PHOENIX FORWARD

Return to Campus Plan

July 1-Aug. 31, 2020

A guide to the UW-Green Bay community’s safe return to operations with a focus on preventing the spread of COVID-19
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The health and safety of our faculty, staff, students, and the public is UW-Green Bay’s top priority for developing protocols to respond to the COVID-19 pandemic and for returning our students, faculty, staff and community members to campus. As COVID-19 has caused angst and stress for many and has dramatically changed our world, members of the campus community want to know that they will return to campus in the safest manner possible. The University of Wisconsin-Green Bay has an obligation to its students and the community to continue providing services necessary to satisfy its core mission, and modify the delivery of services to promote access, career success, cross-discipline collaboration, cultural enrichment, economic development, entrepreneurship, and environmental sustainability while ensuring the safety and security of its students, staff and community members. Our plan is aligned and consistent with local and state orders and guidance and follows recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention, Wisconsin Department of Health Services, Badger Bounce Back Plan, Brown County Health and Human Services, Prevea Health and members of the UW-Green Bay Health and Safety Task Force.

We will continue to learn new information as the virus evolves. As a result, our plan will be updated appropriately as more information becomes available. For the most current information, please visit our website www.uwgb.edu/coronavirus.

Please note that UW-Green Bay remains closed to the public through Aug. 31, 2020 and only faculty, staff and students will be allowed on campus based on current operational needs working on-site. Exceptions for on-site work continue on a case-by-case basis due to operational needs.
ADHERENCE TO LOCAL AND STATE GUIDANCE

UW-Green Bay will adhere to the directives of the applicable health department for all four campuses. In all cases, the more restrictive of all applicable public health orders associated with a location supersede the guidelines provided here. If the public health orders in a specific location are more restrictive than the University’s campus guidelines, the public health orders will prevail. If campus guidelines are more restrictive than public health orders in a location, campus guidelines shall prevail. The ultimate internal authority regarding implementation of this plan will rest with the Chancellor.

The University is working with the Brown County Health Department to establish protocols for mitigation and containment in the event of an increase in community infection or campus exposures to an infected person or people. In addition, these subject matter experts will continue to be consulted on necessary actions for containment of any area which may be exposed to COVID-19 infection and the determination of what standards will be used to activate the containment protocol.

LOCATIONS

The guidelines that are included in this document are applicable to all individuals (students, faculty, staff, contractors, visitors, alumni, parents, etc.) in the UW-Green Bay community regardless of their location. However, the local public health requirements of your jurisdiction may prevail over these guidelines.

Included UW-Green Bay Sites in this Plan

- Green Bay Campus (Brown County)
- Manitowoc Campus (Manitowoc County)
- Marinette Campus (Marinette County)
- Sheboygan Campus (Sheboygan County)


The following provides general guidelines for various units across the University community that may commence on-campus operations. All in-person activity will be contingent on the necessary provision of protective and cleaning materials to the individual operational areas. Commencing July 1, 2020, all individuals present in University buildings shall adhere to the following:

- Maintaining and enforcing physical distancing and maximum occupancy guidelines
- Discouraging physical contact, handshaking, shared supplies and materials
- Using personal protective equipment (PPE) and face coverings as appropriate
- Performing regular self-screening of employees; ensuring sick people are not allowed on campus
- Maintaining strict sanitation protocols
- Identifying and protecting those who are vulnerable/at higher risk
- Logging employees and visitors who are on campus, when possible

