

**From:** [Scott Van Zandbergen](#)  
**To:** [grpFaculty](#); [grpStaff](#); [grpStudents](#)  
**Subject:** Coronavirus Disease 2019 (COVID 19)  
**Date:** Tuesday, March 10, 2020 2:31:00 PM

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Ladies and Gentlemen,

FYI, I have been designated as the Coronavirus Coordinator for UTSI. Chris has already published information regarding COVID 19, however in an attempt to avoid overloading your accounts with messages, we will be publishing information on the UTSI TV screens located throughout the campus and the below webpage found on the UTSI front page slider. The webpage provides links to the Centers for Disease Control and Preventions (CDC) for nationwide information and the Tennessee Department of Health (TDH) for statewide information. If you have questions regarding COVID 19 that you cannot find on the websites, please contact me at 393-7260 or [svanzand@utsi.edu](mailto:svanzand@utsi.edu).



Respectfully,

*Scott*

Scott W. Van Zandbergen  
University of Tennessee Space Institute  
411 B. H. Goethert Parkway  
Tullahoma TN, 37388  
931.393.7260

"Soli Deo Gloria"

The three things to always remember – 1. Be Flexible. 2. Keep a sense of humor. 3. Love life.

**From:** [Scott Van Zandbergen](#)  
**To:** [grpStudents](#); [Dorm](#)  
**Cc:** [Mark Whorton](#); [Meghan Morris](#)  
**Subject:** COVID-19 Student Update  
**Date:** Tuesday, March 17, 2020 2:28:00 PM

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Students,

During this period of telecommuting, should you develop symptoms of the virus, the following guidance is provided:

1. Stay home or remain in your dorm room and limit interactions with others as much as possible, just as you would for flu or other respiratory illnesses.
2. Contact your health care provider.
3. For students not living on campus, notify your advisor of your situation either by phone or email. Notify the UTSI Coronavirus Coordinator by email ([svanzand@utsi.edu](mailto:svanzand@utsi.edu)) or office phone at (393-7260; if not answered, please leave a message).
4. For students living on campus, notify your Resident Advisor (RA) of your situation either by phone or email. Notify the UTSI Coronavirus Coordinator by email ([svanzand@utsi.edu](mailto:svanzand@utsi.edu)) or office phone at (393-7260; if not answered, please leave a message).

As a reminder, symptoms of the Coronavirus / COVID 19 are:

- Fever (temperature of 100.4 F/38 C or higher)
- Cough
- Shortness of breath

Respectfully,

*Scott*

Scott W. Van Zandbergen  
University of Tennessee Space Institute  
411 B. H. Goethert Parkway  
Tullahoma TN, 37388  
931.393.7260

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**From:** [Van Zandbergen, Scott W](#)  
**To:** [UTSI\\_grpStudents](#); [UTSI\\_grpFaculty](#); [UTSI\\_grpStaff](#)  
**Subject:** Dining hall process and menu - update  
**Date:** Monday, June 8, 2020 9:22:00 AM  
**Attachments:** [The View Togo Services Process.docx](#)  
[View Togo Menu June 2020.xlsx](#)

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Ladies and Gentlemen,

Update, "The View" will be serving fountain drinks instead of bottles.

r/  
Scott

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**From:** Van Zandbergen, Scott W  
**Sent:** Friday, June 5, 2020 13:01  
**To:** [UTSI\\_grpFaculty](#) <[faculty@utsi.edu](mailto:faculty@utsi.edu)>; [UTSI\\_grpStaff](#) <[staff@utsi.edu](mailto:staff@utsi.edu)>; [UTSI\\_grpStudents](#) <[students@utsi.edu](mailto:students@utsi.edu)>  
**Subject:** FW: Dining hall process and menu

Ladies and Gentlemen,

On behalf of "The View" staff, the following information is provided regarding services being provided by the UTSI dining hall starting Monday, 8 June.

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We will reopen Monday, June 8, with the limited process described in the word document.

Thank you in advance for your time and cooperation!

-Tim

**From:** [Van Zandbergen, Scott W](#)  
**To:** [UTSI\\_grpFaculty](#); [UTSI\\_grpStaff](#); [UTSI\\_grpStudents](#)  
**Subject:** FW: Dining hall process and menu  
**Date:** Friday, June 5, 2020 1:01:00 PM  
**Attachments:** [The View Togo Services Process.docx](#)  
[View Togo Menu June 2020.xlsx](#)

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Ladies and Gentlemen,

On behalf of “The View” staff, the following information is provided regarding services being provided by the UTSI dining hall starting Monday, 8 June.

