

# **RETURN TO**

## **SPRING 2021**

UNIVERSITY OF WISCONSIN-STOUT



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## OVERVIEW

### Guiding Principles

The health and safety of our faculty, staff, students, and the public is UW-Stout's top priority for developing protocols to respond to the COVID-19 pandemic and for returning our students and employees to campus.

Our health and safety requirements are aligned with local and state orders, along with guidance from the federal government, Centers for Disease Control and Prevention, WI Department of Health Services, American College Health Association, and members of the UW-Stout Recovery Planning Team.

Our knowledge and understanding of the COVID-19 virus continue to evolve. Therefore, our plans will be updated appropriately as more information becomes available.

Please visit our website: [uwstout.edu/coronavirus](http://uwstout.edu/coronavirus) for the latest updates.

### Expectations and Guidelines

All employees and students are expected to fully comply with the protocols and guidelines outlined in this document. Failure to do so may result in corrective action. Every reasonable effort will be made to gain voluntary cooperation before engaging in the formal disciplinary process.



## PERSONAL PROTECTIVE EQUIPMENT



# HEALTH AND SAFETY PRACTICES

## Personal Protective Equipment (PPE)

### Face Masks/Cloth Face Coverings

Face masks or face coverings will be worn by all students, employees and visitors whether working indoors or outdoors on campus, unless you have a health condition that limits your ability to wear a mask. Masks are not required when an individual is alone in their office with the door shut or residence hall room; however, they are required when in the presence of others and in common areas (this includes common workspaces, meeting rooms, hallways, restrooms, elevators, and classrooms).

Appropriate use of face masks or coverings is critical in minimizing risks to others and maintaining a healthy work environment. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

### All face coverings, whether disposable or reusable, must:

- Fully cover the nose and mouth;
- Either cover the chin or secure under the chin (open chin bandanas are not acceptable); and
- Be free of any holes (macrame, crocheted and knitted masks are prohibited).

### When putting on the face covering/mask:

- Wash hands or use hand sanitizer prior to handling the face covering/mask;
- Ensure the face-covering/mask fits over the nose and under the chin;
- Situate the face-covering/mask properly with nose wire snug against the nose (where applicable);
- Tie straps behind the head and neck or loop around the ears; and
- Avoid touching the front of the face covering/mask throughout the process.

### Masks with Exhalation Valves and Vents:

- The purpose of masks is to keep respiratory droplets from reaching others to aid with source control. However, masks with one-way valves or vents allow air to be exhaled through a hole in the material, which can result in expelled respiratory droplets that can reach others. This type of mask does not prevent the person wearing the mask from transmitting COVID-19 to others. Therefore, CDC does not recommend using masks for source control if they have an exhalation valve or vent.

### When taking off the face covering/mask:

- Do not touch your eyes, nose, or mouth;
- loop your finger into the strap and pull the strap away from the ear or untie the straps; and
- Wash hands immediately after removing.

### Eating and Drinking in Class or Meetings:

- Because masks must be removed and food spillage also makes cleaning and disinfection less efficient, no eating should occur during classes or meetings.
- Although drinking also requires masks to be removed during a class or meeting time, due to the importance of hydration, it is allowed. Use good judgment and re-mask immediately after taking a drink.





## PERSONAL PROTECTIVE EQUIPMENT



### Care, Storage and Laundering:

- Keep face coverings/mask stored in a clean paper bag or hang on a hook when not in use.
- Cloth face coverings may not be used more than one day at a time and should be washed or rotated out with a fresh one after each use.
- Cloth face coverings should be properly laundered with regular clothing detergent before first use and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Many disposable masks cannot be used for more than one day and should be placed in the trash after your shift if it is soiled, damaged (e.g. disposable stretched ear loops, torn or punctured material) or visibly contaminated.
- Some disposable masks are able to be successfully washed and reused for a couple of uses. If the mask is not torn or visibly damaged, then carefully clean the mask by washing it gently at home with a liquid dishwashing soap or a diluted bleach solution capable of disinfecting the mask. For additional information on mask cleaning, please review the CDC guidelines.
- Staff and students are advised to not alter their cloth face coverings by putting decorative pins on them, or other items that could lessen the protection of the cloth material.

### Mask Accommodations:

- Faculty, staff and students will provide medical documentation via a formal accommodation request to be considered for an exception to wearing of masks.
- Students will request the accommodation via Disability Services.
- Employees will request the accommodation via Human Resources.
- If approved, the student or employee will be provided with an official campus card that documents this exception and are advised to maintain the card on-hand.

### Gloves

Healthcare workers and others in high-risk areas should use gloves as part of PPE; however, according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Laboratories that routinely use gloves or other PPE may find them hard to procure due to PPE shortages in the supply chain. Purchasing and Materials Management will stock some common nitrile, non-latex gloves and can assist departments with procuring other needed items. Contact Purchasing at [ganzs@uwstout.edu](mailto:ganzs@uwstout.edu) for assistance.

### Goggles/Face Shields

Employees do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

### Laboratory Face Shields

Stout has a supply of laboratory face shields for laboratory, shop, or studio use where appropriate and approved by the college dean, with input from Safety & Risk Management. Face shields may be requested via the COVID Central Stores site at: [University Stores](#).



## PERSONAL HEALTH AND WELL-BEING



### Personal Health and Well-Being

#### Coughing/Sneezing Hygiene

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that is effective against COVID-19.

#### Handwashing

Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that is effective against COVID-19. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

#### Hand Sanitizer

Generally, most individuals will be able to maintain hand hygiene by properly washing their hands with soap and water from restroom and department sinks. In situations where access to soap and water is not feasible, business managers may request hand sanitizer through the [University Stores](#) site. When ordering hand sanitizer from University Stores, please save and return any empty hand sanitizer bottles you have, as our supply of gel hand sanitizer is in bulk, and we can refill and reuse them.

Hand sanitizing stations are positioned at building entrances and some other high-traffic areas. Employees and students should “tap-in and tap-out,” using hand sanitizer upon entering and exiting buildings and offices. If you identify a hand sanitizer station that is inoperable, please [submit a work order](#) or contact the Facilities Management office at x2200. Campus-provided hand sanitizer solutions are effective against COVID-19.

#### Mental and Emotional Wellbeing

UW-Stout has contracted with an external vendor for an [Employee Assistance Program](#). Please see the Human Resources website for additional information.

The [Counseling Center](#) provides support to students in a confidential setting. Students are encouraged to contact the Counseling center to schedule an appointment by calling (715) 232-2468.

SilverCloud is additional online resource for student, faculty and staff for confidential help for mental health issues and stress management 24 hours a day. Please visit the [SilverCloud](#) website for additional information.