<table>
<thead>
<tr>
<th>Operation</th>
<th>As of July 1, 2020</th>
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<tbody>
<tr>
<td><strong>Hours of Operation</strong></td>
<td>Campus shall be open for all employees and students Monday-Friday 7 a.m.-6 p.m.</td>
</tr>
<tr>
<td><strong>Academic Operations</strong></td>
<td>All courses for summer session will be provided via alternative delivery methods. The University is working with community healthcare experts to deliver face-to-face courses in fall.</td>
</tr>
</tbody>
</table>
| **Guest Requirements** | • Consistent with [UWS 21.06(3) Wis.AdminCode](#): commencing July 1, 2020 all individuals inside any University building are required to wear face coverings in any public space or in any space occupied by multiple people.  
  • Members of the public should attempt to move directly to the office which they need to transact business. General access to University buildings is not available to anyone but students, staff and faculty.  
  • All individuals inside any University building must practice appropriate physical distancing from any individual not in their immediate household.  
  • Failure to comply with these restrictions will result in the individual being asked to leave the University. |
| **Gatherings** | Indoor gatherings of not more than 10 people may resume so long as all participants adhere to proper social distancing and wear face protection. |
| **Facility Considerations** | • Facilities Management has assessed the areas approved for use and will mark areas which are not open for use.  
  • Facilities Management will provide standardized signage and physical distancing markings for all locations that are approved for use.  
  • Facilities Management will limit the entrance and exits based on need.  
  • Facilities Management will limit restrooms and common areas available for employees and students while on campus. |
| **Student Employees** | Use of student employees permitted, with provision that remote work should be implemented when possible. Recall may begin immediately. |
| **Volunteers** | Areas may begin using volunteer services subject to application of the University volunteer policy, and subject to the volunteer’s adherence to University safety policy. |
| **University Operations** | Telecommuting encouraged for all employees and all employees should continue to be permitted to work remotely so long as it remains possible.  
On campus operations:  
• Avoid office gatherings, break rooms, and unnecessary visitors in the workplace.  
• Stay home (or leave the workplace) and notify the supervisor if symptoms develop.  
• Wear masks or face coverings in all public spaces and spaces used by multiple people.  
• Know where to find local information on COVID-19 and local trends of COVID-19 cases. |
| **University Travel** | • All travel abroad continues to be prohibited.  
• Domestic business travel will be limited to essential travel only and must be approved by an Area Leader.  
• All non-essential University-sponsored travel canceled through Dec. 31, 2020. |
| **Food Service** | Limited food service will be available beginning July 6, 2020. Please check [www.uwgb.edu/union/about/building-hours](http://www.uwgb.edu/union/about/building-hours) for up-to-date information. |
| **University Events** | No third party use of any University building or outdoor facility shall be permitted until Dec. 31, 2020. The University will review this decision Oct. 1, 2020, so please check back after that date.  
Through Aug. 31, 2020, any event which is sponsored or facilitated by a member of the University; events of not more than 10 people may be scheduled on campus, so long as all participants adhere to proper social distancing and wear face protection. All other events must be pre-approved by the University with a proper safety plan in-place. |
| **Kress Events Center** | KEC/UREC will remain closed to faculty/staff/students. |
| **Union** | The Union will be open Monday-Friday 7:45 a.m.-5:30 p.m. for essential services. |
| **Outdoor Recreation Areas** | All outdoor recreation areas (Shorewood, Phoenix Park, Disc Golf Course, Arboretum Trails) will be opened no later than July 1, 2020 requiring individual users to maintain adherence to the physical distancing and other guidelines required for use of the area. |
| **Third Party Rentals** | The University and all properties will not be available for third party events between July 1, 2020 and Aug. 31, 2020. |
| **GBOSS** | GBOSS services will be available virtually Monday-Friday, 7:45 a.m.-4:30 p.m.  
Face-to-face meetings will be available by appointment. |
| **Bursar** | The Bursar office will be staffed Monday-Friday, 7:45 a.m.-4:30 p.m. with rotating staff. Deposit process will be provided upon arrival. Face-to-face meetings will be available by appointment. |
| **Financial Aid** | Financial Aid services will be available virtually Monday-Friday, 7:45 a.m.-4:30 p.m.  
Face-to-face meetings will be available by appointment. |
| **Registrars** | Registrar services will be available virtually Monday-Friday, 7:45 a.m.-4:30 p.m. Face-to-face meetings will be available by appointment. |
| **Advising** | Advising services will be available virtually Monday-Friday, 7:45 a.m.-4:30 p.m. Face-to-face meetings will be available by appointment. |
| **Residence Life** | Community Center will be open for face-to-face services Monday-Friday, 2-4 p.m. |
| **Dean of Students** | Dean of Students Office will be open for virtual appointments Monday-Friday, 7:45 a.m.-4:30 p.m. Face-to-face meetings will be available by appointment. |
| **Counseling** | The Wellness Center will be open Monday-Friday, 7:45 a.m.-4:30 p.m. Staff can provide appointment services for counseling, address in-person questions and issue referrals for non-emergency healthcare needs. In-person healthcare appointments will resume Aug. 17, 2020. |
| **Library** | Monday-Thursday 9 a.m.-3 p.m., Friday 9 a.m.-2 p.m. 3rd floor open for access to pick-up service and computer access by students, faculty, and staff only. (More information.) Floors 4-6 and Library Commons closed. Research Services available virtually Monday-Friday, 9 a.m.-4:30 p.m. Building and services closed Saturdays and Sundays. |
| **Archives** | Open Monday-Friday by appointment only. |
| **Disability Services** | The Office of Disability Services will be available virtually Monday-Friday, 7:45 a.m.-4:30 p.m. Face-to-face meetings will be available by appointment. Appointments will be held in the Dean of Students Office (Student Services Building, Room 2000.) |
| **The Learning Center** | The Learning Center services will be available virtually Monday-Friday, 7:45 a.m.-4:30 p.m. |
| **Admissions and Tours** | Admissions will offer tours on July 1 (afternoon only), 3, 6, 8 and 10 (mornings and afternoons) for 9 guests. Appointments will be required. Starting on July 13 Admissions will offer two tours daily for up to 9 guests every Monday, Tuesday, Wednesday, Thursday and Friday by appointment. Guests will be asked to acknowledge Restrictions and Requirements, including wearing masks www.uwgb.edu/admissions/visit/covid-and-your-visit. |
| **Human Resources** | Will be open for questions Monday-Friday 7:45 a.m.-4:30 p.m. with rotational staffing. Appointments may be made with specific Human Resources personnel. |
| **IT-Help Desk** | Help Desk will remain open in a remote environment. |
| **Bookstore and Other Retail** | The UW Credit Union will be open for patrons and will post hours of operation. The Phoenix Bookstore will open for contactless curbside service by calling 920-391-6600 and access to the store will be available with capacity limits. Please use links for more information. |
| **Mail** | Normal hours of operations. Campus staff can pick up mail from the Mail Room between 8 a.m. and 2 p.m. Delivery of large items to campus offices will be done with an appointment. |
BUILDING PROCEDURES

