

From: Edward Seidel <Edward.Seidel@uwyo.edu>
Sent: Tuesday, August 18, 2020 2:59 PM
To: Kathryn Mayers <kmayers1@uwyo.edu>
Cc: RoseMarie London <rlondon@uwyo.edu>
Subject: Re: Live Interview with BI

Kathryn, thanks a lot…I'm interested. I'd like to have some of my team join, such as key provost team members, and VP for student affairs…we will get back to you with more details.

Ed

> On Aug 18, 2020, at 11:33 AM, Kathryn Mayers <kmayers1@uwyo.edu> wrote:
>
> Good morning! I hope you are doing well in preparing for the semester starting next week. I was reaching out again on the matter of having another Facebook Live interview to update the public on what is happening at UW and how the university is working around COVID to still provide a great semester.
>
> Would there be a good week, day and time to conduct this in the next couple weeks if you are up for it? I understand things may be crazy currently so it obviously does not have to be but so soon.
>
> Just let me know what works for you! Need be you are also more than welcome to call me at [redacted] if you would like to discuss this over the phone.
>
> Best,
> Kathryn Mayers
> Editor Assistant
> The Branding Iron Newspaper

Edward Seidel
President, University of Wyoming
Edward.Seidel@uwyo.edu

From: Tara Evans
Sent: Monday, August 24, 2020 4:17 PM
To: Alexia Harrist
Cc: Thomas K. Burman;Kimberly Chestnut Steich
Subject: RE: Call from the parent of a UW athlete

Ali:

I'm copying in Tom Burman and Kim Chestnut who can help.

Thanks,

Tara

Tara R. Evans
Vice President and General Counsel
University of Wyoming
307.766.4019
tevans15@uwyo.edu

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From: Alexia Harrist <alexia.harrist1@wyo.gov>
Sent: Monday, August 24, 2020 4:09 PM
To: Tara Evans <tevans15@uwyo.edu>
Subject: Call from the parent of a UW athlete

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

Good afternoon Tara,
I wasn't sure who to reach out to about this so I apologize for contacting you..feel free to pass me on to whoever is most appropriate.

I have been called and emailed today from the parent of a student athlete who is in quarantine after contact with a COVID case. She also emailed Rep Connolly. The parent is saying that the students have been quarantined without knowing the address of their location, without being contacted to check in on their symptoms, and without access to necessary prescriptions. The individuals were not put in quarantine by WDH, since we haven't yet gotten a complete list of results from Vault.

I will call the mother back but I'm sure she will want to speak with someone at UW and I wasn't sure who the best person would be. I have been in contact with Dr. Boyer and Mary Beth Bender and they are each looking into the situation from their respective roles.

Any help would be greatly appreciated.

Thanks,
Ali

--
Alexia Harrist MD, PhD
State Epidemiologist and State Health Officer
Wyoming Department of Health
Office: 307-777-7716
Cell: [redacted]

E-Mail to and from me, in connection with the transaction
of public business, is subject to the Wyoming Public Records
Act and may be disclosed to third parties.

From: Eric Bennett Webb
Sent: Monday, August 24, 2020 5:32 PM
To: Mary Beth Bender;Jennifer Dawn Chavez;Rian Rabideau
Cc: Kimberly Chestnut Steich;Amy Bey;Jamison Marie Miller;Robert Aylward
Subject: RE: COVID Pass

Mary Beth,

For students who did not pass their daily COVID Pass we quickly moved to delivering meals to them today, but do we need to be doing that? Can those students pick up their meal in Washakie and take it back to their room for consumption?

Eric

Eric Webb
Executive Director
Residence Life, Dining Services
Student Affairs Business & Facilities Operations

University of Wyoming
Washakie Center
Laramie, WY 82071
Direct 307-766-3059
Fax 307-766-3613
ewebb1@uwyo.edu

From: Mary Beth Bender <mbender4@uwyo.edu>
Sent: Monday, August 24, 2020 5:05 PM
To: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; Rian Rabideau <rrabidea@uwyo.edu>
Cc: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Eric Bennett Webb <ewebb1@uwyo.edu>; Amy Bey <alittle2@uwyo.edu>; Jamison Marie Miller <Jamimill@uwyo.edu>; Robert Aylward <RAylward@uwyo.edu>
Subject: RE: COVID Pass

As I mentioned to Robert in a separate communication...this may be where we get into HIPAA/FERPA issues, so we may want to have Tara weigh in on this piece!

Mary Beth Bender, MS, APRN, FNP-C
Director & Primary Care Nurse Practitioner
University of Wyoming Student Health Service
307.766.2130 (phone)
307.766.2711 (fax)
http://www.uwyo.edu/sher

Pronouns: she/her/hers

If you are a UW student and need to communicate with me about personal medical concerns or questions, please contact me through the secure patient portal: http://patientportal.uwyo.edu

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From: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Sent: Monday, August 24, 2020 2:11 PM
To: Rian Rabideau <rrabidea@uwyo.edu>
Cc: Mary Beth Bender <mbender4@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Eric Bennett Webb <ewebb1@uwyo.edu>; Amy Bey <alittle2@uwyo.edu>; Jamison Marie Miller <Jamimill@uwyo.edu>; Robert Aylward <RAylward@uwyo.edu>
Subject: RE: COVID Pass

Kim – similar to the Athletics discussion, this needs to go to leadership for direction.

Jen

From: Rian Rabideau <rrabidea@uwyo.edu>
Sent: Monday, August 24, 2020 2:02 PM
To: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Cc: Mary Beth Bender <mbender4@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Eric Bennett Webb <ewebb1@uwyo.edu>; Amy Bey <alittle2@uwyo.edu>; Jamison Marie Miller <Jamimill@uwyo.edu>
Subject: COVID Pass

Hi Jen,

Would it be possible to receive a list of residential students who did not pass the daily COVID pass? The pass tells people to stay in their room/hall, but we have no way of knowing who may need meals delivered. I am not sure if this would be permitted or allowed, but I'm concerned folks may not reach out to us for assistance.

We are brainstorming on our end how to accommodate and deliver, and possibly advertise this if we cannot get a list.

Please let me know what you think.

Thanks so much,
Rian

Rian H. Rabideau
Director, Residence Life
Pronouns: he/him/his

University of Wyoming
25N Washakie Center
Laramie, WY 82070
Main Office 307.766.3175
Direct 307.766.3504
rrabidea@uwyo.edu
Residence Life & Dining Services

From: [redacted]
Sent: Tuesday, August 25, 2020 7:53 AM
To: Yates, Michael
Cc: Mandy Jane Gifford;Tami B. Benham-Deal;Tara Evans;Chad R. Baldwin;Kimberly Chestnut Steich;Courtney Leigh Thomson-Lichty;Danika Roanne Salmans;William H. Mai[redacted]Anne M. Alexander;Edmund J. Synakowski;Robert Aylward;Thomas K. Burman;Tom Koczara;Emily Ann Monago;Ben Blalock;Mary Beth Bender;Neil David Theobald;[redacted]
Subject: AGENDA: EEPG Meeting with PMO
Attachments: UW_President Weekly Status Update_08.25.20.pdf

Team –

Good morning! Today's EEPG agenda includes:

- Working Group Weekly Status Report
- Updates to COVID policy (from Mary Beth)
- Rodeo questions

Also, attached is the daily status report shared with the President last night for your review and consideration.

Kind regards,
--
[redacted]

-----Original Appointment-----
From: Mandy Jane Gifford <MANDYJ@uwyo.edu>
Sent: Wednesday, August 5, 2020 10:39 PM
To: Mandy Jane Gifford; Tami B. Benham-Deal; Tara Evans; Chad R. Baldwin; Kimberly Chestnut Steich; Courtney Leigh Thomson-Lichty; Danika Roanne Salmans; William H. Mai;[redacted]Anne M. Alexander; Edmund J. Synakowski; Robert Aylward; Thomas K. Burman; Tom Koczara; Emily Ann Monago; Ben Blalock; Mary Beth Bender; Neil David Theobald
Subject: EEPG Meeting with PMO
When: Tuesday, August 25, 2020 8:00 AM-9:00 AM (UTC-07:00) Mountain Time (US & Canada).
Where: Open for ZOOM information

[redacted]

UNIVERSITY OF WYOMING

President's Weekly Status Report

August 25, 2020

Overall Project Status	Status Summary & Justification
G	***Summary:*** Focus of the week centered on communications and final preparations for the start of the semester on August 24th. Team developed a weekly communications plan to coordinate communications across functions, and the Campus Return page was updated with new and updated information, including updated FAQ pages. Final preparations for Bridge Testing were completed with on-site testing beginning successfully on Monday.

High-priority Actions / Risks / Issues / Decisions:

- **Risk**: Communicating requirements and engaging supervisors throughout the process remains a challenge, even more important as the semester begins.
- **Mitigating Action**: Exploring the opportunity to hold a supervisor information session led by Tom Koczara.
- **Risk**: As student return to campus, potential for COVID Policy violations off-campus
- **Mitigation Action**: Hold a community Town Hall to create a united front and approach to the return of students to campus and reinforce healthy practices.

Working Group Status

Communication	Closing Considerations	Testing, Tracing, and Support	Academics	Research	Student Life & Housing	Athletics	Technology	Environment Health & Safety	Employee Safety & Success / Pre-Return
Y	G	G	G	G	G	G	G	Y	G

Project Status	G	On Track	Y	At Risk	R	Off Track	C	Complete	NS	Not Started

Key Accomplishments for Week Ending (8/25)

Progress Highlights:

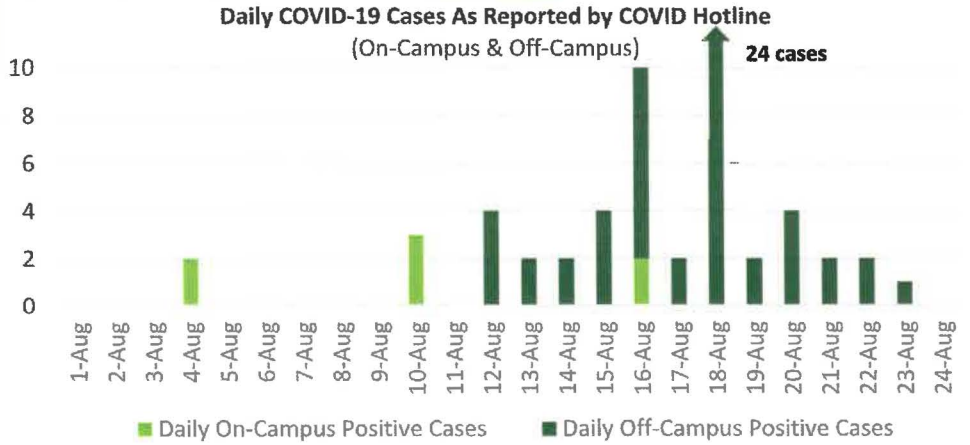
- Faculty, staff and student groups identified as part of Phases 1 & 2.
- Information sessions were held for faculty and staff on Thursday and Friday to share the latest updates and to offer an opportunity for questions and answers.
- Quarantine / isolation housing expanded to include the first floor of Crane, and final preparations were made to prepare the Armory for quarantine / isolation housing of last result
- COVIDPass is being finalized and went live on Monday (8/24).
- Launched random sampling testing program on Monday (8/24).
- Communications developed FAQs and Vault Testing Cheat Sheets for students and employees, to serve as internal knowledge sharing tools and as external sources of information.

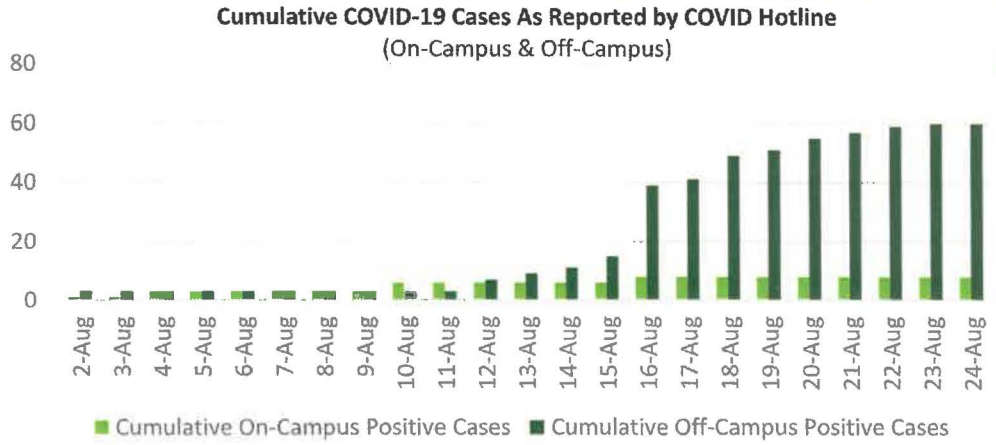
Upcoming Activities this Coming Week Starting (8/26)

Summary of Planned Activities:

- Support potential issues that arise during the first week of the semester.
- Support ramp up of random sample testing program.
- Focus efforts on continued communications and supporting the establishment of surveillance testing and contact tracing, stabilizing the COVID Hotline.
- Select PMO team members on site for the week to help facilitate progress.
- Hold Town Hall on Thursday (8/27) with a focus on the Laramie Community, including participation from local community leaders.
- Continue to convene the full workgroup in each area (weekly), and begin to push activities forward with clearly defined outputs and assigned leads
- Continue PMO support activities, including facilitating knowledge-sharing through the use of TEAMS sites and updates on key risks, actions, issues, and decisions.

UW COVID-19 Cases Summary





UW COVID Hotline Updates (as of 8/24/20 at 12:00PM MST)

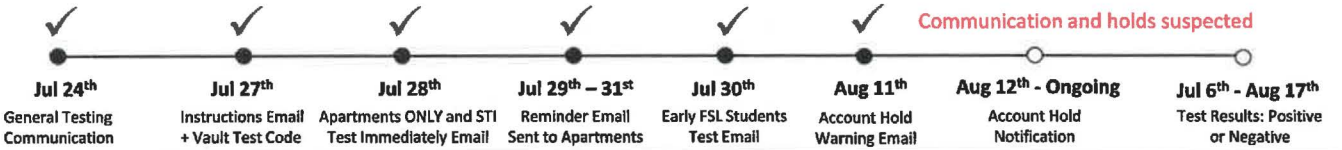
Net-New Cases Today: 0

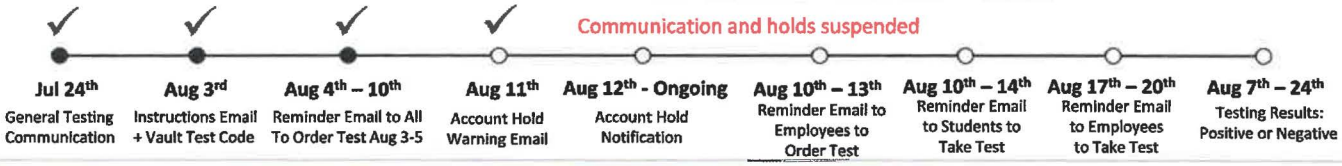
NEW COVID-19 Cases Today: 0	***COVID-19 Cases Currently Being Monitored: 51***	***COVID-19 Exposures Currently Being Monitored: 51***	***Recovered / Released Cases To Date: 22***

	• 2 on-campus positive cases
	  o 2 students living on campus positive cases
	• 46 off-campus positive cases
	  o 37 students living off-campus positive cases
	  o 9 employees living off-campus positive cases
	• COVID Hub is currently monitoring 2 students on-campus and 1 student off campus who have reported symptoms and are awaiting test results
		• 10 – 14 Day Quarantine on campus
		• 41 – 14 Day Quarantine off campus
			Recovered from COVID Positive Case:
			• 18 – Recovered COVID Positive Cases
			
			Released from 14 day Quarantine Monitoring (COVID-19 Exposures):
			• 4 – Released from 14 Day Quarantine / Monitoring

Vault Health Pre-Return Testing Update

Testing Wave	Population / #	Test kits ordered	Tests Completed	Summary of Results
Wave 1: Leadership Pilot **Status:** *Completed*	UW Leadership / **30**	**30**	**27***	Positive: 0 Negative: 27
Wave 2: Early Arrival Testing **Status:** *Monitoring Closely* **Key Dates:** **Order Test:** July 27-31st **Take Test:** Aug 3-4th **Communication Schedule:** **General Testing Communication:** July 24th **Test Instructions / Code:** July 27th **Reminders:** July 28th-Aug 17th **Test Results:** Aug 3-17th (as completed)	Early Arrival On-Campus Apartment Residents, Summer Trial Institute (STI), Early Arrival FSL Residents / **446**	**As of:** Aug 20: 400 Aug 21: 402 Aug 24: 403 **# Have not Ordered:** 43	**As of:** Aug 20: 375 Aug 21: 377 Aug 24: 377 **# Have not taken test:** 69	Positive: 1 Negative: 376 Inconclusive: 0
Wave 3: General Population Testing **Status:** *Monitoring Closely* **Key Dates:** **Order Test:** Aug 3-5th **Take Test:** Aug 11-13th **Communication Schedule:** **General Testing Communication:** July 24th **Test Instructions / Code:** Aug 3rd **Reminders:** Aug 4-20th **Test Results:** Aug 6-24th (as completed)	General UW Population (students, faculty, staff) / **16,510**	**As of:** Aug 20: 13,445 Aug 21: 13,477 Aug 24: 13,514 **# Have not Ordered:** 2,996	**As of:** Aug 20: 11,721 Aug 21: 11,908 Aug 24: 12,107 **# Have not Taken Test:** 4,403	Positive: 58 Negative: 11,797 Inconclusive: 6





**Three individuals in this group never took the Vault Health COVID-19 test.*

Path to Opening

PMO / Working Groups

Status: *Completed*

- ✓ Standup PMO Team
- ✓ Define Governance Structure
- ✓ Establish Working Groups (WG)
- ✓ Agree on WG Charters

COVID Policy

Status: *On Track*

- ✓ Detailed policy based on *Plan to Restart Campus & Restore Normal Campus Operations*
- ❑ New temporary policies as needed

Class Modality & Schedule

Status: *Completed*

- ✓ Class modality plans
- ✓ Class schedule and room assignments

Facilities Preparations

Status: *Closely Monitoring*

- ✓ Enhanced Cleaning Schedule
- ✓ Room Configuration
- ✓ Classroom Technology
- ✓ Campus Signage
- ❑ Hiring for Enhanced Cleaning

UPDATED

Pre-Return Testing & Training

Status: *Closely Monitoring*

- ✓ Early Wave Testing
- ✓ Training Completed
- ❑ Pre-Return Testing for Phase 1
- ❑ Pre-Return Testing for Phase 2-4

START

OPEN

UPDATED

Return to Campus and Work

Status: *Closely Monitoring*

- ❑ Phase 1: August 24th
- ❑ Phase 2: September 7th
- ❑ Phase 3: September 28th
- ❑ Phase 4: November 23rd

Surveillance Testing Program

Status: *Critical*

- ✓ Program Model
- ❑ Staffing
- ❑ Lab Equipment
- ❑ Diagnostic Tests Supplies

COVID HUB

Status: *Critical*

- ✓ Support Model
- ✓ Technical Infrastructure
- ❑ Training and Support
- ❑ Hiring for COVID Hotline
- ❑ Hiring for Contact Tracing

Closing Decision Matrix

Status: *On Track*

- ✓ Response Options
- ✓ Triggers
- ✓ BOT Approval
- ❑ Dashboard for Latest Data
- ❑ Monitoring & Tracking Triggers

NEW

Bridge Testing Program

Status: *Critical*

- ✓ Create Bridge Testing Plan
- ❑ Obtain Tests for On-site Testing
- ❑ Hire Staff and Stand up Program
- ✓ Launch Bridge Testing: Aug 24th
- ❑ Scale for Phase 2: Sept 7th

Communications Plan

Communications Plan Through EOW 8/28

Weekly Status Report: Tues (8/25)

Monday, 8/17	Tuesday, 8/18	Wednesday, 8/19	Thursday, 8/20	Friday, 8/21
COVID Cases Update	Solicitation for employee questions	Information Sessions Announcement	Vault Results, new additions	Vault Results, new additions
			Bridge Testing Broad Comm	Week 1 Bridge Testing targeted comm
			COVID Pass Comm	Updated FAQs
			Updated FAQs	Faculty Info Session (Zoom)
			Updated COVID-19 WyoWeb Links	Posted Info Session Links to website
			Staff Info Session (Zoom)	FYS Briefing
Monday, 8/24	**Tuesday, 8/25**	**Wednesday, 8/26**	**Thursday, 8/27**	**Friday, 8/28**
Vault Results, new additions	Vault Results, new additions	Vault Results, new additions	Vault Results, new additions	Vault Results, new additions
Reminder to Targeted Bridge Testing Population: Sign up for apt (week 1)	Reminder to Targeted Bridge Testing Population: Sign up for apt (week 1 – those who have still not signed up)	Reminder to Targeted Bridge Testing Population: Sign up for apt (week 1 – those who have still not signed up)	*Tentative:* Laramie Community Info Session	Reminder to Targeted Bridge Testing Population: Sign up for apt (week 1 – those who have still not signed up)
Student Experience; email to parents, families, students	*Tentative:* targeted communication informing students what phase they are in	Week 2 Bridge Testing Program targeted population comm		*Tentative:* "what a targeted pause or going fully online will look like" comm
COVID Pass Reminder		**Flexible:** COVID Cases Update		
		Q&A Video for Faculty/Staff		

ONGOING COMMUNICATIONS

- **Student Success Playlist:** Videos will be uploaded consistently as they are completed on UW's Student Success Playlist Page.
- **Division Communications:** Each VP or designee will provide weekly communication to their division about relevant updates. Some divisions are already providing regular comms, others may need to start.
- **Contact with Parents and Families:** Nycole Courtney and Kyle Moore to provide ongoing outreach to this community, there have been monthly emails so far. We can coordinate live Q & A with families and Dr. Seidel as well. We can plan for next week, open to input.

OUTSTANDING / POSSIBLE COMMUNICATION NEEDS

- Communications around adjustments to Tuition or Fees
- Communications preparing students/employees for the full surveillance testing that starts Sept. 28
- Press meeting opportunity for President Seidel to field questions from the media on a weekly basis
- Potential for both supervisors and graduate student information session

UW Town Halls & Info Sessions Held to Date

The following videos are linked on the Covid-19 Information Session Recordings page on the UW Campus Return page.

Video	Audience	Description
UWAA Virtual Town Hall 'Academic and Student Affairs' Edition	UW Students, Parents, Alumni	This Virtual Town Hall features exclusive interviews with UW Vice President of Academic Affairs, Anne Alexander, and UW Vice President of Student Affairs, Kim Chestnut. Dr. Alexander and Dr. Chestnut share about academic and student success plans and how they, and many others, are working to keep students healthy and safe this fall. This event was sponsored by UniWyo Federal Credit Union and Black Hills Energy.
First-Year Seminars (FYS) Briefing	UW Students, Parents	In this briefing a panel explores the First Year Seminar, including an explanation about the FYS, why it is important, and what students can expect from the experience. Two FYS instructors tell about their upcoming courses and a senior student shares her experience. The panel also provides more information about the new tuition free service course called "Build the Future."
Non-Academic Staff & Employee Briefing	UW Non-Academic Staff & Employees	Information session held with UW non-academic staff and employees to inform them of the phased approach and answer any outstanding questions.
UW Faculty Information Session	UW Faculty	Information session held with UW faculty to inform them of the phased approach and answer any outstanding questions.
UW Student / Parent Town Hall	UW Students / Parents	Town Hall held for UW students and parents to answer outstanding questions regarding UW's safe return to campus for the Fall 2020 semester.

Public Health Updates

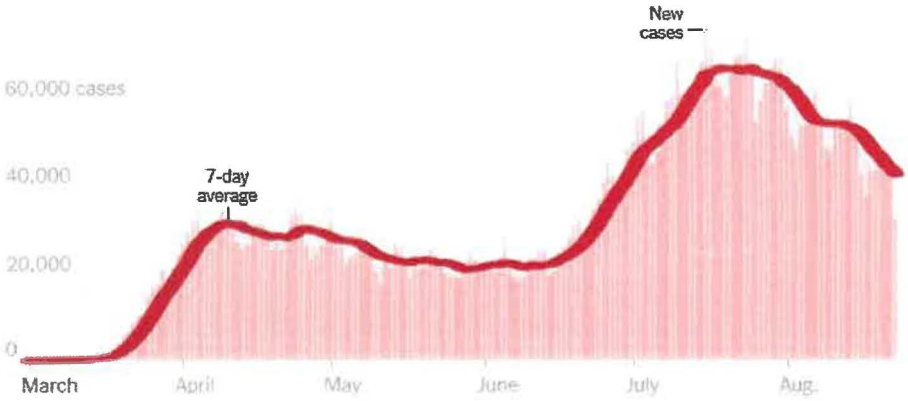
United States ›	On Aug. 23	14-day change	Trend
New cases	32,340	-22%	→
New deaths	446	-5%	→

Where cases are **highest** per capita

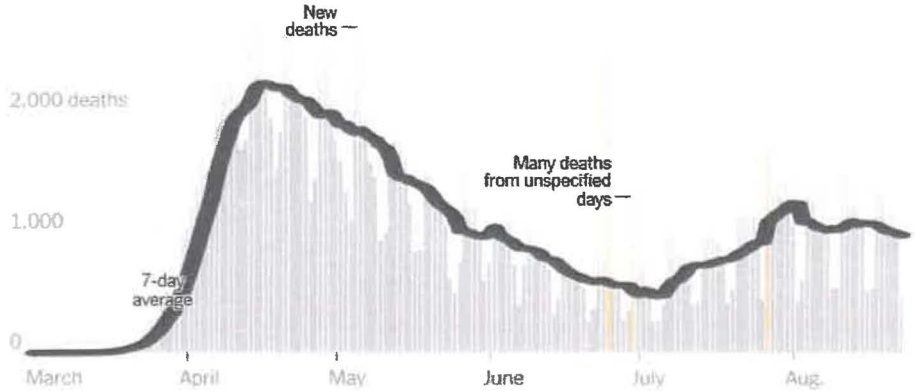
Miss.	N.D.	Ga.
Tenn.	Nev.	Ala.
Texas	Ark.	Mo.

U.S. hot spots ›

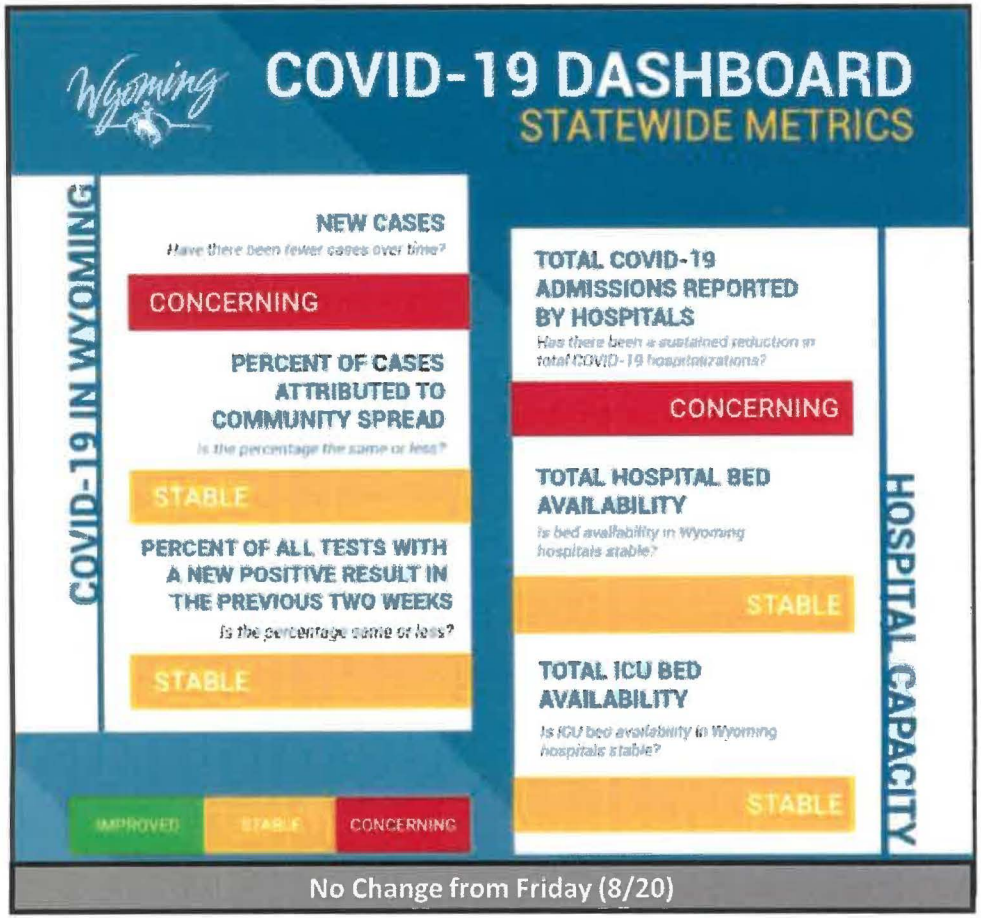
New reported cases by day in the United States



New reported deaths by day in the United States



Source: NYTimes – link (as pulled on 8/24/20 at 3:30PM MST)



3,068
Lab Confirmed Cases

535
Probable Cases

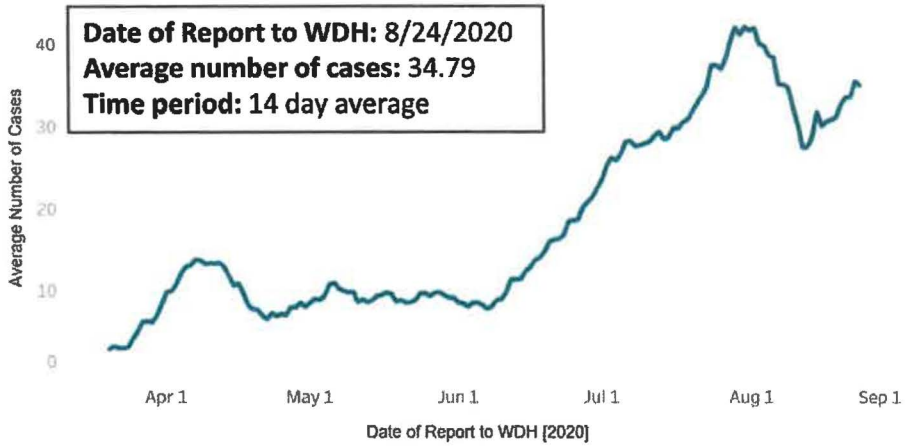
37
deaths

2,474
Recovered

453
Recovered

Click Here for Further Data

Average Number of Lab Confirmed Cases by Date of Report



Source: WY Department of Health **(as pulled on 8/24/20 at 3:30PM MST)**

As last updated Monday, August 24th @ 1:39PM

# Lab Confirmed Cases	# Lab Confirmed Cases past 24 hours	Rate of Lab Confirmed Cases per100,000	# Lab Confirmed Cases Recovered	# Probable Cases	# Probable Cases Recovered	# COVID-19 Related Deaths	Recovered cases
113	1	291.0	67	14	7	0	67 (0 – 111)

As last updated Friday, August 21st @ 2:22PM (for comparison)

# Lab Confirmed Cases	# Lab Confirmed Cases past 24 hours	Rate of Lab Confirmed Cases per100,000	# Lab Confirmed Cases Recovered	# Probable Cases	# Probable Cases Recovered	# COVID-19 Related Deaths	Recovered cases
111	19	285.0	65	15	4	0	64 (0 – 92)

Source: WY Department of Health (as pulled on 8/24/20 at 3:30PM MST)

Working Group Updates

Next Meeting	**Status:** ***Scheduled*** – Friday (8/28) @ 11:30AM
Key Updates	• Confirmation or changes by President of Spring Schedule Proposals • Field trip guidelines suggestion is to defer trips; review again once transportation policy is set (review again this week) • New Student Support Resources for the Pause Structure document • Faculty may be changing or planning to alter course modality without updating the Registrar's Office

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Pause drafted and reviewed (complete)	Complete
Virtual Stop Plans drafted and reviewed	Fri. (8/28)
Resolved exam times and nights	EOW (8/28)

Additional Key Outputs:

COVID Policies:
- Attendance: Students | **Status:** ***Completed***
  - Student Attendance Policy approved by EEPG on Aug 19th

COVID Response:
- Programming / Curriculum | **Status:** ***Complete***
  - Modality reflected in course catalogue
  - No changes made due to Phased Return
- Class schedules | **Status:** ***Complete***
  - 20-minute passing period added
  - No changes made due to Phased Return
- Faculty dev. & support | **Status:** ***In Progress***
  - 3rd party support team under consideration
- Pre-Return Training: Faculty | **Status:** ***Complete***
  - Staff and Faculty training combined
  - Available via internal Wyo system

Next Meeting	**Status:** ***Scheduled*** – Friday (8/28) @ 11AM
Key Updates	• All Fall Sports have been postponed • No update from the NCAA regarding guidance on weekly hours thus far • Men's football program practicing as normal • As athletes for some program return home, Athletics continues to monitor their athletes health and safety • Athletics is planning to participate in UW Surveillance testing; looking into alternative saliva testing with a 48-hr. turnaround

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Pause drafted and reviewed (complete)	Complete
Virtual Stop Plans drafted and reviewed	Fri. (8/28)

Additional Key Outputs:

COVID Policies:
- Athletics Events Spectator Policy | **Status:** ***Cancelled***

COVID Response:
- Athletics Testing Program | **Status:** ***Ongoing***
  - Managing separate testing program
  - Plan to plug student athletes into Bridge Testing Program and Surveillances Testing Program when these are operational
  - Report positive chases and conduct contact tracing together with COVID Hub

Next Meeting	**Status:** *Scheduled* – Thursday (8/20) @ 10AM
Key Updates	• Plan for Pause: 1-Page Immediate Action Plan / Checklist being developed (Communication, faculty support, identification of essential personnel, definition of shelter in place/ enforcement plans) • Advisory committee membership meeting daily to review data with President Seidel

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Review plans for pause and shift to all virtual from other Working Groups	EOW (8/28)

Additional Key Outputs:

COVID Policies:
- N/A

COVID Response:
- COVID-19 Contingency Plan | **Status:** *Complete*
  - Outlines triggers that would prompt response
  - Approved by the Board of Trustees
  - Available online on the Campus Return page: here
- Immediate Action Plan / Checklist | **Status:** *In Progress*
  - What to do if there is a pause
  - What to do if there is shift to remote
  - What to do if students are sent home

*** Formerly Closing Considerations Working Group**

Next Meeting	**Status:** ***Scheduled*** – Monday (8/24) @ 1PM + Wednesday (8/26) @ 9AM + Ad hoc
Key Updates	• Information Sessions for Staff and Faculty were held this week on 8/20 and 8/21 respectively. A date for a Laramie Community Information Session was tentatively set for next Thursday, 8/27. • Student, Faculty and Staff FAQs were updated in full on 8/21. The UW Campus Return page has been updated in a number of different areas, including the addition of links to recorded information sessions being added on 8/21. • A number of communications were distributed this week including a UW COVID Cases Update, a broad communication outlining the Bridge Testing Program and a communication outlining COVID Pass and the expectation for its use. • The Student Success team continues its effort to develop and distribute short videos aimed to answer important student and parent questions as classes start and the varying phases are encountered.

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
See Communications Plan	EOW (8/28)

Additional Key Outputs:

COVID Policies:
- Community Standards | **Status:** ***Completed***

COVID Response:
- Communication Plan | **Status:** ***Updates in Progress***
  - Original communication completed
  - Updates in progress for Phased Return
- Campus Signage | **Status:** ***Completed***
  - Team responsible for design
  - Operations responsible for requirements + posting

- Gov't Relations | **Status:** ***Ongoing***
  - Chad manages relationship with Governor and WY state officials (public relations only)

Next Meeting	**Status:** ***Scheduled*** *– Ad hoc on Monday (8/24) @ 1PM and full session on Wednesday (8/26) @ 2PM*
Key Updates	• Working to define employees who will return in each phase, with a priority on Phase 1 and 2 • Working Group has created a number of temporary policies in response to COVID; most are already operational and online here • Pre-Return Training for both Employees and Students have been launched due Aug. 19th and 24th respectively • Team working on Childcare options / strategies to support working parent as part of contingency plans

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Pause drafted and reviewed (complete)	Complete
Childcare Strategies (for consideration)	EOW (8/28)
Virtual Stop Plans drafted and reviewed	Fri. (8/28)

Additional Key Outputs:

COVID Policies:
- Non-Compliance: Employees | **Status:** ***Completed***
- Visitor Policy: Other | **Status:** ***Completed***
- Accommodations | **Status:** ***Completed***
- Sick Leave | **Status:** ***In Progress***
- Non-Compliance: Employees | **Status:** ***Completed***
- High-Risk / Remote Work | **Status:** ***In Progress***

COVID Response:
- Welcome Packets | **Status:** ***Completed***
  - Delivered to faculty & staff
- Review Staffing Plans | **Status:** ***Completed***
  - Team has reviewed all staffing plans
  - Continue to support departments adjust to Phased Return
- Staffing Contingency | **Status:** ***Completed***

- Pre-Return Training | **Status:** ***Complete***
  - Training for Students: Due August 19th
  - Training for Employees: Due August 24th
- Supervisor Training | **Status:** ***In Progress***
- Health Resources Signage | **Status:** ***Complete***
- Childcare Strategy | **Status:** ***In Progress***

Next Meeting	**Status:** ***Scheduled*** – Monday (8/24) @ 11AM
Key Updates	• Campus signage should be up on campus; working with Communications to incorporate more diversity in signs (to be added as new signs are added or when fallen slides need to be replaced across campus) • Armory is turn-key ready to go bringing up total capacity of 82 rooms • Working with local motels / hotels to add more rooms for Quarantine / Isolation housing • Cleaning supplies will be available in all classroom and working spaces • Currently, Operations not tracking inventory for certain PPE, including masks

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Pause drafted and reviewed (complete)	Complete
Virtual Stop Plans drafted and reviewed	Fri. (8/28)

Additional Key Outputs:

COVID Policies:
- Transit Plan | **Status:** ***Completed***
  - Currently operating under phased return, with limited operations

COVID Response:
- Cleaning plan and schedule | **Status:** ***Complete***
  - 20-minute passing periods
  - Efforts underway to hire staff to execute plan
- Campus signage requirements | **Status:** ***Complete***
  - Working towards August 24th target completion
  - Working with Comms to add diversity in signage
- Facilities preparations plan | **Status:** ***Ongoing***
  - Working on 1-pager to outline level of support
- Security plan | **Status:** ***Complete***
  - Ambassador program ready for launch
- Transit plan | **Status:** ***Complete***
  - Implementation postponed until Phase 2

Next Meeting	**Status:** ***Scheduled*** – Thursday (8/27) @ 2PM
Key Updates	• qPCR machine not able to be used for COVID testing

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Pause Plan #1 request from Tara (complete)	Complete
Proposal for CARES Act Funding for Research Recovery Programs	TBD
Virtual Plan #2 request from Tara	Fri. (8/28)

Additional Key Outputs:

COVID Policies:
- Research Travel | **Status:** ***Completed***
- Research Facilities / Labs | **Status:** ***Completed***

COVID Response:
- Research Plan | **Status:** ***Complete***
  - Updated and posted online here
- Research Recover Program | **Status:** ***In Progress***
  - Working with Finance on potential CARES Act support

Next Meeting	**Status:** *Scheduled* – Thursday (8/26) @ 4PM
Key Updates	• While testing policy is evolving, RLDS will require a negative test result to move into University Housing • A RLDS process for testing exception is underway • UW Gathering Guidelines will not come into effect until Phase 2 • Awaiting correspondence from Collegiate Housing Foundation to identify any reduction in cost due to cancelled leases

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Pause drafted and reviewed (complete)	Complete
Gathering Guidelines	Wed. (8/26)
Virtual Stop Plans drafted and reviewed	Fri. (8/28)

Additional Key Outputs:

COVID Policies:
- Visitor Policy: Student | **Status:** *Completed*
- Noncompliance | **Status:** *Completed*
- Gathering Guidelines | **Status:** *In Progress*
- Housing & Dining Refunds | **Status:** *Ongoing*

COVID Response:
- Move-in Plan | **Status:** *Complete*
  - Updated for Phased Return and online here
- Quarantine / Isolation Housing | **Status:** *In Progress*
  - Operational: Apartments, Honors, and Crane
  - Armory still being prepared by Operations
  - Transportation options still being solidified

- Pre-Return Training | **Status:** *Complete*
  - Developed with HR
- Student Programing | **Status:** *In Progress*
  - Team preparing for Phased Return
- Student Comms | **Status:** *In Progress*
  - Stepping up to help drive communications

Next Meeting	**Status:** ***Scheduled*** – Tuesday (8/25) @ 11AM
Key Updates	• Technology upgrades in the classroom are about 60% complete • IT is working with WSVL to install the LIMS System • Reviewing the usage of voluntary COVID exposure notification app, CARE19 Alert

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
COVIDPass Launch	Complete
Pause drafted and reviewed (Complete)	Complete
Virtual Stop Plans drafted and reviewed	Fri. (8.28)

Additional Key Outputs:

COVID Policies:
- N/A

COVID Response:
- COVIDPass | **Status:** ***Complete***
  - Launched on Monday August 24th
  - Communications + how-to guide being developed
- Classroom Technology Conversion | **Status:** ***In Progress (60%)***
  - Upgrades continue, including creation of mobile Zoom stations
  - Supply chain challenges slowing upgrades but still ongoing

Next Meeting	**Status: *Not Scheduled***
Key Updates	• Random sampling program begins 8/24 in the lower level Union Gardens; tests administered by Drug Free Sports with 40-50% coverage of Phase 1 population • Non-UW entities on UW property and non-UW roommates living in campus apartments will not be enrolled in UW's testing program • If an individual receives a positive result, and retests and receives a negative result, they should contact their state's Department of Health to provide next steps. • Rapid antigen tests shipped 8/21

Working Group Outputs & Status

Expected Outputs this Week:	**Status**
COVID Hub Training for New Support Team Members	EOW (8/28)
Pause drafted and reviewed (complete)	Complete
Virtual Stop Plans drafted and reviewed	Fri. (8/28)

Additional Key Outputs:

COVID Policies:
- N/A

COVID Response:
- Pre-Return Testing (Vault) | **Status:** *Ongoing*
  - Full pre-return testing modified for Phased Return
- COVID Hub | **Status:** *Ongoing*
  - Operational but still staffing up (volunteers welcome)
  - Team to include contact tracers; still hiring
- Bridget Testing Program | **Status:** *In Development*
  - Planning is nearly complete; support from Vault
  - Program to launch on August 24th
- Surveillance Testing | **Status:** *In Development*
  - On-track, handled by separate sub-work group

Next Meeting	**Status:** *Scheduled* – Monday (8/24) @ 1:30PM; Wednesday, Friday (8/26, 8/28) @ 11AM
Key Updates	• Public-facing dashboard to monitor automatic pause triggers completed • Received 2,070 tests to begin Bridge Testing Program on Monday (8/24) • Completed setup in the Gardens at Wyoming Union to implement Bridge Program • Compiled Phase 1 cohort list for communication, testing, and tracing

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Hire sampling station attendants and COVID Hub staff	EOW (8/28)
Decide who will perform data technician role (hire vs. contract out)	EOW (8/28)
Determine available budget for acquiring additional tests for Phase 2	EOW (8/28)

Additional Key Outputs:

COVID Policies:
- N/A

COVID Response:
- Identify space for on-site testing | **Status:** *Complete*
  - Bridge testing in both Phase 1 & 2 will be conducted in the Gardens, lower-level of Wyoming Union
- Obtain tests for Phase 1 | **Status:** *Complete*
  - 2,070 Vault tests repurposed and shipped to campus
  - ~950 tests held in reserve at Student Health Services
- Obtain tests for Phase 2 | **Status:** *In Process*
  - Options include Vault and Broad Institute
- Hire & Train Staff | **Status:** *In Process*
  - 69 applicants for Sampling Stations
  - 73 applicants for COVID Hub
  - 0 applicants for Sampling Program Mgr.

Next Meeting	**Status:** *Scheduled* – Monday (8/24) @ 1:30PM; Wednesday, Friday (8/26, 8/28) @ 11AM
Key Updates	• CARES Funding budget and expenses completed • COVID-19 related staffing tracker completed • Rapid antigen tests have been shipped to Student Health Services (expected arrival 8/22)

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Confirm contract with GAUC for diagnostic testing of faculty and staff	EOW (8/28)
Integrate UW contact tracing efforts with State of Wyoming	EOW (8/28)

Additional Key Outputs:

COVID Policies:
- N/A

COVID Response:
- Identify space for on-site testing | **Status:** *Complete*
  - Wyoming Union, Engineering & Applied Sciences building, and Crane Hall will be operational in Phase 3
  - Other options include the Service Building, Center for Performing Arts, and Rochelle Athletic Center
- Order, install, and calibrate lab equipment | **Status:** *In Process*
  - Estimated delivery date for thermocyclers is September 18th
- Stand up dashboard & reporting | **Status:** *In Process*
  - Laboratory Information Management System (LIMS) installed
  - Public-facing dashboard monitoring automatic pause triggers completed
- Scale operations for Phase 3 | **Status:** *In Process*
  - 120 sampling station attendants needed
  - 29 Covid Hub workers needed
  - 4 clinical staff needed

From: Kaila Mills <notify@teamdynamixapp.com>
Sent: Tuesday, August 25, 2020 10:23 AM
To: Kimberly Chestnut Steich
Subject: TeamDynamix Service Request Comment Added (students in the Laramie com...)

Comment

Kaila Mills commented on this service request on Tue 8/25/20 10:23 AM Mountain Daylight Time.

Good morning Kim.

Please see the message below from a community member regarding students wearing masks in the Laramie Community.

Thank you!
Kaila

Service Request Details

Acct/Dept
Honors College

ID
14826477

Type
Covid Hotline Contact

Title
students in the Laramie community

Description
Hello,

As students are returning to Laramie, I would love to see the UW administration encourage students to wear masks around town, in their Laramie community in addition to the UW community.

I have passed many groups of young people in the past week or two and while a few are wearing masks, many more are not wearing them even when physical distancing is not possible (e.g. inside businesses, downtown, on their way to tables

at restaurants, outside of businesses, etc.).

Even though there is not a county or city mandate, please consider sending students a message encouraging them to do their part of stopping the spread of COVID-19 in the Laramie community just like the Laramie community is required to do
their part when coming to the UW campus/community.

Thank you for considering!

Take care,
Laura

Laura Olson
Advisor/Career Counselor
Honors College
University of Wyoming

Appointments will be over Zoom:
click here to schedule

10B Guthrie House

Laramie, WYOMING 82070

Main Office 307-766-4110

Fax 307-766-4298

lolson@uwyo.edu

http://www.uwyo.edu/honors/

Created By

tdemail Generated

Date Created

Mon 8/24/20 1:57 PM Mountain Daylight Time
Status Closed
Reason for contact Concerns

To comment on this item, reply to this email.

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From: [redacted]
Sent: Tuesday, August 25, 2020 11:15 AM
To: Yates, Michael
Cc: Mandy Jane Gifford;Tami B. Benham-Deal;Tara Evans;Chad R. Baldwin;Kimberly Chestnut Steich;Courtney Leigh Thomson-Lichty;Danika Roanne Salmans;William H. Mai;[redacted];Anne M. Alexander;Edmund J. Synakowski;Robert Aylward;Thomas K. Burman;Tom Koczara;Emily Ann Monago;Ben Blalock;Mary Beth Bender;Neil David Theobald;[redacted]
Subject: Update on Latest Decisions + Working Group Status Report
Attachments: UW_Working Groups Weekly Status Update_08.25.20.pdf

Team –

Thanks for joining today's EEPG. Sharing the latest decisions for your awareness. You can find these decisions and the RAID Log on TEAMS by following this link. Please let us know if you have any questions or if you'd like to discuss. Working Group Chairs are encouraged to share with their working groups and teams.

Further, attached is an updated Weekly Working Group Status Report – the PMO support team will send this out to individual working group members later today.

Disclaimer: Decisions, like the COVID Policy, are subject to change based on the evolving environment.

Decisions Recently Added (or updated) to the RAID Log

Topic	Decision	
Transit Plan under Phased Return	**Updated (8/21):** EEPG approves plans for a phased return that begins with limited service (including SafeRide) starting on August 24th and expanding in each phase. Original Decision: Public Transit plans should be postponed to the start of Phase 2 (September 7th).	E

Campus Buildings during Phase 1	During Phase 1, buildings should be closed (as they were for Summer 2020) with the exception of the following buildings starting on Monday, August 24th: Open buildings/facilities for Phase 1 (August 24 – September 4th): • Lab school • ECEC • WY State Vet Lab (restricted access) • Knight hall services • Book store • Union • Jacoby Golf Course • Libraries + 1 Computer Lab • Washakie, Panda & Pita • 1 IT Computer Labs/WYO One ID Office • Law School for STI • WWAMI classrooms • Residence Halls • Chemistry Stockroom • Hill Hall-Third Floor • Student Health • Speech and Hearing Clinic • Psychology Clinic A determination for which buildings need to be open in Phase 2 will be made in September.	I
False Positives	If an individual receives a positive result, and retests and receives a negative result, they should contact their state's Department of Health to provide next steps.	E
Testing for non-UW entities on campus?	UW will explore steps to include individuals working on campus as part of non-UW entities in the University's testing program; currently, only individuals with UW email addresses can be enrolled.	W
Testing for families or non-UW roommates (campus apartments)?	Non-UW individuals living in campus apartments with UW students/employees will not be required to test. This would include non-UW family members and non-UW roommates.	W
Class schedules and Passing Periods under Phased Return	Decision: Yes. Class schedules will maintain 20 minute passing periods, despite most starting online.	W

UNIVERSITY OF WYOMING

Working Groups Weekly Status Report

August 25, 2020

Path to Opening

RETURN TO CAMPUS

Path to Opening

Weekly Status Report: Tues (8/25)

PMO / Working Groups

Status: *Completed*

- ✓ Standup PMO Team
- ✓ Define Governance Structure
- ✓ Establish Working Groups (WG)
- ✓ Agree on WG Charters

COVID Policy

Status: *On Track*

- ✓ Detailed policy based on *Plan to Restart Campus & Restore Normal Campus Operations*
- ❑ New temporary policies as needed

Class Modality & Schedule

Status: *Completed*

- ✓ Class modality plans
- ✓ Class schedule and room assignments

Facilities Preparations

Status: *Completed*

- ✓ Enhanced Cleaning Schedule
- ✓ Room Configuration
- ✓ Classroom Technology
- ✓ Campus Signage
- ✓ Hiring for Enhanced Cleaning

UPDATED

Pre-Return Testing & Training

Status: *Closely Monitoring*

- ✓ Early Wave Testing
- ✓ Training Completed
- ❑ Pre-Return Testing for Phase 1
- ❑ Pre-Return Testing for Phase 2-4

START

OPEN

UPDATED

Return to Campus and Work

Status: *Closely Monitoring*

- ❑ Phase 1: August 24th
- ❑ Phase 2: September 7th
- ❑ Phase 3: September 28th
- ❑ Phase 4: November 23rd

Surveillance Testing Program

Status: *Critical*

- ✓ Program Model
- ❑ Staffing
- ❑ Lab Equipment
- ❑ Diagnostic Tests Supplies

COVID HUB

Status: *Closely Monitoring*

- ✓ Support Model
- ✓ Technical Infrastructure
- ❑ Training and Support
- ❑ Hiring for COVID Hotline
- ❑ Hiring for Contact Tracing

Closing Decision Matrix

Status: *On Track*

- ✓ Response Options
- ✓ Triggers
- ✓ BOT Approval
- ❑ Dashboard for Latest Data
- ❑ Monitoring & Tracking Triggers

NEW

Bridge Testing Program

Status: *Closely Monitoring*

- ✓ Create Bridge Testing Plan
- ❑ Obtain Tests for On-site Testing
- ❑ Hire Staff and Stand up Program
- ✓ Launch Bridge Testing: Aug 24th
- ❑ Scale for Phase 2: Sept 7th

Working Group Updates

Academics Working Group

Co-Chairs:

- **Anne Alexander – Provost**
- **Tami Benham-Deal – Vice Provost**

Members:

- **James Ahern** – AVP, Graduate Education
- **Kyle Moore** – AVP, Enrollment Management
- **Steven Barrett** – AVP, Undergraduate Education
- **Ryan O'Neil** – Dean of Students
- **Danny Dale** – Interim Dean, College of Arts & Sciences
- **Rudi Michalak** – Faculty Senate Chair
- **Dave Sprott** – Dean, College of Business
- **Nycole Courtney** – AVP and Dean, Student Success & Graduation
- **Naomi Ward** – Acting Chair, Botany
- **Isadora Helfgott** – Interim AVP, Global Engagement

Staff Support / Liaison:

- **Aneesa McDonald** – Faculty Affairs Specialist
- **Bethann Merkle** – Research Scientist

Next Meeting	**Status:** ***Scheduled*** – Friday (8/28) @ 11:30AM
Key Updates	• Confirmation or changes by President of Spring Schedule Proposals • Field trip guidelines suggestion is to defer trips; review again once transportation policy is set (review again this week) • New Student Support Resources for the Pause Structure document • Faculty may be changing or planning to alter course modality without updating the Registrar's Office

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Pause drafted and reviewed (complete)	Complete
Virtual Stop Plans drafted and reviewed	Fri. (8/28)
Resolved exam times and nights	EOW (8/28)

Additional Key Outputs:

COVID Policies:
- Attendance: Students | **Status:** ***Completed***
  - Student Attendance Policy approved by EEPG on Aug 19th

COVID Response:
- Programming / Curriculum | **Status:** ***Complete***
  - Modality reflected in course catalogue
  - No changes made due to Phased Return
- Class schedules | **Status:** ***Complete***
  - 20-minute passing period added
  - No changes made due to Phased Return

- Faculty dev. & support | **Status:** ***In Progress***
  - 3rd party support team under consideration
- Pre-Return Training: Faculty | **Status:** ***Complete***
  - Staff and Faculty training combined
  - Available via internal Wyo system

Athletics Working Group

Chair:

- **Tom Burman** – Athletic Director

Members:

- **Matt Whisenant** – Deputy Athletic Director
- **Randy Welniak** – (Sr. Assoc. AD for Development and Revenue Generation)
- **Joe Verschueren** – (Assoc. AD for Ticketing & Sales)
- **Phil Wille** – (Sr. Assoc. GC)
- **Tyson Drew** – (Assoc. AD, Facilities Operations / Event Mgmt)
- **Matt Boyer** – Physician, Sports Medicine
- **Beau Clark** – Rodeo Coach

Staff Support / Liaison:

- **Melanie Drever** – Assistant to the Vice President for Administration

Next Meeting	**Status:** *Scheduled* – Friday (8/28) @ 11AM
Key Updates	• All Fall Sports have been postponed • No update from the NCAA regarding guidance on weekly hours thus far • Men's football program practicing under modified schedule / approach given postponed season • As athletes for some program return home, Athletics continues to monitor their athletes health and safety • Athletics is planning to participate in UW Surveillance testing; looking into alternative saliva testing with a 48-hr. turnaround

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Pause drafted and reviewed (complete)	Complete
Virtual Stop Plans drafted and reviewed	Fri. (8/28)

Additional Key Outputs:

COVID Policies:
- Athletics Events Spectator Policy | **Status:** *Cancelled*

COVID Response:
- Athletics Testing Program | **Status:** *Ongoing*
  - Managing separate testing program
  - Plan to plug student athletes into Bridge Testing Program and Surveillances Testing Program when these are operational
  - Report positive chases and conduct contact tracing together with COVID Hub

Contingency Planning

Co-Chairs:

- **Tara Evans** – VP & General Counsel
- **Neil Theobald** – Senior VP for Administration & Finance

Members:

- **John McKinley** – Vice Chairman of the Board
- **Kim Chestnut** – VP, Student Affairs
- **David Jewell** – AVP, Budget & Institutional Planning
- **Anne Alexander** – Interim Provost & Vice President, Academic Affairs
- **Will Laegreid** – Director/Professor, Veterinary Science, Epidemiologist
- **Alexia Harrist** – WY Department of Public Health
- **Jean Allais** – Albany County Public Health Official
- **Doug Faus** – CEO, Ivinson Memorial Hospital
- **Brant Schumaker** – Associate Professor, Veterinary Science
- **Alex Buerkle** – Professor, Botany
- **Matthew Boyer** – UW Head Team Physician
- **Jubal Yennie** – Superintendent of Albany County Schools

Staff Support / Liaison:

- **Melanie Drever** – Assistant to the Vice President for Administration

*** Formerly Closing Considerations Working Group**

Next Meeting	**Status:** *Scheduled* – Thursday (8/20) @ 10AM
Key Updates	• Plan for Pause: 1-Page Immediate Action Plan / Checklist being developed (Communication, faculty support, identification of essential personnel, definition of shelter in place/ enforcement plans) • Advisory committee membership meeting daily to review data with President Seidel

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Review plans for pause and shift to all virtual from other Working Groups	EOW (8/28)

Additional Key Outputs:

COVID Policies:
- N/A

COVID Response:
- COVID-19 Contingency Plan | **Status:** *Complete*
  - Outlines triggers that would prompt response
  - Approved by the Board of Trustees
  - Available online on the Campus Return page: here
- Immediate Action Plan / Checklist | **Status:** *In Progress*
  - What to do if there is a pause
  - What to do if there is shift to remote
  - What to do if students are sent home

*** Formerly Closing Considerations Working Group**

Communications Working Group

Chair:

- **Chad Baldwin** – Associate Vice President, Communication & Marketing

Members:

- **Nycole Courtney** – Associate VP, Dean of Student Success & Graduation
- **Kyle Moore** – Associate Vice Provost, Enrollment Management
- **Jenny Petty** – Director, Enrollment Marketing
- **Andy Chapman** – Assistant Director, Enrollment Marketing
- **Alex Kean** – Senior Director, Budget & Institutional Planning
- **Jesse Begin** – Manager, Employee Relations & Development
- **Riley Talamantes** – President of the Associated Students of UW (ASUW)
- **Mindy Peep** – Associate Director, Digital and Content Strategy

Staff Support / Liaison:

- **Kaila L. Mills** – UW Administrative Assistant, Office of Diversity, Equity & Inclusion

Next Meeting	**Status: *Scheduled*** – Monday (8/24) @ 1PM + Wednesday (8/26) @ 9AM + Ad hoc
Key Updates	• Information Sessions for Staff and Faculty were held this week on 8/20 and 8/21 respectively. A date for a Laramie Community Information Session was tentatively set for next Thursday, 8/27. • Student, Faculty and Staff FAQs were updated in full on 8/21. The UW Campus Return page has been updated in a number of different areas, including the addition of links to recorded information sessions being added on 8/21. • A number of communications were distributed this week including a UW COVID Cases Update, a broad communication outlining the Bridge Testing Program and a communication outlining COVID Pass and the expectation for its use. • The Student Success team continues its effort to develop and distribute short videos aimed to answer important student and parent questions as classes start and the varying phases are encountered.

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
See Communications Plan	EOW (8/28)

Additional Key Outputs:

COVID Policies:
- Community Standards | **Status: *Completed***

COVID Response:
- Communication Plan | **Status: *Updates in Progress***
  - Original communication completed
  - Updates in progress for Phased Return
- Campus Signage | **Status: *Completed***
  - Team responsible for design
  - Operations responsible for requirements + posting

- Gov't Relations | **Status: *Ongoing***
  - Chad manages relationship with Governor and WY state officials (public relations only)

Monday, 8/17	Tuesday, 8/18	Wednesday, 8/19	Thursday, 8/20	Friday, 8/21
COVID Cases Update	Solicitation for employee questions	Information Sessions Announcement	Vault Results, new additions	Vault Results, new additions
			Bridge Testing Broad Comm	Week 1 Bridge Testing targeted comm
			COVID Pass Comm	Updated FAQs
			Updated FAQs	Faculty Info Session (Zoom)
			Updated COVID-19 WyoWeb Links	Posted Info Session Links to website
			Staff Info Session (Zoom)	FYS Briefing
Monday, 8/24	**Tuesday, 8/25**	**Wednesday, 8/26**	**Thursday, 8/27**	**Friday, 8/28**
Vault Results, new additions	Vault Results, new additions	Vault Results, new additions	Vault Results, new additions	Vault Results, new additions
Reminder to Targeted Bridge Testing Population: Sign up for apt (week 1)	Reminder to Targeted Bridge Testing Population: Sign up for apt (week 1 – those who have still not signed up)	Reminder to Targeted Bridge Testing Population: Sign up for apt (week 1 – those who have still not signed up)	Laramie Community Info Session	Reminder to Targeted Bridge Testing Population: Sign up for apt (week 1 – those who have still not signed up)
Student Experience; email to parents, families, students	*Tentative:* targeted communication informing students what phase they are in	Week 2 Bridge Testing Program targeted population comm		*Tentative:* "what a targeted pause or going fully online will look like" comm
COVID Pass Reminder		**Flexible:** COVID Cases Update		
		Q&A Video for Faculty/Staff		

ONGOING COMMUNICATIONS

- **Student Success Playlist:** Videos will be uploaded consistently as they are completed on UW's Student Success Playlist Page.
- **Division Communications:** Each VP or designee will provide weekly communication to their division about relevant updates. Some divisions are already providing regular comms, others may need to start.
- **Contact with Parents and Families:** Nycole Courtney and Kyle Moore to provide ongoing outreach to this community, there have been monthly emails so far. We can coordinate live Q & A with families and Dr. Seidel as well. We can plan for next week, open to input.

OUTSTANDING / POSSIBLE COMMUNICATION NEEDS

- Communications around adjustments to Tuition or Fees
- Communications preparing students/employees for the full surveillance testing that starts Sept. 28
- Press meeting opportunity for President Seidel to field questions from the media on a weekly basis
- Potential for both supervisors and graduate student information session

The following videos are linked on the Covid-19 Information Session Recordings page on the UW Campus Return page.

Video	Audience	Description
UWAA Virtual Town Hall 'Academic and Student Affairs' Edition	UW Students, Parents, Alumni	This Virtual Town Hall features exclusive interviews with UW Vice President of Academic Affairs, Anne Alexander, and UW Vice President of Student Affairs, Kim Chestnut. Dr. Alexander and Dr. Chestnut share about academic and student success plans and how they, and many others, are working to keep students healthy and safe this fall. This event was sponsored by UniWyo Federal Credit Union and Black Hills Energy.
First-Year Seminars (FYS) Briefing	UW Students, Parents	In this briefing a panel explores the First Year Seminar, including an explanation about the FYS, why it is important, and what students can expect from the experience. Two FYS instructors tell about their upcoming courses and a senior student shares her experience. The panel also provides more information about the new tuition free service course called "Build the Future."
Non-Academic Staff & Employee Briefing	UW Non-Academic Staff & Employees	Information session held with UW non-academic staff and employees to inform them of the phased approach and answer any outstanding questions.
UW Faculty Information Session	UW Faculty	Information session held with UW faculty to inform them of the phased approach and answer any outstanding questions.
UW Student / Parent Town Hall	UW Students / Parents	Town Hall held for UW students and parents to answer outstanding questions regarding UW's safe return to campus for the Fall 2020 semester.

Employee Safety and Success Working Group

Co-Chairs:

- **Tom Koczara –** Associate Vice President, Human Resources
- **Emily Monago –** Chief Diversity Officer
- **Ben Blalock –** CEO & President, UW Foundation

Members:

- **Ryan O'Neil –** Interim Dean of Students
- **Mark Bercheni –** Director, HR Operations
- **Paula Whaley –** Deputy GC
- **Amy Ernst –** Business Manager
- **Tami Benham-Deal –** Vice Provost
- **Jacquelyn Bridgeman –** Department Head, Culture Gender & Social Justice
- **James Wheeler –** President, Staff Senate

Next Meeting	**Status:** ***Scheduled*** *– Ad hoc on Monday (8/24) @ 1PM and full session on Wednesday (8/26) @ 2PM*
Key Updates	• Efforts under way to target supervisors with the latest information and training • Working to define employees who will return in each phase, with a priority on Phase 1 and 2 • Working Group has created a number of temporary policies in response to COVID; most are already operational and online here • Pre-Return Training for both Employees and Students have been launched due Aug. 19th and 24th respectively • Team working on Childcare options / strategies to support working parent as part of contingency plans

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Pause drafted and reviewed (complete)	Complete
Childcare Strategies (for consideration)	EOW (8/28)
Virtual Stop Plans drafted and reviewed	Fri. (8/28)

Additional Key Outputs:

COVID Policies:
- Non-Compliance: Employees | **Status:** ***Completed***
- Visitor Policy: Other | **Status:** ***Completed***
- Accommodations | **Status:** ***Completed***
- Sick Leave | **Status:** ***In Progress***
- Non-Compliance: Employees | **Status:** ***Completed***
- High-Risk / Remote Work | **Status:** ***Completed***

COVID Response:
- Welcome Packets | **Status:** ***Completed***
  - Delivered to faculty & staff
- Review Staffing Plans | **Status:** ***Completed***
  - Team has reviewed all staffing plans
  - Continue to support departments adjust to Phased Return
- Staffing Contingency | **Status:** ***Completed***

- Pre-Return Training | **Status:** ***Complete***
  - Training for Students: Due August 19th
  - Training for Employees: Due August 24th
- Supervisor Training | **Status:** ***In Progress***
- Health Resources Signage | **Status:** ***Complete***
- Childcare Strategy | **Status:** ***In Progress***

Environmental Health and Safety Working Group

Chair:

- **Bill Mai** – Deputy Vice President for Administration

Members:

- **John Davis** – Associate Vice President for Operations
- **Nat Dyck** – Designer, Facilities Engineering
- **Eric Webb** – Executive Director, Residence Life and Dining Services
- **Jennifer Coast** – Deputy Director of Facilities Engineering, Central Scheduling and Safety
- **Tyson Drew** – Assoc. AD, Facility Operations & Event Management
- **Tod Scott** – Custodial Services Manager
- **Tim Wiseman** – Chief Risk Officer
- **Paula Whaley** – Deputy General Counsel
- **James Wheeler** – Staff Senate President
- **Kwanna King** – Registrar
- **Melanie Drever** – Executive Assistant

Staff Support / Liaison:

- **Melanie Drever** – Assistant to the Vice President for Administration

Next Meeting	**Status:** ***Scheduled*** – Monday (8/24) @ 11AM
Key Updates	• Campus signage should be up on campus; working with Communications to incorporate more diversity in signs (to be added as new signs are added or when fallen slides need to be replaced across campus) • Armory is turn-key ready to go bringing up total capacity of 82 rooms • Working with local motels / hotels to add more rooms for Quarantine / Isolation housing • Cleaning supplies will be available in all classroom and working spaces • Currently, Operations not tracking inventory for certain PPE, including masks

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Pause drafted and reviewed (complete)	Complete
Virtual Stop Plans drafted and reviewed	Fri. (8/28)

Additional Key Outputs:

COVID Policies:
- Transit Plan | **Status:** ***Completed***
  - Currently operating under phased return, with limited operations

COVID Response:
- Cleaning plan and schedule | **Status:** ***Complete***
  - 20-minute passing periods
  - Efforts underway to hire staff to execute plan
- Campus signage requirements | **Status:** ***Complete***
  - Working towards August 24th target completion
  - Working with Comms to add diversity in signage
- Facilities preparations plan | **Status:** ***Ongoing***
  - Working on 1-pager to outline level of support
  - Also developing 1-pager for response to COVID case
- Security plan | **Status:** ***Complete***
  - Ambassador program ready for launch
  - No changes required under Phased Return

Research Working Group

Chair:

- **Ed Synakowski** – VP for Research and Economic Development

Members:

- **Diana Hulme** – Associate VP, Research
- **Carolyn Broccardo** – Director of Research Integrity & Compliance
- **Farrell Rapp** – Director of Research Services
- **Phil Wille** – Senior Associate, General Counsel
- **Barb Rasco** – Dean, Agriculture and Natural Resources
- **David Fay** – Professor, Molecular Biology
- **Gary Beauvais** – Director, Wyoming Natural Diversity Database
- **Margaret Wilson** – Professor, Theatre and Dance

Staff Support / Liaison:

- **Karyn Bercheni** - Assistant to the Vice President for Research and Economic Development

Next Meeting	**Status:** ***Scheduled*** – Thursday (8/27) @ 2PM
Key Updates	• qPCR machine not able to be used for COVID testing • Team has finalized initial numbers regarding Phase 1 and Phase 2 populations

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Pause Plan #1 request from Tara (complete)	Complete
Proposal for CARES Act Funding for Research Recovery Programs	TBD
Virtual Plan #2 request from Tara (complete)	Fri. (8/28)

Additional Key Outputs:

COVID Policies:
- Research Travel | **Status:** ***Completed***
- Research Facilities / Labs | **Status:** ***Completed***

COVID Response:
- Research Plan | **Status:** ***Complete***
  - Updated and posted online here
- Research Recover Program | **Status:** ***In Progress***
  - Working with Finance on potential CARES Act support

Student Life and Housing Working Group

Chair:

- **Kim Chestnut** – VP, Student Affairs

Members:

- **Rian Rabideau** – Director, Residence Life & Housing
- **Ryan O'Neil** – AVP and Dean of Students
- **Eric Webb** – Executive Director, Residential Life & Dining Services
- **Holly Bowlds** – Nursing Supervisor, Student Health Services
- **Amanda O'Brien Busick** – Director, Disability Support Services
- **Jeremy Davis** – Director, Center for Student Involvement & Leadership
- **Paula Whaley** – Deputy General Counsel
- **Riley Talamantes** – ASUW President
- **Courtney Thomson-Lichty**

Staff Support / Liaison:

- **Courtney Leigh Thomson-Lichty** – Sr. Project Coordinator, Student Affairs

Next Meeting	**Status:** *Scheduled* – Wednesday (8/26) @ 4PM
Key Updates	• While testing policy is evolving, RLDS will require a negative test result to move into University Housing • RLDS leveraging DSS exception process for all exceptions, including those related to the Phased Return / Testing • UW Gathering Guidelines will not come into effect until Phase 2 • Awaiting correspondence from Collegiate Housing Foundation to identify any reduction in cost due to cancelled leases

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Pause drafted and reviewed (complete)	Complete
Gathering Guidelines latest update	Wed. (8/26)
Virtual Stop Plans drafted and reviewed	Fri. (8/28)

Additional Key Outputs:

COVID Policies:
- Visitor Policy: Student | **Status:** *Completed*
- Noncompliance | **Status:** *Completed*
- Gathering Guidelines | **Status:** *In Progress*
- Housing & Dining Refunds | **Status:** *Ongoing*

COVID Response:
- Move-in Plan | **Status:** *Complete*
  - Updated for Phased Return and online here
- Quarantine / Isolation Housing | **Status:** *Complete*
  - Operational: Apartments, Honors, and Crane
  - Armory still being prepared by Operations
  - Transportation options still being solidified

- Pre-Return Training | **Status:** *Complete*
  - Developed with HR
- Student Programing | **Status:** *In Progress*
  - Team preparing for Phased Return
- Student Comms | **Status:** *In Progress*
  - Stepping up to help drive communications

Technology Working Group

Chair:

- **Robert Aylward** – Vice President of IT

Members:

- **Jen Chavez** – Deputy CIO
- **Brett Williams** – Director, Applications & Customer Relationships
- **Jami Miller** -- Director, Student Affairs Business Operations
- **Jesse Ballard** – Assistant Director, IT
- **Carrie Hesco** – Associate General Counsel
- **Cam Wright** – Dean, Engineering & Applied Sciences
- **Mike Borowczak** – Assistant Professor, Computer Science
- **Will Laegreid** – Director / Professor of Veterinary Science, Epidemiologist
- **Brant Schumaker** – Associate Professor, Veterinary Science
- **Nicole Lester** – Working Group UW Support Liaison

Staff Support / Liaison:

- **Nicole Lester** – Assistant to the Vice President

Next Meeting	**Status:** *Scheduled* – Tuesday (8/25) @ 11AM
Key Updates	• Technology upgrades in the classroom are about 90% complete • IT is working with WSVL to install the LIMS System • In the process of implementing the usage of voluntary COVID exposure notification app, CARE19 Alert

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
COVIDPass Launch	Complete
Pause drafted and reviewed (Complete)	Complete
Virtual Stop Plans drafted and reviewed	Fri. (8.28)

Additional Key Outputs:

COVID Policies:
- N/A

COVID Response:
- COVIDPass | **Status:** *Complete*
  - Launched on Monday August 24th
  - Communications + how-to guide being developed
- Classroom Technology Conversion | **Status:** *In Progress (90%)*
  - Upgrades continue, including creation of mobile Zoom stations
  - Supply chain challenges slowing upgrades but still ongoing

Testing, Tracing and Support Working Group

Chair:

- **Mary Beth Bender** – Director, Student Health Services

Members:

- **Chad Baldwin** – AVP, Communications & Marketing
- **Darcy Bryant** – Deputy Director, Business Services
- **Jeff Hamerlink** – Director, Wyoming Geographic Information Science Center
- **Andara Frasier** – Associate General Counsel
- **David Jones** – Dean, Health Sciences
- **Alex Buerkle** – Professor, Department of Botany
- **Nycole Courtney** – AVP, Dean of Student Success & Graduation
- **Danika Salmans** – Interim Director, UW Internal Audit
- **Brant Schumaker** – Associate Professor, Veterinary Science
- **Mike Borowczak** – Professor, College of Engineering and Applied Science
- **Jen Chavez** – Deputy Chief Information Officer

Staff Support / Liaison:

- **Courtney Leigh Thomson-Lichty** – Sr. Project Coordinator, Student Affairs

Next Meeting	**Status:** *Scheduled* – Tuesday (8/25) @ 2:30PM
Key Updates	• Random sampling program begins 8/24 in the lower level Union Gardens; tests administered by Drug Free Sports with 40-50% coverage of Phase 1 population • Non-UW entities on UW property and non-UW roommates living in campus apartments will not be enrolled in UW's testing program • If an individual receives a positive result, and retests and receives a negative result, they should contact their state's Department of Health to provide next steps. • Rapid antigen tests shipped 8/21

Working Group Outputs & Status

Expected Outputs this Week:	**Status**
COVID Hub Training for New Support Team Members	EOW (8/28)
Pause drafted and reviewed (complete)	Complete
Virtual Stop Plans drafted and reviewed	Fri. (8/28)

Additional Key Outputs:

COVID Policies:
- N/A

COVID Response:
- Pre-Return Testing (Vault) | **Status:** *Ongoing*
  - Full pre-return testing modified for Phased Return
- COVID Hub | **Status:** *Ongoing*
  - Operational but still staffing up (volunteers welcome)
  - Team to include contact tracers; still hiring
- Bridget Testing Program | **Status:** *Progress*
  - Planning is nearly complete; support from Vault
  - Program to launch on August 24th
- Surveillance Testing | **Status:** *In Development*
  - On-track, handled by separate sub-work group

Bridge/Surveillance Program

Chair:

- **Will Laegreid** – WSVL Director, Professor of Veterinary Science

Members:

- **David Jones** – Dean, Health Sciences
- **John Davis** – AVP, University Operations
- **Robert Aylward** – VP, Information Technology
- **Brant Schumaker** – Associate Professor, Veterinary Science, Epidemiologist
- **Mary Beth Bender** – Director, Student Health Services

Next Meeting	**Status:** *Scheduled* – Monday (8/24) @ 1:30PM; Wednesday, Friday (8/26, 8/28) @ 11AM
Key Updates	• Public-facing dashboard to monitor automatic pause triggers completed • Received 2,070 tests to begin Bridge Testing Program on Monday (8/24) • Completed setup in the Gardens at Wyoming Union to implement Bridge Program • Compiled Phase 1 cohort list for communication, testing, and tracing

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Hire sampling station attendants and COVID Hub staff	EOW (8/28)
Decide who will perform data technician role (hire vs. contract out)	EOW (8/28)
Determine available budget for acquiring additional tests for Phase 2	EOW (8/28)

Additional Key Outputs:

COVID Policies:
- N/A

COVID Response:
- Identify space for on-site testing | **Status:** *Complete*
  - Bridge testing in both Phase 1 & 2 will be conducted in the Gardens, lower-level of Wyoming Union
- Obtain tests for Phase 1 | **Status:** *Complete*
  - 2,070 Vault tests repurposed and shipped to campus
  - ~950 tests held in reserve at Student Health Services
- Obtain tests for Phase 2 | **Status:** *In Process*
  - Options include Vault and Broad Institute
- Hire & Train Staff | **Status:** *In Process*
  - 69 applicants for Sampling Stations
  - 73 applicants for COVID Hub
  - 0 applicants for Sampling Program Mgr.