## ILLNESS PREVENTION AND RESPONSE



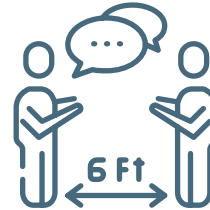
## Illness Prevention and Response

### Social Distancing

COVID-19 is mainly transmitted through respiratory droplets when an infected individual coughs, talks or sneezes. These droplets can extend about 3 to 6 feet from the infected person. Maintaining a distance of 6 feet from others is one of the best ways to prevent being exposed to the COVID-19 virus and slowing its spread. COVID-19 may be spread by individuals not showing any symptoms.



Don't greet each other through touch or offer prolonged goodbyes.



Maintain at least six-feet between yourself and others.



Don't congregate in the hallway or other public spaces.



Do not enter if you are feeling sick.



Wash your hands for 20+ seconds when you arrive and before you leave.



Refrain from touching your face or others.

### Influenza Vaccine (Flu Shot)

The CDC recommends that individuals 6 months and older receive the influenza vaccine. The vaccination is especially important during the COVID-19 pandemic in order to protect individuals that are in high-risk categories, to minimize the numbers of individuals that become ill, and to not overwhelm the health care system with patients needing hospitalization.

### COVID-19 Vaccine

The best protection from COVID-19 will be a combination of receiving a COVID-19 vaccine, wearing a mask, staying at least 6 feet away from others, avoiding crowds, and washing your hands often. Learn about the [benefits of COVID-19](#) vaccination online.

### COVID-19 Daily Self-Screening Checklist

UW-Stout has implemented a self-screening process to support the early identification of illness and help protect the health and safety of our community. All employees and students should complete the COVID-19 Daily Self-Checklist before reporting to campus. The daily Self-Checklist is accessible through both Connect and the main [COVID-19 website](#). Employees and students who are taking classes or working remotely from home, or at a non-UW-Stout location, do not need to complete this screening, although it is encouraged as a best practice.

Based on guidance from the CDC, employees should consider these questions each day before coming to campus.



## ILLNESS PREVENTION AND RESPONSE



### COVID-19 Daily Self-Screening Checklist (Cont.)

Do you have any of the following symptoms, even if very mild?

- Fever or feeling feverish
- Muscle aches/Body aches
- Nausea, Vomiting or Diarrhea
- Chills
- Shortness of breath/ difficulty breathing
- Loss of taste or smell
- Other respiratory symptoms
- Cough
- Sore Throat
- Headache
- Fatigue

\*Evaluate these symptoms compared with how they are different from, or similar to, your baseline health (i.e. worse than normal, allergies, etc.).

### Exposure Screening

- If, within the past 2 days, you were in close contact with a person who is positive for COVID-19, stay home and follow the guidance from your health care provider and local public health department.
- Have you been asked to self-isolate or quarantine by a medical professional or a local public health official? If yes, stay home and follow the guidance from your health care provider and local public health department.

The CDC defines close contact as:

- Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated. That includes individual exposures that add up to 15 minutes within 24 hours, such as three five-minute exposures over one day.
- Living with someone who has COVID-19.
- Had direct contact with an infected person's respiratory droplets/secretions, i.e. being cough/sneezed on, contact with dirty tissue, sharing drinking glasses, food, towels and/or other personal objects.

If you begin to feel ill while at work or during class:

- Inform your supervisor or instructor (for students) of your symptoms;
- Leave campus and go home;
- Faculty/Staff contact (by phone) your healthcare provider for medical guidance; and
- Students contact Student Health Services by phone or secure messaging. If after hours, contact the local clinic.

### Temperature-taking Resources

As noted in the Daily Self-Screening Checklist, one symptom requiring monitoring is the absence of a fever, which is defined as a temperature below 100.4. Risk Management has secured several no-touch infrared thermometers that are stationed across campus locations where individuals have also received training on their use. Students, employees, and visitors may request to have their temperatures taken at any of [these locations](#) during normal business hours.

### Testing

Student Health Services has the ability to test students following the guidelines established by state and county health departments as to who is eligible for testing. Every effort will be made to keep any testing to no or very low cost to the student. Employees should contact their primary healthcare provider for guidance on testing.

An addendum will be released with information related to Stout's employee testing plan.





## ILLNESS PREVENTION AND RESPONSE



### Tracing

Contact tracing is part of the process of supporting campus employees and students, providing warning to contacts of exposure, and stopping chains of transmission of COVID-19. In general, contact tracing involves identifying people who have an infectious disease (cases) and people with whom they came in contact (contacts) and working with them to interrupt disease spread.

Stout's operational plan involves safety protocols in alignment with the CDC. However, the campus employs contact tracers to assist in notifying stakeholders should a Stout student test positive for COVID-19. Public Health will conduct contact tracing for employees.

**In order to assist with tracing, Stout stakeholders are asked to assist with the following:**

1. Instructors will maintain seating charts and take attendance for each in-person class activity. This type of attendance tracking is not for class participation credit or grading purposes. Because students will be encouraged to stay home whenever they are ill, instructors should not penalize students for not attending class in-person when ill, isolated, or quarantined, and should not require medical documentation for absences.
2. Visitors to campus will be recorded as noted in the Vendor/Invited Guest Tracing section below.

### Visitor and Vendor Tracing

Due to the need to assist with contact tracing, all vendors/invited guests should be registered daily via the [Vendor/Invited Guest Registration Form](#). Coordination of the registration for the vendor/invited guest should be done by the campus host. Vendors with multiple employees reporting to campus are only required to complete one registration form daily for all employees (the form will request information regarding the quantity of employees on campus). A list of registered vendors/invited guests can be referenced by all campus employees by visiting the [Registered Vendor & Invited Guest List](#) on the facilities management website.

A [visitor guide](#) has been developed that communicates expectations for visitors. Departments hosting visitors should communicate campus safety protocol expectations and provide visitors with the guide prior to their campus visit.

### WI Department of Health Exposure Notification App

Employees and students are encouraged to use the WI Exposure Notification app to slow the spread of COVID-19. The app is available for download for free from the Google Play Store or can be enabled under settings on an iPhone. The app allows for anonymous exchange of signals with other phones that are near it for at least 15 minutes. If someone who has the app tests positive for COVID-19, they can send an alert using the app to the phones with the signals. This will allow people who are close contacts to quickly receive care and avoid exposing others to the virus. Please visit this [website](#) for additional information.



## ILLNESS PREVENTION AND RESPONSE



### Response Procedure Overview

If an individual receives notification of a positive test result for COVID-19 or required to quarantine as a result of COVID-19, the following process will be followed:

1. Employee notifies supervisor or HR of positive test result, or quarantine requirement for the employee or a member of their household.
2. Supervisor notifies Human Resources office.
3. Student notifies Student Health Services or Dean of Students of a positive test result or quarantine requirement.
4. COVID-19 Response Team assembles to initiate COVID response plan.
5. Area(s) requiring cleaning are identified and closed with signage.
6. Contact tracing begins.
7. Individuals identified via the contact tracing process, will be advised on next steps, restrictions and resources.
8. Coordination efforts begin for relocation and rescheduling, if necessary.
9. A deep cleaning team cleans identified areas per CDC cleaning guidelines, if applicable.
10. The area(s) will be reopened for occupancy.