As of July 1, 2020

AREA RESPONSIBILITIES

Each operational area of the University must develop new procedures for their building spaces in order to create as safe a work environment as possible during the duration of the COVID-19 event. (see Appendix B). It is expected that all staff, students and visitors adhere to the new procedures. The procedures should include the following at a minimum:

- Maintain at least six feet between workstations/employees
- Install plexiglass barriers at high-visited areas such as reception desks and check-in points.
- Use appropriate signage at entrances indicating how to proceed.
- Remove furniture in community gathering spaces, study areas and waiting rooms.
- Require that all staff, students and guests use face coverings and make these available throughout campus.
- Provide sanitizing supplies for individuals to clean their areas before and after use and provide hand sanitizer at all entrances and high-traffic areas.
- Remove all unnecessary touchpoints, especially those that cannot be sanitized between uses. Examples include the use of pens to sign receipts or visitor logs, benches, drinking fountains, computer keyboards and shared equipment.

BUILDING HOURS AND ACCESS

Commencing July 1, 2020 academic buildings will be open 7 a.m.-6 p.m.

- Entry points into campus buildings will be limited. You should use the entry point to campus that allows you to access your workstation with the most limited time inside the building.
- When you arrive at campus you should move immediately to your workstation and avoid spending time in common areas.
- All campus entry points will have sanitation supplies, such as hand sanitizer, that employees should use upon entry into the building.
- Each area will have a check-in and check-out process. You will be asked to check in with the time and the date of your arrival and check out at the end of the workday.
- When leaving for the day, you are asked to use the same practices. Specifically, exiting the building from the door which minimizes presence in buildings, avoid gathering in common areas and leaving campus as soon as possible.

Entry and exit points from University buildings will be limited. Postings will be made at each closed entrance advising of the door which an individual can use to enter the building. Operational areas will be advised of these entry points and should work with staff to ensure that they are using the closest entry point to their operational area. Similarly, exits will be limited, and operational areas should advise staff to use the exit closest to their operational area.

Supervisors of operational areas will be notified which entrances will be open.
USE OF COMMON SPACES

To ensure proper cleaning by custodial staff, the use of restrooms and common areas will be limited. Certain areas on campus may also be closed based on an assessment of the need to use those areas. You will be notified of any closures of these areas at it pertains to your work area and are asked to cooperate with these limits. Custodial staff will clean and sanitize common areas and all areas at the end of each workday to ensure that all staff is protected from risk of infection.

SIGNAGE

The University will post signs at building entrances to remind entrants that people experiencing COVID-19 symptoms should stay at home and to request that visitors maintain physical distancing (see Appendix B). Indoor corridors will be marked with directional tape to encourage one-way traffic flow and minimize interactions.

CLEANING AND SANITIZING

Custodial staff will clean and sanitize common areas, restrooms and general office space at the end of each work day. Each operational unit will be responsible for sanitizing the common touchpoints within their office suite on a periodic basis throughout the day. This includes items such as doorknobs, light switches, commonly touched tabletops and shared equipment or tools. Each operational area will be provided a limited number of cleaning supplies. It will be essential that offices, particularly public facing offices, engage in regular cleaning of the space throughout the day.

In addition, all university employees should clean and sanitize common touchpoints in their personal work area or office on a regular basis (see Appendix C).

Common touchpoints include:

- Computer, keyboard and mouse
- Doorknobs
- Light switches
- Phones
- Commonly touched tabletops and desktops
- Tools and shared equipment

USING RESTROOMS

The availability of restrooms will be limited to facilitate the required cleaning. Facilities Management will determine which restrooms will be unavailable and advise operational areas of the limited availability. Use of restrooms should be limited based on restroom size to ensure at least 6 feet between individuals. As always, wash your hands thoroughly to reduce the potential transmission of the virus.