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We will reopen Monday, June 8, with the limited process described in the word document.

Thank you in advance for your time and cooperation!

-Tim

**From:** [Van Zandbergen, Scott W](#)  
**To:** [UTSI\\_grpFaculty](#); [UTSI\\_grpStaff](#); [UTSI\\_grpStudents](#)  
**Subject:** FW: Tri-State (NY, NJ, CT) Travel Advisory / Quarantine  
**Date:** Wednesday, June 24, 2020 12:58:00 PM  
**Attachments:** [ATT00001.txt](#)

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Forwarded as FYI. States are beginning to issue a "Travel Advisory" regarding self-quarantine when arriving from a state of concern. If you plan on traveling outside of Tennessee, you should check what health measures that state has implemented – you might be required to self-quarantine upon arrival.

r/  
[Scott](#)

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**Subject:** DRU: Tri-State (NY, NJ, CT) Travel Advisory / Quarantine

### [External Email]

As you will likely see in the headlines, the states of New York, New Jersey, and Connecticut have collectively issued a "Travel Advisory" which implements a 14-day quarantine for individuals arriving from one of the following states, effective midnight tonight:

AL, AR, AR, FL, NC, SC, TX, UT, WA

As was explained by Governor Cuomo (NY) during his press-release, this is a legally-binding public health quarantine order. New York **does not** plan to establish any form of checkpoints at its borders or points of entry (unsure about NJ or CT). "It's an honor system, until you get caught. Then when you get caught, you're put into mandatory quarantined and fined thousands of dollars." \$2,000 first offense. \$5,000 second. \$10,000 third. There are a multitude of ways to "get caught" including, but not limited to, law enforcement, hotel management, tip lines, etc.

I know there is a plethora of tracking websites and data sources out there. I want to call attention to two which I find particularly useful at this point and strong data defense for this action:

- 1.) New York Times: <https://www.nytimes.com/interactive/2020/us/coronavirus-us-cases.html> (identifies "hot spots" among other data)
- 2.) John Hopkins: <https://coronavirus.jhu.edu/testing/tracker/overview> (further analysis into cases per capita, weekly changes in new cases, percent positive tests (positivity), weekly changes in positivity, testing rates, changes in testing rates)

In a complete 180-degree twist, New York in particular has gone from THE worst hotspot in the country (primarily NYC / Long Island metro, but I digress) to one of the lowest. New York is #1 in terms of daily tests administered, yet resulting in only about 1% positivity (3<sup>rd</sup> lowest).

"On May 12, 2020 the World Health Organization (WHO) advised governments that before reopening, rates of positivity in testing (ie, out of all tests conducted, how many came back positive for COVID-19) of should remain at 5% or lower for at least 14 days." As of today, 21 states and

territories are above 5% **and rising**, of which seven are above 10% (in decreasing order): PR, AZ, SC, FL, UT, MS, TX. (PR appears to have very limited testing capacity and testing the most ill. UT has high positivity, but relatively low new case counts.)

Now... to figure out how this impacts our reopening plans for the fall semester, on top of all the other requirements I shared yesterday.

**DAVE BUJAK, MPA, CEM®**

**EMERGENCY PREPAREDNESS MANAGER**  
UNIVERSITY OF ROCHESTER & UR MEDICINE



**Phone:** (585) 353-4700

**My Calendar:** [Schedule a meeting](#)

**E-mail:** [dbujak@safety.rochester.edu](mailto:dbujak@safety.rochester.edu)

**Website:** <http://www.safety.rochester.edu>

**Address:** Environmental Health & Safety,  
Box 278878, Rochester, NY 14627

**SECURITY NOTICE:** This message contains information that may be confidential, privileged, and subject to regulation by laws such as FERPA or HIPAA. If you are not a direct addressee (or authorized to receive this e-mail for the addressee) you may not use, copy, or disclose to anyone this message or any information contained in this message (including attachments). If you received this message in error, please advise the sender by reply e-mail, and delete the message. Thank you.

