

CLAS Building Health and Safety Protocols for Reopening

Our goal is to create a campus where all faculty, staff (includes Teaching Assistants and Research Assistants) and students feel safe and able to perform at their best. In preparation to reopen the campus in Fall 2020, we ask everyone to follow these precautions.

Physical Distancing and Use of Masks. Please follow all CDC guidance for physical distancing and wear masks when you are not in a private, solitary area. Everyone must wear masks over mouth and nose while on campus and in all public areas of buildings. We will provide masks to faculty and employees upon your return to campus.

Elevator. Please limit the use of elevators to those who cannot use the stairs. For those who do use the elevator, it is recommended that only one person occupy the elevator at a time. Press buttons with your elbow and avoid touching any surfaces.

Conference Rooms and Common Areas. Conference rooms will be unavailable for use unless it is turned into a temporary office for employees to accommodate social distancing. If used as a work station(s) social distancing guidelines must be followed. As opposed to meeting in person, we encourage you to use video conferencing from a private work area to communicate with others. We ask you to otherwise restrict usage of common areas to those occasions when use is absolutely necessary.

Conference rooms and other rooms will not be available for meeting of external groups.

Other than scheduled face to face classes there will be no meetings or gatherings of students, faculty, or staff.

Breakout rooms will be closed to student access. Faculty/staff may use only when socially distancing.

Printers and Computers.

You should use the computer assigned to you and not use others. Discuss appropriate protocols for printers with other employees in your office space to maintain distancing. If you use the printer, please disinfect the surfaces you touched immediately after use.

Workstations. Your workstation should be at least six feet away from any other employee. Employees working in cubicles less than 5.5 ft high cannot have desks that face each other, even with a wall. Each employee in a cubicle must be 6 feet away from other employees. This may require a checkerboard scattering of employees e.g. occupy every other cubicle in each row without having employees in cubicles that have shared walls. Avoid use of common workstations.

Disinfecting Procedures. Our Facilities Services teams are working hard to regularly clean, sanitize, and disinfect larger, common areas. As such, you should anticipate that your private workspace, office suite desks, printers/copiers, and other office supplies will not be cleaned daily. Instead, please limit use of common areas and disinfect your private workspace regularly. Upon entering the building, washing your hands or using hand sanitizer is recommended.

Doors and entries. When available use touch free access doors such as ADA doors with buttons you can press with your elbow. Please disinfect interior office door handles, doorknobs, and any other touchable door surface after each use. Public area doors may be sanitized by the custodial staff. Signs will be on entrance doors reminding to wear masks. Hand Sanitizer stations will be posted near each entry door. Please disinfect hands before and after entering a building.

Staff Lounge and Kitchens. We encourage you to bring shelf-stable lunches and enjoy your breaks and lunch outside. You are encouraged to close the kitchen. However, if a kitchen is used, limit to one person at a time. Before leaving the kitchen, use sanitizer wipes to wipe down all surfaces touched. Dispose of the wipes in a non-touch trash receptacle. The kitchen should not be used as a lunchroom or breakroom.

Water Fountains. Use your elbow to turn on the water. Let the water run for 10 seconds before drinking. Avoid contact between face and any part of the fountain.

Bathrooms. Use ADA button to open entrance doors. Limit touching other doors with your hands. Use a tissue or paper towel to open stall doors. Limit occupancy to one person at a time if possible. Wash hands before leaving the bathroom.

Building Access. All CLAS buildings will be locked during Summer terms. Because many of our buildings contain classrooms, the CLAS buildings will be unlocked beginning Fall term. Faculty and staff who need access to the buildings have keys. Students should not be in the buildings during Summer terms.

Classrooms and Teaching Labs. Everyone must wear a mask in classrooms and teaching labs. If someone does not have a mask and one is available, provide it will be provided to the person. If a student refuses to wear a mask the student must leave. Please see Classrooms and Teaching Labs protocol for additional information.

Research Labs. All research labs must operate under the policies approved by the Vice President of Research.

Work Schedules. In some circumstances to achieve physical distancing, it might be necessary to stagger or rotate work schedules. For example, Team A may work on campus M, W, F. Team B may work on campus T, Th. Then switch the following week. Employees will need to complete an Alternate Work Location form since part of their work will be performed remotely.

Signs. Signs to encourage social distancing of at least 6 feet, face mask and proper handwashing will be posted inside each building, next to bathrooms, and other public areas.

Reception areas. Mark off seating areas to alert staff and visitors that the seating is off limits.

Events/Gatherings. All indoor and outdoor events and gatherings are suspended through June 30, 2020. Effective July 1, 2020 events will resume on a gradual and phased approach. All requests are required to submit COVID-19 safety plans for their requested in-person activities. Please see Campus Events and Gatherings Policies for complete information.