USING ELEVATORS

Generally, no more than one person may use an elevator at a time. Signs will be posted by all elevators to remind people of this requirement. If you are able to do so, please use the stairs whenever possible. Since elevator cars are enclosed spaces with less ventilation, employees must wear a mask or face covering. Avoid touching the elevator buttons with your exposed hand/fingers. It is recommended that you wash your hands or use hand sanitizer after departing the elevator.
COMPLIANCE WITH PHYSICAL DISTANCING AND FACE COVERING REQUIREMENTS

Consistent with UWS 21.06(c) Wis. Admin Code the Chancellor has required that all individuals present on any UW-Green Bay Campus use a face covering as prescribed below. Operational areas will be provisioned a limited number of disposable face coverings which can be provided to individuals who do not have a mask.

All employees are required to adhere to the above stated provisions under the UW-Green Bay Workplace Conduct Policy.

Promote a Culture of Compliance
The UW System is committed to meeting legal requirements and to fostering ethical and lawful conduct. Expectations for UW System employees include:

• Learn and follow all applicable laws, regulations and UW System policies and procedures.
• Protect the security, integrity and confidentiality of university information and records where appropriate and required by law.
• Be proactive to prevent and detect any compliance violations.

Proper Personal Conduct
UW-Green Bay employees are expected to comply with the following forms of conduct established to assist the University in attaining its objectives in an orderly and efficient manner.

• Comply with health, safety and sanitation rules and regulations as outlined in the UW-Green Bay Workplace Safety Policy.

Students are subject to comply with this policy under UWS 17:

UWS 17.08(1) MISCONDUCT ON UNIVERSITY LANDS. Except as provided in s. UWS 17.08(2), the provisions contained in this chapter shall apply to the student conduct described in s. UWS 17.09 that occurs on university lands or at university-sponsored events.

UWS 17.09(15) VIOLATION OF UNIVERSITY RULES. Conduct that violates any published university rules, regulations, or policies, including provisions contained in university contracts with students.

Members of the public who fail to comply with the required personal conduct will be asked to leave campus.

Employee Response:

1. If an individual presents at an operational area without a mask or in a way that is not complying with the physical distancing requirements, the employee should request that the individual comply with the requirements. If a disposable mask is available, they should make that offering.

2. If the individual refuses to comply with the request for compliance, the employee should ask the individual to leave campus and notify the supervisor;

3. If the individual refuses to leave campus or becomes disruptive, the employee or supervisor should immediately call ext. 2300 and request assistance.

No employee should confront directly a non-complying person.
PHYSICAL DISTANCING

It will be necessary to reduce the capacity of all enclosed spaces, such as classrooms, offices, meeting rooms, etc. in order to ensure adequate physical distancing. When scheduling any event that uses a campus space, the user must ensure that the number of attendees is limited to a number at which proper physical distancing can be maintained. **Physical distancing is not a replacement for the use of face coverings.**

Campus users should avoid gathering in hallways and other common areas. Campus users are also encouraged to travel outside between buildings and avoid use of the tunnel system.

FACE COVERINGS

It is expected that all individuals on any UW-Green Bay campus wear a face covering when interacting with other people or when physical distancing cannot be maintained. All public facing employees should wear masks at all time. Employees are encouraged to provide their own face covering and do not need to wear a face covering in their own office. Employees must be trained on how to properly put on and remove a face mask or cloth face covering. [See CDC.](https://www.cdc.gov)

### Examples of Face Coverings

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Intended Use</th>
</tr>
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<tbody>
<tr>
<td>Cloth Face Covering</td>
<td>Homemade or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions</td>
<td>Recommended for use in non-healthcare settings (office spaces and community areas) where 6’ social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).</td>
</tr>
<tr>
<td>Disposable Mask</td>
<td>Commercially manufactured masks that help contain wearer’s respiratory emissions</td>
<td></td>
</tr>
<tr>
<td>Medical-Grade Surgical Mask</td>
<td>FDA-approved masks to protect the wearer from large droplets and splashes; helps contains wearer’s respiratory emissions</td>
<td></td>
</tr>
<tr>
<td>N95 Respirator</td>
<td>Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions</td>
<td>These masks are reserved for healthcare workers and other approved task-specific hazards.</td>
</tr>
</tbody>
</table>

OBTAINING PPE, CLEANING SUPPLIES AND OTHER RESOURCES

An initial distribution of required PPE, office cleaning supplies and other protective equipment (plexiglass, signage and floor markings) will be made by Facilities Management consistent with the assessment of operational needs as of July 1, 2020.

After July 1, 2020 Operational Areas will request additional supplies through the Safety Resource Request Process. Each area will be responsible for maintaining adequate supplies and submitting orders when necessary to maintain the required cleaning of the office space and personal workstations.
PERSONAL HYGIENE PRACTICES

COUGHING/SNEEZING HYGIENE
If you are in a private setting and do not have on your face mask, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands/elbow with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

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.

How to Wash Your Hands

Wet your hands with clean, running water (warm or cold), turn off the tap and apply soap.

Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers and under your nails.

Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.

Rinse hands well under clean, running water.

Dry hands using a clean towel or air dry them.