Next Meeting	**Status:** *Scheduled* – Monday (8/24) @ 1:30PM; Wednesday, Friday (8/26, 8/28) @ 11AM
Key Updates	• CARES Funding budget and expenses completed • COVID-19 related staffing tracker completed • Rapid antigen tests have been shipped to Student Health Services (expected arrival 8/22)

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Confirm contract with GAUC for diagnostic testing of faculty and staff	EOW (8/28)
Integrate UW contact tracing efforts with State of Wyoming	EOW (8/28)

Additional Key Outputs:

COVID Policies:
- N/A

COVID Response:
- Identify space for on-site testing | **Status:** *Complete*
  - Wyoming Union, Engineering & Applied Sciences building, and Crane Hall will be operational in Phase 3
  - Other options include the Service Building, Center for Performing Arts, and Rochelle Athletic Center
- Order, install, and calibrate lab equipment | **Status:** *In Process*
  - Estimated delivery date for thermocyclers is September 18th
- Stand up dashboard & reporting | **Status:** *In Process*
  - Laboratory Information Management System (LIMS) installed
  - Public-facing dashboard monitoring automatic pause triggers completed
- Scale operations for Phase 3 | **Status:** *In Process*
  - 120 sampling station attendants needed
  - 29 Covid Hub workers needed
  - 4 clinical staff needed

From: Michelle Marie Sullivan
Sent: Tuesday, August 25, 2020 11:36 AM
To: Kimberly Chestnut Steich;Anne M. Alexander
Cc: Macey R. Moore;Laura Schmid-Pizzato;Melvin R. Baldwin;Mandy Jane Gifford
Subject: RE: Academic & Student Affairs Call tomorrow

Kim and Anne, I would like to add that we are provided an update on how we are managing financial aid and tuition as well if we can. M

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Tuesday, August 25, 2020 9:48 AM
To: Anne M. Alexander <AAlex@uwyo.edu>; Michelle Marie Sullivan <Michelle.Sullivan@uwyo.edu>
Cc: Macey R. Moore <Macey.Moore@uwyo.edu>; Laura Schmid-Pizzato <lschmid@uwyo.edu>; Melvin R. Baldwin <mbaldwi2@uwyo.edu>; Mandy Jane Gifford <MANDYJ@uwyo.edu>
Subject: Re: Academic & Student Affairs Call tomorrow

The proposal for process sounds great.
Thanks, Kim

From: "Anne M. Alexander" <AAlex@uwyo.edu>
Date: Tuesday, August 25, 2020 at 9:42 AM
To: Michelle Marie Sullivan <Michelle.Sullivan@uwyo.edu>, Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: "Macey R. Moore" <Macey.Moore@uwyo.edu>, Laura Schmid-Pizzato <lschmid@uwyo.edu>, "Melvin R. Baldwin" <mbaldwi2@uwyo.edu>, Mandy Jane Gifford <MANDYJ@uwyo.edu>
Subject: RE: Academic & Student Affairs Call tomorrow

Trustee Sullivan – this sounds like a great plan. I'll attach here the materials on the online/digital education update. I'll work with Kyle on the enrollment update. Kim and I can provide you with a real-time update on COVID Phase I week one of Fall 2020 on the academic and student life sides as you wish.

Anne

From: Michelle Marie Sullivan <Michelle.Sullivan@uwyo.edu>
Sent: Tuesday, August 25, 2020 8:49 AM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Anne M. Alexander <AAlex@uwyo.edu>
Cc: Macey R. Moore <Macey.Moore@uwyo.edu>; Laura Schmid-Pizzato <lschmid@uwyo.edu>; Melvin R. Baldwin <mbaldwi2@uwyo.edu>; Mandy Jane Gifford <MANDYJ@uwyo.edu>
Subject: Academic & Student Affairs Call tomorrow

Hi Anne & Kim,

We're slated for a call tomorrow. We were not able to get to our topic around online learning. Should we begin with that and then discuss enrollment? Other topics that we need to address tomorrow? M

From: Nycole Rae Courtney
Sent: Tuesday, August 25, 2020 1:56 PM
To: Anne M. Alexander;Kimberly Chestnut Steich;Abbie L. Connally
Subject: Re: Cowboy Coaching

All,

Thank you for the follow-up email. We just wanted to check in with you about the status of Cowboy Coaching.

As always, thank you for everything you have to done to help us.

Nycole

Nycole Courtney, EdD
AVP & Dean of Student Success and Graduation
University of Wyoming
1000 E. University Ave., Laramie WY 82071-2000 (mail)
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nf@uwyo.edu

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From: Anne M. Alexander <AAlex@uwyo.edu>
Sent: Thursday, August 20, 2020 5:53 PM
To: Nycole Rae Courtney <NF@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: Fwd: Cowboy Coaching

From Abbie - let's connect with Alex Kean.
A

Sent from the Rocky Mountains

From: Abbie L. Connally <Abbie.Connally@uwyo.edu>
Sent: Thursday, August 20, 2020 9:13:41 AM
To: Anne M. Alexander <AAlex@uwyo.edu>
Subject: RE: Cowboy Coaching

Hi Anne,

Just so you have documentation of our conversation. I would suggest that they ask for CARES funding for this project. Alex has told us there is approx. $1M left uncommitted in the IT CARES funding, my understanding was that he was going to ask the governor for "permission" to move from the IT bucket and into a Student Support bucket.

It is also my understanding that the 3 positions we gave to ECTL, along with the $500K student support ask from OPWG, would also come out of the $1M fund.

I have not received written confirmation from Alex that this has been done, but it is my verbal understanding from him.

Thanks!
Abbie

Abbie Connally
Provost's Office
Direct 307-766-4308

From: Anne M. Alexander <AAlex@uwyo.edu>
Sent: Tuesday, August 11, 2020 3:59 PM
To: Abbie L. Connally <Abbie.Connally@uwyo.edu>
Subject: FW: Cowboy Coaching

I don't know if we have anything we could pitch in – I know we're getting tight – but in COVID times this seems important to scrounge around for some money....
No rush, just take a look and LMK what you think.

From: Nycole Rae Courtney <NF@uwyo.edu>
Sent: Tuesday, August 11, 2020 1:01 PM
To: Anne M. Alexander <AAlex@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: Cowboy Coaching

Anne & Kim,

Thank you for your consideration. Please see the document attached. I am happy to discuss this as well as open to suggestions. The name is also being considered since we want student buy-in. We would love to host our first retreat on August 21st to discuss expectations as well as the name of the program.

I look forward to hearing from you.

Best,
Nycole

Nycole Courtney, EdD
AVP & Dean of Student Success and Graduation
University of Wyoming
1000 E. University Ave., Laramie WY 82071-2000 (mail)
Knight Hall, Rm 128

(307)766-3296
nf@uwyo.edu

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From: Tara Evans
Sent: Tuesday, August 25, 2020 2:27 PM
To: Nycole Rae Courtney;Danika Roanne Salmans;Kimberly Chestnut Steich;Mary L. Ivanoff;Tom Koczara
Cc: Andara Jessie Frasier
Subject: Care packages - employees

Follow Up Flag: Follow Up
Flag Status: Flagged

All:

At the request of President Seidel, Mary and I are working on care packages for symptomatic employees who test positive for COVID. Could you let me know when you are available tomorrow for a quick zoom call to discuss? In the meantime, could Kim or Nycole send the group an example of what the students get in their care package when they are quarantined?

Andara – please help schedule this meeting and send a calendar invite.

Thanks!

Tara

Tara R. Evans
Vice President and General Counsel
University of Wyoming
307.766.4019
tevans15@uwyo.edu

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From: Emily Ann Monago
Sent: Tuesday, August 25, 2020 3:45 PM
To: Kimberly Chestnut Steich
Subject: FW: COVID Signage
Attachments: Face Covering Sign_FINAL.pdf; For Your Health Poster_FINAL.pdf; Social Distancing Sign_FINAL.pdf

Kim,

The attached posters are going to be distributed on campus. You are also welcome to print in advance and hang in Student Affairs areas as needed.

Sincerely,
Emily

Emily A. Monago, MPA, PhD
Chief Diversity Officer
University of Wyoming
Office of Diversity, Equity, and Inclusion
408 Old Main Building
Dept. 3434, 1000 East University Avenue
Laramie, WY 82071
Email: emonago@uwyo.edu
Phone: (307) 766-6672
Pronouns: She, her, and hers (Why pronouns matter.)

From: Emily Haase Edgar <eedgar@uwyo.edu>
Sent: Tuesday, August 25, 2020 3:33 PM
To: Emily Ann Monago <emonago@uwyo.edu>
Cc: Michelle Eberle <meberle@uwyo.edu>
Subject: Re: COVID Signage

Me too! Here are the final versions if you'd like to print some.

Have a great afternoon,

Emily Edgar
Marketing & Graphic Design Specialist
Institutional Marketing
Staff Senator

University of Wyoming
105 Bureau of Mines
(307) 766-3280 | eedgar@uwyo.edu

UNIVERSITY of WYOMING

From: Emily Ann Monago <emonago@uwyo.edu>
Date: Tuesday, August 25, 2020 at 3:30 PM
To: Emily Haase Edgar <eedgar@uwyo.edu>
Cc: Michelle Eberle <meberle@uwyo.edu>
Subject: RE: COVID Signage

Emily,

You are welcome.
Glad I could help.
I look forward to seeing them around campus.

Sincerely,
Emily

Emily A. Monago, MPA, PhD
Chief Diversity Officer
University of Wyoming
Office of Diversity, Equity, and Inclusion
408 Old Main Building
Dept. 3434, 1000 East University Avenue
Laramie, WY 82071
Email: emonago@uwyo.edu
Phone: (307) 766-6672
Pronouns: She, her, and hers (Why pronouns matter.)

From: Emily Haase Edgar <eedgar@uwyo.edu>
Sent: Tuesday, August 25, 2020 2:28 PM
To: Emily Ann Monago <emonago@uwyo.edu>
Cc: Michelle Eberle <meberle@uwyo.edu>
Subject: Re: COVID Signage

I'm so glad you like them! Thank you again for the guidance.

I will work with Michelle to distribute these!

Emily Edgar

Marketing & Graphic Design Specialist
Institutional Marketing
Staff Senator
University of Wyoming
105 Bureau of Mines
(307) 766-3280 | eedgar@uwyo.edu

UNIVERSITY OF WYOMING

From: Emily Ann Monago <emonago@uwyo.edu>
Date: Tuesday, August 25, 2020 at 12:40 PM
To: Emily Haase Edgar <eedgar@uwyo.edu>
Cc: Michelle Eberle <meberle@uwyo.edu>
Subject: RE: COVID Signage

Hi Emily and Michelle,

These are excellent. Thank you. It is a wonderful idea to have them appear different from the first round of signage. Well done.

Sincerely,
Emily

Emily A. Monago, MPA, PhD
Chief Diversity Officer
University of Wyoming
Office of Diversity, Equity, and Inclusion
408 Old Main Building
Dept. 3434, 1000 East University Avenue
Laramie, WY 82071
Email: emonago@uwyo.edu
Phone: (307) 766-6672
Pronouns: She, her, and hers (Why pronouns matter.)

From: Emily Haase Edgar <eedgar@uwyo.edu>
Sent: Tuesday, August 25, 2020 12:21 PM
To: Emily Ann Monago <emonago@uwyo.edu>
Cc: Michelle Eberle <meberle@uwyo.edu>
Subject: COVID Signage

Hi Emily!

Thank you so much for meeting with us on Friday. I have made some changes to the signage we discussed. Attached are three different signs, if you have a moment would you mind reviewing them for me? I'm happy to make any edits or adjustments as you see fit.

Hope all is well,

Emily Edgar
Marketing & Graphic Design Specialist
Institutional Marketing
Staff Senator
University of Wyoming
105 Bureau of Mines
(307) 766-3280 | eedgar@uwyo.edu

UNIVERSITY of WYOMING

FACE COVERING **REQUIRED**

UNIVERSITY OF WYOMING

4 FOR YOUR HEALTH

1 Maintain Proper **SOCIAL DISTANCING**

2 Wear a **FACE COVERING**

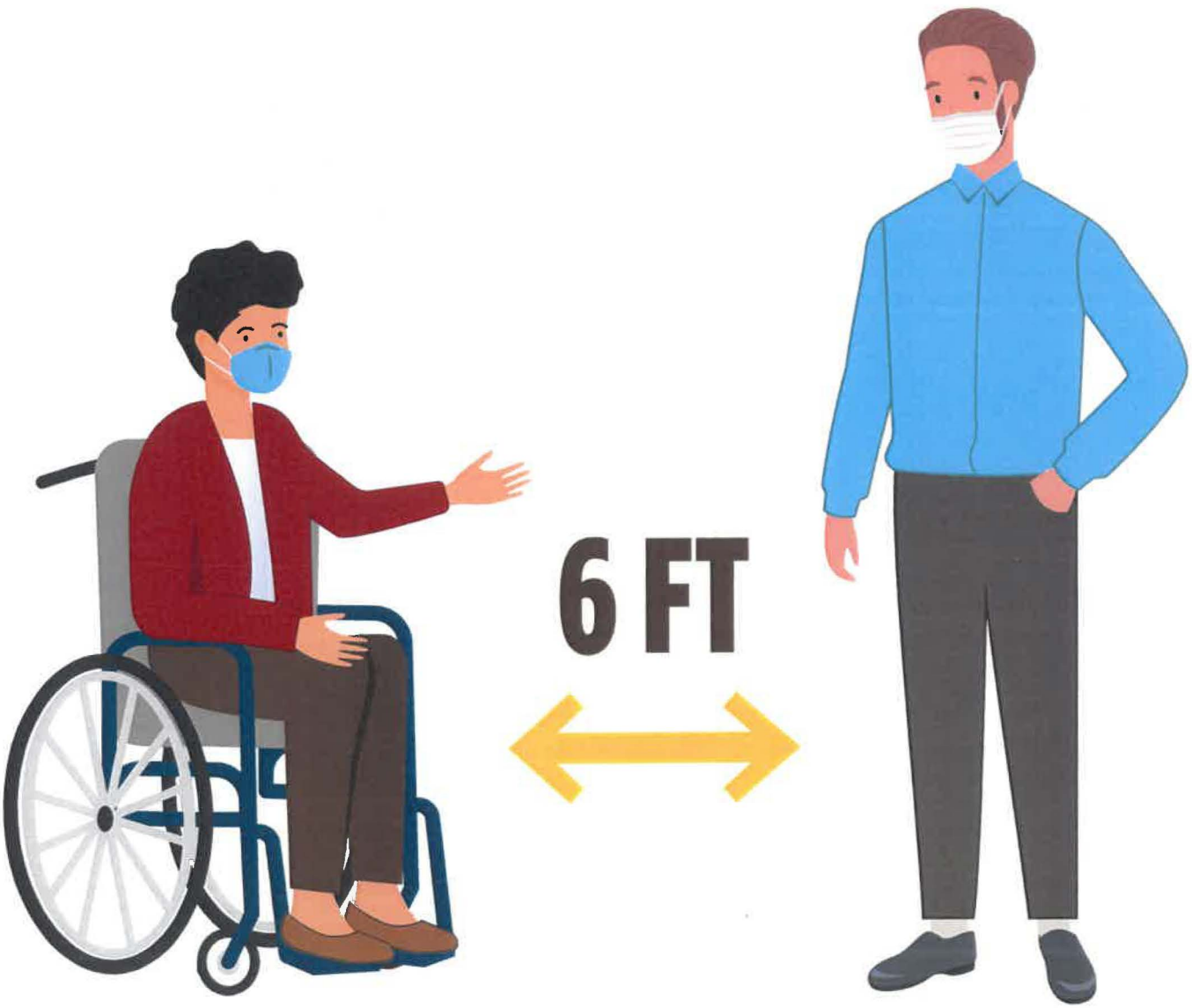
3 **WASH/SANITIZE** Your Hands Often

4 **STAY HOME** if You Feel Sick

UW UWYO.EDU/CAMPUS-RETURN

MAINTAIN PROPER

SOCIAL DISTANCING



UNIVERSITY OF WYOMING

From: division-leadership@uwyo.edu on behalf of Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Tuesday, August 25, 2020 5:29 PM
To: division-leadership@uwyo.edu
Subject: [Division-leadership] Cell phone numbers & COVID Signage
Attachments: Face Covering Sign_FINAL.pdf; For Your Health Poster_FINAL.pdf; Social Distancing Sign_FINAL.pdf; ATT00001.txt

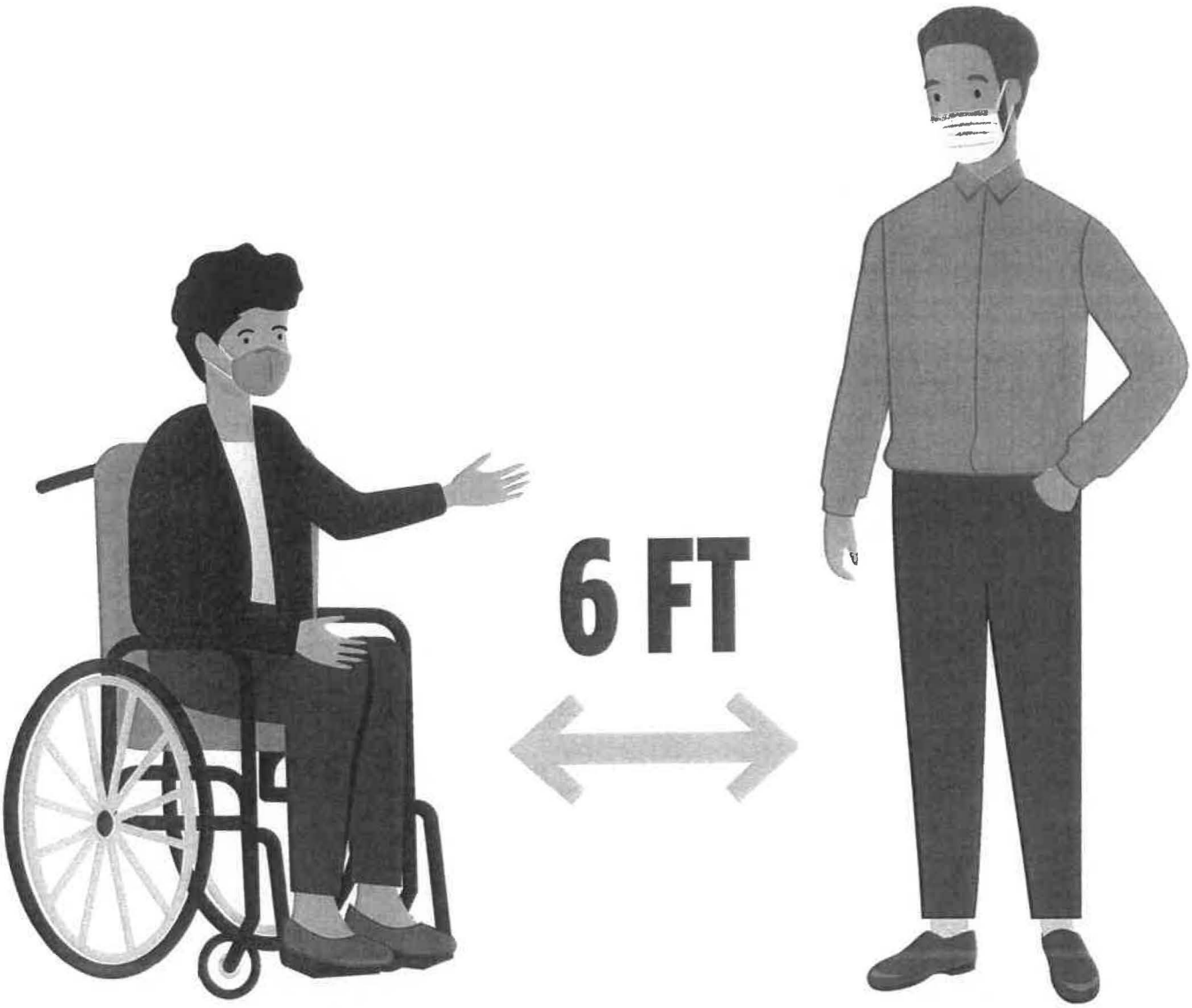
Friends,
Hope the day has gone well.
Two things:

1. Attached are some signs that will be going out across campus but if you would like to print and post in your direct areas, feel free to do so.
2. Each division VP has been asked to collect the cell phone number for every employee in the division (students, part-time, full-time, all). This is in service of supporting more effective contract tracing. **If you could please have someone in each department complete that task and send an excel sheet to Courtney on Friday by noon, that would be fantastic!**
    a. FORMAT: last name, first name, department, cell phone, land/other phone (if they want to provide an alternate number)
        i. If your employee goes by a name other than what is in HCM, please list both names.

Many thanks,
Kim

MAINTAIN PROPER

SOCIAL DISTANCING



UNIVERSITY OF WYOMING

From: Tami B. Benham-Deal
Sent: Tuesday, August 25, 2020 8:13 PM
To: Tara Evans;Kimberly Chestnut Steich;William H. Mai
Cc: [redacted]
Subject: FW: TeamDynamix Service Request Comment Added (Psychology Clinic operations)
Attachments: Re: TeamDynamix Service Request Comment Added (Psychology Clinic operations)

All,

Below is an email chain about the Psychology Clinic. Given the critical role the clinic plays in making assessments for DSS, it seems like they should be able to continue as they have been doing this summer.

Thoughts?

Tami Benham Deal, PED
Vice Provost
Office of Academic Affairs
1000 E. University Ave.
Laramie, WY 82071
307-766-4284
http://www.uwyo.edu/acadaffairs/

UNIVERSITY OF WYOMING

From: James C Ahern <JAhern@uwyo.edu>
Sent: Tuesday, August 25, 2020 2:34 PM
To: Anne M. Alexander <AAlex@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>
Subject: Re: TeamDynamix Service Request Comment Added (Psychology Clinic operations)

So, according to Cynthia, the needed grad students for the Psych clinic are on the list submitted to me by the department. Even though it wasn't in the request forwarded to me, Cynthia is additionally concerned about getting permission to have Psych clinic clients on campus. Given that this wasn't in the request that I received, I recommended that she send that specific concern to the COVID hotline email.
My emails with her are attached)
Jim

From: Anne Alexander <AAlex@uwyo.edu>
Date: Tuesday, August 25, 2020 at 2:13 PM
To: "Tami B. Benham-Deal" <Benham@uwyo.edu>, James Ahern <JAhern@uwyo.edu>
Subject: Fwd: TeamDynamix Service Request Comment Added (Psychology Clinic operations)

Your thoughts?

Sent from the Rocky Mountains

From: Kaila Mills <notify@teamdynamixapp.com>
Sent: Tuesday, August 25, 2020 2:11:34 PM
To: Anne M. Alexander <AAlex@uwyo.edu>
Subject: TeamDynamix Service Request Comment Added (Psychology Clinic operations)

Comment

Kaila Mills commented on this service request on Tue 8/25/20 2:11 PM Mountain Daylight Time.

Good afternoon Anne.

Please see below for consideration.

Thank you!
COVID-19 Response Team

Service Request Details

Acct/Dept
Psychology

ID
14699629

Type
Covid Hotline Contact

Title
Psychology Clinic operations

Description
Dear COVID-19 Response Team:

The Psychology Clinic was approved to re-open on a very limited basis in July. Our therapists and clinic assistants are graduate students. Although graduate students are not technically allowed on campus for the first two weeks of the semester, we would like to ask permission to have them on campus to continue their very limited face-to-face client contacts that began in July and continue clinic administration. These cases are assessments that need to be completed so that students can received support from UDSS. As a reminder, all of our graduate student clinicians were tested at Ivinson in mid- to late-July and they have submitted their saliva tests. Would you please advise us regarding this issue?

Thank you,
Cynthia

Cynthia M. Hartung, Ph.D.
Professor & Clinic Director
Department of Psychology

University of Wyoming
131 Biological Sciences
307-314-2123
chartung@uwyo.edu
www.uwyoall.com

Created By
tdemail Generated

Date Created
Tue 8/18/20 9:30 AM Mountain Daylight Time

Status
Closed

Reason for contact
Concerns

To comment on this item, reply to this email.

----TEAMDYNAMIX DO NOT ALTER OR REMOVE THIS CODE----
1tMH77VyrB1PMj/qWeDhG3qHlLre+V93sfffl2B6QdBhKLTqDLW8tHrHoWd/Vh4kg2UgjEJJnLcig3V72Og8lhTl7NYD
loLAOoWVYy4gTm59TtMQ+Y04lbWx/+8xOw1PVda2F27d+1K4gORNtEVz//dsJM2Z6nPlaKYmFOP9FwhghqbRP1
KAA0WxZaS8usVGDiFmAKQuVEWfzNy68KArL0QG2ySJofuCTiaLqZsuATy5uun4VWJTEsCAUSwuscAjS+69lOM
BJBznlXkcTSg/a+LBaUtMy2ygJG12i5FrEowwnOz7xPlB2Uf5GYmBjn44zRn0kWKkHkDg6m/vmpV5QQ==
----TEAMDYNAMIX DO NOT ALTER OR REMOVE THIS CODE----

From: James C Ahern
Sent: Tuesday, August 25, 2020 2:31 PM
To: Cynthia M. Hartung
Cc: Sean M. McCrea;Tara Clapp
Subject: Re: TeamDynamix Service Request Comment Added (Psychology Clinic operations)
Attachments: PSYCH-essentialPhase1-2gradstudents.xlsx

The request that was forwarded to me was only about the graduate students. If all of the grad students that you need on campus for this are in the list I sent (attached again, here), then you're good to go regarding the grad students. As for clients, that was not in the requesr (that I see). I recommend that you submit a request to the COVID hotline email specifically for the clients. Thanks, Cynthia.
Best,
Jim

From: "Cynthia M. Hartung" <chartung@uwyo.edu>
Date: Tuesday, August 25, 2020 at 2:27 PM
To: James Ahern <JAhern@uwyo.edu>
Cc: "Sean M. McCrea" <smccrea@uwyo.edu>, Tara Clapp <twaddell@uwyo.edu>
Subject: Re: TeamDynamix Service Request Comment Added (Psychology Clinic operations)

Hi Jim,

These graduate students are on the list because they are the therapists. However, the clients that they will be seeing in the next two weeks are either students or community members. We are screening the clients when they enter the clinic. It would be a violation of confidentially for us to give you the names of the clients. At this point, given that the therapists are one your list and the clients are being screened, we want to know if we can go ahead and see the clients.

Thanks for following up with me!
Cynthia

Cynthia M. Hartung, Ph.D.
Professor & Clinic Director
Department of Psychology
University of Wyoming
131 Biological Sciences
307-314-2123
chartung@uwyo.edu
www.uwyoall.com

> On Aug 25, 2020, at 2:20 PM, James C Ahern <JAhern@uwyo.edu> wrote:
>
> Hi Cynthia,
>
> I've attached the list of essential Phase I & 2 PSYCH graduate students that was submitted by Sean. Are the students you are referring to on this list or are there others who need to be added?

Thanks!

Jim

From: Anne Alexander <AAlex@uwyo.edu>
Date: Tuesday, August 25, 2020 at 2:13 PM
To: "Tami B. Benham-Deal" <Benham@uwyo.edu>, James Ahern <JAhern@uwyo.edu>
Subject: Fwd: TeamDynamix Service Request Comment Added (Psychology Clinic operations)

Your thoughts?

Sent from the Rocky Mountains

From: Kaila Mills <notify@teamdynamixapp.com>
Sent: Tuesday, August 25, 2020 2:11:34 PM
To: Anne M. Alexander <AAlex@uwyo.edu>
Subject: TeamDynamix Service Request Comment Added (Psychology Clinic operations)

Comment

Kaila Mills commented on this service request on Tue 8/25/20 2:11 PM Mountain Daylight Time

Good afternoon Anne.

Please see below for consideration.

Thank you!
COVID-19 Response Team

Service Request Details

Acct/Dept
Psychology

ID
14699629

Type
Covid Hotline Contact

Title
Psychology Clinic operations

Description
Dear COVID-19 Response Team:

The Psychology Clinic was approved to re-open on a very limited basis in July. Our therapists clinic assistants are graduate students. Although graduate students are not technically allowe campus for the first two weeks of the semester, we would like to ask permission to have them campus to continue their very limited face-to-face client contacts that began in July and contin clinic administration. These cases are assessments that need to be completed so that student received support from UDSS. As a reminder, all of our graduate student clinicians were tested Ivinson in mid- to late-July and they have submitted their saliva tests. Would you please advis regarding this issue?

Thank you,
Cynthia

Cynthia M. Hartung, Ph.D.
Professor & Clinic Director
Department of Psychology
University of Wyoming
131 Biological Sciences
307-314-2123
chartung@uwyo.edu
www.uwyoall.com

Created By
tdemail Generated

Date Created
Tue 8/18/20 9:30 AM Mountain Daylight Time

Status
Closed

Reason for contact
Concerns

To comment on this item, reply to this email.

----TEAMDYNAMIX DO NOT ALTER OR REMOVE THIS CODE----
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lB2Uf5GYmBjn44zRn0kWKkHkDg6m/vmpV5QQ==
----TEAMDYNAMIX DO NOT ALTER OR REMOVE THIS CODE----

<PSYCH-essentialPhase1-2gradstudents.xlsx>

From: Ryan McGarry Dinneen O'Neil
Sent: Tuesday, August 25, 2020 8:32 PM
To: Kimberly Chestnut Steich
Subject: FW: [Maxient] IR #00015863 Concerning or Threatening Behaviors - OFF Campus - 08/22/2020
Attachments: IR00015863.pdf

Kim,

I did not include this in the report I sent today regarding non-compliance. But thought I should share.

Ryan Dinneen O'Neil
Dean of Students & Associate Vice President of Student Affairs
Dean of Students Office
University of Wyoming
1000 E. University Ave., Laramie WY 82071-2000 (mail)
Knight Hall, Rm 128
(307)766-3296 * (307) 766-3298 (fax)
ryan.oneil@uwyo.edu

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From: Maxient System <notifications@maxient.com>
Reply-To: "no-reply@maxient.com" <no-reply@maxient.com>
Date: Sunday, August 23, 2020 at 12:44 PM
To: "ryan.oneil@uwyo.edu" <Ryan.Oneil@uwyo.edu>
Subject: [Maxient] IR #00015863 Concerning or Threatening Behaviors - OFF Campus - 08/22/2020

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

#00015863
Primary recipient (awaiting your action in Maxient)

UWYO CARES INCIDENT REPORTING FORM

Reporter(s) Information

Nature of this report
Concerning or Threatening Behaviors

Urgency of this report
URGENCY OF REPORT
Date of incident
2020-08-22
Time of incident

Location of incident
OFF Campus

Students Name(s)

UW Board of Trustees () Person of Concern

REASON(S) FOR YOUR REPORT

ACADEMICS

CONCERNING BEHAVIORS - COVID POLICY
Did not comply with social distancing guidelines, Did not wear a face covering/mask, Other concerning behavior that may pose a risk of spreading the virus on campus

WELLNESS

SEXUAL MISCONDUCT

CONCERNING BEHAVIORS

DESCRIPTION/NARRATIVE

Please provide a detailed description of the incident/concern using specific concise, objective language. There is an opportunity below to upload any supporting documentation to help further explain the concern.
There are hundred of students already in town going to the bars multiple nights a week and NOT social distancing. Bringing 1200+ freshmen back to live within a 3 buildings is an ignorant and negligent decision driven by finances. It's a joke that we're even going to attempt this reopening and reasonably expect it to last past the end of September. The plan is obviously going after a few tuition dollars before it inevitably shuts down.... all at the expense of spreading COVID throughout Laramie. It's a quick money grab before all the students/parents change their minds and want their tuition money back!!! Terrible leadership across the board from UW admin and BOTs!!!! Forget about the money and disregard the politics of it all, people in our community are going to die from these decisions; cross your fingers it isn't you or somebody you love... I'd personally rather be laid off or furloughed!

Have you talked to or corresponded with this student about your concern?

If applicable, in which of your courses is this student enrolled?

Supporting Documentation

No additional documents were attached to this report.

Submitted By

Reporter(s) full name
Concerned Community Member (and UW employee)
Your position/title

Your email address

Your phone number

Your physical address

Routing Information

Primary recipient:
Ryan Dinneen O'Neil (Dean of Students & Associate Vice President of Students Affairs)
Copied recipients:

- Sandra Lynn Clinton
- Megan Selheim
- Rian Rabideau
- Patricia Flores
- ethorson@uwyo.edu
- Karen Drew
- Carl Mehta
- Shelby Andrews

Text msg recipients: None
Originating IP address: 129.72.115.180
Submitted through IR layout #5
Processed by routing rule #32

Message sent by Maxient
The reporter did not provide an email address. REPLIES WILL NOT REACH ANYONE.

From: Tara Evans
Sent: Tuesday, August 25, 2020 9:58 PM
To: Tami B. Benham-Deal;Nycole Rae Courtney; [redacted] Kyle Moore
Cc: [redacted] Kimberly Chestnut Steich;Ryan McGarry Dinneen O'Neil
Subject: RE: Rough Draft Phased return emails

Yes. I think we note that the deadline was August 19, so please complete ASAP. And add that if it is not completed by date certain (Sept. 1?), then there may be discipline. Copying in Kim and Ryan – have we already sent reminders to students to complete the training if they have not yet done so? What's the first step if they don't meet the deadline? Reprimand?

From: Tami B. Benham-Deal <Benham@uwyo.edu>
Sent: Tuesday, August 25, 2020 9:49 PM
To: Nycole Rae Courtney <NF@uwyo.edu>; [redacted] Tara Evans <tevans15@uwyo.edu>; Kyle Moore <kyle.moore@uwyo.edu>
Cc: Cl [redacted]
Subject: RE: Rough Draft Phased return emails

All – Isn't the training required? And, aren't there consequences for students do not complete the training? If you want to extend the deadline (without consequences), I suggest a specific date be identified.

Tami Benham Deal, PED
Vice Provost
Office of Academic Affairs
1000 E. University Ave.
Laramie, WY 82071
307-766-4284
http://www.uwyo.edu/acadaffairs/

UNIVERSITY OF WYOMING

From: Nycole Rae Courtney <NF@uwyo.edu>
Sent: Tuesday, August 25, 2020 9:41 PM
To: [redacted] Tara Evans <tevans15@uwyo.edu>; Kyle Moore <kyle.moore@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>
Cc: [redacted]
Subject: Re: Rough Draft Phased return emails

All,
My two cents, I would just encourage students to complete the training ASAP.

Nycole Courtney, EdD

AVP & Dean of Student Success and Graduation

University of Wyoming

1000 E. University Ave., Laramie WY 82071-2000 (mail)

Knight Hall, Rm 128

(307)766-3212

nf@uwyo.edu

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From: [redacted]
Sent: Tuesday, August 25, 2020 9:38 PM
To: Tara Evans <tevans15@uwyo.edu>; Kyle Moore <kyle.moore@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Nycole Rae Courtney <NF@uwyo.edu>
Cc [redacted]
Subject: RE: Rough Draft Phased return emails

Good evening, team!

Attached are updated drafts that incorporates everyone's feedback. There remain two questions:

1. Training still appears due on August 19th – do we want to change the due date or just advise to complete as soon as possible? I've updated the language here to say that it was due on the 19th and folks should complete if they haven't already.
2. Are the research language / titles correct? In initial updates, I added and highlighted "sponsored research" and "research advisor" – assuming those applied at UW. If those apply, then no updates required.

Welcome any final thoughts and edits.

Kind regards,

--

[redacted]

From: Tara Evans <tevans15@uwyo.edu>
Sent: Tuesday, August 25, 2020 11:10 PM
To: Kyle Moore <kyle.moore@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; [redacted]; Nycole Rae Courtney <NF@uwyo.edu>
Cc: [redacted]
Subject: [EXT] RE: Rough Draft Phased return emails

Yes, the plan language probably still needs to come out. [redacted]could you send final drafts for one more look by all of us. Then to Jen?

Thanks!

Tara

From: Kyle Moore <kyle.moore@uwyo.edu>
Sent: Tuesday, August 25, 2020 8:47 PM
To: Tami B. Benham-Deal <Benham@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; [redacted] Nycole Rae Courtney <NF@uwyo.edu>
Cc [redacted]
Subject: RE: Rough Draft Phased return emails

Hi All,

I added some language based on Tami's suggestion for clarification to graduate students. Only emails for Phase 1 and 2 were worded in such a way to need this language, so those are attached for review.

Tara, your comment earlier regarding the inclusion/deletion of the Pause info I did not address. That would still need to be addressed before these are sent.

[redacted] – what do you think? Any other edits or tweaks from your view?

Hope everyone is doing well and was able to enjoy the CLEAN air for a few minutes after the rain this evening!

km

From: Tami B. Benham-Deal <Benham@uwyo.edu>
Sent: Tuesday, August 25, 2020 7:11 PM
To: Tara Evans <tevans15@uwyo.edu>; Kyle Moore <kyle.moore@uwyo.edu>; [redacted]
Nycole Rae Courtney <NF@uwyo.edu>
Cc: [redacted]
Subject: RE: Rough Draft Phased return emails

All – these look great. One suggestion, if you haven't already sent. I think we need to be a little more specific in language to the graduate students about 'properly social distancing' – perhaps by adding something like '.... which means you can work alone in your lab or research environment.

Tami Benham Deal, PED
Vice Provost
Office of Academic Affairs
1000 E. University Ave.

Laramie, WY 82071
307-766-4284
http://www.uwyo.edu/acadaffairs/

UNIVERSITY OF WYOMING

From: Tara Evans <tevans15@uwyo.edu>
Sent: Tuesday, August 25, 2020 6:14 PM
To: Kyle Moore <kyle.moore@uwyo.edu>; [redacted] Nycole Rae Courtney <NF@uwyo.edu>
Cc: Tami B. Benham-Deal <Benham@uwyo.edu>; [redacted]
Subject: RE: Rough Draft Phased return emails

Thanks, Kyle!

From: Kyle Moore <kyle.moore@uwyo.edu>
Sent: Tuesday, August 25, 2020 4:04 PM
To: Tara Evans <tevans15@uwyo.edu>; [redacted] Nycole Rae Courtney <NF@uwyo.edu>
Cc: Tami B. Benham-Deal <Benham@uwyo.edu>; [redacted]
Subject: RE: Rough Draft Phased return emails

Hi everyone!

Here are a few thoughts and considerations for the second draft of emails. As always, feel free to disregard!

km

From: Tara Evans <tevans15@uwyo.edu>
Sent: Tuesday, August 25, 2020 3:44 PM
To: [redacted] Nycole Rae Courtney <NF@uwyo.edu>; Kyle Moore <kyle.moore@uwyo.edu>
Cc: Tami B. Benham-Deal <Benham@uwyo.edu>; [redacted]
Subject: RE: Rough Draft Phased return emails

All:

I'm thinking that the reference to the pause plans may hold this up. Maybe we delete that for now, and just get these out without that reference? I'd like Tami/Megan to take a critical eye to make sure that nothing is inconsistent. But then I think we get these to Jen/Robert to distribute!

Tara

From: [redacted]
Sent: Tuesday, August 25, 2020 3:40 PM
To: Nycole Rae Courtney <NF@uwyo.edu>; Kyle Moore <kyle.moore@uwyo.edu>
Cc: Tami B. Benham-Deal <Benham@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; [redacted]

[redacted]
Subject: RE: Rough Draft Phased return emails

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

Nycole & Kyle –

Any suggested updates? How can [redacted] and I help move this forward?

Kind regards,
--
[redacted]

From: [redacted]
Sent: Monday, August 24, 2020 11:41 PM
To: Tara Evans <tevans15@uwyo.edu>; [redacted]
Cc: Tami B. Benham-Deal <Benham@uwyo.edu>; Nycole Rae Courtney <NF@uwyo.edu>; Kyle Moore <kyle.moore@uwyo.edu>
Subject: RE: Rough Draft Phased return emails

Updated drafts attached.

[redacted]

From: Tara Evans <tevans15@uwyo.edu>
Sent: Monday, August 24, 2020 9:08 PM
To: [redacted]
Cc: Tami B. Benham-Deal <Benham@uwyo.edu>; Nycole Rae Courtney <NF@uwyo.edu>; Kyle Moore <kyle.moore@uwyo.edu>
Subject: [EXT] FW: Rough Draft Phased return emails

Kyle:

Thank you for these great drafts!! I'm copying in [redacted] to help finalize, then we can get them to Jen to distribute.

A few thoughts for [redacted] to add:

1. Should we include one line about compliance with COVID Pass App
2. Should we include a brief explanation of the Bridge Testing for those in Phases I and II and surveillance testing for those in Phase III
3. For the grad student piece, should we include Brant's explanation about if you can social distance while in campus, you may not need to be in the testing program

[redacted] could you turn around another draft of all three for our review?

Thanks!

Tara

From: Kyle Moore <kyle.moore@uwyo.edu>
Sent: Monday, August 24, 2020 5:23 PM
To: Nycole Rae Courtney <NF@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>
Subject: Rough Draft Phased return emails

Good evening!

Okay – what do y'all think about these drafts?

PLEASE feel empowered to edit liberally.

Best,
km

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v.E.1

From: Tara Evans
Sent: Tuesday, August 25, 2020 10:25 PM
To: Chad R. Baldwin
Cc: Tami B. Benham-Deal; [redacted] Danika Roanne Salmans;Nycole Rae Courtney;Kimberly Chestnut Steich;Brant Schumaker
Subject: Reminder message

Chad:
I'm wondering if a communication to campus reminding folks that even though the Vault test and the bridge sampling program automatically report positive results to the COVID Hub, other positive tests (like Ivinson, urgent care, WY Dept of Health) do not. So we need people to be vigilant about self reporting if the test is not a Vault test. I feel like we are missing important cases.

Thoughts?
Tara

Sent from my iPhone

From: Jack Tennant
Sent: Wednesday, August 26, 2020 8:23 AM
To: Kimberly Chestnut Steich
Subject: FW: Pokes Make the Difference

Hi Kim, I left a message with your office. I wanted to give you a heads up on ASUW's request for info on the PMTD account before responding to them. We can send the account balance($323,056.46 - does that sound right?) but don't have an answer to their second questions – "If not, do you know the current funds available and also any contributing factors that might have led to all funds not getting utilized?" See highlighted below.

Feel free to call my cell [redacted]

Jack Tennant '10
Director of Annual Giving
University of Wyoming Foundation

Marian H. Rochelle Gateway Center
222 South 22nd Street • Laramie, WY 82070
P: 307-766-3904 • F: 307-766-4045
jtennant@uwyo.edu • www.uwyo.edu/foundation

From: Troy Caserta <tcaserta@uwyo.edu>
Sent: Tuesday, August 25, 2020 5:48 PM
To: Jack Tennant <jtennant@uwyo.edu>
Subject: RE: Pokes Make the Difference

DDF - Pokes Make the Difference	New	10000	500581	300.00	322,756.46	0.00	323,056.

Some ☺

This is at the end of July

From: Jack Tennant <jtennant@uwyo.edu>
Sent: Tuesday, August 25, 2020 5:46 PM
To: Troy Caserta <tcaserta@uwyo.edu>
Subject: RE: Pokes Make the Difference

Helpful. I'm assuming we hold the account? Is there anything in it?

Jack Tennant '10
Director of Annual Giving
University of Wyoming Foundation

Marian H. Rochelle Gateway Center
222 South 22nd Street • Laramie, WY 82070

P: 307-766-3904 • F: 307-766-4045
jtennant@uwyo.edu • www.uwyo.edu/foundation

From: Troy Caserta <tcaserta@uwyo.edu>
Sent: Tuesday, August 25, 2020 5:41 PM
To: Jack Tennant <jtennant@uwyo.edu>
Subject: FW: Pokes Make the Difference

From: Mary L. Ivanoff <MIvanoff@uwyo.edu>
Sent: Tuesday, August 25, 2020 5:38 PM
To: Troy Caserta <tcaserta@uwyo.edu>
Subject: Re: Pokes Make the Difference

Kim chestnut. VP student affairs

Sent from my iPhone

On Aug 25, 2020, at 5:33 PM, Troy Caserta <tcaserta@uwyo.edu> wrote:

Curious, who was in charge of distributions of the "pokes make a difference" fund? Wasn't that the president's office?

T

From: fdn-accounting@uwyo.edu <fdn-accounting@uwyo.edu> **On Behalf Of** Brett Daniel Kahler
Sent: Tuesday, August 25, 2020 5:17 PM
To: Shelly Denise Schaef <sschaef@uwyo.edu>
Cc: Jack Tennant <jtennant@uwyo.edu>; James Wheeler <jwheele9@uwyo.edu>; ASUW Vice President <ASUWVP@uwyo.edu>; 'fdn-accounting@uwyo.edu' <fdn-accounting@uwyo.edu>; ASUW Director of Strategic Partners & Events <ASUWExc3@uwyo.edu>; ASUW President <ASUWPres@uwyo.edu>
Subject: RE: Pokes Make the Difference

Shelly,

You bet! Happy to help. I'm looping in my colleague, Jack Tennant, who oversaw this effort in the Foundation, as well as the folks from our accounting team.

Jack/Accounting folks: Can someone provide information about what, if any, funds are available in the Polks Make the Difference account?

Thanks!
Brett

<image003.jpg> **Brett Kahler**
Director of Development
University of Wyoming Foundation

Marian H. Rochelle Gateway Center
222 South 22nd Street • Laramie, Wyoming 82070
P: 307-766-3083 • F: 307-766-9849 • [redacted]
bkahler@uwyo.edu • www.uwyo.edu/foundation

From: Shelly Denise Schaef <sschaef@uwyo.edu>
Sent: Monday, August 24, 2020 8:55 AM
To: Brett Daniel Kahler <bkahler@uwyo.edu>
Cc: ASUW President <ASUWPres@uwyo.edu>; ASUW Vice President <ASUWVP@uwyo.edu>; ASUW Director of Financial Planning & Analysis <ASUWExc3@uwyo.edu>; James Wheeler <jwheele9@uwyo.edu>
Subject: FW: Pokes Make the Difference

Brett,

Good morning! Dean O'Neil is understandably really busy at this time. Is there someone at the Foundation that might be able to answer our questions below?

Thanks in advance for any assistance that you can provide.

Shelly Schaef
Accountant
ASUW
Center for Student Involvement & Leadership

University of Wyoming
Dept 3265, Room 020 Union
Laramie, WY 82070
Main Office (307)766-5204
sschaef@uwyo.edu • www.uwyo.edu/asuw
Pronouns: she/her/hers

<image001.png>

From: Shelly Denise Schaef <sschaef@uwyo.edu>
Date: Friday, August 21, 2020 at 10:07 AM
To: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>
Cc: ASUW President <ASUWPres@uwyo.edu>, ASUW Vice President <ASUWVP@uwyo.edu>, ASUW Director of Financial Planning & Analysis <ASUWExc3@uwyo.edu>
Subject: Pokes Make the Difference

Dean O'Neil,

Good morning! ASUW is looking into student needs for the fall semester due to job loss, shortened work hours, etc due to COVID-19 and specifically campus reopening delays. We are compiling data/resources and we were wondering if all of the funds in the Pokes Make a Difference campaign had been depleted? If not, do you know the current funds available and also any contributing factors that might have led to all funds not getting utilized?

Thanks,

Shelly Schaef
Accountant
ASUW
Center for Student Involvement & Leadership

University of Wyoming
Dept 3265, Room 020 Union
Laramie, WY 82070
Main Office (307)766-5204
sschaef@uwyo.edu • www.uwyo.edu/asuw
Pronouns: she/her/hers

From:	Tami B. Benham-Deal
Sent:	Wednesday, August 26, 2020 8:32 AM
To:	Kimberly Chestnut Steich;Aneesa Anne McDonald;Edmund J. Synakowski;Robert Aylward;Thomas K. Burman;William H. Mai;Tom Koczara;Emily Ann Monago;Ben Blalock;Chad R. Baldwin;Mary Beth Bender;Tara Evans;Neil David Theobald
Cc:	Mandy Jane Gifford;Mary L. Ivanoff;Edward Seidel
Subject:	Employee Training Compliance - please help

All,

The Employee COVID-19 online training is one of the requirements of the Fall Return Plan. The deadline for completion was Monday, August 24. As of yesterday, there were 2,597 employees who had not completed the training. Employees and supervisors receive automated notifications to complete the training. Please reach out to your directors/supervisors to communicate immediately with their employees who have not completed the training. Please note that written warnings will be distributed on Friday to those who have not completed the training.

Thanks,

Tami Benham Deal, PED
Vice Provost
Office of Academic Affairs
1000 E. University Ave.
Laramie, WY 82071
307-766-4284
http://www.uwyo.edu/acadaffairs/

UNIVERSITY OF WYOMING

From: [redacted]
Sent: Wednesday, August 26, 2020 9:27 AM
To: Jennifer Dawn Chavez;Kimberly Chestnut Steich
Cc: [redacted]Tara Evans;Kyle Moore;Tami B. Benham-Deal;Nycole Rae Courtney
Subject: RE: Rough Draft Phased return emails
Attachments: Phase 3 email_Updated_v3.docx; Phase 2 email_Updated_v3.docx; Phase 1 email_Updated_v3.docx

Importance: High

Follow Up Flag: Follow Up
Flag Status: Flagged

Team –

Attached are updated Phased Return emails that should be ready for Jen to send out today. Here's the update based on today's EEPG:

- All students were required to complete the training by Wednesday, August 19. If you have not completed the training, please do so as soon as possible. If not completed by Monday, August 31, corrective action will be taken.

If y'all are good with this update, then these are ready to be communicated.

Kind regards,
--
[redacted]

From: [redacted]
Sent: Tuesday, August 25, 2020 11:38 PM
To: Tara Evans <tevans15@uwyo.edu>; Kyle Moore <kyle.moore@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Nycole Rae Courtney <NF@uwyo.edu>
Cc: [redacted]
Subject: RE: Rough Draft Phased return emails

Good evening, team!

Attached are updated drafts that incorporates everyone's feedback. There remain two questions:

1. Training still appears due on August 19th – do we want to change the due date or just advise to complete as soon as possible? I've updated the language here to say that it was due on the 19th and folks should complete if they haven't already.
2. Are the research language / titles correct? In initial updates, I added and highlighted "sponsored research" and "research advisor" – assuming those applied at UW. If those apply, then no updates required.

Welcome any final thoughts and edits.

Kind regards,
--
[redacted]

[redacted]

From: Tara Evans <tevans15@uwyo.edu>
Sent: Tuesday, August 25, 2020 11:10 PM
To: Kyle Moore <kyle.moore@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; [redacted] Nycole Rae Courtney <NF@uwyo.edu>
Cc: [redacted]
Subject: [EXT] RE: Rough Draft Phased return emails

Yes, the plan language probably still needs to come out. [redacted] could you send final drafts for one more look by all of us. Then to Jen?

Thanks!

Tara

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To: Tami B. Benham-Deal <Benham@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; [redacted] Nycole Rae Courtney <NF@uwyo.edu>
Cc: [redacted]
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Hi All,

I added some language based on Tami's suggestion for clarification to graduate students. Only emails for Phase 1 and 2 were worded in such a way to need this language, so those are attached for review.

Tara, your comment earlier regarding the inclusion/deletion of the Pause info I did not address. That would still need to be addressed before these are sent.

[redacted] what do you think? Any other edits or tweaks from your view?

Hope everyone is doing well and was able to enjoy the CLEAN air for a few minutes after the rain this evening!

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To: Tara Evans <tevans15@uwyo.edu>; Kyle Moore <kyle.moore@uwyo.edu>; [redacted] Nycole Rae Courtney <NF@uwyo.edu>
Cc: [redacted]
Subject: RE: Rough Draft Phased return emails

All – these look great. One suggestion, if you haven't already sent. I think we need to be a little more specific in language to the graduate students about 'properly social distancing' – perhaps by adding something like '.... which means you can work alone in your lab or research environment.

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UNIVERSITY of WYOMING

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Cc: Tami B. Benham-Deal <Benham@uwyo.edu>; [redacted]
Subject: RE: Rough Draft Phased return emails

Thanks, Kyle!

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Sent: Tuesday, August 25, 2020 4:04 PM
To: Tara Evans <tevans15@uwyo.edu>; [redacted] Nycole Rae Courtney <NF@uwyo.edu>
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Hi everyone!

Here are a few thoughts and considerations for the second draft of emails. As always, feel free to disregard!

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Cc: Tami B. Benham-Deal <Benham@uwyo.edu>; [redacted]
Subject: RE: Rough Draft Phased return emails

All:

I'm thinking that the reference to the pause plans may hold this up. Maybe we delete that for now, and just get these out without that reference? I'd like Tami/[redacted] to take a critical eye to make sure that nothing is inconsistent. But then I think we get these to Jen/Robert to distribute!

Tara

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Sent: Tuesday, August 25, 2020 3:40 PM
To: Nycole Rae Courtney <NF@uwyo.edu>; Kyle Moore <kyle.moore@uwyo.edu>
Cc: Tami B. Benham-Deal <Benham@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>[redacted]

[redacted]
Subject: RE: Rough Draft Phased return emails

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

Nycole & Kyle –

Any suggested updates? How can [redacted] and I help move this forward?

Kind regards,
--
[redacted]

From: Yates, Michael
Sent: Monday, August 24, 2020 11:41 PM
To: Tara Evans <tevans15@uwyo.edu>; [redacted]
Cc: Tami B. Benham-Deal <Benham@uwyo.edu>; Nycole Rae Courtney <NF@uwyo.edu>; Kyle Moore <kyle.moore@uwyo.edu>
Subject: RE: Rough Draft Phased return emails

Updated drafts attached.

[redacted]

From: Tara Evans <tevans15@uwyo.edu>
Sent: Monday, August 24, 2020 9:08 PM
To: [redacted]
Cc: Tami B. Benham-Deal <Benham@uwyo.edu>; Nycole Rae Courtney <NF@uwyo.edu>; Kyle Moore <kyle.moore@uwyo.edu>
Subject: [EXT] FW: Rough Draft Phased return emails

Kyle:

Thank you for these great drafts!! I'm copying in [redacted] to help finalize, then we can get them to Jen to distribute.

A few thoughts for [redacted] to add:

1) Should we include one line about compliance with COVID Pass App
2) Should we include a brief explanation of the Bridge Testing for those in Phases I and II and surveillance testing for those in Phase III
3) For the grad student piece, should we include Brant's explanation about if you can social distance while in campus, you may not need to be in the testing program

[redacted] could you turn around another draft of all three for our review?

Thanks!

Tara

From: Kyle Moore <kyle.moore@uwyo.edu>
Sent: Monday, August 24, 2020 5:23 PM
To: Nycole Rae Courtney <NF@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>
Subject: Rough Draft Phased return emails

Good evening!

Okay – what do y'all think about these drafts?

PLEASE feel empowered to edit liberally.

Best,
km

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v.E.1

Howdy Cowboys,

Welcome to the start of the Fall 2020 semester! We are thrilled to welcome all our returning students back to campus and to our first-time students, we are so glad to have you here!

As you know, this fall is starting online and then gradually bringing all students to campus through a phased re-opening plan. We are reaching out to let you know that you have been identified as part of **Phase 3.** That means you are most likely going to begin on campus studies on September 28th.

In preparation for navigating this semester, we want to share a few important updates to make sure you are well-equipped with the latest information for your return to campus:

- **Move-in**: Move for Phase 3 takes place on September 26 and 27, and you can find move in details or call the Residence Life team at (307) 766-3175. Campus won't be the same until you are here!
- **Pre-Return Training**: All students regardless of phase are required to complete their Pre-Return Training, which is available by visiting WyoCourses. After you are prompted to complete your student account login, the course screen should appear. Click on the "Return to Campus Student Training" assignment. All students were required to complete the training by Wednesday, August 19. If you have not completed the training, please do so as soon as possible. If not completed by Monday, August 31, corrective action will be taken.
- **Surveillance Testing**: All students in Phase 3 are automatically enrolled in UW's Surveillance Testing Program, which requires all individuals to complete a COVID-19 test twice a week on during each week of Phase 3 (September 28 – November 20). Due to this new program, negative Pre-Return Vault Tests are only required for students planning to move into UW Residence Halls. If you've already completed your Pre-Return Vault Test, then no further action is required. If you have already ordered your test kit but haven't taken the test, then you are encouraged to take the test one week prior to arriving on campus. If you have not ordered your test, no action is required – as all students will be tested through the Surveillance Testing Program.

If you feel like you are in the wrong phase, please let us know by sending us an email to covid19@uwyo.edu with a subject line of *Wrong Phase*, and simply let us know why you feel you are receiving this message in error and what phase you believe you should be in.

Graduate students – if you believe you should be in a different phase, please first check with your major advisor and the Dean of your college. Please provide them with an explanation for why you believe you have been identified with an incorrect phase. They will guide you to through this process.

Have a fantastic semester – stay resilient, and determined. Showing all those characteristics like grit and enthusiasm which help make the University of Wyoming the special place it is.

Howdy Cowboys,

Welcome to the start of the Fall 2020 semester! We are thrilled to welcome all our returning students back to campus and to our first-time students, it is so great to have you here!

As you know, this fall is starting online and then gradually bringing all students to campus through a phased re-opening plan. We are reaching out to let you know that you have been identified as part of **Phase 2**. That means you are most likely going to begin on campus studies on September 7th.

In preparation for navigating this semester, we want to share a few important updates to make sure you are well-equipped with the latest information for your return to campus:

- **Move-in**: Move for Phase 2 takes place on September 5 and 6, and you can find move in details or call the Residence Life team at (307) 766-3175. Campus won't be the same until you are here!
- **Pre-Return Testing**: Students in Phase 2 must complete their Pre-Return Vault Test and have a negative test result before engaging in campus activities – if you haven't done so already, then please do so immediately. If you have questions, then please reach out to the COVID Hotline at covid19@uwyo.edu or (307) 766-2683.
- **Pre-Return Training**: All students regardless of phase are required to complete their Pre-Return Training, which is available by visiting WyoCourses. After you are prompted to complete your student account login, the course screen should appear. Click on the "Return to Campus Student Training" assignment. All students were required to complete the training by Wednesday, August 19. If you have not completed the training, please do so as soon as possible. If not completed by Monday, August 31, corrective action will be taken.
- **Bridge Testing**: All students in Phase 2 are automatically enrolled in UW's Bridge Testing Program, which randomly selects individuals to take a COVID-19 Vault test on campus during each week of Phase 2 (September 8 – 25). No immediate action is required. If you have been randomly selected, you will receive an email with a link to sign up for an appointment at the Gardens, located in the lower level of Wyoming Union.

If you feel like you are in the wrong phase, please let us know by sending us an email to covid19@uwyo.edu with a subject line of *Wrong Phase*, and simply let us know why you feel you are receiving this message in error and what phase you believe you should be in.

Graduate students – if you believe you should be in a different phase, please first check with your major advisor and the Dean of your college. Please provide them with an explanation for why you believe you have been identified with an incorrect phase. They will guide you to through this process.

For graduate students conducting sponsored research, you may be eligible to continue your on-site research regardless of phase if you are able to properly social distance (can be isolated in your lab or research space without face-to-face interactions with others). Please consult your research advisor for further details.

Have a fantastic semester – stay resilient and determined. Showing all those characteristics like grit and enthusiasm which help make the University of Wyoming the special place it is.

Howdy Cowboys,

Welcome to the start of the Fall 2020 semester! We are thrilled to welcome all our returning students back to campus and to our first-time students, it is so good to have you here!

As you know, this fall is starting online and then gradually bringing all students to campus through a phased re-opening plan. We are reaching out to let you know that you have been identified as part of **Phase 1**. That means you are most likely already on campus, so welcome to Laradise!

In preparation for navigating this semester, we want to share a few important updates to make sure you are well-equipped with the latest information for your return to campus:

- **Pre-Return Testing**: Students in Phase 1 must complete their Pre-Return Vault Test and have a negative test result before engaging in campus activities – if you haven't done so already, then please do so immediately. If you have questions, please reach out to the COVID Hotline at covid19@uwyo.edu or (307) 766-2683.
- **Pre-Return Training**: All students regardless of phase are required to complete their Pre-Return Training, which is available by visiting WyoCourses. After you are prompted to complete your student account login, the course screen should appear. Click on the "Return to Campus Student Training" assignment. All students were required to complete the training by Wednesday, August 19. If you have not completed the training, please do so as soon as possible. If not completed by Monday, August 31, corrective action will be taken.
- **Bridge Testing**: All students in Phase 1 and Phase 2 are automatically enrolled in UW's Bridge Testing Program, which randomly selects individuals to take a COVID-19 Vault test on campus during each week of Phase 1 and Phase 2 (August 24th – September 25th). If you have been randomly selected, you will receive an email with a link to sign up for an appointment.

If you feel like you are in the wrong phase, please let us know by sending us an email to covid19@uwyo.edu with a subject line of *Wrong Phase*, and simply let us know why you feel you are receiving this message in error and what phase you believe you should be in.

Graduate students – if you believe you should be in a different phase, please first check with your major advisor and the Dean of your college. Please provide them with an explanation for why you believe you have been identified with an incorrect phase. They will guide you to through this process.

For graduate students conducting sponsored research, you may be eligible to continue your on-site research regardless of phase if you are able to properly social distance (can be isolated in your lab or research space without face-to-face interactions with others). Please consult your research advisor for further details.

Have a fantastic semester – stay resilient and determined. Showing all those characteristics like grit and enthusiasm which help make the University of Wyoming the special place it is.

From: Nycole Rae Courtney
Sent: Wednesday, August 26, 2020 9:55 AM
To: Steven Frank Barrett;Ryan McGarry Dinneen O'Neil;Kimberly Chestnut Steich
Cc: Kyle Moore;Jo Chytka;Rebecca J. Despain
Subject: Re: UWYO 1150 - Build the Future - deadline: tomorrow!

Steve,
Thank you for the updates. I am so glad that this is coming together!

Nycole Courtney, EdD
AVP & Dean of Student Success and Graduation
University of Wyoming
1000 E. University Ave., Laramie WY 82071-2000 (mail)
Knight Hall, Rm 128
(307)766-3212
nf@uwyo.edu

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From: Steven Frank Barrett <SteveB@uwyo.edu>
Sent: Wednesday, August 26, 2020 9:19 AM
To: Nycole Rae Courtney <NF@uwyo.edu>; Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Kyle Moore <kyle.moore@uwyo.edu>; Jo Chytka <JChytka@uwyo.edu>; Rebecca J. Despain <BDespain@uwyo.edu>
Subject: FW: UWYO 1150 - Build the Future - deadline: tomorrow!

Colleagues,
A quick update on our UWYO 1150 efforts.

Richard Raridon has been outstanding! We are working closely with SLCE and SOAR on course details.

Steven

From: Steven Frank Barrett
Sent: Wednesday, August 26, 2020 9:04 AM
Subject: UWYO 1150 - Build the Future - deadline: tomorrow!

Lane,

As discussed yesterday, can you please get this out right away to the same freshmen group you mailed to this past Saturday?

Richard,
Can you please get this out to the Advising Group?

Allison,
Can you please get this out to FYS instructors?

Thank you!

Steven

Freshmen,
As we reported last Saturday via e-mail...an exciting opportunity has just been created for all First Year Seminar students!

A free 1 credit hour companion course titled, "Build the Future" designed to incorporate our Phase 1 returners into the planning for a successful return for all students. This will include participation in our return plan, testing procedures, and other service opportunities.

So, what's this class about?
UWYO 1150 – Special Topics: Build the Future This optional course will provide opportunities for you to help the university move forward during these COVID-19 challenging times. Students will provide 15 hours of volunteer work during the semester in an area of your choosing. At the conclusion, you will be asked to write a short paper on your experience. The course will be offered pass/fail and ***the last day to register for the course is tomorrow -- Thursday, August 27th.***

If you are already registered for the course or are undecided and want to learn more, please see hot off the press "Briefing on UWYO 1150: Build the Future" at:
https://youtu.be/6ESlOBkOkg4

Thank you for your interest in this course!

Steven Barrett
UWYO 1150 course co-instructor

Ready to join?
To register for the Build the Future opportunity, please follow these easy steps, as you did to register for your other classes:
Step 1. Log into WyoRecords from the page here.
Step 2. Click on "Registration" then click on the "Register for Classes" link. Select Fall 2020 then Continue.
Step 3. In Subject field enter "UWYO" and in the Course Number field enter "1150" then click the Search button. After the course appears, click the grey "add" button on the right and then click on the Submit button.
Step 4. You are IN! Thanks for contributing to the successful future of UW.

Your success is important to us!

To support your own successful return to campus, please check out the STEP Tutor Center online resources for a wide variety of free resources to help you succeed.

In the coming week, additional informational videos will be coming your way. Future topics include:
Key dates, Tips for Online Instruction, and more details about the UWYO 1150 – Special Topics: Build the Future.

We look forward to having a GREAT semester with you!

From: division-leadership@uwyo.edu on behalf of Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Wednesday, August 26, 2020 11:06 AM
To: division-leadership@uwyo.edu
Subject: [Division-leadership] Employee Training & Testing Compliance - please help
Attachments: ATT00001.txt

All,

The Employee COVID-19 online training is one of the requirements of the Fall Return Plan. The deadline for completion was Monday, August 24. As of yesterday, there were 2,597 employees who had not completed the training. Employees and supervisors receive automated notifications to complete the training. Please reach out to your team members to communicate immediately with employees who have not completed the training. Please note that written warnings will be distributed on Friday to those who have not completed the training.
For pre-return testing, completion is also tracked daily. Warnings for non-completion with testing will also begin at the end of this week.
Would love for our folks to not have to manage any headaches with HR, so let's just help them to get these things done ASAP.
Last but not least, for anyone who is coming to campus daily, please complete the COVID Pass each day – there is a direct link on the top left corner of WyoWeb.

Many thanks,
Kim

From: Jack Tennant
Sent: Wednesday, August 26, 2020 11:25 AM
To: Kimberly Chestnut Steich
Subject: Re: Pokes Make the Difference

Thanks Kim - sorry I was trying to give you a heads up on this this morning. Eager to support y'all however I can!

Best

Jack Tennant
UW Foundation

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Wednesday, August 26, 2020 11:10:07 AM
To: John Small <John.Small@uwyo.edu>; Neil David Theobald <Neil.Theobald@uwyo.edu>
Cc: Ben Blalock <BBlalock@uwyo.edu>; John D Stark <JDStark@uwyo.edu>; Jack Tennant <jtennant@uwyo.edu>; Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>
Subject: Re: Pokes Make the Difference

Friends,
Ryan O'Neil and I have a full plan that started this week to support students impacted by COVID. Timing aligns with students returning to campus. We meet weekly with ASUW, and provided this information to them, so I am a little surprised that Shelly reached out separately. We are happy to share the plan as needed but are in full swing. I will make sure to connect directly with Shelly.
Best,
Kim

From: John Small <John.Small@uwyo.edu>
Date: Wednesday, August 26, 2020 at 11:01 AM
To: Neil David Theobald <Neil.Theobald@uwyo.edu>, Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Ben Blalock <BBlalock@uwyo.edu>, John D Stark <JDStark@uwyo.edu>
Subject: FW: Pokes Make the Difference

Hello Neil and Kim,

Below is the email string containing ASUW's original request for information on the remaining funds from Poke Make the Difference – Ben Blalock referenced this in his text to you earlier today.

Thank you,
John

John S. Small
University of Wyoming Foundation

From: Jack Tennant <jtennant@uwyo.edu>
Sent: Tuesday, August 25, 2020 5:24 PM
To: Troy Caserta <tcaserta@uwyo.edu>

Cc: Brett Daniel Kahler <bkahler@uwyo.edu>; fdn-accounting@uwyo.edu; John Small <John.Small@uwyo.edu>
Subject: FW: Pokes Make the Difference

Troy, FYI on the request from our student government (ASUW). I wasn't involved in the distribution of these funds but wanted to make sure this is on your radar.

Jack Tennant '10
Director of Annual Giving
University of Wyoming Foundation

Marian H. Rochelle Gateway Center
222 South 22nd Street • Laramie, WY 82070
P: 307-766-3904 • F: 307-766-4045
jtennant@uwyo.edu • www.uwyo.edu/foundation

From: Brett Daniel Kahler <bkahler@uwyo.edu>
Sent: Tuesday, August 25, 2020 5:17 PM
To: Shelly Denise Schaef <sschaef@uwyo.edu>
Cc: ASUW President <ASUWPres@uwyo.edu>; ASUW Vice President <ASUWVP@uwyo.edu>; ASUW Director of Strategic Partners & Events <ASUWExc3@uwyo.edu>; James Wheeler <jwheele9@uwyo.edu>; Jack Tennant <jtennant@uwyo.edu>; 'fdn-accounting@uwyo.edu' <fdn-accounting@uwyo.edu>
Subject: RE: Pokes Make the Difference

Shelly,

You bet! Happy to help. I'm looping in my colleague, Jack Tennant, who oversaw this effort in the Foundation, as well as the folks from our accounting team.

Jack/Accounting folks: Can someone provide information about what, if any, funds are available in the Polks Make the Difference account?

Thanks!
Brett

Brett Kahler
Director of Development
University of Wyoming Foundation

Marian H. Rochelle Gateway Center
222 South 22nd Street • Laramie, Wyoming 82070
P: 307-766-3083 • F: 307-766-9849 • C: 307-259-5165
bkahler@uwyo.edu • www.uwyo.edu/foundation

From: Shelly Denise Schaef <sschaef@uwyo.edu>
Sent: Monday, August 24, 2020 8:55 AM

To: Brett Daniel Kahler <bkahler@uwyo.edu>
Cc: ASUW President <ASUWPres@uwyo.edu>; ASUW Vice President <ASUWVP@uwyo.edu>; ASUW Director of Financial Planning & Analysis <ASUWExc3@uwyo.edu>; James Wheeler <jwheele9@uwyo.edu>
Subject: FW: Pokes Make the Difference

Brett,

Good morning! Dean O'Neil is understandably really busy at this time. Is there someone at the Foundation that might be able to answer our questions below?

Thanks in advance for any assistance that you can provide.

Shelly Schaef
Accountant
ASUW
Center for Student Involvement & Leadership

University of Wyoming
Dept 3265, Room 020 Union
Laramie, WY 82070
Main Office (307)766-5204
sschaef@uwyo.edu • www.uwyo.edu/asuw
Pronouns: she/her/hers

From: Shelly Denise Schaef <sschaef@uwyo.edu>
Date: Friday, August 21, 2020 at 10:07 AM
To: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>
Cc: ASUW President <ASUWPres@uwyo.edu>, ASUW Vice President <ASUWVP@uwyo.edu>, ASUW Director of Financial Planning & Analysis <ASUWExc3@uwyo.edu>
Subject: Pokes Make the Difference

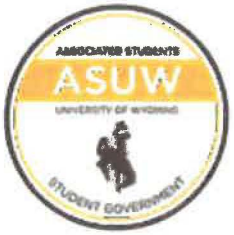
Dean O'Neil,

Good morning! ASUW is looking into student needs for the fall semester due to job loss, shortened work hours, etc due to COVID-19 and specifically campus reopening delays. We are compiling data/resources and we were wondering if all of the funds in the Pokes Make a Difference campaign had been depleted? If not, do you know the current funds available and also any contributing factors that might have led to all funds not getting utilized?