A flowchart of the process is available [online](#). If a case of COVID-19 is known or suspected in your location, all areas, regardless of personal property, will need to be cleaned and disinfected.

### Isolation and Quarantine

- “Isolation” and “quarantine” are two different ways individuals may remove themselves from public shared spaces, and we will use these terms differently depending on the situation. We have created spaces for both “self-isolation” and “self-quarantine” for use by residential students as needed. Employees and off campus students will quarantine or isolate at home.
- Any student living on campus who tests positive for COVID-19 will be required to move to a self-isolation room until they have been cleared to return to their permanent housing assignment. Employees who test positive must notify their supervisor or Human Resources, provide documentation of required quarantine, and quarantine at home.
- Any roommate of an on-campus student who tests positive for COVID-19 may be required to move to a self-quarantine room on campus and monitor for symptoms for 14 days. Employees who were in close contact with an individual who tested positive for COVID-19, may be directed to self-quarantine by their healthcare provider, a contact tracer, an infected individual, or by public health. The university may also direct an employee to either stay home or return home as an interim measure.
- Meal delivery from University Dining will be available for on-campus residents who are in self-isolation or self-quarantine.

### Environmental Safety

#### Offices

Maintain at least 6 feet distance from co-workers if you work in an open office environment. There should be at least one workspace separating you from another co-worker, if possible. You should always wear a face mask or face covering while in a shared workspace/room. Masks/face coverings are not required if an employee is alone in their office with the door shut.

To protect personal and valuable items, all employees should take time to establish and maintain a clean and organized office space. Office clutter, personal items, and papers should be reduced to a minimum or removed. This will assist with cleaning/disinfecting efforts that arise.





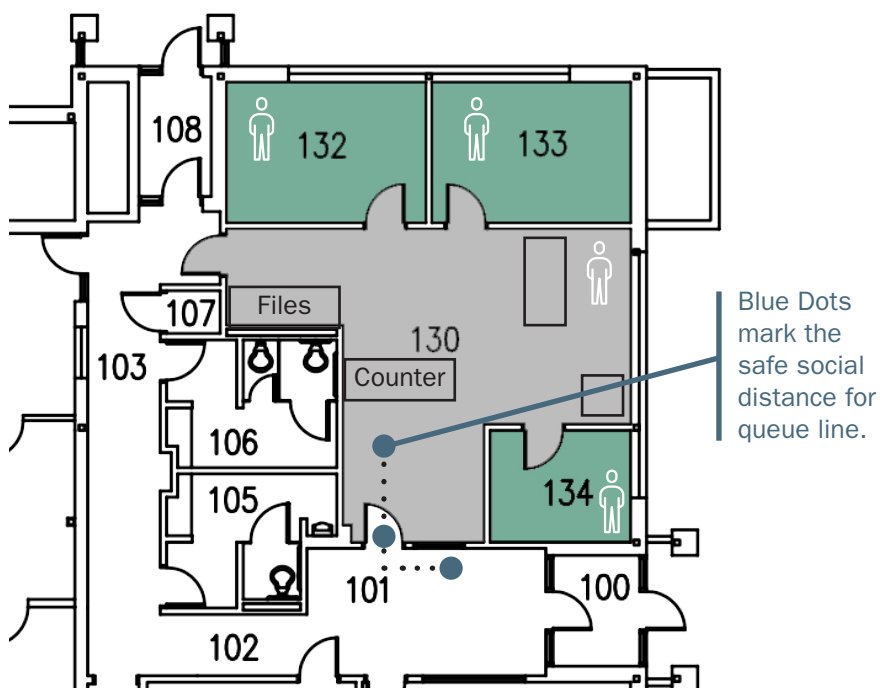
## ENVIRONMENTAL SAFETY

### Shared Workspaces

Units that have employee workspaces that make it difficult to maintain social distancing should develop a work plan with their supervisor. For example, meetings can be scheduled to occur virtually or in a different or larger space identified. Plans that alternate employees in these spaces are encouraged. Another technique to help achieve social distance in common office suites is to use breakrooms as “scheduled” work rooms. Often, employees who would normally be in frequent proximity to each other can be scheduled to get “alone” time in a breakroom that will allow them to unmask for a short respite.

As shown in the diagram below, each single office (light green) should only house a maximum of one individual. The common area (gray) could house an additional one or two individuals, depending on furniture. Markers (shown as blue dots) should be placed for patrons so they know where to wait at a safe distance from the counter. If one of the patrons needs to speak with the staff member in room 132, a short conversation with both the staff member and the patron wearing masks is acceptable with social distancing. However, virtual meetings or phone calls are encouraged.

### Example of a socially distanced office layout:



Whenever possible, departments should eliminate shared items in the workplace and restrooms (e.g. lotions, sprays, pens, markers, shared kitchen supplies). Offices that need to provide shared pens for their patrons should only allow for single use and must disinfect the pens after each use. A best practice is to maintain a container for disinfected pens, and a container for used pens. It is recommended that these containers be clearly marked using labels and color coding.

Cubicles do not have separate air supply and return ducts like individual offices do, so virus particles are more of a risk. Therefore, cubicles and plexiglass dividers do not count as an “office,” and masks must be worn at all times in these types of spaces. Departments may use their breakrooms or conference rooms at scheduled times for single individuals to unmask for a break.



## ENVIRONMENTAL SAFETY



### Restrooms

Use of restrooms should be limited based on restroom size to ensure at least 6 feet between individuals. Signs have been placed to assist with ensuring this distance. As always, wash your hands thoroughly to reduce the potential transmission of the virus.

### Elevators

Generally, no more than one person may use an elevator at a time. Signs are posted by all elevators to remind people of this requirement. If you are able to do so, please use the stairs whenever possible. Since elevator cars are enclosed spaces with less ventilation, students and employees must wear a mask or face covering when in an elevator (including when alone). Avoid touching the elevator buttons with your exposed hand/fingers. It is recommended that you wash your hands or use hand sanitizer after departing the elevator.

### Laboratory Safety

Laboratories, shops, and studios should follow social distancing procedures both in the main laboratory and in adjacent prep rooms, storage rooms, and tool closets. Laboratories have been assessed by each college, in consultation with Facilities Management and Safety and Risk Management. All labs have been given new room capacities based on social distancing guidelines. Contact your college dean's office for the list of room capacities.

Instructors shall maintain and guide students regarding specific lab protocols. Instructors are encouraged to work with their college office on determining any signage locations in the instructional spaces regarding lab protocols, and also include protocols within the syllabi.

While face coverings are required to be worn by instructors and students in the lab, they are generally not a replacement for social distancing. Social distancing is the key to limiting the spread of COVID-19. However, some pedagogy may require temporary instruction methods when it might be difficult to maintain strict adherence to 6 feet of separation.