Source: www.cdc.gov/handwashing/fact-sheets

HAND SANITIZER AVAILABILITY
Generally, most individuals will be able to maintain hand hygiene by properly washing their hands with soap and water from restroom and department sinks. In situations where access to soap and water is not feasible, additional sanitizer may be requested through the Safety Resource Request Process.

HAND SANITIZING STATIONS
Hand sanitizing stations will be positioned at building entrances and other high-traffic areas. Employees should “tap-in and tap-out,” using hand sanitizer upon entering and exiting buildings and offices.
EMPLOYEE RETURN TO THE WORKPLACE EXPECTATIONS

Prior to resuming any on-campus operations, faculty and staff must be protected, trained, and adequately prepared. Employee protection and safety are critical to reopening, and measures must be taken to ensure the faculty, staff, students, and campus community have appropriate protective controls, plans, supplies, and guidance to safely return to work.

RETURN TO WORK GUIDELINES AND TRAINING

To ensure faculty, staff, and students have access to the same basic information, prior to the return to work all employees must review and understand the Employee Workplace Expectations.

COMMUNICATIONS

Communication schedules will be developed so that employees are kept updated on any new actions, decisions or changes in procedures related to managing our campuses and reducing exposures throughout the COVID-19 event. Frequent communications should inform the workforce of actions being taken to prevent COVID-19 exposure through routine meetings, postings (including electronic postings), HR Connect, Covid Update emails and www.uwgb.edu. Signs will be posted to remind your employees of safe practices for physical (social) distancing, hand hygiene and cough/sneeze etiquette (see Appendix A).

SYMPTOM MONITORING

Employees must not report to work if they feel ill or have any COVID-19 symptoms. These employees should contact their supervisor and stay home.

Each day, all employees reporting to work on a UW-Green Bay campus must perform a daily self-screening (see Appendix D). The University will record information for any employee who becomes symptomatic while at work. Employees who are symptomatic should return home and consult with medical providers. Employees should not return to work until they are no longer symptomatic or have medical confirmation that they are not COVID-19 infected.

EMPLOYEE CONSIDERATIONS

Employees should be given the following instructions for protecting their health and reducing transmission:

- Avoid office gatherings, break rooms and unnecessary visitors in the workplace.
- Stay home (or leave the workplace) and notify the supervisor if symptoms develop.
- Wear masks or face coverings in all public spaces and spaces used by multiple people.
- Know where to find local information on COVID-19 and local trends of COVID-19 cases.

SUPERVISOR CONSIDERATIONS

Supervisors should be given the following instructions for protecting the health of their employees and reducing transmission:

- Allow employees to work from home if possible.
- Limit the number of individuals in the building to those who need to be on site.
- Redesign workspaces to ensure that on-site employees are separated by at least six feet.
- Ensure that social distancing is also maintained in hallways and other common areas.
- Limit in-person meetings as much as possible.
STAFFING OPTIONS

There are several options departments should consider in order to maintain required social distancing measures and reduce population density within buildings and workspaces, while also responding to work responsibilities and the need for strong customer service:

Remote Work
Those who can work remotely to fulfill some, or all, of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which must continue to be approved by the immediate supervisor, may occur on a full or partial day/week schedule as appropriate.

While the University will continue to permit employees to work remotely so long as they are able to perform their assigned functions, employees may be requested to return to the campus to perform work. The supervisor and employee shall discuss specific safety protocols and procedures and make all efforts to resolve the employees concerns regarding return to work. If after this discussion the employee still does not feel safe in returning to work, the employee and supervisor can discuss additional duties that may be assigned to permit the employee to continue working remotely, so long as such adjustments are consistent with the staffing needs of the operational areas. If the supervisor and employee cannot resolve the matter the supervisor should contact Human Resources to work with the employee and supervisor for a resolution.

Alternating Days
In order to limit the number of individuals and interactions among those on campus, departments may schedule partial, on-site staffing on alternating days. Such schedules will help enable physical distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing
The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Departments may consider staggered reporting and departure times in order to reduce traffic in common areas.

STUDENTS

The University Taskforce is working with the Brown County Health Department and Prevea Health to prepare for a return of students for face-to-face instruction, campus activities and housing in fall. Specific information will be made available for students as soon as it is available.

In the interim, students are welcome to return to campus to conduct necessary activities and will be asked to comply with the above guidance regarding use of face coverings, social distancing and hygiene. Students should check the Campus Operations Snapshot before coming to campus to make sure that the area they need access to is open and whether an appointment is required to receive in-person services.

OFFICE EVENTS

Consistent with the general guidance on University Events and Meetings, office events which include participants from outside of the University; which may involve more than 10 people; or encourage gathering of individuals for more than 30 minutes will not be permitted until further notice. Events involving common food or beverage service should not be held and employees should avoid participating in common dining.
MEETINGS

Convening in groups increases the risk of viral transmission. It is recommended that no more than three (3) individuals engage any face-to-face communication which will exceed 30 minutes. Whenever possible, meetings should be held in whole or in part using available technology. During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face.