Thanks,

Shelly Schaef
Accountant
ASUW
Center for Student Involvement & Leadership

University of Wyoming
Dept 3265, Room 020 Union
Laramie, WY 82070
Main Office (307)766-5204
sschaef@uwyo.edu • www.uwyo.edu/asuw
Pronouns: she/her/hers



From: Brant Schumaker <theschu78@gmail.com>
Sent: Wednesday, August 26, 2020 1:59 PM
To: Jennifer Dawn Chavez
Cc: Danika Roanne Salmans;Chad R. Baldwin;[redacted]RoseMarie London;[redacted]Nycole Rae Courtney;Tara Evans;Tami B. Benham-Deal;[redacted]om Koczara;Ryan McGarry Dinneen O'Neil;Kimberly Chestnut Steich;Mary Beth Bender;William Timothy Wiseman;Curtis Cannell
Subject: Re: COVID Dashboard WED 8/26

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

Fantastic! I just have access to the public dashboard development instance, not the full contingency dashboard, FYI.

Sent from my iPhone

On Aug 26, 2020, at 1:52 PM, Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu> wrote:

All – the Vault Bridge testing # is slightly inflated, as this includes SHS tested numbers. IT is working to pull those #'s into the automated Dashboard, and will exclude the SHS testing. I am fairly confident we have the automated dashboards matching to the below (finally ☺), and will be working to share that with you all by the end of the week.

Jen

From: Danika Roanne Salmans <dsalmans@uwyo.edu>
Sent: Wednesday, August 26, 2020 1:49 PM
To: Chad R. Baldwin <cbaldwin@uwyo.edu>; Brant A. Schumaker <theschu78@gmail.com>; [redacted]RoseMarie London <rlondon@uwyo.edu>
Cc: [redacted]Nycole Rae Courtney <NF@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; [redacted]Tom Koczara <tkoczara@uwyo.edu>; Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Mary Beth Bender <mbender4@uwyo.edu>; Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; William Timothy Wiseman <wwiseman@uwyo.edu>; Curtis Cannell <ccannell@uwyo.edu>
Subject: COVID Dashboard WED 8/26

Below is the WEDNESDAY 8/26 Update from the COVID HUB -

New cases today = 1 (Data was pulled from Vault up through 12:00pm on 8/26/2020)

- 1 employee – [redacted]

Active Cases = 30

- 24 students living off-campus positive cases
- 6 employees living off-campus positive cases

Monitoring cases = 3 for symptoms and awaiting test results

- All 3 are students and are being tested by Student Health

14 Day Quarantine due to exposure to a positive = 55

- 9 : On Campus - 14 Day Quarantine
- 46 : Off Campus - 14 Day Quarantine

Recovered from COVID Positive = 38

- 38 : Recovered COVID Positive Cases

Released from 14 Day Quarantine/Monitoring = 5

- 5: Released from 14 Day Quarantine/Monitoring

TOTAL COVID Cases = Current cases + Recovered Cases = 68

TOTAL Tests Run by Vault (Pre Return) = 12,427

TOTAL Tests Run by Vault Bridge Testing = 197

From: aa-eepg@uwyo.edu on behalf of Chad R. Baldwin <cbaldwin@uwyo.edu>
Sent: Wednesday, August 26, 2020 2:43 PM
To: aa-eepg@uwyo.edu;Brant Schumaker;Danika Roanne Salmans
Cc: [redacted]
Subject: AA-EEPG - covid cases update
Attachments: covid.cases.8.26.docx; ATT00001.txt

All:

Attached is a draft release for today. Please let me know if you see any problems.

Thanks.

Chad Baldwin
Associate Vice President for Marketing and Communications
University of Wyoming

Laramie, WY 82070
Main Office 307-766-2929
Direct 307-766-2929
[redacted]
Fax 307-766-6729
cbaldwin@uwyo.edu

UW Reports Seven New COVID-19 Cases in Past Six Days; Active Cases at 30

August 26, 2020 – Seven cases of COVID-19 have been detected among members of the University of Wyoming community in the past six days, all of them off campus.

That brings the total of UW-related cases since the pandemic began to 68, as reported through pre-return testing of over 12,000 UW students and employees; testing conducted by UW's Student Health Service; and self-reporting by students and employees tested by other providers.

The number of active cases, meanwhile, dropped from 46 on Aug. 20 to 30 at present, as 38 individuals have recovered. Of the current active cases, 24 are students living off campus, and six are UW employees living off campus.

Only two cases have been reported among students living in UW residence halls; those individuals have recovered, and nine people with whom they had close conduct remain in 14-day quarantine on campus. The number of people in 14-day quarantine off campus is 46.

The new cases reported this week are three employees in Laramie; two students living off campus in Laramie; one student living off campus in Casper; and one student living off campus in Colorado.

The university is using a third-party provider, Vault Health, to conduct the pre-return testing, as well as random-sample testing of students and employees on campus as part of Phase 1 of UW's phased return plan. As of today, 12,427 tests have been processed by Vault Health. A small number of employees and students have taken the test twice.

Testing is one of three key components of UW's plan to allow for an on-campus experience this fall, along with contact tracing and quarantine/isolation of individuals who are exposed or infected. Under the university's COVID policy, all employees who test positive -- on campus or off campus -- are required to report those results. Those who receive a positive test result from a private provider should call UW's COVID Hotline at 307-766-COVD (2683) or email COVID19@uwyo.edu.

From: Laura Marie Olson
Sent: Wednesday, August 26, 2020 3:41 PM
To: Kimberly Chestnut Steich
Subject: RE: TeamDynamix Service Request Comment Added (students in the Laramie com...)

Thank you for reading and responding to my concerns. I appreciate the follow up!
Take care,
Laura

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Wednesday, August 26, 2020 3:31 PM
To: Laura Marie Olson <LOlson@uwyo.edu>
Subject: FW: TeamDynamix Service Request Comment Added (students in the Laramie com...)

Laura,
Thanks for sharing your feedback. I wanted to let you know that I share your concerns and in Student Affairs we have communicated to students, in emails, videos, and in online programming, that they should be wearing masks when in company with others always, and that it is required on campus. The University certainly has juristicition limitations in having students and employees wear masks off campus but we will keep sharing that message!
Thanks,
Kim

Dr. Kimberly Chestnut
Vice President for Student Affairs
Old Main
University of Wyoming

From: Kaila Mills <notify@teamdynamixapp.com>
Reply-To: UWIT Ticket Response <tdrespon@uwyo.edu>
Date: Tuesday, August 25, 2020 at 10:23 AM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: TeamDynamix Service Request Comment Added (students in the Laramie com...)

Comment

Kaila Mills commented on this service request on Tue 8/25/20 10:23 AM Mountain Daylight Time.

Good morning Kim.

Please see the message below from a community member regarding students wearing masks in the Laramie Community.

Thank you!
Kaila

Service Request Details

Acct/Dept

Honors College

ID

14826477

Type

Covid Hotline Contact

Title

students in the Laramie community

Description

Hello,

As students are returning to Laramie, I would love to see the UW administration encourage students to wear masks around town, in their Laramie community in addition to the UW community.

I have passed many groups of young people in the past week or two and while a few are wearing masks, many more are not wearing them even when physical distancing is not possible (e.g. inside businesses, downtown, on their way to tables
at restaurants, outside of businesses, etc.).

Even though there is not a county or city mandate, please consider sending students a message encouraging them to do their part of stopping the spread of COVID-19 in the Laramie community just like the Laramie community is required to do
their part when coming to the UW campus/community.

Thank you for considering!

Take care,
Laura

Laura Olson
Advisor/Career Counselor
Honors College
University of Wyoming

Appointments will be over Zoom:
click here to schedule

10B Guthrie House

Laramie, WYOMING 82070

Main Office 307-766-4110

Fax 307-766-4298

lolson@uwyo.edu

http://www.uwyo.edu/honors/

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Date Created
Mon 8/24/20 1:57 PM Mountain Daylight Time

Status
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Reason for contact
Concerns

To comment on this item, reply to this email.

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----TEAMDYNAMIX DO NOT ALTER OR REMOVE THIS CODE----

From: Tara Evans
Sent: Wednesday, August 26, 2020 4:49 PM
To: Anne M. Alexander;Ben Blalock;Edmund J. Synakowski;Emily Ann Monago;Kimberly Chestnut Steich;Neil David Theobald;Robert Aylward;Thomas K. Burman;Chad R. Baldwin
Cc: Edward Seidel;Mary L. Ivanoff;RoseMarie London;Tami B. Benham-Deal;Mandy Jane Gifford;Diana Grant Hulme;William H. Mai;David Nathaniel Jewell;Matthew J. Whisenant;Tom Koczara
Subject: FW: Update on COVID Cases; Information Session Thursday for People Managers

Good evening Vice Presidents:

Please note the below message from Chad about an information session for supervisors and managers. If possible, we'd like you to strongly encourage (require?) your supervisors to attend. We know it is last minute, but we will be discussing how they can enforce COVID Policy rules with their employees and how to manage noncompliance. A calendar invite was sent to around 1,000 supervisors, so it should already be on their calendar for tomorrow.

Thanks in advance for helping us make this information session successful!

Tara

Tara R. Evans
Vice President and General Counsel
University of Wyoming
307.766.4019
tevans15@uwyo.edu

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From: University of Wyoming Communications <MediaRel@uwyo.edu>
Sent: Wednesday, August 26, 2020 4:28 PM
To: All Employees <All_Employees@uwyo.edu>
Subject: Update on COVID Cases; Information Session Thursday for People Managers

August 26, 2020 -- Seven cases of COVID-19 have been detected among members of the University of Wyoming community in the past six days, all of them off campus. Read More

Information Session for UW People Managers Thursday

August 26, 2020 -- University of Wyoming people managers will have an opportunity to hear from and ask questions of UW leaders during an information session via Zoom this week. Read More

From: aa-eepg@uwyo.edu on behalf of Tara Evans <tevans15@uwyo.edu>
Sent: Wednesday, August 26, 2020 9:44 PM
To: aa-eepg@uwyo.edu
Subject: AA-EEPG - Feedback
Attachments: ATT00001.txt

Colleagues,

We are in a tough situation with a pretty substantial and complex COVID 19 policy and the inevitable enforcement hurdles. We knew this might happen, but I think we can successfully correct course if we all work together. I received some good feedback today from colleagues across campus noting that they agree we need to enforce, but we also need to remember that employees are navigating uncertain times. I'm hopeful that we can come up with some ideas tomorrow about how we help VPs, Deans and supervisors assist their employees to successfully comply versus punishing them for not complying. We will need to be aggressive, but compassionate (clearly, not my words – but I found them helpful). It's a balancing act we all perform each day to walk the line between helping to make this plan a reality and remembering that we have 3,000 plus employees that do not know as much as we do, and could use some kind words.

All to say – I'd appreciate a few minutes to discuss with EEPG so that I can provide the proper message to the President's Cabinet at 9:00 a.m. and at the Information Session for supervisors at 3:00 p.m.

Not my normal message, but I did want to let all of you know that I'm thankful for your advice and expertise.

Tara

Tara R. Evans
Vice President and General Counsel
University of Wyoming
307.766.4019
tevans15@uwyo.edu

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From: Derek Adam Jones
Sent: Wednesday, August 26, 2020 9:57 PM
To: Kimberly Chestnut Steich
Cc: division-leadership@uwyo.edu
Subject: Re: Cell phone numbers & COVID Signage

I think it will, thank you!

Sent from my iPhone

On Aug 26, 2020, at 9:37 PM, Kimberly Chestnut Steich <k.chestnut@uwyo.edu> wrote:

Sure. Our University HCM data is often not current and therefore we are wanting to know the best way to reach people. The recent notable challenge was trying to reach two employees who were primary contacts of someone who had tested positive. We of course wanted to reach them, let them know they had been exposed, and provide appropriate medical support. The plan is that if our in-house UW contract tracing team has employee cell phone numbers for quick reference, we won't lose precious time in getting those who have been exposed notified. The numbers would only be available to the UW team members working on the tracing team – all of whom have completed contract tracing training and signed confidentiality agreements. Hope that helps.
Thanks,
Kim

From: Derek Adam Jones <djones32@uwyo.edu>
Date: Wednesday, August 26, 2020 at 3:44 PM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>, "division-leadership@uwyo.edu" <division-leadership@uwyo.edu>
Subject: Re: Cell phone numbers & COVID Signage

Thanks, Dr. Kim! Can we provide a bit more meat to the explanation on what/how the cellphone #'s for contact tracing will be utilized? No problem collecting it as requested, but have some employees apprehensive & wanting more information on some of the specifics. Much appreciated

Derek Jones

Director, Catering & Events

Residence Life & Dining Services

University of Wyoming
UW Conference Center, 2221 Grand Ave.
Laramie, WY 82071
Main Office 307-766-2050
Direct 307-766-3064
djones32@uwyo.edu • catering@uwyo.edu

UNIVERSITY OF WYOMING

From: division-leadership@uwyo.edu <division-leadership@uwyo.edu> on behalf of Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Tuesday, August 25, 2020 5:28 PM
To: division-leadership@uwyo.edu <division-leadership@uwyo.edu>
Subject: [Division-leadership] Cell phone numbers & COVID Signage

Friends,
Hope the day has gone well.
Two things:

1. Attached are some signs that will be going out across campus but if you would like to print and post in your direct areas, feel free to do so.
2. Each division VP has been asked to collect the cell phone number for every employee in the division (students, part-time, full-time, all). This is in service of supporting more effective contract tracing. **If you could please have someone in each department complete that task and send an excel sheet to Courtney on Friday by noon, that would be fantastic!**
    a. FORMAT: last name, first name, department, cell phone, land/other phone (if they want to provide an alternate number)
        i. If your employee goes by a name other than what is in HCM, please list both names.

Many thanks,
Kim

From: Ryan McGarry Dinneen O'Neil
Sent: Thursday, August 27, 2020 3:56 PM
To: Kimberly Chestnut Steich
Subject: Re: COVID19BridgePhase1Master_Phase1_NetNews.xlsx

Done.

Ryan Dinneen O'Neil
Dean of Students & Associate Vice President of Student Affairs
Dean of Students Office
University of Wyoming
1000 E. University Ave., Laramie WY 82071-2000 (mail)
Knight Hall, Rm 128
(307)766-3296 * (307) 766-3298 (fax)
ryan.oneil@uwyo.edu

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From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Date: Thursday, August 27, 2020 at 2:51 PM
To: "ryan.oneil@uwyo.edu" <Ryan.Oneil@uwyo.edu>
Subject: FW: COVID19BridgePhase1Master_Phase1_NetNews.xlsx

Ryan,
Can you please share this update about FSL staff being included with bridge testing accordingly.
Thanks,
Kim

From: "Cluver, Megan" <mcluver@deloitte.com>
Date: Thursday, August 27, 2020 at 7:54 AM
To: "William H. Mai" <william.mai@uwyo.edu>, Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>, [redacted] Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Mary Beth Bender <mbender4@uwyo.edu>, [redacted] Brant Schumaker <theschu78@gmail.com>, Robert Aylward <RAylward@uwyo.edu>, "Tami B. Benham-Deal" <Benham@uwyo.edu>
Subject: RE: COVID19BridgePhase1Master_Phase1_NetNews.xlsx

Bill –

I am sharing my understanding here, and will ask Brant, Jen, and Robert to chime in if this has changed:

1) Lab School staff will be part of the bridge and surveillance testing (per Brant).
    a. Jen Chavez has developed an IT workaround to be able to include non-UW employees in the bridge and surveillance testing. (Kim, Jen is extending this the 8-10 non-UW employees in FSL).
    b. Because Jen will have the email addressed on these staff, they should receive the standard communications that Jen sends (e.g., expectation to schedule appointments); these individuals will NOT necessarily receive communications sent from Chad. (Jen, please let us know if this is not the case)

2) Lab school minors will NOT be asked to participate in the testing program. There are complications range from practical, (i.e., getting kids to test) to regulatory (e.g., HIPPA) that make this challenging. Therefore, the adults will be tested only (per Brant).
    a. Bill: it is not clear that this information – that kids will not be tested—had been communicated. Can you please share with the Lab School leadership?

3) COVID Pass requires authentication with an UW email address; therefore those without UW email addressed will not complete it (per Jen and Robert).

4) Not asked, but adding in for completeness: staff and students are expected to wear masks while on UW property (per conversation with Tami and Tara yesterday).

Bill – communications with the Lab School have come from multiple sources, and may be creating gaps/inconsistencies. If you can find out what information they might need, we can work with you to resolve any gaps.

Thanks!
[redacted]

[redacted]

From: William H. Mai <william.mai@uwyo.edu>
Sent: Wednesday, August 26, 2020 5:18 PM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; [redacted]
Cc: Mary Beth Bender <mbender4@uwyo.edu>; [redacted] Brant Schumaker <theschu78@gmail.com>; Robert Aylward <RAylward@uwyo.edu>
Subject: [EXT] RE: COVID19BridgePhase1Master_Phase1_NetNews.xlsx

I'm not sure, Kim, but I'll ask to be sure. They had been clear on it before I left, I think, but there has been a lot happen since then. To be clear, the communication will be that the staff only, not the students, will be part of our testing program, correct? Will they be included in all the uw staff communications regarding testing? Do they have to complete the covid pass?

Thanks, Bill

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Wednesday, August 26, 2020 2:44 PM
To: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; [redacted] William H. Mai <william.mai@uwyo.edu>
Cc: Mary Beth Bender <mbender4@uwyo.edu>; [redacted] Brant Schumaker <theschu78@gmail.com>; Robert Aylward <RAylward@uwyo.edu>
Subject: Re: COVID19BridgePhase1Master_Phase1_NetNews.xlsx

Bill,
Looping you into this conversation for a point of clarification. I recall you had been point in connecting with the Lab school about UW's bridge and shield testing program as we were determining the total number of people who needed to be included. I ended up getting their staff list to add to Phase 1 last week because I know you were offsite for work. The question now is, do they know/expect to be part of phase 1 on-campus bridge testing?
Thanks, Kim

From: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Date: Wednesday, August 26, 2020 at 9:46 AM
To: [redacted]
Cc: Mary Beth Bender <mbender4@uwyo.edu>, [redacted] Brant Schumaker <theschu78@gmail.com>, Kimberly Chestnut Steich <k.chestnut@uwyo.edu>, Robert Aylward <RAylward@uwyo.edu>
Subject: RE: COVID19BridgePhase1Master_Phase1_NetNews.xlsx

All – my team is working to add the FSL Non-UW into Phase I. They will get W#'s and we will email their personal email. Brant and I made a decision that we will "add" Lab School to Phase II list, as there is concern whether we have communicated with them about our requirement for testing etc... I do think this is an outstanding item that needs addressed this week if possible.

One item, IT needs to work out is Phase III Surveillance testing process requires people to "swipe" their WyoOne card to check in for testing. This would require us to give WyoOne cards to all of these Non-UW individuals, and I'm not sure we want to do that.

Jen

From: Jennifer Dawn Chavez
Sent: Wednesday, August 26, 2020 7:58 AM
To: [redacted]
Cc: Mary Beth Bender <mbender4@uwyo.edu>; [redacted] Brant Schumaker <theschu78@gmail.com>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Robert Aylward <RAylward@uwyo.edu>
Subject: RE: COVID19BridgePhase1Master_Phase1_NetNews.xlsx

All – I think my team has a workable solution to this, although we do need to minimize the number of these if at all possible, I should have more information later this morning.

I also had a thought late last night, I thought Lab school would NOT be a part of UW testing and they would be a part of the School District Random testing. Can someone please confirm that for me? I don't want to add them if I am not supposed to.

Jen

From: [redacted]
Sent: Tuesday, August 25, 2020 7:32 PM
To: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Cc: Mary Beth Bender <mbender4@uwyo.edu>; [redacted] Brant Schumaker <theschu78@gmail.com>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: RE: COVID19BridgePhase1Master_Phase1_NetNews.xlsx

Jen – See attached for the Lab School.

[redacted]

From: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Sent: Tuesday, August 25, 2020 9:19 PM
To: Brant Schumaker <theschu78@gmail.com>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Mary Beth Bender <mbender4@uwyo.edu>; [redacted]
Subject: [EXT] RE: COVID19BridgePhase1Master_Phase1_NetNews.xlsx

Brant – giving W#'s is not that simple. Let me regroup with my team again to see what if any option we have.

Also I don't believe I have Lab school people yet, the only "Non-UW" people on the list I got today were FSL.

Jen

From: Brant Schumaker <theschu78@gmail.com>
Sent: Tuesday, August 25, 2020 6:33 PM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Mary Beth Bender <mbender4@uwyo.edu>; [redacted] Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; [redacted]
Subject: Re: COVID19BridgePhase1Master_Phase1_NetNews.xlsx

I agree. My preference, esp for FSL and lab school would be to give them W#'s so we could test them. Is there a way to do this?

Sent from my iPhone

> On Aug 25, 2020, at 5:59 PM, Kimberly Chestnut Steich <k.chestnut@uwyo.edu> wrote:
>
> As a quick note, I got my SA list to Mandy on Friday ☺

I remember these conversations from before. And noted that non-UW folks are real tricky. But then we needed to test staff at the Lab School– which I think are county employees, not UW, no?
And there is a group of non-UW staff who work with students every day. We can decide not to test and I will manage accordingly. However, if we find a way to test non-UW # people, these FSL folks would be a helpful group to add.
Thanks, Kim

From: Mary Beth Bender <mbender4@uwyo.edu>
Sent: Tuesday, August 25, 2020 1:37 PM
To: Brant A. Schumaker <theschu78@gmail.com>; [redacted]
Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Cc: [redacted] Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: RE: COVID19BridgePhase1Master_Phase1_NetNews.xlsx

Agreed. My understanding was that if they don't have a W# we don't have a way to include them in the UW grouping.

Mary Beth Bender, MS, APRN, FNP-C
Director & Primary Care Nurse Practitioner
University of Wyoming Student Health Service
307.766.2130 (phone)
307.766.2711 (fax)
http://www.uwyo.edu/sher

Pronouns: she/her/hers

If you are a UW student and need to communicate with me about personal medical concerns or questions, please contact me through the secure patient portal: http://patientportal.uwyo.edu

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From: Brant A. Schumaker <theschu78@gmail.com>
Sent: Tuesday, August 25, 2020 1:26 PM
To: [redacted] Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; Mary Beth Bender <mbender4@uwyo.edu>
Cc: [redacted] Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: Re: COVID19BridgePhase1Master_Phase1_NetNews.xlsx

We don't have a good way to enroll non-UW staff/employees unfortunately. I think our choice is to give these individuals a W# or exclude them.

On 8/25/2020 1:17 PM, Levernier, Rebecca wrote:

> Looping in Mary Beth and Brant.

@Mary Beth Bender and @Brant Schumaker -- There are staff who live and/or work daily in UW's sorority and fraternity houses. These are folks that do not have a UW email. Should these individuals be an exception and enrolled in UW's bridge program?

Copying @Kimberly Chestnut Steich for awareness.

[redacted]

From: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Sent: Tuesday, August 25, 2020 3:09 PM
To: [redacted]
Cc: [redacted]
Subject: [EXT] RE: COVID19BridgePhase1Master_Phase1_NetNews.xlsx

You all also gave me FSL non-uw people, I thought we agreed that ONLY paid UW and students would be tested, is this correct?

Jen

From: [redacted]
Sent: Tuesday, August 25, 2020 12:56 PM
To: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Cc: [redacted]
Subject: RE: COVID19BridgePhase1Master_Phase1_NetNews.xlsx

Student Affairs employees and grad students/research/GTA cohort make up the bulk of the net news, which we received yesterday.

[redacted]

From: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>
Sent: Tuesday, August 25, 2020 2:52 PM
To: [redacted]
Cc: [redacted]
Subject: [EXT] RE: COVID19BridgePhase1Master_Phase1_NetNews.xlsx

There are seriously 470 "NEW" people for Phase I?

Jen

From: [redacted]
Sent: Tuesday, August 25, 2020 12:03 PM
To: Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>

Cc: [redacted]

Subject: COVID19BridgePhase1Master_Phase1_NetNews.xlsx

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

Hi Jen,

Please find attached the list of **net news returning in Phase 1** – see the "**Phase 1 – Net News**" tab. The first tab is the original document you sent us yesterday morning. As discussed this morning, we will assume that you will own the master spreadsheet moving forward and we will NOT use the document located on the UW teams site. Let me know if you have questions.

Thank you,

[redacted]

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v.E.1

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Brant Schumaker DVM, MPVM, PhD
Associate Professor/ Veterinary Epidemiologist
University of Wyoming
1174 Snowy Range Road
Laramie, WY 82070
theschu78@gmail.com
O: (307) 766-9970

From: Jeremy Nathan Davis
Sent: Thursday, August 27, 2020 4:25 PM
To: Kimberly Chestnut Steich
Cc: Ryan McGarry Dinneen O'Neil
Subject: RE: EEPG & Gathering Guidelines

Totally makes sense. Here is the descriptions for student orgs on each phase:

Phase 1: All student organization activities (on or off campus) including meetings are virtual.
Phase 2: In-person student organization activities are limited to those included in the current testing phase and COVID gathering guidelines.
Phase 3: In-person student organization activities can resume both on and off campus if following COVID gathering guidelines.
Phase 4: All student organization activities (on or off campus) including meetings are virtual.

Thanks!

Jeremy N. Davis
Director, Center for Student Involvement & Leadership
Dept. 3625, 1000 E. University Avenue, Laramie, WY 82071-200
Wyoming Union Room 326

(307)766-4008 | Jeremy.Davis@uwyo.edu | Twitter: @J_N_Davis

UNIVERSITY OF WYOMING

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Thursday, August 27, 2020 4:22 PM
To: Jeremy Nathan Davis <Jeremy.Davis@uwyo.edu>
Cc: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>
Subject: RE: EEPG & Gathering Guidelines

Jeremy,
EEPG today got dedicated to preparing for the town hall tonight, so no review of guideline, hopefully tomorrow.
Student Orgs on the COVID page makes sense, feel free to share and I will forward to Chad.
Thanks,
Kim

From: Jeremy Nathan Davis <Jeremy.Davis@uwyo.edu>
Sent: Thursday, August 27, 2020 3:03 PM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>
Subject: EEPG & Gathering Guidelines

Hi Kim,

If you receive any feedback today from the EEPG about the outdoor gathering guidelines, can you let me know? I'd be happy to follow up with Institutional Marketing to have it placed on the COVID page.

I also think it would be worthwhile to mention student orgs on the COVID page Phased Breakdown. Would you support placing one sentence about student orgs on Phase 2 & 3? I've asked Erik to draft it.

Jeremy N. Davis
Director, Center for Student Involvement & Leadership
Dept. 3625, 1000 E. University Avenue, Laramie, WY 82071-200
Wyoming Union Room 326

(307)766-4008 | Jeremy.Davis@uwyo.edu | Twitter: @J_N_Davis

From: William Timothy Wiseman
Sent: Thursday, August 27, 2020 4:39 PM
To: Danika Roanne Salmans;Chad R. Baldwin;Brant A. Schumaker;[redacted]RoseMarie London
Cc: [redacted]Nycole Rae Courtney;Tara Evans;Tami B. Benham-Deal;[redacted]Tom Koczara;Ryan McGarry Dinneen O'Neil;Kimberly Chestnut Steich;Mary Beth Bender;Jennifer Dawn Chavez;Curtis Cannell;Mary L. Ivanoff
Subject: Re: COVID Dashboard THUR 8/27

Thanks. Appreciate what you are doing. Herculean effort.

Respectfully yours,

Tim Wiseman
Enterprise Risk Manager

TimWiseman88@outlook.com

From: Danika Roanne Salmans <dsalmans@uwyo.edu>
Sent: Thursday, August 27, 2020 4:37:29 PM
To: Chad R. Baldwin <cbaldwin@uwyo.edu>; Brant A. Schumaker <theschu78@gmail.com>; [redacted] RoseMarie London <rlondon@uwyo.edu>
Cc: [redacted] Nycole Rae Courtney <NF@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; [redacted] Tom Koczara <tkoczara@uwyo.edu>; Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Mary Beth Bender <mbender4@uwyo.edu>; Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; William Timothy Wiseman <wwiseman@uwyo.edu>; Curtis Cannell <ccannell@uwyo.edu>; Mary L. Ivanoff <MIvanoff@uwyo.edu>
Subject: RE: COVID Dashboard THUR 8/27

Updated details in the New Cases for today – please let me know if you have any questions.

Below is the THURSDAY 8/27 Update from the COVID HUB -

New cases today = 4 (Data was pulled from Vault up through 12:00pm on 8/26/2020)

- 1 employee – [redacted]
- 1 student - [redacted]
- 1 student - [redacted]
- 1 student - [redacted]

Active Cases = 28

- 1 students living on-campus
- 23 students living off-campus positive cases
- 4 employees living off-campus positive cases

Monitoring cases = 6 for symptoms and awaiting test results

- All 6 are students and are being tested by Student Health

14 Day Quarantine due to exposure to a positive = 53

- 8 : On Campus - 14 Day Quarantine
- 45 : Off Campus - 14 Day Quarantine

Recovered from COVID Positive = 44

- 44 : Recovered COVID Positive Cases

Released from 14 Day Quarantine/Monitoring = 6

- 6: Released from 14 Day Quarantine/Monitoring

TOTAL COVID Cases = Current cases + Recovered Cases = 72

TOTAL Tests Run by Vault (Pre Return) = 12,577

TOTAL Tests Run by Vault Bridge Testing = 405

From: Nycole Rae Courtney
Sent: Thursday, August 27, 2020 4:48 PM
To: Kimberly Chestnut Steich;Chad R. Baldwin
Subject: Re: Student Organizations and phased return

Kim,
I think that could be good. I also believe that we could add it to the COVID experience page for Students. I will work with Andy to get that done.

Does Erik want to do a video about this? Then we could we add it to the video library?

Nycole Courtney, EdD
AVP & Dean of Student Success and Graduation
University of Wyoming
1000 E. University Ave., Laramie WY 82071-2000 (mail)
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From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Thursday, August 27, 2020 4:39 PM
To: Chad R. Baldwin <cbaldwin@uwyo.edu>; Nycole Rae Courtney <NF@uwyo.edu>
Subject: Student Organizations and phased return

Chad and Nycole,
Can we arrange to post this Student Organization information in tandem with the UW phased return plan? There have been a lot of questions about what that will look like and we are thinking this could be a helpful compliment to that information. Open to your thoughts.
Thanks,
Kim

Descriptions for student orgs on each phase of the UW return plan:
Phase 1: All student organization activities (on or off campus) including meetings are virtual.
Phase 2: In-person student organization activities are limited to those included in the current testing phase and COVID gathering guidelines.
Phase 3: In-person student organization activities can resume both on and off campus if following COVID gathering guidelines.

Phase 4: All student organization activities (on or off campus) including meetings are virtual.

From: Nycole Rae Courtney
Sent: Thursday, August 27, 2020 4:51 PM
To: Patrick Joseph Moran;Kimberly Chestnut Steich
Subject: Re: Risk Assessment Chart

Pat,
This is really cool. I will ask our Testing Group if there is any use for this as we contact trace... It is super helpful from my lens.

NYC

Nycole Courtney, EdD
AVP & Dean of Student Success and Graduation
University of Wyoming
1000 E. University Ave., Laramie WY 82071-2000 (mail)
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From: Patrick Joseph Moran <pmoran5@uwyo.edu>
Sent: Thursday, August 27, 2020 11:27 AM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Nycole Rae Courtney <NF@uwyo.edu>
Subject: Risk Assessment Chart

Hello Kim and Nycole,

I thought I would share this chart I found related to risk and COVID. Working out at a gym ranks as a "8" or high risk on a scale of 10. I've seen several of these charts, I just found it to be interesting.

Have a great day,

Pat Moran
Director
Campus Recreation

University of Wyoming
Half Acre Recreation and Wellness Center

Laramie, WY 82071
Main Office 307-766-5586
Direct 307-766-6480
pmoran5@uwyo.edu

From: [redacted]
Sent: Friday, August 28, 2020 7:29 AM
To: [redacted]
Cc: Mandy Jane Gifford;Tami B. Benham-Deal;Tara Evans;Chad R. Baldwin;Kimberly Chestnut Steich;Courtney Leigh Thomson-Lichty;Danika Roanne Salmans;William H. Mai;[redacted]Anne M. Alexander;Edmund J. Synakowski;Robert Aylward;Thomas K. Burman;Tom Koczara;Emily Ann Monago;Ben Blalock;Mary Beth Bender;Neil David Theobald[redacted]
Subject: AGENDA: EEPG Meeting with PMO

Team –

Good morning! Today's EEPG agenda includes:

- Debrief
- Enforcement of Compliance (Testing, Training, COVID Pass)
- Bridge Testing Update (Estimated compliance for Week 1 = (787 + 190) / 1,070 = 91%)
- Revisit Pause Plans
- Policies:
  - Sick Leave
  - Gatherings
  - Visitor Policy (for Bridge Testing)
- Open discussion:
  - Theater & Dance Plans
  - Other?

Kind regards,
--
[redacted]

-----Original Appointment-----
From: Mandy Jane Gifford <MANDYJ@uwyo.edu>
Sent: Wednesday, August 5, 2020 10:39 PM
To: Mandy Jane Gifford; Tami B. Benham-Deal; Tara Evans; Chad R. Baldwin; Kimberly Chestnut Steich; Courtney Leigh Thomson-Lichty; Danika Roanne Salmans; William H. Mai;[redacted]Anne M. Alexander; Edmund J. Synakowski; Robert Aylward; Thomas K. Burman; Tom Koczara; Emily Ann Monago; Ben Blalock; Mary Beth Bender; Neil David Theobald
Subject: EEPG Meeting with PMO
When: Friday, August 28, 2020 8:00 AM-9:00 AM (UTC-07:00) Mountain Time (US & Canada).
Where: Open for ZOOM information

[redacted]

From: Amanda O'Brien Busick
Sent: Friday, August 28, 2020 8:46 AM
To: Tara Evans;Nycole Rae Courtney;Phillip J. Wille
Cc: Kimberly Chestnut Steich
Subject: RE: Exemptions for Testing at a different place

This is helpful; should I then convey this information to students as I am responding to Exception Requests? Or is there someone else I should have respond to these?

Thanks!

Amanda O'Brien Busick, M.S.
Director
Disability Support Services

University of Wyoming
128 Knight Hall
Laramie, WY 82070
Main Office 3077663073
Fax 307-766-3298
obriaman@uwyo.edu • www.uwyo.edu/udss

From: Tara Evans <tevans15@uwyo.edu>
Sent: Friday, August 28, 2020 8:43 AM
To: Amanda O'Brien Busick <Amanda.OBrienBusick@uwyo.edu>; Nycole Rae Courtney <NF@uwyo.edu>; Phillip J. Wille <pwille@uwyo.edu>
Cc: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: RE: Exemptions for Testing at a different place

Hi Amanda!

Maybe I misunderstood. If she is not coming to campus (i.e., doesn't live on campus and will be remote) she will NOT need to take a test. The only testing require for all students was the baseline test. Copying Kim to make sure I'm correctly stating this.
Tara

From: Amanda O'Brien Busick <Amanda.OBrienBusick@uwyo.edu>
Sent: Friday, August 28, 2020 8:32 AM
To: Nycole Rae Courtney <NF@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Phillip J. Wille <pwille@uwyo.edu>
Subject: RE: Exemptions for Testing at a different place

Morning!

Here are some excerpts:

From a non-traditional student taking one online class, but residing in Laramie:

> I would like to take my class online. I would like to avoid having to come to campus for any reason.

From an email received from a student:

> Explain to me how this works, please. It isn't safe to hold in-person classes, or go to campus without a mask, or socialize, but it IS safe to come on campus to meet with strangers and remove my mask to

spit into a tube. It doesn't make sense. I don't want to do it. I don't think it's safe. I only leave my house if I absolutely have to.

Online learners residing in Laramie:

I am a high risk individual and therefore will not be on campus except for a few (medical appointments, mandatory lab use) exceptions for the next entire Fall semester.	I will not put myself at risk of contracting Covid-19 for the reason of participating in random testing and therefore am requesting an exemption from the random Covid-19 testings.

The CML treatment may render me immunocompromised, at puts me at special risk if I contract covid-19. My academic pursuits can all be accomodated by working from home during this high risk period.	I do not want to go receive additional testing on campus, as there is no reason to expose myself to a new environment. If further tests are mailed to me, I can send in those.

It seems largely irresponsible to perform COVID testing in a campus facility which has shared use with the university store and food court, which have been populated and used by out of state students and families for weeks now. While I am happy to do a COVID test for the university, I believe entering this facility to be a risk to my health by increasing the likelihood of contracting the virus just by entering this facility.

Amanda O'Brien Busick, M.S.
Director
Disability Support Services
University of Wyoming
128 Knight Hall
Laramie, WY 82070
Main Office 3077663073
Fax 307-766-3298
obriaman@uwyo.edu • www.uwyo.edu/udss

From: Nycole Rae Courtney <NF@uwyo.edu>
Sent: Thursday, August 27, 2020 6:36 PM
To: Tara Evans <tevans15@uwyo.edu>; Phillip J. Wille <pwille@uwyo.edu>
Cc: Amanda O'Brien Busick <Amanda.OBrienBusick@uwyo.edu>
Subject: Re: Exemptions for Testing at a different place

Tara:
I think the idea is that they don't want to come to campus.
Amanda- maybe you could tell us the language in the exemption.

Nycole Courtney, EdD
AVP & Dean of Student Success and Graduation
University of Wyoming

1000 E. University Ave., Laramie WY 82071-2000 (mail)
Knight Hall, Rm 128
(307)766-3212
nf@uwyo.edu

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From: Tara Evans <tevans15@uwyo.edu>
Sent: Thursday, August 27, 2020 6:27 PM
To: Nycole Rae Courtney <NF@uwyo.edu>; Phillip J. Wille <pwille@uwyo.edu>
Cc: Amanda O'Brien Busick <Amanda.OBrienBusick@uwyo.edu>
Subject: RE: Exemptions for Testing at a different place

Nycole:

I think the student should still be able to go to SHS, if possible. Will the student not go to SHS?

We are working on an agreement with Grand Avenue Urgent Care, which will require results to be provided to us (much like Vault). Jen Chavez is working on how that will work.

Thanks!

Tara

From: Nycole Rae Courtney <NF@uwyo.edu>
Sent: Thursday, August 27, 2020 5:12 PM
To: Tara Evans <tevans15@uwyo.edu>; Phillip J. Wille <pwille@uwyo.edu>
Cc: Amanda O'Brien Busick <Amanda.OBrienBusick@uwyo.edu>
Subject: Exemptions for Testing at a different place

Tara,
Can you help me recall where the employees who need an exemption to test go?
I think you said Urgent Care. Is that approved, we want to create the same for students.

Amanda has a student who is compromised, and her exemptions state that she does not want to come to campus to test.

On a side note, how will we get the data back about these exemptions if we use Urgent Care?

Thanks
NYC

Nycole Courtney, EdD
AVP & Dean of Student Success and Graduation
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From: Tami B. Benham-Deal
Sent: Friday, August 28, 2020 10:37 AM
To: Edward Seidel;Kimberly Chestnut Steich
Subject: Interesting approach to Greek life during COVID

Ed/Kim,

I get daily updates from Indiana U and saw today that 8 of their Greek houses have been required to quarantine after an increase in COVID-19 cases, all other were encouraged to do so. All of their houses have to suspend in-person activities until at least Sept 14. This is due to an increase in cases identified through their testing. The houses there are not owned by the university. The Greek and self-governing student organizations created their own protocols for dealing with COVID-19.

Tami Benham Deal, PED
Vice Provost
Office of Academic Affairs
1000 E. University Ave.
Laramie, WY 82071
307-766-4284
http://www.uwyo.edu/acadaffairs/

UNIVERSITY OF WYOMING

From: aa-eepg@uwyo.edu on behalf of Chad R. Baldwin <cbaldwin@uwyo.edu>
Sent: Friday, August 28, 2020 6:43 PM
To: Tami B. Benham-Deal;aa-eepg@uwyo.edu
Subject: Re: AA-EEPG - Draft PAUSE plan
Attachments: pause.overview.docx; ATT00001.txt

Tami:

I would recommend just posting the overview to the public-facing part of the website at this point. I pulled out that section in the attached and added some wording for context.

At this point, I would really hesitate to put something out to the public containing a lot of detail that could be changed.

Chad

From: aa-eepg@uwyo.edu <aa-eepg@uwyo.edu> **On Behalf Of** Tami B. Benham-Deal
Sent: Friday, August 28, 2020 6:29 PM
To: aa-eepg@uwyo.edu
Subject: AA-EEPG - Draft PAUSE plan
Importance: High

All - Please find attached the draft Pause document that we will discuss/finalize on Monday during the EEPG meeting. KIM - There are a couple of questions from [redacted] for you to address/clarify (see comments). Once you have done this, I believe it is prudent to post this draft document on the COVID website as well as on the Division of Student Affairs. I believe Kim has spoken members of EEPG about this approach.

Chad – do you think there is a need to have some type of notation on the website that indicates this is a draft and it will be used as the guiding document until which time the document is finalized?

On Monday we have invited the Deans, VPs and Leaders of the Senates to EEPG meeting where we will discuss this document. In the spirit of transparency, I will share this working draft (once Kim makes the final edits) with those groups **this weekend – unless anyone objects**. I will also let them know that the draft document will be posted on the two websites this weekend.

Kim – please send us the final draft version and I will distribute to Ed and the VPs/Deans/Senate Leads.

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UNIVERSITY OF WYOMING

POTENTIAL PAUSE TO FALL RETURN

As part of the University of Wyoming's contingency planning, the trustees have designated specific criteria under which an operational "pause" will be necessary to allow for further collection of information while reducing potential additional COVID-19 exposure to the greatest extent possible. While the final pause plan is still being finalized, here is some basic information about it.

What is a pause?

An automatic pause would result in all classes being delivered online, students being asked to shelter in place, and only essential personnel allowed on campus for a period of five business days. To see the contingency plan outlining the triggers for the pause, visit the COVID Contingency Plan.

What happens during a pause?

- All courses will be taught online. No in-person classes will be conducted.
- All employees, except essential personnel, will be required to work remotely.
- All campus buildings will close for the duration of the automatic pause.
- No in-person on-campus meetings will be conducted.
- No on-campus visits or hosting will be allowed.
- All face-to-face activities will be suspended, unless explicitly permitted in the pause plan or through an exception process.
- Other academic and work functions (e.g., critical for research or support) will be conducted remotely, with the exception of essential operations.

When does a pause end? What happens after a pause?

A pause will last five business days, after which the president will determine next steps, including but not limited to a return to on-campus instruction, or a shift to a fully virtual environment.

A pause will allow UW to complete an assessment of the infection situation on campus (e.g., is this a statistical blip or a real trend, is it evidence of community spread or a localized outbreak), including a review of the monitored criteria, to allow the president to make an informed decision, in coordination with local public health officials, to return to campus operations or shift to a virtual environment.

From: aa-eepg@uwyo.edu on behalf of Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Friday, August 28, 2020 7:11 PM
To: Tami B. Benham-Deal;aa-eepg@uwyo.edu
Subject: Re: AA-EEPG - Draft PAUSE plan
Attachments: Pokes Make the Difference Campaign.docx; ATT00001.txt

I made the two edits based on [redacted] comments.
Thanks,
Kim

From: <aa-eepg@uwyo.edu> on behalf of "Tami B. Benham-Deal" <Benham@uwyo.edu>
Date: Friday, August 28, 2020 at 6:28 PM
To: "aa-eepg@uwyo.edu" <aa-eepg@uwyo.edu>
Subject: AA-EEPG - Draft PAUSE plan

All - Please find attached the draft Pause document that we will discuss/finalize on Monday during the EEPG meeting. KIM - There are a couple of questions from [redacted] for you to address/clarify (see comments). Once you have done this, I believe it is prudent to post this draft document on the COVID website as well as on the Division of Student Affairs. I believe Kim has spoken members of EEPG about this approach.

Chad – do you think there is a need to have some type of notation on the website that indicates this is a draft and it will be used as the guiding document until which time the document is finalized?

On Monday we have invited the Deans, VPs and Leaders of the Senates to EEPG meeting where we will discuss this document. In the spirit of transparency, I will share this working draft (once Kim makes the final edits) with those groups **this weekend – unless anyone objects**. I will also let them know that the draft document will be posted on the two websites this weekend.

Kim – please send us the final draft version and I will distribute to Ed and the VPs/Deans/Senate Leads.

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Vice Provost
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UNIVERSITY OF WYOMING

Pokes Make the Difference Campaign
Timeline Overview

Spring 2020

- As a result of the emergent needs presented by the COVID-19 pandemic, The Foundation in partnership with UW Leadership initiated the campaign and raised $555,448.
- Dean of Students coordinated the online student application process, 914 were received. Teams of 2 staff members reviewed each application to confirm need, determine other financial support provided to those students, and determine Pokes award amount.
- All funds were assigned to awardees and excel document shared with Financial Aid and Student Financial Services.
- Awarding began and then 3.3M in CARES funding came to UW to provide support to students. GC, Tara Evans, and CFO, David Jewell guided Financial Aid to pause providing awards with Pokes funds and instead consider all Pokes applications to see if their request could be funded by CARES. As a result, students funded with Pokes had that money pulled back and replaced with CARES funds.
- At the end of the spring semester, $232,650 was awarded to students in emergent need.

Summer 2020

- June 15, 2020 Ryan and Kim met with Ben, David, and Neil to provide a status update about the unexpected interruption of CARES funds. Ideas were explored about next steps in utilizing funds for ongoing student need. Feedback was provided to Kim and Ryan that funds going towards food pantry did not have direct alignment.
- Dean of Students was prepared to offer ongoing support to students who reached out during the summer. With a notable reduction in summer enrollment, no on-campus classes or residence, there were only a few students who requested support.
- Incoming fall 2020 students requested support but it was concluded that it is best to wait on awarding such individuals until they start enrollment at UW to help ensure they attend classes at UW.

Fall 2020

- Dean of Students has been prepared to reinitiate broad scale promotion of this resource to students who continue to struggle financially with ongoing COVID related concerns.
- Promotion of Pokes Make a Difference was to being August 26th, however, Student Financial Services and Financial Aid requested that we hold on sharing this resource until September 10th. Those departments are currently inundated with an increased work load to award the newest financial resources provided by the Governor. Ryan negotiated that students with immediately pressing needs still need to be considered. Debra confirmed this would be manageable.
- Dean of Students has identified primary partners in student services with whom to share this information post September 10th. We anticipate awarding remaining funds in the fall 2020 semester.

From: Danika Roanne Salmans
Sent: Sunday, August 30, 2020 1:32 PM
To: Chad R. Baldwin;Brant A. Schumaker;[redacted]RoseMarie London
Cc: [redacted]Nycole Rae Courtney;Tara Evans;Tami B. Benham-Deal;[redacted]Tom Koczara;Ryan McGarry Dinneen O'Neil;Kimberly Chestnut Steich;Mary Beth Bender;Jennifer Dawn Chavez;William Timothy Wiseman;Curtis Cannell;Mary L. Ivanoff;Will Laegreid;Jeffery D Lang
Subject: COVID Dashboard for SUN 8/30

Below is the SUNDAY 8/30 Update from the COVID HUB -

New cases today = 0 (Data was pulled from Vault up through 12:00pm on 8/30/2020)

Active Cases = 28

- 1 students living on-campus
- 21 students living off-campus positive cases
- 6 employees living off-campus positive cases

Monitoring cases = 9 for symptoms and awaiting test results

- All 7 are students and are being tested by Student Health

14 Day Quarantine due to exposure to a positive = 64

- 8 : On Campus - 14 Day Quarantine
- 56 : Off Campus - 14 Day Quarantine

Recovered from COVID Positive = 46

- 46 : Recovered COVID Positive Cases

Released from 14 Day Quarantine/Monitoring = 7

- 7: Released from 14 Day Quarantine/Monitoring

TOTAL COVID Cases = Current cases + Recovered Cases = 74

TOTAL Tests Run by Vault (Pre Return) = 12,775

TOTAL Tests Run by Vault Bridge Testing = 952

From: [redacted]
Sent: Monday, August 31, 2020 7:32 AM
To: [redacted]
Cc: Mandy Jane Gifford;Tami B. Benham-Deal;Tara Evans;Chad R. Baldwin;Kimberly Chestnut Steich;Courtney Leigh Thomson-Lichty;Danika Roanne Salmans;William H. Mai;[redacted]Anne M. Alexander;Edmund J. Synakowski;Robert Aylward;Thomas K. Burman;Tom Koczara;Emily Ann Monago;Ben Blalock;Mary Beth Bender;Neil David Theobald;Barbara Ann Rasco;David Eric Sprott;Daniel A Dale;Klinton W. Alexander;Leslie Susan Rush;Cameron H G Wright;David L Jones;Robert W. Godby;Peter A Parolin;Ivan Gaetz;Brent L. Pickett;Holly Krutka;Rudiger Theodor Michalak;James Wheeler;ASUW President;[redacted]Phillip J. Wille
Subject: RE: Training/Testing Compliance Discussion
Attachments: UW Plan for Potential Campus Pause_Updated DRAFT_08.28.20.docx

Team –

Good morning! In today's Training / Testing Compliance discussion, we plan to touch on the following:

Agenda:

- Weekend Debrief (5 Minutes)
- Pause Plans (20-25 Minutes)
  - Students?
  - Faculty / Research?
  - Staff?
- Testing / Training Compliance (15-20 Minutes)
  - Latest updates on students and employees (Kim + Tom)
  - Deans & VPs role in Compliance
- New meeting schedule (5 Minutes)
- Open Discussion (5 Minutes)

Attachment: Consolidate Pause Plans (same draft Tami shared on Friday).

Kind regards,
--
[redacted]

[redacted]

-----Original Appointment-----
From: Mandy Jane Gifford <MANDYJ@uwyo.edu>
Sent: Wednesday, August 5, 2020 10:39 PM
To: Mandy Jane Gifford; Tami B. Benham-Deal; Tara Evans; Chad R. Baldwin; Kimberly Chestnut Steich; Courtney Leigh Thomson-Lichty; Danika Roanne Salmans; William H. Mai;[redacted]Anne M. Alexander; Edmund J. Synakowski; Robert Aylward; Thomas K. Burman; Tom Koczara; Emily Ann Monago; Ben Blalock; Mary Beth Bender; Neil David Theobald; Barbara Ann Rasco; David Eric Sprott; Daniel A Dale; Klinton W. Alexander; Leslie Susan Rush; Cameron H G Wright; David L Jones; Robert W. Godby; Peter A Parolin; Ivan Gaetz; Brent L. Pickett; Holly Krutka; Rudiger Theodor Michalak; James Wheeler; ASUW President
Cc: [redacted]Phillip J. Wille
Subject: Training/Testing Compliance Discussion
When: Monday, August 31, 2020 8:00 AM-9:00 AM (UTC-07:00) Mountain Time (US & Canada).
Where: Open for ZOOM information

Join Zoom Meeting

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DRAFT

Disclaimer: The University of Wyoming Pause Plan is informed by health and safety recommendations from the CDC and the Wyoming Department of Health. This plan may be modified based on the evolving environment. Please refer to this document regularly.

Overview

As part of the University's contingency planning, the Trustees have designated specific criteria under which an operational "pause" will be necessary to allow for further collection of information while reducing potential additional COVID-19 exposure to the greatest extent possible. This document outlines the campus operational changes during a pause, as well as guidance provided for departments, colleges, schools, and other academic units.

What is a Pause?

An automatic pause would result in all classes being delivered online, students being asked to shelter in place, and only essential personnel allowed on campus for a period of five (5) business days. To see the contingency plan outlining the triggers for the pause, visit this site.

What happens during a Pause?

- All courses will be taught online. No in-person classes will be conducted.
- All employees, *except essential personnel*, will be required to work remotely.
- All campus buildings will close for the duration of the automatic pause.
- No in-person on-campus meetings will be conducted.
- No on-campus visits or hosting will be allowed.
- All face-to-face activities will be suspended, unless explicitly permitted in this plan or through an exception process (requests should be submitted in writing to the EEPG).
- Other academic and work functions (e.g., critical for research or support) will be conducted remotely, with the exception of essential operations.

When does a pause end? What happens after a Pause?

A pause will last 5 business days. After which the President will determine next steps, including but not limited to a return to on-campus instruction, or a shift to a fully virtual environment.

A pause will allow UW to complete an assessment of the infection situation on campus (e.g., is this a statistical blip or a real trend, is it evidence of community spread or a localized outbreak), including a review of the monitored criteria, to allow the President to make an informed decision, in coordination with local public health officials, to return to campus operations or shift to a virtual environment.

Disclaimer: The University of Wyoming Pause Plan is informed by health and safety recommendations from the CDC and the Wyoming Department of Health. This plan may be modified based on the evolving environment. Please refer to this document regularly.

Academics

The following guidance is provided to all University of Wyoming students and faculty to adequately prepare and immediately respond to an *automatic pause*.

Instruction:

- All courses will be taught online. No in-person classes will be conducted.

Academic Support:

- Students will be able to access tutoring and advising services virtually.
- Virtual cultural programs will be provided through GEO and other academic units.
- Professional Academic Focus: activities that provide additional structure to students' days, such as assigned exploration of Handshake, select LinkedIn content, building of LinkedIn profiles, and other career and professional development will be offered. Content executed via SOAR will be assigned, including a COVID-Recovery Badge in SOAR.
- Online scavenger hunts and other virtual activities will be offered to allow for exploration of campus resources.
- For students in visual and performing arts, limited access to individual studio performance spaces may be considered; however, students are expected to shelter in place unless explicitly granted this permission.

Student technology: Please see Technology.

Research support: Please see Research.

Campus Services:

- Most facilities will revert to pre-opening status, with access limited to essential personnel with authorized access to buildings.
- While most buildings will be closed, basic custodial operations will continue for all essential on-campus operations.
- Student support services such as the Scholarships and Financial Aid, Office of the Registrar, ACES, SEO, the Office of Graduate Education, etc. will shift to virtual support, programming, and appointments. University Counseling Center to virtual support and programming.
- Clinical services through the Speech Language Pathology clinic will shift to virtual support.
- Most in-person student- and public-facing student services will be moved to virtual means or suspended.
- The ACES Testing Center will remain open by appointment. The drop box in the hall outside of the Cashiers Office s will remain open.

Testing Priorities:

- During a pause in phase 1 and 2, testing priority will be given to those living in residence halls, including students and staff. However, in phase 3, all students, faculty and staff on campus are to be tested twice per week.
- For work pods, rapid testing will be made available as soon as possible to other members of a pod for which one or more members test positive.

Guidance for off-campus students, faculty and staff performing internships, clinicals, and practica off-campus:

- A pause on campus does not apply to off-campus activities.
- Students, faculty and staff are advised to follow local guidance.

Disclaimer: The University of Wyoming Pause Plan is informed by health and safety recommendations from the CDC and the Wyoming Department of Health. This plan may be modified based on the evolving environment. Please refer to this document regularly.

Athletics

The following guidance is provided to all student-athletes and department personnel to adequately prepare and immediately respond to an *automatic pause*.

Access to Athletic Facilities (e.g., AA, Fieldhouse, HAPC (including Training Table, etc.)):

- All Athletic facilities would remain open for necessary athletic activities. However, access to facilities may be limited / modified / restricted as determined by Dr. Boyer / UW medical professionals.
- Facilities of particular note include:
    - The Athletic Training Table (located in the HAPC) would remain open. Meals would continue to be provided on a carry-out basis only.
    - The Office of Academic Support (OAS) would remain open. Furthermore, all mentoring and tutoring services would continue to be done virtually.
    - Sports Medicine would remain open.
    - Sports Performance (weight rooms) would remain open.
- As always, all student-athletes and Athletic Department personnel would be required to wear face coverings and adhere to proper social distancing as outlined in the COVID Policy.

Athletic Activities (e.g., Competitions, Practices, Workouts, etc.):

- Minimize / restrict in-person team film / video review, meetings, etc. During these activities, student-athletes / coaches / staff would be required to wear face coverings and adhere to proper social distancing.
- Permit practices, workouts (conditioning / lifting), etc. in a modified fashion (as determined by Dr. Boyer/other medical professionals). During these activities, student-athletes / coaches / staff would be encouraged to wear face guards/masks and adhere to proper social distancing when possible.
- Attempt to reschedule competitions if possible. If not, allow competitions to occur with necessary modifications (as determined by Dr. Boyer/other medical professionals).

Testing Priorities:

- During a pause, testing priority will be given to those Athletic Department personnel / student-athletes who are involved with / participating in "high risk" sports (as defined by the NCAA) and those Athletic Department personnel/student-athletes whose sports are "in-season." The Athletic Department will continue to balance the testing guidelines outlined by both the NCAA and UW.
- Athletic Department personnel / student-athletes who test positive and / or may have been exposed will be isolated / quarantined per applicable guidelines (e.g., campus, Wyoming Department of Health, etc.).
- Rapid testing will be made available as soon as possible for close contacts with those who test positive.

Meeting Basic Needs:

- Athletic custodial / facility operations will continue for all athletic facility operations. Enhanced cleaning protocols will be implemented as necessary.

Employee Safety and Success

The following guidance is provided to all University of Wyoming Unit employees and supervisors to adequately prepare and immediately respond to an *automatic pause*.

Preparations:

It is critically important to understand that an *automatic pause* may be enacted with little or no advance warning, so employees and supervisors must make advanced preparations now. The University recommends, at a minimum, that each group formulate plans to address the following:

Supervisors:

Note: For the guidance listed below, revisit your Units' COVID-19 submissions and processes identified as successful during the University's March 2020 pivot to online-only as needed.

- **Essential employees.** Only essential employees will be allowed to remain on campus during a pause, so carefully consider who you need to do so. You may review the essential employee list you may have submitted back in March, during the University's pivot to online-only instruction at the beginning of this pandemic. Each employee deemed essential should be notified of his/her status.
- **Technology and work equipment/tools.** You should consider discussing work and technology tools with each employee assuming they are asked to remote remotely. If possible, each employee should be encouraged to bring home their equipment from their workstation (e.g., computer, monitor, printer, video conferencing equipment, etc.). If this is impractical, consider contacting IT to acquire possible loaner equipment.
- **Work schedules**. You should review each employee's work schedule to determine whether it remains viable in a remote work environment. Please keep in mind that some of your employees may need to alter their work hours when asked to transition (e.g., childcare needs may necessitate a change in start or stop times, a standing personal or family obligation may need to be honored, etc.), and you should make every effort to accommodate these changes.
- **Processes requiring face-to-face interactions.** All processes and procedures that require any face-to-face interaction must be revamped so that they can be quickly executed in a remote-work environment (e.g., how paper documents will flow through your team, how to collect signatures for approvals, how to verify identification, etc.).
- **Video conferencing**. Consider including a video conferencing option in all scheduled face-to-face meetings, in case a pause is implemented. As stated in the University's COVID-19 Policy, virtual meetings are encouraged whenever possible.
- **Communication to team.** The concept of an automatic pause may not be widely known or understood by your employees, so consider hosting a session to share your plan, including how employees will be notified and how your plan will be implemented in the Unit. Where notice will come from/how your team will be notified. Identify team members who you should call in the morning (e.g., long commute). A best practice is to craft this email now and keep it in your drafts folder for future use.
- **Communication to customers**. Consider how you will notify your customers about operational changes after a pause is declared. Examples may include adding information in email signature lines, voice mail cover messages, signage around your workspaces, email blasts, building signage, etc.
- **Employee pay**. The operating principle to apply here is "keeping employees financially whole" during a pause. For salaried employees, this will be regular pay regardless of whether they can work remotely or not, consistent with their scheduled hours during the pause. For hourly employees whose jobs do not lend themselves to remote work, they should use the Emergency Leave with Pay absence code consistent

with their scheduled hours during the pause. For hourly employees who can work remotely, or are considered essential, they should be paid per their normal schedule during the pause.

- **New hires**. If you have a new employee who is scheduled to start working soon, consider educating them about the automatic pause, which may necessitate changing their start date.
- **Visitors**. During regular operations, consider encouraging your team to limit and carefully track all persons you have invited to visit your Unit. In the case a pause is declared, you may need to contact them, with very short notice, to cancel or reschedule their visits. Communicate in advance your Unit's pause plan to visitors when the visits are being scheduled as applicable.
- **Contractors working with your team**. Consider developing a plan to notify and transition all contractors to a remote working arrangement if a pause is declared.
- **Employees on PTO or scheduled leave**. Consider how you will reach out to employees on PTO or leave, if their scheduled return date falls into a pause. You will need to alert them to the pause, and encourage them to work remotely, if possible.

Employees:

- **Technology and work equipment/tools.** Consider the work and technology tools you will need to have if you are asked to work remotely on very short notice. Discuss with your supervisor any workspace equipment you can bring home. If this is impractical, consider working with your supervisor to acquire loaner equipment from IT.
- **Work schedule**. Consider any work schedule adjustments you may need to make if you are asked to work remotely on short notice. Proactively discuss these changes with your supervisor.
- **Processes requiring face-to-face interactions**. Consider changes required to any processes and procedures that require any face-to-face interaction. Discuss with your supervisor how these processes may need to be changed to accommodate a pause.
- **Video conferencing**. Consider including a video conferencing option in all scheduled face-to-face meetings you host. As stated in the University's COVID-19 Policy, virtual meetings are encouraged whenever possible.
- **Communication to customers**. Consider how you will notify your customers about operational changes after a pause is declared. Develop a plan and review it with your supervisor. Communicate your Unit's plan to customers in advance as applicable.
- **Visitors**. During regular operations, consider encouraging your team to limit and carefully track all persons you have invited to visit your Unit. In the case a pause is declared, you may need to contact them, with very short notice, to cancel or reschedule their visits. Communicate in advance your Unit's pause plan to visitors when the visits are being scheduled as applicable.

Execution:

When a pause is declared, you must immediately implement the plans you have developed. Here is a list of things you should do, at a minimum:

Supervisors:

- Check your email first thing every morning.
- Notify your team of the pause, as soon as possible.
- Personally connect with any employees who have a long commute to campus.
- Instruct your essential employees to report for work, per their usual schedule.
- Implement any process changes to traditional face-to-face processes, as planned.
- Review your calendar for the duration of the pause to ensure all meetings transition to video conferencing.

Disclaimer: The University of Wyoming Pause Plan is informed by health and safety recommendations from the CDC and the Wyoming Department of Health. This plan may be modified based on the evolving environment. Please refer to this document regularly.

- Confirm the pause beginning and end dates with your team to ensure everyone in your Unit is on the same page.
- Implement your communication plan to your customers, if applicable.
- Contact any new hires who are scheduled to begin work during the pause.
- Notify all visitors of the need to reschedule, if applicable.
- Notify all contractors working with your team, if applicable.
- Notify all employees on PTO or leave, who are scheduled to return during the pause, as appropriate.
- If the pause was enacted during working hours, ensure your employees exit the building in an organized way, adhering to social distancing guidelines. Stagger departures if necessary.
- Take home everything you need for next five business days.

Employees:

- Check your email first thing every morning.
- If, and only if, you are an essential employee, report for work per your usual schedule.
- Implement any process changes to traditional face-to-face processes, as planned.
- Review your calendar for the duration of the pause to ensure all meetings transition to video conferencing.
- Implement your communication plan to your customers, if applicable.
- Notify all visitors of the need to reschedule, if applicable.
- Confirm the pause beginning and end date with your supervisor to make sure you are on the same page.
- Take home everything you need for next five business days.

Disclaimer: The University of Wyoming Pause Plan is informed by health and safety recommendations from the CDC and the Wyoming Department of Health. This plan may be modified based on the evolving environment. Please refer to this document regularly.

Environmental Health and Safety

The following guidance is provided to all University of Wyoming students, faculty and staff to outline how UW Operations will adequately prepare and immediately respond to an *automatic pause*.

Cleaning Plan and Schedule:

- During a pause, common areas will be thoroughly cleaned and disinfected over the course of the pause.
- Part-time staff will be used to augment regular custodial staff.
- The cleaning Process for a Positive COVID-19 Test Notification will remain the same during a Pause:
    - Operations (UW Safety Office Manager or Deputy Director) is notified; AVP is updated.
    - RLDS and/or custodial zone manager are contacted (CEP for after hours) and instructed to place "closed for cleaning" signs in affected areas.
    - Private spaces are isolated for 7 days and then cleaned using normal, routine cleaning procedures.
    - Common areas, as identified by the COVID team interview, are disinfected, following CDC guidance, by a UW acquired Hazard Remediation Contractor.
    - Closed signage is removed as spaces are cleaned.

Facilities Preparations Plan:

During a pause UW Operations Facilities Management will operate under the approved Staffing Plan, including:

- Central Energy Plant: The plant is a 24/7/365 operation with a permanent 1st shift with the other support shifts rotating. The first shift has been operating under a partial isolation plan so if the 1st shift needs to quarantine it will have minimum coverage. If one of the rotating shifts need to quarantine, then the rotations can be altered to cover during the quarantine days.
- On-call key Ops FM Departments: These departments have been operating under a partial isolation plan, so Operations will have minimum coverage during the pause.
- Business Services / Utilities / Engineering / Planning & Construction / Real Estate: Staff members have been working independently and mostly from home so if one/some need to be in quarantine there will be coverage during the pause.
- Postal Services: Small staff working closely together so if quarantine is required UW Operations will need to work with the Laramie Post Office for a work around during the quarantine days.
- Other Operations: Departments may need to quarantine with no impact on campus day-to-day functions.

Campus Signage Requirements:

- During a pause, the Restricted Access Signage will be reinstalled on any locked exterior door.
- All other signage will remain in place.

Retail Services Plan:

- All retail dining would be closed.
- See Student Life & Housing for further details on dining services.

Security Plan:

- Police Department: The UW Police Department (UWPD) is committed to ensuring the health and safety of all university Faculty, Staff and Students. Should a pause be deemed necessary the UWPD will ensure that all buildings are locked and closed to non-essential personnel and will maintain the security of campus.

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Contractor Plan:

- All Operations contractors have been notified of the University's COVID policies and will be notified that the University has declared a pause.
- Only essential contractors / vendors will be allowed on campus, as determined by Operations in consultation with the EEPG.
- Contractors working through UW Operations that test positive or have been exposed will be notified by their county health department to isolate or quarantine.
- Contractors that test positive will not be allowed to return until cleared by their county health department.

Transit Plan:

- All fixed routes (Union Express, South Express, Campus Commuter) would shut down.
- SafeRide would shut down.
- LaramieLink Dial-A-Ride will continue to operate Monday – Friday (7:00am – 6:30pm) and weekends (10:00am – 4:00pm).
- ADA Paratransit would function as normal.
- Transportation Services customer service office would close physically, but still operate remotely.
- All non-essential staff would work remotely.

Testing Priorities:

- During a pause, testing priority may be given to staff that continue to work on campus.

DRAFT

Research

Under a pause, all labs and other research facilities shall continue to conduct research activities to reduce lab and facility personnel as needed to reduce the spread of COVID-19, as was done in the spring of 2020 at the start of the pandemic. Research guidelines under the COVID-19 pandemic are outlined below. Additional detail on research procedures can be found on the ORED COVID-19 webpage.

Research Under a Mandated Pause:

- **Safety**. The health and safety of our people and community is our highest priority. Please review your lab's safety protocols, ensure your space and equipment continue to be properly secured, cleaned and sanitized, and adjust as appropriate to account for any impacts to normal safety measures and cleaning procedures. Additionally, please follow social distancing in and out of the lab to keep you and your co-workers safe, including during travel to and from research spaces.

  Respect the concerns of the researcher. If a researcher is uncomfortable performing a scope of work, the researcher's work scope must be respectfully adjusted. The supervisor will work with the research team to find other ways to get the required work done.

- **Plan for reduced staff**. Consider measures that encourage the fewest number of staff interacting at one time. Caution against staff working in isolation without some level of communication with other staff.

- **Create standard operating procedures (SOPs)**. Create SOPs in laboratories and for field research to minimize risk of exposure. SOP's should be posted, shared with, and adhered to by all faculty, staff, students, and visitors in the research space with a copy provided to the reporting department head and dean/director. Be sure the SOP includes repercussions for those not following the SOP.

- **Adhere to travel policies for externally sponsored research travel and UW sponsored travel.** See the ORED COVID-19 webpage for details.

- **Graduate and undergraduate student research**. Faculty advisors are the best resource for graduate and undergraduate researchers who have questions or may need to adjust research-related protocols or operations. Individual PIs need to carefully evaluate how to reduce density in their labs and allow students, post docs, and other lab staff to work remotely as much as possible. PIs should consider what research and operations are critical and what research could either be paused or prioritized (e.g. data analysis, manuscript or review article writing) to allow research teams to work remotely.

- **Human research / IRB**. Changes to research studies may be necessary to protect participants, staff, and yourself. Federal regulatory and UW policy requirements must still be met. Current recommendations for IRB-related research during the COVID-19 outbreak are detailed here. Approved *Exempt* protocols may rapidly make changes in their protocols to protect the well-being of all involved. Approved *Expedited* and *Full Board* protocols must submit an IRB Protocol Update Form and F2F Addendum within 5 business days of making any welfare-necessary protocol changes. Please direct any IRB inquiries to IRB@uwyo.edu.

- **Vivarium and animal research**. During a pause, animal research may continue and basic research animal care (health checks, feeding, watering, and husbandry) must continue. It is the responsibility of the research project PI to ensure that all research animals are given welfare checks daily to ensure that animals have adequate food, water, sanitary caging, and medical care without bringing undue risks to their own well-being or that of their research teams.

- **New research protocols**. During a pause, the IACUC/IRB/IBC/RSC will continue to meet remotely and review protocols to ensure that UW can return to full capacity as quickly as possible. Please follow normal committee practices and deadlines but acknowledge that all approvals may depend on research operations during the COVID-19 pandemic. Researchers who have time-sensitive protocols (e.g. animal

migration studies) should submit even sooner than normal in anticipation of larger-than-normal workloads on the committees but must understand that no work is guaranteed under the current situation surrounding COVID-19.

- **Research Services (Pre-award).** During a pause, ORED staff will continue to work remotely and assist faculty, staff and students with proposal submissions and execution of agreements. Please continue to contact research@uwyo.edu with any questions.

Research in the Event of a Building Closure:

In the event COVID-19 contamination requires closure of a research facility or building housing research operations, research may have to cease other than for mission critical operations. Mission Critical research operations are those that if halted, delayed, or interrupted, could result in:

- Endangerment to human subjects or pose unreasonable risk to human subjects;
- Endangerment to animal subjects or pose unreasonable risk to animal subjects;
- Loss of experiments or data that will be impossible to replicate; and/or
- Loss of instrumentation, infrastructure, and/or an unsafe/unsecured laboratory environment or other catastrophic loss.

Mission Critical research operations and personnel will be identified by PI's with confirmation determined by the appropriate department head and dean/director. All such determinations will be promptly shared with the Vice President of ORED, UW Risk Management, and UW Police, and any concerns will be addressed on a case-by-case basis.

To be prepared for a potential building closure, ORED recommends the following:

- Identify personnel who are able to safely perform essential activities and establish a communication chain should the need arise to close down a research building. Department Heads and Deans will need to work with UW Risk Management and UW Police Department to implement a schedule for building access to perform mission critical research.
- Coordinate with colleagues in your department who have similar research activities and experience to identify ways to ensure coverage of critical activities.
- Review emergency procedures with researchers who are performing critical research and critical research operations.
- Ensure door signage is up to date, including approved IACUC Animal Use Protocols, biosafety/radiation safety notices etc.
- Ensure high-risk materials are secured with current emergency contact information.
- Maintain a sufficient inventory of critical supplies that may be affected by global shipping delays and supply chain shortages. During a Presidentially mandated pause, shutdown of a building, or complete campus shutdown, the UW Chemical Stockroom will allow for limited hours of operation to provide cryogens and other gases needed to maintain samples and instrumentation. Researchers should prepare to have sufficient materials to maintain their research (e.g. liquid nitrogen, helium, etc.).
- Ensure remote monitoring devices for critical equipment are working properly (i.e. -80C freezer sending out alarms and notifications). Consider installing alarms if not already in place.
- Communicate the need to avoid performing high-risk procedures alone and attain approval from your unit head prior to completion of such work. Ensure a notification/check-in process is in place.
- Ensure all biohazardous agents are properly secured at the end of each workday. Do not allow biohazardous wastes to accumulate. Solid biohazardous wastes should be autoclaved at the end of each day and disposed. Liquid biohazardous wastes should be treated with chemical disinfectants or

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autoclaved and disposed. Use fresh disinfectant to clean lab equipment and benches where work takes place at the end of each day. Do not neglect disinfecting commonly touched surfaces including door handles, sink faucets, telephones, etc. Doors to labs should remain locked when no one is present.

- Basic research animal care (health checks, feeding, watering, and husbandry) will continue. In the event of a building closure, new animal orders, imports, and transfers may need to be suspended and the IACUC Chair and Attending Veterinarian notified. Researchers would need to cease all non-critical interventions and experiments. Depending on the duration of the closure, researchers may need to reduce animal colony sizes to reduce animal care workloads. Please refer to additional advice presented here. Direct requests and concerns to IACUC@uwyo.edu. Direct animal welfare concerns to the UW Attending Veterinarian, Dr. David Evertson, at 307-745-7341 or uwvet@uwyo.edu.
- To restart research after a building closure, please see the guidance provided here.

Student Life and Housing

Below provides an outline of the campus operational changes during a pause, the guidance provided to all students, and the living environment for residence halls and on-campus fraternity and sorority houses.

Student "pods":

As an organizing structure, the University is using the concept of pod living to help capture the immediate members of a student's living environment. For students living in a house/apartment in Laramie, their pod would be the other house/apartment members. For those living in a fraternity or sorority house, a student's pod is the other live-in chapter members. For students living in the residence halls, pods are all other members on the same floor of the same building (e.g., White Hall, 2nd floor is one pod). Students will then be guided to engage exclusively with their fellow pod members during a University designated pause.

Pause operational changes:

In addition to the general guidance, Student Life & Housing operational changes include:

- No in-person on-campus meetings with advisors, tutors, staff, or peers.
- No on-campus visits unless to Student Health Services, Washakie Dining, or Residence Life offices for those living in the residence halls.

Residence Halls:

- Organize each pod by floors in the hall.
- Some toiletry supplies will be available at the hall desks.
- Pods will be groups of approximately 24 students, there will be shared bathrooms, shared laundry, and a shared central common space.
- No other guests or visitors will be permitted on the hall floor, only pod residents.
- Pod residents are able to engage with other pod members while wearing masks, social distancing, and participating in the surveillance testing program.
- Should a pod member test positive, all the other pod members would also need to quarantine for 14 days minimum. Surveillance testing will continue, providing members the opportunity to test weekly to identify COVID-19 status. If additional members test positive or become symptomatic, quarantine will continue.