**From:** [Scott Van Zandbergen](#)  
**To:** [grpFaculty](#); [grpStaff](#); [grpStudents](#)  
**Subject:** FW: Urgent Message Regarding COVID-19 Response  
**Date:** Thursday, March 12, 2020 10:56:00 AM

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Ladies and Gentlemen,

The below message from the Chancellor is provided.

r/  
Scott

**From:** Chancellor Donde Plowman <[chancellor@utk.edu](mailto:chancellor@utk.edu)>  
**Sent:** Wednesday, March 11, 2020 17:06  
**To:** [svanzand@tennessee.edu](mailto:svanzand@tennessee.edu)  
**Subject:** Urgent Message Regarding COVID-19 Response

All coursework will move online following spring break.

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## From the Chancellor

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Dear students, faculty, and staff,

UT System Interim President Randy Boyd just announced that the University of Tennessee System, in consultation with the chancellors of all UT campuses, made the decision today to move classes online. The University of Tennessee, Knoxville, will transition to online classes following spring break through at least April 3.

As of the time of this message, there have still been no confirmed cases of COVID-19 in Knox County or on our campus. After careful deliberation, we have decided to act to protect the well-being of those on our campus and to do our part to protect the health of our broader community and those who may be especially vulnerable to this virus.

Accordingly, we have made the following decisions:

- **Online classes**—All classes will be moved online following spring break, effective March 23 until at least April 3. We will continue to communicate throughout this period so students, faculty, and staff know what to expect going forward. Faculty should be prepared to continue online coursework beyond April 3 should the need arise.
- **Residence hall and sorority and fraternity housing**—Students are expected to stay home after spring break and participate in online classes from their primary residence. We understand that this is not possible for every student. If you live in a residence hall or fraternity or sorority house and you are not able to stay at home after spring break, you can register for an exemption to continue to live on campus. University Housing will provide additional information to campus residents by email this evening.
- **University events**—Beginning March 16 and running through April 5, we are canceling all non-athletic university events, including those hosted by registered student organizations, which involve anticipated gatherings of 50 or more people. Event organizers may explore ways of conducting the event through livestreaming or other technologies. Requests for exemptions can be submitted to [campusevents@utk.edu](mailto:campusevents@utk.edu). Decisions concerning events organized by the athletics department will be evaluated by the director of athletics in coordination with the chancellor, the SEC, and the NCAA.
- **Study abroad**—All UT Knoxville–sponsored study abroad programs with departure dates prior to May 20 will be suspended. We will reach out directly to students who may be impacted to determine next steps.
- **Research facilities**—While we have moved classes online, campus will remain open. That includes research facilities and labs.
- **Cruise ship travel**—Any student, faculty, or staff who goes on any cruise—no matter the location or itinerary—or travels to an



area listed as Level 2 or 3 on the CDC's COVID-19 travel advisories page must self-isolate for two weeks upon their return home. Do not go to work, classes, athletic events, or other social gatherings until 14 days after the date of your departure from the affected area.

I understand the hardship that this presents to all of you, and these are not decisions we made lightly. Our campus response to COVID-19 has been based on ongoing CDC updates and regular communication with public health officials and our own infectious disease specialists at the UT Health Science Center. This remains a fluid situation. The uncertainty of spring break travel adds to the changing dynamics of the situation specifically related to campus. Additional updates may be forthcoming.

Below is specific information on what you should do to prepare for the weeks ahead. Over the next few days, we will send out more detailed information to students, faculty, staff, researchers, and parents.

## Students

Again, we are asking students not to return to campus after spring break if possible. If you live on campus—in a residence hall or sorority or fraternity house—please take what you will need for the next three weeks, especially your course materials. If you are an international student, do not have internet access for online classes, or must return to campus following spring break for any other reason, please register through the [University Housing portal](#).

## Faculty and Staff

Faculty should begin immediately moving all coursework online. Please refer to the resources outlined in the [Tuesday email from Provost David Manderscheid](#). Additional guidance will follow from the Office of the Provost in the coming days. Faculty should be prepared to continue with online instruction beyond April 3 in the event that becomes necessary.

Campus offices should continue normal business operations. Deans, directors, department heads, and others in supervisory roles should instruct staff to [practice social distancing](#). In some cases, this may

mean simply shifting in-person meetings to Zoom; for others, it may include making arrangements for telecommuting where appropriate.

