



Approved by: Chancellor's Cabinet

*Gary Miller*

Signature: Gary Miller, Chancellor

Date: 3/28/2017

## BUILDING HOURS AND ACCESS POLICY

### OP-15-17-1

#### I. PURPOSE

This policy establishes official hours for all University buildings and outlines access to those buildings after closing, with an additional purpose of improving safety of students and employees working alone.

#### II. DEFINITION

Blue Pass – An official non-transferable blue-colored authorization card issued by the appropriate university authority which allows unsupervised student access into specific areas (labs, studios, etc.) while campus buildings are open. Students are issued a blue pass upon verification they meet the guidelines set forth in this policy.

#### III. POLICY

##### A. Building Hours

##### 1. Academic Buildings

##### a) Monday through Sunday

##### i. 6:00AM to 11:00PM

a. Buildings will be locked at 11:00 PM. Students and employees will be allowed to remain in buildings until midnight to complete university business.

##### 2. Student Support/Non-Academic Buildings

a) Includes: Cofrin Library, Weidner Center for the Performing Arts, Kress Events Center, University Union, Housing Community Center, Shorewood Golf Course and Facilities.

b) These Buildings employ building managers and will be staffed during their individual hours of operation. Departments or programs responsible for building operations will also be responsible for ensuring the building has appropriate staffing.

c) General building hours are established to meet the needs of the services and programs offered in these buildings.



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3. Notification of Building Hours
    - a) Building hours will be posted on entry doors of the university buildings open to the public.
  4. Extended Hours
    - a) For specific reasons (ex: final exam week) extended building hours can be approved. A request for extended hours must be made to Public Safety no later than two weeks prior.
      - i. Buildings are closed on all legal holidays.
- B. Building Access**
1. University employees (faculty, staff, LTE's, student employees and graduate students, etc.) in buildings after hours.
    - a) After-hours access for University employees requires approval by their Academic Dean or Director or his/her designee.
    - b) University employees will provide university identification to Public Safety staff upon request.
  2. University students in buildings after hours
    - a) The university will not allow students in any Academic or Non-Academic buildings past the hours of operations, as described above, unless the student is working with a faculty or staff member who has approved after-hours access. For safety reasons, students are encouraged to prioritize work and complete it during normal business hours. This ensures that students are working when others are present in the building.
      - i. In rare circumstances, Public Safety can approve unsupervised student access after-hours (ex: time sensitive experiments/events, required curricular activities, etc.). The request must come from the appropriate faculty member or Director detailing the date(s), time(s), location(s) and general description of activity.
      - ii. Students refusing to leave a closed building may be subject to referral to the Dean of Students and may be issued a citation for violating UWS Chapter 18.07(2) "Closing Hours".
  3. Unsupervised access to Labs, Studio's, etc. during building hours of operation:
    - a) Two or more students may perform unsupervised work together in Labs, studio's etc., if all members of the group have blue passes as authorized below under Section C.
- C. Work Alone Guiding Principle ( [UWSYS OSH 2006-1](#) University of Wisconsin System Guidelines for Students Working Alone Safety)**
1. It is generally inappropriate for students to work alone; exceptions may be made for low risk work. Students may never work alone where they



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perform activities that typically have greater than normal safety hazards associated with them. Under no circumstances, can students, staff or faculty work alone when performing hazardous tasks, using hazardous chemical or using power tools. Departments that wish to have student's work alone or unsupervised in labs, studio's, etc. must:

- a) Conduct an assessment and eliminate or control the dangers of working alone. This assessment requires annual review, unless something changes that requires a new review sooner. A copy of the review must be on file with the University Safety Manager and the Provost.
- b) Provide students with established written procedures to ensure the safety of students working alone. Written procedures require the review and approval of both the University Safety Manager and the Provost. The procedures will minimally include:
  - i. The specific safety needs of the department, taking into account those environments that have a particularly high potential to be dangerous.
  - ii. The requirement that the department will inform students working alone of the established procedures.
  - iii. A way to require assistance in an emergency. Procedures for what to do in the event of an emergency will be available to the student working alone.
  - iv. That the department will ensure the student working alone is qualified and trained in work and emergency procedures, including use of emergency equipment.
  - v. The Department in consultation with the University Safety Manager shall make further restrictions as appropriate for the location and task performed.
  - vi. The requirement that all students needing access will read, sign and date a copy of the procedures before gaining access. A copy of the signed document will be provided to students.
  - vii. The department will provide the student with a signed blue pass indicating the timeframe and specific areas the student can utilize to work alone.
    - a. The student must be in possession of the signed blue pass when working alone and will provide the blue pass for inspection to Public Safety, if requested.