Guidance for off-campus students:

- Students are to only be in contact with members of their pod.
- Outside activity guidance: students can go outside but are not to engage with people outside of their pod.

Washakie Dining Center:

- All retail dining would be closed.
- Washakie Dining would provide meal service to students on meal plans only.
    - Students would pick meals up in Washakie with reinforced messaging about social distancing.
    - Students assigned to an A or B lunch would be asked to continue coming to lunch at their regularly scheduled time (time assignments will be determined in phase 2 of the return plan).
    - Students would be asked to take their meal back to their room or eat outside with proper social distancing.
    - In the event that a pod needed to be quarantined, meals would be delivered to all students in that pod.

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Fraternity and Sorority Life (FSL):

- 9 chapter houses on campus, 6 Fraternities, 3 Panhellenic Sororities each of which have a live-in house director. Chapter houses vary in size from 11-36 members. Chapter house 'pods' include shared laundry and bathroom services.
- Notice to chapters about Pause Status: the campus-wide notice will be followed by an FSL communication to Chapter Presidents, Housing Corporation, and House Managers.
- Once a pause is announced, all those living in the house must return to the residence.
- No other guests or non-resident members will be permitted in the house other than the house director and professional (not student) kitchen staff for the chapters with commercial kitchens. Chapters that do not have formal kitchens will permit members to use their communal kitchen 1 at a time with a commitment to properly clean and sanitize spaces between uses.
- Each chapter is a pod where members of the pod are able to engage with other pod members while wearing masks, social distancing, and participating in the surveillance testing program.
- Should a chapter member test positive, all pod members would need to quarantine for 14 days minimum, in the chapter facility. Surveillance testing will continue, providing members the opportunity to test weekly to identify COVID-19 status. If additional members test positive or become symptomatic, quarantine will continue.

Testing Priorities:

- During a pause, testing priority will be given to those living on campus in the residence halls – students and staff. However, in phase 3, all those on campus are to be tested twice a week. Therefore, all those living on campus will innately be tested, but priority will ensure they are scheduled first.
- Testing will be made available as soon as possible for close contacts with those who test positive in an on-campus pod.

Resources:

- **Student Affairs Support:** Residence Life and Dining Services along with Student Health Services and the Dean of Students Office will continue on-campus services. Other services in the division, including Campus Recreation & Wellness, University Counseling Center and the Center for Student Involvement and Leadership (CSIL), will shift to virtual support and programming.
- **Academic Support:** Students will still be able to access tutoring and advising services virtually.

Meeting Basic Needs:

- On campus mail service in the halls and apartments will continue.
- For students needing support in accessing groceries or prescriptions, the following resources could be helpful:
    - Safeway – grocery delivery options ($)
    - Walmart – grocery pickup and delivery options ($)
    - Interfaith – community food pantry with delivery options
    - UW Food Pantry – see Dean of Students website – with options for pick-up of groceries during hours of operation
- Custodial operations will continue for all on-campus operations that remain open to the public.
- UW's Information Technology may have additional laptops available if a student is not able to access computers during the pause.
- The University Store can arrange for on-campus delivery of items or for pick-up on the lower level of the Union.
- Students living in the residence halls or FSL housing should be encouraged to have a "COVID-19 bag" prepared in the event that they need to be moved to isolation or quarantine housing. (See the following link for recommendations: https://www.facebook.com/CenterForWildernessSafety/posts/3254862697940057)

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Technology

From the technology infrastructure perspective, IT and the Technology Working Group are well-positioned to transition into a pause period or to all online classes. The majority of UW's "all online" technology architecture was placed into service in UW's Spring move to all online. It has remained in place since then with additional enhancements having been made. From the technology perspective, no disruptions are expected with UW pausing or moving entirely online.

Pause Period Operational Approach:

In addition to the general guidance, Student operational changes include:

- IT staff will continue to work remotely unless they are needed on-campus, are essential to be on-campus or there is an emergency they may need to respond to.
- IT meetings will be conducted remotely.
- IT employees at UW Residency Centers, UW Casper College and the Law College will follow additional guidelines issued by those locations.

Meeting UW Operational and Support Needs:

- The IT Help Desk will continue to be the main point of contact for customers for technology related needs.
- IT teams and employees will continue to provide technology services and support as needed and expected.
- The student remote computing labs will continue to be a priority. Students and faculty will continue to have remote access to specialized software used for classes through the Remote Lab System.
- Support for all UW software applications and computing infrastructure will continue and will be managed to provide services as needed and expected.
- To minimize in-person interactions, curbside services will be implemented for the IT Walk-In Service Center and the WyoOne ID Office.
- Coe Library's and the ITC's student computer labs will remain open for limited hours to allow computer and Internet access to Laramie staff and students who do not have any other options.
- Laptops and other technology will continue to be available for checkout to students, faculty, and staff.
- IT will have a limited number of mobile hot spots that can be checked out to students to provide internet access to those that might not have it available at home.
- Key IT staff will continue to work with the PMO, EEPG, Media Relations and President's Office for any reporting or communications needs. Support for dashboards and reporting will continue to be the priority to allow leadership to have the data they need to make informed decisions about the pause.

Communications:

- IT and UW should continue to expect resistance to the use of some technology as it relates to reporting and contact tracing. The most effective technology will be selected to minimize privacy concerns. IT and TWG will work with the EEPG and Media Relations to try to address possible concerns.
- IT and the TWG will continue to update the UW community regarding technology issues during the pandemic.

COVID Testing of IT Employees:

- For current reopening phases, during a pause, COVID testing priority will be determined by UW policy, which at the moment includes a few IT employees that are continuing to work on campus, and who are unable to social distance.

Testing, Tracing and Support

In the event that pause criteria are met per the Contingency Plan Matrix, the plans for Bridge testing and Surveillance testing will not change significantly.

Pause Period Operational Approach:

In addition to the general guidance, testing / Student Health Services operational changes include:

- There will be no on-campus visits with the exception of urgent, in-person visits to Student Health Services or Residence Life services.

Bridge Testing Priorities during Pause:

- 1st: Students living in residence halls and FSL housing due to high density population/high exposure risk.
- 2nd: Essential on-campus staff at increased exposure risk (e.g., SHS, UW PD, RLDS, Operations/Custodial staff, Bridge/Surveillance testing staff).
- 3rd: Staff and students who must come to campus but have lower exposure risk (e.g., conducting on-campus research).

Symptomatic Testing during Pause:

- All SHS-eligible students with symptoms concerning for COVID-19 will be encouraged and able to seek diagnostic testing at SHS. Rapid antigen testing is available as well as RT-PCR testing through Wyoming Department of Health. Students will need to call to schedule an appointment and may be seen via a "hybrid" appointment where they will have an initial telehealth consultation with an SHS clinician, then directed to come to the clinic for testing and physical assessment if indicated.
- All staff/faculty and SHS-ineligible students should seek medical evaluation through a healthcare provider of their choice.
- Students/staff/faculty with concerning symptoms should NOT wait for surveillance testing to obtain a diagnosis.

From: csil-all@uwyo.edu on behalf of Leanna L. Flaherty <Leanna.Flaherty@uwyo.edu>
Sent: Monday, August 31, 2020 9:14 AM
To: csil-all@uwyo.edu
Subject: [Csil-all] 8.27.20 CSIL Team Meeting Notes + PDFs
Attachments: Face Covering Sign_FINAL.pdf; For Your Health Poster_FINAL.pdf; Social Distancing Sign_FINAL.pdf; CSIL Team Meeting Notes 8.27.20.pdf; ATT00001.txt

Good morning all,

Attached are the notes from last Thursday's team meeting along with some PDFs Jeremy asked me to attach. As always, if you see anything on the notes that needs to be changed, please let me know.

Have a good week!

Leanna L. Flaherty
Pronouns: she/her/hers
Office Associate
Center for Student Involvement & Leadership (CSIL)

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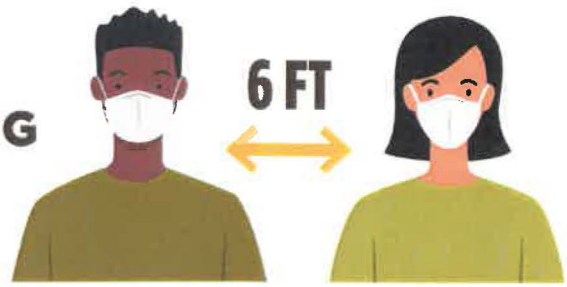
FACE COVERING **REQUIRED**

UNIVERSITY OF WYOMING

4 FOR YOUR HEALTH

1 Maintain Proper **SOCIAL DISTANCING**



2 Wear a **FACE COVERING**

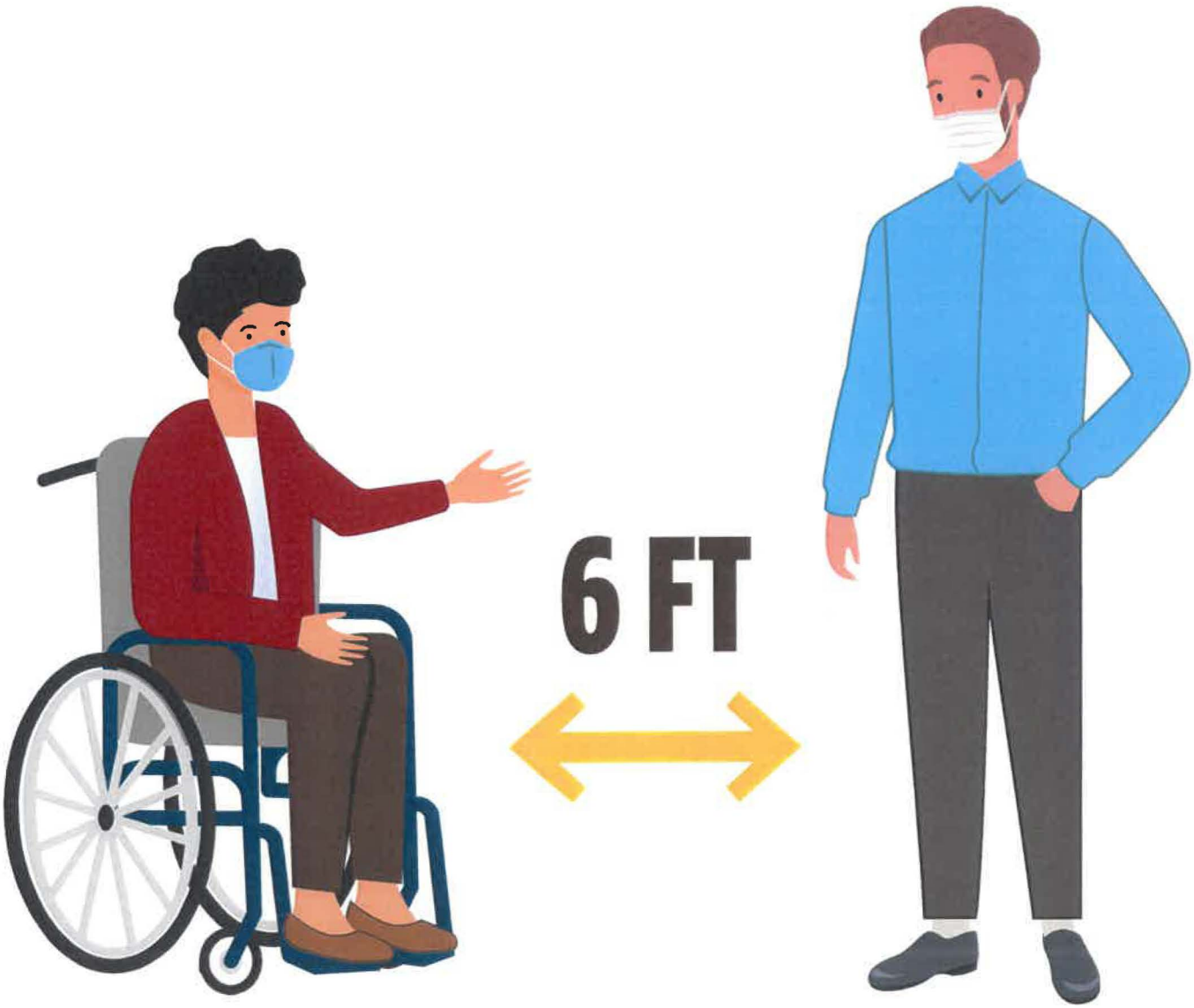
3 **WASH/SANITIZE** Your Hands Often

4 **STAY HOME** if You Feel Sick

UW UWYO.EDU/CAMPUS-RETURN

MAINTAIN PROPER

SOCIAL DISTANCING



UNIVERSITY OF WYOMING

Center for Student Involvement & Leadership

Team Meeting Notes | Thursday, August 27, 2020

MEETING ATTENDEES

James Wheeler, Shelly Schaef, Levi Wilbert, Reinette Tendore, Patricia Rader, Jess Fahlsing, Melanie Vigil, Erin Wendover, Amanda Kuster, Jessie Gramm, Dylan Cooper, Marty Martinez, Rachel Stevens, Richard Raridon, Shelby Kennedy, Cary Berry-Smith, Erin Olsen, Erik Kahl, Jeremy Davis, & Leanna Flaherty.

NEW ITEMS

- **CSIL Team Meeting Check-in (Jeremy):**

- **COVID19**
  - **Contact Roster (Jeremy):** We need your contact information and your employee's contact information before 8am tomorrow morning. This request is related to contact tracing and the need to respond quickly in case of COVID. Leanna is putting together the document, so please send your information to her. And, if you are in the process of hiring, just send the information whenever you get it and she will update the spreadsheet and send it on.
  - **Works Plans Resume 9/7 (Jeremy):** Please also send Leanna information regarding student employees that are involved in Phase 2 and 3.
  - **PMO Updates (Jeremy, James):** *Make sure you have taken the COVID training.*
    - James: We submitted our final recommendation for the COVID related leave policy. We recommended 80 hrs leave… and you can apply for up to 80 hrs additional leave if needed (for a total of 4 weeks before touching your own leave).
    - Jeremy: There is a link in the chat for in case you make a mistake with the COVID pass so you can make a change if necessary. Also, there is a flier about safe ride, which will continue in the fall semester, so this is some information they are getting out to the students. Additionally, it is going to be a little strange with us all on different schedules with our work plan. It may be difficult to connect with folks. So, I would reach out to folks via email and text before going to anyone's office looking for them. Finally, I set up some virtual office hours in case you need to connect with me.
  - **Union:**
    - **South Entrance (Jessie):** The south entrance is supposed to be locked. The Prexy's door and the two east side doors will be unlocked.
    - **Testing Update (Jessie, Erik):** The lower part of the Union by The Gardens is where they will do surveillance testing. People will line up, will be checked in and assigned a table, will do a spit test, then take off. I believe that people will get a notice a day or so ahead that they are supposed to go in and will be provided a link though Microsoft bookings. Currently, testing hours are 10am to 5pm but those hours will expand next week.
      - Jeremy: Will people eventually be assigned a location?
        - Erik – Right now we (the Union) are the only testing location but I will ask the question.

- **Shelby:** I have a question about book pickup… where are students lining up? (Response is that the line goes down towards the ASUW office.)
    - Amanda – Also, is someone monitoring the line?
        - Jeremy – I don't think anyone is officially monitoring it.
        - Jessie – I've been watching it, but not monitoring it, and so far it hasn't gone past the ASUW office. Rachel did a good job setting out social distance markers.
        - Jeremy – If you see it becoming a mess, let Jessie, Dylan, or I know.
- **Amanda:** I have a question about COVID Pass. It sounds like Half Acre is going to require students to show their pass – can I make it so that they show the pass for events?
    - Jeremy – I hear conflicting info about that and am not sure they are going to use it anymore, so I don't know – I am not sure how effective it would be.
- **Amanda:** Also, in regards to visitors wearing masks – how do we approach people who are NOT wearing them. Is there a training? James – unfortunately, right now at least, it falls on us as citizens to keep each other accountable. There is no training.
- **James:** What about parking for individuals coming from across campus to take COVID tests? I heard some folks will have to take a bus over from satellite locations which doesn't seem efficient or safe. What is happening with that? (Erik or Jeremy will check into this?)

- **ASUW First Meeting (Shelly, James):** We confirmed all the executives that were recommended. We have a lot of new senators. I think it went well, even though it was virtual.

- **FSL/Student Orgs Updates (Erik, Erin W.):** Formal sorority recruitment has moved online. The numbers are little low right now but we are hoping it will go up. FSL is hosting a virtual bingo session tonight. Councils have begun meeting and are doing a lot of reminders to wear masks. We are hoping to do a virtual involvement on Sept 17th of some sort. Registration will be next week. Student Orgs re-registration process is on hold – in lieu of the typical process there is a survey sent that presidents need to complete.

- **Vacancy Updates:**
    - **ASTEC Coordinator (Shelly):** Job posting closed on Monday and we have a good selection of candidates and are starting to sort through them.
    - **ASUW Advisor (Shelly, Jeremy):** Same as above. Search committee consists of Shelly and Jeremy plus 4 students and Melanie.
    - **MA Program Advisor (Erin O.):** The job was posted and the search will take a few weeks.
    - **Student Orgs Coordinator (Erik):** Waiting for it to clear the budget office.
    - **Union Operations Coordinator (Jeremy):** I've decided to move forward with a business necessity hire and that process is in the approval process. I received presidential approval to move forward with that.

- **Any Other Updates?**
    - Leanna – For those who have new employees coming in, I will be sending out an email soon about what the key request process will be.
    - Amanda – 7220 is having our first meeting tonight at 6pm on Facebook live. We are going to do a coordinators meeting every other week. Also on Sept 8th we are having an offering for a grab-n-go board art event and a pop up paint party on Sept 11th will happen on Prexys.

END OF MEETING.

From: aa-eepg@uwyo.edu on behalf of Tami B. Benham-Deal <Benham@uwyo.edu>
Sent: Monday, August 31, 2020 10:07 AM
To: Anne M. Alexander;Mandy Jane Gifford;Kyle Moore;James C Ahern;Isadora Anderson Helfgott;Steven Frank Barrett
Cc: aa-eepg@uwyo.edu [redacted]Tom Koczara;[redacted]
Subject: Re: AA-EEPG - Academic Forum-AGENDA
Attachments: ATT00001.txt

All – I like the idea of using Academic Forum on Tuesday to address testing/training compliance since we were not able to get to the compliance item on the EEPG agenda. We could also talk about the Pause document and steps supervisors should be taking right now to prepare for a possible pause.

Academic Forum meets tomorrow from 1:30 – 3:30 pm. (This meeting includes all deans and directors.) I've copied Tom and EEPG on this email to see if they might be able to attend (at least a portion of) the meeting.

Tami Benham Deal, PED
Vice Provost
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Laramie, WY 82071
307-766-4284
http://www.uwyo.edu/acadaffairs/

UNIVERSITY OF WYOMING

From: Anne M. Alexander <AAlex@uwyo.edu>
Sent: Monday, August 31, 2020 9:43 AM
To: Mandy Jane Gifford <MANDYJ@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Kyle Moore <kyle.moore@uwyo.edu>; James C Ahern <JAhern@uwyo.edu>; Isadora Anderson Helfgott <ihelfgot@uwyo.edu>; Steven Frank Barrett <SteveB@uwyo.edu>
Subject: RE: Academic Forum-AGENDA

I think the idea of having them join AD/DH's would be perfect. However, I also like the idea of talking about continuing strategies for testing and training compliance, and a review of UW Reg 2-6 may be in order for everyone....
And of course, Steve, yes, for sure – UWYO 1150!
Anne

From: Mandy Jane Gifford <MANDYJ@uwyo.edu>
Sent: Monday, August 31, 2020 9:35 AM
To: Anne M. Alexander <AAlex@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Kyle Moore <kyle.moore@uwyo.edu>; James C Ahern <JAhern@uwyo.edu>; Isadora Anderson Helfgott <ihelfgot@uwyo.edu>; Steven Frank Barrett <SteveB@uwyo.edu>
Subject: Academic Forum-AGENDA

All,

Ed Synakowski just cancelled on providing an SI update at Academic Forum tomorrow. The only other item we had was Faculty fellows, and they can't join until 2:45pm due to class.

Here are some thoughts on other items, or think about canceling this week? We will be meeting with Associate Deans and Department Heads this week, and we could ask our D&D group to join that in lieu of this meeting.

-COVID Compliance/Training?
-Any AVP updates (grad, International, etc.?

Best,

Mandy Gifford
Executive Assistant to the Vice President and Provost
Office of Academic Affairs

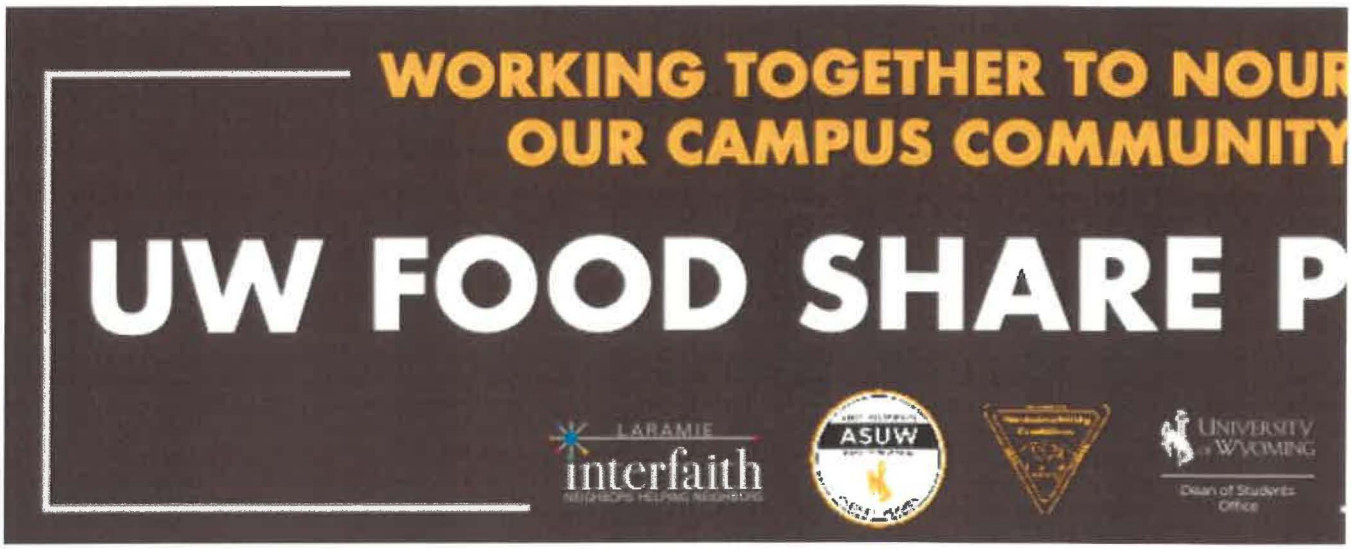
University of Wyoming
318 Old Main
Laramie, WY 82071
Direct 307-766-6476
mandyj@uwyo.edu • uwyo.edu/acadaffairs/

From: Robert Aylward
Sent: Monday, August 31, 2020 1:41 PM
To: Kimberly Chestnut Steich
Subject: RE: UW Food Share Pantry Opens Today!

Thanks Kim. This is so great to have available.

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Monday, August 31, 2020 1:38 PM
To: Edmund J. Synakowski <esynakow@uwyo.edu>; Edward Seidel <Edward.Seidel@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Anne M. Alexander <AAlex@uwyo.edu>; Neil David Theobald <Neil.Theobald@uwyo.edu>; Emily Ann Monago <emonago@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Mary L. Ivanoff <MIvanoff@uwyo.edu>; RoseMarie London <rlondon@uwyo.edu>; Robert Aylward <RAylward@uwyo.edu>; Ben Blalock <BBlalock@uwyo.edu>; Thomas K. Burman <tburman@uwyo.edu>
Subject: UW Food Share Pantry Opens Today!

Friends,
Sharing this good news with the group. The Dean of Students team worked closely with the ASUW Food (in)Security Task Force to make this possible.
Kim



The UW Food Share Pantry is now open! All students and employees are invited to share in this campus resource. We are committed to nourishing our UW community by providing access to a variety of good healthy foods and hygiene products. This project was made possible with student leadership, financial support and ongoing collaboration between ASUW and the UW Food Security Task Force, the Sustainability Coalition, the Dean of Students Office and our local community partner, Interfaith and United Way.

Location: University of Wyoming, Knight Hall, Room 106

Hours: Monday 4:00 – 7:00 p.m.
Thursday 4:00 – 7:00 p.m.

Saturday 10:00 a.m. – 12:00 p.m.

Pick Up Orders: In response to the COVID-19 pandemic, we have arranged curbside pickup for food orders. Complete the request form and select a time for your order pick up during our hours of operation. Instructions for pick up provided on the form. *Please bring your WyoOne ID card for pick up.* We are using this as a way to gather information to guide staffing, food inventory and utilization of this resource. No personal identifying information will be shared.

Contributions: This is a UW community effort. For those who are interested in sharing with the UW Food Share Pantry, we welcome your contributions. A box for non-perishable goods or recycled shopping bags is located out the Dean of Students Office in Knight Hall. Contributions(including perishable, refrigerated, and frozen foods) can also be made in the pantry during our hours of operations. We are working on creating a You Fund Me with the UW Foundation and can welcome financial contributions to our food share efforts soon.

Please direct any questions about the pantry to the Dean of Students Office at 307.766.3296. Visit www.uwyo.edu/foodsharepantry for updated information on services.

There are many ways to help us share the news about this resource on campus! Use the form to pick up a food order and tell someone about how it works. Bring someone by to see the space. Pass on this email or link to the form to your network. Put up the attached poster in your physical space.

We hope to see you soon!

From: [redacted]
Sent: Monday, August 31, 2020 2:35 PM
To: Kimberly Chestnut Steich;Tom Koczara;Brant Schumaker;Mary Beth Bender;Jennifer Dawn Chavez
Cc: [redacted] Danika Roanne Salmans
Subject: Invalid Test Result Communications
Attachments: Invalid Test Result - Negative Communication Template_08312020_V1.docx

Importance: High

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Kim, Tom, Brant and Mary Beth –

Attached is the draft communication to notify individuals who appear on Vault's invalid list of their true test result. @Tom Koczara and @Kimberly Chestnut Steich, for your awareness there is a list of 45 individuals who appeared on Vault's "invalid" test result list – meaning that Vault Health is missing the date which the individual took the test. This could be due to one of two reasons: 1) the individual took the test on their own without a Vault Health supervisor or 2) the Vault Health supervisor did not document the test date in their chart note.

Currently, individuals with invalid test results do not appear in the Vault dashboard and Vault has not notified the test taker of their true result although the Lab processed their sample. Vault sent Jen a report today with the names of the 45 individuals and their test results who appear as "invalid".

ASK: Can you please review the attached communication and let me know if you require any changes? If not, Jen's team will use this template to email the 45 individuals who appear as "invalid" but received a negative test result per Vault Health.

@Jennifer Dawn Chavez – Can you confirm if [redacted] is on this list? This is the student that Danika inquired about on Saturday.

Please let me know if anyone has questions.
Thank you!

[redacted]

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v.E.1

Dear [Name],

Thank you for participating in the University of Wyoming's pre-return COVID-19 testing program through Vault Health. It has come to our attention that your test result is invalid. An invalid test result means that Vault Health processed your saliva sample; however, they are missing the date in which you completed the test. As a result, Vault Health has manually shared your test result with the University.

The purpose of this communication is to let you know you have completed the pre-return COVID-19 testing requirements and to inform you of your test result since you have not received a communication from Vault Health and your test result is not reflected in your Vault profile. Please note that Vault Health is in process of updating your test result in your Vault profile.

Test Results: Vault Health communicated to the University of Wyoming that you received a ***negative*** COVID-19 test result. A negative test result means that the virus that causes COVID-19 was not found in your saliva sample.

Important Reminder: *Please note that a negative test result does not mean that you should stop following the University's COVID Policy or the current state, local or CDC guidelines. Individuals with negative COVID-19 test results may still contract COVID-19 in the future.*

If you have outstanding questions about your COVID-19 test result, please contact the UW COVID Hotline by emailing COVID19@uwyo.edu or calling at 307-766-COVD (2683).

Sincerely,
The UW COVID Response Team

From: aa-eepg@uwyo.edu on behalf of Chad R. Baldwin <cbaldwin@uwyo.edu>
Sent: Monday, August 31, 2020 3:00 PM
To: Tara Evans;aa-eepg@uwyo.edu
Cc: [redacted]
Subject: Re: AA-EEPG - releases for today
Attachments: prepause.release.docx; ATT00001.txt

Research and ECEC language added in the attached, based upon my latest understanding.

Thanks.

Chad

From: aa-eepg@uwyo.edu <aa-eepg@uwyo.edu> **On Behalf Of** Chad R. Baldwin
Sent: Monday, August 31, 2020 2:50 PM
To: Tara Evans <tevans15@uwyo.edu>; aa-eepg@uwyo.edu
Cc: [redacted]
Subject: Re: AA-EEPG - releases for today

I could do that, Tara. But there are likely to be questions about many other units/activities as well, and those might be best addressed/answered by communications directly to and from those units.

Chad

From: Tara Evans <tevans15@uwyo.edu>
Sent: Monday, August 31, 2020 2:44 PM
To: Chad R. Baldwin <cbaldwin@uwyo.edu>; aa-eepg@uwyo.edu
Cc: [redacted]
Subject: RE: releases for today

All:

Do we want to specifically mention research and ECEC in the pause release? I.e., both of them still function "as is" during a pause? I think there will be questions about both.

Thanks!

Tara

From: aa-eepg@uwyo.edu <aa-eepg@uwyo.edu> **On Behalf Of** Chad R. Baldwin
Sent: Monday, August 31, 2020 2:12 PM
To: aa-eepg@uwyo.edu
Cc: [redacted]
Subject: AA-EEPG - releases for today

All:

Attached are two releases drafted to go out today, following the completion/posting of the pause plan.

If the plan can't be completed or posted today, I could move them both to tomorrow and update the case numbers.

There are suggested quotes from the president and Kim.

I welcome any input.

Thanks.

Chad Baldwin
Associate Vice President for Marketing and Communications
University of Wyoming

Laramie, WY 82070
Main Office 307-766-2929
Direct 307-766-2929
[redacted]
Fax 307-766-6729
cbaldwin@uwyo.edu

UW Sets Parameters for Potential Pause to Fall Semester Plan

August 31, 2020 – The University of Wyoming has established the parameters for pausing its phased fall return plan in the event of a significant increase in COVID-19 cases.

Such a pause, which would be triggered by hitting certain metrics detailed in the COVID contingency plan approved by UW's Board of Trustees, would be a period of five business days to allow university leaders to collect additional information about the presence of the infection on campus. UW President Ed Seidel then would determine next steps, such as returning to the phased fall return plan or shifting to a fully virtual environment.

Under the pause plan, which may be found **here**, the university would take steps that include:

-- Instructing students in UW campus housing and others in Laramie to shelter in place.

-- Delivering all courses online; no in-person classes would be conducted.

-- Instructing all employees, with the exception of those designated by supervisors as critical pause personnel, to work remotely.

-- Suspending all face-to-face activities, unless approval is given through an exception process.

"In many respects, a pause would be similar to the actions the university took when the pandemic hit in March, with one major exception: We would ask our students to stay put for five business days, in the hope that the pause could be lifted," UW Seidel says. "We believe it could be possible to resume our fall return plan after a pause, based upon our rigorous testing, tracing and quarantine protocols and what we're seeing at some other universities that have taken a similar approach."

UW students would be instructed to have contact with only members of their "pods" during a pause. For a student in UW's residence halls, a pod would consist of all students on that student's floor. For students living off campus or in UW apartments, a pod would consist of those living together in the same dwelling.

UW Residence Life and Dining Services is making arrangements for food service and activities for residence hall students during a pause.

"From both public health and academic standpoints, we'd ask our students in the residence halls to hang in there during a pause," Vice President for Student Affairs Kim Chestnut says. "This shelter-in-place approach would only be temporary, and we would know within five days whether we're resuming our phased return plan or going fully online as we did in the spring."

If a pause is initiated between now and this coming weekend -- when many first-time students are scheduled to move into UW's residence halls for the scheduled start of Phase 2 Monday, Sept. 7 -- those students will still be allowed to move in as scheduled.

Under a pause, UW laboratories and other research facilities would continue to conduct research activities while reducing lab and facility personnel to limit the spread of COVID-19, as was done in the spring at the start of the pandemic. UW's Early Care and Education Center would continue to operate, in part to provide child care for critical pause personnel.

Also during a pause, UW would continue its surveillance testing of students and employees on campus. And all members of the community would still be expected to complete the COVID Pass daily.

UW's fall semester classes began Aug. 24 with online course delivery. The phased return plan calls for some students to return to campus by Monday, Sept. 7, when some in-person instruction begins. By Sept. 28, all students return for eight full weeks of face-to-face instruction in courses scheduled for that mode of delivery.

More information about the revised fall return is available at www.uwyo.edu/campus-return, which is being updated as information becomes available. Those with questions may also call 307-766-COVD (2683) or email COVID19@uwyo.edu.

From: aa-eepg@uwyo.edu on behalf of Tami B. Benham-Deal <Benham@uwyo.edu>
Sent: Monday, August 31, 2020 7:47 PM
To: aa-eepg@uwyo.edu
Subject: Re: AA-EEPG - Proposed revision to EEPG meeting structure
Attachments: ATT00001.txt

All – I realize I should have posed my request a little differently. Could you let me know if the propose schedule is acceptable?

Tami Benham Deal, PED
Vice Provost
Office of Academic Affairs
1000 E. University Ave.
Laramie, WY 82071
307-766-4284
http://www.uwyo.edu/acadaffairs/

UNIVERSITY OF WYOMING

From: Tami B. Benham-Deal
Sent: Monday, August 31, 2020 4:27 PM
To: aa-eepg@uwyo.edu
Subject: Proposed revision to EEPG meeting structure

All:

As we indicated last Friday, the Working Groups have been highly effective in getting campus to the point that we can successfully bring our students back, thanks to the leadership across these committees. Megan, Michael and I have been discussing our current EEPG meeting structure going forward. I know a couple of our VPs have been attending regularly, and that has been good. I think we have reached a phase where we need to consider a different structure for our meetings. Given the progress made by the working groups, and in the interest of best using the scarce resource of time, I am recommending that we shift our EEPG meeting focus on two fronts:

1) Many of our working groups can shift to an ad-hoc meeting schedule, or even suspend meetings until needed. We will defer to the Working Group leadership to determine the appropriate cadence. We will ask each WG lead to provide a weekly status report to help surface any potential issues, and track COVID-related activities, although we expect Communications, Contingency Planning and Testing (SHIELD) to continue.

2) I am also recommending that we return to some EEPG only meetings as well as repurpose the other days, as follows.

M	T	W	Th	F
8a EEPG	8a EEPG + SHIELD & COVID Hub Leaders	8a EEPG	8a EEPG + SHIELD & COVID Hub Leaders	8a EEPG + WG Leads

- Monday and Wednesday will enable the EEPG to discuss policy issues and consider communication needs (we will not invite WG leads and others to join, but will limit this to the EEPG)
- Tuesday and Thursday will enable us to review and discuss progress and issues on testing and contact tracing, inviting our key leaders in these areas to the discussion (again, we will not invite WG leads and others to join)
- Friday will provide a forum for a report out of key activities by Working Group leads, and a time for EEPG questions and discussion with this group

Note – as needed, we will invite specific working group leads to any meeting where relevant material is discussed.

Please let me know ASAP if you have any concerns moving to this cadence – I propose we try this starting on Tuesday, and evaluate on Monday if changes are needed.

Tami Benham Deal, PED
Vice Provost
Office of Academic Affairs
1000 E. University Ave.
Laramie, WY 82071
307-766-4284
http://www.uwyo.edu/acadaffairs/

UNIVERSITY OF WYOMING

From: Tara Evans
Sent: Tuesday, September 01, 2020 8:19 AM
To: Anne M. Alexander;Ben Blalock;Edmund J. Synakowski;Emily Ann Monago;Kimberly Chestnut Steich;Neil David Theobald;Robert Aylward;Thomas K. Burman;Chad R. Baldwin
Cc: Tami B. Benham-Deal;[redacted]Mary L. Ivanoff;RoseMarie London;Tom Koczara;Diana Grant Hulme;David Nathaniel Jewell;William H. Mai;Matthew J. Whisenant
Subject: Communication reporting positive cases

Good morning Vice Presidents:

Please see below for a draft communication. We are asking that you send this to your people managers to pass on to all employees in your units (or alternatively, mention this verbally in unit or sub-unit meetings). We would like to reinforce Chad's message that went to campus reminding folks they need to report any positive cases that are not through Vault or Bridge. We are also working with Tom Koczara to set up another information session for people managers on this topic, as well as the "pause" document that was published yesterday.

Thanks in advance for your assistance!

Tara

Tara R. Evans
Vice President and General Counsel
University of Wyoming
307.766.4019
tevans15@uwyo.edu

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Subject: Reminder: Reporting COVID-19 Cases to the Hub

Team,

We are committed to keeping all of our employees, students and community safe. Testing is a critical part of this plan. While we receive results from Vault Health and the Bridge Program, we recognize that employees may be tested at other facilities that do not provide us with the results.

We need to track **all** tests. If you receive results from outside of Vault and Bridge, please report them to the COVID Hub as soon as possible. This provides us with the timely and accurate information we need to continue creating the exceptional and safe on-campus experience our students, faculty, staff and community expect.

Please reach out if you have any questions.

Thank you,
[Insert VP name]

From: division-leadership@uwyo.edu on behalf of Courtney Leigh Thomson-Lichty <Courtney.ThomsonLichty@uwyo.edu>
Sent: Tuesday, September 01, 2020 9:04 AM
To: division-leadership@uwyo.edu
Subject: [Division-leadership] DL Agenda 9/1
Attachments: ATT00001.txt

- DL Agenda:
  - Pause document – campus announcement should go out 8.31.2020
  - COVID Pass management and response
    - Do staff need further clarity about what Phase they are in?
  - Thanks for response to multiple emails last week
  - Working Group updates
    - Student Life and Housing: Kim C, Jeremy, Holly, Eric, Rian, Ryan, Courtney, Amanda
    - Academics: Ryan and Nycole
    - Technology: Jami
    - Athletics: Pat
    - Environmental Health & Safety: Eric
    - Employee Safety and Success: Ryan
    - Communications: Nycole
    - Testing, Tracking, and support: Mary Beth, Nycole, Courtney
    - Contingency Plans: Kim C
  - Budget updates (Kim and Jami)
    - University working group
    - Student Affairs working group
    - Fee changes for review this year – start preparing submission of program changes that require fee support
  - UW Food Share Pantry (Ryan)
  - Vacancies (all)
  - Department updates (all)

From: Libby Thorson
Sent: Tuesday, September 01, 2020 9:21 AM
To: Megan Elizabeth Selheim;Carl A. Mehta;Karen M Drew;Toi M. Geil;Kimberlee Ann Glassner;Nycole Rae Courtney;Kimberly Chestnut Steich;Taylor Stuemky;Mary Beth Bender;John W Porter;Megan Michelle Belville;Michael J. Samp;Christine Jane Renfro;Julio Brionez;Molli Dalene Paulson;Amanda O'Brien Busick;Alexandra Moon Krassin;Allison Barker Brayton
Cc: Ryan McGarry Dinneen O'Neil
Subject: COVID Test Verification Sign Ups

Hi Everyone,

We still have a few opportunities left to fill for this Sunday. I know this is a difficult weekend for many of us and some folks already had plans before the shift in plans occurred. If you'd like to help out and are available, you can sign up below.

Sign Up: [redacted]

For those who sign up, Dean O'Neil and I will be in touch in the next few days about the logistics with this effort. Thank you for helping with this critical piece of our move-in process. Let me know if you have any questions.

Take care,

Libby

Libby Thorson, M.S. Ed
Sexual Misconduct Investigator
Dean of Students Office
University of Wyoming
128 Knight Hall
Main Office 307-766-3296
libby.thorson@uwyo.edu
Pronouns: she/her(s)

You can schedule a phone or Zoom meeting with me here: https://calendly.com/libbythorson

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From: Edward Seidel
Sent: Tuesday, September 01, 2020 12:00 PM
To: Marsh, Jeffrey S. (Jeff)
Cc: Kimberly Chestnut Steich;Mary L. Ivanoff
Subject: Re: Concerns from the Students of University of Wyoming

Thanks Jeff. Kim could also reach out to [redacted] and let me know how it goes?

Thanks,
Ed

Sent from my iPhone

On Sep 1, 2020, at 11:58 AM, Marsh, Jeffrey S. (Jeff) <jeff@bolistrategicpartners.com> wrote:

Kim,

I will ask [redacted] to call me this afternoon but will provide your contact information. Sounds like she may need to connect with someone on campus.

I will keep you posted.

Thank you.

Jeff

Jeffrey S. Marsh
CA License # 0I31883
Founder and Principal
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From: [redacted]
Sent: Tuesday, September 1, 2020 11:50 AM
To: Marsh, Jeffrey S. (Jeff)
Subject: Re: Concerns from the Students of University of Wyoming

Yes! I would still like to contact you, however I was in the middle of classes. Is there another time I can meet or call you?

On Tue, Sep 1, 2020 at 7:37 AM Marsh, Jeffrey S. (Jeff) <jeff@bolistrategicpartners.com> wrote:

Good morning, [redacted]

Thank you for reaching out to the trustees.

I am available at my office from about 8:30 - 10:00 this morning and on my cell this afternoon and would be happy to discuss some of your concerns. Please feel free to give me a call.

Thanks, [redacted]

Kind regards,

Jeff

Jeffrey S. Marsh

Financial Adviser*

BOLI Strategic Partners

120 West 22nd Avenue

Torrington, WY 82240

jeff@bolistrategicpartners.com

Phone: (307) 532-4130 or 800-584-9114

Fax (307)532-4523 [redacted]

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Please copy email_optout@newyorklife.com Eagle Strategies 51 Madison Ave., New York, NY 10010 New York Life Insurance Co., 51 Madison Ave., New York, NY 10010 BOLI Strategic Partners is not owned or operated by Eagle Strategies or its affiliates.

From: [redacted]
Sent: Tuesday, September 01, 2020 6:00 AM
To: Jeffrey S. Marsh; John McKinley; Kermit C Brown; Michelle Marie Sullivan; David L True; Melvin R. Baldwin; Dick Scarlett; David Fall; Macey R. Moore; Laura Schmid-Pizzato; Bradley Davis Bonner
Subject: Concerns from the Students of University of Wyoming

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Dear Board of University of Wyoming Trustees,

Imagine being an eighteen year old student, and being told that your senior year has essentially been cancelled, no more State FFA, nevermind the fact you have been working all year for it, no more senior prom, and essentially no graduation. Being a Wyoming native, this

pains me to see our great state go through this. It is absolutely devastating. Now imagine, things in your life are finally getting back to normal, and college is about to start. An experience that has taken twelve years to achieve, but surprise, that is being taken too. You have followed every rule, worn your mask on campus, haven't had anyone in your dorm room, haven't caused a ruckus, and have tried to be understanding. After being on campus for a week, you then receive a devastating email saying you will have to be moved from your room that you have already settled into. This decision was made by the higher ups. You are scared to reach out and ask what is going on because you don't want to be punished. Welcome to my reality.

Hi, I am [redacted] an eighteen year old freshman at the University of Wyoming. Keep in mind the move-in dates had been changed five days before move-in began. I am part of phase one's move-in plan, and I finally had some stability. Then all of a sudden I am being told in order to get what I paid for, I have to move to an entirely different hall. I am terrified being here all alone, and I have finally made friends within my residence hall. Now my normal is being ripped away from me, with a force that I can't battle. I am being moved to a building in which I have not been exposed to. Who knows what germs I can bring in or out? This is unfair, and this is your decision. You are hurting your students. You are forcing your students to do things they do not want to, and your students are paying for it. This is wrong. I am a student with [redacted] this is not a good environment for me, I need consistency. This is overwhelming, and I have no one here to comfort me. I am having my life completely turned upside down because of this.Why are we uprooting people from floor 2 of Crane hall and using it as a quarantine floor, when people could quarantine in their room? As far as the admin has let us know there are no cases of covid on campus, so who are we quarantining? That's right we are being lied to; because there are kids on campus who have been quarantined, and if we have an "outbreak" we will be moving online. Why not just make that call now? On that note, If I wanted to go to online school, I would've stayed home and spent less; but I wanted a college experience that I am no longer going to be able to have.

Do you care about the students? Do you really care about the voices we have? You say the world needs more cowboys, this means standing up for what you believe in. Have you even taken a second to consider how this is affecting your students? I sure hope you have, and I hope you realize the impact this has on our lives. I seriously hope you reconsider uprooting the community we have built here in Crane Hall, and the student body in general. We are here. Listen to us please.

Sincerely,

[redacted]

Freshman, University of Wyoming

From: Libby Thorson
Sent: Tuesday, September 01, 2020 1:15 PM
To: Kimberly Chestnut Steich
Subject: Re: UW Move-in COVID Test Verification Stations Notification: Kim Chestnut

Thank you Kim!

Libby

Libby Thorson, M.S. Ed
Sexual Misconduct Investigator
Dean of Students Office
University of Wyoming
128 Knight Hall
Main Office 307-766-3296
libby.thorson@uwyo.edu
Pronouns: she/her(s)

You can schedule a phone or Zoom meeting with me here: https://calendly.com/libbythorson

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From: SignUpGenius <info@signupgenius.com>
Reply-To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Date: Tuesday, September 1, 2020 at 1:11 PM
To: Libby Thorson <ethorson@uwyo.edu>
Subject: UW Move-in COVID Test Verification Stations Notification: Kim Chestnut

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Someone signed up!

Hi, Libby! We wanted to let you know that someone recently signed up on "UW Move-in COVID Test Verification Stations."

Kim Chestnut signed up for:

Location B: McIntyre/Orr

09/06/2020 (Sun.) 8:00am-10:00am MDT

Phone Number: 267-614-1013

Location A: White/Downey/Tobin

09/06/2020 (Sun.) 10:00am-12:00pm MDT

Phone Number: 267-614-1013

Location A: White/Downey/Tobin

09/06/2020 (Sun.) 12:00pm-2:00pm MDT

Phone Number: 267-614-1013

Location B: McIntyre/Orr

09/06/2020 (Sun.) 2:00pm-4:00pm MDT

Phone Number: 267-614-1013

View Sign Up

Contact Kim Chestnut

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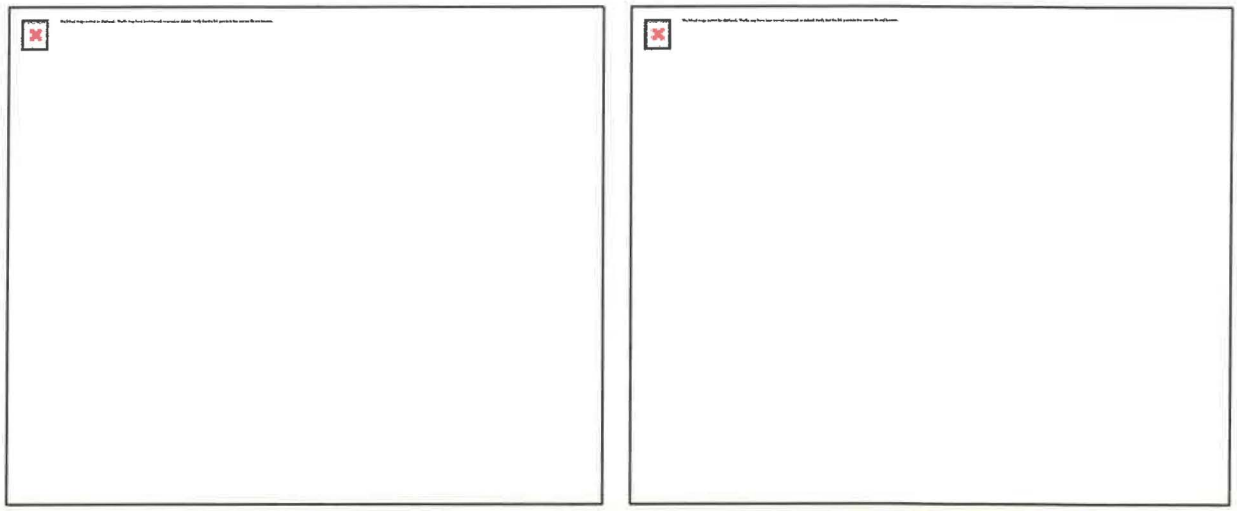

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From: division-leadership@uwyo.edu on behalf of Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Tuesday, September 01, 2020 1:46 PM
To: division-leadership@uwyo.edu
Subject: [Division-leadership] Reporting COVID-19 Cases to the Hub
Attachments: ATT00001.txt

Team,

We are committed to keeping all of our employees, students and community safe. Testing is a critical part of this plan. While we receive results from Vault Health and the Bridge Program, we recognize that employees may be tested at other facilities that do not provide us with the results.

We need to track **all** tests. If you receive results from outside of Vault and Bridge, please report them to the COVID Hub as soon as possible. This provides us with the timely and accurate information we need to continue creating the exceptional and safe on-campus experience our students, faculty, staff and community expect.

Please reach out if you have any questions.
Thank you,
Kim

Dr. Kimberly Chestnut
Vice President for Student Affairs
Old Main
University of Wyoming

From: Tara Evans
Sent: Tuesday, September 01, 2020 2:41 PM
To: Danika Roanne Salmans
Cc: Chad R. Baldwin;Nycole Rae Courtney;Tami B. Benham-Deal;Brant A. Schumaker;Kimberly Chestnut Steich
Subject: FW: COVID Dashboard for TUES 9/1

Danika:

Some questions to work through at our 3:30 call today:

1) If 4 symptomatic folks were reported yesterday, where are they captured? (i.e., if they come in after your daily report, do you capture them yesterday or today?)
2) You have 8 in quarantine listed below, but don't we have dozens more that are being quarantined in the fraternities? These would be considered on campus. Let's discuss.

To help Chad with his communication, we will want some solid numbers from these two off-campus parties:

1) How many positives so far
2) How many direct exposures
3) How many secondary exposures
4) How many in quarantine

Thanks so much for your help navigating all of this data flow! Brant has access to the system now, so we can get his thoughts as well.

See you all at 3:30 today.

Tara

From: Danika Roanne Salmans <dsalmans@uwyo.edu>
Sent: Tuesday, September 1, 2020 11:55 AM
To: Chad R. Baldwin <cbaldwin@uwyo.edu>; Brant A. Schumaker <theschu78@gmail.com>; [redacted] RoseMarie London <rlondon@uwyo.edu>
Cc: [redacted] Nycole Rae Courtney <NF@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; [redacted] Tom Koczara <tkoczara@uwyo.edu>; Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Mary Beth Bender <mbender4@uwyo.edu>; Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; William Timothy Wiseman <wwiseman@uwyo.edu>; Curtis Cannell <ccannell@uwyo.edu>; Mary L. Ivanoff <MIvanoff@uwyo.edu>; Will Laegreid <wlaegrei@uwyo.edu>; Jeffery D Lang <JEFFLANG@uwyo.edu>
Subject: COVID Dashboard for TUES 9/1

Below is the TUESDAY 9/1 Update from the COVID HUB -

New cases today = 3 (Data was pulled from Vault up through 12:00pm on 9/1/2020)

- 3 student – [redacted]

Active Cases = 28

- 1 students living on-campus
- 21 students living off-campus positive cases
- 6 employees living off-campus positive cases

Monitoring cases = 9 for symptoms and awaiting test results

- 8 are students and are being tested by Student Health
- 1 employee waiting test results

14 Day Quarantine due to exposure to a positive = 91

- 8 : On Campus - 14 Day Quarantine
- 83 : Off Campus - 14 Day Quarantine

Recovered from COVID Positive = 50

- 50 : Recovered COVID Positive Cases

Released from 14 Day Quarantine/Monitoring = 7

- 7: Released from 14 Day Quarantine/Monitoring

TOTAL COVID Cases = Current cases + Recovered Cases = 78

TOTAL Tests Run by Vault (Pre Return) = 12,782

TOTAL Tests Run by Vault Bridge Testing = 992

From: [redacted]
Sent: Tuesday, September 01, 2020 3:46 PM
To: Tom Koczara;Brant Schumaker
Cc: [redacted]Jennifer Dawn Chavez;Julie M. Schroyer;Samantha Z. Besler;[redacted]Mary Beth Bender
Subject: RE: Updated Bridge Testing Communications
Attachments: Student and Employee Bridge Testing Selection Additional Bookings - Week 3.docx; Employee Bridge Testing Reminder - Week 3.docx; Employee Bridge Testing Selection - Week 3.docx

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Hi Tom – Circling back around, can you please review the bridge testing communications and let me know if you require any changes?

Brant – I added language about free parking in the lot east of the Union based on the surveillance testing notes. Can you confirm if that is accurate?

Moving Kim to BCC since she responded to me directly – thanks, Kim!

[redacted]

From: [redacted]
Sent: Monday, August 31, 2020 7:41 AM
To: 'Tom Koczara' <tkoczara@uwyo.edu>; 'Kimberly Chestnut Steich' <k.chestnut@uwyo.edu>; 'Brant Schumaker' <theschu78@gmail.com>; 'Mary Beth Bender' <mbender4@uwyo.edu>
Cc: [redacted]Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; 'Julie M. Schroyer' <Julie.Schroyer@uwyo.edu>; 'Samantha Z. Besler' <Zowada@uwyo.edu>; [redacted]
Subject: Updated Bridge Testing Communications

Good Morning Tom, Kim, Brant and Mary Beth –

I made the following updates to the Bridge testing communication templates for students and employees for Weeks 2-5 of the bridge program:

- Updated the bridge testing one-pager link
- Replaced "random sampling program" with "bridge testing program"
- Added testing dates (e.g. Week 2 – **August 31st to September 4**)
- Added instructions on what to do if you fail COVID Pass or experiencing COVID-19 symptoms (including do not come to the Union, self-quarantine, call COVID Hotline, make an appointment at SHS / local healthcare provider)
- Added language about free parking in the lot East of the Union to complete bridge testing

ASK: Can you please review the attached communications and let me know if you require any changes? ***NOTE: Attached are the templates for Week 3 of bridge. Templates for Weeks 3-5 are in their respective folders on the Teams site with minor changes (e.g. week number and dates). Any changes to Week 3 templates will also be applied to subsequent weeks.***

These communications on the UW teams site under **Testing Tracing and Support > Bridge Program > Bridge Testing Communication Templates.** Please let me know if anyone has questions.

Thank you!

[redacted]

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v.E.1

TO: Targeted message to **students and employees** in the sample in **Week 3 who have not signed up yet** to notify them that UW has opened up additional calendar bookings

Subject: Please Sign Up for Phase 2 Bridge Testing in Week 3 (Sept. 7 – Sept. 11)

Dear [Name],

As part of the University's phased reopening, we are reminding you of your commitment to participate in the UW Bridge Testing Program to preserve the health of our campus.

We have opened additional times to ensure you can complete your test for the week of September 7th – September 11th. Please use this LINK to sign up online for a time to provide a saliva sample at your earliest convenience. The Bridge Testing Program will take place at the Union Gardens and you should expect up to 10 minutes to complete the process. There is free, limited-time parking available for individuals to complete their Bridge test in the lot East of the Union. You can view this one-pager for a summary of instructions.

As a reminder, if you fail the COVID Pass screening or experience symptoms of COVID-19 the day of your Bridge testing appointment, please self-quarantine and do not come to the Union Gardens. Please notify the COVID Hotline and schedule an appointment at Student Health Services or your local healthcare provider.

Thank you for your cooperation with this effort. For questions, please refer to UW's Official Page for COVID-19 Communication or contact the COVID-19 Hotline at COVID19@uwyo.edu.

Best Regards,
The University of Wyoming COVID Response Team

Schedule Your Test Now

FOR EMPLOYEES ONLY

TO: Targeted message to **EMPLOYEES selection** for testing in **Week 3 who have not already signed up** (Reminder)

Subject: Reminder: Sign up for Phase 2 Bridge Testing – Week 3 (Sept. 7 – Sept. 11)

Dear [Name],

As part of the University's phased reopening, you recently received an email asking you to sign up for the Bridge Testing Program via Microsoft Bookings.

If you have not done so already, please use this LINK to sign up online for a time during the week of September 7th – September 11th to provide a saliva sample at your earliest convenience. You can view this one-pager for a summary of instructions.

The Bridge Testing Program will take place at the Union Gardens and you should expect up to 10 minutes to complete the process. There is free, limited-time parking available for individuals to complete their Bridge test in the lot East of the Union. Everyone on campus, students, faculty and staff, will be tested regularly throughout the phased return of on campus instruction and work.

If you fail the COVID Pass screening or experience symptoms of COVID-19 the day of your Bridge testing appointment, please self-quarantine and do not come to the Union Gardens. Please notify the COVID Hotline and schedule an appointment at Student Health Services or your local healthcare provider.

If you have a condition that hinders you from participating in the Bridge Testing Program, please complete UW's employee exemption form .

For additional questions, please refer to UW's Official Page for COVID-19 Communication or contact the COVID Hotline at COVID19@uwyo.edu.

Thank you,
The University of Wyoming COVID Response Team

Schedule Your Test Now

FOR EMPLOYEES ONLY WHO WERE PICKED FOR BRIDGE IN WEEK 3

TO: Targeted message to **EMPLOYEE selection** for testing in **Week 3** to begin on Monday, Sept 7
Subject: You Have Been Selected for Phase 2 Bridge Testing – Week 3 (Sept. 7 – Sept. 11)

Dear Name,

You are receiving this email because you are being asked to complete additional COVID-19 testing as part of on-going efforts to support the health and well-being of the UW Community. This testing is in addition to the daily COVID Pass screening you are expected to complete and separate from the required Pre-Return COVID-19 Vault Test prior to arrival to Laramie.

Please schedule a time, for the week of September 7th – September 11th, to provide a saliva sample at your earliest convenience. The bridge testing program will take place at the Union Gardens and you should expect up to 10 minutes to complete the process. You can view this one-pager for a summary of instructions. There is free, limited-time parking available for individuals to complete their Bridge test in the lot East of the Union. Everyone on campus, students, faculty and staff, will be tested regularly throughout the phased return of on campus instruction and work.

If you fail the COVID Pass screening or experience symptoms of COVID-19 the day of your Bridge testing appointment, please self-quarantine and do not come to the Union Gardens. Please notify the COVID Hotline and schedule an appointment at Student Health Services or your local healthcare provider.

You will typically receive your results via e-mail from VAULT within 3 to 5 days. If you receive a positive test result for COVID-19, please follow the appropriate steps, shared in the COVID-19 Policy. UW students and employees participating in the Bridge Testing Program will not be expected to quarantine while they await results but can continue to practice social distancing and mask-wear as we all work to keep our campus open throughout the fall!

If you have a condition that hinders you from participating in the Bridge Testing Program, please complete UW's employee exemption form.

For additional questions, please refer to UW's Official Page for COVID-19 Communication or contact the COVID Hotline at COVID19@uwyo.edu.

Thank you,
The University of Wyoming COVID Response Team

Schedule Your Test Now

From: Chad R. Baldwin
Sent: Tuesday, September 01, 2020 4:24 PM
To: Kimberly Chestnut Steich;Ryan McGarry Dinneen O'Neil
Subject: release
Attachments: covid.cases.9.1.docx

Here's what I have so far, Kim.

Chad Baldwin
Associate Vice President for Marketing and Communications
University of Wyoming

Laramie, WY 82070
Main Office 307-766-2929
Direct 307-766-2929
[redacted]
Fax 307-766-6729
cbaldwin@uwyo.edu

UW Reports Positive Cases, Quarantines from Off-Campus Parties

September 1, 2020 – Off-campus parties involving University of Wyoming students have resulted in at least seven positive cases of COVID-19 infection and caused 47 students to be quarantined since Monday.

The four new cases reported today (Tuesday) weren't enough to trigger a pause to UW's phased fall return plan, but university leaders warn that could be the case in coming days as testing of the individual participants continues.

"Working with the Wyoming Department of Health, we have done our best to isolate those who've tested positive and quarantine those with whom they've had close contact," UW President Ed Seidel says. "Our hope is that these actions will allow us to move forward with our plans for in-person, on-campus experiences this fall, but ultimately it will be up to every member of the UW community to exercise personal responsibility to limit the spread of the virus."

While the total number of active cases today stands at 28, eight students and one employee are exhibiting symptoms of COVID-19 and awaiting test results. The total number of UW-related positive cases since the pandemic began is 78, a smaller number than many universities across the country.

"With our rigorous program of testing, tracing and quarantine, we still have an opportunity to have a successful semester -- but only if we all do what we know we should: avoid large gatherings, wear face protection, practice physical distancing and follow proper hygiene measures," Seidel says. "One thing everyone should keep in mind is that if you don't do these things and have contact with an infected individual, you face a 14-day quarantine as required by the Department of Health to protect our entire community."

Some of the 47 people placed in quarantine since Monday are in UW Greek Life housing; others are in off-campus housing.

Kim addition here….

The university's COVID contingency plan, approved by the UW Board of Trustees, includes metrics that would trigger a pause to the fall return plan. One of those is if five or more positive tests of symptomatic individuals are detected among UW students and employees in Laramie in a single day.

A pause would be a period of five business days to allow university leaders to collect additional information about the presence of the infection on campus. UW

President Ed Seidel then would determine next steps, such as returning to the phased fall return plan or shifting to a fully virtual environment.

Under UW's pause plan, which may be found here, the university would take steps that include:

-- Instructing students in UW campus housing and others in Laramie to shelter in place.

-- Delivering all courses online; no in-person classes would be conducted.

-- Instructing all employees, with the exception of those designated by supervisors as critical pause personnel, to work remotely.

-- Suspending all face-to-face activities, unless approval is given through an exception process.

UW students would be instructed to have contact with only members of their "pods" during a pause. For a student in UW's residence halls, a pod would consist of all students on that student's floor. For students living off campus or in UW apartments, a pod would consist of those living together in the same dwelling.

UW Residence Life and Dining Services is making arrangements for food service and activities for residence hall students during a pause.

If a pause is initiated between now and this coming weekend -- when many first-time students are scheduled to move into UW's residence halls for the scheduled start of Phase 2 Monday, Sept. 7 -- those students will still be allowed to move in as scheduled.

Also during a pause, UW would continue its surveillance testing of students and employees on campus. And all members of the community would still be expected to complete the COVID Pass daily.

The university is using a third-party provider, Vault Health, to conduct pre-return testing, as well as random-sample "bridge" testing of students and employees on campus as part of Phase 1 of UW's phased return plan. As of today, 12,782 tests have been processed by Vault Health, 992 of those as part of the bridge testing. A small number of employees and students have taken the test multiple times.

UW Student Health also is testing students exhibiting symptoms.

Testing is one of three key components of UW's plan to allow for an on-campus experience this fall, along with contact tracing and quarantine/isolation of individuals who are exposed or infected. Under the university's COVID policy, all employees who test positive -- on campus or off campus -- are required to report those results. Those who receive a positive test result from a private provider should call UW's COVID Hotline at 307-766-COVD (2683) or email COVID19@uwyo.edu.

From: Ryan McGarry Dinneen O'Neil
Sent: Tuesday, September 01, 2020 4:55 PM
To: Kimberly Chestnut Steich
Subject: For your review - before passing on
Attachments: covid.cases.9.1 - ONeil Edits.docx

Ryan Dinneen O'Neil

Dean of Students & Associate Vice President of Student Affairs
Dean of Students Office
University of Wyoming
1000 E. University Ave., Laramie WY 82071-2000 (mail)
Knight Hall, Rm 128
(307)766-3296 * (307) 766-3298 (fax)
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Some of the 47 people placed in quarantine since Monday are in fraternity or sorority chapter housing; others are in off-campus housing.

We urge students to refrain from gathering in large groups, on-campus or off-campus where physical distancing cannot be met. The stakes are high and the behavior of one person can have impacts for many.

The University intends to pursue student conduct proceedings for these reported incidents. Students hosting or attending gatherings will be placed on interim suspension from the University and will have their campus access temporarily restricted. Students who placed on interim suspension may not attend classes until

their student conduct cases are resolved. Additionally, all students involved who attend these gatherings will be referred to the Dean of Students Office for conduct proceedings. Possible conduct outcomes include:

- Students hosting gatherings may be suspended or permanently dismissed.
- Students attending gatherings may be placed on conduct probation or suspended.
- Students who host or attend "COVID parties" with the expressed intention of spreading the virus may be permanently dismissed from the University.

The university's COVID contingency plan, approved by the UW Board of Trustees, includes metrics that would trigger a pause to the fall return plan. One of those is if five or more positive tests of symptomatic individuals are detected among UW students and employees in Laramie in a single day.

A pause would be a period of five business days to allow university leaders to collect additional information about the presence of the infection on campus. UW President Ed Seidel then would determine next steps, such as returning to the phased fall return plan or shifting to a fully virtual environment.

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UW Student Health also is testing students exhibiting symptoms.

Testing is one of three key components of UW's plan to allow for an on-campus experience this fall, along with contact tracing and quarantine/isolation of individuals who are exposed or infected. Under the university's COVID policy, all employees who test positive -- on campus or off campus -- are required to report those results. Those who receive a positive test result from a private provider should call UW's COVID Hotline at 307-766-COVD (2683) or email COVID19@uwyo.edu.

From: Chad R. Baldwin
Sent: Tuesday, September 01, 2020 5:02 PM
To: Kimberly Chestnut Steich
Cc: Ryan McGarry Dinneen O'Neil
Subject: RE: covid.cases.9.1 - ONeil Edits.docx

Kim:

It will go to all students and employees. Is that OK?

Thanks!

Chad

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Tuesday, September 1, 2020 4:58 PM
To: Chad R. Baldwin <cbaldwin@uwyo.edu>
Cc: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>
Subject: covid.cases.9.1 - ONeil Edits.docx

Chad,
Ryan made the additions. They are highlighted for reference. Let us know if there are questions.
One clarification, will this be sent to all students – as opposed to a campus-wide email? I would encourage us to send directly to students.
Thanks so much!
Kim

From: Tara Evans
Sent: Tuesday, September 01, 2020 5:17 PM
To: Chad R. Baldwin;Kimberly Chestnut Steich
Subject: FW: covid release
Attachments: covid.cases.9.1.docx

Chad and Kim – one clarification. I thought we decided that hosting would be an interim suspension, but attending is only probation? That's what we told Ed at 1 today.

From: Chad R. Baldwin <cbaldwin@uwyo.edu>
Sent: Tuesday, September 1, 2020 5:09 PM
To: Edward Seidel <Edward.Seidel@uwyo.edu>
Cc: Tami B. Benham-Deal <Benham@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Mary L. Ivanoff <MIvanoff@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>
Subject: RE: covid release

Thank you, Ed.

The attached contains your revised quote and additional information from Student Affairs, including a quote from our dean of students. I'll proceed with distribution unless I receive further input in the next 15 minutes.

Chad

From: Edward Seidel <Edward.Seidel@uwyo.edu>
Sent: Tuesday, September 1, 2020 5:07 PM
To: Chad R. Baldwin <cbaldwin@uwyo.edu>
Cc: Tami B. Benham-Deal <Benham@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Mary L. Ivanoff <MIvanoff@uwyo.edu>
Subject: Re: covid release

Chad, thanks, I changed the second quote a little. Take a look and adjust as needed, otherwise fine from me…thanks!!

ED

> On Sep 1, 2020, at 4:31 PM, Chad R. Baldwin <cbaldwin@uwyo.edu> wrote:
>
> Ed:
>
> Attached is a release I'm pulling together to get out this afternoon. Tami, Tara and others have been part of the process.
>
> There are some suggested quotes from you, and more info coming from Kim.
>
> Please let me know if the quotes are OK.

Thanks!

Chad Baldwin
Associate Vice President for Marketing and Communications
University of Wyoming

Laramie, WY 82070
Main Office 307-766-2929
Direct 307-766-2929
[redacted]
Fax 307-766-6729
cbaldwin@uwyo.edu

<covid.cases.9.1.docx>

Edward Seidel
President, University of Wyoming
Edward.Seidel@uwyo.edu

UW Reports Positive Cases, Quarantines from Off-Campus Parties

September 1, 2020 – Off-campus gatherings involving University of Wyoming students have resulted in at least seven positive cases of COVID-19 infection and caused 47 students to be quarantined since Monday.

The four new cases reported today (Tuesday) weren't enough to trigger a pause to UW's phased fall return plan, but university leaders warn that could be the case in coming days as testing of the individual participants continues.

"Working with the Wyoming Department of Health, we have done our best to isolate those who've tested positive and quarantine those with whom they've had close contact," UW President Ed Seidel says. "Our hope is that these actions will allow us to move forward with our plans for in-person, on-campus experiences this fall, but ultimately it will be up to every member of the UW community to exercise personal responsibility to limit the spread of the virus."

While the total number of active cases today stands at 28, eight students and one employee are exhibiting symptoms of COVID-19 and awaiting test results. The total number of UW-related positive cases since the pandemic began is 78, a smaller number than many universities across the country.

"With our rigorous program of testing, tracing and quarantine, we still have an opportunity to have a successful semester -- but only if we all do what we know we should: avoid large gatherings, wear face protection, practice physical distancing and follow proper hygiene measures," Seidel says. "If you fail to follow this guidance and come into contact with an infected individual, you could face a 14-day quarantine as required by the Department of Health to protect our entire community."

Some of the 47 people placed in quarantine since Monday are in UW Greek Life housing; others are in off-campus housing.

"We urge students to refrain from gathering in large groups, on-campus or off-campus, where physical distancing cannot be met," Dean of Students Ryan O'Neil says. "The stakes are high, and the behavior of one person can have impacts for many."

The university intends to pursue student conduct proceedings for these reported incidents. Students hosting or attending gatherings will be placed on interim suspension from the university and will have their campus access temporarily

restricted. Students who are placed on interim suspension may not attend classes until their student conduct cases are resolved. Additionally, all students involved who attend these gatherings will be referred to the Dean of Students Office for conduct proceedings. Possible conduct outcomes include:

-- Students hosting gatherings may be suspended or permanently dismissed.

-- Students attending gatherings may be placed on conduct probation or suspended.

-- Students who host or attend "COVID parties" with the expressed intention of spreading the virus may be permanently dismissed from the university.

The university's COVID contingency plan, approved by the UW Board of Trustees, includes metrics that would trigger a pause to the fall return plan. One of those is if five or more positive tests of symptomatic individuals are detected among UW students and employees in Laramie in a single day.

A pause would be a period of five business days to allow university leaders to collect additional information about the presence of the infection on campus. Seidel then would determine next steps, such as returning to the phased fall return plan or shifting to a fully virtual environment.

Under UW's pause plan, which may be found here, the university would take steps that include:

-- Instructing students in UW campus housing and others in Laramie to shelter in place.

-- Delivering all courses online; no in-person classes would be conducted.

-- Instructing all employees, with the exception of those designated by supervisors as critical pause personnel, to work remotely.

-- Suspending all face-to-face activities, unless approval is given through an exception process.

UW students would be instructed to have contact with only members of their "pods" during a pause. For a student in UW's residence halls, a pod would consist of all students on that student's floor. For students living off campus or in UW apartments, a pod would consist of those living together in the same dwelling.

UW Residence Life and Dining Services is making arrangements for food service and activities for residence hall students during a pause.

If a pause is initiated between now and this coming weekend -- when many first-time students are scheduled to move into UW's residence halls for the scheduled start of Phase 2 Monday, Sept. 7 -- those students will still be allowed to move in as scheduled.

Also during a pause, UW would continue its surveillance testing of students and employees on campus. And all members of the community would still be expected to complete the COVID Pass daily.

The university is using a third-party provider, Vault Health, to conduct pre-return testing, as well as random-sample "bridge" testing of students and employees on campus as part of Phase 1 of UW's phased return plan. As of today, 12,782 tests have been processed by Vault Health, 992 of those as part of the bridge testing. A small number of employees and students have taken the test multiple times.

UW Student Health also is testing students exhibiting symptoms.

Testing is one of three key components of UW's plan to allow for an on-campus experience this fall, along with contact tracing and quarantine/isolation of individuals who are exposed or infected. Under the university's COVID policy, all employees who test positive -- on campus or off campus -- are required to report those results. Those who receive a positive test result from a private provider should call UW's COVID Hotline at 307-766-COVD (2683) or email COVID19@uwyo.edu.

From: David Fall
Sent: Tuesday, September 01, 2020 5:24 PM
To: Kimberly Chestnut Steich
Subject: Re: Concerns from the Students of University of Wyoming

Thank you!

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Tuesday, September 1, 2020 1:49 PM
To: David Fall <David.Fall@uwyo.edu>
Subject: Re: Concerns from the Students of University of Wyoming

Dave,
I will follow up with [redacted] today.
Thanks,
Kim

Dr. Kimberly Chestnut
Vice President for Student Affairs
Old Main
University of Wyoming

From: David Fall <David.Fall@uwyo.edu>
Date: Tuesday, September 1, 2020 at 10:40 AM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: Fw: Concerns from the Students of University of Wyoming

Kim, thought you might be able to handle this. Thanks.
Dave Fall

From: Ally Marshall <allyrosemarshall@gmail.com>
Sent: Tuesday, September 1, 2020 6:00 AM
To: Jeffrey S. Marsh <jmarsh7@uwyo.edu>; John McKinley <jmckinl1@uwyo.edu>; Kermit C Brown <Kermit.brown@uwyo.edu>; Michelle Marie Sullivan <Michelle.Sullivan@uwyo.edu>; David L True <dtrue1@uwyo.edu>; Melvin R. Baldwin <mbaldwi2@uwyo.edu>; Dick Scarlett <Dick.Scarlett@uwyo.edu>; David Fall <David.Fall@uwyo.edu>; Macey R. Moore <Macey.Moore@uwyo.edu>; Laura Schmid-Pizzato <lschmid@uwyo.edu>; Bradley Davis Bonner <Brad.Bonner@uwyo.edu>
Subject: Concerns from the Students of University of Wyoming

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Dear Board of University of Wyoming Trustees,

Imagine being an eighteen year old student, and being told that your senior year has essentially been cancelled, no more State FFA, nevermind the fact you have been working all year for it, no more senior prom, and essentially no graduation. Being a Wyoming native, this pains me to see our great state go through this. It is absolutely devastating. Now imagine, things in your life are finally getting back to normal, and college is about to start. An experience that has taken twelve years to achieve, but surprise, that is being taken too. You have followed every rule, worn your mask on campus, haven't had anyone in your dorm room, haven't caused a ruckus, and have tried to be understanding. After being on campus for a week, you then receive a devastating email saying you will have to be moved from your room that you have already settled into. This decision was made by the higher ups. You are scared to reach out and ask what is going on because you don't want to be punished. Welcome to my reality.