In-person meetings should only occur when no other options are available and must adhere to not less than 6 feet of separation between participants. Under no circumstance should any room exceed 50% of its total capacity.

Common Conference Rooms (ex. CL 735 / CL 125 / Student Success Center) are not available for booking at this time. If one of these rooms must be used to facilitate required physical distancing for a face-to-face meeting, the request should be made to Facilities Planning & Management:

Phone: 920-465-2394   Email: facilities@uwgb.edu

Departments requesting use of these areas will be responsible to remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices among attendees. The Department will be responsible for all preparations, including disinfection using materials provided as well as disinfection at the end of use. Whenever possible use of any room should be spaced not less than 72 hours between uses to maximize disinfection.
SPECIAL AT-RISK POPULATIONS

Prior to commencing any traditional operations the University must have definitive plans and resources to provide for accommodations of vulnerable populations (medically susceptible, uninsured or underinsured students, faculty, and staff members). It is extremely likely that vulnerable individuals may need to observe ongoing physical distancing for a more prolonged period of time.

Faculty and other student-facing staff with higher likelihood of serious illness from infection (for example, those with compromised immune systems and those over 65) should be allowed to perform work remotely for so long as the potential of infection remains substantive. Student-facing staff with higher likelihood of serious illness from infection who may not be able to work remotely once traditional operations commence should be considered for reassignment to provide additional protection. Students who have compromised immunity, respiratory conditions or other health concerns must be permitted to take all courses remotely even when conditions stabilize to the level to permit more in-person course work. Students who are confirmed as in need of disability or other special services must continue to have access to all learning and campus activities. If additional accommodations are required (e.g. captioning, clear face masks, additional time to take tests), these must continue to be provided for both face-to-face and remote learning.

Employees who are within the vulnerable population or live in a household with a vulnerable person and therefore wish to remain working remotely should be referred to Human Resources for assessment of this request.

In addition to those individuals with documented conditions, there will be individuals who will request accommodations based on concerns about their personal safety. Although employees may be allowed back on campus to perform work duties and course may be offered face to face, some people may be reluctant to engage in these activities based on fear of infection or exposure. It will be necessary to continue to facilitate remote work and alternative delivery for these students, even if they do not have a documented condition which makes them vulnerable.

During the initial return to operation stages, instructors and supervisors will need to understand the subjective reservations that members of the campus community will have in returning. To that ends, all efforts should continue to be made to facilitate remote work and classroom participation. Notwithstanding, if the presence of individuals is an absolute necessity to perform work function or includes in person course work (i.e. examinations, practical performance) the supervisor or instructor should be able to compel physical presence to fulfill those activities.

TESTING

In the interim, employees should consult with medical providers if they are symptomatic with COVID-19 and follow all instructions given prior to returning to the workplace.
Appendix A – UW-GREEN BAY DEFINITIONS

PHYSICAL DISTANCING

We are adhering to the Center for Disease Control definition, which is as follows:

Physical distancing means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

✔ Stay at least six feet (about two arms’-lengths) from other people.
✔ Do not gather in groups.
✔ Stay out of crowded places and avoid mass gatherings.

In line with this definition, Facilities Management will work with each unit to provide signage, temporary occupancy placards for each room and tape on the floor. This will be based on information provided through the Return to Campus Plan that is completed by each unit leader.

ESSENTIAL AND NON-ESSENTIAL TRAVEL

Employees should avoid non-essential travel. A restriction on our non-essential travel will decrease the chance of unwittingly taking the virus to another community or bringing it back into ours. By finding alternative means of meeting online we can increase our own safety while also contributing to the safety of the public at large. Employees are encouraged to review the Wisconsin Department of Health Services and CDC.

Furthermore, campus budgetary restrictions have resulted in a campus-wide ban on non-essential travel through Dec. 31, 2020. Only travel if approved by area leader.

SERVICE DESKS AND OPEN OFFICE SPACES

“Open plan” office spaces (aka office “cube” systems, movable partition offices, etc.) are to be considered a single space, individual office partition walls in a larger open space are not suitable barriers.

Application of plexiglass to limit exposure at a service desk to break up face-to-face services may be a suitable mitigation, but it requires that many considerations be made. All installations must be completed by Facilities Management after approval of a risk assessment through University Police and the Public Health Department.
OFFICE ENTRANCE CHECKLIST

- Consult with Facilities Management to determine maximum capacity of waiting areas and reception areas to ensure six-foot distancing. Physical distancing floor markings will be provided by Facilities Management.

- Consult with Facilities Management to determine if furniture in waiting areas needs to be reduced or removed to ensure six-foot distancing.

- Remove high-touch items such as magazines and common pens.

- Provide hand sanitizer at reception areas.

