# Center & Institute Administrative Return-to-Campus Toolkit

Please review the information below and use the areas designated to respond to the questions and fields provided. Submit plans to the Research IMT (email vpri@uoregon.edu). Timelines for completion will vary based on when centers and institutes would like to resume in-person activities. Ideally, centers and institutes will submit plans by July 1, and not later than July 31, 2020. Plan approval is needed before resumption activities can begin. Once your plan is approved, the access request process for staff in your center or institute will sunset. Please note that you can continue to refine plans and add additional functions and physical distancing components. This is meant to be an iterative process.

Please note that this resumption plan should only address administrative functions (non-research activities), as research resumption is processed via PIs and guidance providing on our [Staged Approach for Restarting Research Activities](https://research.uoregon.edu/covid-19-plans-for-research-recovery).

Please note the following guiding principles as you review the guidance.

* Physical distancing will remain a cornerstone in preventing spread of COVID-19 during resumption of in-person activities.
* Functions that can effectively be accomplished remotely should remain remote over summer and into the fall term.
* Departments should NOT plan to return all staff at one time but should plan to increase in-person activities and staffing slowly in waves over the course of summer and fall.
* Departments should prioritize functions that are most effectively delivered in person and develop plans to resume those functions by assessing the physical distancing and cleaning measures necessary to reduce the likelihood of spreading the illness.

## C&I Information

Center or Institute Name:

Director Name:

Director Email:

Director Phone:

Business Manager Name and Email:

Center or Institute Location(s):

**\*Please also attach an up to date list of PIs/Faculty affiliated with your C&I that access your administrative services regularly\***

## In-Person Priority Functions

Centers and institutes should prioritize **administrative** **functions that are critical to your operations and that rely on in-person or on- campus interactions to be most effective**. These plans do not need to cover instruction in general pool classrooms – those plans are being developed through another process through department plans. When determining whether or not these functions should return to in-person, consider the following:

* Can the function be effectively done remotely?
  + If so, continue to provide that service remotely. Consider whether or not additional communication is needed to ensure that students know how to connect to your services remotely.
  + If not, consider the following:
    - Does this function need to be available in-person full time, or could it be made available in-person at certain times?
    - Which staff are responsible for which functions? Note: Human Resources will be providing information about staff availability to help determine which staff are available to return to work on campus.
    - Can the function be performed in a way that minimizes the potential spread of illness? (See Physical Distancing Guidelines below)
* What student- and/or research-supporting functions are most effectively delivered in person?
* Complete the following table for the critical functions that must be delivered in-person. Add additional rows if necessary.

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| --- | --- | --- | --- | --- | --- |
| Function | Full Time or Part Time | Staff Name | Can achieve Physical Distancing Guidelines? (Y/N) | Date In-Person functions should resume | Notes: |
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It is important to note that as phases of resumption fluctuate on campus and in our community, our plans for resumption will also shift. This plan will serve as a starting point; and we recognize that plans will be re-evaluated as updates are received. Evolving guidance will be posted on the [Resumption website](https://www.uoregon.edu/return-campus-2020).

## Mitigation Strategy Guidelines

There are a number of strategies that can help limit the spread of illness. The following is a summary of the steps the University is taking based on [Oregon Health Authority](https://www.oregon.gov/highered/about/Documents/News-Updates/OHA-HECC-higher-education-health-standards-covid-FINAL.pdf) and [CDC](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html) guidance.

* Enhanced cleaning – Custodial crews are completing daily wipe downs of commonly touched surfaces (e.g. handrails, elevators, door handles). This practice will continue over summer and into fall term.
* Restroom upgrades – Over the coming months CPFM will be upgrading restrooms (excluding Auxiliary buildings) to include hands free faucets and paper towel dispensers to help limit the number of touched surfaces in restrooms.
* Increased air handling – Where possible, air handling systems are being increased to maximize the circulation of air within buildings.
* Face Covering requirement – As of June 15th, UO is implementing a face covering requirement that will help limit the spread of illness especially in pedestrian areas and locations where maintaining a strict 6 feet physical distance isn’t possible.
* Signage – Branded signage for: hand washing, staying home if ill, maintaining 6 feet of distance, face covering requirements, floor stickers to mark distancing where lines form, and Covid related room occupancy will be available.
* Physical Distancing – It is important that individuals maintain 6 feet of distance. Classrooms will be set up and/or marked so that seating meets the physical distancing guidelines. Events and other official gatherings will also comply with physical distancing guidelines.
* Elevators – It is recommended that no more than 2 people use elevators at one time.
* Hallways and Stairways – It is recommended that individuals act like vehicles and always stay to the right when moving around in buildings.

In addition to these mitigation strategies, departments must develop resumption plans that address physical distancing in the spaces in which they operate.

***Instructions:*** *Review the categories of physical distancing options below; then select the mitigation strategy that best fits your space, and respond to any related questions provided. If a category does not apply to your department, enter N/A.*

1. Accessing Administrative Space
   1. Review how people get into and out of your administrative space(s). Note that access through general public/commons spaces in buildings will be addressed centrally and through education and outreach.
      1. Consider a one-way flow of pedestrian traffic for people to go into and out of your spaces. If you cannot designate one-way flow, how can you manage people coming in and out of the same doors?
      2. Consider signage and floor markings to designate how people should access spaces and where they should wait.
      3. Be aware of the impacts of your access plans on neighboring units if you share space within a building.
      4. Prop doors open as possible to help minimize the number of high touch surfaces. Please note that fire doors cannot be propped. Contact the UO Fire Marshal office if unsure of whether a door is a fire door.
   2. **Describe your plan for accessing your administrative spaces:**
2. Public Spaces/Lobbies/Shared space controlled by your Center/Institute
   1. Consider moving or removing furniture to maintain physical distances in common areas
      1. We are currently assessing whether centralized storage can be made available. If you have storage needs, please document them in this section.
   2. Mark furniture that cannot be removed so that it is clear which seating should be used and which should not be used in order to maintain appropriate physical distance.
   3. Determine an appropriate occupancy for public spaces and lobbies based on a 6 ft social distancing requirement. Please note that current state guidelines limit gatherings to 25 people.
   4. Please consider conference rooms and other shared space controlled by your unit that is not under a PI plan
   5. **Describe your plan for managing public spaces and lobbies**
3. Lounges/Breakrooms/Kitchens
   1. Physical Distancing
      1. Option 1: Only allow 1 person to be in these spaces at a time
      2. Option 2: Allow multiple occupants but encourage distancing:
         1. Look at furniture arrangements to encourage physical distancing. The following are two options to address this:
            1. Tape or mark chairs that should not be used.
            2. Remove chairs that should not be used. (Note: if storage within the department is not available and assistance is needed, please contact Chuck Triplett – [clt@uoregon.edu](mailto:clt@uoregon.edu))
   2. Disinfecting
      1. CPFM has identified a single use disinfecting wipe that can be used that meets current CDC guidelines. Please do not order other types of cleaning supplies directly. A central process will be put in place.
      2. Departments will be able to order tubs of single-use disinfecting wipes centrally to clean commonly touched surfaces within the department. Develop a list of these surfaces in your department and communicate the expectation that faculty, staff and students wipe down the items they use in shared spaces. These may include:
         * Copy machines
         * Refrigerators
         * Microwaves
         * Light switches in common spaces
         * Shared equipment/office supplies
         * Coffee pots
      3. Consider restricting shared use of some commonly touched items.
      4. Prop open doors in these spaces to limit touching of doorknobs.
   3. **Describe your department’s plan for managing lounges, breakrooms, kitchens:**
4. Front Desk/Reception (if applicable)
   1. Consider modifying operations so that face to face interactions are minimized. Can questions be handled via email or zoom? Can paperwork be managed electronically?
   2. Place signage to remind visitors to maintain physical distance. If your front counters tend to have lines queue up, add floor markings to designate where people should line up on a 6-foot spacing.
      1. Additionally, providing counter/reception staff with face shields is a cost-effective strategy to assist physical distancing measures. UO has the ability to produce face shields.
   3. Managing daily, high volume transactions may benefit from the installation of barriers or movement of furniture to help maintain distance. Please note that materials for physical barriers may be difficult to locate and installation must consider applicable building and fire codes. As such, a centralized program is being developed to assist units in assessing whether a barrier is appropriate.
      1. Centers and institutes should complete this planning process before submitting a barrier request through [Design & Construction](https://cpfm.uoregon.edu/project-initiation-request-0).
   4. **If you have front desks/counters, describe your plan for managing front desks and counters:**
5. Administrative Office Occupancy
   1. State guidelines for employers do not set a specific occupancy threshold or density, however they do recommend that physical distancing (6 feet) be maintained in workspaces. UO requires 38.5 ft2 per person minimum.
   2. Consider floor markings and signage to designate pedestrian flows and spacing within your unit.
   3. Limit the number of employees gathering in shared spaces. Restrict use of shared spaces such as conference rooms and break rooms by limiting occupancy or staggering use.
   4. Restrict use of any shared items or equipment and provide for disinfection of equipment between uses.
   5. Consider ways to minimize office occupancy to maintain physical distancing. Options may include:
      1. Continue remote telework for non-essential in-person activities.
      2. Single occupancy offices typically provide the physical distancing recommended in state and UO guidelines.
      3. Review shared workspaces to provide adequate physical distancing
         1. Split or stagger shifts among staff in shared spaces;
         2. Consider visual cues such as floor markings and signage to designate spacing;
         3. Identify alternative work spaces such as conference rooms or other unoccupied offices; and
         4. Restrict non-essential meetings and conduct meetings virtually as much as possible. If in-person meetings are necessary, follow physical distancing requirements and designate excess seating capacity in meeting areas as off-line. Conduct staff meetings using remote technology (Zoom/Teams).
   6. Consider management of break rooms, kitchens, and copy rooms
      1. Limit occupancy at any one time to allow for physical distancing.
   7. **Describe your plan for managing office occupancy:**
6. Cleaning (Non-Research Spaces)

Following CDC guidelines for institutions of higher education, Facilities Management will continue to provide enhanced daily cleaning in public spaces (e.g., common spaces, classrooms, high touch points, and restrooms).

* 1. Consider and plan for ways that individuals in your unit can assist with sanitizing your work spaces. For example, individuals can bear some responsibility for sanitizing their personal work spaces, and protocols could be developed to collectively sanitize “common areas” like copy/supply rooms, break rooms, etc. Cleaning is a shared responsibility.
  2. CPFM has identified a single use disinfecting wipe that can be used that meets current CDC guidelines. Please do not order other types of cleaning supplies directly. A central process will be put in place.
  3. Departments will be able to order tubs of single-use disinfecting wipes centrally to clean commonly touched surfaces within the department. Develop a list of these surfaces in your administrative spaces and communicate the expectation that faculty, staff and students wipe down the items they use in shared spaces. These may include:
     + - Copy machines
       - Refrigerators
       - Microwaves
       - Light switches in common spaces
       - Shared equipment/office supplies
       - Coffee pots
     1. Consider restricting shared use of some commonly touched items.
     2. Prop open doors in these spaces to limit touching of doorknobs.
  4. **Describe your plan to support a clean, shared work space:**

1. Administrative Supply Ordering
   1. Identify supplies (e.g., single use disinfectant wipes, hand sanitizer, face shields, floor marking tape, etc.) that your unit needs to support safe in-person activities. Purchasing & Contracting Services (PCS) can assist with centralized bulk purchasing for efficacy and cost effectiveness. PSC will require confirmation of budget for the items, unless the University has determined to cover the cost of that item centrally.
      1. Note: It is critical that you place your order with our Logistics team as soon as possible. There is an average **90-day delivery estimate** for certain products and protective equipment in high demand.
      2. Note: Requests for personal protective equipment (PPE) which ARE NOT required PPE for a job hazard unrelated to COVID-19 should be reviewed by Environmental Health & Safety prior to ordering through Logistics. Examples include but are not limited to gloves, disposable masks, and gowns.
      3. To place an order, please contact [UOP2help@uoregon.edu](mailto:UOP2help@uoregon.edu) Please include detailed item specifications and quantities.

If you have any questions or concerns or would like to share successful physical distancing plans or elements, please contact Kate Petcosky-Kulkarni ([kpetcos2@uoregon.edu](mailto:kpetcos2@uoregon.edu))