Hi, I am [redacted]an eighteen year old freshman at the University of Wyoming. Keep in mind the move-in dates had been changed five days before move-in began. I am part of phase one's move-in plan, and I finally had some stability. Then all of a sudden I am being told in order to get what I paid for, I have to move to an entirely different hall. I am terrified being here all alone, and I have finally made friends within my residence hall. Now my normal is being ripped away from me, with a force that I can't battle. I am being moved to a building in which I have not been exposed to. Who knows what germs I can bring in or out? This is unfair, and this is your decision. You are hurting your students. You are forcing your students to do things they do not want to, and your students are paying for it. This is wrong. I am a student with [redacted] this is not a good environment for me, I need consistency. This is overwhelming, and I have no one here to comfort me. I am having my life completely turned upside down because of this.Why are we uprooting people from floor 2 of Crane hall and using it as a quarantine floor, when people could quarantine in their room? As far as the admin has let us know there are no cases of covid on campus, so who are we quarantining? That's right we are being lied to; because there are kids on campus who have been quarantined, and if we have an "outbreak" we will be moving online. Why not just make that call now? On that note, If I wanted to go to online school, I would've stayed home and spent less; but I wanted a college experience that I am no longer going to be able to have.

Do you care about the students? Do you really care about the voices we have? You say the world needs more cowboys, this means standing up for what you believe in. Have you even taken a second to consider how this is affecting your students? I sure hope you have, and I hope you realize the impact this has on our lives. I seriously hope you reconsider uprooting the community we have built here in Crane Hall, and the student body in general. We are here. Listen to us please.

Sincerely,

[redacted]

Freshman, University of Wyoming

From: Edward Seidel
Sent: Wednesday, September 02, 2020 3:44 PM
To: [redacted]
Cc: Kimberly Chestnut Steich;Mary L. Ivanoff
Subject: Re: PLEASE READ!

Follow Up Flag: Follow Up
Flag Status: Flagged

HI [redacted] thanks for your note. I've heard a lot from the state and truly appreciate the feedback and the spirit of Wyoming that has to a number of communications with some of the same points you've made below. Although I am not from Wyoming, I am here because I, too, love the spirit of the place and believe in the state and impact the university can have.

I cannot answer some of your points below but I cc Kim Chestnut, VP for student affairs, who may be able to help. Generally, a conversation with an advisor should be help you find classes that are in-person, not just online. I believe it is true that about 60% of our classes are in person, but some people do have more online than others.

We are working extremely hard keep the university open, and have put place strong testing programs, slowed down the opening in phases, and put in place many strict rules on make and social distancing in order do our best to maintain this. We have decimated a staff of over 250 people to make this all work, have worked to provide extra scholarship funds to support students, and in all have spent about $50 million on this effort. Many universities are already fully online, have moved to fully online, or may still do so as a result of COVID spread that has made their campuses unsafe. We are working very hard to avoid that situation.

We are setting a program of mentoring that will bring senior administrators like myself directly in contact as mentors of students. Would you be interested in being one of mine? It would give me a chance to show you a bit from the other side of this discussion, and to get to know you and a few others to help me know the state. What do you think??

Best,
Ed Seidel

On Sep 2, 2020, at 3:17 PM, [redacted] wrote:

Hello Dr. Seidel,

As a concerned senior here at the university I wanted to reach out and bring up a few things. I understand that you are not from Wyoming so I would like to tell you a little about Wyoming and the people that call it home. We are independent people that value our freedoms and will stand up when we believe something is not right.

So, to start I would like to bring up the fact that we are fully online when we have 7 active cases when schools like ASU have hundreds of active cases and are still doing in-person classes. I was told over the summer that 60% of classes would be held in person and that was an outright lie. I do not have a single in-person class even if we make it into the next phase. If I would have known that going into this semester, I would have found better schooling opportunities elsewhere.

I understand that it is too late for anything to be changed this semester but at the least open the recreation center and allow us to meet in reduced size groups off campus that are taking safety precautions under consideration. I got a text from my small group bible study today and we are no longer allowed to meet in person and there are less than ten of us! So much for religious freedoms. Also, according to the recent email we received we are not allowed to gather off-campus... so, does this mean we are not allowed to attend church either and could be suspended for doing so? For many students' exercise is a huge outlet for them. It's not only about physical health but mental health in this time of isolation at the very least let us use the facilities that you are charging us for! If you cannot do that, refund us so that we can use that money to get gym memberships elsewhere.

I grew up farming and ranching around some very old fashion cowboys and have always tried to embody the spirit of the cowboy. It was a big reason I came here but the way this pandemic is being handled is a far cry from cowboy. Cowboys face problems head-on and find solutions when it seems impossible. Cowboys don't cower in the homes waiting for everything to blow over. They find solutions that allow them to fight another day. If we wanted to be trapped at home all day doing online classes, we would have gone to a lesser school that doesn't cost half as much. If changes are not made you will be losing what makes this school great and I as well as many others will find other places to study.

Thank you for your time,

[redacted]

Edward Seidel
President, University of Wyoming
Edward.Seidel@uwyo.edu

From: Nycole Rae Courtney
Sent: Wednesday, September 02, 2020 6:12 PM
To: Kimberly Chestnut Steich
Subject: Fw: Parent Communication
Attachments: University of Wyoming Pause Communications_Parent Message_09022020_vF.docx

Can we review and co-sign?

Nycole Courtney, EdD
AVP & Dean of Student Success and Graduation
University of Wyoming
1000 E. University Ave., Laramie WY 82071-2000 (mail)
Knight Hall, Rm 128
(307)766-3212
nf@uwyo.edu

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From: [redacted]
Sent: Wednesday, September 2, 2020 5:28 PM
To: Nycole Rae Courtney <NF@uwyo.edu>
Cc: Chad R. Baldwin <cbaldwin@uwyo.edu>
Subject: Parent Communication

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

Hi Nycole,

Please find attached the parent communication template for review/sending.

Please let me know if you have any questions or updates.

Thanks,
[redacted]

[redacted]

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Message to Parents Re: Pause

To: UW Parents
From: Student Affairs
Subject: UW Implements a Pause

Cowboy Parents,

The safety of our students, employees and community is our number one priority. With this in mind, we have put into place certain measures to monitor the number of COVID-19 cases on campus. Earlier today, we learned that we have reached the threshold for COVID-19 cases and, with an abundance of caution, we are implementing a "pause."

What does this mean for your student?
Effective immediately until [insert date]:

- Coursework and Campus Activities
  - All courses are being taught online. No in-person classes will be conducted.
  - All campus buildings are closed through [insert end of pause date].
  - No in-person on-campus meetings with advisors, tutors, staff, or peers are allowed.
  - No on-campus visits are allowed unless to Student Health Services or Residence Life offices.
- Students Living in Residence Halls
  - Each floor will be organized into pods. Pods are groups of ~24 students who share bathrooms, laundry facilities, and a shared central common space.
  - No other guests or visitors will be permitted on the hall floor.
  - Washakie Dining will provide meal service to students on meal plans only. Students are being instructed on how and when to pick-up their meals.
- Students Living Off Campus:
  - Students who live in house or apartment in Laramie are organized in pod that consists of their fellow house or apartment members.
  - Students living in a fraternity or sorority house are organized in a pod of their fellow live-in chapter members.
  - Off-Campus students are only interacting with members of their pod.
- Basic Needs
  - On-campus mail service in residence halls and apartments will continue.
  - Delivery services are available from a number of local retailers as well as the University Store.
  - UW's Information Technology may have additional laptops available if your student is not able to access computers during the "pause."

Where to get the latest information
We understand you are concerned for your student's wellbeing and we are too. To keep your student and all other students safe, we ask that that all outside visitors refrain from visiting campus during the "pause." This will allow us time to quickly and safely address the COVID-19 situation.

To stay up-to-date with the latest information, we encourage you to join our social media channels and visit our COVID-19 page We will be updating these spaces throughout the "pause" to ensure you have the information you need.

Thank you for your support,
[insert sender name]

From: Kimberly Chestnut Steich
Sent: Wednesday, September 02, 2020 8:02 PM
To: Eric Bennett Webb;Erik Jacob Kahl;Rian Rabideau;Ryan McGarry Dinneen O'Neil;Nycole Rae Courtney
Subject: modified move in

You will put this into the context of the larger message – open to edits!

With the University of Wyoming starting a 5 business day "pause" on Thursday September 3rd, we are encouraging students planning to move in on September 5th and 6th to evaluate their move in plans. The goal of a pause is to limit the personal interactions on campus to help reduce potential spread of COVID-19. Therefore, for those with date flexibility, we ask that you delay your move-in date until after the pause is complete. For those who are already in transit or do not have a housing alternative, you are able to move into the halls. We recognize the inconvenience this presents to our students and their families. Thank you for your flexibility during this time of ongoing change.

For FSL – contact ...
For RLDS – contact ...

From:	aa-eepg@uwyo.edu on behalf of Tami B. Benham-Deal <Benham@uwyo.edu>
Sent:	Wednesday, September 02, 2020 8:21 PM
To:	Paul V.M. Flesher;Mandy Jane Gifford;aa-eepg@uwyo.edu
Cc:	William L. Hopkins
Subject:	Re: AA-EEPG - The AHC and renovation of its fire suppression system--during the Pause
Attachments:	ATT00001.txt

Paul – we will address this tomorrow morning.

Tami Benham Deal, PED
Vice Provost
Office of Academic Affairs
1000 E. University Ave.
Laramie, WY 82071
307-766-4284
http://www.uwyo.edu/acadaffairs/

UNIVERSITY OF WYOMING

From: Paul V.M. Flesher <PFlesher@uwyo.edu>
Sent: Wednesday, September 2, 2020 8:20 PM
To: Mandy Jane Gifford <MANDYJ@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>
Cc: William L. Hopkins <WHopkins@uwyo.edu>
Subject: The AHC and renovation of its fire suppression system--during the Pause
Importance: High

Dear Tami,
This week and next, a small group of construction workers based in Denver has been scheduled install an upgraded fire suppression system on the AHC's second floor. Due to Covid-19 related delays, this part of the construction is two months behind schedule. This work is now underway and a pause would raise issues of safety. It is mission critical. This upgrade is needed to protect our irreplaceable collections—many of them unique items of Wyoming and western history.

Bill and I consulted with UW operations about whether the construction could continue during the Pause or whether the construction workers should be sent home. We were told that in March and April construction continued unabated and that we should take that as our model. So we have done so.

I have sent all AHC employees home and instructed them to work remotely during the Pause, so the installers will be alone in the building except for security. Our plan is to let them continue their work until they are finished—approximately Friday, September 11.

If I need to ask for an exception from the EEPG, please let me know.

All the best to you and stay healthy,
Paul

Professor Paul Flesher, Director
American Heritage Center
University of Wyoming

1000 E. University Avenue
Department 3924
Laramie, WY 82071
USA

PFLESHER@uwyo.edu
307-766-2474

From: Tami B. Benham-Deal
Sent: Wednesday, September 02, 2020 8:40 PM
To: Kimberly Chestnut Steich;aa-eepg@uwyo.edu;[redacted]
Cc: Brant Schumaker;Mary L. Ivanoff
Subject: RE: AA-EEPG - modified move in approach

Good plan, Kim.

Tami Benham Deal, PED
Vice Provost
Office of Academic Affairs
1000 E. University Ave.
Laramie, WY 82071
307-766-4284
http://www.uwyo.edu/acadaffairs/

UNIVERSITY OF WYOMING

From: aa-eepg@uwyo.edu <aa-eepg@uwyo.edu> **On Behalf Of** Kimberly Chestnut Steich
Sent: Wednesday, September 2, 2020 8:37 PM
To: aa-eepg@uwyo.edu;[redacted]
Cc: Brant Schumaker <theschu78@gmail.com>; Mary L. Ivanoff <MIvanoff@uwyo.edu>
Subject: AA-EEPG - modified move in approach

Friends,
Student Affairs continued to meet after our large group 5:00 call. Our team decided it was best to pursue a middle ground regarding move in based on the following factors:

- Concerns about bringing 1000 more students to campus during a pause
- New move in student testing status not current and not wanting to bring possibly COVID positive students into the halls during a pause
- Not wanting to increase load in Q/I housing as we continue to have an increase in positive and exposure cases with current population
- Notable social programming this weekend in Laramie, Friday- Roxie's Blacklight Party, Saturday – Laramie Fermentation Festival 3-8pm
- 50% of FSL chapters have had one or more members test positive, reducing new students also reduces recruitment efforts, which are all to be virtual at this point...
- SHS is reaching functional capacity, would like to buy a little more time in getting folks hired up in that area before a whole new team of students arrive

I called Ed, he was supportive, I called Chad, we coordinated delivery of messaging and I wanted to share with our EEPG group. Below is what we will be sending to residence halls students this evening.

- This will be shared in the context of a more comprehensive letter but this is the note regarding what is said about move in-

With the University of Wyoming starting a 5 business day "pause" on Thursday September 3rd, we are encouraging students planning to move in on September 5th and 6th to reevaluate their move in plans. The goal of a pause is to limit the personal interactions on campus to help reduce potential spread of COVID-19.

Therefore, for those with date flexibility, we ask that you delay your move-in date until after the pause is complete. For those who are already in transit or do not have a housing alternative, you are able to move into the halls. We recognize the inconvenience this presents to our students and their families. Thank you for your flexibility during this time of ongoing change.

From: Ryan McGarry Dinneen O'Neil
Sent: Thursday, September 03, 2020 6:49 AM
To: Erik Jacob Kahl;Kimberly Chestnut Steich
Cc: Jeremy Nathan Davis
Subject: Re: FSL Message

Erik,

A nicely drafted message: two suggested edits - one fleshing out the FSL contribution to the pause and one charge at the end. Also I do not understand the second to the last bullet. Does that mean someone can chose to shelter in place somewhere else? If so maybe we state it as:

- If a member chooses to spend their pause outside of their current living arrangement (for example, not in the chapter house or their current apartment), we would suggest you have a negative test result before doing so. *Members who make the choice to leave the chapter facility may not be allowed to return during the pause.* For students on official quarantine and isolation, Wyoming Department of Health clearance is required before changing your location.

Maybe we can't say the italicized part. Either way that bullet needs clarification.

Ryan

Get Outlook for iOS

From: Erik Jacob Kahl <ekahl@uwyo.edu>
Sent: Thursday, September 3, 2020 12:54 AM
To: Ryan McGarry Dinneen O'Neil; Kimberly Chestnut Steich
Cc: Jeremy Nathan Davis
Subject: FSL Message

Thoughts and feedback on the message below would be appreciated. Presidents know (via group text) that this refers to the Pause Document I sent them Monday after the announcement. Intent of this message is to inform rest of FSL community.

FSL Community Members,

On September 2, the University of Wyoming has paused its phased fall return plan for five business days to more fully assess the prevalence of COVID-19 infection among the UW community.

You know from Tuesday's message that several members of our community are currently in quarantine or isolation. The number of cases and exposures played played a large role in the decision to pause. Information relayed to administrators confirmed at least one large social gathering involving our community.

Presidents, advisors, and our team previously discussed a Plan for a Pause; unfortunately we have already hit the threshold to implement it. Specifics of the plan include:

1. Shelter-in-place for students and university employees – members should be discouraged from leaving the chapter facility.
2. No non-residents permitted at facilities aside from chefs, house directors, and professional cleaning staff.
3. Kitchen use should be reduced to 1 member at a time (for chapters without meal plans)
4. Masks and distancing are a must outside of individual bedrooms.
5. If members want to continue remote-instruction outside of the chapter house, they are best suited to leave following a negative test result.
6. Students who test positive (and live in a chapter facility) will be moved to isolation accommodations. Quarantine will be evaluated on a case-by-case basis and in consultation with housing corps.

Your attention to the above plan will help to reduce any extension of the current pause phase and is greatly appreciated.

It is clear it will require all of us committing to these policies to contain the spread of this virus. We are in this together!

-FSL Team

Erik Kahl
Associate Director
Center for Student Involvement and Leadership
University of Wyoming
318 Wyoming Union
Laramie, WY 82071
Main Office 307-766-6390
Direct 307-766-2752
[redacted]
ekahl@uwyo.edu • www.uwyo.edu/csil • Schedule A Meeting Here

From: Nycole Rae Courtney
Sent: Thursday, September 03, 2020 8:20 AM
To: Kimberly Chestnut Steich
Subject: Parent Letter Edits?
Attachments: University of Wyoming Pause Communications_Parent Message_09022020_vF.docx

Good Morning,
Anything you need from me to change or edit.

Nycole Courtney, EdD
AVP & Dean of Student Success and Graduation
University of Wyoming
1000 E. University Ave., Laramie WY 82071-2000 (mail)
Knight Hall, Rm 128
(307)766-3212
nf@uwyo.edu

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Message to Parents Re: Pause

To: UW Parents
From: Student Affairs
Subject: UW Implements a Pause

Cowboy Parents,

The safety of our students, employees and community is our number one priority. With this in mind, we have put into place certain measures to monitor the number of COVID-19 cases on campus. Earlier today, we learned that we have reached the threshold for COVID-19 cases and, with an abundance of caution, we are implementing a "pause."

Residence Life is encouraging students planning to move-in on September 5th and 6th to re-evaluate their move-in plans. Students that have date flexibility should delay their move-in date until after the pause is complete. Students that are already in transit or do not have a housing alternative, are allowed to move-in on their scheduled date and time.

What does this mean for your student?
Effective immediately until end of day September 9, 2020

- Coursework and Campus Activities
  - All courses are being taught online. No in-person classes will be conducted.
  - All campus buildings are closed through September 9, 2020
  - No in-person on-campus meetings with advisors, tutors, staff, or peers are allowed.
  - No on-campus visits are allowed unless to Student Health Services or Residence Life offices.
- Activities outside of living environment
  - Students are to engage exclusively with others in their pod.
  - Pods should limit group size to 2-3 pod members.
  - Student are not to visit local businesses during the pause.
- Students Living Off Campus
  - Students who live in house or apartment in Laramie are organized in pod that consists of their fellow house or apartment members.
  - Students living in a fraternity or sorority house are organized in a pod of their fellow live-in chapter members.
  - Off-Campus students are only interacting with members of their pod.
- Students Living in Residence Halls
  - Each floor will be organized into pods. Pods are groups of ~24 students who share bathrooms, laundry facilities, and a shared central common space.
  - No other guests or visitors will be permitted on the hall floor.
  - Washakie Dining will provide meal service to students on meal plans only. Students are being instructed on how and when to pick-up their meals.
- Basic Needs

- On-campus mail service in residence halls and apartments will continue.
- Delivery services are available from a number of local retailers as well as the University Store.
- UW's Information Technology may have additional laptops available if your student is not able to access computers during the "pause."

Where to get the latest information

We understand you are concerned for your student's wellbeing and we are too. To keep your student and all other students safe, we ask that that all outside visitors refrain from visiting campus during the "pause." This will allow us time to quickly and safely address the COVID-19 situation.

To stay up-to-date with the latest information, we encourage you to join our social media channels and visit our COVID-19 page We will be updating these spaces throughout the "pause" to ensure you have the information you need.

Thank you for your support,
Dr. Kim Chestnut & Dr. Nycole Courtney

From: aa-eepg@uwyo.edu on behalf of William Timothy Wiseman <wwiseman@uwyo.edu>
Sent: Thursday, September 03, 2020 8:39 AM
To: David L Jones;Mary Beth Bender;Matthew E. Boyer;aa-eepg@uwyo.edu
Cc: Jennifer Jae Coast;Curtis Cannell;Michael J. Samp
Subject: AA-EEPG - COVID-19 Wyoming Key Points - September 2020
Attachments: COVID 19 Wyoming Key Points Sept 2020.pdf; ATT00001.txt

All,
FYI, attached is the periodic State of Wyoming COVID-19 response "Key Points" report.
V/r,
Tim

William T. Wiseman (Tim)
Chief Risk Officer
University of Wyoming
Knight Hall – Room 245
wwiseman@uwyo.edu
(307) 766-6787

"A ship in harbor is safe, but that is not what ships are built for." – John A. Shedd

From: Angelyn Mayes <angelyn.mayes@wyo.gov>
Sent: Thursday, September 3, 2020 8:35 AM
Subject: Wyoming Key Points - September 2020

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

Please see the attached Wyoming Key Points for September 2020.

Have a wonderful Labor Day weekend!

Angelyn Mayes

WYOMING PUBLIC HEALTH
PREPAREDNESS AND RESPONSE
Informatics and Technology Coordinator
1735 Sheridan Ave #220, Cody, WY 82414
Office: 307.587.5366, Cell: 307.275.5680
angelyn.mayes@wyo.gov

NEW Office Hours: M-Th 6am - 4:30pm

'Like' us on Facebook!

E-Mail to and from me, in connection with the transaction of public business, is subject to the Wyoming Public Records Act and may be disclosed to third parties.

WYOMING KEY POINTS

SEPTEMBER 2020

Wyoming COVID-19 Lab Confirmed Cases

3,311

Wyoming Stats

Lab Confirmed Cases

Total Lab Confirmed Cases 3,311

Total COVID-19 Related Deaths 41

Confirmed Cases Recovered 2,755

Probable Cases

Total Probable Cases 600

Probable Cases Recovered 494

Total Active Cases

621

Affected Areas

- Albany
- Big Horn
- Campbell
- Carbon
- Converse
- Crook
- Fremont
- Goshen
- Hot Springs
- Johnson
- Laramie
- Lincoln
- Natrona
- Niobrara
- Lincoln
- Natrona
- Park
- Platte
- Sheridan
- Sublette
- Sweetwater
- Teton
- Uinta
- Washakie
- Wind River Indian Reservation
- Weston

WYOMING DEPARTMENT OF HEALTH: REPORTING COVID-19 DEATH COUNTS

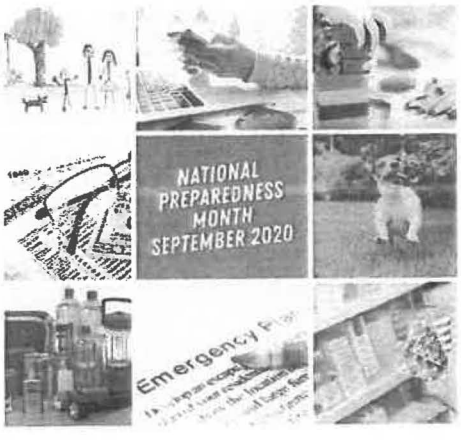
September 2, 2020

The Wyoming Department of Health reports COVID-19 deaths based on the following criteria:

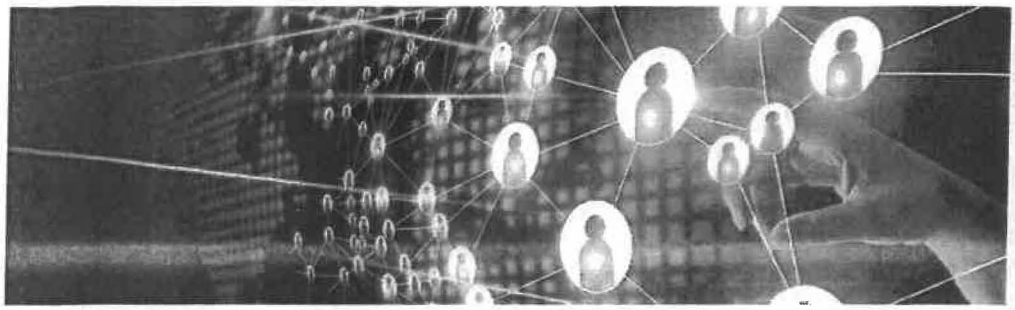
- Deaths among Wyoming residents are added to the state's coronavirus-related death total based on official death certificate information and the location of the person's permanent residence.
- Deaths among Wyoming residents who pass away in other states are not counted in both states.
- If death certificates do not describe COVID-19 as either causing or contributing to a person's death, those deaths are not included in Wyoming's count of coronavirus-related deaths even if the person is positive for the virus.
- WDH reporting of coronavirus-related deaths among Wyoming residents follows the same standards that have long been used by the state for tracking influenza-related deaths.
- It is not unexpected to experience delays in reporting deaths among Wyoming residents that occur in other locations.

Currently Wyoming has 41 deaths related to the COVID-19 Pandemic. Remember to keep yourself and others safe by wearing a mask, washing your hands often, social distancing, and staying home if you are sick. If you have any questions about this information please contact Kim Deti, kim.deti@wyo.gov.

September is National Preparedness Month!



- Build a personal and car emergency kit
- Build a two week supply of food, water and other essential household items
- Build an emergency fund/savings
- Create a communication plan
- Prepare your home and family including access or functional needs, medications, medical equipment or supplies, paperwork, and so on.
- Prepare your pets and livestock
- Prepare for emergencies at work-review your employers emergency plan and have an emergency go-kit at your desk.



CDC KEY POINTS

10 THINGS YOU CAN DO TO MANAGE YOUR COVID-19 SYMPTOMS AT HOME

If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.
2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.
3. **Get rest and stay hydrated.**
4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.
5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.
6. **Cover your cough and sneezes** with a tissue or use the inside of your elbow.
7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.
8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a mask.
9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.
10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.

CDC

cdc.gov/coronavirus

For up to date information about COVID-19 visit the following:

- Visit CDC's COVIDView for a weekly summary and interpretation of key indicators that have been adapted to track the COVID-19 pandemic in the United States.
- On April 15, CDC began posting demographic characteristics of COVID-19 cases in the United States.
- CDC COVID Data Tracker provides frequently updated surveillance data and contains cumulative counts reported to the CDC since January 21, 2020.

Laboratory

WPHL
Number of Tests
52,110

Private Lab
Number of Tests
65,114

Total Lab Tests
117,224

Total Confirmed Positive Tests:
3,311

PPE Distribution

N-95
112,526

Surgical Mask
255,990

Gloves
228,550

Face Shield
13,215

Isolation Gowns
51,463

Shoe Covers
700

Thermometers
234

Goggles
80

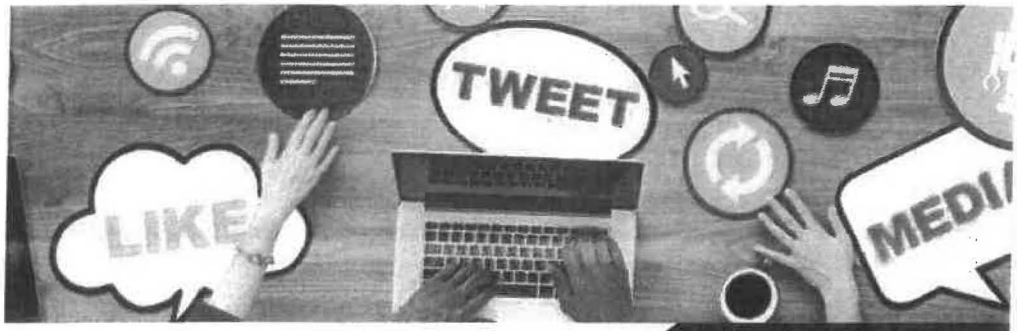
CDC Snapshot

Total Cases
6,047,692

Total Deaths
184,083

Total Tests Reported
85,578,139

Symptom Self-Checker



SOCIAL MEDIA

LIKE AND SHARE!

Key Messages going out on social media include the following:

- WDH ad campaign
- CDC COVID-19
- Preparedness messages
- Share messages from Governor Gordon, WOHS, and WDH

RUMORS OR HIGHLIGHTS?
Send to uc.pio@wyo.gov

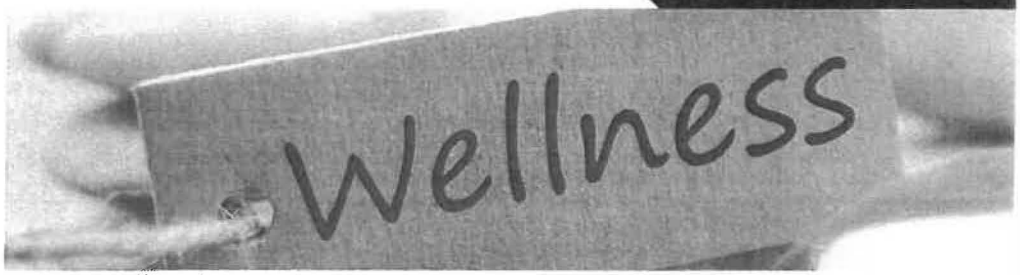
2-1-1 UPDATE

COVID-19 CALL REPORT

Total 211 Calls/Emails: 3344

Total COVID Calls/Emails: 1211

Website visits:
COVID FAQ 3049



BEHAVIORAL HEALTH AND WELLNESS

Behavioral Health Concerns Affecting Survivors and Responders

Following an emergency event, it is common for individuals and families in and around the affected region to experience distress and anxiety about safety, health, and recovery.
People may display symptoms and reactions such as:

- Emotional symptoms such as irritability or excessive sadness.
- Cognitive dysfunction such as difficulty making decisions or following directions.
- Physical symptoms such as headache, stomach pain, or difficulty breathing.
- Behavioral reactions such as consuming more alcohol or interpersonal conflict.
- Failure to adhere to needed physical or psychiatric medication needs.

Excerpt taken from the following:
https://www.phe.gov/Preparedness/planning/abc/Documents/disaster-behavioral-health.pdf

CONTACTS

Plans
uc.plans@wyo.gov

Operations
uc.ops@wyo.gov

Logistics
uc.logs@wyo.gov

Finance
uc.finance@wyo.gov

Public Information
uc.pio@wyo.gov

WEBSITES

Wyo Dept of Health

WISP

Wyoming COVID-19

Wyoming Hunger Initiative

Federal COVID-19

CDC COVID-19

WDH Behavioral Health

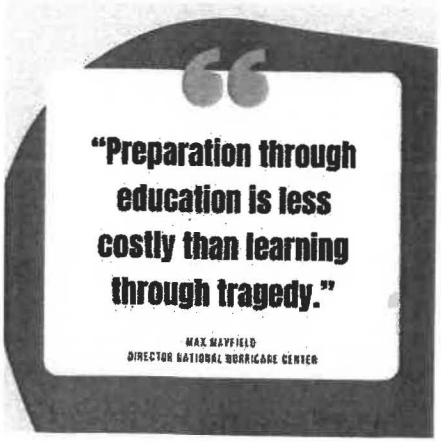
SOCIAL MEDIA

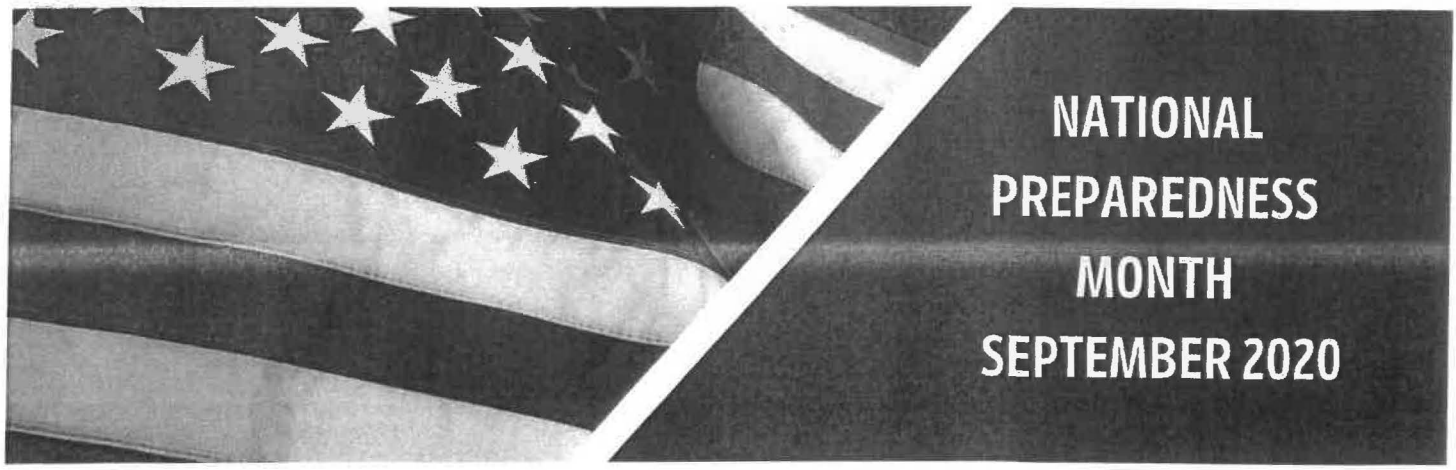
Governor Mark Gordon

WDH-PHPR

WOHS

CDC





Emergency Planning Resources

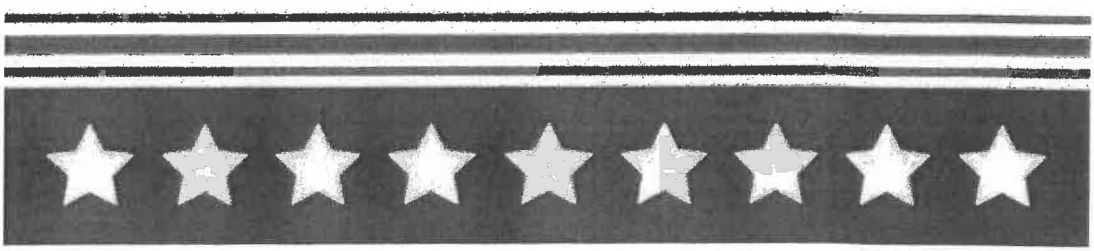
- CDC - Prepare Your Health
- CDC - Plan Ahead
- CDC - Ready Wrigley
- CDC - Create Community

- FEMA - Make a Plan
- FEMA - Ready Businesses
- FEMA - Ready Kids
- FEMA - Ready.gov

WE REMEMBER

09.11.2001

Thank you to our First Responders, Law Enforcement, Healthcare, Military, Leaders, and all others that serve our State and Country.



From: Libby Thorson
Sent: Thursday, September 03, 2020 10:28 AM
To: Allison Barker Brayton;Julio Brionez;Kimberly Chestnut Steich;Nycole Rae Courtney;Karen M Drew;Kimberlee Ann Glassner;Christine M Henschler;Carl A. Mehta;Amanda O'Brien Busick;Ryan McGarry Dinneen O'Neil;Molli Dalene Paulson;John W Porter;Marisa C. Reilly;Christine Jane Renfro;Taylor Stuemky
Subject: Update: COVID Verification Process

Importance: High

Hi Everyone:

As noted in the Campus Pause communications that have gone out, students are allowed to move in to their assigned Residence Halls this weekend. The COVID Verification Process is still a critical component of our move-in efforts, as students will be expected to have received a negative COVID test result to be able to move into their space. We will still need people to assist on Saturday and Sunday. However, we expect reduced traffic as some students have indicated they will wait to move in until after the pause is completed.

We recognize that for some folks, this may change your ability to support this piece of the process. If possible, please let me know by end of today if your plans or circumstances have changed. Anyone who is still assisting will receive more direction via email tomorrow morning.

Let me know if you have any questions.

Take care,

Libby

Libby Thorson, M.S. Ed
Sexual Misconduct Investigator
Dean of Students Office
University of Wyoming
128 Knight Hall
Main Office 307-766-3296
libby.thorson@uwyo.edu
Pronouns: she/her(s)

You can schedule a phone or Zoom meeting with me here: https://calendly.com/libbythorson

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From: [redacted]
Sent: Thursday, September 03, 2020 11:43 AM
To: Kimberly Chestnut Steich
Subject: RE: Updated AGENDA: Thursday Morning EEPG Meeting

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Thanks, Kim!

[redacted]

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Thursday, September 3, 2020 1:40 PM
To: Michael R Yates <myates3@uwyo.edu>; Yates, Michael <mryates@deloitte.com>
Subject: [EXT] Re: Updated AGENDA: Thursday Morning EEPG Meeting

Works for me.
Thanks, Kim

From: [redacted]
Date: Thursday, September 3, 2020 at 10:31 AM
To: [redacted]
Cc: "Tami B. Benham-Deal" <Benham@uwyo.edu>, Tara Evans <tevans15@uwyo.edu>, "Chad R. Baldwin" <cbaldwin@uwyo.edu>, Kimberly Chestnut Steich <k.chestnut@uwyo.edu>, Mandy Jane Gifford <MANDYJ@uwyo.edu>, Courtney Leigh Thomson-Lichty <Courtney.ThomsonLichty@uwyo.edu>, Danika Roanne Salmans <dsalmans@uwyo.edu>, "William H. Mai" <william.mai@uwyo.edu>, [redacted] Nycole Rae Courtney <NF@uwyo.edu>, "Brant A. Schumaker" <bschumak@uwyo.edu>, "Matthew E. Boyer" <mboyer4@uwyo.edu>, "Phillip J. Wille" <pwille@uwyo.edu>, Tom Koczara <tkoczara@uwyo.edu>, "Shaw, Heather" <heashaw@deloitte.com>, "Thomas K. Burman" <tburman@uwyo.edu>, Mary Beth Bender <mbender4@uwyo.edu>, Will Laegreid <wlaegrei@uwyo.edu>, Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>, David L Jones <DLJones@uwyo.edu>, [redacted]
Subject: RE: Updated AGENDA: Thursday Morning EEPG Meeting

Team –

Good morning! Thank you for participating in this morning's EEPG meeting and the ongoing discussion.

Couple items attached for consideration:

- Latest Pause FAQs
- UW Casper Testing & Closing Triggers

ASK: EEPG members please review and advise if you are OK to go with the current FAQs.

Kind regards,

--
[redacted]

From: [redacted]
Sent: Thursday, September 3, 2020 9:33 AM
To: Tami B. Benham-Deal <Benham@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Chad R. Baldwin <cbaldwin@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Mandy Jane Gifford <MANDYJ@uwyo.edu>; Courtney Leigh Thomson-Lichty <Courtney.ThomsonLichty@uwyo.edu>; Danika Roanne Salmans <dsalmans@uwyo.edu>; William H. Mai <william.mai@uwyo.edu>; [redacted] Nycole Rae Courtney <NF@uwyo.edu>; Brant A. Schumaker <bschumak@uwyo.edu>; Matthew E. Boyer <mboyer4@uwyo.edu>; Phillip J. Wille <pwille@uwyo.edu>; Tom Koczara <tkoczara@uwyo.edu>; [redacted] Thomas K. Burman <tburman@uwyo.edu>
Cc: Mary Beth Bender <mbender4@uwyo.edu>; Will Laegreid <wlaegrei@uwyo.edu>; Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; David L Jones <DLJones@uwyo.edu>
Subject: Updated AGENDA: Thursday Morning EEPG Meeting

All –

I am sharing an updated agenda for this morning; we will be constrained to an hour. Note – given the shift to a pause, we will NOT focus on the testing and tracing activities as was initially scheduled, but will address time-critical issues related to the Pause.

Thanks,
[redacted]

AGENDA

- Debrief (Latest Status Updates) | **Lead:** Tami (5 Minutes)
  - External background: Uofl to pause for 2 weeks, Gettysburg College to shelter in place
- Communications | **Lead:** Chad (5-10 Minutes)
  - What is needed today to enable communications to flow?
- Immediate to-do's (some immediate actions may come from the Day in the Life discussion) | **Lead:** Tami / PMO (10 Minutes)
- Day-in-the-Life of the Pause | **Lead:** PMO / Team (30 Minutes)

Discussion guideline / frame
Test for "Pause" activities: *The overriding goal of the pause is to reduce the density as much as possible, to try and prevent exponential growth of COVID on campus so that we can resume in-person instruction and University operations. Non-resident student population on campus should be as close to 0 as possible.* Messaging we heard in the President's remarks over the past few days: • We are living in an incredibly difficult time. Our lives have changed. • Like you, we want to get back to a "normal" campus experience with regular classes, social activities and athletics. Our dedicated campus staff want to get back to the daily campus interactions we all look forward to. • To get there, we each need to do our part to keep our UW campus healthy. • The health and safety of our students, employees and communities is our number one priority, so we are listening to experts and putting measures into place that will reduce the spread.

- If we follow these measures, we have the best possible chance of having a successful semester—a semester where we can engage in learning, research and sports on campus.

Items to discuss

- Student Move In (Kim's email offering students the chance to move in on Thursday)
- AHC Fire Suppression (scheduled, installers will be alone in the building except for security. Plan is to let them continue their work until they are finished—approximately Friday, September 11)
- Leadership Wyoming (has been asked to move off campus)
- Meat judging contest (decision & communication required)
- WWAMI Students (have requested an exception)
- Changes to the Pause FAQs (Danika and Nycole need these today to share with the COVID Hub phone tree)
- Do we need a formalized exception process?

Attachments:

- Communications Status Updates (updated late Wed. night)
- UW Pause Plans (for reference)
- UW Pause FAQs_DRAFT including comments (as of 9/2/20, need to review)

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From: Tami B. Benham-Deal
Sent: Thursday, September 03, 2020 1:07 PM
To: [redacted]Tara Evans;Alex Kean;Brant Schumaker;Kimberly Chestnut Steich
Subject: RE: Joint Education Committee | update
Attachments: Joint Education Committee_09012020 UW.pptx; Joint Education Committee_09012020 UW.pdf

All – I updated color scheme and changed language in slide about grant program. The PPT has speaker notes. The PDF does not – Assuming Alex you will send the PDF version. Will you look at it one more time for accuracy before sending?

Tami Benham Deal, PED
Vice Provost
Office of Academic Affairs
1000 E. University Ave.
Laramie, WY 82071
307-766-4284
http://www.uwyo.edu/acadaffairs/

UNIVERSITY OF WYOMING

From: [redacted]
Sent: Thursday, September 3, 2020 1:00 PM
To: Tara Evans <tevans15@uwyo.edu>; Alex Kean <AKEAN@uwyo.edu>; Brant Schumaker <theschu78@gmail.com>; Tami B. Benham-Deal <Benham@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: RE: Joint Education Committee | update

The attached captures edits from Brant, Tami and Tara

[redacted]

From: Tara Evans <tevans15@uwyo.edu>
Sent: Thursday, September 3, 2020 2:46 PM
To: [redacted]Alex Kean <AKEAN@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Brant Schumaker <theschu78@gmail.com>
Subject: [EXT] RE: Joint Education Committee | update

All:

I'm not sure we should keep the first sentence, since this is such a wide audience. Instead, maybe we say "The University has been made aware of several gatherings this weekend that have resulted in multiple symptomatic cases."

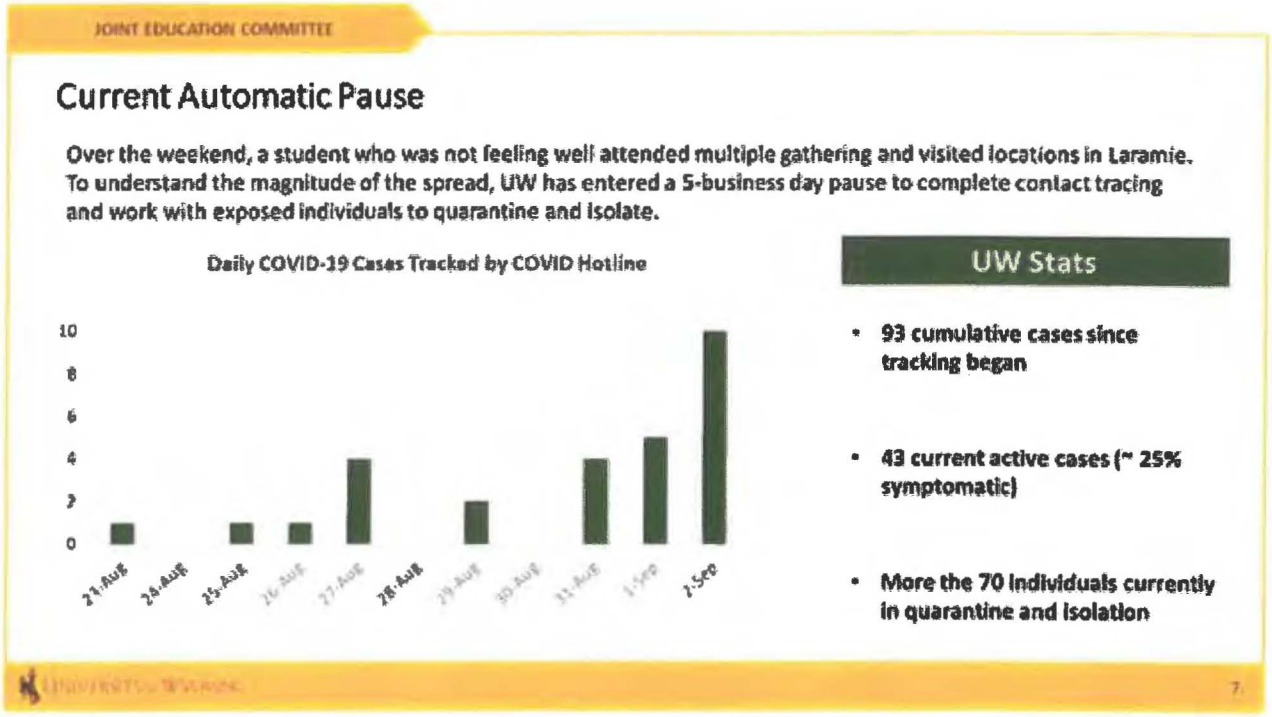
Also, we just need to do a quick edit of the slides.

Thanks!

Tara

From: [redacted]
Sent: Thursday, September 3, 2020 12:38 PM
To: Alex Kean <AKEAN@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>
Cc: Brant Schumaker <theschu78@gmail.com>
Subject: RE: Joint Education Committee | update
Importance: High

Brant –
I dropped the data you sent into the slide below (in the deck). Alex, the attached includes the slide you sent + the other edits. Can you let us know if you are comfortable with the slide below?
Megan



[redacted]

From: Alex Kean <AKEAN@uwyo.edu>
Sent: Thursday, September 3, 2020 1:38 PM
To: Tami B. Benham-Deal <Benham@uwyo.edu>; [redacted] Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Brant Schumaker <theschu78@gmail.com>
Subject: [EXT] Re: Joint Education Committee | update
Importance: High

The committee is running well ahead of their agenda right now. They are on the agenda topic scheduled for 1:00 pm right now.

From: "Tami B. Benham-Deal" <Benham@uwyo.edu>
Date: Thursday, September 3, 2020 at 10:33 AM
To: [redacted] Kimberly Chestnut Steich <k.chestnut@uwyo.edu>, Alex Kean <AKEAN@uwyo.edu>
Cc: Brant Schumaker <theschu78@gmail.com>
Subject: RE: Joint Education Committee | update

Thanks, Megan – you can ignore my earlier email about location in the single slide.

Tami Benham Deal, PED
Vice Provost
Office of Academic Affairs
1000 E. University Ave.
Laramie, WY 82071
307-766-4284
http://www.uwyo.edu/acadaffairs/

UNIVERSITY of WYOMING

From: [redacted]
Sent: Thursday, September 3, 2020 10:24 AM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Alex Kean <AKEAN@uwyo.edu>
Cc: Brant Schumaker <theschu78@gmail.com>
Subject: Joint Education Committee | update

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Tami, Kim and Alex –
See slides 7 and 8, Danika and Nycole are pulling data together.
[redacted]

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UNIVERSITY OF WYOMING

Joint Education Committee
September 3, 2020

UW Reopening Phased Approach

PHASE 1 Aug 24 – Sept 4	PHASE 2 Sept 7 – Sept 25	PHASE 3 Sept 28 – Nov 20	PHASE 4 Nov 23 – Dec 11
~ 1,500 students welcomed back to campus	~ 3,500 students welcomed back to campus	All students welcomed back to campus	Most students depart campus
• All classes online • No additional students on campus • Remote work where possible • Bridge Testing for students and employees who must be present on campus	• Very limited in-person classes, all remaining classes online • Some additional employees, including instructors for first-year in-person classes return to campus • Bridge Testing program continues	• Full return, mix of in-person and online classes • Face-to-face critical employees return to campus • Surveillance Testing program begins for all students and employees	• All classes and final exams switch to remote delivery • Employees continue working as per staffing plan • Surveillance Testing program continues for remaining students and employees

UW COVID-19 Prevention Measures

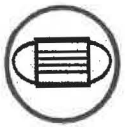
In order to keep the virus out of Laramie to the greatest extent possible, UW has implemented the following expectations for before individuals return to UW's campus and once individuals are on UW's campus.

Before Returning to Campus

Take a test for active COVID-19 disease 7-10 days before returning to campus

Complete specific COVID-19 online required training

Once on Campus



Wear a mask or face coverings while on campus AND when unable to socially distance

Limit gatherings based on CDC, Federal, State, and county guidelines

Comply with all posted social distancing markers and navigational signs

Conduct a daily temperature and symptom check and self-report the results using the COVID Pass tool

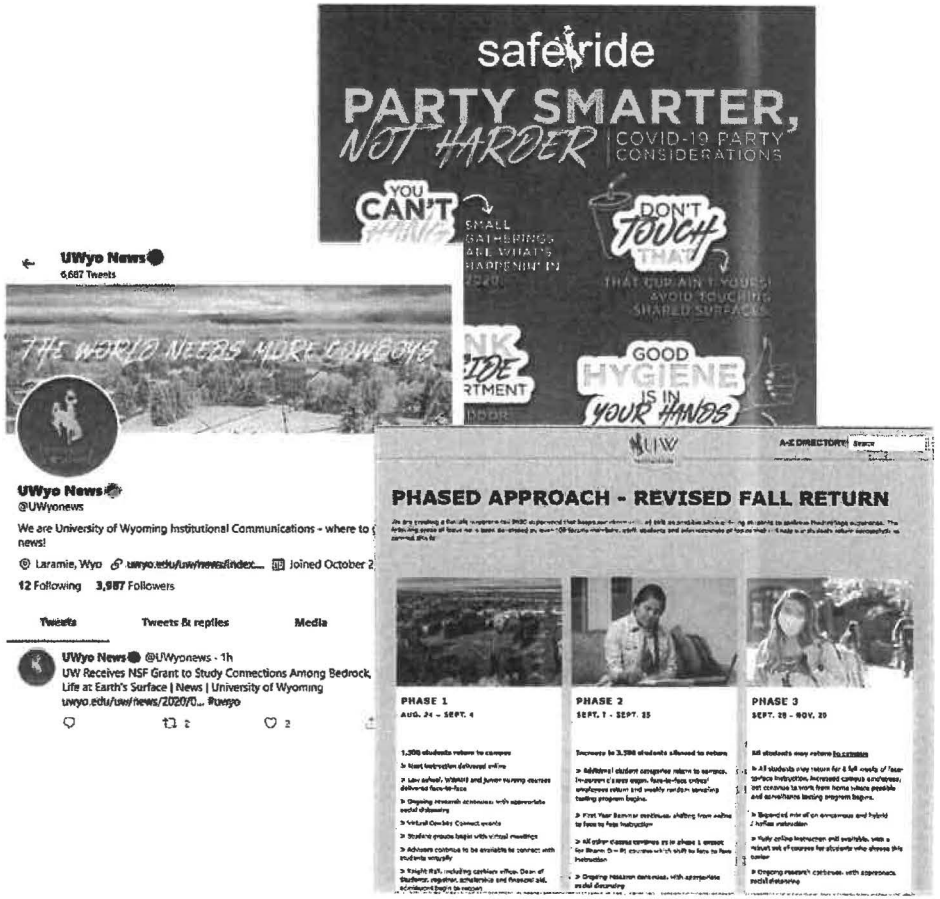
Comply with social distancing guidelines

Immediately report symptoms that might indicate COVID-19 to the UW COVID Hub.

Communications

Over the past few months, the University has informed students, faculty, staff, and the Laramie community with updates related to the fall semester through various channels of communication including:

- Employee, student, and community townhalls
- UW's Campus Return Website and FAQs
- One page handouts on topics, such as UW's COVID policy, pre-return testing, automatic pause, and more
- UW's official social media pages
- Video and email announcements



UW Bridge and Surveillance Testing Programs

UW Bridge Testing Program

When:
The UW Bridge Testing Program will be conducted during Phases 1 and 2.

What:
The UW Bridge Testing Program is a weekly sampling program using the same test that was used in the pre-return program. Test collection is done on-campus and analysis is completed by Vault Health.

Who:
All students, faculty and staff who are on campus and who cannot socially distance while on campus.

UW Surveillance Testing Program

When:
The UW Surveillance Testing Program will be conducted during Phase 3 and 4.

What:
The UW Surveillance Testing Program uses a saliva test that will be collected and analyzed on-campus. Each individual will complete the test 1 to 2 times every week.

Who:
All students, faculty and staff who are on campus.

Automatic Pause

The University of Wyoming will take an **automatic pause** – shifting to remote work for employees, online courses and requiring students to shelter in residence halls and residences in the event that any one of the following occurs:

AUGUST 24 – SEPTEMBER 28

1. **5+ new symptomatic and confirmed cases** identified in a single day among UW faculty, staff, and students
2. Over three weeks, the **total symptomatic cases is equal or greater than 1.2X** the number of cases at the beginning of the period
3. **One fatality** among UW faculty, staff, and students
4. **More than 80%** of UW's isolation/quarantine housing is full

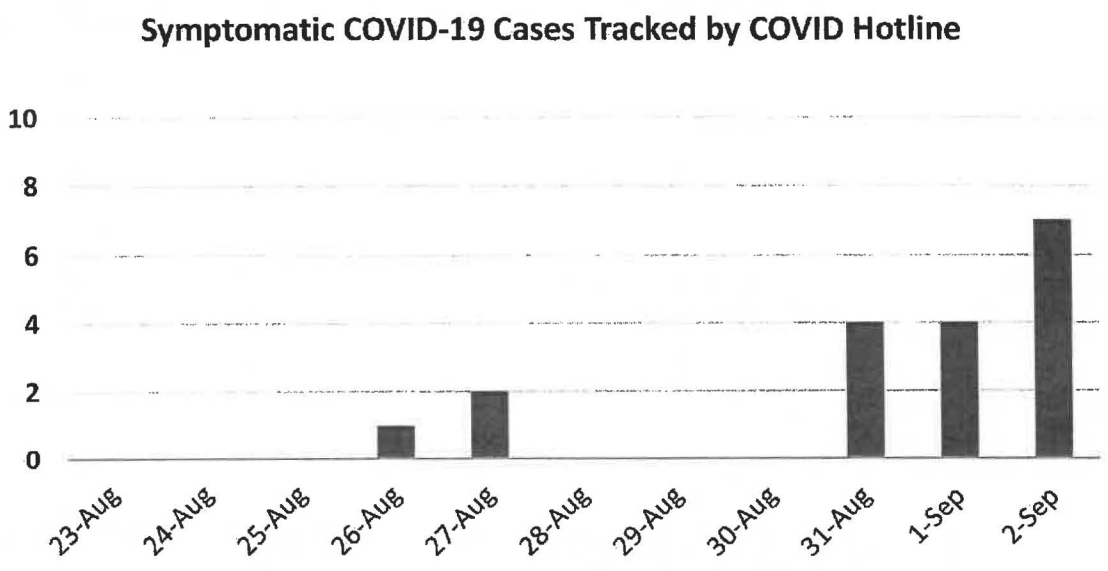
TRIGGERS TO CAMPUS PAUSE

SEPTEMBER 28 – DECEMBER 11

1. **Increase of 20+ new cases in one day** relative to the 7-day rolling average
2. 7-day rolling average **increases by one additional case** in UW population
3. The daily sample prevalence for the **tested employees and students > 5%**
4. **One fatality** among UW faculty, staff, and students
5. **More than 80%** of UW's isolation/quarantine housing is full

Current Automatic Pause

The University has been made aware of several gatherings this weekend that have resulted in multiple symptomatic cases. To understand the magnitude of the spread, UW has entered a 5-business day pause to complete contact tracing and work with exposed individuals to quarantine and isolate.



UW Stats

- **93 cumulative cases since tracking began**
- **More than 30 current active cases (greater than 50% symptomatic)**
- **More than 70 individuals currently in quarantine and isolation**

What is a Pause?

As part of the University's contingency planning, specific criteria will constitute an operational "pause" to allow for further collection of information while reducing additional COVID-19 exposure to the greatest extent possible.

What happens during a Pause?

- All courses will be taught online.
- All employees, except critical pause personnel, will work remotely.

What is UW doing to support students?

- Increasing services and support for student
- Reducing fees
- Communicating flexible withdrawal practices

What should student do during a pause?

Continue to practice preventive measures, and limit activities to those that are essential, which may include:

- Participating in bridge testing program
- Getting groceries or food
- Going to work
- Engaging in individual/small group outdoor activity
- Attending religious services
- Seeking medical attention

CARES Act Funding

The University of Wyoming has received approximately $64.5M in CARES Act Grants and Aid.

COVID Relief Funds

$47.1M for COVID Relief Funds from the Governor's Office.

- $26.5M (Testing, Technology, PPE/Enhanced Cleaning Protocols, Pedagogical Overall)
- $20.0M (CARES Wyoming College Grant Program)*
  - ✓ 7,250 students have applied for grants; 57% of the applicants are undergraduate residents
- $00.6M (Trailblazer Program)
  - ✓ 479 individuals applied for the Trailblazer program

US Department of Education

Over $**6.6M** have come from the CARES Act: Higher Education Emergency Relief Fund.

- $3.3M directly to students;
- $3.3M for institutional support

Other Federal Grants

Other federal grant agencies have awarded UW departments and PIs nearly **$5.8M** in CARES act funding.

From: csil-all@uwyo.edu on behalf of Leanna L. Flaherty <Leanna.Flaherty@uwyo.edu>
Sent: Thursday, September 03, 2020 1:36 PM
To: csil-all@uwyo.edu
Subject: [Csil-all] Clarification on the employee info requested at today's meeting
Attachments: ATT00001.txt

Importance: High

Good afternoon, all.

Just in case there was some confusion about the information I requested in the meeting today, I thought I would clarify in writing.

I have been asked to gather the following information from CSIL staff:

1) A list of names of your ***former*** employees that are currently listed on the "Incomplete COVID Training" spreadsheet so that I can tell HR that they no longer work for us and can be taken off the list altogether. That requires someone from your department to go through the Excel spreadsheet Jeremy sent out last week, look through the names, and then send me of list of those who were once in your department/area but no longer work for CSIL (therefore, as I said, can be removed from the list). Does that make sense? I need this information by the end of today so I have time to compile the information and send it to HR tomorrow morning. It actually needed to be done earlier this week but I still have not heard from everyone.
2) I need a list of all the student employees in your unit that will be working during Phase 2 who DO NOT have a private space to work in while on campus. This has something to do with the random bridge testing. I need this information no later than tomorrow at noon so that I can get it Jeremy who will then pass it on to the powers that be.

Thanks all, I really appreciate your cooperation and speedy response!

Leanna L. Flaherty
Pronouns: she/her/hers
Office Associate
Center for Student Involvement & Leadership (CSIL)

University of Wyoming
Wyoming Union 033
Laramie , WY. 82071
Main Office 307-766-3117
Leanna.Flaherty@uwyo.edu • uwyo.edu/csil/

From: aa-eepg@uwyo.edu on behalf of Mandy Jane Gifford <MANDYJ@uwyo.edu>
Sent: Thursday, September 03, 2020 3:17 PM
To: Anthony Kusek;aa-eepg@uwyo.edu; [redacted]
Cc: Richard James Landsverk;UWyo COVID-19 Response;Steven Frank Barrett
Subject: Re: AA-EEPG - Exception to Pause Request--Air Force ROTC exam on 12 Sept
Attachments: AFOQT Testers and Staff.xlsx; ATT00001.txt

Thank you, sir. Copying in EEPG.

Best,

Mandy Gifford
Executive Assistant to the Vice President and Provost
Office of Academic Affairs

University of Wyoming
318 Old Main
Laramie, WY 82071
Direct 307-766-6476
mandyj@uwyo.edu • uwyo.edu/acadaffairs/

On Sep 3, 2020, at 11:07 AM, Anthony Kusek <akusek@uwyo.edu> wrote:

COVID team, good morning. After coordination with Dr. Barrett, attached is a list of 29 students and 4 staff members who I request permission to take the Air Force Officer Qualification Test (AFOQT) on Saturday, 12 Sep 2020 from 0730 until 1330 in Business 121 and 127.

Purpose: The AFOQT is a standardized 5-hour exam required by AFROTC regulations for all sophomore cadets no later than 31 Dec of their sophomore fall term. The scores of this test determine if a cadet applicant is eligible to commission as an Air Force officer. Furthermore, the test measure aptitude for certain career fields extremely desirable to our students and include: pilot, navigator, drone operators, and air battle managers. For this reason, we have juniors and seniors retaking the exam to improve their chances for pilot-related career fields. AFROTC headquarters will conduct a national selection board that closes on 28 Feb 2021, and the results of the AFOQT directly tie to those eligible for selection and potential AF careers.

UWYO Testing History: UW cadets tend to perform lower than the national average on this standardized test. As an example, last year, 25% (6 of 24 testers), failed on their first attempt.

Need for 12 Sep testing: The AFOQT can be offered a second time, but there must be a minimum of 5 months between exams. The 12 Sep test date allows for a second test to be offered on 13 Feb 2021. This is the last date we can offer a second exam to ensure results before the Air Force Selection Board meets. Given UW's lower than average national standardized scores, a second test can be the difference from selection and non-selection.

Recommendation: Allow the 29 cadets/students to test on 12 Sept with the 4 staff members administering the exam. Require both cadets and staff to "self-quarantine" until the exam and if your team desires, require all 33 to take the Bridge Test before Tuesday, 8 Sept to confirm negative and mitigate risk of exposure. AFROTC staff can validate temperatures upon arrival for the exam with a

"Campus" pass. We are splitting the testers between two classrooms to ensure required test spacing as directed by AF regulations, and the social distance standard; therefore, during the test, we request cadets may remove their face masks as to not distract on this intense, high-speed exam. Masks will be worn upon arrival, departure, and on breaks.

<AFOQT Testers and Staff.xlsx>

W Number	Entry Name	
[redacted]	Daugherty, Thomas	Staff
	Kusek, Anthony	Staff
	Landsverk, Richard	Staff
	Shearer, Samuel	Staff

From: aa-eepg@uwyo.edu on behalf of Anne M. Alexander <AAlex@uwyo.edu>
Sent: Thursday, September 03, 2020 4:09 PM
To: Sylvia D. Parker;James C Ahern
Cc: aa-eepg@uwyo.edu
Subject: Re: AA-EEPG - Graduate students in Year 1 of our MS program at the Teton Science Schools (TSS)
Attachments: ATT00001.txt

Sylvia, I'm submitting your question to EEPG. Thanks very much,

Anne

From: Sylvia D. Parker <SParker@uwyo.edu>
Sent: Thursday, September 3, 2020 2:45 PM
To: Anne M. Alexander <AAlex@uwyo.edu>; James C Ahern <JAhern@uwyo.edu>
Subject: Graduate students in Year 1 of our MS program at the Teton Science Schools (TSS)

Hi,
I appreciate that folks had a variety of reasons for wanting/needing to opt out of the surveillance testing in today's call -- I have the opposite question.

There are a dozen students in the 1st year graduate program that we do with TSS. They are in residence; taking UW transcripted courses (taught by their faculty); considered UW students for financial aid purposes; will not come to UW campus at all this year; living & learning as a pod practicing Covid protocols and confined to the Kelly campus; were Covid tested upon arrival. Their administration is wondering if they COULD participate in the testing that UW will be doing in Phase 3. Needless to say, it's very expensive to do ongoing testing on everybody. Could they spit in tubes and send them in each week? What say you?

Thanks ~ sylvia

From: Edward Seidel
Sent: Thursday, September 03, 2020 4:51 PM
To: Chad R. Baldwin
Cc: Neil David Theobald;David Nathaniel Jewell;Mary L. Ivanoff;Kyle Moore;Ryan McGarry Dinneen O'Neil;Kimberly Chestnut Steich
Subject: Re: Tuition proposal for addressing online v. face-to-face instruction

Chad I'm probably not fully informed of the discussion but my reaction is a nice communication is better than just a FAQ (should still have one referred to in communication. If we send communication, I'd drop the first part of first quote that invites suspicion and just say that we understand the complexity of the situation created by COVID-19 and our need to pause at this time, and we are responding by allowing students extra time to request a full refund if they choose to withdraw up to sept 13...quotes from provost, VP student affairs, Svp or others make sense to me.

Sent from my iPhone

On Sep 3, 2020, at 4:37 PM, Chad R. Baldwin <cbaldwin@uwyo.edu> wrote:

Neil and Ed:

We could use some guidance on this.

One approach is to send the first attached message to all students with specific direction on pursuing an exception. The other is to send only the second attached message that points students to an FAQ where the withdrawal question is addressed (FAQ is being updated now).

I'm not sure which is best. Input from Ryan and Kim could also be helpful in choosing the course to take.

Thanks.

Chad

From: Neil David Theobald <Neil.Theobald@uwyo.edu>
Sent: Thursday, September 3, 2020 4:30 PM
To: Chad R. Baldwin <cbaldwin@uwyo.edu>
Cc: Edward Seidel <Edward.Seidel@uwyo.edu>; David Nathaniel Jewell <David.Jewell@uwyo.edu>; Mary L. Ivanoff <MIvanoff@uwyo.edu>; Kyle Moore <kyle.moore@uwyo.edu>
Subject: FW: Tuition proposal for addressing online v. face-to-face instruction

Chad:

Could you be sure that I get the chance to see a draft of the announcement before it goes out? Haven't seen anything yet. Give me a call if I can be of any help - [redacted]

Neil

From: Edward Seidel <Edward.Seidel@uwyo.edu>
Sent: Thursday, September 3, 2020 12:53 PM
To: Neil David Theobald <Neil.Theobald@uwyo.edu>
Cc: David Nathaniel Jewell <David.Jewell@uwyo.edu>; Mary L. Ivanoff <MIvanoff@uwyo.edu>; Kyle Moore <kyle.moore@uwyo.edu>
Subject: Re: Tuition proposal for addressing online v. face-to-face instruction

Thanks this seems consistent with what was agreed to during EEPG today. Kyle wanted to ensure that people had a discussion with a UW advisor before doing this.

I'm tied up solidly. Can either neil or David coordinate with Kyle and Mary to organize an announcement through chad that says the appropriate thing?

Thanks,
Ed

Sent from my iPhone

> On Sep 3, 2020, at 9:38 AM, Neil David Theobald <Neil.Theobald@uwyo.edu> wrote:
>
> Ed:
>
> I suggest the following:
>
> You announce that, subject to approval of the BOT at their next meeting, you are extending the drop date to September 13. UW will refund 100% of tuition and fees for those choosing to drop courses.
>
> As far as the source of funding, we have $3.3 million that we received from the U.S. Dept of Education for "institutional activities tied to COVID". Changing our refund policy in this way seems a perfect use for these funds.
>
> Neil
>
> **From:** Neil David Theobald
> **Sent:** Thursday, September 3, 2020 6:11 AM
> **To:** David Nathaniel Jewell <David.Jewell@uwyo.edu>; Edward Seidel <Edward.Seidel@uwyo.edu>
> **Subject:** RE: Tuition proposal for addressing online v. face-to-face instruction
>
> I agree. I am around all day to discuss.
>
> Neil

From: David Nathaniel Jewell <David.Jewell@uwyo.edu>
Sent: Wednesday, September 2, 2020 9:31 PM
To: Edward Seidel <Edward.Seidel@uwyo.edu>; Neil David Theobald <Neil.Theobald@uwyo.edu>
Subject: Re: Tuition proposal for addressing online v. face-to-face instruction

Given the announcement of the pause was made an hour after the deadline passed to withdraw from a course and get a full refund (5pm today) - this coincidence has not gone unnoticed by parents and students on social media tonight - I would suggest we revisit this proposal.

David N. Jewell
Associate VP for Financial Affairs
University of Wyoming
318 Old Main
(o): 307-766-5760
[redacted]
david.jewell@uwyo.edu

> On Aug 27, 2020, at 2:34 PM, John McKinley <jmckinl1@uwyo.edu> wrote:
>
> Neil: Thanks for the work on these issues. May be a good idea. Looks like it would be easy to calculate and manage also. John
>
> **From:** Neil David Theobald <Neil.Theobald@uwyo.edu>
> **Sent:** Thursday, August 27, 2020 6:21 AM
> **To:** Edward Seidel <Edward.Seidel@uwyo.edu>; John McKinley <jmckinl1@uwyo.edu>
> **Cc:** David Nathaniel Jewell <David.Jewell@uwyo.edu>
> **Subject:** Tuition proposal for addressing online v. face-to-face instruction
>
> Ed and John:
>
> Subsequent to yesterday's Executive Committee discussion, I discussed this issue with our team. David suggested an alternative that the university might want to consider.
>
> 1. Refunding 100% of tuition and fees through September 13th (15th day of the term)
> 2. Extending the Drop Date to September 13th (it is currently September 2nd, the 8th day of the term)

Our belief is that this proposal more directly addresses concerns about courses being moved online than would "repricing" student tuition through a credit or refund.

Neil

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Neil Theobald
Senior Vice President
University of Wyoming
Old Main 202
Neil.Theobald@uwyo.edu

==========

<withdrawal.message.docx>
<pause.faq.update.docx>

From: Neil David Theobald
Sent: Thursday, September 03, 2020 4:59 PM
To: Chad R. Baldwin
Cc: Edward Seidel;David Nathaniel Jewell;Mary L. Ivanoff;Kyle Moore;Ryan McGarry Dinneen O'Neil;Kimberly Chestnut Steich
Subject: RE: Tuition proposal for addressing online v. face-to-face instruction
Attachments: withdrawal.message.ndt.docx

Chad:

The attached update changes the message to:

Add/Drop Date Extended to September 13

Sept. 3, 2020 – President Edward Seidel announced today that the course add/drop deadline for the fall semester at the University of Wyoming (UW) is being extended from September 2 to September 13, subject to approval by the UW Board of Trustees. UW will provide a full refund of tuition and fees for students choosing to drop courses.

"It's unfortunate that the deadline for withdrawal and a full refund came on the same day that COVID-19 cases triggered an automatic pause our phased fall semester return plan. I can assure you that was not intentional," xxxx says. "Thus, the University is extending the deadline until after the five-day pause is scheduled to end."

Online resources are available here to help students learn more about academic and health resources available on campus.

My goal here was to craft a message that more directly addresses student/family concerns.

Neil

From: Chad R. Baldwin <cbaldwin@uwyo.edu>
Sent: Thursday, September 3, 2020 4:37 PM
To: Neil David Theobald <Neil.Theobald@uwyo.edu>
Cc: Edward Seidel <Edward.Seidel@uwyo.edu>; David Nathaniel Jewell <David.Jewell@uwyo.edu>; Mary L. Ivanoff <Mlvanoff@uwyo.edu>; Kyle Moore <kyle.moore@uwyo.edu>; Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: RE: Tuition proposal for addressing online v. face-to-face instruction

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Sent: Wednesday, September 2, 2020 9:31 PM
To: Edward Seidel <Edward.Seidel@uwyo.edu>; Neil David Theobald <Neil.Theobald@uwyo.edu>
Subject: Re: Tuition proposal for addressing online v. face-to-face instruction

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David N. Jewell
Associate VP for Financial Affairs
University of Wyoming
318 Old Main
(o): 307-766-5760
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david.jewell@uwyo.edu

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Subsequent to yesterday's Executive Committee discussion, I discussed this issue with our team. David suggested an alternative that the university might want to consider.

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Neil

==========

Neil Theobald
Senior Vice President
University of Wyoming
Old Main 202
Neil.Theobald@uwyo.edu

==========

Add/Drop Date Extended to September 13~~Exception Process Allows UW Students to Withdraw After Deadline~~

Sept. 3, 2020 – ~~The~~ President Edward Seidel announced today that the course add/drop deadline for the fall semester at the University of Wyoming (UW) is being extended from September 2 to September 13, subject to approval by the UW Board of Trustees. UW will provide ~~was Wednesday, but students still have the opportunity to withdraw and receive~~ a full refund of tuition and fees for students choosing to drop courses.

~~Those wishing to do so can pursue an exception by emailing the UW Dean of Students Office at DOS@uwyo.edu.~~

-"It's unfortunate that the deadline for withdrawal and a full refund came on the same day that COVID-19 cases triggered an automatic pause our phased fall semester return plan. I can assure you that was not intentional," xxxx says. "Thus, the University is extending the deadline until after the five-day pause is scheduled to end." ~~We understand the pause is difficult and that many students are worried about if and when we will resume the in-person experience."~~

~~Before students request a withdrawal exception request, they're encouraged to view the r~~Online resources are available here~~. These are designed~~ to help students learn more about academic and health resources available on campus.~~throughout their UW careers but may be especially helpful now.~~

~~The five-day pause to the fall return plan will end Wednesday, Sept. 9, when President Ed Seidel will determine next steps, such as returning to the phased fall return plan or shifting to a fully virtual environment.~~

~~"With that in mind, you may want to wait until the pause has ended to make your decision," xxx says. "But, if you are interested in withdrawing and would like to request an exception to the drop deadline, please complete the withdrawal exception form through the Dean of Students Office."~~

From: [redacted]
Sent: Thursday, September 03, 2020 5:35 PM
To: Kimberly Chestnut Steich
Cc: Chad R. Baldwin
Subject: FW: Pause FAQs ready for distribution

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

Hi Kim and Chad –

I just received an automatic message from an employee from DSS; I'm forwarding it to you both because the message indicates that UW has moved online indefinitely.

