

# CAMPUS OPERATIONS SNAPSHOT



UNIVERSITY of WISCONSIN  
GREEN BAY

July 1-Aug. 31, 2020

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

Operation	As of July 1, 2020
<b>Hours of Operation</b>	Campus shall be open for all employees and students Monday-Friday 7 a.m.-6 p.m.
<b>Academic Operations</b>	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.
<b>Guest Requirements</b>	<ul style="list-style-type: none"> <li>• Consistent with <a href="#">UWS 21.06(3) Wis.AdminCode</a>; 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.</li> <li>• 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.</li> <li>• All individuals inside any University building must practice appropriate physical distancing from any individual not in their immediate household.</li> <li>• Failure to comply with these restrictions will result in the individual being asked to leave the University.</li> </ul>
<b>Gatherings</b>	Indoor gatherings of not more than 10 people may resume so long as all participants adhere to proper social distancing and wear face protection.
<b>Facility Considerations</b>	<ul style="list-style-type: none"> <li>• Facilities Management has assessed the areas approved for use and will mark areas which are not open for use.</li> <li>• Facilities Management will provide standardized signage and physical distancing markings for all locations that are approved for use.</li> <li>• Facilities Management will limit the entrance and exits based on need.</li> <li>• Facilities Management will limit restrooms and common areas available for employees and students while on campus.</li> </ul>
<b>Student Employees</b>	Use of student employees permitted, with provision that remote work should be implemented when possible. Recall may begin immediately.

Campus Operations Snapshot (Continued)

<b>Volunteers</b>	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.
<b>University Operations</b>	<p>Telecommuting encouraged for all employees and all employees should continue to be permitted to work remotely so long as it remains possible.</p> <p>On campus operations:</p> <ul style="list-style-type: none"> <li>• Avoid office gatherings, break rooms, and unnecessary visitors in the workplace.</li> <li>• Stay home (or leave the workplace) and notify the supervisor if symptoms develop.</li> <li>• Wear masks or face coverings in all public spaces and spaces used by multiple people.</li> <li>• Know where to find local information on COVID-19 and local trends of COVID-19 cases.</li> </ul>
<b>University Travel</b>	<ul style="list-style-type: none"> <li>• All travel abroad continues to be prohibited.</li> <li>• Domestic business travel will be limited to essential travel only and must be approved by an Area Leader.</li> <li>• All non-essential University-sponsored travel canceled through Dec. 31, 2020.</li> </ul>
<b>Food Service</b>	Limited food service will be available beginning July 6, 2020. Please check <a href="http://www.uwgb.edu/union/about/building-hours">www.uwgb.edu/union/about/building-hours</a> for up-to-date information.
<b>University Events</b>	<p>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.</p> <p>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.</p>
<b>Kress Events Center</b>	KEC/UREC will remain closed to faculty/staff/students.
<b>Union</b>	The Union will be open Monday-Friday 7:45 a.m.-5:30 p.m. for essential services.
<b>Outdoor Recreation Areas</b>	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.
<b>Third Party Rentals</b>	The University and all properties will not be available for third party events between July 1, 2020 and Aug. 31, 2020.
<b>GBOSS</b>	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.
<b>Bursar</b>	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.
<b>Financial Aid</b>	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.

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<b>Registrar</b>	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.
<b>Advising</b>	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.
<b>Residence Life</b>	Community Center will be open for face-to-face services Monday-Friday, 2-4 p.m.
<b>Dean of Students</b>	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.
<b>Counseling</b>	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.
<b>Library</b>	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. ( <a href="#">More information.</a> ) <b>Floors 4-6 and Library Commons closed.</b> Research Services available <b>virtually</b> Monday-Friday, 9 a.m.-4:30 p.m. Building and services closed Saturdays and Sundays.
<b>Archives</b>	Open Monday-Friday by appointment only.
<b>Disability Services</b>	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.)
<b>The Learning Center</b>	The Learning Center services will be available virtually Monday-Friday, 7:45 a.m.-4:30 p.m.
<b>Admissions and Tours</b>	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 <a href="http://www.uwgb.edu/admissions/visit/covid-and-your-visit">www.uwgb.edu/admissions/visit/covid-and-your-visit</a> .
<b>Human Resources</b>	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.
<b>IT-Help Desk</b>	Help Desk will remain open in a remote environment.
<b>Bookstore and Other Retail</b>	The <a href="#">UW Credit Union</a> will be open for patrons and will post hours of operation. The <a href="#">Phoenix Bookstore</a> 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.
<b>Mail</b>	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.