From: Mitch McClaran, Director Arizona Experiment Station  
Date: 25 June 2020

25 June 2020 Update to Covid-19 Guidelines for Arizona Experiment Station Units

Four updates to Guidelines are intended help protect the health of Arizona Experiment Station (AES) employees and visitors and ensure the continued operation of AES Units. These emerged during recent discussions with faculty and ALVSCE leaders.

1. Please share your practices and knowledge with the other AES Unit Leaders so that we can learn from one another.
2. Implement Zero Tolerance for employee behavior that is not consistent with University policies regarding Covid-19 biosafety, including distancing, hand sanitation, self-quarantine and required use of masks indoors (except in single occupancy offices), and outdoors when people are <6ft apart (see details below).
3. Process for accommodating employees if they feel unsafe returning to the workplace (see details below).
4. Protocols for response and notification when an employee or occupant of AES Units is suspected or is confirmed to have contracted Covid-19 virus. See details below.

Zero Tolerance for Violating University Policies regarding Covid-19

1. Notify all employees that the progressive discipline procedures for such violations will be implemented.
2. The procedures are a) notification of the policy, and setting expectations, b) verbal or written warning, c) written warning, and d) including and leading up to dismissal.

Process for accommodating employees if they feel unsafe returning to the workplace

The Provost set a process that includes evaluations and recommendations by the Disability Resource Center and Human Resources. Follow those procedures and they can be found at https://compass.arizona.edu/worried-about-returning-workplace. That is part of that is part of the ALVSCE Compass page, and specifically the Corona Virus Updates section.
Protocols for Response and Notification if Infection is suspected or confirmed for employee or occupants

1. Contact the local County Health Department for next steps including testing, self quarantine, and any additional steps deemed necessary.

2. Unless the employee or occupants gives their consent to reveal their status, then you must maintain anonymity of the employee or occupant by referring to location, dates, times when that person was in a part of a building or using some equipment in the the 4 days before confirmed Covid test, or before Covid-like symptoms occurred. If that information easily reveals the person’s identity, then make the details more general to protect anonymity.

3. Inform the following people about those places, dates and times when a person with suspected or confirmed Covid-19 was in the area (Maintain Anonymity):
   a. All employees, occupants and users of the AES Unit
   b. AES Director McClaran, Associate Dean Parker Antin and all CALS Academic Units Heads with staff working at the AES Unit
   c. Director of Campus Health and Wellness, David Salifsky salafsky@email.arizona.edu // 520-621-8297
   d. If a student (under and grad), then Dean of Students, Kendal Washington White, kwashing@email.arizona.edu