This situation is being monitored daily, and additional guidance will be forthcoming from Human Resources.

## Researchers

Research laboratories will remain open and operational. Please contact your research collaborators, graduate assistants, and other staff to develop contingency plans based on the terms of your grant.

## UT Institute of Agriculture Employees

We recognize that the UT Institute of Agriculture has staff in all 95 counties. Senior Vice President/Senior Vice Chancellor Tim Cross will be communicating directly with all UTIA employees, including UT Extension and AgResearch employees across the state.

As we navigate these challenging times as an inclusive campus community, please do not make assumptions about others based on perceived symptoms or identities. We want to foster a campus environment in which everyone matters and belongs. This means showing empathy and respect to ALL Vols, particularly those for whom this may be an especially stressful situation. Let's do our best to be kind, caring, and considerate of one another, especially during difficult times such as these.

You can continue to find the latest updates at [utk.edu/coronavirus](https://utk.edu/coronavirus).

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Donde Plowman  
Chancellor

Contact Us

Office of the Chancellor  
527 Andy Holt Tower  
Knoxville, TN 37996-0184  
865-974-3265  
[chancellor@utk.edu](mailto:chancellor@utk.edu)

[View as web page](#)

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**From:** [Van Zandbergen, Scott W](#)  
**To:** [grpFaculty](#); [grpStaff](#); [grpStudents](#)  
**Subject:** Hand Sanitizer  
**Date:** Tuesday, June 2, 2020 12:05:00 PM

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Ladies and Gentlemen,

When you signed for your face mask, you should have also received a small bottle of hand sanitizer. When your bottle of hand sanitizer is empty, please do not throw the bottle away, these bottles are reusable and can be refilled by contacting either Leo Bonner at 393-7298 or Dana Hale at 393-7312. Please contact either Leo or Dana in advance to ensure they are in the office. If you did not receive a bottle of hand sanitizer with the issuance of your face mask, please contact either Leo or Dana to receive your bottle of hand sanitizer. Thank you.

Respectfully,

*Scott*

Scott W. Van Zandbergen  
University of Tennessee Space Institute  
411 B. H. Goethert Parkway  
Tullahoma TN, 37388  
931.393.7260

"Soli Deo Gloria"

I am, I can, I will, I do!.

**From:** [Scott Van Zandbergen](#)  
**To:** [grpFaculty](#); [grpStaff](#); [grpStudents](#)  
**Subject:** Implementation of UTSI Telecommuting Plan - Business and Finance Office Update  
**Date:** Tuesday, March 17, 2020 9:07:00 AM

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The grants and contracts office is working remotely. All proposals, awards, and other modifications to existing contracts will continue to be processed. Please contact Jennifer Young at [jyoung@utsi.edu](mailto:jyoung@utsi.edu) for assistance.

The finance office is available by email as well. Please reach out to Carole Thomas [cthomas@utsi.edu](mailto:cthomas@utsi.edu) or Tim Johnson [tjohnson@utsi.edu](mailto:tjohnson@utsi.edu) with any financial questions or concerns with current contracts.

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**From:** Scott Van Zandbergen  
**Sent:** Monday, March 16, 2020 17:23  
**To:** [grpFaculty](#) <[Faculty@utsi.edu](mailto:Faculty@utsi.edu)>; [grpStaff](#) <[staff@utsi.edu](mailto:staff@utsi.edu)>; [grpStudents](#) <[Students@utsi.edu](mailto:Students@utsi.edu)>  
**Subject:** Implementation of UTSI Telecommuting Plan

Ladies and Gentlemen,

Effective tomorrow, Tuesday, 17 March 2020, UTSI will be implementing a telecommuting plan which will be in effective through 6 April 2020 at the earliest. Updates will be provided as they are received. Campus attendance is on a “as needed basis.” Supervisors have developed a plan of action for their departments and a brief summary of each department is provided below – contact your supervisor for guidance. Students contact your Advisor for guidance. The following additional information is provided:

- Research labs will still be operational. Joel Davenport has provided guidance, via separate email, to faculty and students regarding how the labs will be operating.
- Campus buildings will be placed in lock down. Ensure you have your key fob with you at all times while on campus.
- The IT Department will have one staff member on campus during the weekdays.
- Physical Plant will have two staff members on campus during the weekdays. They will arrive at 0730 and stay for a couple of hours or until their daily requirements are completed. If you need assistance, contact Roger Bass at his office extension 37310.
- HR and the Business Office will not have a physical presence on campus, but will be available by email or by contacting their office extension.
- The Dining Hall will be open for lunch, but will only be providing box lunches. A limited menu will be provided via separate email.
- The Distance Education offices will be open, however only for the transmission of online classes – students do not try to physically attend the taping, you will be turned away.
- The Safety Office will be providing guidance via separate email.
- HR will be providing guidance regarding training available through K@TE that can be completed while telecommuting.