[redacted]

From: Sandra Lynn Clinton <SandyLyn@uwyo.edu>
Sent: Thursday, September 3, 2020 5:07 PM
To: Brandl, Audrey <abrandl@deloitte.com>
Subject: [EXT] Automatic reply: Pause FAQs ready for distribution

Due to the COVID19 pandemic, the University of Wyoming has moved to providing only on-line classes for the remainder of the semester. The University of Wyoming is open for business. I am currently working remotely. I am available over email. For more information on the University of Wyoming response to COVID19, please reference https://www.uwyo.edu/coronavirus.

Thank you!

Sandra Clinton
Office Associate, Sr.
Dean of Students Office
Disability Support Services
Student Legal Services
307-766-3296

This message (including any attachments) contains confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message and any disclosure, copying, or distribution of this message, or the taking of any action based on it, by you is strictly prohibited.

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v.E.1

From: Nycole Rae Courtney
Sent: Thursday, September 03, 2020 7:37 PM
To: Kimberly Chestnut Steich
Subject: Fwd: Pause email to parents

Just an FYI.
Dr. Nycole Courtney
AVP & Dean of Student Success and Graduation
Nf@uwyo.edu
1.307.766.3296

From: Personal [redacted]
Sent: Thursday, September 3, 2020 6:58:30 PM
To: Nycole Rae Courtney <NF@uwyo.edu>
Subject: Pause email to parents

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

We received your email regarding the "pause."

For the record, we are not at all concerned about our students safety. At all. In any gathering. COVID-19, if you look at the research, is not scary at all. You trying to control what my students do off campus is terrifying.

[redacted]

From: Ryan McGarry Dinneen O'Neil
Sent: Thursday, September 03, 2020 8:50 PM
To: Kimberly Chestnut Steich
Subject: Fwd: How does this look? - - anyone else want to be source of quote?

Get Outlook for iOS

From: Kyle Moore <kyle.moore@uwyo.edu>
Sent: Thursday, September 3, 2020 8:49 PM
To: Neil David Theobald; Ryan McGarry Dinneen O'Neil
Cc: David Nathaniel Jewell; Anne M. Alexander
Subject: RE: How does this look? - - anyone else want to be source of quote?

Good evening,

Apologies for a bit of a delay in my ability to respond. However, I fully support the concept of doing everything we can to support students and respond to their requests for accommodation. It's one of the reasons I have developed such admiration for UW. I provide a suggested wording addition to the draft below in red.

COVID-19 has had such an effect on 2020, that it seems in most cases there simply isn't a "perfect" solution or response to so many things. While I embrace the idea of responding to students who are in such a challenging position due to the current situation, there will certainly be some unrealized (to the students) potential implications for dropping a class up to the 13th to receive 100% tuition refund. I offer these examples of such consequences so we can be aware and begin thinking now if there are ways we can mediate and support students impacted down the road.

Student financial aid disbursed today which means any student who received aid (Federal, UW Foundation, CARES etc.) will need to be audited and re-packaged if there is change to their schedule. This is a manual and time consuming process, but not the focal point to consider. The potential impacts to students:

1. If a drop results in a student being in less than full time, the student would then be facing several impacts as a result. This could include loss of substantial financial support, progress toward degree and academic standing.
1. If a student drops a course that results in less than full time enrollment – it would require the student to petition a faculty member to allow them into a class up to the start of the 4th week of the semester in order to regain full time status.
2. If a student's aid package must be adjusted because they are enrolled in fewer hours, there will be cases where a student is over awarded. This will result in the student being responsible for paying back part of their aid award. This is often unrealized by students.
3. If a student is at the point of wanting a refund because they feel the university has done ill against them, I would think they are interested in an all school withdrawal process, rather than only a single class(es). I don't have a good sense how many students are upset only about a portion, as the majority of the incoming student calls and emails to EM have been about a tuition reduction do to online, or they want to withdraw completely. Our SFS partners would have a much better sense of the ratio. Nonetheless, I lean to thinking we avail every possible resource we have on campus to help them succeed in that particular course(es), rather than drop and we offer the full refund and all school withdrawal for those who an uninterested in remaining in school.
4. Much in the same way I don't have a good sense of how many students want to drop a single course vs all courses, I don't know how many students will make a schedule adjustment that will result in one of the situations above. I suspect there will be more than a few. This process will take a while, because it is

manual and cannot be automated like the initial awarding. I don't know how long this will take, but it will be a considerable accomplishment to get these students sent over to SFS if a balanced is owed by the student to the university.

Anyway, I wanted to write down some of these situation that we discussed tonight so we can begin preparing for how to best serve the students who may find themselves impacted in the future. We will certainly do our best and work diligently to support our students in the best manner possible.

As always, it is a GREAT DAY to be a COWBOY!

km

From: Neil David Theobald <Neil.Theobald@uwyo.edu>
Sent: Thursday, September 3, 2020 6:20 PM
To: Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>; Kyle Moore <kyle.moore@uwyo.edu>
Cc: David Nathaniel Jewell <David.Jewell@uwyo.edu>
Subject: How does this look? - - anyone else want to be source of quote?

Course Drop Date Extended to September 13

Sept. 3, 2020 – President Edward Seidel announced today that the course drop deadline for the fall semester at the University of Wyoming (UW) is being extended from September 2 to September 13, subject to approval by the UW Board of Trustees. UW will provide a full refund of tuition and fees for students choosing to drop courses.

"It's unfortunate that the deadline for withdrawal and a full refund came on the same day that COVID-19 cases triggered an automatic pause our phased fall semester return plan. I can assure you that was not intentional," Senior Vice President Neil Theobald says. "Thus, the University is extending the deadline until after the five-day pause is scheduled to end." Prior to dropping a course, students are strongly encouraged to contact their academic advisor, because dropping of courses may have impacts on financial aid eligibility and progress to degree.

Students choosing to drop all of their courses should email the UW Dean of Students Office at DOS@uwyo.edu for guidance on this decision.

==========
Neil Theobald
Senior Vice President
University of Wyoming
Old Main 202
Neil.Theobald@uwyo.edu
(307) 766-5768
==========

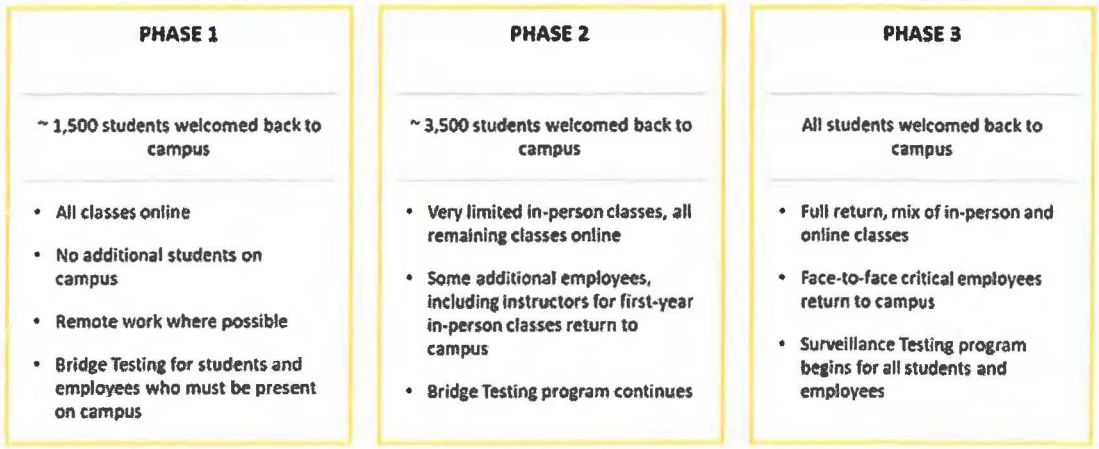
From: [redacted]
Sent: Thursday, September 03, 2020 9:13 PM
To: [redacted]
Cc: Mandy Jane Gifford;Tami B. Benham-Deal;Tara Evans;Chad R. Baldwin;Kimberly Chestnut Steich;Courtney Leigh Thomson-Lichty;Danika Roanne Salmans;William H. Mai;[redacted]Anne M. Alexander;Edmund J. Synakowski;Tom Koczara;Emily Ann Monago;Ben Blalock;Mary Beth Bender;Neil David Theobald;[redacted]
Subject: Agenda: EEPG with Working Group Leads + DRAFT Consolidated Virtual Plans (for consideration)
Attachments: UW_Working Groups Weekly Status Update_09.04.20.pptx; UW Plan for Potential Virtual Operations Consolidated DRAFT_09.03.20v2.docx

Team –

Good evening! Tomorrow's EEGP + Working Groups Leads meeting agenda includes:

- Debrief (Latest Status Updates) | **Lead:** Tami (5 Minutes)
- Communications | **Lead:** Chad (5-10 Minutes)
  - What is needed today to enable communications to flow?
- Contingency Plans for Virtual | **Lead:** PMO / Team (20 Minutes)

Discussion guideline / frame
Test for "Virtual" activities: *If UW moves to Virtual, it means that virus spread is uncontainable; testing, tracing and quarantine are ineffective. Students are disbursed from campus. Campus population should be as close to 0 as possible.* *Note: Defining "Virtual" does NOT define how UW emerges from a pause.*



- Discussion | **Lead:** PMO / Team (10 Minutes)
  - UW Farms – is Pause guidance needed
  - Tennis Tournament – is guidance needed?
  - WWAMI – has been directed to shift to remote for the pause
  - Rodeo – will practice/compete as individual competitors (not under UW flag)

- AFOQT is a standardized 5-hour exam (for discussion and decision)
- Do we need a formalized exception process?

- Round robin update| **Lead:** WG leads (15 Minutes)

Attachments:

- Working Group Weekly Status Report
- UW Virtual Plans_Consolidated DRAFT

Kind regards,

[redacted]

-----Original Appointment-----
From: Mandy Jane Gifford <MANDYJ@uwyo.edu>
Sent: Tuesday, September 1, 2020 10:29 PM
To: Mandy Jane Gifford; Tami B. Benham-Deal; Tara Evans; Chad R. Baldwin; Kimberly Chestnut Steich; Courtney Leigh Thomson-Lichty; Danika Roanne Salmans; William H. Mai; [redacted] Anne M. Alexander; Edmund J. Synakowski; Tom Koczara; Emily Ann Monago; Ben Blalock; Mary Beth Bender; Neil David Theobald
Subject: EEPG with Working Group Leads
When: Friday, September 4, 2020 8:00 AM-9:00 AM (UTC-07:00) Mountain Time (US & Canada).
Where: Open for ZOOM information

Join Zoom Meeting

[redacted]

UNIVERSITY OF WYOMING

Working Groups Weekly Status Report

September 4, 2020

Revised Working Group Focus / Meeting Frequency

For the Fall Semester, the focus shifts towards executing plans for the semester and being the decision-making body for functional areas based on evolving needs. Given the shift in focus, fewer meetings likely required for majority of groups.

Revised Scope of Working Groups

Academics:
- *Scope*: Prepare and support faculty for potential pause or shift to virtual

Athletics:
- *Scope*: Ongoing testing program + preparations for Spring sports

Communications:
- *Scope*: Ongoing communication + planning for potential pause or shift to virtual

Contingency Planning:
- *Scope*: Monitoring & tracking triggers + preparing to conduct risk assessment in the case of a pause or shift to virtual

Employee Safety & Success:
- *Scope*: Prepare and support staff for potential pause or shift to virtual

Environmental Health & Safety:
- *Scope*: Prepare campus operations for potential pause or shift to virtual

Student Life and Housing:
- *Scope*: Prepare and support students for potential pause or shift to virtual

Technology:
- *Scope*: Manage COVID Pass and data dashboard, prepare IT infrastructure for potential pause or shift to virtual

Testing, Tracing & Support:
- *Scope*: Stand up COVID Hub, including contact tracing and testing programs

Meeting Frequency

Working Groups:
- *Frequency*: As determined by Chair(s)

EEPG only:
- *Frequency*: Mondays & Wednesdays

EEPG + COVID Hub (Hotline + Contact Tracing + Testing):
- *Frequency*: Tuesdays & Thursday

Full-Team (EEPG + WG Leads):
- *Frequency*: Fridays

Daily Huddle | Contingency Committee:
- *Frequency*: Daily

M	T	W	Th	F
8a EEPG	8a EEPG + COVID Hub Leaders	8a EEPG	8a EEPG + COVID Hub Leaders	8a EEPG + WG Leads
1p Daily Huddle	1p Daily Huddle	1p Daily Huddle	1p Daily Huddle	1p Daily Huddle

Path to Opening

Trigger Confirmed

Status: *Completed*

- ✓ Trigger identified
- ✓ COVID Huddle to confirm trigger has been met
- ✓ Public Health Officials informed

UW Sr. Leadership Informed

Status: *Completed*

- ✓ President Seidel
- ✓ BOT Chairman, Jeff Marsh
- ✓ Board of Trustees
- ✓ Laramie Community Leaders
- ✓ VPs, Deans and Senate Leadership

Students + Employees Informed

Status: *In Progress*

- ✓ VPs / Deans email Faculty & Staff
- ✓ Faculty email students
- ✓ Res Life emails students + parents
- ✓ Students informed of "pods"
- ✓ UW Alerts – text message alert
- ❑ **Critical Pause Personnel informed**

Public Communications

Status: *Completed*

- ✓ News release
- ✓ Pause videos posted (YouTube)
- ✓ Social media channels
- ✓ Campus Return webpage updated
- ✓ Res Life webpage updated
- ✓ Pause FAQs posted

Facilities Preparations

Status: *Ongoing*

- ✓ Inform team they are critical personnel
- ✓ Close / lock campus buildings
- ✓ Conducted enhanced cleaning for exposed spaces, as necessary
- ✓ Continue to clean campus facilities
- ❑ Update campus signage (for closure)

START

OPEN

Return to Campus and Work

Status: *Closely Monitoring*

- ✓ Day 0: Prepare for Pause
- ✓ Day 1: Launch Pause
- ❑ Day 2: Pause + Engagement
- ❑ Day 3: Pause + Engagement
- ❑ Day 4: Pause + Engagement
- ❑ Day 5: Prepare for Next Stage

Risk Assessment

Status: *In Progress*

- ❑ Continue to Monitor Triggers
- ❑ Engage Public Health Officials
- ❑ Assess Ongoing Risks
- ❑ Determine Next Stage
- ❑ Communicate Plans for Next Stage

Bridge Testing Program

Status: *Closely Monitoring*

- ✓ Prepare team for continued operations
- ✓ Communicate with students + employees to continue testing
- ❑ Continue to test students + employees (Ongoing)

Engage Students + Employees

Status: *Ongoing*

- ✓ Daily Communications Updates
- ✓ Provide Meal Service to On-campus Students (Ongoing)
- ✓ Student "pod" Programming
- ✓ Support Faculty + Staff with Remote Instruction / Work

Student Move-In

Status: *Closely Monitoring*

- ✓ Prepare Res Life Staff for Move-In
- ❑ Welcome Students to Campus
- ❑ Accommodate student-initiated changes to move-in schedule
- ❑ Engage new students in "pods"
- ❑ Re-enforce *shelter in place* status
- ❑ Assist students in settling in

PMO / Working Groups

Status: ***Completed***

- ✓ Standup PMO Team
- ✓ Define Governance Structure
- ✓ Establish Working Groups (WG)
- ✓ Agree on WG Charters

COVID Policy

Status: ***On Track***

- ✓ Detailed policy based on *Plan to Restart Campus & Restore Normal Campus Operations*
- ❑ New temporary policies as needed

Class Modality & Schedule

Status: ***Completed***

- ✓ Class modality plans
- ✓ Class schedule and room assignments

Facilities Preparations

Status: ***Completed***

- ✓ Enhanced Cleaning Schedule
- ✓ Room Configuration
- ✓ Classroom Technology
- ✓ Campus Signage
- ✓ Hiring for Enhanced Cleaning

UPDATED

Pre-Return Testing & Training

Status: ***On Track***

- ✓ Early Wave Testing
- ✓ Training Completed
- ✓ Pre-Return Testing for Phase 1 (Ongoing)
- ❑ Pre-Return Testing for Phase 2-4

START → OPEN

UPDATED

Return to Campus and Work

Status: ***Closely Monitoring***

- ✓ Phase 1: August 24th
- ❑ Phase 2: September 7th
- ❑ Phase 3: September 28th
- ❑ Phase 4: November 23rd

Surveillance Testing Program

Status: ***Critical***

- ✓ Program Model
- ❑ Staffing
- ❑ Lab Equipment
- ❑ Diagnostic Tests Supplies

COVID HUB

Status: ***Closely Monitoring***

- ✓ Support Model
- ✓ Technical Infrastructure
- ✓ Align with public health officials
- ❑ Enter legal agreement with State
- ❑ Training and Support
- ❑ Hiring for COVID Hotline
- ❑ Hiring for Contact Tracing

Closing Decision Matrix

Status: ***On Track***

- ✓ Response Options
- ✓ Triggers
- ✓ BOT Approval
- ❑ Dashboard for Latest Data
- ❑ Monitoring & Tracking Triggers

NEW

Bridge Testing Program

Status: ***On Track***

- ✓ Create Bridge Testing Plan
- ✓ Obtain Tests for On-site Testing
- ✓ Hire Staff and Stand up Program
- ✓ Launch Bridge Testing: Aug 24th
- ✓ Scale for Phase 2: Sept 7th

Working Group Updates

Academics Working Group

Co-Chairs:

- **Anne Alexander – Provost**
- **Tami Benham-Deal – Vice Provost**

Members:

- **James Ahern** – AVP, Graduate Education
- **Kyle Moore** – AVP, Enrollment Management
- **Steven Barrett** – AVP, Undergraduate Education
- **Ryan O'Neil** – Dean of Students
- **Danny Dale** – Interim Dean, College of Arts & Sciences
- **Rudi Michalak** – Faculty Senate Chair
- **Dave Sprott** – Dean, College of Business
- **Nycole Courtney** – AVP and Dean, Student Success & Graduation
- **Naomi Ward** – Acting Chair, Botany
- **Isadora Helfgott** – Interim AVP, Global Engagement

Staff Support / Liaison:

- **Aneesa McDonald** – Faculty Affairs Specialist
- **Bethann Merkle** – Research Scientist

Next Meeting	**Status:** ***Scheduled*** *– Thursday (9/10) @ 2PM*
Key Updates	• Working group will shift to meeting as needed to address COVID-related issues or challenges • Spring calendar schedule solidified including fall faculty course deadline submission dates

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Service class offered to local non-profits are ready to launch with 72 available hours.	EOW (9/11)
Potentially proposing guidance for students to utilize S/U grading.	EOW (9/11)

Additional Key Outputs:

COVID Policies:
- Attendance: Students | **Status:** ***Completed***
- Plans for Pause | **Status** ***Completed***
- Plans for Virtual | **Status:** ***Completed***

COVID Response:
- Programming / Curriculum | **Status:** ***Complete***
  - Modality reflected in course catalogue
  - No changes made due to Phased Return
- Class schedules | **Status:** ***Complete***
  - 20-minute passing period added
  - No changes made due to Phased Return

- Faculty dev. & support | **Status:** ***In Progress***
  - 3rd party support team under consideration
- Pre-Return Training: Faculty | **Status:** ***Complete***
  - Staff and Faculty training combined
  - Available via internal Wyo system

Athletics Working Group

Chair:

- **Tom Burman** – Athletic Director

Members:

- **Matt Whisenant** – Deputy Athletic Director
- **Randy Welniak** – (Sr. Assoc. AD for Development and Revenue Generation)
- **Joe Verschueren** – (Assoc. AD for Ticketing & Sales)
- **Phil Wille** – (Sr. Assoc. GC)
- **Tyson Drew** – (Assoc. AD, Facilities Operations / Event Mgmt)
- **Matt Boyer** – Physician, Sports Medicine
- **Beau Clark** – Rodeo Coach

Staff Support / Liaison:

- **Melanie Drever** – Assistant to the Vice President for Administration

Next Meeting	**Status: *Not Scheduled*** – *WG is no longer meeting unless necessary*
Key Updates	• Athletics currently dealing with exposures to student athletes and coaching staff; department is working closely with COVID Hub to address following UW protocols. • During the Pause, all athletic facilities would remain open for necessary athletic activities including the Athletic Training Table, Sports Medicine, Sports Performance (weight room) and other necessary student-athlete support services. Practices and workouts (conditioning/lifting), etc. would be permitted in a modified fashion under the supervision of medical authorities. Competitions would also be permitted as approved by appropriate medical authorities.

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
N/A	--

Additional Key Outputs:

COVID Policies:
- Athletics Events Spectator Policy | **Status:** ***Cancelled***
- Plans for Pause | **Status:** ***Completed***
- Plans for Virtual | **Status:** ***Completed***

COVID Response:
- Athletics Testing Program | **Status:** ***Ongoing***
  - Managing separate testing program
  - Plan to plug student athletes into Bridge Testing Program and Surveillances Testing Program when these are operational
  - Report positive cases and conduct contact tracing together with COVID Hub

Contingency Planning

Co-Chairs:

- **Tara Evans** – VP & General Counsel
- **Neil Theobald** – Senior VP for Administration & Finance

Members:

- **John McKinley** – Vice Chairman of the Board
- **Kim Chestnut** – VP, Student Affairs
- **David Jewell** – AVP, Budget & Institutional Planning
- **Anne Alexander** – Interim Provost & Vice President, Academic Affairs
- **Will Laegreid** – Director/Professor, Veterinary Science, Epidemiologist
- **Alexia Harrist** – WY Department of Public Health
- **Jean Allais** – Albany County Public Health Official
- **Doug Faus** – CEO, Ivinson Memorial Hospital
- **Brant Schumaker** – Associate Professor, Veterinary Science
- **Alex Buerkle** – Professor, Botany
- **Matthew Boyer** – UW Head Team Physician
- **Jubal Yennie** – Superintendent of Albany County Schools

Staff Support / Liaison:

- **Melanie Drever** – Assistant to the Vice President for Administration

*** Formerly Closing Considerations Working Group**

Next Meeting	**Status: *Scheduled*** – *Tuesday (9/8), Wednesday (9/9), Thursday (9/10)*
Key Updates	• Advisory committee members to review data and recommendations to President Seidel • Identified critical pause personnel who need to stay on campus during a pause

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Assess the level of risk if the trigger for the number of symptomatic cases in a single day changed	Tue (9/8)
Develop recommendations for forward pathway	Wed (9/9)

Additional Key Outputs:

COVID Policies:
- N/A

COVID Response:
- COVID-19 Contingency Plan | **Status: *Complete***
  - Outlines triggers that would prompt response
  - Approved by the Board of Trustees
  - Available online on the Campus Return page: here
- Immediate Action Plan / Checklist | **Status: *In Progress***
  - What to do if there is a pause (Pause Plans completed and currently being implemented)
  - What to do if there is shift to remote (Virtual Plans completed but under review)

*** Formerly Closing Considerations Working Group**

Communications Working Group

Chair:

- **Chad Baldwin** – Associate Vice President, Communication & Marketing

Members:

- **Nycole Courtney** – Associate VP, Dean of Student Success & Graduation
- **Kyle Moore** – Associate Vice Provost, Enrollment Management
- **Jenny Petty** – Director, Enrollment Marketing
- **Andy Chapman** – Assistant Director, Enrollment Marketing
- **Alex Kean** – Senior Director, Budget & Institutional Planning
- **Jesse Begin** – Manager, Employee Relations & Development
- **Riley Talamantes** – President of the Associated Students of UW (ASUW)
- **Mindy Peep** – Associate Director, Digital and Content Strategy

Staff Support / Liaison:

- **Kaila L. Mills** – UW Administrative Assistant, Office of Diversity, Equity & Inclusion

Next Meeting	**Status:** *Daily + Ad Hoc*
Key Updates	• Developed comprehensive Pause Communication Response Flow (shown on next slides) and finalized numerous email / communication template to be distributed in the event of a Pause. Successfully implemented Communication Response Flow beginning on Wednesday, 9/2. • Developed and distributed two videos outlining the Pause and its meaning. One video featured Interim Provost & VP Anne Alexander (558 views & counting) and the other video featured VP Kim Chestnut (1,706 views & counting). • Working with Kim Chestnut and Ryan O'neil to further define "gathering guidance" as some questions have come in regarding what students can and cannot do when it comes to gathering with their peers.

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
See Pause Communication Flow	EOW (9/4)

Additional Key Outputs:

COVID Policies:
- Community Standards | **Status: *Completed***
- Plans for Pause | **Status: *Completed***
- Plans for Virtual | **Status: *Completed***

COVID Response:
- Communication Plan | **Status: *Ongoing***
  - Original communication completed
  - Updates in progress for Phased Return
- Campus Signage | **Status: *Completed***
  - Team responsible for design
  - Operations responsible for requirements + posting

- Gov't Relations | **Status: *Ongoing***
  - Chad manages relationship with Governor and WY state officials (public relations only)

University of Wyoming Pause Communication Flow	
Preparation for Pause Communication	
Preparing for the Possibility of a COVID-19 Pause	**When it appears a Pause is likely**
1. Video targeted to on-campus students about what a Pause / pods look like • **Dev:** Student Affairs • **Audience:** UW on-campus residents • **Status:** ***Complete*** 2. Broad communication outlining what a Pause means • **Dev:** UW Comms • **Audience:** UW students & employees • **Status:** ***Complete*** 3. Targeted communication about changes to move in, in the event of a Pause • **Dev:** Deloitte PMO • **UW Owner**: Rian Rabideau • **Audience:** UW on-campus resident students • **Status:** ***Complete*** 4. Targeted communication about how a Pause would affect employees • **Dev :** Deloitte PMO • **UW Owner:** HR • **Audience:** UW employees • **Status:** ***Complete***	1. Leadership to notify VPs, Deans, BOT, and Senate leadership that UW is approaching a Pause using pre-written email template • **Dev:** Deloitte PMO • **UW Owner:** Tami Benham-Deal • **Audience:** University Leadership • **Status:** ***In Development*** 2. VPs, Deans, BOT, Senate Leadership to inform respective faculty & staff using standard email message • **Dev:** Deloitte PMO • **UW Owner:** Tami Benham-Deal • **Audience:** University Leadership & Employees • **Status:** ***In Development*** 3. Inform Community Leaders of necessary information regarding a potential pause • **Dev:** Alex Kean • **Audience:** Wyoming / Laramie Community Leaders • **Message Shared by:** President Seidel (Governor, BOT) and Alex Kean (city officials and WDH) • **Status:** ***Complete***

University of Wyoming Pause Communication Flow			
Reaction to Pause Decision			*During Pause*
After a decision to Pause has been made	**Within 4 hours of Pause Decision & Initial Communication**	**As soon a Practicable, targeted messages to UW stakeholders**	**Communications During the Pause**
1. Leadership to notify VPs, Deans and Senate leadership that UW is enacting a Pause using pre-written email template • **Dev:** Deloitte PMO • **UW Owner:** TBD • **Audience:** University Leadership • **Status:** ***Complete*** 2. VPs, Deans and Senate Leadership to inform respective faculty & staff using standard email message with template for faculty to email students. • **Dev:** Deloitte PMO • **UW Owner:** Kyle Moore • **Audience:** University Leadership & Employees • **Status:** ***Complete*** 3. Inform Wyoming / Laramie Community Leaders of necessary information regarding pause • **Dev:** Alex Kean / Tara Evans • **Audience:** Wyoming / Laramie Community Leaders • **Message Shared by:** President Seidel (Governor, BOT) and Alex Kean (city officials and WDH) • **Status:** ***Complete***	1. UW Faculty to email students in their specific sections with provided template • **Dev:** Deloitte PMO • UW Owner: Kyle Moore • **Audience:** UW students • **Status:** ***Complete*** 2. UW news release to employees & students regarding pause • **Dev:** UW Comms • **Audience:** UW students & employees • **Status:** ***Complete*** 3. UW Text Message alert sent to all students & employees who have opted into this service • **Dev Owner:** UW Comms • **Audience:** UW students & employees • **Status:** ***Complete*** 4. Updates to Campus Return FAQ to include information about Pause • **Dev:** Deloitte PMO • **UW Owner:** Chad Baldwin • **Audience:** UW students & employees • **Status:** ***Ongoing*** 5. Distribute video message (one for students, one for employees) regarding Pause • **Dev:** UW Comms • **Audience:** UW students & employees • **Status:** ***Complete***	***Students*** 1. Update Res Life website 2. Distribute email messages to off-campus, on-campus and FSL students about pods, restrictions, food service changes, etc. • **Dev Owner:** Res Life • **Audience:** UW students • **Status:** ***Complete*** 3. Cascade information through social channels ***Parents*** 1. Direct communication from Student Affairs containing information about the Pause • **Dev Owner:** Deloitte PMO • **UW Owner:** Andy Chapman • **Audience:** UW students • **Status:** ***Complete*** ***Employees*** 1. Distribute email messages about how the pause affects each employee • **Dev Owner:** HR • **Audience:** UW employees • **Status:** ***Complete***	1. Daily Pause Update providing latest information on COVID Cases, progress toward resumption, and messages responding to questions and input • **Dev Owner:** UW Comms • **Audience:** UW students, employees, and the media • **Status:** ***In Development*** 2. Daily targeted messages with updates for students, parents, faculty and staff • **Dev:** UW Comms • **UW Owner:** Chad Baldwin • **Audience:** UW students, employees and parents • **Status:** ***In Development*** 3. Inform emeritus faculty of pause and limited access to campus • **Dev:** Deloitte PMO • **UW Owner:** Tara Evans • **Audience:** UW Emeritus Faculty • **Status:** ***In Development***

Employee Safety and Success Working Group

Co-Chairs:

- **Tom Koczara** – Associate Vice President, Human Resources
- **Emily Monago** – Chief Diversity Officer
- **Ben Blalock** – CEO & President, UW Foundation

Members:

- **Ryan O'Neil** – Interim Dean of Students
- **Mark Bercheni** – Director, HR Operations
- **Paula Whaley** – Deputy GC
- **Amy Ernst** – Business Manager
- **Tami Benham-Deal** – Vice Provost
- **Jacquelyn Bridgeman** – Department Head, Culture Gender & Social Justice
- **James Wheeler** – President, Staff Senate

Next Meeting	**Status: *Not Scheduled*** – *WG is no longer meeting unless necessary*
Key Updates	• Supervisor training on COVID Pass took place on 8/27. Content to be turned into mini trainings and will be an on-going activity. • Working to define employees who will return in each phase, with a priority on Phase 1 and 2. • Working Group has created a number of temporary policies in response to COVID; most are already operational and online here • Team completed work on Childcare options / strategies to support working parent as part of contingency plans. • Significant progress made by Recruiting Team to fill COVID-related positions across campus. • Childcare Contingency shared with EEPG.

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Ongoing Supervisor Coordination / Support (with focus on compliance support)	Ongoing

Additional Key Outputs:

COVID Policies:
- Non-Compliance: Employees | **Status: *Completed***
- Visitor Policy: Other | **Status: *Completed***
- Accommodations | **Status: *Completed***
- Sick Leave | **Status: *Complete***
- Non-Compliance: Employees | **Status: *Completed***
- High-Risk / Remote Work | **Status: *Completed***
- Plans for Pause | **Status: *Completed***
- Plans for Virtual | **Status: *Completed***

COVID Response:
- Welcome Packets| **Status: *Completed***
  - Delivered to faculty & staff
- Review Staffing Plans | **Status: *Completed***
  - Team has reviewed all staffing plans
  - Continue to support departments adjust to Phased Return
- Staffing Contingency | **Status: *Completed***

- Pre-Return Training | **Status: *Complete***
  - Training for Students: Due August 19th
  - Training for Employees: Due August 24th
- Supervisor Training | **Status: *On-going***
- Health Resources Signage | **Status: *Complete***
- Childcare Strategy | **Status: *Complete***

Environmental Health and Safety Working Group

Chair:

- **Bill Mai** – Deputy Vice President for Administration

Members:

- **John Davis** – Associate Vice President for Operations
- **Nat Dyck** – Designer, Facilities Engineering
- **Eric Webb** – Executive Director, Residence Life and Dining Services
- **Jennifer Coast** – Deputy Director of Facilities Engineering, Central Scheduling and Safety
- **Tyson Drew** – Assoc. AD, Facility Operations & Event Management
- **Tod Scott** – Custodial Services Manager
- **Tim Wiseman** – Chief Risk Officer
- **Paula Whaley** – Deputy General Counsel
- **James Wheeler** – Staff Senate President
- **Kwanna King** – Registrar
- **Melanie Drever** – Executive Assistant

Staff Support / Liaison:

- **Melanie Drever** – Assistant to the Vice President for Administration

Next Meeting	**Status: *Not Scheduled*** – *WG is no longer meeting unless necessary*
Key Updates	• With shift to Pause, Operations is working closely with Residence Life & Dining Services (RLDS) to add quarantine / isolation rooms and execute Pause Plans, including closing / locking buildings and adding signage indicating close. • Operations also continues to support Bridge Testing Program, helping to setup the space and prepare for an increased testing population given the upcoming start of Phase 2 in the Phased Return Plan.

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Facilities Operations 1-Pager	Completed
Operations COVID Response 1-Pager	Completed
Distribute Operations 1-Pagers with support from Communications	By EOW (9/8)

Additional Key Outputs:

COVID Policies:
- Transit Plan | **Status: *Completed***
  - Currently operating under phased return, with limited operations
- Plans for Pause | **Status: *Completed***
- Plans for Virtual | **Status: *Completed***

COVID Response:
- Cleaning plan and schedule | **Status: *Complete***
  - 20-minute passing periods
  - Efforts underway to hire staff to execute plan
- Campus signage requirements | **Status: *Complete***
  - Working with Comms to add diversity in signage
- Facilities preparations plan | **Status: *Complete***
  - Working on 1-pager to outline level of support
  - Also 1-pager for response to COVID case
- Security plan | **Status: *Complete***
  - Ambassador program ready for launch
  - No changes required under Phased Return

Research Working Group

Chair:

- **Ed Synakowski** – VP for Research and Economic Development

Members:

- **Diana Hulme** – Associate VP, Research
- **Carolyn Broccardo** – Director of Research Integrity & Compliance
- **Farrell Rapp** – Director of Research Services
- **Phil Wille** – Senior Associate, General Counsel
- **Barb Rasco** – Dean, Agriculture and Natural Resources
- **David Fay** – Professor, Molecular Biology
- **Gary Beauvais** – Director, Wyoming Natural Diversity Database
- **Margaret Wilson** – Professor, Theatre and Dance
- **James Ahern** – AVP, Graduate Education

Staff Support / Liaison:

- **Karyn Bercheni** - Assistant to the Vice President for Research and Economic Development

Next Meeting	**Status: *Not Scheduled*** – *WG is no longer meeting unless necessary*
Key Updates	• Diana Hulme and Jim Ahern did not meet with David Jewell on 9/2 due to a conflict, keeping question on funding Research Recovery Program unresolved.

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
The group will combine the Spring 2020 research building tracking file with current essential research file	EOW (9/11)
Diana and Jim to connect with David Jewell re: CARES Act Funding for Research Recovery Programs	EOW (9/11)

Additional Key Outputs:

COVID Policies:
- Research Travel | **Status: *Completed***
- Research Facilities / Labs | **Status: *Completed***
- Plans for Pause | **Status: *Completed***
- Plans for Virtual | **Status: *Completed***

COVID Response:
- Research Plan | **Status: *Complete***
  - Updated and posted online here
- Research Recovery Program | **Status: *In Progress***
  - Working with Finance on potential CARES Act support

Student Life and Housing Working Group

Chair:

- **Kim Chestnut** – VP, Student Affairs

Members:

- **Rian Rabideau** – Director, Residence Life & Housing
- **Ryan O'Neil** – AVP and Dean of Students
- **Eric Webb** – Executive Director, Residential Life & Dining Services
- **Holly Bowlds** – Nursing Supervisor, Student Health Services
- **Amanda O'Brien Busick** – Director, Disability Support Services
- **Jeremy Davis** – Director, Center for Student Involvement & Leadership
- **Paula Whaley** – Deputy General Counsel
- **Riley Talamantes** – ASUW President
- **Courtney Thomson-Lichty**

Staff Support / Liaison:

- **Courtney Leigh Thomson-Lichty** – Sr. Project Coordinator, Student Affairs

Next Meeting	**Status: *Not Scheduled*** – *WG is no longer meeting unless necessary*
Key Updates	• Student Life & Housing working group has shifted focus to supporting / executing Pause Plans now that the University has entered into a Pause. • RLDS has made the decision to ask student planning to move in for Phase 2 delay move-in date until after the pause is complete. For those who are already in transit or do not have a housing alternative, they are able to move into the halls as scheduled. • Team focused on supporting students during the Pause, including programming for student "pods" on campus and ensuring students' needs are met (including meals).

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Communications to Students regarding potential campus pause	ASAP
Preparations for Phase 2 Move-in Scheduled for Saturday and Sunday (Sept. 5th and 6th)	09/07

Additional Key Outputs:

COVID Policies:
- Visitor Policy: Student | **Status: *Completed***
- Noncompliance | **Status: *Completed***
- Gathering Guidelines | **Status: *Completed***
- Housing & Dining Refunds | **Status: *Ongoing***
- Plans for Pause | **Status: *Completed***
- Plans for Virtual | **Status: *Completed***

COVID Response:
- Move-in Plan | **Status: *Complete***
  - Updated for Phased Return and online here
- Quarantine / Isolation Housing | **Status: *Ongoing***
  - Operational: Apartments, Honors, and Crane
  - Open question on supporting off-campus students
- Pre-Return Training | **Status: *Complete***
  - Developed with HR
- Student Programing | **Status: *In Progress***
  - Team preparing for Phased Return
- Student Comms | **Status: *In Progress***
  - Stepping up to help drive communications

Technology Working Group

Chair:

- **Robert Aylward** – Vice President of IT

Members:

- **Jen Chavez** – Deputy CIO
- **Brett Williams** – Director, Applications & Customer Relationships
- **Jami Miller** -- Director, Student Affairs Business Operations
- **Jesse Ballard** – Assistant Director, IT
- **Carrie Hesco** – Associate General Counsel
- **Cam Wright** – Dean, Engineering & Applied Sciences
- **Mike Borowczak** – Assistant Professor, Computer Science
- **Will Laegreid** – Director / Professor of Veterinary Science, Epidemiologist
- **Brant Schumaker** – Associate Professor, Veterinary Science
- **Nicole Lester** – Working Group UW Support Liaison

Staff Support / Liaison:

- **Nicole Lester** – Assistant to the Vice President

Next Meeting	**Status: *Not Scheduled*** – *WG is no longer meeting unless necessary*
Key Updates	• IT prepared to support campus through Pause. • From the technology infrastructure perspective, IT and the Technology Working Group are well-positioned to transition into a pause period or to all online classes. The majority of UW's "all online" technology architecture was placed into service in UW's Spring move to all online.

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
COVIDPass Updates, as necessary	N/A

Additional Key Outputs:

COVID Policies:
- Plans for Pause | **Status: *Completed***
- Plans for Virtual | **Status: *Completed***

COVID Response:
- COVID Pass | **Status: *Complete***
  - ☐ Launched on Monday August 24th
  - ☐ Communications – Issued How - To
- Classroom Technology Conversion | **Status: *In Progress (90%)***
  - ☐ Upgrades continue, including creation of mobile Zoom stations
  - ☐ Supply chain challenges slowing upgrades. Workarounds being implemented in the meantime.

Testing, Tracing and Support Working Group

Chair:

- **Mary Beth Bender** – Director, Student Health Services

Members:

- **Chad Baldwin** – AVP, Communications & Marketing
- **Darcy Bryant** – Deputy Director, Business Services
- **Jeff Hamerlink** – Director, Wyoming Geographic Information Science Center
- **Andara Frasier** – Associate General Counsel
- **David Jones** – Dean, Health Sciences
- **Alex Buerkle** – Professor, Department of Botany
- **Nycole Courtney** – AVP, Dean of Student Success & Graduation
- **Danika Salmans** – Interim Director, UW Internal Audit
- **Brant Schumaker** – Associate Professor, Veterinary Science
- **Mike Borowczak** – Professor, College of Engineering and Applied Science
- **Jen Chavez** – Deputy Chief Information Officer

Staff Support / Liaison:

- **Courtney Leigh Thomson-Lichty** – Sr. Project Coordinator, Student Affairs

Next Meeting	**Status: *Not Scheduled*** – *WG is no longer meeting unless necessary*
Key Updates	• Employees who are not compliant with Bridge testing requirements will be referred to HR. • UW will ask potential exposures to self-quarantine until they are contacted by the WY Department of Health and are identified as a close contact or develop COVID-19 symptoms in which they will be advised to test.

Working Group Outputs & Status

Expected Outputs this Week:	**Status**
Determine how to handle testing minors (18 YOs or under) for Bridge / Surveillance testing	EOW (9/11)

Additional Key Outputs:

COVID Policies:
- Plans for Pause | **Status: *Completed***
- Plans for Virtual | **Status: *Completed***

COVID Response:
- Pre-Return Testing (Vault) | **Status: *Ongoing***
  - Full pre-return testing modified for Phased Return
- COVID Hub | **Status: *Ongoing***
  - Operational but still staffing up (volunteers welcome)
  - Team to include contact tracers; still hiring

Bridge/Surveillance Program

Chair:

- **Will Laegreid** – WSVL Director, Professor of Veterinary Science

Members:

- **David Jones** – Dean, Health Sciences
- **John Davis** – AVP, University Operations
- **Robert Aylward** – VP, Information Technology
- **Brant Schumaker** – Associate Professor, Veterinary Science, Epidemiologist
- **Mary Beth Bender** – Director, Student Health Services

Next Meeting	**Status: *Scheduled*** – *See Surveillance Testing Program meeting schedule.*
Key Updates	• Received 5,920 test kits from Vault and 945 tests from SHS to use as part of Bridge Testing. • COVID Hub moved forward with hiring additional contact tracers and temporary technicians (8). • Finalized Phase 2 population list for Bridge testing.

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Arrange privacy testing booths in the Union bar or pool table area	Mon (9/7)
Finalize communications / process for students and employees who are non-compliant with Bridge testing	EOW (9/11)

Additional Key Outputs:

COVID Policies:
- N/A

COVID Response:
- Identify space for on-site testing | **Status: *Complete***
  - Bridge testing in both Phase 1 & 2 will be conducted in the Gardens, lower-level of Wyoming Union
- Obtain tests for Phase 1 | **Status: *Complete***
  - 2,070 Vault tests repurposed and shipped to campus
  - ~950 tests held in reserve at Student Health Services
- Obtain tests for Phase 2 | **Status: *In Process***
  - ~$840K remaining in budget
- Hire & Train Staff | **Status: *In Process***
  - 92 applicants (26 hired) for Sampling Stations
  - 91 applicants (4 hired) for COVID Hub
  - 6 applicants (0 hired) for Sampling Program Mgr.

Next Meeting	**Status: *Scheduled*** – *Mondays, Wednesdays, Fridays @ 11AM (times adjusted as necessary)*
Key Updates	• Key lab equipment (thermocyclers) has been shipped ahead of schedule. • However, test tubes that UW from team Thermofisher are on backorder until Thanksgiving; team exploring alternatives.

Working Group Outputs & Status

Expected Outputs this Week:	**Target:**
Finalize and launch public-facing dashboard on http://www.uwyo.edu/alerts/campus-return/	EOW (9/11)
Explore options for temporary medical staffing	EOW (9/11)
Determine new schedule booking tool for 2X week testing	EOW (9/11)
Order PPE for remainder of semester, as latex gloves can be difficult to obtain	EOW (9/11)

Additional Key Outputs:

COVID Policies:
- N/A

COVID Response:
- Identify space for on-site testing | **Status: *Complete***
  - Wyoming Union, Engineering Education & Research Building, Crane Hall Cafeteria, Buchanan Center for the Performing Arts, and Rochelle Athletics Center will be operational in Phase 3
  - Other options include the Service Building, Energy Innovation Center, and College of Business Atrium
- Order, install, and calibrate lab equipment | **Status: *In Process***
  - Robotics have the next longest lead time, with expected delivery week of 10/5
  - Test tubes from Thermofisher on backorder until Thanksgiving
- Stand up dashboard & reporting | **Status: *Complete***
  - Laboratory Information Management System (LIMS) installed
  - Public-facing dashboard monitoring automatic pause triggers completed
- Scale operations for Phase 3 | **Status: *In Process***
  - 120 sampling station attendants needed
  - 29 COVID Hub workers needed
  - 4 clinical staff needed

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Disclaimer: The University of Wyoming Virtual Plan is informed by health and safety recommendations from the CDC and the Wyoming Department of Health. This plan may be modified based on the evolving environment. Please refer to this document regularly.

Overview

As part of the University of Wyoming's (UW) contingency planning, there may a shift to virtual academic delivery and remote work for the remainder of the fall semester. Below is an outline of the campus operational changes during a shift to virtual for the remainder for the fall semester, as well as guidance provided for departments, colleges, schools, and other academic units at UW.

What is a shift to virtual?

A shift to virtual would result in all classes being delivered online and work being conducted remotely to the extent possible. Students living on campus will required to move out. For students needing to remain in the halls given their inability to secure other housing, Residence Life & Dining Services (RLDS) will have an exception process students can complete online to secure their status as a resident in the halls.

What happens during a longer-term all-virtual phase?

- All courses will be taught online. No in-person classes will be conducted.
- All work that can be done remotely will shift to remote work.
- All campus buildings will close for the remainder of the semester.
- No in-person on-campus meetings will be conducted.
- No on-campus visits or hosting will be allowed.
- All face-to-face activities will be suspended, unless explicitly permitted in this plan or through an exception process (requests should be submitted in writing to the EEPG).
- Other academic and work functions (e.g., critical for research or support) will be conducted remotely, with the exception of critical operations.
- All non-essential university travel is suspended.

When does an all-virtual phase end? What happens after an all-virtual phase?
An all-virtual phase would end at the discretion of the President. UW may come out of a virtual phase into Phase 1, Phase 2 or Phase 3 operations.

Academics

The following guidance is provided to all University of Wyoming students and faculty to adequately prepare and immediately respond to a shift to virtual for the remainder of the fall semester.

Instruction:

- **All courses will shift to an online environment. No in-person classes will be conducted.**

Academic Support:

- **Students will be able to access tutoring and advising services virtually.**
- **Virtual cultural programs will be provided through GEO and other academic units**
- **Professional Academic Focus: activities that provide additional structure to students' days, such as assigned exploration of Handshake, select LinkedIn content, building of LinkedIn profiles, and other career and professional development will be offered. Content executed via SOAR will be assigned, including a COVID-Recovery Badge in SOAR.**
- **Online scavenger hunts and other virtual activities will be offered to allow for exploration of campus resources.**
- **International students and scholars should contact ISS with questions at uwglobal@uwyo.edu.**

Student technology: Please see Technology All-Virtual Structure.

Research support: Please see Research All-Virtual Structure.

Campus Services:

- **Most facilities will revert to pre-opening status, with limited access to those critical personnel with authorized access to buildings.**
- **While most buildings will be closed, basic custodial operations will continue for critical on-campus operations.**
- **Student support services such as the Scholarships and Financial Aid, Office of the Registrar, Advising, Career, Exploratory Studies Center (ACES), Student Educational Opportunity (SEO), the Office of Graduate Education, etc. will shift to virtual support, programming, and appointments. University Counseling Center to virtual support and programming.**
- **Clinical services through the Speech Language Pathology clinic will shift to virtual support.**
- **Most in-person student- and public-facing student services will be moved to virtual means or suspended.**
- **The ACES Testing Center will remain open by appointment.**
- **The drop box in the hall outside of the Cashiers Office will remain open.**

Testing: Please refer to the Testing, Tracing and Support Plan.

Guidance for off-campus faculty, staff, and students who are on internships, clinicals, and practicals off-campus:

- **A shift to virtual on campus does not apply to off-campus activities.**
- **Students, faculty and staff are advised to follow local guidance.**

Athletics

The following guidance is provided to all student-athletes and department personnel to adequately prepare and immediately respond to a shift to virtual for the remainder of the fall semester.

Access to Athletic Facilities (e.g., AA, Fieldhouse, HAPC (including Training Table, etc.)

- All Athletic facilities would remain open for necessary athletic activities. However, access to facilities may be limited / modified / restricted as determined by Dr. Boyer / UW medical professionals.
- Facilities of particular note include:
  - The Athletic Training Table (located in the HAPC) would remain open. Meals would continue to be provided on a carry-out basis only.
  - The Office of Academic Support (OAS) would remain open. Furthermore, all mentoring and tutoring services would continue to be done virtually.
  - Sports Medicine would remain open.
  - Sports Performance (weight rooms) would remain open.
- As always, all student-athletes and Athletic Department personnel would be required to wear face coverings and adhere to proper social distancing as outlined in the COVID Policy.

Athletic Activities (e.g., Competitions, Practices, Workouts, etc.):

- Minimize / restrict in-person team film / video review, meetings, etc. During these activities, student-athletes / coaches / staff would be required to wear face coverings and adhere to proper social distancing.
- Permit practices, workouts (conditioning / lifting), etc. in a modified fashion (as determined by Dr. Boyer/other medical professionals). During these activities, student-athletes / coaches / staff would be encouraged to wear face guards/masks and adhere to proper social distancing when possible.
- Attempt to reschedule competitions if possible. If not, allow competitions to occur with necessary modifications (as determined by Dr. Boyer/other medical professionals).

Testing Priorities:

- During a shift to online, testing priority will be given to those Athletic Department personnel/student-athletes who are involved with / participating in "high risk" sports (as defined by the NCAA) and those Athletic Department personnel / student-athletes whose sports are "in-season." The Athletic Department will continue to balance the testing guidelines outlined by both the NCAA and UW.
- Athletic Department personnel / student-athletes who test positive and / or may have been exposed will be isolated / quarantined per applicable guidelines (e.g., campus, Wyoming Department of Health, etc.).
- Rapid testing will be made available as soon as possible for close contacts with those who test positive.

Meeting Basic Needs:

- Athletic custodial/facility operations will continue for all athletic facility operations. Enhanced cleaning protocols will be implemented as necessary.

Employee Safety and Success

The following guidance is provided to all University of Wyoming Unit employees and supervisors to adequately prepare and immediately respond to a shift to virtual for the remainder of the fall semester.

Preparations:

It is critically important to understand that a shift to 100% virtual delivery may be enacted with little or no advance warning, so employees and supervisors must make advanced preparations now. The University recommends, at a minimum, that each group formulate plans to address the following:

Supervisors:

- **Critical personnel.** Only employees designated as critical personnel will be allowed on campus for the remainder of the semester, so carefully consider who you need to do so. This list should be the same as plans for a pause, though there may be minor modifications and plans should remain flexible based on the evolving needs of campus. Your Vice President must approve this list. Each employee deemed critical should be notified of his/her status.
- **Technology and work equipment/tools.** You should consider discussing work and technology tools with each employee assuming they are asked to work remotely. If possible, each employee should be encouraged to bring home their equipment from their workstation (e.g., computer, monitor, printer, video conferencing equipment, etc.). If this is impractical, consider contacting IT to acquire possible loaner equipment.
- **Work schedules.** You should review each employee's work schedule to determine whether it remains viable in a remote work environment. Please keep in mind that some of your employees may need to alter their work hours when asked to transition (e.g., childcare needs may necessitate a change in start or stop times, a standing personal or family obligation may need to be honored, etc.), and you should make every effort to accommodate these changes.
- **Processes requiring face-to-face interactions.** All processes and procedures that require any face-to-face interaction must be revamped so that they can quickly be executed in a remote-work environment (e.g., how paper documents will flow through your team, how to collect signatures for approvals, how to verify identification, etc.).
- **Video conferencing.** Consider including a video conferencing option in all scheduled face-to-face meetings, in case a shift to 100% virtual delivery is implemented. As stated in the University's COVID-19 Policy, virtual meetings are encouraged whenever possible.
- **Communication to team.** The concept of a shift to 100% virtual delivery may not be widely known or understood by your employees, so consider hosting a session to share your plan, including how employees will be notified and how your plan will be implemented in the Unit. Identify team members who you should call in the morning (e.g., long commute). A best practice is to craft this email now and keep it in your drafts folder for future use.
- **Communication to customers.** Consider how you will notify your customers about operational changes after a shift is declared. Examples may include adding information in email signature lines, voice mail cover messages, signage around your workspaces, email blasts, building signage, etc.
- **Employee pay.** For employees who can work remotely, they should be paid consistent with their scheduled hours for the remainder of the semester. For employees whose jobs do not lend themselves to remote work, they should use the Emergency Leave with Pay absence code consistent with their scheduled hours until that is exhausted, then Paid Time Off, then Leave Without Pay. Much like you were asked to do at the beginning of this pandemic in March 2020, you should make every effort to identify remote work for these employees.

- **New hires.** If you have a new employee who is scheduled to start working soon, consider educating them about the possible shift to online learning, which may necessitate changing their start date.
- **Visitors scheduled to visit campus.** Consider encouraging your team to limit and carefully track all persons you have invited to visit your Unit. You may need to contact them, with very short notice, to cancel or reschedule their visits if a shift is declared.
- **Contractors working with your team.** Consider developing a plan to notify and transition all contractors to a remote working arrangement if a shift is declared.
- **Employees on PTO or scheduled leave.** Consider how you will reach out to employees on PTO or leave, if their scheduled return date falls after the shift to online learning is declared. You will need to alert them to the shift and encourage them to work remotely, if possible.

Employees:

- **Technology and work equipment/tools.** Consider the work and technology tools you will need to have if you are asked to work remotely on very short notice. Discuss with your supervisor any workspace equipment you can bring home. If this is impractical, consider working with your supervisor to acquire loaner equipment from IT.
- **Work schedule.** Consider any work schedule adjustments you may need to make if you are asked to work remotely, on short notice, for the remainder of the semester. Proactively discuss these changes with your supervisor.
- **Processes requiring face-to-face interactions.** Consider changes required to any processes and procedures that require any face-to-face interaction. Discuss with your supervisor how these processes may need to be changed to accommodate a shift to virtual.
- **Video conferencing.** Consider including a video conferencing option in all scheduled face-to-face meetings you host, in case a shift to virtual is implemented. As stated in the University's COVID-19 Policy, virtual meetings are encouraged whenever possible.
- **Communication to customers.** Consider how you will notify your customers about operational changes after a shift is declared. Develop a plan and review it with your supervisor.
- **Visitors scheduled to visit campus.** Consider limiting any persons you have invited to visit your Unit. You may need to contact them, with very short notice, to cancel or reschedule their visits if a shift to online learning is declared.

Execution:

When a shift to online learning is declared, you must immediately implement the plans you have developed. Here is a list of things you should do, at a minimum:

Supervisors:

- Check your email first thing every morning.
- Notify your team of the shift, as soon as possible.
- Personally connect with any employees who have a long commute to campus.
- Instruct your critical employees to report for work, per their usual schedule.
- Implement any process changes to traditional face-to-face processes, as planned.
- Review your calendar for the duration of the semester to ensure all meetings transition to video conferencing.
- Implement your communication plan to your customers, if applicable.
- Contact any new hires who are scheduled to begin work after the shift is declared.
- Notify all visitors of the need to reschedule, if applicable.
- Notify all contractors working with your team, if applicable.

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- Notify all employees on PTO or leave, who are scheduled to return after the shift is declared, as appropriate.
- If the shift was declared during working hours, ensure your employees exit the building in an organized way, adhering to social distancing guidelines. Stagger departures if necessary.
- Take home everything you need for the remainder of the semester.

Employees:

- Check your email first thing every morning.
- If, and only if, you are a critical personnel, report for work per your usual schedule.
- Implement any process changes to traditional face-to-face processes, as planned.
- Review your calendar for the duration of the semester to ensure all meetings transition to video conferencing.
- Implement your communication plan to your customers, if applicable.
- Notify all visitors of the need to reschedule, if applicable.
- Take home everything you need for the remainder of the semester.

Meeting Basic Needs:

- Early Childcare Education Center (ECEC) will remain open during a shift to virtual – unless conditions change and President deems necessary to close.

Environmental Health and Safety

The following guidance is provided to all University of Wyoming students, faculty and staff to outline how UW Operations will adequately prepare and immediately respond to a shift to virtual for the remainder of the fall semester.

Cleaning Plan and Schedule:

- **During online instruction common areas will continue to be thoroughly cleaned and disinfected.**
- **Part time staff will be used to augment regular custodial staff, but vacancies in the Part Time custodial group will not be replaced.**
- **The cleaning process for a positive COVID-19 test will remain the same during a shift to virtual:**
  - **Operations (UW Safety Office Manager or Deputy Director) is notified; AVP is updated.**
  - **RLDS and/or custodial zone manager are contacted (CEP for after hours) and instructed to place "closed for cleaning" signs in affected areas.**
  - **Private spaces are isolated for 7 days and then cleaned using normal, routine cleaning procedures.**
  - **Common areas, as identified by the COVID team interview, are disinfected, following CDC guidance, by a UW acquired Hazard Remediation Contractor.**
  - **Closed signage is removed as spaces are cleaned.**

Facilities Preparations Plan:

During a move to online classes, UW Operations Facilities Management will operate under the approved Staffing Plan, including:

- **Central Energy Plant: The plant is a 24/7/365 operation with a permanent 1st shift with the other support shifts rotating. The first shift has been operating under a partial isolation plan so if the 1st shift needs to quarantine it will have minimum coverage. If one of the rotating shifts need to quarantine, then the rotations can be altered to cover during the quarantine days.**
- **On-call key Ops FM Departments: These departments have been operating under a partial isolation plan, so Operations will have minimum coverage during the remainder of the semester.**
- **Business Services / Utilities / Engineering / Planning & Construction / Real Estate: Staff members have been working independently and mostly from home so if one/some need to be in quarantine there will be coverage during the remainder of the semester.**
- **Postal Services: Small staff working closely together so if quarantine is required UW Operations will need to work with the Laramie Post Office for a work around during the quarantine days.**
- **Other Operations: Departments may need to quarantine with no impact on campus day-to-day functions.**

Campus Signage Requirements:

- **During a move to online classes, the Restricted Access Signage will be reinstalled on any locked exterior door.**
- **All other signage will remain in place.**

Security Plan:

- **Police Department: The university police department is committed to ensuring the health and safety of all university Faculty, Staff and Students. Should a move to online classes be deemed necessary the UW Police Department will ensure that all buildings are locked and closed to non-critical personnel and will maintain the security of campus.**

Contractor Plan:

- Contractors working through UW Operations that test positive or have been exposed will be notified by their county health to isolate or quarantine.
- Contractors that test positive will not be allowed to return until cleared by their county health department.
- All Operations contractors have been notified of the University's COVID policies.

Transit Plan:

- All fixed routes (Union Express, South Express, Campus Commuter) would shut down.
- SafeRide would shut down.
- LaramieLink Dial-A-Ride continues to operate 7:00am – 6:30pm Monday – Friday, 10:00am – 4:00pm on weekends.
- ADA Paratransit would function as normal.
- Transportation Services customer service office would close physically, but still operate remotely.
- All non-critical staff would work remotely.

Testing Priorities:

- During an all-virtual phase, testing priority may be given to staff that continue to work on campus.

Research

During a shift to virtual, all labs and other research facilities shall continue to conduct research activities to reduce lab and facility personnel as needed to reduce the spread of COVID-19, as was done in the spring of 2020 at the start of the pandemic, unless directed otherwise at the discretion of the President. Additional detail on research procedures can be found on the ORED COVID-19 webpage.

Research during a shift to virtual:

- **Safety.** The health and safety of our people and community is our highest priority. Please review your lab's safety protocols, ensure your space and equipment continue to be properly secured, cleaned and sanitized, and adjust as appropriate to account for any impacts to normal safety measures and cleaning procedures. Additionally, please follow social distancing in and out of the lab to keep you and your co-workers safe, including during travel to and from research spaces.

  Respect the concerns of the researcher. If a researcher is uncomfortable performing a scope of work, the researcher's work scope must be respectfully adjusted. The supervisor will work with the research team to find other ways to get the required work done.

- **Plan for reduced staff.** Consider measures that encourage the fewest number of staff interacting at one time. Caution against staff working in isolation without some level of communication with other staff.

- **Create standard operating procedures (SOPs).** Create SOPs in laboratories and for field research to minimize risk of exposure. SOP's should be posted, shared with, and adhered to by all faculty, staff, students, and visitors in the research space with a copy provided to the reporting department head and dean/director. Be sure the SOP includes repercussions for those not following the SOP.

- **Adhere to travel policies for externally sponsored research travel and UW sponsored travel.** See the ORED COVID-19 webpage for details.

- **Graduate and undergraduate student research.** Faculty advisors are the best resource for graduate and undergraduate researchers who have questions or may need to adjust research-related protocols or operations. Individual PIs need to carefully evaluate how to reduce density in their labs and allow students, post docs, and other lab staff to work remotely as much as possible. PIs should consider what research and operations are critical and what research could either be paused or prioritized (e.g. data analysis, manuscript or review article writing) to allow research teams to work remotely.

- **Human research / IRB.** Changes to research studies may be necessary to protect participants, staff, and yourself. Federal regulatory and UW policy requirements must still be met. Current recommendations for IRB-related research during the COVID-19 outbreak are detailed here. Approved *Exempt* protocols may rapidly make changes in their protocols to protect the well-being of all involved. Approved *Expedited* and *Full Board* protocols must submit an IRB Protocol Update Form and F2F Addendum within five (5) business days of making any welfare-necessary protocol changes. Please direct any IRB inquiries to IRB@uwyo.edu.

- **Vivarium and animal research.** During a shift to virtual, animal research may continue and basic research animal care (health checks, feeding, watering, and husbandry) must continue. It is the responsibility of the research project PI to ensure that all research animals are given welfare checks daily to ensure that animals have adequate food, water, sanitary caging, and medical care without bringing undue risks to their own well-being or that of their research teams.

- **New research protocols.** During a shift to virtual, the IACUC/IRB/IBC/RSC will continue to meet remotely and review protocols to ensure that UW can return to full capacity as quickly as possible. Please follow normal committee practices and deadlines but acknowledge that all approvals may depend on research operations during the COVID-19 pandemic. Researchers who have time-sensitive protocols (e.g. animal migration studies) should submit even sooner than normal in anticipation of larger-than-normal

workloads on the committees but must understand that no work is guaranteed under the current situation surrounding COVID-19.

- **Research Services (Pre-award).** During a shift to virtual, ORED staff will continue to work remotely and assist faculty, staff and students with proposal submissions and execution of agreements. Please continue to contact research@uwyo.edu with any questions.

Research in the Event of a Building Closure:

In the event COVID-19 contamination requires closure of a research facility or building housing research operations, research may have to cease other than for mission critical operations. Mission Critical research operations are those that if halted, delayed, or interrupted, could result in:

- Endangerment to human subjects or pose unreasonable risk to human subjects;
- Endangerment to animal subjects or pose unreasonable risk to animal subjects;
- Loss of experiments or data that will be impossible to replicate; and/or
- Loss of instrumentation, infrastructure, and/or an unsafe/unsecured laboratory environment or other catastrophic loss.

Mission Critical research operations and personnel will be identified by PI's with confirmation determined by the appropriate department head and dean/director. All such determinations will be promptly shared with the Vice President of ORED, UW Risk Management, and UW Police, and any concerns will be addressed on a case-by-case basis.

To be prepared for a potential building closure, ORED recommends the following:

- Identify personnel who are able to safely perform critical activities and establish a communication chain should the need arise to close down a research building. Department Heads and Deans will need to work with UW Risk Management and UW Police Department to implement a schedule for building access to perform mission critical research.
- Coordinate with colleagues in your department who have similar research activities and experience to identify ways to ensure coverage of critical activities.
- Review emergency procedures with researchers who are performing critical research and critical research operations.
- Ensure door signage is up to date, including approved IACUC Animal Use Protocols, biosafety/radiation safety notices etc.
- Ensure high-risk materials are secured with current emergency contact information.
- Maintain a sufficient inventory of critical supplies that may be affected by global shipping delays and supply chain shortages. During a shift to virtual, shutdown of a building, or complete campus shutdown, the UW Chemical Stockroom will allow for limited hours of operation to provide cryogens and other gases needed to maintain samples and instrumentation. Researchers should prepare to have sufficient materials to maintain their research (e.g. liquid nitrogen, helium, etc.).
- Ensure remote monitoring devices for critical equipment are working properly (i.e. -80C freezer sending out alarms and notifications). Consider installing alarms if not already in place.
- Communicate the need to avoid performing high-risk procedures alone and attain approval from your unit head prior to completion of such work. Ensure a notification/check-in process is in place.
- Ensure all biohazardous agents are properly secured at the end of each workday. Do not allow biohazardous wastes to accumulate. Solid biohazardous wastes should be autoclaved at the end of each day and disposed. Liquid biohazardous wastes should be treated with chemical disinfectants or

autoclaved and disposed. Use fresh disinfectant to clean lab equipment and benches where work takes place at the end of each day. Do not neglect disinfecting commonly touched surfaces including door handles, sink faucets, telephones, etc. Doors to labs should remain locked when no one is present.

- Basic research animal care (health checks, feeding, watering, and husbandry) will continue. In the event of a building closure, new animal orders, imports, and transfers may need to be suspended and the IACUC Chair and Attending Veterinarian notified. Researchers would need to cease all non-critical interventions and experiments. Depending on the duration of the closure, researchers may need to reduce animal colony sizes to reduce animal care workloads. Please refer to additional advice presented here. Direct requests and concerns to IACUC@uwyo.edu. Direct animal welfare concerns to the UW Attending Veterinarian, Dr. David Evertson, at 307-745-7341 or uwvet@uwyo.edu.
- To restart research after a building closure, please see the guidance provided here.

Student Life and Housing

Below provides an outline of the campus operational changes during a shift to virtual, the guidance provided to all students, and the living environment for residence halls and on-campus fraternity and sorority houses.

Residence Halls:

- Should a decision to move fully online be determined prior to September 4, all students who planned to move in the weekend of September 5 and 6 will be notified that move in is no long an option and they should remain at their current residence.
- The approximate 500 students currently living in the halls will be offered the opportunity to remain in on-campus housing.
- A decision to move fully online post September 4th would require process considerations for approximately 1,300 students. Of this group, it is anticipated that approximately 200-300 students will need to remain in the halls given their inability to secure other housing. RLDS has an exception process students can complete online to secure their status as a resident in the halls.
- Students who do not request to remain in the halls will be guided to depart in the following week of the decision. It is recommended that students complete a COVID-19 test to confirm they are healthy before departing.
- Student who are currently ill or suspected of being ill can utillze isolation or quarantine housing, as long as space is available.

Commented [CM1]: For discussion

Washakie Dining Center:

- All retail dining would be closed.
- Washakie Dining would provide meal service to students who remain in the halls, or until students depart campus.

Fraternity and Sorority Life (FSL):

- Notice to chapters about online Status: the campus-wide notice will be followed by an FSL communication to Chapter Presidents, Housing Corporation, and House Managers
- If chapters are releasing members to go home, it is recommended that students complete a COVID-19 test to confirm they are healthy before departing.

Testing Priorities:

- With all courses being delivered online, testing will continue with the students, staff, and faculty who need to remain on campus.

Resources:

- Student Affairs Support: Residence Life and Dining Services along with Student Health Services and the Dean of Students Office will continue on-campus services. Other services in the division, including Campus Recreation & Wellness, University Counseling Center and the Center for Student Involvement and Leadership (CSIL), will shift to virtual support and programming.

Related considerations:

- Apartment leases completed in Bison Run and university owned properties will be maintained. Students will not be required to leave and therefore can shelter-in-place, if needed as guided by state and university health officials.

Technology

From the technology infrastructure perspective, IT and the Technology Working Group are well-positioned to transition into a shift to all online classes. The majority of UW's "all online" technology architecture was placed into service in UW's Spring move to all online. It has remained in place since then with additional enhancements having been made. From the technology perspective, no disruptions are expected with UW pausing or moving entirely online.

Virtual / Online Operational Approach:

In addition to the general guidance, Student operational changes include:

- IT staff will continue to work remotely unless they are needed on-campus, are critical to be on-campus or there is an emergency they may need to respond to.
- IT meetings will be conducted remotely.
- IT employees at UW Residency Centers, UW Casper College and the Law College will follow additional guidelines issued by those locations.

Meeting UW Operational and Support Needs:

- The IT Help Desk will continue to be the main point of contact for customers for technology related needs.
- IT teams and employees will continue to provide technology services and support as needed and expected.
- The student remote computing labs will continue to be a priority. Students and faculty will continue to have remote access to specialized software used for classes through the Remote Lab System.
- Support for all UW software applications and computing infrastructure will continue and will be managed to provide services as needed and expected.
- To minimize in-person interactions, curbside services will be implemented for the IT Walk-In Service Center and the WyoOne ID Office.
- Laptops and other technology will continue to be available for checkout to students, faculty, and staff.
- IT will have a limited number of mobile hot spots that can be checked out to students to provide internet access to those that might not have it available at home.
- Key IT staff will continue to work with the PMO, EEPG, Media Relations and President's Office for any reporting or communications needs (Support for dashboards and reporting will continue to be the priority to allow leadership to have the data they need to make informed decisions about the shit to virtual).

Communications:

- IT and UW should continue to expect resistance to the use of some technology as it relates to reporting and contact tracing. The most effective technology will be selected to minimize privacy concerns. IT and TWG will work with the EEPG and Media Relations to try to address possible concerns.
- IT and the TWG will continue to update the UW community regarding technology issues during the pandemic.

Testing, Tracing and Support

In the event that the President decides to shift to virtual delivery and remote work, the plans for Bridge testing and Surveillance testing will not change significantly.

Bridge Testing Priorities during Shift to Virtual Delivery and Remote Work:

1. **Students living in residence halls and FSL housing due to high density population/high exposure risk.**
2. **Critical on-campus staff at increased exposure risk (e.g., Student Health Service [SHS], University of Wyoming Police Department [UWPD], Residence Life & Dining Services [RLDS], Operations / Custodial staff, Bridge / Surveillance testing staff).**
3. **Staff and students who must come to campus but have lower exposure risk (e.g., conducting on-campus research).**

Commented [CM2]: Revisit post student life discussion

Symptomatic Testing during Shift to Virtual Delivery and Remote Work:

- **All SHS-eligible students with symptoms concerning for COVID-19 will be encouraged and able to seek diagnostic testing at SHS. Rapid antigen testing is available as well as RT-PCR testing through Wyoming Department of Health. Students will need to call to schedule an appointment and may be seen via a "hybrid" appointment where they will have an initial telehealth consultation with an SHS clinician, then directed to come to the clinic for testing and physical assessment if indicated.**
- **All staff/faculty and SHS-ineligible students should seek medical evaluation through a healthcare provider of their choice.**
- **Students/staff/faculty with concerning symptoms should NOT wait for surveillance testing to obtain a diagnosis.**

From: Mary L. Ivanoff
Sent: Friday, September 04, 2020 8:39 AM
To: [redacted] Kimberly Chestnut Steich
Subject: RE: "Pause" email to parents

[redacted]
Thank you for reaching out and sharing your thoughts with us. Interestingly, you and I are something of shirt tail relatives! [redacted] are also my children's aunt and uncle. It was fun to see [redacted] name on your signature but I have to admit the thought that he has children in college was sobering – it is amazing how fast the time passes!

You will note that I am copying Dr. Chestnut on this reply. Please know that we recognize the disappointment felt by you and others. It is felt by us, too. Everything UW has done is with the ultimate goal of finding a way to have our students, faculty, staff and the general campus population be able to have a safe on campus experience. I will let Dr. Chestnut respond to your other concerns listed below but I did want to let you know we received and read your message and your thoughts as well as those of many others are valued by the university.

Please give [redacted] my very best regards.

Mary Ivanoff

From: [redacted]
Sent: Thursday, September 3, 2020 8:11 PM
To: Office of the President <uwpres@uwyo.edu>; Mary L. Ivanoff <MIvanoff@uwyo.edu>
Subject: "Pause" email to parents

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

Dear Ms. Chestnut,

Dear President Seidel & Ms. Ivanoff,

We received your email about the "pause".

We want to be very clear that we are not, AT ALL, concerned or scared for our students' safety due to COVID. Not one bit.
However, it is **terrifying** to us that you are trying to control what our students do in their private residences, off-campus. This is not at all within your right and absolutely unacceptable. Remember, these are kids that you have not allowed to step foot on your campus.

I know many UW parents and students, and not one of them is worried about COVID. They are worried about the terrible experience you are giving their students, as am I.

I am, for the first time in my life, ashamed of my alma mater.

Sincerely,

[redacted]
parents of twins that were so excited to be Cowboys this year

From: csil-all@uwyo.edu on behalf of Leanna L. Flaherty <Leanna.Flaherty@uwyo.edu>
Sent: Friday, September 04, 2020 9:04 AM
To: csil-all@uwyo.edu
Subject: [Csil-all] 9/3/20 CSIL Team Mtg Notes
Attachments: CSIL Team Meeting Notes 9.3.20.pdf; ATT00001.txt

Good morning, all, and Happy Friday.

Attached are the notes from yesterday's meeting.

Also, thank you so much for getting me the information requested yesterday. Very helpful.

Have a good one,

Leanna L. Flaherty
Pronouns: she/her/hers
Office Associate
Center for Student Involvement & Leadership (CSIL)
University of Wyoming
Wyoming Union 033
Laramie , WY. 82071
Main Office 307-766-3117
Leanna.Flaherty@uwyo.edu • uwyo.edu/csil/

Center for Student Involvement & Leadership

Team Meeting Notes | Thursday, September 3, 2020

MEETING ATTENDEES

Ryan O'Neil, James Wheeler, Shelly Schaef, Levi Wilbert, Reinette Tendore, Patricia Rader, Jess Fahlsing, Melanie Vigil, Erin Wendover, Amanda Kuster, Jessie Gramm, Dylan Cooper, Marty Martinez, Rachel Stevens, Richard Raridon, Shelby Kennedy, Cary Berry-Smith, Erin Olsen, Erik Kahl, & Leanna Flaherty.

