

Appendices to
Pivot Point: Guide to Reopening Campuses
UW-Stevens Point
July 8, 2020

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Appendix 1: Returning to the Physical Campuses

Returning to physical campuses

The process to bring our students, faculty and staff members back to the physical campuses will occur throughout the summer months and into the fall. The health and safety of our campuses and communities are our highest priorities.

While there are still many unknowns regarding how the process will occur, our campuses will look, feel, and operate differently compared to the past. The transition from primarily remote working and learning communities back to our physical campuses will require the cooperation, flexibility and perseverance of every member of the UW-Stevens Point community.

Communications

University Communications and Marketing, in collaboration with university leadership, is leading the efforts to inform our students, faculty, staff, external partners and community members about the preparations to return to our campuses. Official university communications will consist of targeted messaging to include:

- When faculty, staff and students can return to campus and how they will be informed
- What is being done to prepare and keep members of the university community healthy
- Expectations for physical distancing, hygiene, cloth face coverings and personal protective equipment (PPE) use
- What will happen when we have a positive COVID case in the campus community

Support in a time of change

Ensuring our students, faculty, and staff understand what their campus will be like on return is critical. Some people expect nothing to change, while others will assume everything will be different. Preparing campus community and reminding them that these changes are designed to help keep them safe will ease anxiety.

To adjust to the new reality, campus leaders at all levels will:

- Take time to engage with students, faculty, and staff to understand their concerns and perspectives. This informs the creation of strategies that enable their success.
- Provide timely and useful information to campuses about what is happening.
- Give virtual work support to help students and employees continue their transition to virtual collaboration tools, whether working on campus or remotely.
- Offer proactive training to help students and employees learn new patterns of behavior and understand the “new normal” for their campuses.
- Provide students and employees with reinforced training after returning to campuses; repetition will help acknowledge and retain important messages and information.
- Use provided signage that reinforces key messages

Employee Mental and Emotional Wellbeing

The UWSP Employee Assistance Program (EAP) is available to offer a variety of support services during this stressful period. Telephonic or video counseling is available, and can be accessed using most smart phones, tablets, and computers with a camera. Contact EAP services by calling 866-274-4723 or visiting www.feieap.com, username: SOWI. Services are confidential and free for employees and their dependents.

Pointers Achieving Wellness is a UWSP program committed to employee overall health and wellbeing, both physical and emotional. Visit the UWSP employee wellness-Pointers Achieving Wellness page (www.uwsp.edu/HPHD/pages/empwell/default.aspx) for more information and resources to offer support, manage stress and enhance resilience.

To subscribe to the Employee Wellness Monday Message go to www.uwsp.edu/HPHD/pages/empwel/newsletters.aspx/asp

Appendix 2: Preparing Employees for a New Work Environment

We are making space and service updates to maintain hygiene safety and physical distancing best practices in six ways:



Physical distancing

By modifying shared spaces with staggered seating and buffer zones, employees can continue to operate in the workplace while maintaining a healthy physical distance from colleagues and visitors.



Increased sanitization

We've implemented heightened cleaning measures to ensure the health and well-being of our students, faculty and staff members. We are disinfecting common areas more frequently and are providing sanitization products (e.g. hand sanitizer).



Behavioral signage

New cleaning standards and capacity protocols will be reinforced with strategically placed signage and wayfinding—friendly reminders that the well-being of our university community depends on all of us to do our part.



Face coverings, masks and hygiene

Good hand hygiene and use of appropriate face coverings will be essential to minimize the risk of person-to-person transmission of COVID-19.



Consistent communication

Sharing of timely, accurate and pertinent information will be essential to engaging the UW-Stevens Point community in measures to prevent the spread of COVID-19 within our campus community.



Health monitoring and contact tracing

Students and employees will be required to complete a screening tool daily when on any campus to attest that they have no symptoms of COVID. In the event of an outbreak on campus, the local Division of Public Health will be responsible for contact tracing—the process of determining with whom each sick person might have come into contact.

Personal Safety Practices

University policy follows the current recommendations from the U.S. Centers for Disease Control and Prevention (CDC) and OSHA to reduce employee exposure to the SARS-CoV-2 virus. To request accommodations related to personal safety practices, students should contact the Disability and Assistive Technology Center and employees, contact Human Resources.

Face masks/Face coverings: On UW-Stevens Point campuses, field stations and the aquaculture facility, everyone is required to wear a face covering. Face coverings are required indoors in public spaces, including classrooms, laboratories, studios and other instructional spaces, and outdoors when physical distancing is difficult to maintain. Limited exceptions for specialized academic instruction must be approved by the provost. A face covering is not required when working alone in an office but must be worn when others are present. Face coverings are not required in residence hall rooms unless the students assigned to a room are joined by other students.

Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The face mask or cloth face covering is not a substitute for physical distancing.

UW-Stevens Point will provide each employee and student with a cloth face covering. Purchased or homemade cloth face coverings that meet the CDC guidelines are acceptable. Cloth face coverings must only be worn for one day at a time and be properly laundered before use again. See details regarding use and care below.

Disposable masks, if used, may only be worn for one day and then must be placed in the trash.

Cloth face coverings are NOT surgical masks or N-95 respirators. Surgical masks and N-95 respirators must be reserved for health care workers and other medical first responders, as recommended in CDC guidance.

Pursuant to Wis. Stats. SPS 332.50-Incorporation of standards by reference; 29 CFR 1910.132(d)(1) and 29 CFR 1910.134, the use of a cloth face covering, not considered PPE, should not change the required workplace hazard assessment. If an employee asserts that an increase in risk is associated with the wearing of a cloth face covering, the supervisor should reassess the workplace hazards being mindful of the requirements in their workplace hazard assessment as well as relevant health concerns. Detailed information may be found on the UWSP Risk Management Department website (link) in the Personal Protective Equipment Policy.

Type and Intended Use of Face Coverings, Masks, Respirators				
Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Homemade or commercially manufactured face coverings are washable and help contain wearer's respiratory emissions	Commercially manufactured masks help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; help contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended use	Required for campus community use in non-health care settings (office spaces, general research/work settings, classrooms, shops, and common areas) where 6 feet physical distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).		These masks are reserved for health care workers and other approved task-specific hazards.	

Who should NOT use cloth face coverings: children under age 2, people with conditions adversely impacted by a face mask (e.g., trouble breathing), anyone who is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

Use and care of face coverings

For details regarding cloth face coverings, including how to create, wear and care for homemade face coverings, visit the [CDC website](#).

Wear your face covering/disposable mask correctly

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face covering/disposable mask fits over the nose and under the chin.
- Situate the face covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.



Taking off the face covering/disposable mask:

- Do not touch your eyes, nose or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage and laundering:

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g., ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

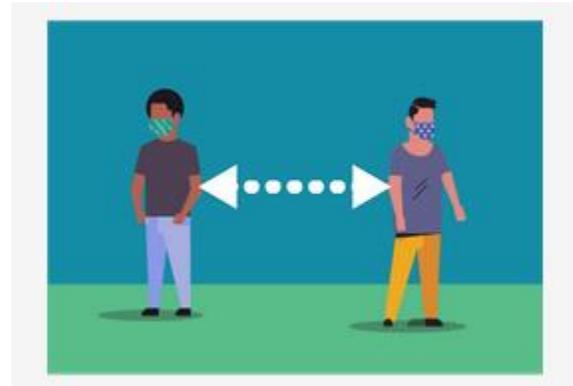
Goggles/Face Shields: Staff do not need to wear goggles or face shields as part of general activity on campus. Using good hand hygiene and avoiding touching your face are generally sufficient for other than health care environments.

Face shields provide barrier protection to the facial area and related mucous membranes (eyes, nose, lips) and are considered an alternative to goggles. Face shields are not meant to function as primary respiratory protection and are not recommended to be worn in lieu of a cloth face covering as the shield lacks a seal around the nose and mouth.

In certain limited situations, such as instructors working with hearing-impaired individuals who rely on lip-reading to communicate effectively, face shields may be used without a face covering with the

understanding that this does not provide the same level of respiratory protection. In these situations, it is critically important that physical distancing is observed.

Physical Distancing: Keeping space between you and others is one of the best tools to avoid being exposed to the COVID-19 virus and slowing its spread. Because people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Physical distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Faculty and staff members who are physically on campus must follow these physical distancing practices:



- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups of 10 or more
- Stay out of crowded places and avoid mass gatherings
- Use hand sanitizer

Handwashing: Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth, and wash your hands after touching your face.

Gloves: Health care workers and others in high-risk areas should use gloves as part of PPE (personal protective equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Cleaning/Disinfection: Custodial teams will clean office and workspaces based on CDC guidelines for disinfection protocols. Facility Services will also maintain hand sanitizer stations at major building entrances, elevator stops and high-traffic areas. Mechanical, electrical, plumbing and monitoring systems are being assessed and readied for reopening of buildings.

Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g., copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.). These products will be included in the office kit each department will receive.

Coughing/Sneezing Hygiene: If you are in a private setting and are not wearing your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and

water for at least 20 seconds. If soap and water are not readily available, clean your hands with alcohol-based hand sanitizers with greater than 60% ethanol -- or 70% isopropanol in health care settings.

People who need to take extra precautions: [According to U.S. Centers for Disease Control and Prevention \(CDC\)](#), certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19.

Appendix 3: Preparing Facilities for a New Work Environment

Before faculty, staff and students return to our physical campuses, we are taking several steps to protect health and safety. This includes completing a variety of pre-return checks, tasks and assignments. A COVID-19-specific reopening plan for each building will outline tactics to combat or minimize the likelihood of the coronavirus spread virus in workplace.

Return-to-work tasks and facility considerations are in a checklist format at the end of this appendix. *Individual office and departments are responsible for evaluating and modifying their spaces in line with this guidance.* Because many spaces offer unique challenges, departments should feel free to add to the checklist of modifications. A manager or representative of **each unit will complete the facility preparations checklist and submit it to their respective supervisor, Department Chair, Dean, or Vice Chancellor, and Facility Services.**

To assist in this process:

- Building signage in common and public areas will be posted by Facility Services, and other department signage can be ordered from Printing and Design. See Appendix 7: Signage Toolkit for details.
- Facility Services can assist with evaluating square footage of spaces and recommended occupancy base on public health guidance.
- Facility Services will work with departments to address plexiglass partition requests. Given the shortage of available materials, all requests will be evaluated by Facility staff, in consultation with the long-term planning team/EOC.
- Hand sanitizer can be requested from Central Stores.

EOC and Facility Services, in consultation with university leaders, are following these guidelines to control building ingress and egress and promote ongoing safety and precautionary measures at those points. These may include:

Entrances

- Reduce the number of entrances (but maintain code compliance) to direct occupants to use monitored and protected routes
- Hand sanitizer at main entries
- Floor markings for safe distancing for any queues or waiting areas

Reception

- Train reception personnel on safe interactions with guests
- Install glass or acrylic screens between guests and reception personnel
- Remove reception furniture to reduce public touchpoints

Signage

- Install signage at multiple, relevant locations in the entry sequence
- Explain building access rules and other protocols that impact how occupants use and move throughout the building

PPE and Cleaning

- Provide receptacles for used/discarded personal protective equipment
- Monitor and review existing cleaning guidelines and adjust or enhance as needed for cleaning paths of travel and high touch areas

Stairs, Elevators and Hallways

Elevators represent a particularly challenging area to establish physical distancing. All elevators will be single occupancy/single family while physical distancing measures are in effect. Methods for managing the use of elevators include the following:

- Physical distancing queue management for waiting passengers
- Instructional signage displaying healthy elevator use protocols including passenger limits and safe distances.
- Review elevator cleaning processes and updates to ensure ongoing cleaning of high touch surfaces like elevator panels / buttons

Many stairwells are too narrow to provide 6 feet of physical distancing.

- Post signs directing people to keep right when as they go up or down

For hallways, emphasis is on maintaining physical distancing as people pass each other.

- Use signage, floor markers to divide hallways into travel lanes
- For hallways too narrow to accommodate two-way traffic, one-way traffic may be considered following a counterclockwise circulation

Common Areas

Follow guidelines and recommendations that promote safety and guide building occupants through common areas beyond the entry.