Please be patient as we implement this plan, there will initially be areas missed, but will be

addressed when identified. FYI, I have been designated as the Coronavirus Coordinator for UTSI, please contact me if you have any questions.

Respectfully,

*Scott*

Scott W. Van Zandbergen

University of Tennessee Space Institute

411 B. H. Goethert Parkway

Tullahoma TN, 37388

931.393.7260

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**From:** [Scott Van Zandbergen](#)  
**To:** [grpFaculty](#); [grpStaff](#); [grpStudents](#)  
**Subject:** Implementation of UTSI Telecommuting Plan  
**Date:** Monday, March 16, 2020 5:22:00 PM

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Ladies and Gentlemen,

Effective tomorrow, Tuesday, 17 March 2020, UTSI will be implementing a telecommuting plan which will be in effective through 6 April 2020 at the earliest. Updates will be provided as they are received. Campus attendance is on a “as needed basis.” Supervisors have developed a plan of action for their departments and a brief summary of each department is provided below – contact your supervisor for guidance. Students contact your Advisor for guidance. The following additional information is provided:

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Respectfully,

*Scott*

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University of Tennessee Space Institute  
411 B. H. Goethert Parkway  
Tullahoma TN, 37388  
931.393.7260

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**From:** [Scott Van Zandbergen](#)  
**To:** [grpFaculty](#); [grpStaff](#); [grpStudents](#)  
**Subject:** Important Update Regarding UTSI Operating Conditions  
**Date:** Saturday, March 28, 2020 11:56:00 AM

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On behalf of Dr. Whorton, the following is provided.

Respectfully,

*Scott*

Scott W. Van Zandbergen  
University of Tennessee Space Institute

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UTSI Team,

To clarify our communication regarding coronavirus mitigation and response, we will use a three-color designation to indicate our operating condition as described below.

A UTSI Green condition will be the all-clear indication to signify normal operations.

A UTSI Yellow condition will be the baseline operating condition for our current coronavirus response period, during which:

- Telework is mandatory unless otherwise directed by supervisor/faculty advisor
- All courses are offered remotely with no student presence in the classroom
- All research activities are delayed unless specific exceptions are granted by Joel Davenport in concurrence with Dr. Whorton
- UTSI dorm remains closed unless exceptions have been or are granted by Scott Van Zandbergen in concurrence with Dr. Whorton
- Limited food service will be provided for on-campus resident students.

A UTSI Red condition will be our more restrictive operating condition, during which:

- All on-campus operations are ceased except for facility health and safety
- Campus security will be provided 24x7
- Limited food service will be provided for on-campus resident students
- Heightened emphasis should be placed on social distancing.

Our current plan is to return to the UTSI Yellow condition effective at the beginning of business on Monday, March 30<sup>th</sup> and continue until further notice. You will be notified by campus alert messaging if a change in condition from Yellow to Red is warranted.

Thank you for understanding and your cooperative attitude. Please continue to be diligent with social distancing and other recommended practices so as to prevent or limit the spread in our community. In the event that you begin to experience symptoms consistent with the coronavirus, please immediately contact your supervisor/advisor or Scott Van Zandbergen, our UTSI coronavirus coordinator. Do not hesitate to contact me or another staff member if you have any concerns or

needs.

**From:** [Scott Van Zandbergen](#)  
**To:** [grpFaculty](#); [grpStudents](#); [grpStaff](#)  
**Subject:** Remote Access Options  
**Date:** Monday, March 16, 2020 5:27:00 PM

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Ladies and Gentlemen,

The following is provided on behalf of the IT Department.

r/  
swv

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All,

The IT Department has compiled instructions on how to remotely access on-campus resources for users working from home at the following location.