NEW ITEMS

- **Campus Pause Update (Ryan):** The Campus Pause was triggered by having 5 symptomatic COVID cases in one day... and last night we continued to confirm more cases. The pause will last 5 business days, 7 days total, during which we try to limit the spread of the virus. The presence of 5 confirmed cases suggests we actually have 20-25 cases, but just don't know about some of them, and that is the number that is considered more containable. Those numbers fall primarily within the FSL community, though are not necessarily connected to one specific gathering which suggests there is crossover into the community. We are working with chapters to try and limit the spread as much as we can. We should not blame the FSL community, though it is currently concentrated there. We have determined that bridge testing has to continue during this time so the Union has to stay open (because that is how we know if there is spreading); but the various entities within the Union are not to be open (other than the University Store). By the way, we likely won't come out of a pause if we can't contain the spread (though students would be able to stay on campus if they have already moved in) and we might have to move online fully. Either way, we will NOT be back at work on campus before next Thursday. For those who were here and engaging on campus already, we continue to stay in this space during the pause mostly fielding phone calls... and the food pantry is staying open for now as well... everyone else is remote.
    - From Jessie Gramm to Everyone – 10:20 AM Hours were supposed to switch on Monday to our Fall hours meaning we would be open until 10. I do not think that we will be needing to be open that late.
        - Ryan – Let's not stay open late at all.
        - Jessie – We can just keep our Phase 1 hours. What should I do about the weekend during the pause?
        - Ryan – Let's talk about this more offline, but I think we could mirror what we are doing with the pickup window.
    - From Rachel Stevens to Everyone: 10:22 AM I'll make new hours posters. Again. Store is doing pickup 8-4:30, so no worries there.
    - Erik – Ryan, can we connect about testing hours offline as well?
        - Ryan – Yes.
    - Ryan – So, what are we communicating to students? The faculty part is pretty clear – we are just continuing with the online learning. We are also trying to get the message to students encouraging them to try and stay in a pod. For example, with the chapter houses, those students are the pod. Students living in the halls should only socialize with their floors. Students living in the campus apartments should socialize only with their housemates. They should be limiting contact with only folks they would see anyway. This is shelter in place, not quarantine.

        - From Jess (they/them) to Everyone – 10:25 AM Students are clearly expected to shelter in place. Are staff as well?
            - Ryan – If we are telling students to shelter in place, we should be doing that too, but, you know, if there are safe things like going on hike, that is fine. Just make sure what we do as staff is in alignment with what we are asking students to do… think about what message we are sending with our own behavior.
    - Erik – I think the message is lost on a lot of the students because they may not have even read the email. They don't seem to understand what the campus pause and shelter in place means. We need to get more info out.
        - Ryan – Institutional Marketing is currently working on something. We should also use our social media channels to get info out there. If students really want an on campus experience, they are going to have to do the things that help make that happen. We are all very invested in avoiding a large outbreak in the community, regardless of whether or not we end up going fully online.
    - James – We are still working Monday, right?
        - Ryan – yes, we are still working.
    - From Jess (they/them) to Everyone – 10:33 AM Backtracking to get clarification on an earlier part of the conversation: phase 2 has generally been pretty unclear to me in terms of testing and absolute confirmation that CSIL staff is indeed in that pool… but that frustration aside, does phase 2 testing start on Monday, or is it going to start on Thursday (assuming we get out of the pause)? Is phase 2 effectively the same as bridge testing?
        - Erin – Echoing Jess's question in the chat: In terms of the testing, for those on the list to be tested, how will that happen?
            - Ryan – Basically everyone is in on that list, so go ahead and schedule a time when you get the email.
            - Erin – There is some fuzziness around people who are getting tested… we originally thought it was just people who don't have private offices.
            - Ryan – I saw the list and it is supposed to be everyone in CSIL, including any students that you had listed in the work plan. If you get that email, select a time and go ahead and test. That being said, we will wait for further info to emerge as we approach the end of the pause.
    - Ryan – we are still technically in Phase 2 as of Monday but our Phase 2 plan won't really be implemented until the pause is over… so it is just delayed. I also just want to acknowledge how frustrating that this is, the constant changing on a dime… this is really hard and completely exhausting. I am empathetic and I am sorry that you all have to go through this. There is so much pressure… but I would rather make the decision last minute to keep everyone safe, if needed.
    - From Erik Kahl to Everyone – 10:42 AM We have several contracts that were executed that we are holding and we are reluctant to risk adding more to that since we will still have to honor them or pay them out. The greater novelty things are contract-based. Offering for perspective.
    - Erik – Also, I just want to pass on that, overwhelmingly, parents have been very understanding and accommodating and appreciate us taking safety into account. I

just want folks to know that because sometimes we only see the angry comment on Facebook.
    - Ryan – The people at the top are trying to do what they can to keep staff and students and faculty as safe as we can.
    - Erin – Are there other areas we need to be thinking about beyond programming and events… maybe we need to shift toward support and checking in with our students, etc.?
        - Ryan – I think it is ok to start thinking about how we might support students if we do go virtual. It is possible we won't come out of the pause… we might not end up holding in person events and I know it is going to be hard to sit through these 7 days before we get an answer.
            - From Jess (they/them) to Everyone – 10:56 AM Isolation and food security are my worries in the immediate for students. Just to emphasize the food share pantry as a resource.
            - From Melanie Vigil to Everyone – 10:57 AM Could there be a partnership with Feeding Laramie Valley in terms of acquiring funding for the pantry? Not sure, just a thought! I'm sure that committee has already thought of that.
            - Ryan – Keep coming with the ideas. We could use more help with the pantry because our welfare coordinator has resigned.

- **Involvement Fest 9/17 @ 4-7 (Erik):** We should be able to accommodate 120 of the Student Organizations. We are working with Degy to create this virtual experience. You create a personal avatar and then "walk" though areas to explore different offerings and there are also areas where folks can have conversations on the side. We want to provide an opportunity for each area of CSIL to participate, if interested, since we can't table like we normally would. You can have one of these virtual booths on this program. If you want that booth please let me know by the end of tomorrow and I will get you listed. I will be in need of volunteers to work the information booth "out front" that I want staffed Sept 17th 4-7pm. I think perhaps I will break it into two shifts with folks working 1.5 hours of the shift. These people will help guide folks to where they want/need to go. I will follow up with an email.

- **Marketing Requests (Rachel):** From Rachel Stevens to Everyone: 11:06 AM – Graphic design help is available via this link: https://forms.office.com/Pages/ResponsePage.aspx?id=rdfN-V2CAUaOnKMl4C1S2s52Kn7bfC5Aqzxj7hSF4l1UN1gxSkQ4NzA1R0FYNFY1UFI3SDA4VERJNC4u

- **Any Other Updates?**
    - **Leanna** – Reminder and clarification regarding the information Jeremy requested each area send to me for compilation. (Note: follow up email also sent.)
    - **Jessie's (in person) farewell party will have to be canceled due to the campus pause.**

END OF MEETING.

From: RoseMarie London
Sent: Friday, September 04, 2020 10:50 AM
To: Kermit C Brown;Neil David Theobald;Brad LaCroix;Gregory K. Brown;Kimberly Chestnut Steich;David Fall;Laura Schmid-Pizzato;Tami B. Benham-Deal;Tara Evans;David Nathaniel Jewell;Katy Hudson;Aneesa Anne McDonald;Fawn N. Killion;Rudiger Theodor Michalak;Edward Seidel;William H. Mai;Mary L. Ivanoff;Melanie Tanja Drever
Subject: CANCELLED: Trustees COVID-19 Ad Hoc Task Force

Members,
The Trustees COVID-19 Ad Hoc Task Force has been cancelled today. Meetings will resume next Friday, September 11.

Thank you.
RoseMarie

From: Toi M. Geil
Sent: Friday, September 04, 2020 11:23 AM
To: Kimberly Chestnut Steich;Mary Beth Bender;Nycole Rae Courtney
Subject: UCC services

Hello Kim, Mary Beth, and Nycole,
I just want to let you all know there seems to be confusion on the COVID hub webpage - student frequently asked pause questions- about what counseling services are available – the psychology clinic is listed but not the UCC (http://www.uwyo.edu/alerts/campus-return/pause-faq.html - Will there be student services? – answer - Student support services such as the Student Health Services and Psychology Clinic will remain open and available by appointment. Scholarships and Financial Aid; Office of the Registrar; Advising, Career, Exploratory Studies Center (ACES); Student Educational Opportunity(SEO); the Office of Graduate Education will shift to virtual support but will still be available.) There needs to be a statement that the "University Counseling Center is open and providing counseling and crisis intervention services through telemental health appointments. Students may call the UCC at (307) 766-2187 for more information or to set up an appointment." Dr. Brionez sent an e-mail to the COVID Response team asking that the UCC be added to the list of resources. Please let the everyone you all working with know that the UCC is taking phone calls and available to students.
Sincerely,
Toi

Toi M. Geil, Ph.D.
Director
University Counseling Center
341 Knight Hall
University of Wyoming
Laramie, Wyoming 82071

(307) 766-2187
tgeil@uwyo.edu

This e-mail account is not monitored on a constant basis. If you need a timely response, please call 766-2187. If you have an urgent mental health concern after-hours, please call 766-8989. If you have a life threatening emergency, please call 911.

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From: Chad R. Baldwin
Sent: Friday, September 04, 2020 11:34 AM
To: Anne M. Alexander;Kyle Moore;Kimberly Chestnut Steich
Subject: release/message
Attachments: withdrawal.message2.docx

All:

Attached is my best effort to capture what was just discussed. Please feel free to make changes.

Thanks!

Chad Baldwin
Associate Vice President for Marketing and Communications
University of Wyoming

Laramie, WY 82070
Main Office 307-766-2929
Direct 307-766-2929
[redacted]
Fax 307-766-6729
cbaldwin@uwyo.edu

Process Allows UW Students to Withdraw After Deadline

Sept. 3, 2020 – The course add/drop deadline for the fall semester at the University of Wyoming was Wednesday, but students still have the opportunity to withdraw and receive a full refund of tuition and fees.

Those wishing to do so can email the UW Dean of Students Office at DOS@uwyo.edu.

"We understand the complexity of the situation created by COVID-19 and our need to pause at this time, and we are responding by allowing students extra time to request a full refund if they choose to withdraw up until Sept. 13," Interim Provost Anne Alexander says.

Before students request a withdrawal, they're encouraged to view the resources available here. These are designed to help students throughout their UW careers but may be especially helpful now.

The five-day pause to the fall return plan will end Wednesday, Sept. 9, when President Ed Seidel will determine next steps, such as returning to the phased fall return plan or shifting to a fully virtual environment.

"With that in mind, you may want to wait until the pause has ended to make your decision," Alexander says. "But, if you are interested in withdrawing after the drop/add deadline, please complete the withdrawal request form through the Dean of Students Office."

From: Edward Seidel
Sent: Friday, September 04, 2020 12:12 PM
To: Kimberly Chestnut Steich
Cc: Mary L. Ivanoff
Subject: Fwd: Possible Meeting

Hi Kim, can you possibly get a response to [redacted] I don't know the plans.

Mary, I would like to organize a zoom session maybe not with just [redacted]ut perhaps with a small group of students who have written. There was, among others, a student interested in the mentoring Idea as well. Let's discuss a good way to handle this.

Ed

Sent from my iPhone

Begin forwarded message:

From: [redacted]
Date: September 4, 2020 at 11:45:10 AM MDT
To: Edward Seidel <Edward.Seidel@uwyo.edu>
Subject: Possible Meeting

Hello President Seidel,

My name is [redacted] and I am a transfer student in my junior year of college attending UW. My request is simple: I would like to set up a meeting with you, either in person or via ZOOM, to discuss campus opening things such as Half Acre. I know that there is really no set date for Half Acre to reopen, but I was TRYING to contact several different departments to see if I could get an idea of when it might. This was done to no avail. I called during business hours and the phone was never picked up. I would like to discuss with you the sooner reopening of Half Acre and other things of the same sort. There are other colleges, such as Boise State and UM Bozeman, who have about completely reopened campus, including their workout facility. I know that I am not alone when I say that it is incredibly frustrating to be paying to be able to use Half Acre, yet not be able to use it and to not even be able to receive information of when it might reopen. Please get back to me and have a good day. Thank you.

[redacted]

From: Mary Beth Bender
Sent: Friday, September 04, 2020 12:43 PM
To: Kimberly Chestnut Steich;Nycole Rae Courtney
Cc: Holly Bowlds
Subject: Friday COVID testing

Kim,
Just so you are aware...the Wyoming Public Health lab is closed for the holiday on Monday, and as such is not accepting any test samples after 5:45pm today so that they can process what they have over the weekend. I am driving our test samples over to the state lab in Cheyenne at the end of the day today, but in order for the nursing staff to complete all the necessary paperwork, we will not be able to collect any more state samples after 4pm. This impacts even our rapid testing, because we have to collect a state swab along with the rapid test swab. The reason for this is that if the rapid test is negative, we have to send a confirmatory swab to the state (and we have had negatives on the rapid test that were positive on the state test); and if the rapid swab is positive, the state needs to run an epidemiology test on that positive to determine the strain of the virus.
So...ideally we cut off testing at 4pm, but given the likelihood we will have students call wanting to be seen and tested right up to 5pm today, we have 2 options:

1. We can stick to the 4pm cutoff, framing it as a state lab issue beyond our control.
2. We can do the rapid test, but they will have to come back on Monday for another swab, as we can't collect the second swab today and have it sit over the weekend, because it won't be any good by the time we can ship it out on Monday.

Either option risks upsetting people, and with the second option, we run the risk of people not coming back on Monday (and potential false negatives running around this weekend). I know we're treading political waters very carefully right now, so wanted to get your thoughts on which option you are most comfortable with, and have you aware in the event of any backlash.

Mary Beth Bender, MS, APRN, FNP-C
Director & Primary Care Nurse Practitioner
University of Wyoming Student Health Service
307.766.2130 (phone)
307.766.2711 (fax)
http://www.uwyo.edu/sher

Pronouns: she/her/hers

If you are a UW student and need to communicate with me about personal medical concerns or questions, please contact me through the secure patient portal: http://patientportal.uwyo.edu

THIS E-MAIL, INCLUDING ANY ATTACHMENTS, IS FOR THE SOLE USE OF THE INTENDED RECIPIENT AND MAY CONTAIN CONFIDENTIAL AND PRIVILEGED INFORMATION. ANY UNAUTHORIZED REVIEW, USE, DISCLOSURE, OR DISTRIBUTION IS PROHIBITED. IF YOU ARE NOT THE INTENDED RECIPIENT, PLEASE CONTACT THE SENDER BY E-MAIL AND DESTROY ALL COPIES OF THE ORIGINAL MESSAGE.

From: Chad R. Baldwin
Sent: Friday, September 04, 2020 1:30 PM
To: Mary L. Ivanoff;Kimberly Chestnut Steich
Subject: RE: prez message
Attachments: prez.message.9.4.docx

Edited version attached. Mary, does the president still need to approve it?

Chad

From: Mary L. Ivanoff <MIvanoff@uwyo.edu>
Sent: Friday, September 4, 2020 1:24 PM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Chad R. Baldwin <cbaldwin@uwyo.edu>
Subject: RE: prez message

My changes attached. I wish we could shorten it but I just couldn't find a way. (Only because I would like people to read it all)

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Friday, September 4, 2020 12:39 PM
To: Chad R. Baldwin <cbaldwin@uwyo.edu>; Mary L. Ivanoff <MIvanoff@uwyo.edu>
Subject: Re: prez message

I made one grammatical change and added a comment on not stating that all cases seems related to the two parties, as of today that does not seem to be the case.
Happy to talk if needed.

From: "Chad R. Baldwin" <cbaldwin@uwyo.edu>
Date: Friday, September 4, 2020 at 11:48 AM
To: "Mary L. Ivanoff" <MIvanoff@uwyo.edu>
Cc: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: prez message

Mary:

Attached is a draft message from the president. I'm copying Kim to make sure I've accurately described the details of what folks should and shouldn't do.

Thanks!

Chad Baldwin
Associate Vice President for Marketing and Communications
University of Wyoming

Laramie, WY 82070
Main Office 307-766-2929
Direct 307-766-2929
[redacted]

Fax 307-766-6729
cbaldwin@uwyo.edu

A Crucial Weekend for Our University

Dear members of the UW community:

Most years, the Labor Day weekend provides an extra day of respite at the start of the fall semester, helping ease the transition to the academic year while enjoying time with family and friends and engaging in a wide variety of activities.

Unfortunately, that's not the case this year.

Because of our compressed fall semester, Monday, Sept. 7, is an instructional day for our students and faculty members, and a regular work day for our staff. In addition, it comes in the middle of a five-day pause to our phased fall return plan, triggered by an increase in COVID-19 cases among our students on campus and in Laramie.

There is no question that these are stressful times for all of us. i do not want to add to that stress, but I'm writing to let you know how crucial this weekend is for us to return to our phased return plan -- and have a chance at achieving our goal of bringing everyone back to campus Sept. 28 for eight weeks of in-person experiences. Everything we have done has one goal, and that is to be able to safely provide an in-person campus experience for the UW community.

This morning, I took part in a webinar with presidents and top administrators from over 1,000 universities across the country. Vice President Mike Pence and Dr. Deborah Birx, the White House coronavirus response coordinator, were among the participants. The discussion was wide-ranging and detailed, but the key message that emerged for me was Dr. Birx's admonition to all of us: Tell your students on or near campus to not go home to their families over Labor Day weekend. If you do, even though you may be feeling fine, you risk exposing your more vulnerable family members to COVID-19.

I'm repeating that message here and fervently hoping you will seriously consider limiting your travel and exposure during Labor Day weekend. I also am adding a little more for all members of the UW community. For us to have a chance to come out of our pause next week, we simply cannot do things this weekend that would increase the potential for a further outbreak among our students, employees and the Laramie community. We must be smart and follow the restrictions and guidelines that are part of our pause plan.

What does that mean? Don't go to large gatherings. Only spend time with people in your "pod" -- for students in the residence halls, those people are those who live on your same floor; for everyone else, it's the people with whom you live.

Going outdoors is fine, as long as you do it in small groups of 2-3 people who are part of your pod. In fact, this weekend could be a great opportunity to enjoy the natural wonders surrounding our community, before the unseasonably cold, wet weather expected to arrive early next week. But avoid stopping at the store to and from your excursion, if at all possible. If there are other people around, mask up and keep your distance. By all means, don't organize or go to parties or get-togethers where COVID guidelines -- such as distancing and wearing of face protection -- aren't being observed.

If you go to church, please wear a mask and keep your distance. If you have a job and don't get the weekend off, follow the COVID guidelines at your workplace.

For those younger than people of my generation, there's a temptation to think COVID-19 isn't a big deal. But our experience of the past week at UW shows otherwise. A number of our students who were infected after attending off-campus parties are now quite ill; in fact, one of them was transported to the emergency room last night.

We're working hard to get a handle on the magnitude of the outbreak that prompted the pause. If no other outbreaks occur, we may very well be in a position to get back on track next week.

The president of Notre Dame reported in this morning's meeting that his university successfully emerged from a pause after an outbreak and now has only a small number of positive cases each day, because students and employees changed their behaviors.

Please know that I understand your frustration at everything being thrown at you this year. Also know how much I appreciate the efforts of so many to weather these stormy times. The UW Cowboy values of resilience, courage and consideration for others will carry us through, if we all make the commitment to flex them -- this weekend and beyond.

Sincerely,

Ed Seidel, President

From: Edward Seidel
Sent: Friday, September 04, 2020 2:23 PM
To: Mary L. Ivanoff
Cc: Chad R. Baldwin;Kimberly Chestnut Steich
Subject: Re: Message about Labor Day Safety
Attachments: prez.message.9.4 (002).docx

Importance: High

I made a few revisions with change tracking on…very nice job! Please take a look and correct or improve any changes I made and then it will be ready to go.

Ed

> On Sep 4, 2020, at 1:52 PM, Mary L. Ivanoff <MIvanoff@uwyo.edu> wrote:
>
> President Seidel
> Could you review quickly – this is the message about safety over Labor Day.
>
> Thank you,
> Mary
> <prez.message.9.4 (002).docx>

Edward Seidel
President, University of Wyoming
Edward.Seidel@uwyo.edu

A Crucial Weekend for Our University

Formatted: Left: 0.75", Right: 0.75"

Dear members of the UW community:

Most years, the Labor Day weekend provides an extra day of respite at the start of the fall semester, helping ease the transition to the academic year while enjoying time with family and friends and engaging in a wide variety of activities.

Unfortunately, that's not the case this year.

Because of our compressed fall semester, Monday, Sept. 7, is an instructional day for our students and faculty members, and a regular work day for our staff. In addition, it comes in the middle of a five-day pause to our phased fall return plan, triggered by an increase in COVID-19 cases among our students on campus and in Laramie.

There is no question that these are stressful times for all of us. I do not want to add to that stress, but I'm writing to let you know how crucial this weekend is for us to return to our phased return plan -- and have a chance at achieving our goal of bringing everyone back to campus Sept. 28 for eight weeks of in-person experiences. Everything we have done has one goal, and that is to be able to safely provide an in-person campus experience for the UW community.

This morning, I took part in a White House webinar ~~webinar~~ event with presidents and top administrators from hundreds of ~~over 1,000~~ universities across the country. Vice President Mike Pence and Dr. Deborah Birx, the White House's national ~~White House~~ coronavirus response coordinator, were among the participants. The discussion was wide-ranging and detailed, but the key message that emerged for me was Dr. Birx's ~~admonition~~ exhortation to all of us: ~~Tell~~ Ask your students on or near campus ~~to~~ not to go home ~~to their families~~ over Labor Day weekend. We have had infections on campus---enough that we have gone into a 5-day pause---and we are still assessing the extent of the outbreak. You could be infected, and ~~if~~ If you were to go home~~do~~, even though you may be feeling fine, you could ~~you~~ risk exposing your more vulnerable family members to COVID-19.

I'm repeating that message from Dr. Birx here and fervently hoping you will seriously consider limiting your travel and exposure during Labor Day weekend. I also am adding a little more for all members of the UW community. For us to have a chance to come out of our pause next week, we simply cannot do things this weekend that would increase the potential for a further outbreak among our students, employees and the Laramie community. We must be smart and follow the restrictions and guidelines that are part of our pause plan.

What does that mean? Don't go to large gatherings. Only spend time with people in your "pod" -- for students in the residence halls, those people are those who live on your same floor; for everyone else, it's the people with whom you live.

Going outdoors is fine, as long as you do it in small groups of 2-3 people who are part of your pod. In fact, this weekend could be a great opportunity to enjoy the natural wonders surrounding our community, before the unseasonably cold, wet weather expected to arrive early next week. But please avoid stopping at the store to and from your excursion, if at all possible. If there are other people around, mask up and keep your distance. By all means, don't organize or go to parties or get-togethers where COVID guidelines -- such as distancing and wearing of face protection -- aren't being observed. Our analysis shows that the current outbreak has been driven in part by a small number of parties where unsuspecting infected people were present.

If you go to church, please wear a mask and keep your distance. If you have a job and don't get the weekend off, follow the COVID guidelines at your workplace.

For those younger than people of my generation, there's a temptation to think COVID-19 isn't a big deal. But our experience of the past week at UW shows otherwise. A number of our students who were infected after attending off-campus parties are now quite ill; in fact, one of them was transported to the emergency room last night.

We're working hard to get a handle on the magnitude of the outbreak that prompted the pause. If no other outbreaks occur, we may very well be in a position to get back on track next week.

The president of Notre Dame reported in this morning's meeting that his university successfully emerged from a pause after a seriousn outbreak and now has only a small number of positive cases each day, because students and employees changed their behaviors.

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Please know that I understand your frustration at everything being thrown at you this year. Also know how much I appreciate the efforts of so many to weather these stormy times. The UW Cowboy values of resilience, courage and consideration for others will carry us through, if we all make the commitment to flex them -- this weekend and beyond.

Sincerely,

Ed Seidel, President

From: Danika Roanne Salmans
Sent: Friday, September 04, 2020 3:05 PM
To: Chad R. Baldwin;Brant A. Schumaker;[redacted];RoseMarie London
Cc: [redacted]Nycole Rae Courtney;Tara Evans;Tami B. Benham-Deal;[redacted]Tom Koczara;Ryan McGarry Dinneen O'Neil;Kimberly Chestnut Steich;Mary Beth Bender;Jennifer Dawn Chavez;William Timothy Wiseman;Curtis Cannell;Mary L. Ivanoff;Will Laegreid;Jeffery D Lang
Subject: COVID Dashboard for FRI 9/4

Below is the FRIDAY 9/4 Update from the COVID HUB -

New cases today = 20 (Data was pulled from Vault up through 12:00pm on 9/4/2020)

- 12 – symptomatic – externally tested
- 6 – asymptomatic – Bridge or Vault testing
- 2 – asymptomatic – externally tested as a part of quarantine due to 1st degree exposure

Active Cases = 47

- 10 students living on-campus
- 37 students living off-campus positive cases
- 0 employees living off-campus positive cases

Monitoring cases = 12 for symptoms and awaiting test results

- 12 are students and are being tested by Student Health

14 Day Quarantine due to exposure to a positive = 98

- 14 : On Campus - 14 Day Quarantine
- 84 : Off Campus - 14 Day Quarantine

Recovered from COVID Positive = 66

- 66 : Recovered COVID Positive Cases

Released from 14 Day Quarantine/Monitoring = 34

- 34: Released from 14 Day Quarantine/Monitoring

TOTAL COVID Cases = Active cases + Recovered Cases = 113

TOTAL Tests Run by Vault (Pre Return) = 12,862

TOTAL Tests Run by Vault Bridge Testing = 1,574

Test Reports of Positives

	9/1	9/2	9/3	9/4
Vault		1		3
Bridge		1	2	1
External/Symptomatic	5	9	6	3
External/Asymptomatic	1		1	1

From: Chad R. Baldwin
Sent: Friday, September 04, 2020 4:27 PM
To: Brant A. Schumaker;Edward Seidel
Cc: Danika Roanne Salmans;Kimberly Chestnut Steich
Subject: RE: covid update
Attachments: pause.update2.docx

Thanks, Brant. Numbers adjusted in the attached. Is your quote OK?

Chad

From: Brant A. Schumaker <theschu78@gmail.com>
Sent: Friday, September 4, 2020 4:20 PM
To: Chad R. Baldwin <cbaldwin@uwyo.edu>; Edward Seidel <Edward.Seidel@uwyo.edu>
Cc: Danika Roanne Salmans <dsalmans@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: Re: covid update

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The report shows 20 new to us, but for today "at least 8". Danika has her numbers split out by the test report date. Many of these cases came in after hours yesterday and others were cases we received from the state that were not in our system yet.

On 9/4/2020 3:54 PM, Chad R. Baldwin wrote:

> Ed and Brant:
>
> Attached is a draft today's pause update. I've suggested a quote from you, Brant.
>
> Please let me know if it looks OK.
>
> Thanks!

Chad Baldwin
Associate Vice President for Marketing and Communications
University of Wyoming

Laramie, WY 82070
Main Office 307-766-2929
Direct 307-766-2929
[redacted]
Fax 307-766-6729
cbaldwin@uwyo.edu

--
Brant Schumaker DVM, MPVM, PhD
Associate Professor/ Veterinary Epidemiologist
University of Wyoming
1174 Snowy Range Road
Laramie, WY 82070
theschu78@gmail.com
O: (307) 766-9970

Active COVID-19 Cases at UW Rise to 47 Ahead of Labor Day Weekend

September 4, 2020 – The University of Wyoming reported a significant increase in cases of COVID-19 infection this week, with at least eight new cases today (Friday) and a total of 34 in the past four days.

That brings the number of active cases among the UW community to 47 -- 10 students living on campus and 37 students living off campus. There are no active cases involving UW employees.

New cases reported over the past two days included 12 students exhibiting symptoms of the disease and eight who were asymptomatic. Twelve more students are being monitored for symptoms and awaiting test results. The university paused its phased fall return plan after seven symptomatic students tested positive Wednesday.

"Some of these new cases don't appear to be connected with the two off-campus gatherings that were responsible for most of the cases earlier this week," says UW epidemiologist Brant Schumaker, who is directing the university's testing program. "That raises concerns about possible community spread, which would make it more difficult for us to come out of the pause and resume our fall return plan."

Six students diagnosed with the virus are isolated in on-campus housing; the others are isolating off campus. With the new cases, the number of people in 14-day quarantine because they had been in close contact with infected individuals rose from 72 Thursday to 98 today.

The total number of COVID-19 cases among UW students and employees since the pandemic began is 113.

In a message to the UW community today, President Ed Seidel expresses hope for a resumption of the phased return plan but says it likely will depend upon whether students and employees adhere to the restrictions of UW's pause plan over Labor Day weekend.

"I'm writing to let you know how crucial this weekend is for us to return to our phased return plan -- and have a chance at achieving our goal of bringing everyone back to campus Sept. 28 for eight weeks of in-person experiences. Everything we have done has one goal, and that is to be able to safely provide an in-person campus experience for the UW community," Seidel writes. "For us to have a chance to come out of our pause next week, we simply cannot do things this weekend that would increase the potential for a further outbreak among our students, employees and the Laramie community."

Seidel also notes that some of the students infected with the virus are experiencing serious symptoms.

"For those younger than people of my generation, there's a temptation to think COVID-19 isn't a big deal. But our experience of the past week at UW shows otherwise," he writes. "A number of our students who were infected after attending off-campus parties are now quite ill; in fact, one of them was transported to the emergency room last night."

While the hospitalized student and those in isolation and quarantine are receiving support from the university, the Dean of Students Office is conducting an inquiry into last weekend's gatherings -- where COVID safety measure reportedly were not followed -- with the intent of pursuing student conduct proceedings. Students hosting or attending such gatherings will be placed on interim suspension from the university and will have their campus access temporarily restricted. Students who are placed on interim suspension may not attend classes until their student conduct cases are resolved. Additionally, all students involved who attend these gatherings will be referred to the Dean of Students Office for conduct proceedings. Possible conduct outcomes include probation, suspension and dismissal from the university.

The COVID contingency plan previously approved by UW's Board of Trustees directs that five or more positive tests of symptomatic individuals among UW students and employees in Laramie in a single day would prompt a pause of five business days. By the end of that period Sept. 9, Seidel will determine next steps, such as returning to the phased fall return plan or shifting to a fully virtual environment.

UW's fall semester classes began Aug. 24 with online course delivery under the university's phased return plan.

More information about the pause is available at www.uwyo.edu/campus-return, which is being updated as information becomes available. During the pause, the university plans to provide daily email updates on the latest developments. Those with questions may also call 307-766-COVD (2683) or email COVID19@uwyo.edu.

From: Neil David Theobald
Sent: Friday, September 04, 2020 5:33 PM
To: Kimberly Chestnut Steich;Alex Kean
Subject: Re: COVID testing

Any time. I hope you both have restful weekends.

Neil

Get Outlook for Android

From: Alex Kean <AKEAN@uwyo.edu>
Sent: Friday, September 4, 2020 4:17:05 PM
To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Neil David Theobald <Neil.Theobald@uwyo.edu>
Subject: Re: COVID testing

Just talked to Rep. Brown and he would like to visit on Monday. Let me know what time works best and I will get a zoom scheduled.

Alex Kean

> On Sep 4, 2020, at 2:36 PM, Kimberly Chestnut Steich <k.chestnut@uwyo.edu> wrote:
>
> Same, I can do any day next week.
> Kim
>
> On 9/4/20, 2:11 PM, "Neil David Theobald" <Neil.Theobald@uwyo.edu> wrote:
>
> I am around all week
>
> -----Original Message-----
> From: Alex Kean <AKEAN@uwyo.edu>
> Sent: Friday, September 4, 2020 2:11 PM
> To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
> Cc: Neil David Theobald <Neil.Theobald@uwyo.edu>
> Subject: Re: COVID testing
>
> I have not heard back from Rep. Brown about meeting at 3:30. I emailed and left him a voice message at 2:00. We may have to wait until next week.
>
> On 9/3/20, 10:30 PM, "Alex Kean" <AKEAN@uwyo.edu> wrote:
>
> Kim,
> Can we connect first thing tomorrow morning to discuss reaching out to Rep. Brown?
>
> Alex Kean
>
>> On Sep 3, 2020, at 9:15 PM, Kimberly Chestnut Steich <k.chestnut@uwyo.edu> wrote:
>>
>> Ed,
>> I can take care of both steps. Student Health operates within Student Affairs. I emailed the director immediately after

the presentation and noted that there is no instance where we will turn away a student who is requesting COVID related care. I can also follow up with Representative Brown.
>> Thanks,
>> Kim
>>
>> On 9/3/20, 8:44 PM, "Edward Seidel" <Edward.Seidel@uwyo.edu> wrote:
>>
>> Dear all, We had an incident today (or yesterday) where a symptomatic student athelete who needed a Covid test was turned away because he apparently had not paid a student health fee. This led to a number of exposures (including a coach who is now quarantined if I got that right), as well as a legislator who had an understandable and very strong reaction when Kim and I were being questioned about it. I think I tied it up by saying it would not happen going forward but I think we need to do two things: (a) write to the legislator and committee chair and (b) make sure this does not happen again.
>>
>> I don't know more details but would like to make sure we take appropriate actions to address. I'm not even sure what reporting line this comes up through...can you all advise the right action here?
>>
>>
>> Thanks,
>> Ed
>>
>>
>> Sent from my iPhone
>>
>
>
>
>

From: Mindy R. Peep
Sent: Saturday, September 05, 2020 7:28 AM
To: Kimberly Chestnut Steich;Nycole Rae Courtney
Cc: Jennifer Petty
Subject: Residence hall question

Good morning, Kim and Nycole -

I am so sorry to interrupt your weekend, but had a question come through Facebook that was a bit time sensitive.

Are students going to be required to move out of the halls if we go entirely online before the 4th phase for any reason? I know that was the case in the spring, but I didn't want to mislead her. Please let me know if you have any questions for me, thanks!

This is her full question:

Hi. We're planning on moving our son into the dorms this weekend. However, we have an important question we're hoping you can answer. If the Pause ends and UW determines it must go entirely to online classes, will students in the dorms have the option of staying in the dorms, under Covid-safe protocols, while taking their online classes, or will they be required to return to their hometowns? Knowing the answer to this will help us have more clarity about the decision to move him into the dorms this weekend. Thank you.

Sent from my iPhone

From: Libby Thorson <info@signupgenius.com>
Sent: Saturday, September 05, 2020 5:04 PM
To: Kimberly Chestnut Steich
Subject: Reminder for UW Move-in COVID Test Verification Stations

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

SignUpGenius Group Organizing Made Easy

Reminder

Hi, Kimberly Steich! This email is to remind you that you are signed up for the following slot(s) on "UW Move-in COVID Test Verification Stations":

- **Location B: McIntyre/Orr**
  09/06/2020, (Sun.) 8:00am - 10:00am MDT
  Phone Number: 267-614-1013
- **Location A: White/Downey/Tobin**
  09/06/2020, (Sun.) 10:00am - 12:00pm MDT
  Phone Number: 267-614-1013
- **Location A: White/Downey/Tobin**
  09/06/2020, (Sun.) 12:00pm - 2:00pm MDT
  Phone Number: 267-614-1013
- **Location B: McIntyre/Orr**
  09/06/2020, (Sun.) 2:00pm - 4:00pm MDT
  Phone Number: 267-614-1013

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From: aa-eepg@uwyo.edu on behalf of Chad R. Baldwin <cbaldwin@uwyo.edu>
Sent: Monday, September 07, 2020 1:57 PM
To: Tara Evans;aa-eepg@uwyo.edu;Brant Schumaker;Danika Roanne Salmans
Subject: Re: AA-EEPG - daily update
Attachments: pause.update.day3.docx; ATT00001.txt

Thanks, Tara. I added the option of possibly extending the pause to the language near the end. It's the first time I heard that is a possibility; none of the documents I've seen have specifically mentioned that as an option.

I also added a suggested quote from Brant.

Thanks.

Chad

From: Tara Evans <tevans15@uwyo.edu>
Sent: Monday, September 7, 2020 1:44 PM
To: Chad R. Baldwin <cbaldwin@uwyo.edu>; aa-eepg@uwyo.edu; Brant Schumaker <theschu78@gmail.com>; Danika Roanne Salmans <dsalmans@uwyo.edu>
Subject: RE: daily update

Chad:

I like it. I'm wondering if it would be helpful to have a quote about what the data might mean? Meaning, we have seen an increase of x magnitude, community spread, etc. You might need that from Brant or Will. Trying to give some indication that we may have to extend the pause.

Tara

From: aa-eepg@uwyo.edu <aa-eepg@uwyo.edu> **On Behalf Of** Chad R. Baldwin
Sent: Monday, September 7, 2020 1:37 PM
To: aa-eepg@uwyo.edu; Brant Schumaker <theschu78@gmail.com>; Danika Roanne Salmans <dsalmans@uwyo.edu>
Subject: AA-EEPG - daily update

All:

Attached is a draft of today's daily update. Please let me know if you see any issues.

Thanks.

Chad Baldwin
Associate Vice President for Marketing and Communications
University of Wyoming

Laramie, WY 82070
Main Office 307-766-2929
Direct 307-766-2929
Mobile 307-258-0307
Fax 307-766-6729
cbaldwin@uwyo.edu

THE WORLD NEEDS
MORE COWBOYS.

UW Reports 20 New COVID-19 Cases Over Labor Day Weekend

September 7, 2020 – The University of Wyoming reported 20 new cases of COVID-19 over the Labor Day weekend, nine of them students who were exhibiting symptoms of the infection.

That brings the number of active cases among the UW community to 67 -- 14 students living on campus, 50 students living off campus and three employees living off campus.

Of the new cases reported since Friday, seven came from UW's bridge testing program of employees and students on campus during Phase 1 of the university's phased fall return plan.

"We remain concerned that we're seeing more indications of community spread, which would make it more difficult for us to come out of the pause and resume our fall return plan," says UW epidemiologist Brant Schumaker, who is directing the university's testing program. "We are working to get a better handle on the sources and prevalence of the infections to gain a more complete picture of the situation on campus and in the community."

Some 117 people -- 22 on campus and 95 off campus -- are in 14-day quarantine because they were in close contact with people who tested positive. A total of 14 students are being monitored for symptoms and awaiting test results.

The total number of COVID-19 cases among UW students and employees since the pandemic began is 133.

An increase in the number of symptomatic people testing positive last week triggered a five-day pause to UW's fall return plan. By the end of that period Wednesday, Seidel will determine next steps, such as returning to the phased fall return plan; extending the pause to gather further information; or shifting to a fully virtual environment.

More information about the pause is available at www.uwyo.edu/campus-return, which is being updated as information becomes available. Those with questions may also call 307-766-COVD (2683) or email COVID19@uwyo.edu.

From: aa-eepg@uwyo.edu on behalf of Anne M. Alexander <AAlex@uwyo.edu>
Sent: Monday, September 07, 2020 2:14 PM
To: Joy B. Landeira
Cc: aa-eepg@uwyo.edu; [redacted]
Subject: Re: AA-EEPG - plan for next semester WLD events?
Attachments: ATT00001.txt

Joy, great question. We have, as you saw last week, issued guidance for scheduling course for the Spring, but I don't know how far other planning is at this point. Let's submit this to our COVID group.

From: Joy B. Landeira <jlandeir@uwyo.edu>
Sent: Monday, September 7, 2020 1:56 PM
To: Anne M. Alexander <AAlex@uwyo.edu>
Subject: plan for next semester WLD events?

Hi Anne, This is the time that our department begins planning for our annual World Language Day, normally held the first weekend of March. We held it in 2020 the week before spring break, and it was the largest event ever, over 400 participants from Wyo middle schools and high schools, plus their teachers and chaperones. We were so fortunate to host that many folks on campus without any issues just as the Corona Virus outbreak and the shutdown were happening.

I am writing now for your advice about what to do for March 2021. Do you anticipate that we will be able to host such a huge event in March 2021? Shall we try to do it virtually instead of in person? I can't foresee what UW's policy will be, and I don't know if you have made a policy yet for next semester. I would appreciate your input before we try to organize an on-campus event for next semester.
Thank you,
Joy Landeira
Dept Head, Modern and Classical Languages

From: Anne M. Alexander
Sent: Monday, September 07, 2020 4:22 PM
To: Mary L. Ivanoff;Neil David Theobald;Edmund J. Synakowski;Kimberly Chestnut Steich
Subject: RE: Topics for Executive Cabinet tomorrow

Topics to discuss – budget reduction updates, COVID over the holiday weekend. I'm hoping we have a Zoom link for tomorrow – between the pause and the #LaborDayBlizzard I will be wfh.
A

From: Mary L. Ivanoff <MIvanoff@uwyo.edu>
Sent: Monday, September 7, 2020 3:56 PM
To: Anne M. Alexander <AAlex@uwyo.edu>; Neil David Theobald <Neil.Theobald@uwyo.edu>; Edmund J. Synakowski <esynakow@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: Topics for Executive Cabinet tomorrow
Importance: High

Folks
Please send me your topics for tomorrow?
Thank you!
Mary

From: Amy R. Kopp
Sent: Monday, September 07, 2020 4:57 PM
To: Kenneth Dean Chestek;Adrienne B Freng;Albert E. Reiser;Alexandre Skiba;Ali Nejadmalayeri;Amanda R. Lehman;Andy Arnette;Anne M. Guzzo;Boyi Dai;Clifford J. Marks;Crystal A. Sieger;Dan Stanescu;Daniel R. Tekiela;David A. Bell;David McDonald;David Todd Anderson;Domen Novak;Erin J. Bush;Franz-Peter Griesmaier;Gabel Taggart;Ginger Paige;Grant Robert Bowman;James Wright Creel II;Janelle Krueger;Jeffrey C. Miller;John P. Hewlett;Judith Eleanor Pasek;Kara G. Pratt;Karen Bartsch Estes;Katie Christensen;Kit Stuart Freedman;Leslie Carol Waggener;Li Li;Lydiah W. Nganga;Margaret Kenway Haydon;Maria Kuznetsova;Marilyn Patricia Hall;Michael A. Urynowicz;Michael E. Harkin;Michael Gary Barker;Mike Borowczak;Nathan P. Clements;Neil Frank Humphrey;Paddington Hodza;Pejman Tahmasebi;Peter William Moran;Ray Stuart Fertig III;Rebecca Elaine Steele;Renee M. Laegreid;Roger H. Coupal;Rudiger Theodor Michalak;Scott L Lake;Steven L. Miller;Todd E Cornish;Treva Sprout Ahrenholtz;Valerie Marie Thompson-Ebanks;Warren K Crawford;William Christopher Cain;William Missouri Downs;Zachary J. Lebo;Anowar Islam;Bart Geerts;Benjamin Rashford;Billie J. Chapman;Brian Michael Sebade;Carolyn B. Anderson;Christine Elizabeth Wade;Cynthia Dawn Hughes;D. Claudia Thompson;Daniel M. Wall;Dilpuneet Singh Aidhy;D.J. Yocom;Gregg Cawley;Jacob R. Goheen;Jamie Snyder;Jason Thompson;Jeffrey D. Means;John O. Hoberg;Jonathan H. Fox;Joy B. Landeira;Katie Dongmei Li-Oakey;Kellie Chichester;Kenneth Warren Sims;Kenneth W Zheng;Kristina Hufford;Leena Dorothy Myran;Marcel Kornfeld;Mark Brandon Glover;Michael T. Griffith;Michelle P Green;Mohammad Piri;Peter C. Fine;Phillip J. Wille;Po Chen;Qin Zhu;Raechel Kaleki Cook;Ramesh Sivanpillai;Rochelle Anne McCoy;Ruben A Gamboa;Scott A Freng;Thorsten M. Janus;Yuri Dahnovsky
Cc: Andara Jessie Frasier;Anne M. Alexander;ASUW President;ASUW Vice President;Chad R. Baldwin;Edmund J. Synakowski;Emily Ann Monago;James C Ahern;Jeffrey S. Marsh;Kimberly Chestnut Steich;Kwanna Nechelle King;Kyle Moore;Mandy Jane Gifford;Mary L. Ivanoff;Neil David Theobald;Paula A. Whaley;Robert Aylward;RoseMarie London;Steven Frank Barrett;Tami B. Benham-Deal;Tara Evans;Tom Koczara;Ben Blalock;Alan Buss;Barbara Ann Rasco;Brent L. Pickett;Cameron H G Wright;Charles F. Mason;Daniel A Dale;David Eric Sprott;David J Mukai;David L Jones;David M. Bagley;Gary P. Beauvais;Gregory K. Brown;Ivan Gaetz;Jenna Min Shim;John Lad Koprowski;Kem P. Krueger;Klinton W. Alexander;Leslie Susan Rush;Michelle L. Hilaire;Peter A Parolin;Ryan McGarry Dinneen O'Neil;Sherrill Jeanne Smith;Teena J. Gabrielson;Tristan Wallhead;Warrie J. Means;Anthony Denzer;Bart Geerts;Bledar Bisha;Brian E. Toelle;Carl Pieter Frick;Cassandra Messersmith Kvenild;Chad Everett Hutchens;Christine Elizabeth Wade;Cindy Price Schultz;David Todd Anderson;Deborah McCarthy;Derek (Kines. & Health) Smith;Eric J. Wodahl;Isadora Anderson Helfgott;Jacquelyn L. Bridgeman;Jason F. Shogren;Jason S. Williford;Jean Anne Garrison;Jeffrey D. Hamerlinck;Jinke Tang;John E. McInroy;Joy B. Landeira;Kaijsa J. Calkins;Kelly Ann Kinney;Margaret Ann Wilson;Mark Guiberson;Mark Paul Leach;Mark Todd Clementz;Merav Ben-David;Naomi Louise Ward;Nicole Choi;Paul V.M. Flesher;Peter E. Thorsness;Ricki L. Klages;Ronn Joseph Smith;Ruben A Gamboa;Sandy Root-Elledge;Scott N. Miller;Scott Turpen;Sean M. McCrea;Stephen C. Boss;Susanna L. Goodin;Timothy J Robinson;Todd A. Surovell
Subject: Faculty Senate agenda 9-14-2020
Attachments: fs-agenda 9-14-20.pdf; minutes-5-4-20.pdf; ratification-chairs-fall-2020-21.pdf; ratification-members-fall-2020-21.pdf; senate schedule 20-21.pdf

Faculty Senators,
Attached is the agenda packet for the Faculty Senate meeting to be held **Monday, September 14, 3:30 to 5:30 p.m., via Zoom**--see link below and also included on the agenda. Newly-appointed senators will receive additional information this week.

[redacted]

Amy Kopp
Coordinator
Faculty Senate
facultys@uwyo.edu

UNIVERSITY of WYOMING

THE FACULTY SENATE
OF THE UNIVERSITY OF WYOMING

AGENDA

September 14, 2020

TO: Members of the Faculty Senate

FROM: Rudi Michalak, Chair of the Faculty Senate

RE: Faculty Senate Meeting, Monday, September 14, 2020, 3:30-5:30 p.m., via Zoom

[redacted]

I. Call to Order
Roll Call
Approval of the Agenda
Approval of the Minutes of May 4, 2020

II. Reports
- Chair's Report
- Staff Senate Report
- ASUW Report
- General Announcements

III. Address by President Seidel

IV. Ratification of Standing Committee Chairs and Members

V. Adjournment

VI. Executive Session

FACULTY SENATE
UNIVERSITY OF WYOMING
Laramie, Wyoming

Minutes of the Meeting
of
May 4, 2020

A regular meeting of the University of Wyoming Faculty Senate was called to order by Chair Ken Chestek at 3:10 p.m., on May 4, 2020, via the MaestroConference teleconference platform due to social distancing in place because of the COVID-19 pandemic.

Attendance was taken by viewing registrations and logons to the teleconference platform, and a quorum was reached.

Chair Chestek called for a motion to approve the agenda; motion made, seconded, and carried.

Chair Chestek called for a motion to approve the minutes of April 20, 2020; motion made, seconded, and carried.

It was approved to move the Chair's Report to the end of the meeting.

Provost Miller reported on transition working groups in place and search committees on pause. She reported that Incoming President Seidel asked all vice presidents and deans for analysis of where Academic Affairs and other divisions are and what priorities are. There was a question and answer period following her report.

Standing committee reports were distributed with the agenda for the: Academic Planning Committee, Academic Information and Technology Committee, Committee on Committees, Graduate Council, University Course Review Committee. Committee reports not received by the agenda deadline will be on file in the Faculty Senate office, when received.

Ratification of standing committee chairs; moved and seconded to ratify. Ratification carried.

Ratification of standing committee members; moved and seconded to ratify. Ratification carried.

Chair Chestek brought to the floor for discussion Senate Resolution 378, "Resolution in Support of General Counsel Proposed UW Regulations 2-121, *Change of Grades,* and 2-106, *Assignment of Grades*," and gave background and rationale for the proposed changes. Senator Barker moved to remove "and complaints" from Title E, Line 62. Senator Michalak asked for a friendly amendment that "complaints" in lines 66 & 67 also be removed. The friendly amendment was approved by Senator Barker and additionally to replace "complaints" with "appeals" in line 67. Discussion. A friendly amendment to remove "complaints" from Line 11 was accepted by Senator Barker. Motion approved. Senator Barker moved, and it was seconded, in Line 78 to change to "appeal." Motion carried. Senate Resolution 378, as amended, passed.

Senate Resolution 379, "Resolution on Bachelor of Applied Science Degree in *Career and Technical Education,*" was introduced and rationale given by Melissa Alexander, chair of the Academic Planning Committee and Leslie Rush, director of the School of Teacher Education, College of Education. Senator Barker moved to suspend the Faculty Senate rules in the Bylaws to consider this Resolution for second reading and approval now rather than wait until the fall semester for second reading. Motion seconded. Discussion. Motion carried by a two-thirds vote. Discussion on the Resolution. Senate Resolution 379 passed.

Chestek spoke to the issues undertaken over the past year representing the Faculty Senate, and thanked everyone for "turning on a dime" for having to do what needed to be done for courses to go online as a consequence of the shutdown due to the COVID-19 pandemic. He spoke about the COVID-19 working groups formed and the good work done by them. A shared governance task force was formed and has been actively seeking material and information throughout the year to present to the Board of Trustees. He remarked that it's been a pleasure to serve and thanked everyone for their support, and he handed over the gavel to Chair-Elect Michalak. Chair Michalak thanked Chair Chestek and will hand over the customary gift at a later date.

Moved, seconded, and carried to adjourn to executive session at 4:40pm.

Michael G. Barker, Secretary
Dated: September 7, 2020

Faculty Senate Standing Committee
Chair Nominees for
Senate Ratification for 2020-21 Term

Academic Information Technology Committee

Oksana Wasilik, UW-Casper

Budget Planning Committee

Jon Pikal, College of Engineering & Applied Science

Committee on Committees

Mark Guiberson, College of Health Sciences

Faculty Recognition & Development Committee

Courtney McKim, College of Education

Graduate Council

Tucker Readdy, College of Health Sciences

John Kambutu, College of Education

Library Council

Melissa Hunter, College of Health Sciences

Student Interaction Committee

Bryan Ricupero, University Libraries

University Reappointment, Tenure & Promotion Committee

Robert Schuhmann, College of Arts & Sciences

University Studies Committee

Kaijsa Calkins, University Libraries

Research Advisory Committee

Dan Wall, College of Agriculture

Faculty Senate Committee on Committees'
Standing Committee Member Nominees for
Faculty Senate Ratification

Academic Information Technology Committee

Jim Ward, College of Engineering & Applied Science, 3-year term
Nora Plant, American Heritage Center, 3-year term

Academic Planning Committee

Dennis Coon, College of Engineering & Applied Science, 3-year term

Budget Planning Committee

Michael Knievel, College of Arts & Sciences, 4-year term
Sam Kalen, College of Law, 4-year term

Committee on Committees

David Bagley, College of Engineering & Applied Science, 2-year term
Jenn Strayer, University Libraries, 2-year term

Faculty Academic Standards, Rights & Responsibilities Committee

Sam Kalen, College of Law, 2-year term

Faculty Recognition & Development Committee

Courtney McKim, College of Education, 3-year term
Ann Peck, College of Engineering & Applied Science, 3-year term
Noah Novogrodsky, College of Law, 3-year term

Research Advisory Committee

Dan Wall, College of Agriculture, 3-year term

UNIVERSITY of WYOMING

Faculty Senate
323 Merica Hall • Dept. 3961 • 1000 E. University Ave. • Laramie, WY 82071
(307) 766-5348 • fax (307) 766-5347 • e-mail: facultys@uwyo.edu • www.uwyo.edu/facultysenate

FACULTY SENATE
MEETING SCHEDULES
2020-2021

Faculty Senate meetings: 3:30 p.m. to 5:30 p.m.
Via Zoom

Fall Semester 2020	***Spring Semester 2021***
September 14	**January 25**
September 28	**February 8**
October 12	**February 22**
October 26	**March 8**
November 9	**March 29**
November 23	**April 12**
December 7	**April 26**
	May 10

From: Tara Evans
Sent: Monday, September 07, 2020 10:43 PM
To: Tami B. Benham-Deal
Cc: Nycole Rae Courtney;Kimberly Chestnut Steich;Mandy Jane Gifford;Phillip J. Wille;Paula A. Whaley
Subject: RE: Call for help - reaching out to E-I students

Tami:

In terms of privacy, we would include these folks as part of the COVID Hub. I believe we had the contact tracers sign a confidentiality agreement. We would want these folks to sign that as well. Copying Phil to assist. He could also offer a quick training so they understand the system and the sensitivity involved (most of them obviously will, but it's a good reminder).

Thanks,

Tara

From: Tami B. Benham-Deal <Benham@uwyo.edu>
Sent: Monday, September 7, 2020 7:53 PM
To: Tara Evans <tevans15@uwyo.edu>
Cc: Nycole Rae Courtney <NF@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Mandy Jane Gifford <MANDYJ@uwyo.edu>
Subject: FW: Call for help - reaching out to E-I students

Tara – Looks like I may have the ball rolling here. I've heard from Eleanor (below) and Neely. I would really like to get their graduate students involved – great educational experience and service learning opportunity. What type of privacy issues do we need to address?

Nycole – are you free a noon? If so, Mandy – will you send a Zoom invite to Nycole, me, and the three Social Work folks?

Thanks,

Tami Benham Deal, PED
Vice Provost
Office of Academic Affairs
1000 E. University Ave.
Laramie, WY 82071
307-766-4284
http://www.uwyo.edu/acadaffairs/

UNIVERSITY OF WYOMING

From: Eleanor Downey <edowney1@uwyo.edu>
Sent: Monday, September 7, 2020 7:34 PM
To: Tami B. Benham-Deal <Benham@uwyo.edu>; Neely Mahapatra <nmahapat@uwyo.edu>; Sukyung Yoon <syoon@uwyo.edu>
Cc: Mandy Jane Gifford <MANDYJ@uwyo.edu>; Nycole Rae Courtney <NF@uwyo.edu>; David L Jones

<DLJones@uwyo.edu>
Subject: Re: Call for help

Tami,
I would be more than happy to meet with you all tomorrow and figure something out. I think we should be able to develop a plan especially if you will allow us to use our students. I am free from 11:00- 2:00 tomorrow. I could move some things around after 11:00 if need be.

One of the things I love about UW is the level of caring that exists.

Take care of yourself,
Eleanor

From: Tami B. Benham-Deal <Benham@uwyo.edu>
Sent: Monday, September 7, 2020 5:36 PM
To: Neely Mahapatra <nmahapat@uwyo.edu>; Sukyung Yoon <syoon@uwyo.edu>; Eleanor Downey <edowney1@uwyo.edu>
Cc: Mandy Jane Gifford <MANDYJ@uwyo.edu>; Nycole Rae Courtney <NF@uwyo.edu>; David L Jones <DLJones@uwyo.edu>
Subject: Call for help

Neely, Sukyung and Eleanor:

I'm sure you have been following the news releases and UW dashboard on the number of UW students and employees who have tested positive for COVID-19. I think we all are holding our collective breath to see what happen in response to the Labor Day weekend.

Currently we have nearly 120 individuals who are in isolation or quarantine - a number that is certain to rise as the number of positive cases go up. We have observed that the process of getting notified they are positive or exposed, and being moved to new living quarters, is very stressful and frightening for our students – especially those who may be on campus for the first time. Neely/Sakyung – I'm sure this comes as no surprise to you since you are doing research on social distancing and isolation. The stress to mental and emotional health during this time is undoubtedly not just limited to first-time students. I'm guessing our returning students and employees who are isolated or quarantined at home experience many of the same fears. The COVID Hub and the teams in Res Life and Dining are doing a great job contact tracing, arranging and transporting students to quarantine/isolation quarters, shopping for their personal needs, arranging for meals, etc. However, they do not have the bandwidth to stay in touch with these students and employees daily.

The Contingency Plan Huddle group discussed this concern with President Seidel today and we brainstormed ways we might be able to increase the number of (virtual) touch points the university can have with our students and employees while they are in quarantine and isolation. We are looking for a team of faculty/staff/graduate students who could champion this effort, and I thought of the Division of Social Work - and you three specifically. What we are missing right now is a group of folks who can call the students/employees daily to see how they are doing (physically and emotionally) and to provide them with reminders about when they should be re-tested (if in quarantine). Would you be willing to jump on a Zoom meeting with Nycole Courtney and myself tomorrow to discuss ways the Division of Social Work could provide a support system for our students and employees in quarantine/isolation?

Thanks,

Tami Benham Deal, PED
Vice Provost

Office of Academic Affairs
1000 E. University Ave.
Laramie, WY 82071
307-766-4284
http://www.uwyo.edu/acadaffairs/

From: [redacted]
Sent: Tuesday, September 08, 2020 12:39 PM
To: Will Laegreid; [redacted]
Cc: Mandy Jane Gifford;Tami B. Benham-Deal;Tara Evans;Chad R. Baldwin;Kimberly Chestnut Steich;Courtney Leigh Thomson-Lichty;Danika Roanne Salmans;William H. Mai; [redacted] Nycole Rae Courtney;Mary Beth Bender;Brant A. Schumaker;David L Jones;Matthew E. Boyer;Jennifer Dawn Chavez;Phillip J. Wille
Subject: RE: EEPG with SHIELD/COVID Hub

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

Thanks, Will, this is helpful! If others have thoughts, please send them our way; or, reach out to Tami directly if you prefer.

[redacted]

From: Will Laegreid <wlaegrei@uwyo.edu>
Sent: Tuesday, September 8, 2020 1:05 PM
To: [redacted]
Cc: Mandy Jane Gifford <MANDYJ@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Chad R. Baldwin <cbaldwin@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Courtney Leigh Thomson-Lichty <Courtney.ThomsonLichty@uwyo.edu>; Danika Roanne Salmans <dsalmans@uwyo.edu>; William H. Mai <william.mai@uwyo.edu>; [redacted] Nycole Rae Courtney <NF@uwyo.edu>; Mary Beth Bender <mbender4@uwyo.edu>; Brant A. Schumaker <bschumak@uwyo.edu>; David L Jones <DLJones@uwyo.edu>; Matthew E. Boyer <mboyer4@uwyo.edu>; Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; Phillip J. Wille <pwille@uwyo.edu>
Subject: [EXT] RE: EEPG with SHIELD/COVID Hub

My comments attached

William W. Laegreid, DVM, PhD
Director, Wyoming State Veterinary Laboratory
University of Wyoming
1174 Snowy Range Road
Laramie, WY 82070
(307) 766-9929
(307) 721-2051 Fax
wlaegrei@uwyo.edu

From: [redacted]
Sent: Tuesday, September 08, 2020 9:09 AM
To: [redacted]
Cc: Mandy Jane Gifford <MANDYJ@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Chad R. Baldwin <cbaldwin@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>;

Courtney Leigh Thomson-Lichty <Courtney.ThomsonLichty@uwyo.edu>; Danika Roanne Salmans <dsalmans@uwyo.edu>; William H. Mai <william.mai@uwyo.edu>; [redacted] Nycole Rae Courtney <NF@uwyo.edu>; Mary Beth Bender <mbender4@uwyo.edu>; Brant A. Schumaker <bschumak@uwyo.edu>; Will Laegreid <wlaegrei@uwyo.edu>; David L Jones <DLJones@uwyo.edu>; Matthew E. Boyer <mboyer4@uwyo.edu>; Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; Phillip J. Wille <pwille@uwyo.edu>
Subject: RE: EEPG with SHIELD/COVID Hub

Team –

Attached is the Decision Framework shared during this morning's EEPG.

We welcome your review and feedback.

Kind regards,
--
[redacted]

PMO Support Team

-----Original Appointment-----
From: Mandy Jane Gifford <MANDYJ@uwyo.edu>
Sent: Tuesday, September 1, 2020 10:25 PM
To: Mandy Jane Gifford; Tami B. Benham-Deal; Tara Evans; Chad R. Baldwin; Kimberly Chestnut Steich; Courtney Leigh Thomson-Lichty; Danika Roanne Salmans; William H. Mai; [redacted] Nycole Rae Courtney; Mary Beth Bender; Brant A. Schumaker; Will Laegreid; David L Jones; Matthew E. Boyer; Jennifer Dawn Chavez; Phillip J. Wille
Subject: EEPG with SHIELD/COVID Hub
When: Tuesday, September 8, 2020 8:00 AM-9:00 AM (UTC-07:00) Mountain Time (US & Canada).
Where: Open for ZOOM information

Join Zoom Meeting
[redacted]

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v.E.1

From: William Timothy Wiseman
Sent: Tuesday, September 08, 2020 1:31 PM
To: Danika Roanne Salmans;Chad R. Baldwin;Brant A. Schumaker;[redacted]RoseMarie London;Edward Seidel;Mandy Jane Gifford
Cc: [redacted]Nycole Rae Courtney;Tara Evans;Tami B. Benham-Deal[redacted]Tom Koczara;Ryan McGarry Dinneen O'Neil;Kimberly Chestnut Steich;Mary Beth Bender;Jennifer Dawn Chavez;Curtis Cannell;Mary L. Ivanoff;Will Laegreid;Jeffery D Lang
Subject: Re: COVID Dashboard for TUES 9/8

Well, I'll leave it to leadership of course, but we've got community spread and a steady daily count of positives from multiple sources across the population. We need to revert to full online and depopulate campus for the great of the year. I actually would have made this call last Thursday and stopped the weekend arrival of the next wave of students. There was enough evidence to support the decision and especially given what we've seen from other institutions across the nation.

Just my 2centsworth.

Tim

Respectfully yours,

Tim Wiseman
Enterprise Risk Manager

TimWiseman88@outlook.com

From: Danika Roanne Salmans <dsalmans@uwyo.edu>
Sent: Tuesday, September 8, 2020 12:57:04 PM
To: Chad R. Baldwin <cbaldwin@uwyo.edu>; Brant A. Schumaker <theschu78@gmail.com>; [redacted]RoseMarie London <rlondon@uwyo.edu>; Edward Seidel <Edward.Seidel@uwyo.edu>; Mandy Jane Gifford <MANDYJ@uwyo.edu>
Cc: [redacted]Nycole Rae Courtney <NF@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; [redacted]Tom Koczara <tkoczara@uwyo.edu>; Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Mary Beth Bender <mbender4@uwyo.edu>; Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; William Timothy Wiseman <wwiseman@uwyo.edu>; Curtis Cannell <ccannell@uwyo.edu>; Mary L. Ivanoff <MIvanoff@uwyo.edu>; Will Laegreid <wlaegrei@uwyo.edu>; Jeffery D Lang <JEFFLANG@uwyo.edu>
Subject: COVID Dashboard for TUES 9/8

Below is the TUESDAY 9/8 Update from the COVID HUB -
New cases = 7 (Data was pulled from Vault up through 12:00pm on 9/8/2020)

- 6 students - [redacted] externally tested
  - 4 symptomatic
  - 2 asymptomatic
- 1 student - [redacted] - externally tested - asymptomatic

Active Cases = 71

- 15 students living on-campus
- 53 students living off-campus positive cases
- 3 employees living off-campus positive cases

Monitoring cases = 0 for symptoms and awaiting test results

- Student health is now tests using Rapid tests so this category will no longer be used

14 Day Quarantine due to exposure to a positive = 119

- 23 : On Campus - 14 Day Quarantine
- 96 : Off Campus - 14 Day Quarantine

Recovered from COVID Positive = 69

- 69 : Recovered COVID Positive Cases

Released from 14 Day Quarantine/Monitoring = 44

- 44: Released from 14 Day Quarantine/Monitoring

TOTAL COVID Cases = Active cases + Recovered Cases = 140

TOTAL Tests Run by Vault (Pre Return) = 12,949
TOTAL Tests Run by Vault Bridge Testing = 2,911

Test Reports of Positives (12am - 12am)

Test Type	1-Sep	2-Sep	3-Sep	4-Sep	5-Sep	6-Sep	7-Sep	8-Sep
Vault		1		3		0		
Bridge		1	2	1	7	0		
External/Symptomatic	5	9	8	7	3	0	2	1
External/Asymptomatic	1		1	2	2	1	1	2
	6	11	11	13	12	1	3	3

From: Emily Ann Monago
Sent: Tuesday, September 08, 2020 4:31 PM
To: Kimberly Chestnut Steich
Subject: RE: Support for Student Affairs

Kim,

No problems. I understand how busy Student Affairs is these days. Your efforts are noticed and greatly appreciated.

Since the initial email was sent, Kaila has started working with the COVID Email Hub and other COVID duties as assigned for about 20 hours per week. I checked in with Christi today and she is unable to commit to 20 hours per week.

I hope the time that Kaila is putting in is helpful.

Sincerely,
Emily

Emily A. Monago, MPA, PhD
Chief Diversity Officer
University of Wyoming
Office of Diversity, Equity, and Inclusion
408 Old Main Building
Dept. 3434, 1000 East University Avenue
Laramie, WY 82071
Email: emonago@uwyo.edu
Phone: (307) 766-6672
Pronouns: She, her, and hers (Why pronouns matter.)

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Tuesday, September 8, 2020 3:30 PM
To: Emily Ann Monago <emonago@uwyo.edu>
Subject: Re: Support for Student Affairs

Emily,
I am so far behind on emails that aren't a fire, sorry for my delay. I so appreciate this email, thank you. How much time from your team can be committed? We could use someone 20 hours a week to help with contact tracing, moving students from the residence halls or Greek house over to quarantine/isolation housing. It would be best if it was the same person and not 20 hours split between folks. Is that possible?
Thanks,
Kim

From: Emily Ann Monago <emonago@uwyo.edu>
Date: Wednesday, September 2, 2020 at 3:04 PM

To: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: Support for Student Affairs

Kim,

If there is anything the ODEI team can do to support Student Affairs efforts, please let us know.

Sincerely,
Emily

Emily A. Monago, MPA, PhD
Chief Diversity Officer
University of Wyoming
Office of Diversity, Equity, and Inclusion
408 Old Main Building
Dept. 3434, 1000 East University Avenue
Laramie, WY 82071
Email: emonago@uwyo.edu
Phone: (307) 766-6672
Pronouns: She, her, and hers (Why pronouns matter.)

From: Ryan McGarry Dinneen O'Neil
Sent: Wednesday, September 09, 2020 8:32 AM
To: Sandra Lynn Clinton;Amanda O'Brien Busick;Cary Berry-Smith;Casey T. Wood;Erik Jacob Kahl;Erin Kristine Olsen Pueblitz;James Wheeler;Jeremy Nathan Davis;Libby Thorson;Marty C. Martinez;Megan Elizabeth Selheim;Molli Dalene Paulson;Nycole Rae Courtney;Patricia Mary Angela Flores;Reinette Redbird Tendore;Richard Raridon;Shelby Caitlin Kennedy;Kimberly Chestnut Steich;Jessica Mae Gramm;Sara Catherine Morris;Ali Miller;Erin Wendover;John W Porter;Karen M Drew;Carl A. Mehta;Dylan James Cooper;Maureen Anne Morrison;Amanda Elizabeth Kuster;Melanie A. Vigil;Leanna L. Flaherty;Jess Fahlsing;Shelly Denise Schaef;Robin William Lyons;Levi Wilbert
Subject: DOS, DSS and CSIL Meeting - Zoom Link and Agenda

All,

Sending a link for our meeting today (below signature line for full details)

Join Zoom Meeting

[redacted]

As you may have heard from our Professional Learning Community (PLC) facilitators, we are pausing on the PLC conversations for this month. We knew this month was likely to be heavy on questions related to campus COVID response as we anticipated being in Phase 2. Given the pause and the lingering questions about what lies ahead, I anticipate a good many questions today. I have a few updates to share and I am sure there are many from around the team. If the full 90 minutes is not needed, we can end early.

Agenda:

- Checking In
- Non-COVID Updates
    - Departures
    - Open Positions
    - Other Changes
- Area Updates
- Budget
- COVID Updates
    - Pause & Next Steps
    - Bridge Testing
    - Cases Connected to Campus
    - Conduct Response
    - Assistance Needed
- Other Questions

Ryan Dinneen O'Neil

Dean of Students & Associate Vice President of Student Affairs
Dean of Students Office
University of Wyoming
1000 E. University Ave., Laramie WY 82071-2000 (mail)
Knight Hall, Rm 128
(307)766-3296 * (307) 766-3298 (fax)
ryan.oneil@uwyo.edu

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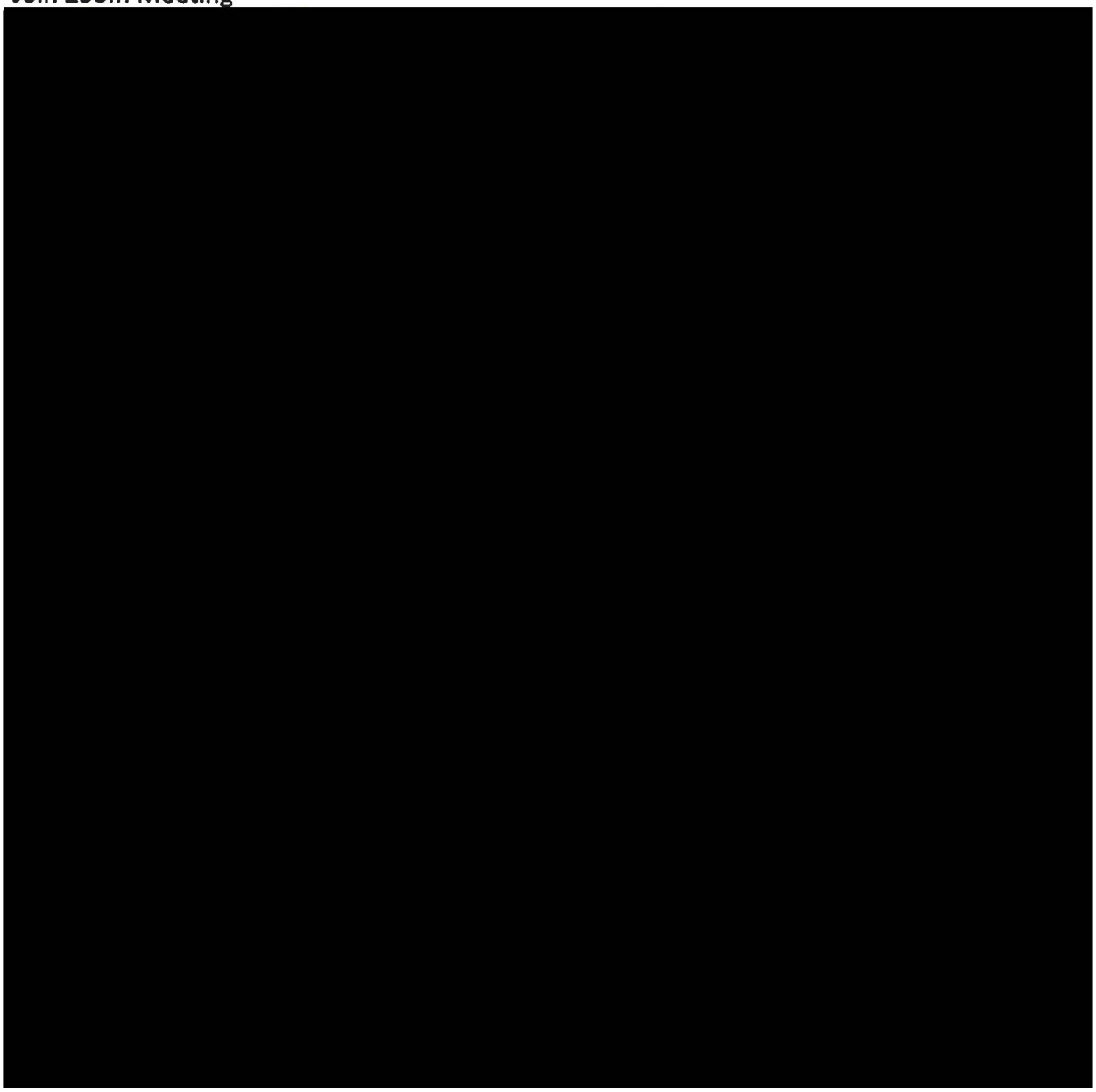
Ryan McGarry Dinneen O'Neil is inviting you to a scheduled Zoom meeting.

Topic: DSS, CSIL and DOS Meeting
Time: Sep 9, 2020 09:30 AM Mountain Time (US and Canada)

Join Zoom Meeting



From: aa-eepg@uwyo.edu on behalf of Chad R. Baldwin <cbaldwin@uwyo.edu>
Sent: Wednesday, September 09, 2020 1:35 PM
To: Edward Seidel
Cc: aa-eepg@uwyo.edu; [redacted] Mary L. Ivanoff; [redacted]
Subject: Re: AA-EEPG - draft release
Attachments: pause.extension.docx; ATT00001.txt

Another version attached with added language (in bold) about potential changes to triggers.

Chad

From: Chad R. Baldwin
Sent: Wednesday, September 9, 2020 1:30 PM
To: Edward Seidel <Edward.Seidel@uwyo.edu>
Cc: aa-eepg@uwyo.edu; [redacted] Mary L. Ivanoff <MIvanoff@uwyo.edu>
Subject: draft release

Ed:

A draft release is attached.

Thanks.

Chad Baldwin
Associate Vice President for Marketing and Communications
University of Wyoming

Laramie, WY 82070
Main Office 307-766-2929
Direct 307-766-2929
[redacted]
Fax 307-766-6729
cbaldwin@uwyo.edu

UW Extends Fall Return Pause Until Monday

September 9, 2020 -- The University of Wyoming has extended the pause of its phased fall return plan until Monday to gather additional data about the prevalence of COVID-19 infection among the UW community.

The extension is necessary for UW leaders to receive and analyze results from its on-campus testing program and external providers to understand the level of COVID-19 transmission over the Labor Day weekend.

