Dear SoHE faculty and staff:

As we prepare for a new academic year and classes to resume next week, we wanted to share updates and reminders regarding SoHE’s reopening plans as they relate to COVID health and safety protocols.

For those of you returning to campus, make sure to review the [SoHE Smart Restart Plan](https://sohe.wisc.edu), bookmark the [campus Smart Restart website](https://sohe.wisc.edu) and be prepared to follow the guidance provided. Campus requires onsite employees to participate in the mandatory online [COVID-19 Training for On-Site Workers](https://sohe.wisc.edu). Be sure to practice proper COVID safety and disinfecting procedures when onsite, for the protection of yourself, coworkers and students.

Nancy Nicholas Hall will be open 7:00 a.m.–9:00 p.m. Monday through Friday, and 9:00 a.m.–3:30 p.m. on Saturday to accommodate on-site instruction.

- This does not mean that faculty and staff can return to work in the building without prior approval.
- Instructors who are conducting in-person classes do not need to request approval to work in the building to fulfill their instructional responsibilities.
- Those who have already received approval to work in the building may continue to do so as long as the timing and location of the work do not change from the original request.

Requests to work on-site must be emailed to me, Natalie Feggestad, Associate Dean for Administration [feggestad@wisc.edu](mailto:feggestad@wisc.edu) and include a description of the work to be performed on-site and an explanation of why the work must be done at Nancy Nicholas Hall.

Faculty and staff may drop by to pick up or remove items from their office by notifying Building Information Technology Services [BITS] staff in advance at bits@sohe.wisc.edu.

Instructors who are scheduled to teach in the building may drop by to view the room in which they will be working and perform any class preparation that must be done on-site without having to get special permission. Everyone else must follow the existing procedures for requesting permission to work on-site.

The furniture in classrooms and public spaces has been arranged to provide six feet of spacing while seated. Do not rearrange furniture unless it is to return chairs and desks to the proper locations, if you find that they have been moved. If there is a problem with the designed room arrangement, contact BITS at bits@sohe.wisc.edu.

We have placed signage in conference rooms to indicate which seats are safe to sit in to maintain proper spacing. Faculty and staff are allowed to reserve smaller conference rooms that have a COVID capacity of two people using the room reservation system. Larger conference rooms may not be
reserved directly through the room reservation system. If you feel it is necessary to hold an in-person meeting in a larger conference room, email BITS a request that includes the date, desired room, number of participants, and the reason that the meeting cannot take place using online tools.

We will be providing people who are scheduled to work in the building with COVID safety supplies, including masks. We will be distributing the safety supplies to individual offices this week. If you do not have an office, you can retrieve the items from BITS [room 1116] office during office hours beginning August 28th. BITS will have someone in the building Monday through Friday, 8:45 a.m.–4:00 p.m.

Classroom disinfecting supplies are managed by campus Custodial Services and will be checked by them at least twice a day. SoHE will provide supplies for other spaces. Please contact BITS if any conference room or central area does not have the proper disinfecting supplies.

The Robin’s Nest Cafe will be open Monday through Thursday, 8:00 a.m.–4:00 p.m., starting the first week of classes.

Note that starting Monday September 1, the parking garage under Nancy Nicholas Hall will no longer allow for open access. Normal parking rules and regulations will be in effect - check the Smart Restart website for specifics about transportation services.

Together with your help the School of Human Ecology is committed to providing a safe work and learning environment for all. If you have any questions or concerns, please contact either of us, happy to assist.

Thank you -

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