<https://www.utsi.edu/remote-connections/>

The website includes instructions for Zoom meetings, accessing email online, VPN setup and connection information for users with UTSI-provided laptops, and Remote Desktop instructions for users who are connecting with personal devices.

The Remote Desktop option does require some additional configuration from IT on your work machine. Please contact us by emailing [helpdesk@utsi.edu](mailto:helpdesk@utsi.edu) as soon as possible to have this setup or if you have any questions.

Thank you,

Kanawful Massingille  
Information Technology Department  
University of Tennessee Space Institute  
411 B.H Goethert Parkway  
Tullahoma, TN 37388-9700  
931-393-7271

**From:** [Scott Van Zandbergen](#)  
**To:** [grpFaculty](#); [grpStaff](#); [grpStudents](#)  
**Subject:** Security Guard Hours  
**Date:** Wednesday, March 18, 2020 1:51:00 PM

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Ladies and Gentlemen,

Effective today, Wednesday, 18 March 2020, the Security Guard's tour of duty will change as follows:

1. Weekdays: The Security Guard will be on campus from 2:00 p.m. – 7:00 a.m.
2. Weekends: The Security Guard's tour will start at 2:00 p.m. on Friday and will end at 7:00 a.m. on Monday.

Due to the change in hours, anticipate different Security Guard's on duty than you are accustomed to seeing. Since they are new to the campus, anticipate being challenged and requested to provide identification. The Security Guard's contact information will remain the same, 931-588-6060.

Respectfully,

*Scott*

Scott W. Van Zandbergen  
University of Tennessee Space Institute  
411 B. H. Goethert Parkway  
Tullahoma TN, 37388  
931.393.7260

"Soli Deo Gloria"

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**From:** [Van Zandbergen, Scott W](#)  
**To:** [grpStudents](#)  
**Cc:** [Simonton, James Lennie](#); [Armstrong, Christopher S \(Chris\)](#); [Murphy, Susan R](#); [Whorton, Mark Stephen](#)  
**Subject:** Student Update  
**Date:** Thursday, May 21, 2020 2:58:00 PM  
**Attachments:** [UTSI Self-Observation Questionnaire student.pdf](#)

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Students,

I apologize for the delayed guidance regarding your return to campus. At UTSI, our return will be conducted in 3 phases as outlined in our Return to Work Plan which is posted on the UTSI COVID-19 webpage. Phase 1 started on 11 May and will go through 28 May, provided there are no changes. As planned, we will be starting phase 2 on 28 May. During phase 1, the only areas of increased activity occurred in Physical Plant and Research – phase 2 won't look much different. As a reminder, summer classes are being taught online - classroom attendance is not allowed. Regarding students return, only dorm residents that requested an exemption to remain in their dorm room and GRAs who have been notified by their supervisors should be on campus during Phase 1 and 2. Students not notified and other employees will continue to work remotely during Phase 1 and 2.

For students returning to campus or are currently on campus, there are specific requirements that need to be completed. Those requirements are as follows:

1. Complete the UTSI Self-Observation Questionnaire. The questionnaire is attached. Please provide a copy of the completed questionnaire to the HR office as indicated on the questionnaire. Note: Submission of the questionnaire is only required once, however if an answer to one of the questions changes, you need to resubmit.
2. Complete K@TE training course, "COVID-19: What you Need to Know." Depending on the number of links you review within the course, it will take 20 – 45 minutes to complete the course. Provide a copy of the completion certificate to the UTSI Safety Office.
3. Face masks must be worn while on campus and when 6 feet of social distancing cannot be maintained. Face masks are available for issue at the Physical Plant, Monday – Friday, please call Dana Hale at 393-7312 in advance to ensure she is in the office. You will need to sign for your face mask. Note: If you are by yourself, you do not need to wear the mask, however you need to have the face mask accessible should you encounter someone or they enter your office or lab space.

As a habit you should conduct a self-screen before coming to work and confirm to your supervisor that you are clear to be on campus. If you are sick, notify your supervisor and stay home. These self-screening questions are subject to change based on health department guidelines, but for now the questions you should ask yourself are:

- Have I been told to quarantine/isolate by a medical provider or the health department?
- In the last 14 days, have I had face-to-face contact for 10 minutes or more with someone who has or is suspected of having COVID-19 or traveled to a location with a CDC COVID-19 warning?
- Am I experiencing a new cough, shortness of breath, or difficulty breathing?
- Have I had at least two of the following new symptoms: Fever, chills, repeated shaking chills,

muscle pain, headache, sore throat, vomiting, diarrhea or loss of taste or smell in the last 48 hours?

- Is my temperature 100.4 or above this morning?

When you do return to campus, it is imperative that you practice social distancing and good hygiene.

You should limit your contact with others and the spaces you visit on campus to only those necessary to complete your job functions. See the [UTSI COVID-19 webpage](#) for more information.

Please contact Chris Armstrong or myself if you have any questions.

Following these guidelines is essential for us to have a safe return to campus.

Respectfully,

*Scott*

Scott W. Van Zandbergen

University of Tennessee Space Institute

411 B. H. Goethert Parkway

Tullahoma TN, 37388

931.393.7260

"Soli Deo Gloria"

I am, I can, I will, I do!

**From:** [Van Zandbergen, Scott W](#)  
**To:** [grpFaculty](#); [grpStaff](#); [grpStudents](#)  
**Subject:** Update to Security Guard Hours  
**Date:** Thursday, May 14, 2020 1:48:00 PM

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Ladies and Gentlemen,

Effective Monday, 18 May 2020, the Security Guard's tour of duty will change back to the original schedule. Hours are as follows:

1. Weekdays: The Security Guard will be on campus from 6:00 p.m. – 6:00 a.m.
2. Weekends: The Security Guard's tour will start at 6:00 p.m. on Friday and will end at 6:00 a.m. on Monday.

Since we are still working with reduced staffing on campus, should you encounter a problem during normal working hours, contact Roger Bass at 393-7310. If he doesn't answer, please leave a message and he will return your call.

Should you encounter a problem or need assistance after working hours, on weekends or holidays, contact the Security Guard at 931-588-6060.

Respectfully,

*Scott*

Scott W. Van Zandbergen  
University of Tennessee Space Institute  
411 B. H. Goethert Parkway  
Tullahoma TN, 37388  
931.393.7260

"Soli Deo Gloria"

I am, I can, I will, I do!.

**From:** [Van Zandbergen, Scott W](#)  
**To:** [grpFaculty](#); [grpStaff](#); [grpStudents](#)  
**Subject:** UTSI COVID-19 Campus Update as of 29 May 2020  
**Date:** Friday, May 29, 2020 4:30:00 PM  
**Attachments:** [UTSI Self-Observation Questionnaire student.pdf](#)  
[UTSI Self-Observation Questionnaire employee.pdf](#)

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Ladies and Gentlemen,

As indicated in Chancellor Plowman's message yesterday, UTK will be entering phase 2 on 8 June. To be consistent with UTK, UTSI will also be entering phase 2 on 8 June. As stated in previous emails, before returning to campus you will need to complete the UTSI Self-Observation Questionnaire and K@TE training course "COVID-19 What You Need to Know." The completed questionnaire needs to be provided to HR and a copy of the K@TE completion certificate needs to be provided to the Safety Office by 8 June. A list of individuals that have not completed the training and questionnaire by 8 June will be provided to the Executive Director. This requirement is not optional and is required even if you are not scheduled to be on campus during phase 2. Please contact me if you have any questions.

r/  
Scott

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**From:** Van Zandbergen, Scott W  
**Sent:** Tuesday, May 26, 2020 21:08  
**To:** [grpFaculty](#) <[Faculty@utsi.edu](mailto:Faculty@utsi.edu)>; [grpStaff](#) <[staff@utsi.edu](mailto:staff@utsi.edu)>; [grpStudents](#) <[Students@utsi.edu](mailto:Students@utsi.edu)>  
**Subject:** UTSI COVID-19 Campus Update

Ladies and Gentlemen,

I realize that you have been inundated with information about COVID-19 and with this information overload, you may be confused regarding the status of UTSI's reintegration. The UTSI Return to Work Plan has been posted to the UTSI COVID-19 webpage. This plan is a living document and is subject to change as required. As indicated in the plan, we entered phase 1 on 11 May and the only change that occurred was an increase in activity in the areas of Physical Plant and Research. We are on track to enter phase 2 on 28 May, however phase 2 will not look much different than phase 1. The only personnel that should be on campus at this time, are dorm residents that requested an exemption to remain in their dorm room and employees and GRAs who have been notified by their supervisors. Employees and students not notified will continue to work remotely during Phase 1 and 2.