"While case numbers have been growing -- which is worrisome -- we're not seeing a major outbreak, at least so far," UW President Ed Seidel says. "That provides some encouragement for our ability to resume our fall return plan, but only if what happened over Labor Day weekend does not result in a spike in cases. And we just don't know that yet."

The pause was triggered by positive COVID-19 test results of seven students who were exhibiting symptoms of the infection Sept. 2. The COVID contingency plan previously approved by UW's Board of Trustees directed that five or more positive tests of symptomatic individuals among UW students and employees in Laramie in a single day would prompt a pause of five business days. **The Board of Trustees may consider an adjustment to the contingency plan triggers when it holds its regular September meeting next week.**

The university reported one new case of a student with symptoms who tested positive for COVID-19 today (Wednesday). That brings the number of active cases among the community to 70 -- 14 students living on campus, 53 students living off campus and three employees living off campus.

Some 130 people -- 23 on campus and 107 off campus -- are in 14-day quarantine because they were in close contact with people who tested positive. The total number of COVID-19 cases among UW students and employees since the pandemic began is 141.

During the pause, details of which may be found here, the university is taking steps that include:

-- Instructing students in UW campus housing and others in Laramie to shelter in place.

-- Delivering all courses online.

-- Directing all employees, with the exception of those designated by supervisors as critical pause personnel, to work remotely.

-- Suspending all face-to-face activities, unless approval is given through an exception process.

UW students are instructed to have contact with only members of their "pods" during a pause. For a student in UW's residence halls, a pod consists of all students on that student's floor. For students living off campus or in UW apartments, a pod consists of those living together in the same dwelling.

UW Residence Life and Dining Services is making arrangements for food service and activities for residence hall students during the pause. Students in the residence halls who have jobs or other off-campus responsibilities are being allowed to leave for those duties. A little over 1,000 students are currently in the residence halls; about 400 more are waiting to come to campus until the end of the pause, at the encouragement of the university.

"So far, the on-campus experience appears to be relatively safe, and we appreciate the adherence of our students in the residence halls to the pause restrictions," Seidel says. "Unfortunately, it appears that some of our students off campus are not doing the same, based upon community observations and the relatively high number of cases among those students. If that situation doesn't change, it seriously jeopardizes the opportunity to implement our full phased return plan for the fall semester."

No on-campus visits or hosting are allowed by students, employees or researchers during the pause. Most campus facilities are closed, with these exceptions: the Early Care and Education Center; the Wyoming State Veterinary Laboratory; the Speech, Language and Hearing Clinic in the Health Sciences Building; and the Psychology Clinic in the Biological Sciences Building.

Additionally, UW's Student Health Service (307-766-2130) continues to operate, including testing of students. And the Wyoming Union remains open for the university's random-sample testing program, as UW is continuing its surveillance testing of students and employees on campus during the pause. All members of the community are still expected to complete the COVID Pass daily.

UW laboratories and other research facilities continue to conduct research activities while reducing lab and facility personnel to limit the spread of COVID-19, as was done in the spring at the start of the pandemic.

Athletic facilities remain open for necessary activities, including the athletic training table, sports medicine and sports performance. Practices and workouts continue in a modified fashion.

More information about the pause is available at www.uwyo.edu/campus-return, which is being updated as information becomes available. During the pause, the university plans to provide daily email updates on the latest developments. Those with questions may also call 307-766-COVD (2683) or email COVID19@uwyo.edu.

UW Reports 20 New COVID-19 Cases Over Labor Day Weekend

September 7, 2020 – The University of Wyoming reported 20 new cases of COVID-19 over the Labor Day weekend, nine of them students who were exhibiting symptoms of the infection.

That brings the number of active cases among the UW community to 67 -- 14 students living on campus, 50 students living off campus and three employees living off campus.

Of the new cases reported since Friday, seven came from UW's bridge testing program of employees and students on campus during Phase 1 of the university's phased fall return plan.

"We remain concerned that we're seeing more indications of community spread, which would make it more difficult for us to come out of the pause and resume our fall return plan," says UW epidemiologist Brant Schumaker, who is directing the university's testing program. "We are working to get a better handle on the sources and prevalence of the infections to gain a more complete picture of the situation on campus and in the community."

Some 117 people -- 22 on campus and 95 off campus -- are in 14-day quarantine because they were in close contact with people who tested positive. A total of 14 students are being monitored for symptoms and awaiting test results.

The total number of COVID-19 cases among UW students and employees since the pandemic began is 133.

An increase in the number of symptomatic people testing positive last week triggered a five-day pause to UW's fall return plan. By the end of that period Wednesday, Seidel will determine next steps, such as returning to the phased fall return plan; extending the pause to gather further information; or shifting to a fully virtual environment.

More information about the pause is available at www.uwyo.edu/campus-return, which is being updated as information becomes available. Those with questions may also call 307-766-COVD (2683) or email COVID19@uwyo.edu.

From:	Tami B. Benham-Deal
Sent:	Wednesday, September 09, 2020 2:45 PM
To:	Kimberly Chestnut Steich;Anne M. Alexander;Edmund J. Synakowski;Robert Aylward;Thomas K. Burman;Emily Ann Monago;Ben Blalock;Chad R. Baldwin;Tara Evans;Neil David Theobald;Robert W. Godby;Peter A Parolin;Barbara Ann Rasco;Daniel A Dale;David Eric Sprott;Leslie Susan Rush;Cameron H G Wright;David L Jones;Klinton W. Alexander;Ivan Gaetz;Holly Krutka;Rudiger Theodor Michalak;James Wheeler;Riley Rosalie Talamantes
Cc:	Mary L. Ivanoff;Mandy Jane Gifford
Subject:	Preparing to Extend the Pause
Attachments:	Extending the Pause_Leadership Communications Package.docx
Importance:	High

UW Leaders,

As you know, we hit one of our COVID-19 triggers on campus and entered a "pause" on Thursday, September 3. We have been monitoring the situation carefully and, following our review of the available data, we are preparing to extend the pause through **Monday, September 14** to allow for more time to further evaluate the spread of COVID-19 on campus. This additional time is needed so that we can review data that have been delayed due to the weekend and Labor Day holiday. We believe we will be able to lift the pause on Tuesday, providing there is no spike in cases from the holiday weekend.

What does this mean?
While this is not the news we expected, we have made this decision with the health and safety of our campus community at heart. During this extended pause, all current pause actions will remain in place including:

- All students on campus will continue to shelter-in-place with their pods
- Staff on-campus are limited to "critical personnel"
- All classes will remain on-line

In order for us to emerge from the pause and successfully continue in-person we **must** follow all UW health and safety guidelines, at all times with no exceptions. And we must also hold our colleagues and students to the same expectations. Only by remaining vigilant and following the UW safety guidance do we have a chance of operating successfully on campus.

Getting the word out
As with the pause, communications, we need your help getting the word out about the pause extension. Please use the attached template to communicate this news and expectations with your faculty and staff. Please send this message immediately.

Thank you for all your efforts over the last few days and please feel free to reach out with any questions.

Thank you,

Tami Benham Deal, PED
Vice Provost
Office of Academic Affairs
1000 E. University Ave.
Laramie, WY 82071
307-766-4284
http://www.uwyo.edu/acadaffairs/

Template for VPs/Deans to alert Faculty / Staff regarding decision extend the Pause

To: Faculty / Staff
From: VP / Deans
Subject: Preparing to Extend Pause

Team,

As you know, we have been in a "pause" since Thursday, September 3 because we hit one of our COVID-19 triggers on campus. During this time, UW Leadership has been carefully monitoring the situation and analyzing the available data. After reviewing the latest data, we are extending the pause through **Monday, September 14, 2020.** This will provide us with additional time to further evaluate the COVID-19 spread. This additional time is needed so that we can review data that have been delayed due to the weekend and Labor Day holiday. We believe we will be able to lift the pause on Tuesday, providing there is no spike in cases from the holiday weekend.

What does this mean?

Faculty: Please continue operating virtually for the duration of the pause. We will provide further guidance as we approach the end of the pause.

To help students better understand expectations, we recommend using the template below to notify your students how to attend your class after the pause is lifted.

Staff: Please continue to operate remotely for the duration of the pause. If you have been designated as "critical personnel" please continue to come to campus. Please confirm your status with your supervisor if you have any questions.

Staying healthy together
Being able to exit the pause and continue with Phase 2 requires everyone following all health and safety guidelines at all times with **no** exceptions. Only by remaining vigilant and following the UW safety guidelines do we have a chance of operating successfully on campus.

The Bridge Testing program will continue during the Pause. Please continue using COVID Pass daily to assess your symptoms even if you are not coming to campus. If you feel sick, or fail COVID pass, please do not come to campus.

Thank you for all your hard work to continue our operations during the pause. We look forward to restarting on-campus operations!

Thank you,
[Insert Name]

Template for UW Faculty to email students in their specific sections

To: UW Students
From: UW Faculty
Subject: Class Expectations during Extended Pause

Cowboys,

As you have heard, the University of Wyoming will be extending the "pause" until **Monday, September 14, 2020.** This means that our class will continue meeting online for the duration of the pause.

[insert any additional class-specific guidance including location and/or additional safety precautions being taken]

To successfully return from the pause and continue on the phased re-opening plan, it is critical we all follow the health and safety guidelines adopted by UW.

I look forward to seeing you soon. Please reach out if you have any questions!

Thank you,

[Insert Name]

From:	Edward Seidel
Sent:	Wednesday, September 09, 2020 2:45 PM
To:	Tara Evans
Cc:	Ben Blalock;Tami B. Benham-Deal;Kimberly Chestnut Steich;Mary L. Ivanoff;John D Stark;Troy Caserta;Philip W. Treick;Toby F. Marlatt;John Small;Elizabeth Kathleen Jenkins;Joshua L. Carroll;Cluver, Megan
Subject:	Re: UW Foundation Covid-19 support

Likewise, thanks Ben!

On Sep 9, 2020, at 2:30 PM, Tara Evans <tevans15@uwyo.edu> wrote:

Thanks, Ben!

Tara

From: Ben Blalock <BBlalock@uwyo.edu>
Sent: Wednesday, September 9, 2020 2:26 PM
To: Edward Seidel <Edward.Seidel@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Mary L. Ivanoff <MIvanoff@uwyo.edu>
Cc: John D Stark <JDStark@uwyo.edu>; Troy Caserta <tcaserta@uwyo.edu>; Philip W. Treick <ptreick@uwyo.edu>; Toby F. Marlatt <TMarlatt@uwyo.edu>; John Small <John.Small@uwyo.edu>; Elizabeth Kathleen Jenkins <Elizabeth.Jenkins@uwyo.edu>; Joshua L. Carroll <CARROLLJ@uwyo.edu>
Subject: UW Foundation Covid-19 support

Ed and team – the UW Foundation is committed to supporting the university's commitment to reopen our campus as we daily face the unprecedented challenges of Covid-19. Our senior managers met this morning. I applaud the commitment of our Foundation staff leadership group. Following our management conversation we reached out to one of our senior leaders -- Jack Tenant, Director of Annual Giving (jtennant@uwyo.edu) – cell [redacted] – and, to one of our brightest young team members who along with her UW Foundation work is also pursuing a MBA at UW, Sarah Erickson, Administrative Associate (serick16@uwyo.edu) – cell [redacted] Both Jack and Sarah will join the university's Covid-19 team – working as you direct. Both have been contacted – and, are eager to support their school.

Tomorrow the UW Foundation Board fall meetings begin – Thursday and Friday via zoom. Due to the meeting schedule I have with the Board I will not be able to join any senior UW leadership meetings tomorrow and Friday.

Ben

Edward Seidel
President, University of Wyoming
Edward.Seidel@uwyo.edu

From: division-leadership@uwyo.edu on behalf of Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Wednesday, September 09, 2020 3:02 PM
To: division-leadership@uwyo.edu
Subject: [Division-leadership] Pause continued until Monday Sept. 14th
Attachments: ATT00001.txt

Team,

As you know, we have been in a "pause" since Thursday, September 3 because we hit one of our COVID-19 triggers on campus. During this time, UW Leadership has been carefully monitoring the situation and analyzing the available data. After reviewing the latest data, we are extending the pause through **Monday, September 14, 2020**. This will provide us with additional time to further evaluate the COVID-19 spread. This additional time is needed so that we can review data that have been delayed due to the weekend and Labor Day holiday. We believe we will be able to lift the pause on Tuesday, providing there is no spike in cases from the holiday weekend.

What does this mean?
If you have been designated as "critical personnel" please continue to come to campus. Please confirm your status with your supervisor if you have any questions. Operate remotely for the duration of the pause if that is your current arrangement.

Staying healthy together
Being able to exit the pause and continue with Phase 2 requires everyone following all health and safety guidelines at all times with **no** exceptions. Only by remaining vigilant and following the UW safety guidelines do we have a chance of operating successfully on campus.

The Bridge Testing program will continue during the Pause. Please continue using COVID Pass daily to assess your symptoms even if you are not coming to campus. If you feel sick, or fail COVID pass, please do not come to campus.

Thank you for all your hard work to continue our operations during the pause!

With no further information about the post-pause plan as of today, I think we will pass on meeting this evening at 5:00 and can instead plan to connect Friday afternoon from 3:30-4:30.

Thanks,
Kim

From: csil-all@uwyo.edu on behalf of Jeremy Nathan Davis <Jeremy.Davis@uwyo.edu>
Sent: Thursday, September 10, 2020 8:02 AM
To: csil-all@uwyo.edu
Cc: Quinn A Marquardt
Subject: [Csil-all] Pause Update
Attachments: ATT00001.txt

Hello CSIL,

As you know, we have been in a "pause" since Thursday, September 3 because we hit one of our COVID-19 triggers on campus. During this time, UW Leadership has been carefully monitoring the situation and analyzing the available data. After reviewing the latest data, UW leadership has extended the pause through **Monday, September 14, 2020.** This will provide us with additional time to further evaluate the COVID-19 spread. This additional time is needed so that we can review data that have been delayed due to the weekend and Labor Day holiday. We remain hopeful we can lift the pause on Tuesday, providing there is no spike in cases from the holiday weekend.

What does this mean?

- If you have been designated as "critical personnel" please continue to come to campus. Please confirm your status with your supervisor if you have any questions. Operate remotely for the duration of the pause if that is your current arrangement. (Please see the HR email from Tom Koczara for more information).
- The Union will continue its current hours of operations (M-F: 7am to 7pm) to support the on-going testing efforts. It will be closed this weekend, 9/12 & 9/13.

At our CSIL team meeting today, we can discuss how student engagement is evolving in this content. Feel free to bring your questions and concerns.

Jeremy N. Davis
Director, Center for Student Involvement & Leadership
Dept. 3625, 1000 E. University Avenue, Laramie, WY 82071-200
Wyoming Union Room 326

(307)766-4008 | Jeremy.Davis@uwyo.edu | Twitter: @J_N_Davis

UNIVERSITY OF WYOMING

From: aa-eepg@uwyo.edu on behalf of Tara Evans <tevans15@uwyo.edu>
Sent: Thursday, September 10, 2020 8:15 AM
To: Robert Aylward;aa-eepg@uwyo.edu
Subject: Re: AA-EEPG - CARE19 Alert - COVID Exposure Notification App
Attachments: ATT00001.txt

Great! I approve announcing as soon as you are ready. We will want to be pretty clear in the release that this is voluntary, etc

Thanks, Robert!

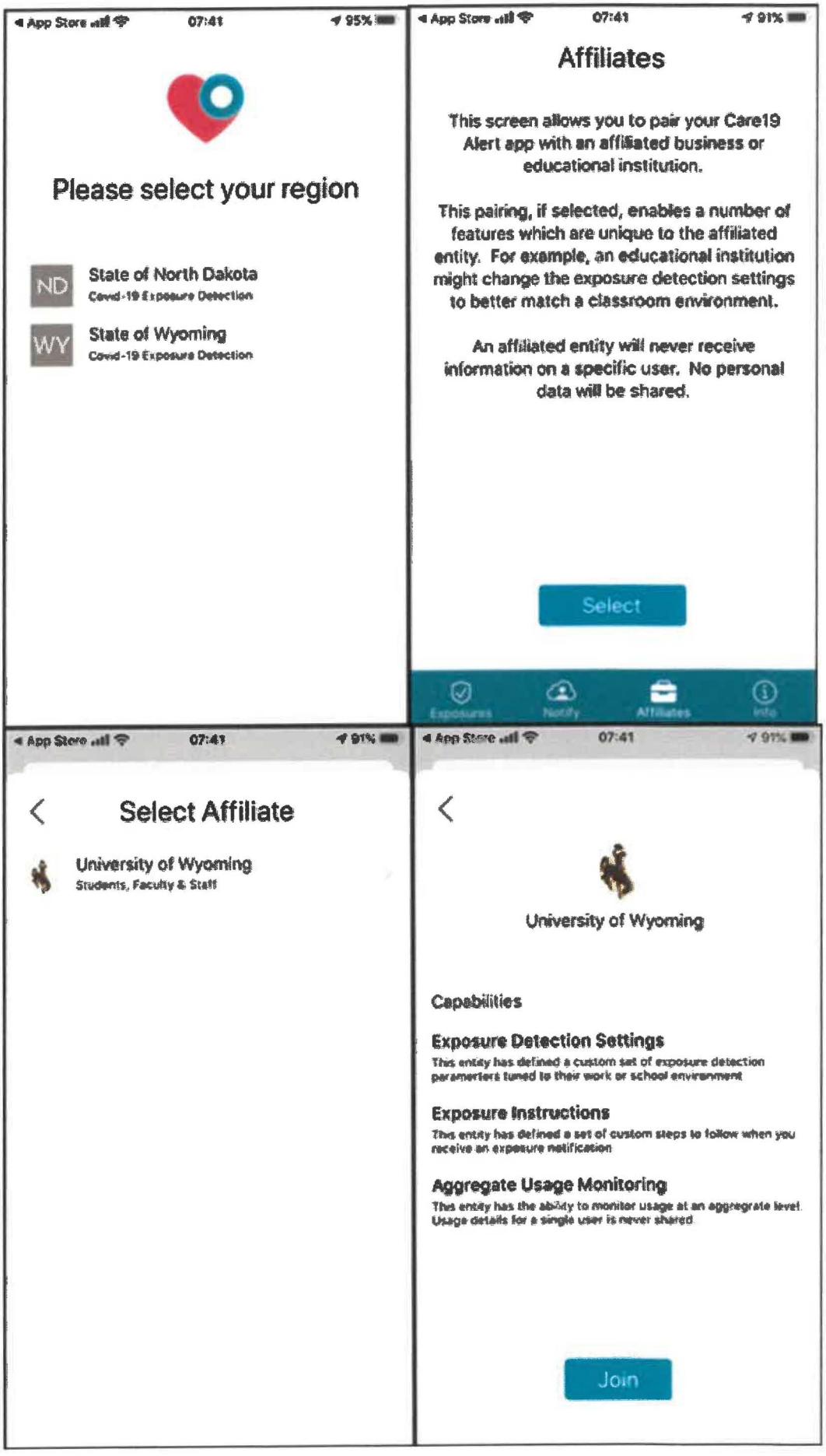
Tara

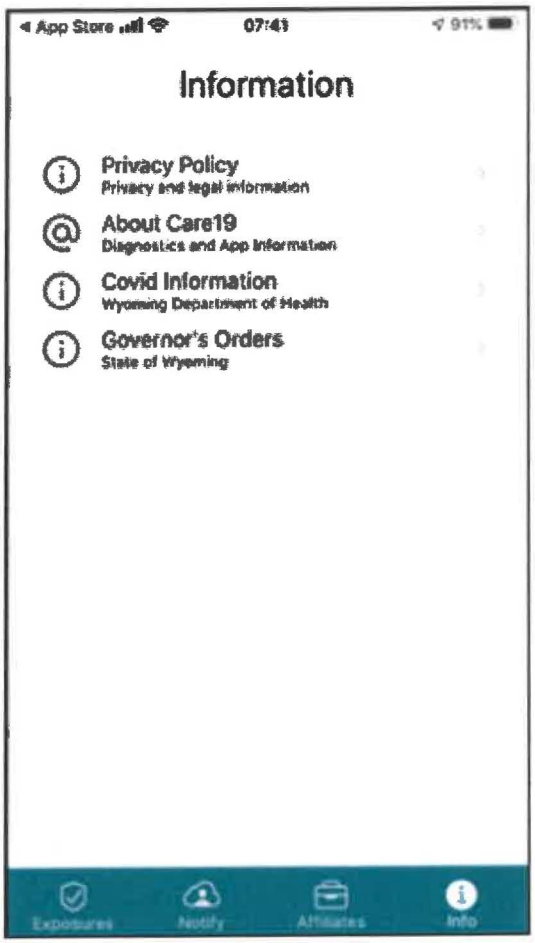
From: aa-eepg@uwyo.edu <aa-eepg@uwyo.edu> **On Behalf Of** Robert Aylward
Sent: Thursday, September 10, 2020 8:08 AM
To: aa-eepg@uwyo.edu
Subject: AA-EEPG - CARE19 Alert - COVID Exposure Notification App

EEPG,

We have our Affiliate status with the Governor's CARE19 Alert exposure notification app. (A person can use the app without selecting the UW affiliate status.) It's a straight forward install but we are still developing some instructions. We can announce the release of the app whenever you would like to once the instructions are completed later today.

- Robert


App Store 07:41 95%
Please select your region
ND
State of North Dakota
Covid-19 Exposure Detection
WY
State of Wyoming
Covid-19 Exposure Detection
App Store 07:41 91%
Affiliates
This screen allows you to pair your Care19 Alert app with an affiliated business or educational institution.
This pairing, if selected, enables a number of features which are unique to the affiliated entity. For example, an educational institution might change the exposure detection settings to better match a classroom environment.
An affiliated entity will never receive information on a specific user. No personal data will be shared.
Select
Exposures
Notify
Affiliates
Info
App Store 07:41 91%
Select Affiliate
University of Wyoming
Students, Faculty & Staff
App Store 07:41 91%
University of Wyoming
Capabilities
Exposure Detection Settings
This entity has defined a custom set of exposure detection parameters tuned to their work or school environment
Exposure Instructions
This entity has defined a set of custom steps to follow when you receive an exposure notification
Aggregate Usage Monitoring
This entity has the ability to monitor usage at an aggregate level. Usage details for a single user is never shared
Join


App Store
07:41
91%
Information
Privacy Policy
Privacy and legal information
About Care19
Diagnostics and App Information
Covid Information
Wyoming Department of Health
Governor's Orders
State of Wyoming
Exposures
Notify
Affiliates
Info

From: [redacted]
Sent: Thursday, September 10, 2020 9:50 AM
To: Kimberly Chestnut Steich;Tami B. Benham-Deal;Tara Evans [redacted]
Subject: RE: New COVID support list

◆ This message was sent from a non-UWYO address. Please exercise caution when clicking links or opening attachments from external sources.

Yes, of course! You will see this in the next iteration of the list.

[redacted]

From: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Sent: Thursday, September 10, 2020 11:21 AM
To: Tami B. Benham-Deal <Benham@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; [redacted]
Subject: [EXT] New COVID support list

Friends,
Can we change the term on the excel document from student success to student assistance please. Student Success is a term that is working on specific support efforts this fall, Student engagement is a reference for programming, and I want to minimize confusion. If we generally label the efforts on the list as student assistance, the group leads in each area can then better refine the focus area of the great new support folks.
Thanks,
Kim

This message (including any attachments) contains confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message and any disclosure, copying, or distribution of this message, or the taking of any action based on it, by you is strictly prohibited.

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v.E.1

From: aa-eepg@uwyo.edu on behalf of Tara Evans <tevans15@uwyo.edu>
Sent: Thursday, September 10, 2020 9:05 AM
To: Anne M. Alexander;Debashis Dutta;James C Ahern;Daniel A Dale
Cc: aa-eepg@uwyo.edu;Edmund J. Synakowski;Diana Grant Hulme
Subject: Re: AA-EEPG - Preparing to Extend Pause

Anne:

Copying in Ed Synakowski and Diana Hulme. I believe they was going to review exception requests to research during the pause.

Thanks!

Tara

-----Original Message-----
From: aa-eepg@uwyo.edu <aa-eepg@uwyo.edu> On Behalf Of Anne M. Alexander
Sent: Thursday, September 10, 2020 9:00 AM
To: Debashis Dutta <ddutta@uwyo.edu>; James C Ahern <JAhern@uwyo.edu>; Daniel A Dale <DDale@uwyo.edu>
Cc: aa-eepg@uwyo.edu
Subject: Re: AA-EEPG - Preparing to Extend Pause

Hello Debashis -

I would like EEPG to review your request. AVP Ahern and I agree it is a public health decision above an academic one.

Thank you and hang in there!

Anne

-----Original Message-----
From: Debashis Dutta <ddutta@uwyo.edu>
Sent: Wednesday, September 9, 2020 4:15 PM
To: Anne M. Alexander <AAlex@uwyo.edu>; James C Ahern <JAhern@uwyo.edu>; Daniel A Dale <DDale@uwyo.edu>
Subject: RE: Preparing to Extend Pause

Dear Anne, Jim & Danny,

While I understand the extension for the pause period, this is really going to halt lab research in our department, and our faculty is getting restless about it. For the current pause period, I had agreed to allow 1 grad student or post-doc as an essential personnel per research group to maintain research equipment and/or prevent any accidents in the labs. I have estimated that to get our research groups to be functional again, we would need to allow another 10-15 grad students on campus. Will that be allowed? These are the same students who have been in town all summer and are very likely not contributing to the current spread of COVID-19 on-campus.

I will really appreciate if you can consider my request.

Thanks,
Debashis

-----Original Message-----
From: as-fac@uwyo.edu <as-fac@uwyo.edu> On Behalf Of Daniel Dale
Sent: Wednesday, September 9, 2020 3:43 PM
To: Daniel A Dale <DDale@uwyo.edu>
Subject: Preparing to Extend Pause

Dear faculty & staff,

As you know, we have been in a "pause" since Thursday, September 3 because we hit one of our COVID-19 triggers on campus. During this time, UW Leadership has been carefully monitoring the situation and analyzing the available data. After reviewing the latest data, we are extending the pause through Monday, September 14, 2020. This will provide us with additional time to further evaluate the COVID-19 spread. This additional time is needed so that we can review data that have been delayed due to the weekend and Labor Day holiday. We believe we will be able to lift the pause on Tuesday, providing there is no spike in cases from the holiday weekend.

** What does this mean? **

Faculty: Please continue operating virtually for the duration of the pause. We will provide further guidance as we approach the end of the pause.

To help students better understand expectations, we recommend using the template below to notify your students how to attend your class after the pause is lifted.

Staff: Please continue to operate remotely for the duration of the pause. If you have been designated as "critical personnel" please continue to come to campus. Please confirm your status with your supervisor if you have any questions.

** Staying healthy together **

Being able to exit the pause and continue with Phase 2 requires everyone following all health and safety guidelines at all times with no exceptions. Only by remaining vigilant and following the UW safety guidelines do we have a chance of operating successfully on campus.

The Bridge Testing program will continue during the Pause. Please continue using COVID Pass daily to assess your symptoms even if you are not coming to campus. If you feel sick, or fail COVID pass, please do not come to campus.

Thank you for all your hard work to continue our operations during the pause. We look forward to restarting on-campus operations!

Thank you,
Danny

Template for faculty to send to students:

To: UW Students
From: UW Faculty

Subject: Class Expectations during Extended Pause

Cowboys,

As you have heard, the University of Wyoming will be extending the "pause" until Monday, September 14, 2020. This means that our class will continue meeting online for the duration of the pause.

[insert any additional class-specific guidance including location and/or additional safety precautions being taken]

To successfully return from the pause and continue on the phased re- opening plan, it is critical we all follow the health and safety guidelines adopted by UW.

I look forward to seeing you soon. Please reach out if you have any questions!

Thank you,
[Insert Name]

Aa-eepg mailing list
Aa-eepg@uwyo.edu
https://lists.uwyo.edu/mailman/listinfo/aa-eepg

Aa-eepg mailing list
Aa-eepg@uwyo.edu
https://lists.uwyo.edu/mailman/listinfo/aa-eepg

From: Nycole Rae Courtney
Sent: Thursday, September 10, 2020 11:59 AM
To: [redacted]
Cc: Mandy Jane Gifford;Tami B. Benham-Deal;Tara Evans;Chad R. Baldwin;Kimberly Chestnut Steich;Courtney Leigh Thomson-Lichty;Danika Roanne Salmans;William H. Mai; [redacted] Mary Beth Bender;Brant A. Schumaker;Will Laegreid;David L Jones;Matthew E. Boyer;Jennifer Dawn Chavez;Phillip J. Wille; [redacted]
Subject: Re: Follow-up: EEPG with SHIELD / COVID Hub

Tara and Tami,
Do you want the COVID Hub to wait until the President has a convo thanking everyone before we reach out?

Nycole Courtney, EdD
AVP & Dean of Student Success and Graduation
University of Wyoming
1000 E. University Ave., Laramie WY 82071-2000 (mail)
Knight Hall, Rm 128
(307)766-3212
nf@uwyo.edu

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From: [redacted]
Sent: Thursday, September 10, 2020 11:50 AM
To: [redacted]
Cc: Mandy Jane Gifford <MANDYJ@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Chad R. Baldwin <cbaldwin@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Courtney Leigh Thomson-Lichty <Courtney.ThomsonLichty@uwyo.edu>; Danika Roanne Salmans <dsalmans@uwyo.edu>; William H. Mai <william.mai@uwyo.edu>; [redacted] Nycole Rae Courtney <NF@uwyo.edu>; Mary Beth Bender <mbender4@uwyo.edu>; Brant A. Schumaker <bschumak@uwyo.edu>; Will Laegreid <wlaegrei@uwyo.edu>; David L Jones <DLJones@uwyo.edu>; Matthew E. Boyer <mboyer4@uwyo.edu>; Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; Phillip J. Wille <pwille@uwyo.edu>; [redacted]
Subject: Follow-up: EEPG with SHIELD / COVID Hub

Team –

Thanks for joining this morning's EEPG meeting. Couple important follow-up items:

- New Staffing Support from VPs:
  - Attached is an updated complete list for the team's reference (including Kim's updated language)
  - Process for moving forward (in this order – recommend waiting on taking action until the previous action is completed):
    - ***Tami*** to ask VPs to inform their staff that they are being re-assigned in some capacity to support the University's COVID response
    - ***Response Leads*** (e.g., Nycole / Danika / Phil for COVID Hub) to reach out to your new support members by EOW to start to plug them into the effort, preferably outlining anticipated role and LOE with both them and their supervisor
    - ***Mary / Mandy*** to send an invite to all re-assigned individuals and response leads to join the President for a welcome / thank you call on Friday @ 1:30PM
  - Following this email, I will reach out directly to provide:
    - *For Tami*: a draft email you could send to the VPs with a template they could use to send to their re-assigned staff
    - *For the Response Leads:* a separate spreadsheet with JUST your support members for easy reference
    - *For the Response Leads*: an email template you can use to reach out to your new support members
- President's daily status report attached for your reference

If you have any questions / suggested changes or updates, then please don't hesitate to reach out.

Kind regards,
--
Michael
PMO Support Team

From: Ryan McGarry Dinneen O'Neil
Sent: Thursday, September 10, 2020 3:56 PM
To: Kimberly Chestnut Steich
Subject: FW: Assisting with COVID Response efforts

Kim,

Can you add further context to what this is about?

Ryan Dinneen O'Neil

Dean of Students & Associate Vice President of Student Affairs
Dean of Students Office
University of Wyoming
1000 E. University Ave., Laramie WY 82071-2000 (mail)
Knight Hall, Rm 128
(307)766-3296 * (307) 766-3298 (fax)
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From: "Tami B. Benham-Deal" <Benham@uwyo.edu>
Date: Thursday, September 10, 2020 at 3:09 PM
To: Melanie Tanja Drever <mdrever@uwyo.edu>, Kyle Smith <ksmit159@uwyo.edu>, "Albert E. Reiser" <areiser@uwyo.edu>, "Jason G. Baldwin" <jbaldw10@uwyo.edu>, Curtis Cannell <ccannell@uwyo.edu>, Chelley Schneider <Chelley@uwyo.edu>, Alex Buerkle <Buerkle@uwyo.edu>, Narina Luz Nunez <Narina@uwyo.edu>, Benjamin Michael Wilkowski <bwilkows@uwyo.edu>, Katy Hudson <KaHudson@uwyo.edu>, Jack Tennant <jtennant@uwyo.edu>, Sarah Elizabeth Erickson <serick16@uwyo.edu>, Nat Dyck <ndyck@uwyo.edu>, Kourtney Ann Faycosh <ksouthar@uwyo.edu>, Andy Arnette <aarnette@uwyo.edu>, "David M. Aadland" <Aadland@uwyo.edu>, Alexandre Skiba <askiba@uwyo.edu>, Stephen Newbold <snewbold@uwyo.edu>, Steven Frank Barrett <SteveB@uwyo.edu>, Timothy J Robinson <TJRobin@uwyo.edu>, Jo Chytka <JChytka@uwyo.edu>, Carolyn Brandt <Carolyn.Brandt@uwyo.edu>, Kevin L Shimkus <kshimkus@uwyo.edu>, Kate Welsh <KMuir@uwyo.edu>, Sandy Root-Elledge <SRE@uwyo.edu>, Canyon Leigh Hardesty <CANYON@uwyo.edu>, Christian Charles Carter <ccarter8@uwyo.edu>, Ryan Nicholas Rausch <rrausch@uwyo.edu>, Shelby Lea Kappler <skapple1@uwyo.edu>, Michael Wayne Graham <mgraha14@uwyo.edu>, "Kem P. Krueger" <kkruege1@uwyo.edu>
Cc: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>, Tara Evans <tevans15@uwyo.edu>, "Mary L. Ivanoff" <MIvanoff@uwyo.edu>, Nycole Rae Courtney <NF@uwyo.edu>, "Phillip J. Wille" <pwille@uwyo.edu>, Danika Roanne Salmans <dsalmans@uwyo.edu>, Will Laegreid <wlaegrei@uwyo.edu>, Brant Schumaker

<theschu78@gmail.com>, Tom Koczara <tkoczara@uwyo.edu>, "ryan.oneil@uwyo.edu" <Ryan.Oneil@uwyo.edu>, Mary Beth Bender <mbender4@uwyo.edu>, David L Jones <DLJones@uwyo.edu>, Mandy Jane Gifford <MANDYJ@uwyo.edu>
Subject: RE: Assisting with COVID Response efforts

All – it appears I overlooked a minor, but important, detail. The meeting invite you will receive will be for tomorrow at 1:30 pm.

Tami Benham Deal, PED
Vice Provost
Office of Academic Affairs
1000 E. University Ave.
Laramie, WY 82071
307-766-4284
http://www.uwyo.edu/acadaffairs/

UNIVERSITY OF WYOMING

From: Tami B. Benham-Deal
Sent: Thursday, September 10, 2020 2:53 PM
To: Melanie Tanja Drever <mdrever@uwyo.edu>; Kyle Smith <ksmit159@uwyo.edu>; Albert E. Reiser <areiser@uwyo.edu>; Jason G. Baldwin <jbaldw10@uwyo.edu>; Curtis Cannell <ccannell@uwyo.edu>; Chelley Schneider <Chelley@uwyo.edu>; Alex Buerkle <Buerkle@uwyo.edu>; Narina Luz Nunez <Narina@uwyo.edu>; Benjamin Michael Wilkowski <bwilkows@uwyo.edu>; Katy Hudson <KaHudson@uwyo.edu>; Jack Tennant <jtennant@uwyo.edu>; Sarah Elizabeth Erickson <serick16@uwyo.edu>; Nat Dyck <ndyck@uwyo.edu>; Kourtney Ann Faycosh <ksouthar@uwyo.edu>; Andy Arnette <aarnette@uwyo.edu>; David M. Aadland <Aadland@uwyo.edu>; Alexandre Skiba <askiba@uwyo.edu>; Stephen Newbold <snewbold@uwyo.edu>; Steven Frank Barrett <SteveB@uwyo.edu>; Timothy J Robinson <TJRobin@uwyo.edu>; Jo Chytka <JChytka@uwyo.edu>; Carolyn Brandt <Carolyn.Brandt@uwyo.edu>; Kevin L Shimkus <kshimkus@uwyo.edu>; Kate Welsh <KMuir@uwyo.edu>; Sandy Root-Elledge <SRE@uwyo.edu>; Canyon Leigh Hardesty <CANYON@uwyo.edu>; Christian Charles Carter <ccarter8@uwyo.edu>; Ryan Nicholas Rausch <rrausch@uwyo.edu>; Shelby Lea Kappler <skapple1@uwyo.edu>; mgraha14@uwyo.edu; Kem P. Krueger <kkruege1@uwyo.edu>
Cc: Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Mary L. Ivanoff <MIvanoff@uwyo.edu>; Nycole Rae Courtney <NF@uwyo.edu>; Phillip J. Wille <pwille@uwyo.edu>; Danika Roanne Salmans <dsalmans@uwyo.edu>; Will Laegreid <wlaegrei@uwyo.edu>; Brant Schumaker <theschu78@gmail.com>; Tom Koczara <tkoczara@uwyo.edu>; Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>; Mary Beth Bender <mbender4@uwyo.edu>; David L Jones (DLJones@uwyo.edu) <DLJones@uwyo.edu>; Mandy Jane Gifford <MANDYJ@uwyo.edu>
Subject: Assisting with COVID Response efforts

All,

You are receiving this email because either your Vice President recommended you to assist with the University's COVID Response efforts or you may have volunteered to help. Let me be one of the first to thank you for agreeing to support the teams that have been working diligently for the past several month to ensure that we can achieve the goals of our fall return plan. It will take a village to get us through this pandemic and we are fortunate to have employees like you who are willing to step up and be part of that village.

Shortly you will be receiving a Zoom invitation to meet with President Seidel at 1:30 pm. You will also be contacted by one of the COVID Response leads very soon.

Sincerely,

Tami Benham Deal, PED
Vice Provost
Office of Academic Affairs
1000 E. University Ave.
Laramie, WY 82071
307-766-4284
http://www.uwyo.edu/acadaffairs/

UNIVERSITY OF WYOMING

From: aa-eepg@uwyo.edu on behalf of Chad R. Baldwin <cbaldwin@uwyo.edu>
Sent: Thursday, September 10, 2020 5:12 PM
To: Tami B. Benham-Deal;Mary L. Ivanoff;Brant Schumaker
Cc: aa-eepg@uwyo.edu;Mary Beth Bender;Edward Seidel;Brant A. Schumaker
Subject: Re: AA-EEPG - daily update
Attachments: pause.update.day6.docx; ATT00001.txt

All:

I've adjusted language about Student Health testing in the attached.

Thanks.

Chad

From: Chad R. Baldwin
Sent: Thursday, September 10, 2020 4:52 PM
To: Tami B. Benham-Deal <Benham@uwyo.edu>; Mary L. Ivanoff <MIvanoff@uwyo.edu>; Brant Schumaker <theschu78@gmail.com>
Cc: aa-eepg@uwyo.edu; Mary Beth Bender <mbender4@uwyo.edu>; Edward Seidel <Edward.Seidel@uwyo.edu>; Brant A. Schumaker <bschumak@uwyo.edu>
Subject: RE: daily update

Thanks, Tami. I added some language to address your excellent points.

Chad

From: Tami B. Benham-Deal <Benham@uwyo.edu>
Sent: Thursday, September 10, 2020 4:46 PM
To: Chad R. Baldwin <cbaldwin@uwyo.edu>; Mary L. Ivanoff <MIvanoff@uwyo.edu>; Brant Schumaker <theschu78@gmail.com>
Cc: aa-eepg@uwyo.edu; Mary Beth Bender <mbender4@uwyo.edu>; Edward Seidel <Edward.Seidel@uwyo.edu>; Brant A. Schumaker <bschumak@uwyo.edu>
Subject: RE: daily update

Chad – a couple of thoughts:

1. Should you add something that specifies the delays from Vault are due to the Labor Day holiday? Some people have been skeptical of Vault and I don't think we want to give the impression that Vault is at fault for the delay.
2. Also, should you indicate anything about delays in test results due to the state lab being closed on Monday for the holiday as well?
3. I believe our surveillance testing will be 1X/week for faculty (not 2X/week) and staff and 2X/week for students – isn't that correct, Brant?

Tami Benham Deal, PED
Vice Provost
Office of Academic Affairs
1000 E. University Ave.
Laramie, WY 82071

307-766-4284
http://www.uwyo.edu/acadaffairs/

UNIVERSITY OF WYOMING

From: aa-eepg@uwyo.edu <aa-eepg@uwyo.edu> **On Behalf Of** Chad R. Baldwin
Sent: Thursday, September 10, 2020 4:43 PM
To: Mary L. Ivanoff <MIvanoff@uwyo.edu>; Brant Schumaker <theschu78@gmail.com>
Cc: aa-eepg@uwyo.edu; Mary Beth Bender <mbender4@uwyo.edu>; Edward Seidel <Edward.Seidel@uwyo.edu>; Brant A. Schumaker <bschumak@uwyo.edu>
Subject: Re: AA-EEPG - daily update

Happy to do whatever, Mary.

All I'll say is that we continue to receive criticism about not communicating details.

I took out a few of the paragraphs near the bottom in the attached.

Chad

From: Mary L. Ivanoff <MIvanoff@uwyo.edu>
Sent: Thursday, September 10, 2020 4:41 PM
To: Chad R. Baldwin <cbaldwin@uwyo.edu>; Brant Schumaker <theschu78@gmail.com>
Cc: Edward Seidel <Edward.Seidel@uwyo.edu>; aa-eepg@uwyo.edu; Brant A. Schumaker <bschumak@uwyo.edu>; Mary Beth Bender <mbender4@uwyo.edu>
Subject: RE: daily update

Chad
Something we have talked about is how long these messages are and can we pare things down a bit? Do we need to repeat the pause stipulations? Or is there another way to shorten this up a bit? (Thinking out loud while doing a ZOOM!)

From: Chad R. Baldwin <cbaldwin@uwyo.edu>
Sent: Thursday, September 10, 2020 4:37 PM
To: Brant Schumaker <theschu78@gmail.com>
Cc: Edward Seidel <Edward.Seidel@uwyo.edu>; aa-eepg@uwyo.edu; Brant A. Schumaker <bschumak@uwyo.edu>; Mary L. Ivanoff <MIvanoff@uwyo.edu>; Mary Beth Bender <mbender4@uwyo.edu>
Subject: RE: daily update

Thanks, Brant!

Changes made in the attached.

Chad

From: Brant Schumaker <theschu78@gmail.com>
Sent: Thursday, September 10, 2020 4:33 PM
To: Chad R. Baldwin <cbaldwin@uwyo.edu>
Cc: Edward Seidel <Edward.Seidel@uwyo.edu>; aa-eepg@uwyo.edu; Brant A. Schumaker <bschumak@uwyo.edu>; Mary L. Ivanoff <MIvanoff@uwyo.edu>; Mary Beth Bender <mbender4@uwyo.edu>
Subject: Re: daily update

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Hi Chad,

I'm fine with my quote. Please change "random"-sampling to "bridge"-sampling program. Everyone on campus is invited to submit a sample for the bridge program so it's really not random.

Brant

Sent from my iPhone

On Sep 10, 2020, at 4:23 PM, Chad R. Baldwin <cbaldwin@uwyo.edu> wrote:

Ed:

Recognizing that the lack of results from Vault is a problem, I feel an obligation to do a daily update on our situation – and that transparency is the best way to go. A void of information could trigger some unhelpful chatter among our constituents, I think.

Attached is a draft release. Brant, I've suggested a quote from you.

Happy to make any adjustments.

Thanks.

Chad Baldwin
Associate Vice President for Marketing and Communications
University of Wyoming

Laramie, WY 82070
Main Office 307-766-2929
Direct 307-766-2929
[redacted]
Fax 307-766-6729
cbaldwin@uwyo.edu

<image001.jpg>

<pause.update.day6.docx>

UW Waits for Testing Data, Moves Toward Resumption of Fall Return Plan

September 10, 2020 – The University of Wyoming is awaiting results of its bridge testing of on-campus employees and students this week, but no students have tested positive for COVID-19 at the UW Student Health Service clinic since Tuesday.

As a result, the total number of active cases among the UW community today (Thursday) stands at 66 -- 13 students living on campus, 50 students living off campus and three employees living off campus.

About 2,000 saliva samples from UW employees and students -- including about 400 students who moved into the residence halls over the weekend -- have been submitted as part of UW's bridge testing program through Vault Health this week. But few results have been reported back to the university at this point, due to the Labor Day holiday; they're expected to begin arriving in the next day. Other laboratories were closed for the Monday holiday as well, although UW Student Health Service was open.

Meanwhile, Student Health Service and other local providers continue to conduct tests of students reporting symptoms of COVID-19, and of people who've had contact with infected individuals. The 15 rapid tests conducted by Student Health Service Wednesday all were negative for the virus; the clinic also received 29 negative test results Wednesday night from the Wyoming Department of Health.

While the results of the bridge testing through Vault Health could change the picture, UW leaders are moving toward a resumption of the university's phased fall return plan on Tuesday, Sept. 15.

"We extended our pause to give us more time to gather data, and that clearly is necessary because of the delay in receiving results from Vault Health," says UW epidemiologist Brant Schumaker, who is directing the university's testing program. "However, we're encouraged by the drop in positive tests of symptomatic students by Student Health. We hope that's a sign that our students, both on and off campus, are adhering to the pause restrictions."

UW President Ed Seidel Wednesday extended the pause through Monday to allow time to make sure no significant new outbreaks are taking place. The pause was triggered by positive COVID-19 test results of seven students who were exhibiting symptoms of the infection Sept. 2.

As of mid-afternoon today, some 136 people -- 23 on campus and 113 off campus -- remain in 14-day quarantine because they were in close contact with people who tested positive. The total number of COVID-19 cases among UW students and employees since the pandemic began is 141.

Barring a significant increase in cases, Seidel says he intends for the university to move to Phase 2 of its fall return plan on Tuesday. That would involve a shift from online to face-to-face instruction for UW's first-year seminars for freshmen, as well as some pharmacy courses. Students on campus would include all those from Phase 1, along with all first-year students in the residence halls; freshmen taking face-to-face first-year seminars; all law students; students in the Literacy Research Center and Clinic; and first-year pharmacy students. Random-sample testing would continue in this phase, and campus buildings would further reopen gradually.

Under the plan, Phase 3 would begin Sept. 28, with all students welcomed to campus and courses delivered with a mixture of in-person and online instruction. In-person student activities would be expanded, and many campus buildings would be open. The university is preparing to operate a surveillance testing program for that phase under which all students, faculty and staff who come to campus would take saliva tests at least once a week.

Meanwhile, during the extended pause, details of which may be found here, the university is taking steps through Monday that include:

-- Instructing students in UW campus housing and others in Laramie to shelter in place.

-- Delivering all courses online.

-- Directing all employees, with the exception of those designated by supervisors as critical pause personnel, to work remotely.

-- Suspending all face-to-face activities, unless approval is given through an exception process.

UW students are instructed to have contact with only members of their "pods" during a pause. For a student in UW's residence halls, a pod consists of all students on that student's floor. For students living off campus or in UW apartments, a pod consists of those living together in the same dwelling.

No on-campus visits or hosting are allowed by students, employees or researchers during the pause. Most campus facilities are closed, with these exceptions: the Early Care and Education Center; the Wyoming State Veterinary Laboratory; the Speech, Language and Hearing Clinic in the Health Sciences Building; and the Psychology Clinic in the Biological Sciences Building.

Additionally, UW's Student Health Service (307-766-2130) continues to operate, including testing of students. And the Wyoming Union remains open for the university's random-sample testing program, as UW is continuing its surveillance testing of students

and employees on campus during the pause. All members of the community are still expected to complete the COVID Pass daily.

More information about the pause is available at www.uwyo.edu/campus-return, which is being updated as information becomes available. During the pause, the university plans to provide daily email updates on the latest developments. Those with questions may also call 307-766-COVD (2683) or email COVID19@uwyo.edu.

From: Mandy Jane Gifford
Sent: Friday, September 11, 2020 10:31 AM
To: Benjamin Michael Wilkowski;Kimberly Chestnut Steich;Tami B. Benham-Deal;Peter A Parolin
Cc: [redacted]ara Evans
Subject: Re: UW-fac: NY times college COVID page

All,

Thanks for some quick responses. We will plan on 12pm today for 30 minutes, and see who will be able to attend. Calendar invitation with ZOOM link has been sent.

Best,

Mandy Gifford
Executive Assistant to the Vice President and Provost
Office of Academic Affairs

University of Wyoming
318 Old Main
Laramie, WY 82071
Direct 307-766-6476
mandyj@uwyo.edu • uwyo.edu/acadaffairs/

On Sep 11, 2020, at 10:12 AM, Benjamin Michael Wilkowski <bwilkows@uwyo.edu> wrote:

Yes, I could do noon.

From: Mandy Jane Gifford <MANDYJ@uwyo.edu>
Sent: Friday, September 11, 2020 10:11 AM
To: Benjamin Michael Wilkowski <bwilkows@uwyo.edu>
Cc: Peter A Parolin <Parolin@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; [redacted]
Subject: Re: UW-fac: NY times college COVID page

All,

Is everyone (or most folks) available at 12:00pm today?

Mandy Gifford
Executive Assistant to the Vice President and Provost
Office of Academic Affairs

University of Wyoming
318 Old Main
Laramie, WY 82071

Direct 307-766-6476
mandyj@uwyo.edu • uwyo.edu/acadaffairs/

<image001.png>

On Sep 11, 2020, at 10:08 AM, Benjamin Michael Wilkowski <bwilkows@uwyo.edu> wrote:

Sounds good – I'll be on the lookout for an email from Mandy.

From: Tara Evans <tevans15@uwyo.edu>
Sent: Friday, September 11, 2020 8:44 AM
To: Benjamin Michael Wilkowski <bwilkows@uwyo.edu>; Peter A Parolin <Parolin@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: [redacted] Mandy Jane Gifford <MANDYJ@uwyo.edu>
Subject: RE: UW-fac: NY times college COVID page

Ben:
Great! I'm copying in Mandy to see if she might be willing to assist with setting up a zoom call. I'm available from 11-1 today or Monday from 9-10, 10:30-11, 1:30-3.

Thanks!

Tara

From: Benjamin Michael Wilkowski <bwilkows@uwyo.edu>
Sent: Thursday, September 10, 2020 4:30 PM
To: Tara Evans <tevans15@uwyo.edu>; Peter A Parolin <Parolin@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: [redacted]
Subject: RE: UW-fac: NY times college COVID page

Yes, I'm definitely interested in a short Zoom meeting to talk about this! I'm free tomorrow (Friday) before 1:30pm, or between 4-5pm. Or I could do this any time before 4pm on Monday.

From: Tara Evans <tevans15@uwyo.edu>
Sent: Thursday, September 10, 2020 4:18 PM
To: Benjamin Michael Wilkowski <bwilkows@uwyo.edu>; Peter A Parolin <Parolin@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: [redacted]
Subject: RE: UW-fac: NY times college COVID page

Ben:

Thanks for the communication. The University's advice during Phase II was as follows: "In-person student organization activities are limited to those included in the current testing phase and COVID gathering guidelines." Of course, that was based on the premise that we needed to reduce density as much as possible (to allow for a successful Phase III when all students were back) and to limit in-person activities to the extent possible. The student population in Phase II includes our professional schools, some graduate students, freshman, and others living on campus (in the apartments, etc.). However, since we are seeing an emergent need for engagement with some other populations (namely, those off campus and our upper classmen), we could discuss possibly refining this criteria a bit. Would you be willing to schedule a zoom with those on this email to discuss? It would not take too long.

Thanks!

Tara

Tara R. Evans
Vice President and General Counsel
University of Wyoming
307.766.4019
tevans15@uwyo.edu

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From: Benjamin Michael Wilkowski <bwilkows@uwyo.edu>
Sent: Thursday, September 10, 2020 11:33 AM
To: Peter A Parolin <Parolin@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Cc: Tara Evans <tevans15@uwyo.edu>
Subject: RE: UW-fac: NY times college COVID page

Thanks for your willingness to get involved with this, Peter!

I added Tara Evans to help respond to your questions (below). In response to those, I'd first like to say that I think there's some things that can be done even without a face to face social event if we are prevented from doing that for now (e.g., virtual events; educational efforts, etc.).

But I'd at least like to advocate that it is in UW's interests to allow a "safe" face-to-face social event – even in during a Pause or Phase 2 (if we ever get to that). Students are in Laramie – and they are already throwing keggers and house parties and going to the bars. Brant Schumaker was very clear yesterday that contact tracing efforts indicate this is the major source of local spread. We can direct students to shelter in place forever more, but there's no way to force them to do this. We need to engage with them in a

more direct way to help show them there are safe ways of socializing and forming a community; and hope we can inspire willing and voluntary compliance.

So, Tami, Kim, Tara – Can any of you comment on the specifics of when a "safe" face-to-face social event could occur, or is this still an open question?
-Ben Wilkowski

From: Peter A Parolin <Parolin@uwyo.edu>
Sent: Thursday, September 10, 2020 10:57 AM
To: Benjamin Michael Wilkowski <bwilkows@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>
Subject: Re: UW-fac: NY times college COVID page

Hello, Ben,

Thank you for starting a really positive discussion on the faculty listerve about UW working with our students to figure out safe ways to gather. On behalf of the Honors College, I am very interested in talking more about how I and some of my team might contribute.

I copy Tami Benham-Deal and Kim Chestnut here because I want to be certain about where UW stands regarding such face-to-face gatherings involving employees and students. I've been working under the assumption that until Phase 3 kicks in, we are very limited in who can gather face to face. Tami and Kim, can you give some guidance about this conversation on the faculty list-serve.

Ben's ideas and people's responses are great ... I just want to make sure that if we take up the torch, we aren't unwittingly going against UW's safety protocols.

If it's within our protocols to try to engage with students in some safe socially distanced activities, please count me in.

all my best,
Peter

Peter Parolin PhD
Dean of The Honors College
University of Wyoming
Laramie, Wyoming 82071
parolin@uwyo.edu
307-766-4110
http://www.uwyo.edu/honors/

From: uw-faculty@uwyo.edu <uw-faculty@uwyo.edu> on behalf of Benjamin Michael Wilkowski <bwilkows@uwyo.edu>

Sent: Thursday, September 10, 2020 9:58 AM
To: uw-faculty@uwyo.edu <uw-faculty@uwyo.edu>; Brant A. Schumaker <bschumak@uwyo.edu>; Rudiger Theodor Michalak <RudiM@uwyo.edu>; Micaela Myers <mmyers12@uwyo.edu>; Robert D. Sprague <SpragueR@uwyo.edu>; Christine Noel Boggs <CBoggs@uwyo.edu>
Subject: Re: UW-fac: NY times college COVID page

Thanks to many people for their enthusiastic involvement in this listserv exchange yesterday! It sounds like many are in favor of a more proactive effort to teach and encourage safe socialization practices among our students.

The major barrier seems to be mobilizing people to devote their time and effort to make this happen. Many in the most obvious positions at UW are already stretched to the breaking point (and beyond; e.g., working 12 hour days, 7 days a week).

If you are interested and able to help, please send me an email and let me know (bwilkows@uwyo.edu)! It would be especially useful to have people involved who work closely with students groups, and relevant units around campus. But anyone who is willing to put their time into this is encouraged to do so!
-Ben Wilkowski
Psychology

(O, and Bob – I guess I accepted that I'm an eccentric academic a long time ago. So, no, "cool" definitely isn't the right word for many of us faculty.)

From: Robert D. Sprague <SpragueR@uwyo.edu>
Sent: Wednesday, September 9, 2020 12:31 PM
To: Benjamin Michael Wilkowski <bwilkows@uwyo.edu>; Christine Noel Boggs <CBoggs@uwyo.edu>;uw-faculty@uwyo.edu; Brant A. Schumaker <bschumak@uwyo.edu>; Rudiger Theodor Michalak <RudiM@uwyo.edu>; Micaela Myers <mmyers12@uwyo.edu>
Subject: Re: UW-fac: NY times college COVID page

Ben,

Are you saying faculty aren't cool?
<image002.jpg>

From: <uw-faculty@uwyo.edu> on behalf of Benjamin Michael Wilkowski <bwilkows@uwyo.edu>
Date: Wednesday, September 9, 2020 at 12:24 PM
To: Christine Noel Boggs <CBoggs@uwyo.edu>, "uw-faculty@uwyo.edu" <uw-faculty@uwyo.edu>, "Brant A. Schumaker" <bschumak@uwyo.edu>, Rudiger Theodor Michalak <RudiM@uwyo.edu>, Micaela Myers <mmyers12@uwyo.edu>
Subject: Re: UW-fac: NY times college COVID page

I agree Christi. We definitely student involvement and input to make anything like this work. It can't just come from faculty, staff, admin, etc. Only the students will know what's going to come across as 'cool'

From: Christine Noel Boggs <CBoggs@uwyo.edu>
Sent: Wednesday, September 9, 2020 12:13 PM
To: Benjamin Michael Wilkowski <bwilkows@uwyo.edu>; uw-faculty@uwyo.edu; Brant A. Schumaker <bschumak@uwyo.edu>; Rudiger Theodor Michalak <RudiM@uwyo.edu>; Micaela Myers <mmyers12@uwyo.edu>
Subject: Re: UW-fac: NY times college COVID page

There was an article, which I am unable to find, by professionals like our very own Narina Nunez, who suggest working with student groups & clubs to determine what would be the most 'fun', and therefor the most attended, way to help students socialize.

I believe this type of approach has the best possibility of working since from an inclusion lens it is ALWAYS better to work with and support groups in they need instead of assuming what would be good for them.

Christi

****

Christi Boggs, Ed.D.
Associate Director, Digital Education, ECTL
Instructor, School of Culture, Gender and Social Justice
Co-Coach of UW Nordic Ski Team
Co-Chair of the Shepard Symposium on Social Justice
Chair of the Committee on Women & People of Color
Campus Sustainability Committee
Pronouns: she|her|hers
cboggs@uwyo.edu
(307)363-0946

Please consider the environment before printing this email

On September 9, 2020 at 12:02:05 PM, Rudiger Theodor Michalak (rudim@uwyo.edu) wrote:

> Tami, does that sound like something UW can help organize? Ben's idea sounds a lot more proactive than other ideas I have seen. Safe party teaching - how soon can we set that up? I will also email Kim et al. at the Dean of Students end of things. They could perhaps bring man/woman power to the idea.
>
> ---
>
> **From:** uw-faculty@uwyo.edu <uw-faculty@uwyo.edu> on behalf of Benjamin Michael Wilkowski <bwilkows@uwyo.edu>
> **Sent:** Wednesday, September 9, 2020 11:55 AM
> **To:** Micaela Myers <mmyers12@uwyo.edu>; uw-faculty@uwyo.edu <uw-faculty@uwyo.edu>; Brant A. Schumaker <bschumak@uwyo.edu>
> **Subject:** Re: UW-fac: NY times college COVID page
>
> Glad to hear the suggestion is resonating.
>
> I'd be willing to help out as much as I can. Other things (e.g., children, learning to teach online, etc.) take up quite a bit of my time right now,

but I'd like to see this happen; and I can put forward what time I have available to help do this.
-Ben Wilkowski
Psychology

From: uw-faculty@uwyo.edu <uw-faculty@uwyo.edu> **On Behalf Of** Micaela Myers
Sent: Wednesday, September 9, 2020 11:31 AM
To: uw-faculty@uwyo.edu
Subject: Re: UW-fac: NY times college COVID page

As the mother of a freshman UW student, I think the idea of hosting safe in-person social events if and when possible would be great. My daughter is being safe, but she is definitely missing the social aspects of college that she was really looking forward to. Most young adults this age will be social one way or another, so teaching and modeling ways to do it seems worth a try.

Micaela Myers, MFA
Managing Editor
UWyo Magazine
University of Wyoming
115 Bureau of Mines
Laramie, WY 82071
Cell: 307-399-2209
mmyers12@uwyo.edu • uwyo.edu/uwyo

From: "uw-faculty@uwyo.edu" <uw-faculty@uwyo.edu> on behalf of Jane Nelson <JNelson@uwyo.edu>
Date: Wednesday, September 9, 2020 at 11:13 AM
To: "Robert D. Sprague" <SpragueR@uwyo.edu>
Cc: "uw-faculty@uwyo.edu" <uw-faculty@uwyo.edu>
Subject: Re: UW-fac: NY times college COVID page

This seems like a superb opportunity for the Panhellenic organization to assume leadership. The fraternities and sororities themselves could create some events: games, competitions, etc. Are there some incentives for them, perhaps monetary?

Jane (retired but always interested in UW affairs)

Sent from my iPad

> On Sep 9, 2020, at 11:03 AM, Robert D. Sprague <SpragueR@uwyo.edu> wrote:
>
> Excellent point Benjamin. Student Affairs could sponsor pizza and a movie in the A&S Auditorium with groups of, say, 30 students. Just run them back-to-back a few times a day for a week. And keep doing it throughout the semester. Or put up an open tent on Prexy Pasture and, in a controlled manner, let students come by a socialize.

Bob

From: Benjamin Michael Wilkowski <bwilkows@uwyo.edu>
Date: Wednesday, September 9, 2020 at 10:54 AM
To: "Brant A. Schumaker" <bschumak@uwyo.edu>, "Robert D. Sprague" <SpragueR@uwyo.edu>, Narina Luz Nunez <Narina@uwyo.edu>, Rudiger Theodor Michalak <RudiM@uwyo.edu>, "uw-faculty@uwyo.edu" <uw-faculty@uwyo.edu>
Subject: RE: UW-fac: NY times college COVID page

Perhaps we could start by trying to teach our students not to share vapes, and what a "safe" vs. not-so-safe social gathering looks like? The university could even take steps to help organize safe social gatherings and role model how this is done. Many students probably have no idea how to be safe if they aren't in full quarantine.

We have more tools at our disposal than just bans.

From: Brant A. Schumaker <bschumak@uwyo.edu>
Sent: Wednesday, September 9, 2020 10:51 AM
To: Robert D. Sprague <SpragueR@uwyo.edu>; Narina Luz Nunez <Narina@uwyo.edu>; Benjamin Michael Wilkowski <bwilkows@uwyo.edu>; Rudiger Theodor Michalak <RudiM@uwyo.edu>; uw-faculty@uwyo.edu
Subject: Re: UW-fac: NY times college COVID page

Hi Bob,
Unfortunately, we have no way of doing more than encouraging our student population to avoid those behaviors. As you've accurately stated, the bars are open and there is no order prohibiting students from joining in. We do have student code of conduct stipulations that address some but certainly not all of the behaviors from the weekend in question.

Brant

Get Outlook for iOS

From: Robert D. Sprague <SpragueR@uwyo.edu>
Sent: Wednesday, September 9, 2020 10:34:50 AM
To: Brant A. Schumaker <bschumak@uwyo.edu>; Narina Luz Nunez <Narina@uwyo.edu>; Benjamin Michael Wilkowski <bwilkows@uwyo.edu>; Rudiger Theodor Michalak <RudiM@uwyo.edu>; uw-faculty@uwyo.edu <uw-faculty@uwyo.edu>
Subject: Re: UW-fac: NY times college COVID page

Thanks for the facts Brant. Now that the rest of us are finally hearing what they are, we can reduce the need for charades. Of course, the "shared vapes, cigs, and drinks at the bars" sound like what I've been observing all over Laramie since the Governor allowed the bars and

restaurants to re-open. Now we've just increased the number of people out on the town by a magnitude of what? Are students banned from going to bars (even if they of age) and restaurants?

Bob

From: "Brant A. Schumaker" <bschumak@uwyo.edu>
Date: Wednesday, September 9, 2020 at 10:28 AM
To: "Robert D. Sprague" <SpragueR@uwyo.edu>, Narina Luz Nunez <Narina@uwyo.edu>, Benjamin Michael Wilkowski <bwilkows@uwyo.edu>, Rudiger Theodor Michalak <RudiM@uwyo.edu>, "uw-faculty@uwyo.edu" <uw-faculty@uwyo.edu>
Subject: Re: UW-fac: NY times college COVID page

Bob,
That's a convenient story but doesn't track with what we know about the related cases from our contact tracing. Think less charades at a dinner party and more shared vapes, cigs, and drinks at the bars and multiple 20+ person parties at off-campus residences associated with no fewer than three Greek organizations. I wish it weren't so, but those are the facts.

All my best,

Brant

Get Outlook for iOS

From:uw-faculty@uwyo.edu <uw-faculty@uwyo.edu> on behalf of Robert D. Sprague <SpragueR@uwyo.edu>
Sent: Wednesday, September 9, 2020 9:54:07 AM
To: Narina Luz Nunez <Narina@uwyo.edu>; Benjamin Michael Wilkowski <bwilkows@uwyo.edu>; Rudiger Theodor Michalak <RudiM@uwyo.edu>; uw-faculty@uwyo.edu <uw-faculty@uwyo.edu>
Subject: Re: UW-fac: NY times college COVID page

I'm in the camp that believes complaints about "irresponsible students partying" causing spread are overblown. Would anyone consider the following a possible typical scenario?

> Andy and Bill are off-campus roommates, as are Katie and Diane, and Larry and George. All are UW students in Laramie in the hopes of having F2F classes beginning later this month (and, of course, stuck with leases regardless). All six are conscientious about wearing masks when out on the town, such as shopping at Walmart. But, naturally, Andy and Bill don't wear masks when they are in their own apartment, nor do the other two pairs. So, when Katie and Diane visit Andy

and Bill, it's natural they would not wear masks, even when Larry and George join them for delivery pizza and some streaming one night.

Do you believe our six off-campus students have violated UW COVID-19 rules? I don't. Especially when I see an "adult" neighbor regularly having visitors, none of whom wear masks. Or when I regularly drive by a restaurant and see "adult" patrons sitting close together, none of whom appear to be wearing masks.

I think when you start packing people into dorms and apartments, short of extreme lock-down, there is inevitably going to be spread.

Bob

From: "uw-faculty@uwyo.edu" <uw-faculty@uwyo.edu> on behalf of Narina Luz Nunez <Narina@uwyo.edu>
Date: Wednesday, September 9, 2020 at 9:09 AM
To: Benjamin Michael Wilkowski <bwilkows@uwyo.edu>, "Robert D. Sprague" <SpragueR@uwyo.edu>, Rudiger Theodor Michalak <RudiM@uwyo.edu>, "uw-faculty@uwyo.edu" <uw-faculty@uwyo.edu>
Subject: Re: UW-fac: NY times college COVID page
Resent-From: <pfmail1@uwyo.edu>

Thanks for sharing this article Ben. I've been teaching Adolescent Development for over 30 years, and it's amazing to me that adults still don't understand how biologically wired we are during adolescence and emerging adulthood to need social interaction. Asking 18-25 year olds not to socialize is like asking a fish to live without water.

I agree with the article, that we should ask our own students for safe solutions to interact. And that we may need to turn a blind eye to some moderate infractions of our alcohol policies.

Narina

Narina Nuñez
Department of Psychology
University of Wyoming
Laramie, WY 82071
https://www.uwyo.edu/psychology/faculty/nunez.html
<image001.png>

From: uw-faculty@uwyo.edu [mailto:uw-faculty@uwyo.edu] **On Behalf Of** Benjamin Michael Wilkowski
Sent: Wednesday, September 09, 2020 8:55 AM
To: Robert D. Sprague <SpragueR@uwyo.edu>;

Rudiger Theodor Michalak <RudiM@uwyo.edu>; uw-faculty@uwyo.edu
Subject: Re: UW-fac: NY times college COVID page

Seems too fatalistic to say universities can't do anything to contain the spread of COVID.

Here's a different NPR article, suggesting that universities need to do more than just punish students who throw keggers. We need to teach and encourage students how they can socialize in a safe way:

https://www.npr.org/2020/08/31/907756835/preventing-college-parties-shame-and-blame-dont-work-but-beer-pong-outside-might?utm_medium=RSS&utm_campaign=thecoronaviruscrisis

It's unrealistic to expect college students to shelter in place forever. But I hope university employees are open to the possibility that students are capable of learning something new. That is what we are in the business of doing, after all.

From: uw-faculty@uwyo.edu <uw-faculty@uwyo.edu> **On Behalf Of** Robert D. Sprague
Sent: Wednesday, September 9, 2020 5:43 AM
To: Rudiger Theodor Michalak <RudiM@uwyo.edu>; uw-faculty@uwyo.edu
Subject: Re: UW-fac: NY times college COVID page

I think what the map best illustrates is that universities cannot contain the spread.

Here is a story on the University of Illinois Urbana-Champaign's travails. The story is about a week old and, of course, UI is a much larger campus, but since we pretty much modeled our approach on theirs, it may be instructive:

https://www.npr.org/sections/coronavirus-live-updates/2020/09/03/909137658/university-with-model-testing-regime-doubles-down-on-discipline-amid-case-spike

> "In just under two weeks of classes, there have been more than 700 positive COVID-19 cases on campus, according to the university. The school's researchers had anticipated about 700 positive cases for the entire fall semester. . . ."

Bob

From: <uw-faculty@uwyo.edu> on behalf of Rudiger Theodor Michalak <RudiM@uwyo.edu>
Date: Tuesday, September 8, 2020 at 5:45 PM
To: "uw-faculty@uwyo.edu" <uw-faculty@uwyo.edu>

Subject: UW-fac: NY times college COVID page

This gives a sense where we stand relative to other colleges and COVID cases: https://www.nytimes.com/interactive/2020/us/covid-college-cases-tracker.html

Tracking Coronavirus Cas
Colleges and Universities
York Times

As college students and professors retu
the midst of a pandemic, coronavirus c
up by the thousands. A New York Time
than 1,500 American colleges and ...

www.nytimes.com

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- To UNSUBSCRIBE from the list: 1) Address the email to: uw-faculty-unsubscribe@uwyo.edu. 2) Leave the body of the message blank, with no signature file. 3) Send the email.

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- To UNSUBSCRIBE from the list: 1) Address the email to: uw-faculty-unsubscribe@uwyo.edu. 2) Leave the body of the message blank, with no signature file. 3) Send the email.

From: Mary L. Ivanoff
Sent: Friday, September 11, 2020 3:32 PM
To: Danika Roanne Salmans;Chad R. Baldwin;Brant A. Schumaker;[redacted]RoseMarie London;Edward Seidel;Mandy Jane Gifford
Cc: [redacted]Nycole Rae Courtney;Tara Evans;Tami B. Benham-Deal;[redacted]Tom Koczara;Ryan McGarry Dinneen O'Neil;Kimberly Chestnut Steich;Mary Beth Bender;Jennifer Dawn Chavez;William Timothy Wiseman;Curtis Cannell;Will Laegreid;Jeffery D Lang;William H. Mai
Subject: RE: COVID Dashboard for FRI 9/11

Danika
Could we add hospitalizations to the daily dashboard? (Even if it is zero?) The Trustees gave that feedback in their meeting today – that this is a key indicator they think it is important to see daily. (If you aren't the right person to ask, I am sure Tara will follow up.)

Thank you!
Mary

From: Danika Roanne Salmans <dsalmans@uwyo.edu>
Sent: Friday, September 11, 2020 12:26 PM
To: Chad R. Baldwin <cbaldwin@uwyo.edu>; Brant A. Schumaker <theschu78@gmail.com>; [redacted]RoseMarie London <rlondon@uwyo.edu>; Edward Seidel <Edward.Seidel@uwyo.edu>; Mandy Jane Gifford <MANDYJ@uwyo.edu>
Cc: [redacted]Nycole Rae Courtney <NF@uwyo.edu>; Tara Evans <tevans15@uwyo.edu>; Tami B. Benham-Deal <Benham@uwyo.edu>; [redacted]om Koczara <tkoczara@uwyo.edu>; Ryan McGarry Dinneen O'Neil <Ryan.Oneil@uwyo.edu>; Kimberly Chestnut Steich <k.chestnut@uwyo.edu>; Mary Beth Bender <mbender4@uwyo.edu>; Jennifer Dawn Chavez <Jennifer.Chavez@uwyo.edu>; William Timothy Wiseman <wwiseman@uwyo.edu>; Curtis Cannell <ccannell@uwyo.edu>; Mary L. Ivanoff <MIvanoff@uwyo.edu>; Will Laegreid <wlaegrei@uwyo.edu>; Jeffery D Lang <JEFFLANG@uwyo.edu>; William H. Mai <william.mai@uwyo.edu>
Subject: COVID Dashboard for FRI 9/11

Below is the FRIDAY 9/11 Update from the COVID HUB -
New cases = 3 (Data was pulled from Vault up through 12:00pm on 9/11/2020)

- 2 employees
  - 1 Bridge Tested - asymptomatic
  - 1 External Tested - asymptomatic
- 1 student - Bridge Tested - asymptomatic -[redacted]

Active Cases = 66
- 15 students living on-campus
- 45 students living off-campus positive cases
- 6 employees living off-campus positive cases

14 Day Quarantine due to exposure to a positive = 119
- 24 : On Campus - 14 Day Quarantine
- 95 : Off Campus - 14 Day Quarantine

Recovered from COVID Positive = 78

- 78 : Recovered COVID Positive Cases

Released from 14 Day Quarantine/Monitoring = 62

- 62: Released from 14 Day Quarantine/Monitoring

TOTAL COVID Cases = Active cases + Recovered Cases = 144

TOTAL Tests Run by Vault (Pre Return) = 12,980
TOTAL Tests Run by Vault Bridge Testing = 3,205

Test Reports of Positives (12am - 12am)

	MON	TUES	WED	THUR	FRI	SAT	SUN
Test Type	31-Aug	1-Sep	2-Sep	3-Sep	4-Sep	5-Sep	6-Sep
Vault			1		3		
Bridge			1	2	1	7	
External/Symptomatic		5	8	6	7	3	
External/Asymptomatic		1	1	3	2	2	1
		6	11	11	13	12	1
Test Type	7-Sep	8-Sep	9-Sep	10-Sep	11-Sep	12-Sep	13-Sep
Vault							
Bridge					2		
External/Symptomatic	2	2					
External/Asymptomatic	1	2			1		
	3	4	0	0	3	0	0