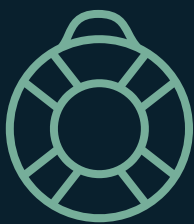
#### Some examples include:

- An instructor needing to point out proper positioning of automated machining equipment such as cutting tools.
- Use of a pottery wheel where an instructor may need to point out the surface of a project that requires close-up vision.
- A chemical reaction experiment where safety techniques require a close-up view of reactants at various stages.

Such situations can be addressed by instructors using masks and clear face shields, or masks and goggles as appropriate to the task. To the degree possible, these situations should be time limited. Note that face shields are not a substitute for masks. Close proximity pedagogy always requires a mask. (See the Goggles/Face Shield section under the Personal Safety Practices in the main section of the "Return to Work Plan" for more information on how to procure face shields.) Instructors may also want some of their students to wear face shields. Student use of face shields should be guided by a hazard assessment that focuses on the physical-, chemical- or biological- hazards of the activity, in addition to COVID-19.

Many labs have special ventilation, such as chemical fume hoods or local exhaust ductwork. These systems should be used as before: they should be "on" when chemicals, vapors or dusts are involved in experiments /





## ENVIRONMENTAL SAFETY



projects. In addition, these systems can also help reduce COVID-19 risk if they are used during regular class discussions not involving chemicals or dusts.

### Open Labs

Student access to open labs will remain as determined by each academic department. Due to social distancing requirements, occupancy in open labs will be reduced and spaces will be available via sign-up. Students will be provided instructions on how to schedule/sign-up for open lab use by the academic department.

### Dining Areas

In response to COVID-19, Dining Services will be following CDC and local health department recommendations and guidelines to keep employees and guests safe.

#### Face Mask/Cloth Face Coverings:

- Employees will wear a face mask or face covering.
- Employees will be trained to properly wear a face covering or mask.

#### Cleaning and Disinfecting:

- Follow guidance from the CDC and local health department
- Sanitize high-contact areas in front and back of the house frequently
- Sanitize tables and chairs after each use
- Sanitize all food contact areas after each use
- Sanitation stations available for guests where appropriate
- Hand sinks available at the entrance and exits of cafeteria locations
- Additional electrostatic disinfection used when operations are closed

#### Menus and Dining Plan Updates:

- Modified menus to help with quick service
- Cafeteria options will include hot and cold entrees, vegetable, starch, two sides, dessert, and beverage
- On-Campus Baseline Plan holders will also have options in retail locations at Baseline prices
- Touchless beverage systems will be available
- No self-service salad bar

#### Food and Beverage Preparation and Safety Practices:

- Adhering to the requirements in Wisconsin Food Code
- Wearing gloves when handling food
- Full-time staff to be trained as Certified Food Protection Managers

#### Social Distancing, Food Pick-up, and Service Safety Practices:

- Dining rooms, service areas, and kitchens will have social distancing guidelines
- Installation of barriers and sneeze shields at service and cashier locations
- Contactless payment options available at all locations
- Cashless cafeteria service
- All areas will be marked to help adhere to social distancing
- Menus and workflows adjusted to maintain social distancing
- Avoid handing anything directly to the customer
- Designated pick up zones for customers
- Order ahead service available
- Sick tray online ordering and delivery system available
- Promotion of using off-peak dining hours
- Continuous service between lunch and dinner to spread out traffic
- Mobile ordering will be available



## ENVIRONMENTAL SAFETY



### Additional Customer Protections:

- Signage and safety instructions available in dining locations
- Hand sanitizer stations available at all entrances and exits to foodservice facilities
- Disposable ware will be used whenever possible
- Take out containers used for all meal service
- Limited self-service areas
- No buffet service
- Physical guides for queuing lines
- Online employee applications available
- Employee training and orientation moved to virtual formats
- All employees will have additional COVID-19 training on how to help keep people safe
- Cashiers will wear gloves to handle cash in retail operations
- Only students living on campus will be allowed in cafeteria locations

Students who order food from an outside vendor (not including University Dining) or other external deliveries will need to meet the delivery person outside of the residence hall.

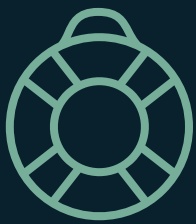
### Residence Halls

All residence hall students will be expected to abide by residence hall community standards which have been designed to support a healthy living environment during the COVID-19 pandemic:

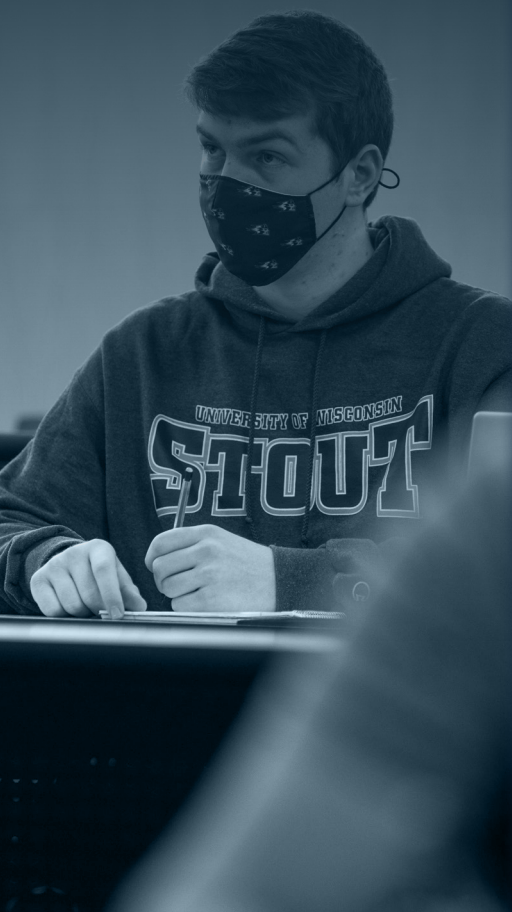
- Students will be expected to wear masks in the residence halls except for when in the privacy of their residence hall rooms and when showering and brushing teeth.
- “Private Mask-Free Rooms” have been designated in each building where masks do not need to be worn. If students are in a common space with no one else in the room, they may take their mask off. Once another student enters the common space, they must put the mask on.
- Students will be expected to physically distance at 6-foot intervals in all common residence hall areas. Common area furniture has been reorganized to allow for the physical distancing requirements. Furniture may not be moved since it has been strategically placed to keep students distanced.
- Students will be expected to maintain a basic level of cleanliness in their residence hall rooms. Proper and frequent handwashing is expected. Sanitizing stations will be placed at various entry and exit locations and students are expected to “tap in” and “tap out” by using the sanitizer when they enter and exit a building.

### Residence Hall Guest Expectations:

- Guests are not permitted in the residence halls except for those assisting the student during the initial move-in process.
- Guests from other residence halls will not be permitted in halls they do not live in.
- Residents from within a building are allowed as guests in other rooms in the building; however, residence hall rooms (including Red Cedar suites) may only have as many people in the room as its standard occupancy allows. (i.e. two people per traditional style room, including extended doubles). Any additional people in a residence hall room must be agreed upon by both roommates.



## ENVIRONMENTAL SAFETY



### Residence Hall Availability and Access:

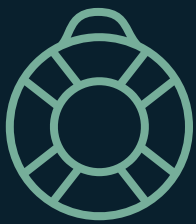
- Front desks will be closed.
  - o No equipment check-out (board games, sporting equipment, cooking equipment) will occur. Opening of desks will be re-evaluated for the spring semester.
  - o The front desk phone number will be published and utilized to reach a student staff member for assistance in emergency situations or to acquire a spare room key.
- Vacuums will not be available for student use except for extenuating circumstances such as large spills.
- Community kitchen use will be limited.
  - o Common area refrigerators will be offline.
  - o Any use of the stove and oven will require students to wipe down the unit before and after use with the provided cleaning equipment, in addition to the daily cleaning.
  - o Personal cooking equipment may not be stored in the kitchen spaces.
  - o All student rooms have a mid-sized refrigerator and microwave.
- Common area recreational equipment (i.e. pool tables, ping pong tables) will not be available for student use.
- Piano rooms will be closed for the semester.
- Drinking fountains will be closed for community use. If possible, bottle filling stations will remain open if the fountain has a bottle filler.
- Vending machines will be stocked. Students should use the self-sanitizer available at each vending machine before and after use.
- Only one occupant per elevator is allowed and masks must be worn while in the elevator. Exceptions will be made for members of a family during move-in and/or assigned roommate pairs.
- Specific traffic management guidelines have been developed for each hall and will include defined exits and entry doors when possible.
- Students will have access to laundry machines. They will be cleaned routinely by our staff; however, cleaning supplies will also be provided for students to clean units prior to and after each use.

### Recreational Facilities

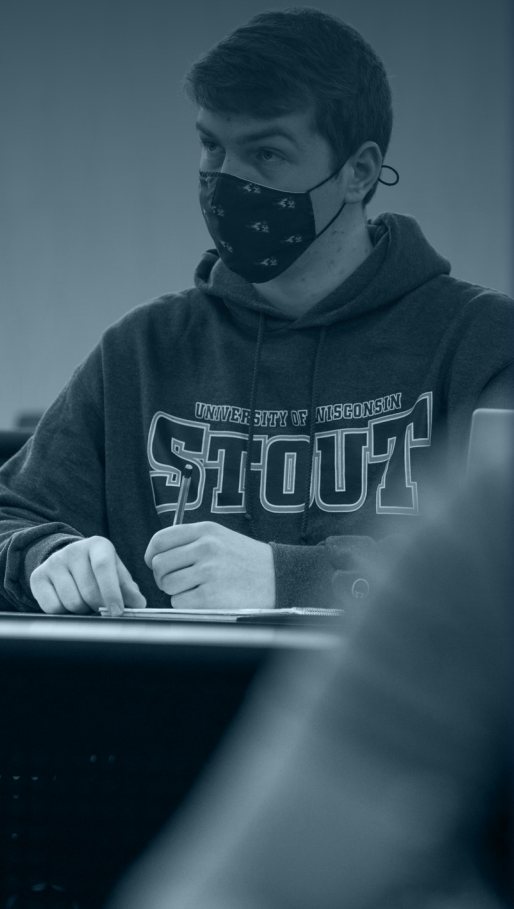
During Phase One, only the Health and Fitness Center, the West Gym as a separate workout space and Johnson Fieldhouse will be open to students, faculty and staff on a limited and by reservation only basis. At this time, the facility is not open to community members and retirees.

- No membership fees charged throughout the 2020-2021 academic year for students.
- Entrance to the Sports and Fitness Center will be through the East and West entrances.
- All workout sessions will be limited to one 45-minute time slot per person per day to begin at the top of the hour to limit the number of individuals in a space.
- All athletic team locker rooms and general locker rooms are currently closed.
- Classroom space is available at reduced capacity.
- The training room is available for appointment by reservation through LibCal.
- Provide 6 feet of distance between participants or staff members.
- Wash or sanitize hands before entering and prior to exiting the facility.
- Limit gathering in common spaces to 10 or fewer people.
- No street shoes permitted in any of the facilities.
- All visitors are required to wear a face covering at all times—including during their workout session. This includes Johnson Fieldhouse.
- Lifting to be done in a safe/weight appropriate manner as to not require a spotter.





## ENVIRONMENTAL SAFETY



### Recreational Facilities (cont.)

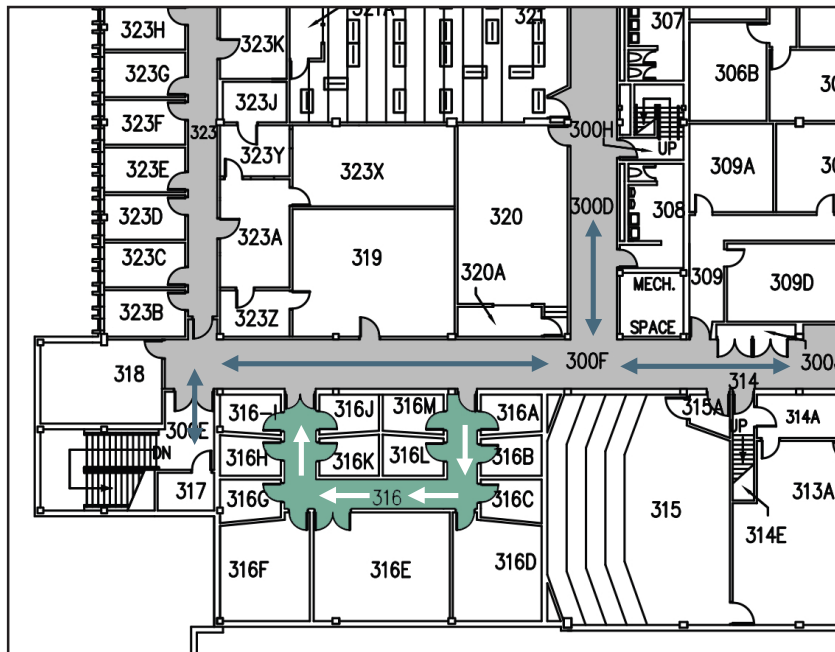
- All users must clean equipment they touch after each use and place in designated area to be sanitized by staff.
- No person-to-person contact of any type is permitted.
- No equipment may be taken in by members without permission.
- No pick-up basketball games will be allowed in Johnson Fieldhouse or the West Gym.
- No food or drink can be taken in, with the exception of a water bottle.
- Do not leave any personal belongings or clothing in the Sports and Fitness Center facilities. Items left behind will be disposed of at the end of the day.

### Traffic Flow/Circulation Within Buildings

Traffic flow within buildings will be coordinated in compliance with the Fire Marshall and building code requirements. Generally, main corridors in buildings will NOT be made one-way. However, some departments may have “mini corridors” within their own office suites that can be made one-way without adversely affecting the larger building exits. An example of one of these mini corridors is shown on the graphic below. In this picture, the main corridors remain two-way (red arrows), but the mini corridor can be made one-way with minimal signage and simple department communication for the offices affected. Departments should consult with Safety and Risk Management if they wish to make a mini corridor one-way.

### Example of a Traffic Flow/Circulation Within Building layout:

- One-way “mini corridor” examples” Applied Arts third floor.

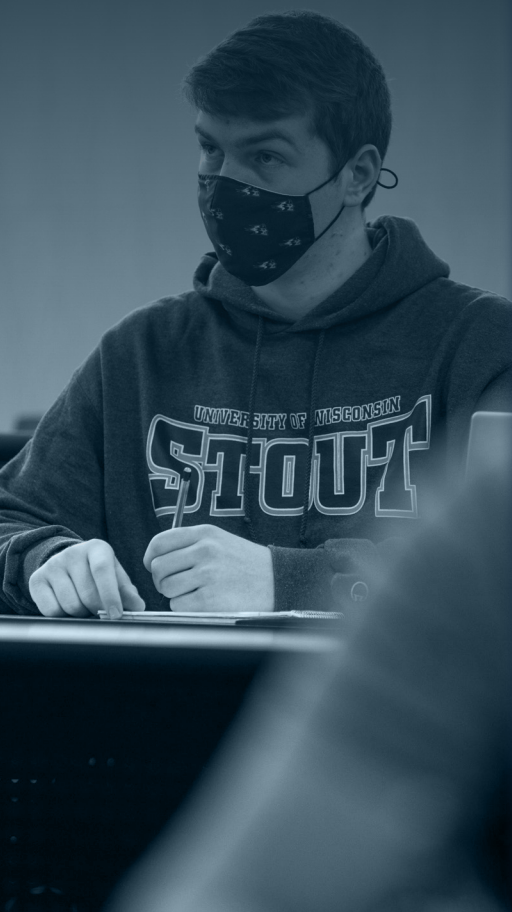


### Classroom/Lab Entry and Exit

- Classrooms and labs will have seats marked as to where students are to sit. These seats and workstations will be socially distanced.
- Entry and exit procedures for classrooms and labs should be orderly to maintain social distance.



## ENVIRONMENTAL SAFETY



### Cleaning and Disinfecting

UW-Stout understands that proper cleaning and disinfection is important to mitigate the risk of spreading COVID-19. Our custodial teams are following recommendations published by the CDC and Environmental Protection Agency (EPA) for products used for cleaning and disinfecting. These products are approved for use against COVID-19 and are applied per the manufacturers' recommendations.

While custodial crews will continue to clean and disinfect public spaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with a disinfectant that is effective against COVID-19. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.). Disinfectant should not be sprayed directly onto electronic devices. Spray the disinfectant on a cloth or towel and wipe electronics with the damp wiping material, then let dry.

Disinfectant products in spray bottles and wiping materials are available from Facilities Management by submitting a [work order](#). To allow for uniformity across campus, products supplied are consistent with products currently used by custodial personnel. Prior to use, written procedures and the Safety Data Sheet (SDS) must be reviewed. Procedure and SDS information will be distributed with each spray bottle and will also be available on the [Facilities Management Custodial Services website](#). Custodial staff will fill empty disinfectant bottles during daily cleaning routines as necessary.

1. For general assignment classrooms
  - a. Labeled bottles of disinfectant and wiping cloths will be available in each general assignment classroom.
  - b. A procedure and SDS information will be posted in each room for reference and should be reviewed prior to use.
2. For other instructional spaces and office areas
  - a. Labeled bottles of disinfectant and wiping materials may be requested by submitting a work order to Facilities Management. Please coordinate within your department to consolidate requests.
  - b. A procedure and SDS information will be provided with each bottle.
  - c. Requester will be contacted to verify requested quantities, coordinate delivery, and confirm refill process.

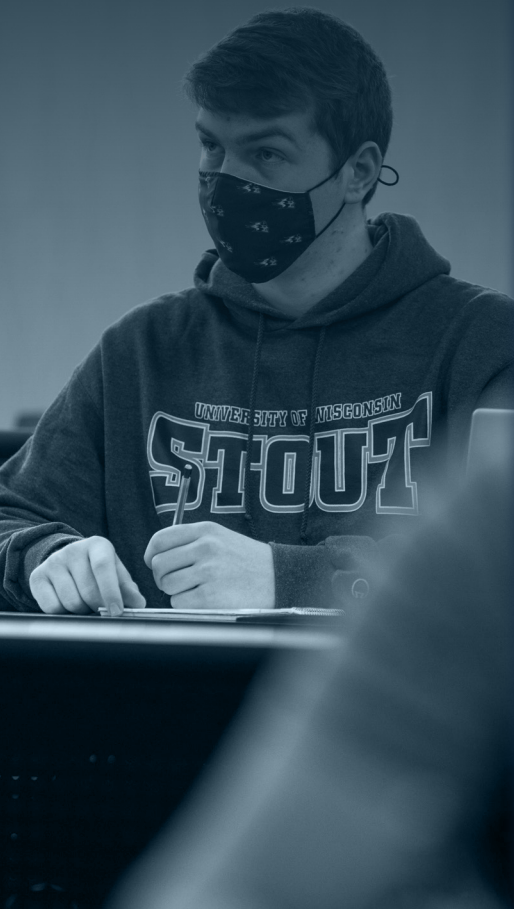
The custodial services team has assembled a [comprehensive custodial cleaning plan](#) to provide additional information and guidance on cleaning and disinfecting efforts and expectations. The comprehensive custodial cleaning plan can be found on the custodial services website and will continue to be updated as necessary.

### Classroom Sanitation

Cleaning and disinfecting supplies will be made available for instructors and students to use in each classroom. Cleaning protocol application procedures and safety data information will be provided in classroom and lab spaces and will include instructions on cleaning procedures for staff and students upon arriving and leaving the classroom. This protocol information can also be found on the [custodial services website](#). It is the responsibility of the instructors to communicate protocols and ensure proper cleaning and disinfecting protocols are followed.



## ENVIRONMENTAL SAFETY



### Ventilation

Ventilation infrastructure in campus buildings is designed to meet code requirements and is sized for full occupancy. Given social distancing guidelines, reduced building occupancies will increase the amount of ventilation per person. In addition, the campus expectation for the use of masks and following CDC guidelines for cleaning further promotes the safety of all occupants. Additional steps have been taken to improve indoor air quality by bringing in additional outside air, increasing air flushing time within buildings, installing higher efficiency filters, and ensuring proper operation of restroom exhaust fans.

Facilities Management staff will continue to monitor CDC recommendations and guidance from industry professionals for recommended safety measures, managing facilities, and air ventilation.

### Clear Barriers/Shields (Sneeze Guards)

Social distancing should be the primary practice prior to installation of barriers. Clear barriers/sneeze guards have been installed where it is impossible to maintain the required social distance between an employee and patron. Examples of such locations include, but are not limited to, highly visited/traffic areas such as service counters, reception desks, and cash registers.

### Signage Plan

UW-Stout has implemented a branded signage plan within all campus buildings to continuously remind and guide campus constituents regarding expected behaviors and personal safety practices while occupying UW-Stout facilities as we deal with COVID-19.

Installation of the common space signs has been completed by Facilities Management. [Signage Floor Plans](#) that indicate the common space installation plan is available to the campus community to clarify what is being installed at the campus level.

Building supervisors and unit/department leaders are expected to address any additional signage needs beyond the initial common space sign plan by referencing the [Signage Guide](#). Examples of additional needs may include signage for service counters, reception desks, department sinks, labs, office areas, etc. University Dining, Centers, and Housing departments have installed signs in their respective buildings (residence halls, Memorial Student Center, Price Commons, and North Point Dining).

Additional signs can be acquired by placing orders through [University Stores](#). Available sign types can be referenced in the [COVID PPE Signage Requisition Form](#). Costs for supply of COVID-19 signage will not be charged to individual departments/units. Customized sign needs can be requested by submitting a [Design/Print Request](#) to MarCom.

A signage guide has been developed to assist building supervisors and unit/department leaders navigate additional signage needs beyond the initial common space signs being installed by the campus. Examples of additional needs may include signage for service counters, reception desks, queuing lines, department sinks, labs, office areas, etc.

If additional guidance is required, contact the [Safety/Risk office](#) to assist with suggested signage layout and planning.





## ACTIVITIES



## Activities

### Meetings

When feasible, meetings should be held in whole or in part using available technology.

In-person meetings are limited and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Where possible, departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices among attendees. Classroom furniture should not be moved or rearranged.

When on campus, employees are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face.

### Events

All campus events shall be entered into the campus [master calendar](#). This ensures that campus event coordinators can be notified of any changes, should the need arise.

During the spring 2021 semester, campus sponsored programs/events will be limited to current faculty, staff, and students. This applies to both on-campus and off-site events. On-campus events will be capped at to 50 people indoors and 75 people outdoors, and they must adhere all social distancing and masking requirements. Stout-sponsored events that occur off-site will adhere to participant maximums, social distancing and masking requirements. Individuals or departments that would like to request an exemption to the campus sponsored programs/events guidelines, must submit an [event exemption request form](#) for the Chancellor's approval. No external events or programs will be hosted on-campus. Departments or units may bring in an external speaker to present to campus stakeholders. Guidelines for future semester events will be determined at a later time.

### Breaks/Meals

Promote healthy hygiene practices before and after eating to reduce the potential transmission of the virus. **This includes:**

- Wearing a mask/face covering until you are ready to eat and replacing it after you have finished.
- Washing hands before and after eating.
- Maintaining 6 feet distance between others including in lines and seating arrangements.
- Not sitting directly across from other individuals.
- Not sharing food or utensils with others.
- Cleaning and disinfecting any shared or common items before and after use (again, beyond furniture and fixtures, it is recommended that these be removed from shared spaces).
- Promoting social distancing in common areas with visual cues, rearranging furniture, removing chairs, etc.



## ACADEMIC PROCEDURES

### Academic Procedures

#### Add/Drop

Regular session courses can be added via AccessStout during the first seven calendar days of the semester until (1/31/2021) and until (3/22/2021) for 2nd quarter. If a student adds a class after the first day of class, they may miss the instructor's communication regarding classroom protocols (including cleaning, disinfecting, attendance policy, etc.). Students that add a class after the first day of class should contact the instructor prior to joining the class to understand the classroom protocol requirements.

#### Attendance

The attendance policy of each instructor is to be submitted in writing to each student at the beginning of the course. As is always the case, students are expected to communicate directly with their faculty member regarding any absence. The suspension of the current requirement for students to submit medical documentation to the Dean of Students office for absences of longer than three days remains in effect for the spring 2021 term. Previously, that documentation was required by university policy before instructors would be notified of the absence.

The Dean of Students office will only notify instructors for absences related to personal or family situations. Students should no longer submit documentation to the Dean of Students office for medical absences and instructors should not request medical verification for absences. This will help ensure compliance with the current guidance that asks individuals demonstrating flu-like illness to contact their clinic or doctor by phone before seeking medical attention. Depending on symptoms, students may be asked to self-isolate until they are symptom-free.

Students are expected to follow through on all missed coursework in a timely manner and should return to class as soon as they are symptom-free or have been advised by a medical provider that they may return to class.

#### Instructor-Student and Student-Instructor Communications

Instructor-Student and Student-Instructor communications remain critical to foster academic success. For in-person course activities, social distancing, required use of masks, cleaning and disinfecting processes, seating arrangements and other safety protocols will create new aspects to the learning environment. A seating chart should be used for every in-person class. This helps assist in any potential contact tracing activities should they be needed. Virtual aspects of course activities will also create new delivery and learning methods for many students and instructors. Check-ins throughout the term are encouraged between students and instructors.

During August Opening week, instructors were provided resources regarding classroom management strategies, including recommended communications to send to students in advance of the first official day of class. Additional COVID-19 training and updates will be provided during January Professional Development weeks. Students should check email the week before classes begin and communicate with instructors, advisors or other mentors as concerns arise.

Instructors should be prepared to provide continuity of instruction for students who are ill, quarantined, or required to isolate. This may involve recording lectures or providing content in some other way. Please contact [techdesk@uwstout.edu](mailto:techdesk@uwstout.edu) with any questions regarding the technology available to assist in instructional delivery.





## WORKPLACE PROCEDURES



### Course Modality

UW-Stout strives to prioritize the health and safety of its employees, while balancing the learning environment that fosters student success. With this in mind, every attempt should be made not to alter the instructional schedule after students have registered for courses or during the term. Changes in course offerings directly impact student schedules and could impact their commitments to live and/or work locally. Some students are not comfortable with online learning and this feedback has been received in multiple venues.

Instructors (faculty and instructional academic staff) requesting a medical accommodation to teach remotely should do so via Human Resources. This should occur as soon as possible in order to assist with course schedule planning in advance of registrations.

If a course modality change is initiated as a result of an approved medical accommodation, the department chair will route that request to the college dean for approval and coordinate implementation via Registration and Records. The chair will coordinate respective student communications regarding this change in consultation with the instructor.

If student attendance concerns due to isolation or quarantine periods impact the learning environment, instructors may reach out to [COVID19update@uwstout.edu](mailto:COVID19update@uwstout.edu). The communication will be routed to additional stakeholders (department chair and/or college dean and/or provost) to collaboratively discuss approaches to foster a productive learning environment.

### Spring Break Modification

In an effort to support health and safety throughout the university and broader community, the spring break scheduled for March 13-21, 2021 has been canceled. The spring semester will begin as scheduled on January 25, 2021, classes will end on April 28, and evaluation week will end on May 5. Commencement will still be held on Saturday, May 8. A decision on whether the ceremony will be in-person or virtual will be decided and announced at a later date.

## Workplace Procedures

### COVID-19 Training

COVID-19 training has been developed to help the university community work safely on campus during the COVID-19 pandemic. The training spans across safety and health in the workplace and flexible instructional delivery formats. All training and professional development opportunities may be accessed by going to the COVID-19 Training SharePoint site.

- “COVID-19 Prevention in the Workplace” is required for all employees, including student employees. The training covers general preventative measures and strategies for preventing the spread of COVID-19 at home and within the UW-Stout community. This training is available [online](#).
- Professional development is available for Faculty and Instructional Academic staff to support flexible instructional delivery methods. Additional information is available [online](#).
- Training focusing on specific campus protocols to respond to COVID-19 and to support a safe and healthy workplace will be available as part of the January Professional Development weeks. The schedule of training is available [online](#).

All training and professional development opportunities may be accessed by going to the [COVID-19 Training SharePoint site](#).





## WORKPLACE PROCEDURES

### Phased Staffing

UW-Stout will continue to use phased staffing of employees as a means to both serve our students and also maintain a healthy workforce. Departments should continue to follow their approved Return to Work plans.



#### Phase Three – The current phase (began Sept. 9, 2020)

- Most employees return to work, work on campus, except for individuals with approved accommodation requests through Human Resources, and individuals who are in rotating work shifts per approved department Return-to-Work plans from 2020.
- Social distancing, face masks, and frequent sanitizing are required.
- Virtual meetings continue to be necessary in order to maintain social distancing and operations.



#### Phase Four – When a vaccination is commonly available, or the risk of COVID-19 has substantially diminished

- All employees return to work.
- Social distancing, face masks and continued sanitizing as appropriate.
- Virtual meetings may continue and telecommuting due to COVID-19 will no longer be necessary.

### Staffing Options

For units that have large common workspaces, there are options departments can consider in order to maintain required social distancing measures and reduce population density within buildings and workspaces, while also responding to work responsibilities and the need for strong customer service.

These options can include staggered reporting/departing times and alternating days in the office. These arrangements must be approved by the immediate supervisor and requested via the unit's Return to Work Plan.

Approval for 100% telecommuting can be granted based on a medical accommodation, requested via Human Resources.

On-campus faculty and instructional academic staff should have a campus presence to meet professional obligations of teaching, research and service. Online teaching assignments do not equate to 100% telecommuting approval. In-person activities will abide by safety protocols and can include meeting with students and peers.



## WORKPLACE PROCEDURES

### Childcare

The COVID-19 pandemic has impacted the delivery methods for some K-12 school districts and may impact daycare operations. During the COVID-19 pandemic, supervisors may approve telecommuting arrangements due to childcare needs on a temporary, limited basis.

Temporary, limited basis is defined as up to two days per week during an identified period (e.g. until school returns to in-person delivery), or more than two days per week at a duration of one month or less. Approval of a temporary, limited telecommuting arrangement due to COVID-19 does not require the submission of a telecommuting application.

Approval of a temporary, limited telecommuting arrangement during the pandemic is at the supervisor's discretion based on the nature of the work responsibilities and operational need. Support and service to students and employees must be prioritized.

For faculty and instructional academic staff, teaching assignments and responsibilities must be met as scheduled. In all areas, on-site services must continue to be provided to students and campus stakeholders.

Examples of COVID-19 temporary, limited telecommuting arrangements may include, but are not limited to:

- An employee telecommutes one day per week until K-12 schools return to in-person classes.
- An employee telecommutes for 14 days due to the unexpected, temporary closure of a daycare or quarantine requirement.
- An employee telecommutes five days per week for three weeks due to a temporary shift to virtual K-12 schooling.

Employees requesting to telecommute for situations outside of these guidelines are required to submit a telecommuting application for review and approval by the supervisor, dean/director, and division administrator.

Employees who are unable to telecommute due to the nature of the work responsibilities, operational need, or due to difficulties managing childcare and their work responsibilities, should work with their supervisor and the Human Resources office on available leave options.



## TRAVEL

### Travel

#### Employees

Travel increases your chances of being infected and spreading COVID-19; therefore, university-funded travel remains suspended, with limited exceptions for essential travel with Chancellor approval.

Employees are also asked to limit non-essential, personal travel. If you must travel, employees are encouraged to take the necessary precautions to protect yourself and others, including wearing of masks, practicing social distancing, practicing good hand hygiene and avoiding large gatherings.

While all forms of travel are discouraged, certain forms of travel can pose a higher risk. This includes airports, bus stations, train stations, rest stops and any locations where there are high numbers of individuals, lack of PPE, and difficulty maintaining distance from others.

After all forms of travel, employees shall be diligent with their symptom monitoring in order to protect the UW-Stout community. If symptoms consistent with COVID-19 develop, employees must stay home from work, notify their supervisor, and contact their medical provider for additional guidance.

Prior to travel, employees should review current WI Department of Health Services and Centers for Disease Control for travel guidance. As the situation continues to evolve, new guidance and requirements may be issued, including self-quarantine requirements and travel restrictions.

#### New Employees

New Employees starting at UW-Stout and joining us from states outside of Wisconsin should review the CDC and WI Department of Health Services guidance regarding travel and restrictions. At this time, self-quarantine is not required, unless you are joining us from an international location. Individuals from other states are encouraged to self-monitor for symptoms as noted in the safety sections of the Return to Spring plan.

#### Domestic Students

- Students returning to Menomonie via international or domestic air travel may be self-quarantine for 14-days in a designated self-quarantine location. After this time, they will be allowed to move to their permanent housing assignment.
- Personal air travel during the spring semester is highly discouraged, and students who do travel via air may be required to self-quarantine and monitor symptoms for 14-days upon their return.
- Per recommendations from public health officials, if a resident does travel outside their community or travels using confined means, the resident should limit contact with non-household members for 14 days and monitor symptoms closely.

#### International Students

Newly admitted international students should notify the Office of International Education of their plans if they intend to:

1. Continue to try to arrive in time for the spring 2021 term;
2. defer their attendance to fall 2021 term, and take courses online; or
3. defer their admission to a later date.

Continuing international students returning to Menomonie by air may be required to complete quarantine period before they can attend classes.





## TRAVEL

### Study Abroad Students

UW-Stout has cancelled outgoing study away programs for the spring 2021 semester.

### Plan Timeline

This plan is effective upon issue and will continue to be updated as new information emerges and the spring semester progresses.



# **RETURN TO**

**SPRING 2021**

UNIVERSITY OF WISCONSIN-STOUT