An email was previously sent that provided the specific requirements to be completed prior to returning to campus - this requirement also applies to those employees and students that have been on campus during the stay-at-home order. The requirements are as follows:

1. Date and complete the UTSI Self-Observation Questionnaire. The questionnaire is attached and available on the UTSI COVID-19 webpage. Please provide a copy of the completed questionnaire



to the HR office as indicated on the questionnaire. Note: Submission of the questionnaire is only required once, however if an answer to one of the questions changes, you need to resubmit.

2. Complete K@TE training course, "COVID-19: What you Need to Know." Depending on the number of links you review within the course, it will take 20 – 45 minutes to complete the course. Provide a copy of the completion certificate to the UTSI Safety Office.
3. **Face masks must be worn while on campus** and when 6 feet of social distancing cannot be maintained. For employees, face masks are available for issue from their supervisor and for students you can pick up yours at the physical plant, Monday – Friday; please call Dana Hale at 393-7312 in advance to ensure she is in the office. Regardless if you are getting your face mask from your supervisor or physical plant, you are required to sign for your face mask. Note: If you are by yourself, you do not need to wear the mask, however you need to have the face mask accessible should you encounter someone or they enter your office or lab space.

Other updates:

1. Research. Around 8 May, Joel Davenport forwarded an email to all UTSI PI's regarding the requirements for developing a Health Safety Plan that is to be posted near the entrance to your lab. Please ensure to keep these plans current.
2. Students
  - a. Dorm. The dorm is closed to new residents until the start of Fall term, which is 19 August. Double occupancy is not an option for the Fall term.
  - b. Summer classes are being provided online; physical presence in the classroom is not allowed.
3. Building access. Buildings will continue to be in lock down mode through 31 July, so remember to keep your key fob with you at all times.
4. Per the Governor's Executive Order 34, the limit on gatherings of 10 or less has been extended to 30 June. This limit applies to gatherings of university personnel only – gatherings of outside groups are not allowed. Due to Executive Order 34, the gathering limit in phase 2 of the UTSI Return to Work plan of 50 or less is no longer valid and modified to reflect 10 or less as indicated in Executive Order 34.

**As a habit you should conduct a self-screen before coming to work and confirm to your supervisor that you are clear to be on campus. If you are sick, notify your supervisor and stay home. These self-screening questions are subject to change based on health department guidelines, but for now the questions you should ask yourself are:**

- Have I been told to quarantine/isolate by a medical provider or the health department?
- In the last 14 days, have I had face-to-face contact for 10 minutes or more with someone who has or is suspected of having COVID-19 or traveled to a location with a CDC COVID-19 warning?
- Am I experiencing a new cough, shortness of breath, or difficulty breathing?
- Have I had at least two of the following new symptoms: Fever, chills, repeated shaking chills, muscle pain, headache, sore throat, vomiting, diarrhea or loss of taste or smell in the last 48 hours?
- Is my temperature 100.4 or above this morning?

If you answer yes to any of these questions, notify your supervisor and stay home.

When you do return to campus, it is imperative that you practice social distancing and good hygiene. You should limit your contact with others and the spaces you visit on campus to only those

necessary to complete your job functions. See the UTSI COVID-19 webpage for more information.  
Please contact Chris Armstrong or myself if you have any questions.  
Following these guidelines is essential for UTSI to have a safe return to campus.

Respectfully,

*Scott*

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**From:** [Scott Van Zandbergen](#)  
**To:** [grpFaculty](#); [grpStaff](#); [grpStudents](#)  
**Subject:** Wearing Masks On Campus  
**Date:** Wednesday, April 8, 2020 11:53:00 AM

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To ensure that you are informed about guidance and recommendations about COVID-19 mitigation, please note that the CDC and UTK have recommended that you wear a simple cloth face covering when in public, on campus, or in other situations where social distancing measures are difficult to maintain. An example of a simple cloth face covering could be a bandana. Unfortunately, the issuance of N-95 masks is not feasible at this time, due to limited quantities available. Any questions regarding this guidance, please contact either Chris Armstrong or Scott Van Zandbergen at their office phone extensions and leave a message.

Respectfully,

*Scott*

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