- Post signage reminding employees and students/visitors to check for symptoms of COVID-19 and to not enter the office space if they are sick. Standard signage will be provided by Facilities Management, if appropriate.

- Consult with Facilities Management to determine maximum capacity of waiting areas and reception areas to ensure six-foot distancing. Physical distancing floor markings will be provided by Facilities Management.

- Consult with Facilities Management to determine if plexiglass barriers are appropriate at high-visited areas where people must face each other and cannot maintain six-foot distancing (service counters, reception desks and retail counters). Plexiglass installation will be provided by Facilities Management, if appropriate.
THROUGHOUT THE OFFICE CHECKLIST

- Consult with Facilities Management to determine maximum capacity of workspaces and breakrooms to ensure six-foot distancing.
- Consult with Facilities Management to ensure workstations are separated by dividers or spread out workstations so employees can ensure six-foot distancing.
- Limit use of shared equipment/electronics like phones, computers, printers, tools, etc. and provide sanitizing wipes for disinfection between employee use.
- Ensure handwashing sinks in breakrooms and bathrooms are stocked with soap and disposable paper towels.
- Reduce or remove furniture in breakrooms to ensure six-foot distancing.
- Remove reusable kitchen items and appliances (water dispensers, coffee makers, dishes, utensils, candy dishes). Replace with single use or no-touch options. Limit use of other appliances such as microwave ovens and refrigerators and provide sanitizing wipes for disinfection between employee use.
- Designate single location for packages and mail to be delivered.
- Post signage in breakrooms, bathrooms and common areas reminding employees and visitors to minimize person-to-person contact (i.e. handshaking, high fives). Standard signage will be provided by Facilities Management.
- Post signage in breakrooms, bathrooms and common areas reminding employees and visitors to wash hands regularly. Standard signage will be provided by Facilities Management.
- Consult with Facilities Management to determine maximum capacity of workspaces and breakrooms to ensure six-foot distancing.
- Consult with Facilities Management to ensure workstations are separated by dividers or spread out workstations so employees can ensure six-foot distancing.
- Limit use of shared equipment/electronics like phones, computers, printers, tools, etc. and provide sanitizing wipes for disinfection between employee use.
- Ensure handwashing sinks in breakrooms and bathrooms are stocked with soap and disposable paper towels.
- Reduce or remove furniture in breakrooms to ensure six-foot distancing.

Personal Hygiene Tips

- Wash your hands frequently with soap and water for at least 20 seconds.
- If you are unable to wash your hands with soap and water, use antibacterial gel with 70% alcohol.
- When sneezing or coughing, cover your nose and mouth with the inner angle of your arm or use a disposable handkerchief.
- Don’t touch your face, including your mouth, ears, eyes and nose.
SUPERVISORS

Beginning of Each Day:
1. Remind each employee to perform the self-assessment screening (see Appendix D).
2. Disinfect high touch surfaces like door handles, light switches and reception areas.
3. Ensure that each employee records the date and time of entry and exit from the workspace (see Appendix F).

Regularly Throughout the Day:
1. Monitor employees and visitors for symptoms of COVID-19. If an employee or visitor shows symptoms, the supervisor may respectfully ask the employee or visitor to leave for the protection of others.
2. Disinfect high touch surfaces like door handles, light switches and reception areas.
3. In the event any employee becomes symptomatic during the day, complete COVID-19 Case Form (see Appendix E).

End of Each Day:
1. Disinfect high touch surfaces like door handles, light switches and reception areas.
2. Restock hand sanitizer, sanitizing wipes, soap and paper towel supplies as needed.
3. File the employee record.

EMPLOYEES

Beginning of Each Day:
1. Wash hands prior to starting each work day.

At Break Time:
1. Disinfect high touch surfaces like door handles, light switches, desk surface, phones, computer keyboard and mouse.
2. Wash hands before and after every break.

Regularly Throughout the Day:
1. Sanitize hands after blowing nose, coughing or sneezing, before interacting with other employees or visitors, when switching tasks, before and after breaks, after direct physical interaction with other employees or visitors, and when hands are visibly soiled.

End of Each Day:
1. Disinfect high touch surfaces like door handles, light switches, desk surface, phones, computer keyboard and mouse.
2. Wash hands at the end of each shift.
EMPLOYEES:

All employees who are scheduled to be working on campus are required to complete an online health assessment prior to arriving to campus each day.

