

From: [Christopher Armstrong](#)
To: [grpStudents](#); [grpFaculty](#); [grpStaff](#)
Subject: VERY URGENT - UTSI CORONAVIRUS INFORMATION
Date: Thursday, March 5, 2020 3:52:00 PM
Attachments: [image003.png](#)

All,

As you may have heard, a case of COVID-19 or Coronavirus has been confirmed in Williamson County. The University of Tennessee Knoxville has activated their Emergency Operations Center (EOC) and will be following a pandemic plan that was previously established. As an entity of UTK, we will follow their lead in response to this confirmed case of Coronavirus and the UTSI Safety Office will be working closely with UTK Emergency Management to assure our campus is protected. UTK has implemented emergency procedures effective immediately and UTSI will follow suit. At this time, UTSI is NOT activating our Emergency Operations Center, but this is subject to change anytime. Members of the Emergency Operations Team will be notified immediately should it be activated and given specific instructions. For those unfamiliar, activating our EOC may alter daily functions and standard operating procedures. At this time, I feel we can manage the situation without activation due to our size. UTK is managing on a much larger scale which is why they activated their EOC.

In conjunction with UTK, here are the steps that will be enacted by the Safety Office as of today:

- **Suspended all university-related international travel for the month of March, effective today March 5, 2020, and reimbursing associated costs. IF YOU ARE UNSURE IF THIS WILL AFFECT YOU, PLEASE CONTACT ME ASAP. We will evaluate your plans before officially cancelling your travel or if you are confident your trip should be cancelled, go ahead and do so.**
- **University related travel beyond march is suspended indefinitely.**
- Cancel any university-sponsored Spring Break international travel and study abroad sessions in Italy and Japan that were scheduled to depart before June 15. Sessions in China and South Korea had already been canceled. To my knowledge this will not affect UTSI as I do not believe any of our personnel were scheduled for these activities.
- Follow recommendations from the Centers for Disease Control and Prevention (CDC), Tennessee Department of Health, and Franklin County Health Department or other federal, state, or local agencies with pertinent authority to issue recommendations.
- UTSI Safety Office will work with UTK's Office of Emergency Management and Emergency Response Team in coordinating and implementing the UT Pandemic Plan in real time and will take proactive action to respond and prepare.
- Some people may experience worry or anxiety. Case managers in the Office of the Dean of Students stand ready to assist **students** in distress through the 865-974-HELP line. If you call this number, please let them know you are a UTSI student and not located in Knoxville. Students may also find resources at <https://www.studenthealthprograms.com/>. **Faculty and staff** can access support services by calling 1 855 Here 4 TN (437 3486) or by visiting www.HERE4TN.com

More information may be found here:

<https://utk.edu/coronavirus/faq/>

<https://prepare.utk.edu/ep/pandemic/>

What You Can Do

Everyone should remain aware of developments and pay attention to updates from the university.

The best way to prevent illness is to avoid being exposed. Everyday preventive actions will help prevent the spread of coronavirus and other respiratory diseases.

It is recommended that everyone:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Wash your hands often with soap and water for at least 20 seconds.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- UTSI has numerous sanitizing stations in the Main Building as it is the most densely populated. Please use them.
- Our custodial staff regularly disinfects restrooms and other areas that could become contaminated. There are generally cans of spray disinfectant in each restroom as well.
- If you have visitors, you may want to tell them in advance we are taking the situation very seriously. While you cannot ask them personal medical questions, you can ask if they have been in any high-risk areas or if they feel they may have been exposed at any point.
- You may want to consider less face-to-face meetings with visitors and do more teleconferencing or other similar methods of distance communicating.

NOTE: CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19. Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others.

What You Should Not Do

The rise in coronavirus cases has led to considerable misinformation on social media and elsewhere. Please consult the [CDC website](#) for the most up-to-date and accurate information about the virus and help reduce the spread of misinformation. If approached or contacted by the media regarding actions taken by UTSI or any other information relating to coronavirus as it applies to UTSI, **you do not have the authority to speak on behalf of the Institute**. Direct all inquiries to our Public Relations Representative, Meghan Morris at (931) 393-7213 or mmorris@utsi.edu. She is the person officially designated to speak on behalf of UTSI along with Dr.'s Whorton and Simonton.

Do not take chances. You are very unlikely to contract coronavirus but if you have reason to believe you have been exposed to coronavirus or have contracted it, call your doctor or local emergency room for guidance. Do not expose others until you are sure you are clear.

I will send more information as it becomes available. Please do not hesitate to contact me if you

have questions. The current situation is very fluid, so be prepared for changes with little notice. With that in mind, it is possible that some information may conflict due to a lag in updates. If so, please contact me so we can make sure everyone has the latest information wot work with. It is important that we do not panic, but take meaningful, purposeful steps to protect our school.

Respectfully,

Chris Armstrong MSM
Safety / Security / EM / CHO
University of Tennessee Space Institute
411 B.H. Goethert Parkway, MS34
Tullahoma, TN 37388
Desk: (931) 393-7208
Mobile: (931) 808-5955
email: carmstro@utsi.edu



“The price of anything is the amount of life you exchange for it” - Henry David Thoreau

From: [Christopher Armstrong](#)
To: [grpStudents](#); [grpFaculty](#); [grpStaff](#)
Subject: Disposable Thermometers
Date: Friday, March 13, 2020 4:06:00 PM
Attachments: [image001.png](#)

All,

If you feel the need to check your temperature, I have some single-use disposable thermometers in my supply cabinet. Please let me know if you need one. Also, I have been asked why we do not stock pain relievers such as Advil or other medications in our first aid kits. We do not provide any oral medications due to liability issues. Our first aid kits are primarily for treating minor injuries and not intended to treat illnesses. Thank you for understanding.

Respectfully,

Chris Armstrong MSM
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“The price of anything is the amount of life you exchange for it” - Henry David Thoreau

From: [Christopher Armstrong](#)
To: [grpStaff](#); [grpFaculty](#); [grpStudents](#)
Subject: Family, Friends and Non-Essential Visitors
Date: Monday, March 23, 2020 5:15:30 PM

All,

Just a reminder that family, friends and non-essential visitors should refrain from coming to campus until restrictions have been lifted. Security officers will be challenging unfamiliar people and those found to have no official authorized business will be asked to leave. Please cooperate with them if challenged to provide identity and reason for being on campus. They are only doing their job to help protect our campus community. Thank you in advance.

Respectfully,

Chris Armstrong

From: [Christopher Armstrong](#)
To: [grpStudents](#); [grpFaculty](#); [grpStaff](#)
Subject: FW: UT Continuing to Monitor Coronavirus Situation
Date: Tuesday, February 25, 2020 4:39:32 PM
Attachments: [image001.png](#)

All,

Most of you likely received this, but I wanted to be sure everyone had the opportunity to read it, so I'm forwarding just in case some of you weren't on the distribution list. To date, there are no confirmed cases of Coronavirus in Tennessee. The closest confirmed case is in Chicago.

Respectfully,

Chris Armstrong MSM
Safety / Security / EM / CHO
University of Tennessee Space Institute
411 B.H. Goethert Parkway, MS34
Tullahoma, TN 37388
Desk: (931) 393-7208
Mobile: (931) 808-5955
email: carmstro@utsi.edu



"The price of anything is the amount of life you exchange for it" - Henry David Thoreau

From: Provost David Manderscheid <provost@utk.edu>
Sent: Tuesday, February 25, 2020 3:22 PM
To: carmstr1@tennessee.edu
Subject: UT Continuing to Monitor Coronavirus Situation

UT has no reports of coronavirus cases, but is monitoring the outbreak.

University of Tennessee Knoxville



Office of the Provost

Although UT has received no reports of coronavirus (COVID-19) cases, staff from UT Emergency Management, the Student Health Center, Student Life, the Center for Global Engagement, and other campus offices are closely monitoring the outbreak and working with partners at the local, state, and federal levels.

As the outbreak continues, we will monitor developments and adjust our procedures to ensure the safety and well-being of our campus community.

To date, we have taken the following measures:

- Suspended spring and summer education abroad programs in China and South Korea
- Implemented Centers for Disease Control and Prevention (CDC) recommendations for screenings at the Student Health Center
- Updated international travel procedures
- Established a [coronavirus information page on the Student Health Center website](#)

How you can help

- Anyone from UT proposing international travel should read and follow the [coronavirus travel advisory](#) issued by the [Center for Global Engagement](#). Contact the center if you have any questions about travel. In addition, prospective travelers should monitor travel advisories from the CDC. Currently, the CDC has issued a Level 3–Avoid Nonessential Travel advisory for [China](#) and [South Korea](#). The US Department of State has issued a [Level 4–Do Not Travel advisory for China](#).
- All UT students, faculty, and staff are urged to monitor the CDC for the [latest information on the coronavirus](#), including [prevention tips](#).

Even though we have not had a COVID-19 case, we want faculty and staff to understand what to do if for any reason they are asked to isolate themselves by their health care provider or health officials. If you are under self-isolation **with no symptoms** per CDC

recommendations, contact your supervisor. If you are under self-isolation **with symptoms**, contact both your supervisor and your health care provider. Supervisors in either case are asked to contact Director of Emergency Management Brian Gard at 865-974-3061. Faculty and staff may return to their normal activities on campus after completing the CDC's self-isolation protocol.

Students who might be affected will work with the Student Health Center and follow the Office of the Dean of Students' absence notification process.

Many members of the Volunteer community have family and friends who may be affected by the outbreak. Please encourage them to access support by calling 865-974-HELP (students) or 865-946-CARE (faculty and staff).

David Manderscheid
Provost and Senior Vice Chancellor

Chris Cimino
Senior Vice Chancellor for Finance and Administration

Contact Us

[Office of the Provost](#)
527 Andy Holt Tower
Knoxville, TN 37996-0184
865-974-2445
provost@utk.edu

[View as web page](#)

From: [Christopher Armstrong](#)
To: [grpStudents](#); [grpFaculty](#); [grpStaff](#)
Subject: Re: VERY URGENT - UTSI CORONAVIRUS INFORMATION
Date: Thursday, March 5, 2020 5:09:03 PM
Attachments: [image003.png](#)
[image003.png](#)

All,

The second bullet point should say International travel. To my knowledge, domestic travel is not affected. Apologies for any confusion. Corrected version below.

International university related travel beyond march is suspended indefinitely.

Respectfully,

Chris

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Christopher Armstrong <carmstro@utsi.edu>
Sent: Thursday, March 5, 2020 3:52:59 PM
To: grpStudents <Students@utsi.edu>; grpFaculty <Faculty@utsi.edu>; grpStaff <staff@utsi.edu>
Subject: VERY URGENT - UTSI CORONAVIRUS INFORMATION

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Do not take chances. You are very unlikely to contract coronavirus but if you have reason to believe you have been exposed to coronavirus or have contracted it, call your doctor or local emergency room for guidance. Do not expose others until you are sure you are clear.

I will send more information as it becomes available. Please do not hesitate to contact me if you have questions. The current situation is very fluid, so be prepared for changes with little notice. With that in mind, it is possible that some information may conflict due to a lag in updates. If so, please contact me so we can make sure everyone has the latest information wot work with. It is important that we do not panic, but take meaningful, purposeful steps to protect our school.

Respectfully,

Chris Armstrong MSM
Safety / Security / EM / CHO
University of Tennessee Space Institute
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Tullahoma, TN 37388
Desk: (931) 393-7208
Mobile: (931) 808-5955
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“The price of anything is the amount of life you exchange for it” - Henry David Thoreau

From: [Christopher Armstrong](#)
To: [grpStudents](#); [grpFaculty](#); [grpStaff](#)
Subject: Safety/Security Update
Date: Tuesday, March 17, 2020 9:50:00 AM
Attachments: [image002.png](#)

All,

As the Coronavirus crisis unfolds, Safety and Security of UTSI remains paramount to operations. In coming weeks, the campus population will be sparse, though there will be a number of employees that will be on-site as their job requires a presence. This includes maintenance, custodial, dorm residents, some office personnel and certain lab employees. Obviously this is an unprecedented situation for our Institute, which requires that we respond in a manner that will provide the safest, most secure environment we can provide. Safety personnel (Chris Armstrong, Leo Bonner, Vicki Carr) may be on campus sporadically but you may call me direct at any time day or night. (931) 808 – 5955 if you need me for anything. UTSI Security personnel (Chris Armstrong, Leo Bonner) may also be on campus sporadically. You may also notify Scott Van Zandbergen of any security issues as well. The Safety Office and Physical Plant are working together to assure the campus is protected to the highest extent possible by providing security officers from our contracted company. The Franklin County Sheriff's Office and AEDC Security will try to raise their presence in the area. During this event, I ask all personnel to do the following if on campus:

1. Always maintain two person integrity (buddy system) where possible.
2. When arriving on campus, let someone know you are there, where you'll be working and when you plan to leave.
3. Please check on coworkers in your general area occasionally to assure they are well. Due to maintaining social distancing, you may want to consider using text, a phone call or speaking at a distance. If you attempt to contact a person for a wellness check and receive no reply after an appropriate amount of time, please investigate to assure they are not injured or in distress.
4. Should you or a coworker become seriously injured, DO NOT HESITATE to call for an ambulance. I much prefer to send an ambulance back empty rather than wait for one that's needed. Err towards the side of caution.
5. Pay particular attention to fire safety.
6. REPORT ANY INJURIES IMMEDIATELY.
7. REPORT UNSAFE CONDITIONS OR NEAR MISS INCIDENTS IMMEDIATELY.
8. REPORT ANY SECURITY ISSUES IMMEDIATELY. This could be suspicious persons or items, doors that shouldn't be open, missing items or anything that would lead you to suspect security has been breached. Do not hesitate to call 911 if needed.
9. If you are not already familiar with locations of First Aid Kits, AED's and fire extinguishers, please take time to locate them in your area.
10. Do not take any unnecessary risks.
11. Check you email frequently. The situation is still very fluid and may change rapidly. UTSI Alerts will be issued as needed.
12. Keep you cell phone charged and with you at all times.
13. If you haven't already, please consider signing up for UTSI Alert at the bottom of any UTSI web page. UTSI Alerts are our primary means of quickly notifying our campus population of

emergencies or significant events.

Our annual safety training period generally begins in April, but for those working from home, this situation provides a good opportunity to complete the courses with minimal disruption to your normal activities. I do not have each individual plan ready to send, but I will get the info to you ASAP. In the interim, you may begin taking courses that you completed last year unless your job description changed significantly. **Since all employees are required to take Fire Safety 2020 through the K@TE portal and Emergency Preparedness Training through Canvas, you may go ahead and work on them as you have time.** See links below. **If you have already had these courses this calendar year, you do not need to repeat them.** You may either email certificates of completion or wait until we resume normal operations and we will collect them then.

Safety Courses via K@TE:

You will need to complete the following course:

Fire Safety and Prevention

1. To access your courses:
2. Using your Net ID and Password, follow this link to register/login:
<https://hr.tennessee.edu/training/>
3. From this page, click on the button labeled **Register For Training & Access eLearning**
4. Once logged in, you should see **Learning** on the upper left page. This is a drop down menu. From here, click **Browse for Training**. On the next page, click **Browse All**.
5. Courses are listed in alphabetical order. Scroll down to find your required course. Click on course to begin. You will need to allow pop-ups on your browser.
6. You may take the courses in any order and they do not need to be completed in one sitting.
7. Once a course is complete, a copy of the certificate must be mailed, emailed or brought by my office to have on file. Your training is not considered complete until this information is on file.
8. To access certificate: From the home page, look for LEARNING near the upper left. It's a drop down menu. Then click View Your Transcripts. From here you'll see another drop down labeled ACTIVE. Click on this and change to COMPLETED. You should see the class and certificate info.

Emergency Management for All via Canvas:

1. To access the course, please follow this link: <https://cas.tennessee.edu/cas/login?service=https%3A%2F%2Futk.instructure.com%2Flogin%2Fcas>
2. Enter your NetID and password.
3. Under "Courses" click on "Emergency Preparedness"
4. On the left side of the page click on "Emergency Preparedness Training"
5. Follow instructions on screen to complete the course.
6. Once course is complete, a copy of the certificate must be mailed, emailed or brought by my office to have on file. Your training is not considered complete until this information is on

file.

I strongly encourage you to contact me with any questions or concerns for safety or security. We have an outstanding safety record and crime is virtually non-existent at UTSI, so let's all do our part during this pandemic to keep it that way by being extra vigilant. As stated previously, I am available day or night at (931) 808 – 5955. On behalf of myself, Leo Bonner and Vick Carr, your cooperation and understanding is appreciated.

Respectfully,

Chris Armstrong MSM
Safety / Security / EM / CHO
University of Tennessee Space Institute
411 B.H. Goethert Parkway, MS34
Tullahoma, TN 37388
Desk: (931) 393-7208
Mobile: (931) 808-5955
email: carmstro@utsi.edu



“The price of anything is the amount of life you exchange for it” - Henry David Thoreau

From: [Armstrong, Christopher S \(Chris\)](#)
To: "[grpStudents](#)"; "[grpFaculty](#)"; "[grpStaff](#)"
Subject: URGENT - REQUIRED INFORMATION FOR ALL UTSI - FACE MASK USE
Date: Thursday, June 11, 2020 4:53:00 PM
Attachments: [image003.png](#)
Importance: High

All,

The following is NOT optional. As you are aware, UTSI has implemented a plan to prevent the transmission of COVID-19 to anyone on campus. Wearing masks to help prevent transmission are a critical part of that plan. This follows guidance set forth from Knoxville, the state of Tennessee as well as the CDC and UTSI personnel are required to comply at all times while on campus. This is a very serious situation that has ramifications to everyone involved as a confirmed case on campus could have a very detrimental impact on operations. You must remember that we are dealing with a potentially life-threatening disease that has infected over 7.5 million people worldwide and killed over 115,000 in the United States alone. We do not want any member of our campus or their family to add to those statistics, which makes it critical that everyone follow the rules. This is not a game. We are taking this threat very serious and **the requirements will be enforced**. There have been many reports of our people not following the rules, so in an effort to assure everyone understands what to do, I am sending a simple summary of what is expected. When in doubt if you should be wearing your mask, wear your mask. Always err to the side of caution. Again, this applies to EVERYONE. There are no exceptions. This is a part of your job function just as any other requirement. UTSI will provide washable masks as well as bottles of sanitizer to everyone and that information has already been disseminated, so there are no excuses for not utilizing them. Keep your face mask with you at all times as you could need it. Do not throw empty sanitizer bottles away that were given by the Institute. They are refillable and we currently have enough sanitizer on hand to refill each bottle many times over. I am well aware that the masks are not particularly comfortable, they may look silly to some and they are definitely hot to wear, but it is unfortunately a necessary inconvenience we must live with. You are certainly allowed to provide your own mask if you find one that works better for you. I appreciate everyone's cooperation as we address this unprecedented event in modern times. I understand there will be unique situations, so please contact me or our Coronavirus Coordinator, Scott Van Zandbergen, if you have questions.

The requirements below are mandatory.

Mask Usage on Campus

What you need to know:

- Students, faculty, and staff are **required** to wear face coverings as outlined below.
- Face coverings are required in many areas, such as classrooms when face to face classes resume.
- The university will provide face coverings.
- Keep your mask with you at all times.

Where to wear masks:

- **In classrooms during face to face sessions.**

- **In offices or other building spaces when encountering people or when encountering people is likely. If working alone, you may remove your mask.**
- **In elevators, even if alone as this is an enclosed space used by the general campus population.**
- **In any situation in which you cannot stay six feet from other people or do not have control over someone walking into your six-foot vicinity**
- **If you work outside and can practice social distancing, you are not required to wear one unless you come into contact with others.**

Best Practices:

- Carry a face covering as you would a phone and be ready to wear it when needed.
- Cover coughs and sneezes when not wearing a face covering. Use a tissue or the inside of your elbow.
- Combine face coverings with physical distancing.
- Wash your hands or use sanitizer after you remove your face covering when possible.
- Discard used disposable face coverings in regular trash.
- Wash your cloth face coverings regularly.

Respectfully,

Chris Armstrong MSM
Safety / Security / EM / CHO
University of Tennessee Space Institute
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Mobile: (931) 808-5955
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From: [Christopher Armstrong](#)
To: [grpStudents](#); [grpStaff](#); [grpFaculty](#)
Subject: URGENT - UTSI Alert Enrollment
Date: Tuesday, March 24, 2020 12:03:00 PM
Attachments: [image002.png](#)
Importance: High

All,

In light of circumstances affecting the surrounding community as well as UTSI, effective immediately, enrolling in UTSI Alert will no longer be optional. All personnel not enrolled are expected to do so ASAP. UTSI Alert is our primary source of quickly communicating emergency or important information to all UTSI stakeholders. Through the system, the Safety Office can send emails and texts (to those that can receive them) to everyone instantly 24/7. Your information is safe and will not be sold to third parties. You will not receive spam or frivolous messages although you may receive tests occasionally to assure the network is working. We reserve this notification system only for emergencies or important information such as closings that affect the campus community. Once you are setup in the Alert system, you will receive a test message; both email and text. Please note that all contact information must be entered manually and you may not receive your test immediately upon submitting the form. Unfortunately there is no way around this. Do to the anticipated high number of new enrollees, it is likely you will not receive a test notification until tomorrow, but the Safety Office will make every effort to be timely as possible. To enroll, please follow this link <https://www.utsi.edu/utsi-alert-signup/> or go to the bottom of any UTSI webpage and follow the link there. Thank you for your cooperation in making our campus a safer place to work and learn.

Respectfully,

Chris Armstrong MSM
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From: [Christopher Armstrong](#)
To: [grpStudents](#); [grpFaculty](#); [grpStaff](#)
Subject: URGENT Message From Dr. Whorton - Please Read Immediately
Date: Monday, March 23, 2020 11:18:00 PM
Attachments: [image001.png](#)
Importance: High

Urgent message from Dr. Whorton: In light of accelerating developments in our surrounding communities, EFFECTIVE IMMEDIATELY UTSI is standing down ALL campus operations until Monday, March 30, at the earliest. There are currently no confirmed cases of COVID-19 within our campus community as of today, Monday, March 23, but as a precautionary measure, ALL employees are to remain off campus and student residents are to continue social distancing and self-isolation practices. Meals will continue to be provided for on-campus students.

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From: [Christopher Armstrong](#)
To: [grpStudents](#); [grpStaff](#); [grpFaculty](#)
Subject: UTSI Alert Update
Date: Wednesday, April 1, 2020 2:13:00 PM
Attachments: [image003.png](#)
Importance: High

All,

I currently have 112 persons active on UTSI Alert. This means several of you still need to sign up. **As noted in a previous email, this is now mandatory and no longer optional.** If you have already signed up, there is no need to do so again. If you are unsure, please contact me and I will let you know. There is a link at the bottom of all UTSI web pages or you may click here:

<https://www.utsi.edu/utsi-alert-signup/>

I plan to conduct a network test tomorrow and would like to have the roster up to date prior to that. This is the fastest way we can disseminate information to the campus community in an emergency. Thank you for understanding.

Respectfully,

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“The price of anything is the amount of life you exchange for it” - Henry David Thoreau