- Provide hand sanitizer in each common area or nearby hallway
- Remove or redistribute furniture to ensure 6 feet physical distancing
- Provide wayfinding signage or floor markings to direct foot traffic and ensure safe physical distancing; consider the need for one-way traffic flow (see above)
- Explain new rules or protocols for common areas

Meeting Rooms

Consider the need to reduce the number of in-person meetings when possible and prepare meeting rooms as follows:

- Remove meeting room seating as needed to ensure at 6 feet physical distancing
- Remove whiteboard pens and erasers and encourage individuals to bring and manage their own
- Provide a spray bottle of cleaning solution and disposable wipes; require those using the room to wipe down contact surfaces before and after every meeting

Individual workspaces (private office)

Employees with individual offices should generally take responsibility for disinfecting their desk surfaces, keyboards, telephones and other items. Consider the following:

- Minimize objects on the desktop to facilitate regular disinfecting
- Remove visitor chairs if office size is not sufficient to provide minimum physical distancing
- Instruct office visitors that they should have conversations with office occupants from the doorway and not enter individual offices; meetings should be held via videoconference or in a designated meeting room with sufficient space to maintain 6 feet physical distancing

Shared workspaces (open office)

Shared/open workspaces present unique challenges, especially when desks are shared by multiple individuals. Such practices should best be avoided by converting meeting rooms or common areas to shared workspaces with additional desks. Additionally:

- Furniture should be removed or redistributed to ensure 6 feet of physical distancing
- Employees should sanitize all surfaces upon arrival at their seat and before departing for the day
- Hand sanitizer and disinfecting wipes will be provided within each shared workspace

Classrooms

Classroom capacity must be significantly reduced to accomplish physical distancing. We will:

- Remove/redistribute seating to facilitate physical distancing and restrict occupancy as determined (fixed seating that cannot be removed should be blocked off with tape)
- For fixed seating, mark seats not to be occupied per physical distancing
- Ensure classroom cleaning kit is available
- Require faculty to wipe down lectern, etc., at start and end of every class and have students wipe down their space

Laboratories

The needs of every laboratory space are unique. Department staff must develop specific plans for each lab to accomplish physical distancing while preventing contamination. We will:

- Make classroom cleaning kits available to disinfect spaces Rearrange equipment (where possible) to encourage physical distancing
- Consider the need to stagger employer schedules to minimize the number of people working in the lab at any one time

Food Service Areas

Food service areas include dining services/concessions as well as self-serve kitchen areas and breakrooms. We will:

- Consider acrylic dividers between service provider and users
- Offer pre-packaged foods Reduce self-service access to foods
- Clearly signpost queuing areas
- Remove/redistribute seating to facilitate physical distancing and restrict occupancy as determined (fixed seating that cannot be removed should be blocked off with tape)
- Clean common touch surfaces frequently and wipe down tables after every use

Fitness and Athletic Facilities

Fitness facilities are difficult to decontaminate frequently as users circulate from one station to another. As these facilities open, emphasis must be placed on reducing touch points and facilitating physical distancing. Both athletics and fitness centers will follow guidance from industry standards.

Bathrooms / Locker Rooms

Most bathrooms and locker rooms will have limited occupancy. We will:

- At queuing areas, post sign and distance floor markers
- Post signs with instructions for 20-second hand washing
- Mark off-limits sinks, urinals, etc. as needed to maintain physical distancing
- Block off lockers as needed to maintain physical distancing; Consider markings on floor and/or benches to enforce distancing

Shipping and Receiving Areas

Before reopening, department/building staff should review current processes for inbound and outbound deliveries (parcels, mail, food deliveries, couriers and so forth) and develop a revised plan to align to COVID-19 safety precautions. These might include:

- Routing instructions and plans to avoid deliveries through employee or main entrance and instead route through areas that will minimize contact with the larger building population
- Separating shipping and receiving areas from the general population
- If appropriate and feasible, removing items from boxes and appropriately discarding
- Wash hands after handling mail and packages

Cleaning, Disinfecting, and Supplies

As part of preparing each building for reopening, Facility Services will:

- Review site inventory of cleaning chemicals, materials, and consumables to ensure inventory levels are aligned with forecasted building occupancy; Ensure a safety data sheet is available for all chemicals and requirements for safe use are followed
- Ensure cleaning equipment and tools are in working condition

- Have cleaning staff review and complete refresher training on general cleaning and site-specific protocols; Train cleaners on proper disinfecting guidelines
- Determine areas that require thorough cleaning due to heavy usage such as event centers, gyms/locker rooms, conference rooms and restrooms
- Prior to initiating cleaning tasks, ensure all staff practice hand hygiene, washing hands thoroughly prior to putting PPE on
- Treat all surfaces using disinfectants from government approved or authorized lists ensuring all chemical dwell times are adhered to

In addition, each classroom/department will be provided a cleaning/disinfecting kit. Contents include:

- Office cleaning kit
 - Hand sanitizer (8 oz pump)
 - Paper towels
 - Cleaning disinfectant spray
 - Gloves
 - Disposable masks
 - Sanitizing wipes
- Classroom cleaning kits
 - Paper towels
 - Cleaning disinfectant spray

Building Core Infrastructure Inspection

Although none of our buildings have been shut down completely, many have been unoccupied for an extended period. Accordingly, Facility Services will review and assure the proper function of the following systems:

- Mechanical systems
- Water Systems
- Chilled/condenser water: open/closed loops
- Water features
- Conveyances
- Potable water: flush faucets
- Fire Life Safety Systems
- Ensure open site drains are inspected and traps are primed

Facility Services is also reviewing pertinent standards and working with HVAC vendors building-by-building to determine optimum configuration for air handlers, filtration, etc. to minimize any potential for spread of environmental contaminants. Because there are significant differences in HVAC age and design from one building to another, no single configuration can be used throughout our campuses.

RETURN TO WORK PLANNING CHECKLISTS

Return-to-work tasks and facility considerations are presented in a checklist format below. *Individual office and departments are responsible for evaluating and modifying their spaces in line with this guidance.*

INSTRUCTIONS

1. **Use the checklist(s) below to evaluate your space.** *As many spaces offer unique challenges, departments should feel free to add to the checklist of modifications.*

Checklists include:

- Building (Facility Services will complete in coordination with the primary building contact)
 - Department/Office
 - Academic Spaces
 - Food Service Locations
 - Fitness and Athletics
2. Each unit complete the relevant return to work preparations checklist(s).
 - a. Submit to their respective supervisor.
 - b. Upon approval, supervisor will submit copy to the Primary Building Contact.
 - c. Primary Building Contact will review the documents for completeness, contact the Facility/Operations facilitator with questions then file the documents as directed by your Facility Services contact.

NOTE: By completing the checklist(s), the department is committing to address the items accordingly.

The following checklists address your physical space. **Departments must also complete an Employee Return to Work Plan explaining how you are planning a phased return of your staff. See Appendix 6.**

Return to Work Planning Template – Buildings

(Facility Services will complete in coordination with the building manager/coordinator)

1. Stairs, elevators, hallways

GOALS: Reduce public touchpoints; Facilitate physical distancing

- Post [SIGN: Single Occupancy] outside each elevator on every floor
- Post [SIGN: Physical Distancing] outside each elevator
- Post [SIGN: Stay Right] at top and bottom of each flight of stairs
- Install distancing floor markers outside each elevator
- Install hand sanitizer station at all main entryways of building
- Evaluate need for traffic pattern floor markers on hallway floors

SUPPLIES (Quantity)

Hand sanitizer _____

SIGNS (Quantity)

Physical Distancing _____

Elevator occupancy _____

Stay right _____

Floor markers _____

Floor traffic arrows _____

DAILY HOUSEKEEPING PLAN – See Facility Services website for updated cleaning plan and procedures

Check/refill hand sanitizer

2. Building, common areas, amenities

GOALS: Reduce public touchpoints; Facilitate physical distancing; Minimize occupancy

- Determine modified capacity for room or area, mark on floor plan
- Post [SIGN: Modified maximum occupancy]
- At active entrances, post [SIGN: Face coverings required]
- [SIGN: Contact 346-xxxx if you need to enter building and do not have face mask/covering]
- Lock closed entrances; test panic hardware to ensure egress
- Remove/redistribute furniture to facilitate physical distancing
- Install hand sanitizer stations at all main entryways of buildings
- Evaluate need for traffic pattern floor markers on hallway floors

SUPPLIES (Quantity)

Hand sanitizer _____

SIGNS (Quantity)

Modified occupancy _____

Face coverings ____

Emergency Exit Only ____

Entrance Closed _____

Exit Only _____

Enter Here _____

DAILY HOUSEKEEPING PLAN – See Facility Services website for updated cleaning plan and procedures

Check/refill hand sanitizer

Area Closed _____

Floor markers _____

3. Restrooms

GOALS: Reduce public touchpoints; Facilitate physical distancing

- At queuing areas, install floor markers
- Install touch-free soap dispensers
- Post [SIGN: Handwashing] with instructions for 20-second washing
- Mark off-limits sinks, urinals, etc. as needed to maintain physical distancing
- Install [SIGN: Paper towels]
- Install [SIGN: Hand dryer] where there are air hand dryers

SUPPLIES (Quantity)

Hand soap _____

SIGNS (Quantity)

Hand dryer _____

Handwashing _____

Paper towels _____

Floor markers _____

DAILY HOUSEKEEPING PLAN – *See Facility Services website for updated cleaning plan and procedures*

Check/refill soap and paper towels as necessary

Return to Work Planning Template – Department/Office

1. Department and contact information

Department Name:

Assessment Date:

Point(s) of Contact:

Email:

Phone Number:

List the Rooms/Spaces of your Department, by room number:

2. Department/office entrances

GOAL: Monitor and control access to your spaces

Will department/office access be restricted to faculty/staff/students?

[Y/N]

Briefly explain

Will any department/office entrances be closed? [Y/N]

Briefly explain

Will each active entry point be monitored by dept/office staff? [Y/N]

Briefly explain

- Consider 'by appointment only' strategies for limiting occupancy or queuing in offices and hallways
- Install distancing floor markers
- Mark open and closed entrances on floor plan
- At active entrances, post [SIGN: Face coverings required]
- At closed areas/entrances, post [SIGN: Entrance or Area closed]
- Post enter/exit signs
- Ensure hand sanitizer is available (part of office cleaning kit)
- Other (please specify)

SUPPLIES (Quantity)

Office cleaning kit(s)* _____

Sneeze guard(s) _____

Note: Cleaning kits and sneeze guards will be coordinated and ordered through the building key contact and Facility Services, not this checklist.

Refills for cleaning kit is department responsibility.

SIGNS (Quantity)

Area closed _____

Enter Here _____

Exit Only _____

Entrance closed _____

Face coverings _____

Wait here _____

DAILY HOUSEKEEPING PLAN COMPLETED BY DEPARTMENT STAFF - See Facility Services website for updated cleaning plan and procedures

Check/refill hand sanitizer

Floor markers _____

3. Reception areas

GOALS: Reduce public touchpoints; Facilitate physical distancing; Provide PPE to visitors who do not bring their own or reschedule interaction for a time they have PPE

- Determine modified capacity for area, mark on floor plan [Facilities]
- Post [SIGN: Modified maximum occupancy]
- Consider 'by appointment only' strategies for limiting occupancy or queuing in offices and hallways
- Remove/redistribute reception area seating as needed to maintain physical distancing
- Remove pens, pencils, stress toys, and other shared items
- Remove common candy or snack bowls
- Install distancing floor markers (if applicable)
- Post [SIGN: Face coverings required]
- Make disposable face masks available to visitors (if applicable)
- Make hand sanitizer available in each reception area
- Coordinate with Facility Services to install sneeze shields at reception counters, etc.
- At entrance to an office suite with a receptionist, consider posting [SIGN: Please Wait Here] and have visitors wait at the suite entrance to be greeted
- Other (please specify)

cleaning plan and procedures

Practice routine cleaning of frequently touched surfaces and sneeze guards

Check/refill hand sanitizer

SUPPLIES (Quantity)

Hand sanitizer _____

Sneeze guard(s) _____

Note: Sneeze guards will be coordinated and ordered through the building key contact and Facility Services, not this checklist.

SIGNS (Quantity)

Modified occupancy _____

Face coverings _____

Physical distancing _____

Floor markers _____

Wait here _____

4. Meeting rooms

GOALS: Reduce occupancy; maintain physical distancing; reduce touchpoints

- Determine modified capacity for room or area, mark on floor plan [Facilities]
- Post [SIGN: Modified maximum occupancy] [Facilities]
- Remove/redistribute furniture to facilitate physical distancing and restrict occupancy
- Make hand sanitizer available
- Post [SIGN: Wipe down]
- Remove dry-erase markers, erasers, etc. (issue to individuals instead)
- Other (please specify)

Meeting host to wipe down table and common touch surfaces at beginning and end of every meeting

If dry erase markers or other items are used, wipe down after meeting

SUPPLIES (Quantity)

Classroom kit* _____

Hand sanitizer _____

Note: cleaning kits and will be coordinated and ordered through the building key contact and Facility Services, not this checklist.

Refills for cleaning kit is department responsibility.

** See page 22 for kit contents*

SIGNS (Quantity)

Modified occupancy

Wipe down _____

5. Individual workspaces (i.e., private office)

GOALS: Promote good hygiene; minimize occupancy

- Remove visitor chairs if office size does not provide minimum physical distancing
- Other (please specify)

DAILY HOUSEKEEPING PLAN COMPLETED BY DEPARTMENT STAFF

Occupant(s) to wipe down own desks and frequently touched surfaces daily

SUPPLIES (Quantity)

Utilize department supplies

SIGNS (Quantity)

Optional (specify)

6. Shared workspaces (i.e., open office)

GOALS: Reduce occupancy; maintain physical distancing; reduce touchpoints

- Determine modified capacity for room or area, mark on floor plan [Facilities]
- Post [SIGN: Modified maximum occupancy]
- Remove/redistribute furniture to facilitate physical distancing and restrict occupancy
- Post [SIGN: Wipe down]
- Other (please specify)

DAILY HOUSEKEEPING PLAN COMPLETED BY DEPARTMENT STAFF

Wipe down work area and common touch surfaces at beginning and end of every shift

Check/refill hand sanitizer

SUPPLIES (Quantity)

Utilize department supplies

SIGNS (Quantity)

Modified occupancy

Wipe down _____

Return to Work Planning Template – Academic Spaces

1. Classrooms

GOALS: Reduce occupancy; maintain physical distancing; reduce touchpoints

- Determine modified capacity for room, mark on floor plan [Facilities]
- Post [SIGN: Modified maximum occupancy] [Facilities]
- Remove/redistribute seating to facilitate physical distancing and restrict occupancy as determined (fixed seating that cannot be removed should be blocked off with tape) – *Contact Facility Services for support*
- Install cleaning kit (provided) in each classroom
- For fixed seating, mark seats not to be occupied per physical distancing – *Contact Facility Services for support*
- Post [SIGN: Wipe down] at front of classroom
- Other please specify

DAILY HOUSEKEEPING PLAN – *See Facility Services website for updated cleaning plan and procedures*

Sanitizing classroom will be completed by students and faculty/instructors prior to class, according to Facility Services guidelines.

SUPPLIES (Quantity)

Classroom cleaning kit(s)*

Sneeze guard(s) _____

Note: cleaning kits and sneeze guards will be coordinated and ordered through the building key contact and Facility Services, not this checklist.

Refills for cleaning kit is department responsibility.

** See page 22 for kit contents*

SIGNS (Quantity)

Modified occupancy _____

Physical distancing _____

Wipe down _____

2. Laboratories

GOALS: Reduce occupancy; maintain physical distancing; reduce touchpoints

The chair and dean responsible for each laboratory will need to follow and document that the following have been completed before each laboratory reopens.

- Laboratory inspected by Chemical Hygiene Officer
- Notification to Facility Services of reopening including
 - Names of staff using each research laboratory
 - Building and room number of research laboratory
- Response from Facility Services to provide the following
 - Inspections of all relevant safety equipment including fire extinguishers in the building
 - Confirmation of resumption of custodial services
 - Confirmation of availability personnel to assist in post-incident remediation activities in the event of a safety issue
- Determine modified capacity for laboratory, mark on floor plan (and separate occupancy for adjacent office space if applicable) Contact *Facility Services to assist*
- Make hand sanitizer available
- Post [SIGN: Modified maximum occupancy]
- Rearrange equipment (where possible) to encourage physical distancing – *Contact Facility Services for support*
- Post [SIGN: Wipe down] at lab entrance
- Other (please specify)

DAILY HOUSEKEEPING PLAN

Each researcher responsible for their own schedule of frequent cleaning
For teaching labs, faculty to wipe down common touch prior to each class

SUPPLIES (Quantity)

Classroom cleaning kit(s)*

Sneeze guard(s) _____

Note: cleaning kits and sneeze guards will be coordinated and ordered through the building key contact and Facility Services, not this checklist.

Refills for cleaning kit is department responsibility.

** See page 22 for kit contents*

SIGNS (Quantity)

Modified occupancy

Wipe down _____

Return to Work Planning Template – Food service locations

1. Food service areas

GOALS: Reduce public touchpoints; Facilitate physical distancing; Avoid food contamination; Minimize occupancy; Reduce service time by eliminating customized stations; Reduce cashier lines by going cashless

- Determine modified capacity for room, mark on floor plan [Facility Services]
- Post [SIGN: Modified maximum occupancy]
- Post [SIGN: Face covering required] at entrance to food service area
 - Clearly mark Entrance and Exit Signage to keep the customer flow moving in the right direction with 6 feet spacing
- Install hand sanitizer stations at entrance to food service area and in other high touch point areas in food service area (near dish return, etc.)
- Remove/redistribute seating to facilitate physical distancing and restrict occupancy as determined (fixed seating that cannot be removed should be blocked off with tape). Mark locations on table top where individual can eat
- Install sneeze guards between service providers and users
 - Cashless operations to minimize risk from money handling and cashier contact. Payment by meal plan, Dawg Dollars, PointCash or credit/debit
 - Customer swipes own meal card/credit card, minimal contact with staff
- Offer served foods only, eliminate self-service food stations, beverage stations can be self-serve if they are “no touch”, are not “refillable” stations, guest must use new cup/glass and use pressure levers to dispense
 - Offer limited choice prepared foods to increase line speed and reduce customer decision-making time
 - Offer online ordering methods when feasible to reduce lines
 - Schedule breaks between service/meal times to clean and sanitize customer food service area
 - Monitor number of guests in service area to adhere to health code capacity numbers

SUPPLIES (Quantity)

Hand sanitizer _____

SIGNS (Quantity)

Modified occupancy _____

Face covering _____

Physical distancing _____

Floor markers _____

Hand washing _____

- Evaluate feasibility of offering only pre-packaged, single-use cutlery and condiment packs
- At handwashing sinks, post [SIGN: Handwashing] with instructions for 20-second washing
- At queuing areas, post [SIGN: Physical distancing] and distance floor markers
- Other (please specify)

DAILY HOUSEKEEPING PLAN COMPLETED BY FOOD SERVICE STAFF

Wipe down tables after each guest (if applicable)

Wipe down common touch surfaces

Check/refill hand sanitizer

Return to Work Planning Template – Fitness and athletics

1. Fitness and athletic facilities

GOALS: Reduce public touchpoints; Facilitate physical distancing

- Determine modified capacity for room or area, mark on floor plan [Facility Services]
- Post [SIGN: Modified capacity]
- Rearrange equipment (where possible) to encourage physical distancing (use colored tape to block off equipment that cannot be used without violating physical distancing)
- Plan for cleaning of shared fitness / athletic equipment
- Post signage
- Install hand sanitizer stations
- Maintain cleaning kits
- Other (please specify)

DAILY HOUSEKEEPING PLAN – *coordinate with Facility Services on cleaning schedule*

Wipe down common touch surfaces

Check/refill hand sanitizer

Each facility user required to wipe down equipment before and after use

SUPPLIES (Quantity)

Hand sanitizer _____

Classroom cleaning kit(s)* _____

Sneeze guard(s) _____

Note: Cleaning kits and sneeze guards will be coordinated and ordered through the building key contact and Facility Services, not this checklist.

Refills for cleaning kit is department responsibility.

** See page 22 for kit contents*

SIGNS (Quantity)

Modified capacity _____

Equipment wipe down _____

Physical distancing _____

Floor markers _____

Traffic flow _____

2. Locker rooms

GOALS: Reduce public touchpoints; Facilitate physical distancing

- Determine and post modified capacity for room or area, mark on floor plan [Facility Services]
- Post [SIGN: Modified maximum occupancy]
- At queuing areas, post [SIGN: Physical distancing] and distance floor markers
- Install touch-free soap dispensers
- Post [SIGN: Handwashing] with instructions for 20-second washing
- Mark off-limits sinks, urinals, etc. as needed to maintain physical distancing – *Consult with Facility Services for support*
- Block off lockers as needed to maintain physical distancing; Consider markings on floor and benches to enforce distancing
- Other (please specify)

SUPPLIES (Quantity)

Hand soap _____

SIGNS (Quantity)

Modified occupancy _____

Handwashing _____

Physical distancing

DAILY HOUSEKEEPING PLAN – *See Facility Services website for updated cleaning plan and procedures*

Wipe down common touch surfaces

Check/refill hand sanitizer

Appendix 4: Returning to campus

A well thought out community outreach program aimed at building occupants should prepare them for what to expect when they arrive and help to alleviate anxiety. The following are ongoing efforts that will be important to the success of returning to campus.

Promote safe and healthy ways to commute to and from the workplace

Suggestions for public transport and ridesharing might include:

- Avoiding overcrowded public transportation
- Wearing face coverings
- Maintaining safe distance from other passengers
- Using hand sanitizer when entering and exiting
- Wiping surfaces with disinfecting wipes prior to touching them

Other transit methods might include:

- Ridesharing: wear face coverings
- Solo transportation modes such as bikes, walking, scooters, are highly recommended

For employees with long commutes, consider temporarily continuing to work from home.

Arrival experience

Utilize workplace arrival areas and entryways to reinforce messages, new policies and protocols, which may include:

- Reminders of how to manage an emergency in the workplace with relevant details defining who to notify, where to go, how to get help, and how to respond afterwards
- Signage or posters
- Reminding staff how to stay safe and keep others safe in the workplace by maintaining physical distancing, follow new meeting guidelines, hand washing reminders, the use of virtual collaboration tools rather than meeting in person

Cultural reminders, such as

- The vision and priorities of the organization at this time of change and stress
- Taking care of the employee is a high priority
- Shared responsibility for the health of all employee

Personal Hygiene Expectations

Respiratory etiquette

- Encourage covering coughs and sneezes with tissue or inside elbow
- Turn away from others when coughing or sneezing
- Stay home if sick

Hand hygiene

- Promote frequent and thorough hand washing
- Make hand sanitizers available in multiple locations adjacent to common touchpoints

Avoid touchpoints

- Provide disposable wipes so that common touchpoints (doorknobs, light switches, desks, desktop peripherals, remote controls, jointly used equipment) can be disinfected by employees before each use
- Discourage the use or borrowing of other people's phones, desks, offices or equipment, including pens

Workspace Hygiene and Expectations

Regular housekeeping

- In open work environments, increase the frequency of cleaning and disinfecting frequently touched surfaces, equipment, and other surfaces in the workplace:
- Kitchen areas
- Vending machines
- Bathrooms
- Meeting rooms

For shared/agile/flexible workplaces, consider:

- Creating and posting guidelines for desk and equipment sharing, disinfecting and use
- Removing shared keyboards and mice and distribute personal peripherals to mobile workers

Breaks/Meals

Develop new practices on kitchen and meal preparation areas, which may include some temporary measures. Promote healthy hygiene practices before and after eating to reduce the potential transmission of the virus. This includes:

- Wearing a mask/face covering until you are ready to eat and replacing it after you have finished.
- Washing hands before and after eating.
- Maintaining 6 feet distance between others including in lines and seating arrangements.
- Not sitting directly across from other individuals.
- Not sharing food or utensils with others.
- Cleaning and disinfecting any shared or common items before and after use (beyond furniture and fixtures, it is recommended that these be removed from shared spaces).
- Promoting physical distancing in common areas with visual cues, rearranging furniture, removing chairs, etc.
- Encouraging occupants to bring food and beverage items from home and manage them individually
- Minimizing touchpoints by removing coffee pots and similar items
- Eliminating open food items
- Providing prepackaged items in containers

- Increasing frequency of cleaning appliances such as refrigerators and microwaves
- Installing physical barriers, such as clear plastic sneeze guards, if practical

NOTE: These approaches will impact sustainability initiatives as additional waste is produced from individually packaged food and beverages.

New Workplace Operations

To maintain physical distancing, minimize touchpoints and manage potential contamination, the following practices are encouraged:

- Work from home for non-essential employees should continue when possible, with the approval of the employee's supervisor.
- In open work areas, ensure adequate spacing between co-worker, if possible.
- Implement a strict clean-desk policy so that non-essential items are not stored on the desk, but rather enclosed in cabinets or drawers.
- Everyone is required to wear a face mask or face covering while in a shared workspace/room and anytime physical distancing is difficult.
- Whenever possible, departments should eliminate shared items in the workplace and restrooms (e.g., lotions, sprays, pens, markers, shared kitchen supplies). Offices that need to provide shared pens for their patrons should only allow for single use and must disinfect the pens after each use. A best practice is to maintain a container for disinfected pens, and a container for used pens. It is recommended that these containers be clearly marked using labels and color coding.
- If desks or work areas are shared, advise individuals to sanitize all surfaces upon arrival at that seat. Supply disinfectants in the immediate proximity (or on each desk).
- In-person meetings:
 - Coach employees to critically evaluate the need for in-person meetings
 - Limit the number of attendees at in-person meetings to no more than 10 and hold only in spaces that accommodate safe distances
 - Host large team/staff meetings via video conference rather than in-person
 - Restrict or eliminate in-person meetings with external guests

Ongoing Support

Students, faculty and staff members will need ongoing communication and training, especially during onboarding of new staff and students. We are:

- Develop training materials for students and employees
- Balance regular employee training on emergency procedures, good workplace hygiene and effective work practices
- Provide posters and displays related to employee learnings about new practices

Appendix 5: Online symptom screening

All faculty, staff members and students must complete an online COVID-19 daily screening tool each day they are physically on any of our campuses, field stations or the aquaculture demonstration facility. This should be completed before leaving home. Anyone with symptoms will be directed to stay home and seek attention from the appropriate medical resource.

Employees must complete the COVID-19 Daily Screening each day prior to reporting to your UW-Stevens Point location. Symptoms should be reported using the process in the [Employee Daily Symptom Screening Job Aid](#).

The screening tool below is on the [COVID webpage](#) and UWSP home page.

Neeb, Corinna 07/08/2020 COVID-19 Daily Screening

All questions must be answered, either Yes or No

<input type="radio"/> Y <input type="radio"/> N	Do you have a fever (temperature>100.4) or feel feverish?
<input type="radio"/> Y <input type="radio"/> N	Do you have a new or worsening cough not related to an existing condition?
<input type="radio"/> Y <input type="radio"/> N	Do you have new or worsening shortness of breath or difficulty breathing not related to an existing condition?
<input type="radio"/> Y <input type="radio"/> N	Do you have a new or worsening sore throat not related to an existing condition?
<input type="radio"/> Y <input type="radio"/> N	Do you have a new or worsening headache not related to an existing condition?
<input type="radio"/> Y <input type="radio"/> N	Do you have new or worsening body or muscle aches or soreness not related to an existing condition?
<input type="radio"/> Y <input type="radio"/> N	Do you have new or worsening fatigue not related to an existing condition?
<input type="radio"/> Y <input type="radio"/> N	Do you have new or worsening nausea or vomiting not related to an existing condition?
<input type="radio"/> Y <input type="radio"/> N	Do you have new or worsening diarrhea not related to an existing condition?
<input type="radio"/> Y <input type="radio"/> N	Do you have new or worsening loss of smell or taste not related to an existing condition?
<input type="radio"/> Y <input type="radio"/> N	Have you had close contact (within 6 feet for 15 minutes or more without a face covering) with a person who has been diagnosed or suspected of having COVID-19 within the past 14 days?

Supervisor

Once you have read all symptoms and answered appropriately,

Submit

Appendix 6: Employee Return to Work Form

INSTRUCTIONS:

1. Supervisors should complete the Employee Return to Work Form
2. Submit your completed Employee Return to Work Form to your supervisor for approval.

Employee Return to Work Form - Template

Date:

Department Name:

Submitted by:

Part A: Summary

Please provide an overall summary of your return to work plan.

Sample Text: *The office plans to have a limited office presence in July with only two individuals working in the office full time and one individual alternating between telecommuting and being on-campus. All other employees will continue telecommuting in Phase One. In Phase Two, most employees will either be on-campus full time or rotating between telecommuting and on-campus. This is to limit the number of employees in the office and building. There is also an employee that has a medical accommodation and will continue to telecommute for the foreseeable future. This rotation will continue through Phase Three. We also plan to stagger shift start and end times.*

Potential Impacts:

Please provide additional information regarding potential impacts to service or operations during any of the phases (i.e., adjustments in hours, reduced staffing levels to accommodate physical distancing, changes in how students and others interact with your office).

Sample Text: *We will continue to hold meetings virtually, even though we will have an increased presence. We do not anticipate any negative impact to customers, other than a limited ability to serve several walk-in customers at the same time. We will encourage employees to schedule meetings in order to limit potential social distancing concerns in our lobby.*

Do you have any **concerns** regarding your **ability** to maintain physical distancing and the safety protocols outlined in the Return to Work plan? Yes No

If yes, please describe:

Sample text: *We will need to limit customers in our lobby and may need physical distancing markers and arrows in our hallway.*

If you have any specialized PPE needs, or concerns about physical distancing, please contact UWSP Risk Management.

Appendix 7: Signage Toolkit

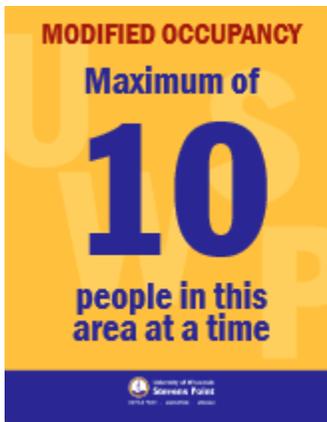
University Communications and Marketing has created a standard sign set and floor markers with UW-Stevens Point branding for use across campuses. Until September 30, all standards signs will be paid for centrally. After September 30, sign orders will be the responsibility of the department.

How to Order

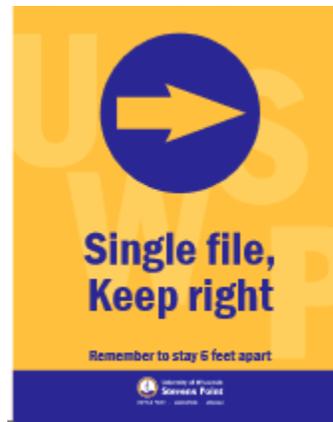
- To place an order for department-use/non-public physical distancing floor markers and signage, visit Printing and Design Services website, <https://www.uwsp.edu/printdesign/Pages/how-to-order.aspx>. If you are a first-time user, please follow the instructions to create an account. You will then see the sign options.
- Building and traffic pattern signage and other common area signage will be ordered and installed by Facility Services.

Sign options*

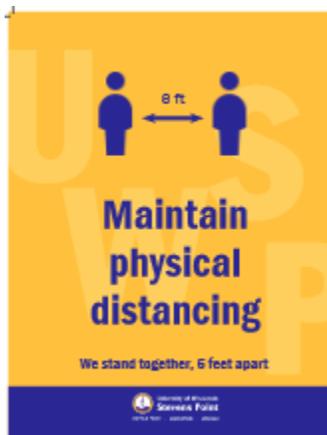
1. Modified maximum occupancy notice



3. Single file, keep right



2. Maintain physical distancing



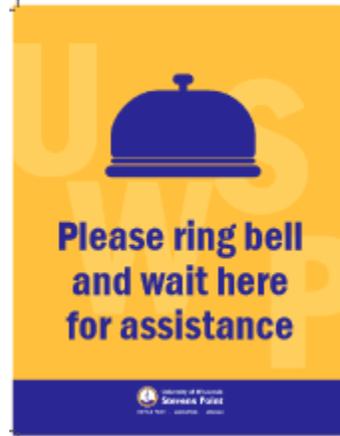
4. Wipe down surfaces before and after meeting



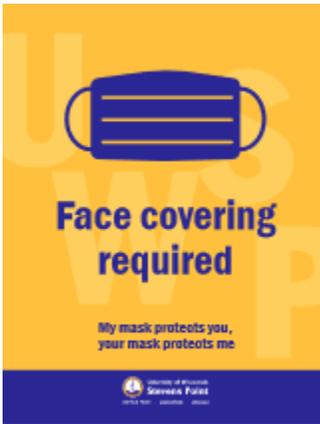
5. Wash hands for 20 seconds



8. Please ring bell and wait here for assistance



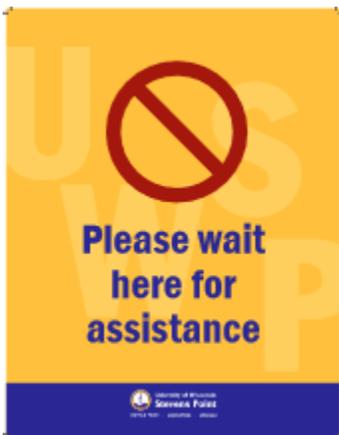
6. Face covering required



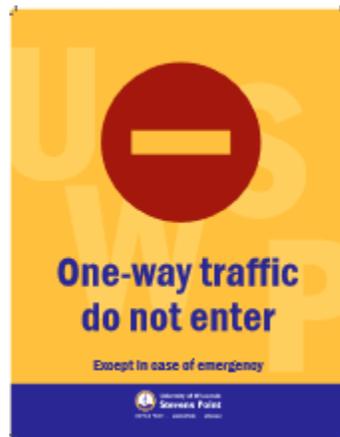
9. One-way traffic, enter here



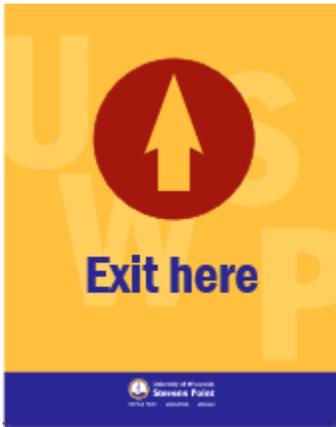
7. Please wait here for assistance



10. One-way traffic, do not enter



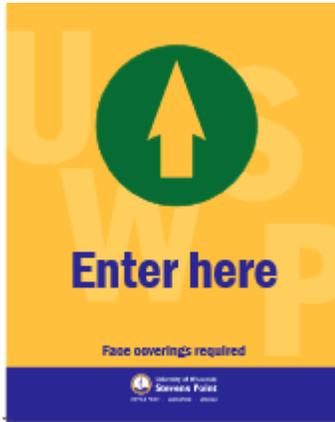
11. Exit here



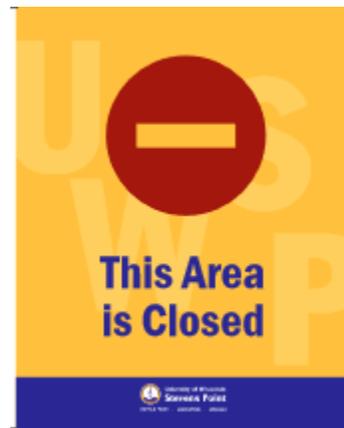
14. Emergency exit only



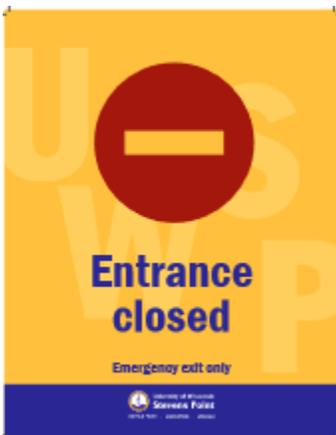
12. Enter here



15. This area is closed



13. Entrance closed



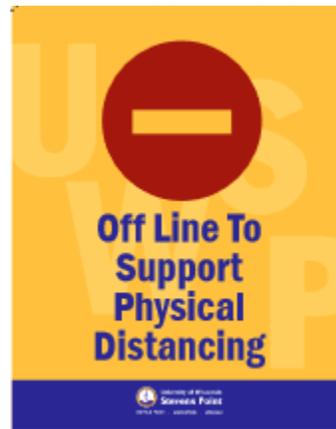
16. Computer lab



17. Paper towel use instruction



20. Offline in support of physical distancing



18. Elevator single occupant or family



21. Kitchen/breakroom



19. COVID-19 symptoms



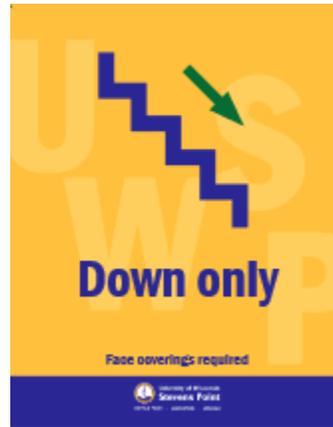
22. Restrooms



23. Drinking fountains



26. Down only (stairwell)



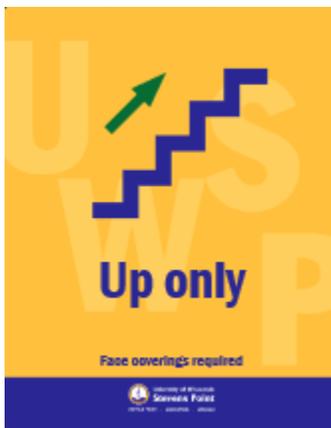
24. Help Stop COVID-19: What you can do



27. Hand dryers (use elbow to activate)



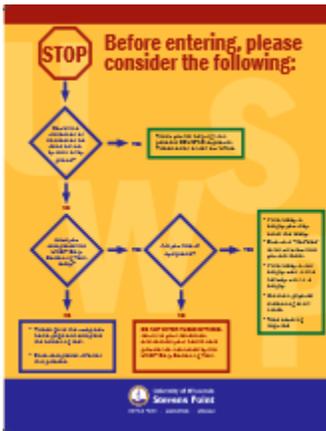
25. Up only (stairwell)



28. Before class begins, disinfect your desktop



29. STOP Before entering, please consider the following:



32. Do not use (this computer is for online use only)

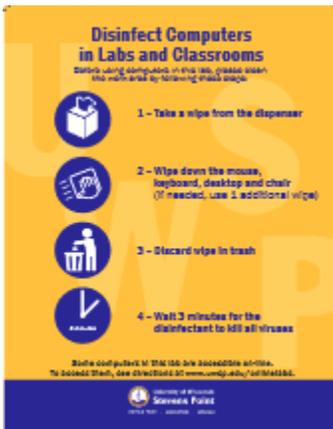


30. STOP Please do not enter if

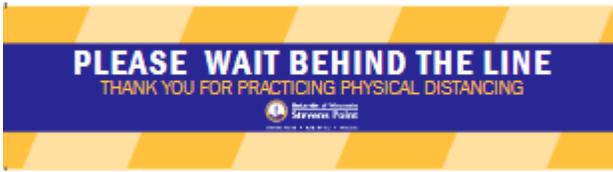


* Sign options subject to change. Consult the Printing and Design Digital Storefront for the latest sign options available.

31. Disinfect computers in labs and classrooms



Floor markers options include:



- Please wait behind the line



- Please stay at least 6 ft apart