- This form may be completed on a desktop or mobile device. For best user experience, please use Chrome, IE, Edge, or Safari. Firefox is not recommended. Remember also to turn off pop-up blockers on your browsers.
- Should the employee not have access to technology in order to access the assessment, supervisors may allow reporting via telephone. If employees need to utilize a telephone reporting process, they should communicate with their supervisors for details on that process.
- Employees must complete this assessment each day that they are scheduled to be on campus.
  - For example: If a department is rotating staff on campus and an employee is scheduled to be on campus on Mondays and Thursdays (and working remotely the other three days), they must complete the assessment each Monday and Thursday prior to arriving on campus. They are not required to complete the assessment the other three days of the workweek because they are not scheduled to work on campus.
  - If an employee answers “no” to all the questions, they should mark the checkbox, click “submit,” and they are done.
  - If an employee answered “yes” to any of the questions, they should mark the checkbox, submit the form, and communicate with their supervisor in a fashion consistent with their office policy for absence notification.
    - Employees are not required to disclose to their supervisor the reason that they are unable to be present on campus.
    - If their assigned duties permit it, employees may discuss with their supervisor the ability to work remotely during the time they are unable to work on campus.
    - If sufficient work is unavailable, employees will need to account for any time off through sick, vacation/personal holiday or if available COVID-19 leave.
    - The self-assessment will need to be completed for each day of scheduled work, even if notice has been given that the condition which prevents presence on campus is on-going.
- Please see the How To: Employee Screening Questionnaire document for instructions on completing the online health assessment.
SUPERVISORS:

- Employees must complete this assessment each day that they are scheduled to be on campus.
  - For example: If a department is rotating staff on campus and an employee is scheduled to be on campus on Mondays and Thursdays (and working remotely the other three days), they must complete the assessment each Monday and Thursday prior to arriving on campus. They are not required to complete the assessment the other three days of the workweek because they are not scheduled to work on campus.

- Should the employee not have access to technology needed to access the assessment, supervisors may allow reporting via telephone.
  - Supervisors should provide to these employees a printed version of the Employee Screening Questionnaire – Telephone Reporting.
  - Supervisors will communicate to the employee an acceptable way to contact the supervisor via phone prior to the start of their scheduled workday.
  - Supervisors should keep a record of which employees have called in to acknowledge the assessment each day. This record can be maintained within the department and does not need to be shared unless requested.

- If an employee answered “yes” to any of the assessment questions, they should mark the checkbox, submit the form, and communicate with their supervisor via email or phone.
  - If you hear from an employee that they would respond “yes” to any of the questions, please instruct the employee to remain at home.
  - Employees are not required to disclose to their supervisor the reason that they are unable to be present on campus.
  - The supervisor is not required to report any “yes” answers further, as there is not a suspected case at this point. We only know that the employee could not answer “no” to all the questions.
  - If their assigned duties permit it, employees may discuss with their supervisor the ability to work remotely during the time they are unable to work on campus. The ability to work remotely is at the discretion of the supervisor.
  - If sufficient work is unavailable, employees will need to account for any time off through sick, vacation/ personal holiday or if available COVID-19 leave.
  - The self-assessment will need to be completed for each day of scheduled work, even if notice has been given that the condition which prevents presence on campus is on-going.

- Please see the How To: Employee Screening Questionnaire document for instructions on completing the online health assessment as well as viewing names of those employees you supervise who have completed their assessments each day.
  - HR will not be providing a list of employees completing assessments to supervisors, as supervisors will have access to that information through the BP Logix.
## COVID-19 CASE FORM

**Report for employees/visitors presenting symptoms at work**

<table>
<thead>
<tr>
<th>Name: _____________________________</th>
<th>Date: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitor ☐</td>
<td>Employee ☐</td>
</tr>
</tbody>
</table>

**Job Title:** __________________________________________________________

**Worksite:** __________________________________________________________

**Location of Isolation:** ______________________________________________

**Address:** __________________________________________________________

**Symptoms noticed:**

- ☐ Temperature >38°C (100.4 F) or higher
- ☐ Shortness of breath, difficulty breathing
- ☐ Cough
- ☐ Running nose
- ☐ Sneezing
- ☐ Muscle pain
- ☐ Tiredness

**Time of fever on-set:** ____________________________  **Time of isolation:** ____________________________

**Where referred to:** ______________________________________________

---

### Details of Reporter

<table>
<thead>
<tr>
<th>Name: ________________________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Title:</strong> ________________________________________________________</td>
</tr>
<tr>
<td><strong>Phone Number:</strong> ____________________________________________________</td>
</tr>
</tbody>
</table>

**Coronavirus preparation and arrangements to be made for employees who become ill at work**
Appendix G – UW-GREEN BAY REFERENCES

1. Centers for Disease Control:

2. Occupational Safety and Health Administration:
   www.osha.gov/SLTC/covid-19/index.html

3. ACHA Guidelines: Considerations for Reopening Institutions of Higher Education in the COVID-19 Era, May 7, 2020:

4. Wisconsin Economic Development Corporation’s Reopen Guidelines:
   wedc.org/reopen-guidelines

5. Brown County Health Department:
   www.browncountywi.gov/community/covid-19/general-information

6. Manitowoc County Health Department:
   www.co.manitowoc.wi.us/departments/health-department

7. Marinette County Health Department:

8. Sheboygan County Health Department: