# Departmental Return-to-Campus Toolkit – Version 3

Please review the information below to help you complete the questions and fields in the toolkit response areas. Submit plans to your Dean’s Office or to the Chief of Staff for your Vice President’s division.

Plan approval is needed before resumption activities can begin. Once your plan is approved, the current access request process for staff in your department will sunset. You can continue to refine plans and add additional functions and physical distancing components over the course of the summer. This is meant to be an iterative process.

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.

## Department Information

Department:

Department Planning Contact Name:

Department Planning Contact Email:

Department Planning Contact Phone:

Department Main Office Location:

## In-Person Priority Functions

As stated in the principles above, departments may choose to maintain existing remote functions for the foreseeable future. If that is the case, complete in the table below, and then continue to the Mitigation Strategies section on page 3.

Departments wanting to resume some in-person work over the summer should prioritize **functions that are critical to your operations and that rely on in-person interactions to be most effective**. When determining whether or not these functions should return to in-person mode, 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.
		- There may be cases where an individual employee is asking to return to work on campus. These requests can be approved on a case by case basis depending on the work space necessary (single occupancy office vs. shared space).
	+ 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?
		- How many people are necessary for this function to be effectively performed in person? 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-supporting functions are most effectively delivered in person?
* Complete the following table for the priority functions that you’d like to begin delivering in person. Add additional rows if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Function | Full Time or Part Time | # of Staff Required | Can achieve Physical Distancing Guidelines? (Y/N) | Date In-Person functions should resume  | Notes:  |
| ***EXAMPLE FOR DEPARTMENT REMAINING REMOTE*** |
| *EXAMPLE: ALL FUNCTIONS REMAINING REMOTE* | *N/A* | *N/A* | *N/A* | *N/A* | *N/A* |
| ***EXAMPLE FOR DEPARTMENT RETURNING SOME FUNCTION IN PERSON*** |
| *EXAMPLE: Faculty Support* | *Part Time* | *2* | *Y* | *7/15/20* | *Faculty are going to need stuff scanned, and requests are going to come in randomly.* |
| *EXAMPLE: Student Support* | *Part Time* | *1* | *Y* | *9/15/20* | *Students need help with registration, crises, etc. Plan to set rotating office hours for each staff member to maximize coverage and minimize exposure.* |
|  |  |  |  |  |  |

Once critical functions have been identified, review the number of people who could repopulate your workspace according to the function chart above. Using these numbers, please refer to the guidance below to implement physical distancing in your workspaces.

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 reevaluated 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. Entering Departmental Space
	1. If your department only has one entrance/exit:
		1. Prop entrance door open. Please note that fire doors cannot be propped. Contact the UO Fire Marshal’s office if unsure of whether a door is a fire door - uofm@uoregon.edu
	2. If your department has multiple entrances/exits:
		1. Prop entrance door open. Please note that fire doors cannot be propped. Contact the UO Fire Marshal’s office if unsure of whether a door is a fire door - uofm@uoregon.edu
		2. Use floor markings to designate a one-way flow of pedestrian traffic for people to go into and out of your space. Inform faculty and staff of designated flows.
	3. **Describe your department’s plan for physical distancing in the entrances to departmental spaces:**
2. 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)
	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:**
3. Front Desk/Counters
	1. Modify operations to minimize face-to-face interactions. Can questions be handled via email or Zoom? Can paperwork be managed electronically?
	2. Place university provided signage to remind visitors to maintain physical distance. Each department will receive a pack of posters to start. Additional posters can be downloaded and printed: <https://communications.uoregon.edu/covid-19-campus-safety-awareness-toolkit>
	3. Add floor markings to designate where people stand when waiting in line.
		1. Branded floor stickers are under development and will be available through UO Print Services.
	4. Daily, high volume transaction areas 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 plans must consider applicable building and fire codes. A centralized program is being developed to assist departments in assessing whether a barrier is appropriate. This should only be considered if the options above are not applicable.
		1. Departments should complete this planning process before submitting a barrier request through [Design & Construction](https://cpfm.uoregon.edu/project-initiation-request-0).
		2. 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.
	5. **If you have front desks/counters, describe your department’s plan for managing front desks and counters:**
4. Shared Office Space
	1. The use of shared office space should be limited as possible. Options to minimize occupancy and to maintain physical distancing may include:
		1. Continue remote telework for non-essential activities.
		2. Reconfigure shared workspaces to provide adequate physical distancing. Consider 35 square feet per person as a guide to determine appropriate occupancy in shared spaces.
			1. Split or stagger shifts among staff in shared spaces;
			2. Use floor markings and signage to designate spacing;
			3. Consider alternative workspaces such as conference rooms or other unoccupied offices for staff in shared office space; and
		3. Restrict non-essential meetings and conduct meetings virtually using remote technology (Zoom/Teams) as much as possible. If in-person meetings are necessary, follow physical distancing requirements.
	2. In addition to limiting occupancy to the extent achievable:
		1. Stagger seating/desk layouts to maximize distancing;
		2. Implement physical barriers where available and helpful.
	3. **Describe your department’s plan for managing office occupancy:**
5. Single Occupancy Offices
	1. Single occupancy offices typically provide the physical distancing recommended in state guidelines.
	2. Physical distancing will be difficult to maintain for one-on-one activities such as faculty office hours and advising. The current recommendation is for those activities to remain remote. Faculty or advisors may be in their offices to participate, but students should remain remote.
	3. **Describe your department’s plan for functions where multiple people are in single occupancy offices at one time:**
6. Identify a COVID-19 Isolation Room for your Unit
7. In the event that a staff member finds out that they are COVID-positive while working on campus and **does not have a means of transporting themselves home,** it is crucial that an “isolation space” is designated for them while they wait for transportation.
	1. If the staff member has a private office, they should wait in their office with the door closed until transportation arrives.
	2. If the staff member does not have a private office, they should either wait outside the building physically distanced from others or they need to be able to retreat to a designated waiting space until transportation arrives.
	3. Students receiving notification that they are COVID-positive should be directed to return to their place of residence and call the UO Health Center.
	4. Supervisor should contact the Case Management team through established channels, and room sanitation will be placed in custodial deep cleaning queue after staff exits the space.
8. **Identify your department’s designated Isolation Room for COVID-positive staff members to reside while waiting for transportation:**
9. Department Controlled Classrooms
	1. If you are planning to use department managed classrooms for fall courses, a COVID occupancy needs to be established. The Mitigation Strategies team has developed a methodology to help determine a COVID room occupancy that accounts for physical distancing. Please contact Chuck Triplett or Ken Kato for more information. clt@uoregon.edu or kkato@uoregon.edu
10. Supply Ordering
	1. Purchasing & Contracting Services (PCS) has centrally purchased EHS approved supplies for efficacy and cost effectiveness. These items can be purchased through Science Stores.
		1. Note: Requests for personal protective equipment (PPE) that is NOT required PPE for a job hazard unrelated to COVID-19 should be reviewed by Environmental Health & Safety prior to ordering. Examples include but are not limited to gloves, disposable masks, and gowns.
		2. To place an order, please use the [COVID-19 SUPPLY FORM](https://forms.office.com/Pages/ResponsePage.aspx?id=jxkLj0f0_ky6A1JrRsZh-O5WozpyhgJNlP496y1jf1dUMVpEUDY2REpUSVRCQkZESzYzNkJGUzlQUi4u).

If you have any questions or concerns or would like to share successful physical distancing plans or elements, please contact Krista Dillon – kristam@uoregon.edu.