Reopening Plan
Fall 2020

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In partnership with
SoHE Administrative and Academic Leadership Teams

Update: August 27, 2020
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A. Introduction

The School of Human Ecology (SoHE) Reopening Plan is based largely on campus guidance related to health and safety protocols and UW-Madison Smart Restart Plan. The plan outlines our approach to continue fulfilling our core mission of teaching, research and outreach to the best of our ability while taking measures to safeguard the health and safety of our students, faculty, staff and the community. As the status of the COVID-19 pandemic changes so will campus health and safety protocols. We will update our faculty, staff and students throughout the Fall 2020 semester as campus guidance changes.

This plan is addressed primarily to our faculty and staff, as health and safety protocols for students are being communicated through central campus units and their instructors. SoHE Human Resources will distribute guidance specific to supervisors as it relates to the reopening process.

At the end of this document, we provide a list of campus resources, as well as a list of who to contact in SoHE regarding various aspects of the reopening plan.

Statement of Respect

COVID-19 is not specific to an ethnicity or race—disease does not discriminate. Racist behaviors or stereotyping are not tolerated at UW–Madison or the School of Human Ecology. If you experience harassment or discrimination, students are encouraged to file a bias incident report. Employees may file a complaint with the Office of Compliance.

B. Operational Modifications

Instruction

In accordance with the university plans, SoHE will begin fall classes as scheduled on September 2, 2020 and offer in-person instruction in many courses until the Thanksgiving recess. After Thanksgiving, SoHE will switch to a virtual format for all courses for the final nine days of instruction plus exams.

SoHE will offer a full curriculum this fall through a mix of in-person and virtual instruction. Courses with enrollment caps of 50 or more will be delivered online. Courses with enrollment less than 50 will be a mix of in-person, hybrid, and online instruction. Decisions on SoHE course delivery were made by Department Chairs in consultation with their faculty/instructors and the Associate Dean for Undergraduate Education.

Research

As of the date of this Reopening Plan, UW-Madison is in Phase 2 of the Research Reboot to gradually restart onsite research. The focus is on expanding onsite research and scholarly activities while minimizing the risk of transmission of COVID-19 to our students, staff, faculty, and the larger Madison community. Onsite activities refer to research and scholarly activities
conducted on campus, at University-owned facilities, and at non-University field locations or leased spaces. Under Phase 2, all research and scholarly activities that can be conducted remotely should not take place on campus.

Faculty and PIs must request advance approval for all onsite activities conducted by individuals for whom they have responsibility, whether as part of research teams (e.g. a lab group) or an individual graduate advisee or undergraduate research assistant. The Office of the Vice Chancellor for Research and Graduate Education (OVCRGE) Research Reboot website outlines currently allowable research activities and has an online application to request approval for onsite research. Lauren Papp, Associate Dean for Research, evaluates requests and coordinates building and safety plans with John Hilgers before providing approval for onsite scholarly activities. It is recommended that you contact Sarah Marcotte, Research Administrator, prior to submitting a request.

**Child Development Lab**

The Child Development Lab resumed operations on June 29, 2020 based on their reopening plans approved by campus leadership. The Child Development Lab will operate in accordance with public safety and licensing requirements applicable to childcare and preschool centers. For details on the Child Development Lab health and safety protocols please contact Jill Riley, Director of the Child Development Lab.

**Student Services**

SoHE Student Academic Affairs and Career Development (SAA) staff will continue to work remotely until further notice. We expect that demand for academic and career advising will remain high in the coming months and we will continue to offer high-quality and personal service to students via video chat, email and phone. All group workshops and group advising sessions will also be conducted remotely.

Students can schedule appointments online via Starfish or by emailing advising@sohe.wisc.edu. Faculty and staff who need to reach SAA staff members should email or call them directly. SAA staff will continue to monitor office phones/email and will respond in a timely way. If it is determined a face-to-face meeting is needed, an onsite appointment or meeting can be scheduled with advanced notice per the safety guidelines outlined in this document.

SAA will place signage outside 1194 Nancy Nicholas Hall to indicate how to contact staff for assistance.

**Administration**

For the most part, SoHE administrative staff will continue to work remotely. This includes Coordinated Academic Planning Services (CAPS), Advancement and Communications, the
Business Office, Human Resources, and Research Administration. Building and Instructional Technology Services (BITS) will have at least one staff member on site each day. The demand for onsite BITS services will be assessed periodically to determine if adjustments are needed.

If an administrative process requires in-person interaction, or it is determined a face-to-face meeting is needed, an onsite appointment or meeting can be scheduled to accommodate faculty and staff needs.

Each administrative unit or office will place signage on their doors to indicate how to contact staff for assistance. Each unit will ensure coverage in an employee’s absence. Out-of-office messaging will be required during any absence so that faculty and staff can receive timely responses to their communications. Administrative staff should be particularly conscientious about acknowledging communications while working remotely to reassure faculty and staff that their requests have been received and will be addressed.

C. Return to Onsite Work

To the best extent possible, faculty and staff who can successfully work remotely – in full or in part – and as determined by their supervisor and unit operational needs – should continue to do so. Maintaining reduced density of faculty and staff in the on-site workplace reduces risk of transmission of COVID-19 and protects vulnerable members of the campus community.

Excluding instructional faculty and staff with in-person classes, departments that wish to have staff work in the building shall submit a request to the Natalie Feggestad, Associate Dean for Administration that includes a justification describing the need to conduct onsite work and a plan to address workplace safety. Requests for non-recurring onsite meetings shall be managed by BITS as described in the Conference Room protocols, Section D-Health and Safety Protocols of this document. Requests for conducting onsite research should be routed through Sarah Marcotte, Research Administrator, who will advise on submitting requests through the Research Reboot process.

Faculty and staff who have been telecommuting since March 2020, and who will be returning to the on-site workplace as approved by the Dean’s Office, will receive a communication from their department or supervisor in advance of the expected return to on-site work. Topics covered in these communications will include information regarding COVID-19 workplace safety policies and procedures, health and safety requirements, as well as procedures to address concerns faculty and staff members may have regarding returning to the on-site workplace. Additionally, faculty and staff returning to on-site work will be provided with training regarding how to comply with this policy to support a safe and healthy working environment for themselves and their colleagues.

Reasonable accommodations will be made for employees with disabilities in accordance with applicable laws. Employees are encouraged to contact Nancy Andrews, SoHE HR Manager, to
discuss a potential request for accommodation. If an employee with a disability makes a request for an accommodation to reduce their risk of exposure to COVID-19 and/or due to another COVID-19 related issue (e.g. limitations related to wearing a mask, limitations related to the use of cleaning supplies in their workspace, etc.), the university will make an individualized assessment to identify if a reasonable accommodation can be made.

**Training**
Each person returning to on-site work will be required to complete a mandatory online COVID-19 Training for On-Site Workers. This training module will include basic information about COVID-19, physical distancing and hygiene, cleaning and disinfection, the use of personal protective equipment, and other best practices for reducing exposure risks.

Each unit with employees working on campus will be required to ensure that their employees have completed this training course before they return to on-site work.

This interactive training course is offered in Canvas, which allows for NetID authentication, tracking, and reporting.

### D. Health & Safety Protocols

The School of Human Ecology is fully committed to safeguarding the health and safety of everyone visiting Nancy Nicholas Hall. We ask that everyone in Nancy Nicholas Hall follow basic COVID-19 safety procedures while in Nancy Nicholas Hall:

- Maintain proper physical distancing at all times.
- Wear a mask at all times.
- Frequently wash hands with soap and warm water.
- Follow proper cough and sneeze etiquette. (see etiquette guidelines below)
- Avoid touching eyes, nose and mouth with your hands.
- Self-monitor for symptoms before and during work.

#### Physical Distancing
The best way to prevent illness is to avoid being exposed to the virus. Increasing the physical distance between individuals reduces the risk of airborne transmission of COVID-19, which is considered to be the primary route of exposure.

- Limit the number and density of people in any building space at one time. If there are concerns with the density of people in a building, employees should share concerns with their supervisor, Nancy Andrews, SoHE HR Manager, or OHR’s Workforce Relations.
- Continue to work remotely when the tasks allow even if authorized to work on campus; only visit campus to perform tasks that cannot be done remotely.
- Stay at least 6 feet (1.8m) apart whenever possible.
• Wherever possible, eliminate in-person meetings and use one of the existing on-line collaboration tools.
• Supervisors must make serious efforts to stagger work schedules for employees reporting on-site—including arrival times, departure times, and breaks—where possible to further limit density. If supervisors require assistance, they should work with their divisional human resources office for assistance and support. If the staggering of work schedules will result in employees being alone in the workplace, supervisors are strongly encouraged to adopt a check-in/check-out system so employees can be safe coming, going and working alone in the workplace.
• BITS will be evaluating all spaces in the building for COVID-19 safety and will be making necessary changes for safety. If you feel the arrangement of your workspace does not allow for proper social distancing, contact BITS and we will work with you to rearrange the space or work out an alternative solution.
• Discontinue the use of shared kitchen equipment, dishes, and utensils.
• Make every effort for maintaining 6 feet (1.8 meters) from others in hallways and stairwells. Avoid elevators and use the stairs if possible and save the elevator use for those individuals who may be unable to physically take the stairs. If an employee must take an elevator, they should limit the elevator to one or two persons, stay as distant as possible, limit conversation and wear a face covering.
• If chairs in conference rooms or other spaces are marked not for use, please do not use the chairs and leave them in place. They are used to maintain proper safe distances.

**Elevators**
Elevator occupancy is limited to two unrelated people or one family group, to help maintain physical distancing. Please leave enough room for anyone on the elevator to exit with at least 6’ of clearance before attempting to enter the elevator, and space yourself if someone else enters.

**Conference Room Policy and Usage**
At this time, only the smaller, two-person conference rooms in the School of Human Ecology may be reserved through the EMS room reservation system. These rooms are available if a face-to-face meeting is necessary, as these rooms are easier to disinfect. Larger meetings should be conducted using one of the campus supported videoconferencing solutions. If you have a meeting or event that cannot be held online, email bits@sohe.wisc.edu with the meeting details and an explanation why the event cannot be held online. We will make the reservation if it is determined that is essential to hold the event onsite, in-person and physical distance requirements can be met.

**Hygiene**
Frequent handwashing and sanitizing are simple but effective ways to reduce the risk of viral transmission. It is recommended that employees working on-site:
• Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer if soap and water isn’t available.
• Before and after interacting with other people in the building or using equipment in a space belonging to someone else or in shared spaces. This includes kitchen areas.
• After having any contact with bodily fluids (including mucous)
• After (and preferably before) unprotected touching of surfaces that are likely to have been touched recently by other building occupants (elevator buttons, water fountain handles, stairway door handles, etc.)

Employees are responsible for replenishing or letting BITS know when hand-washing supplies or hand sanitizer are low.

**Face Masks and Coverings**
According to the campus Public Health Protocols, all faculty, staff, and employees are required to wear either a reusable cloth face covering or a single-use disposable mask while present in any area within university facilities unless working alone in a laboratory or office space.

A reusable cloth face covering or single-use disposable mask is also required when two or more people are riding in a university vehicle, while riding on a campus bus, and using university facility elevators.

Due to the increased demand for, and the waste impact of disposable masks, SoHE encourages the use of reusable cloth masks. We will keep some reusable disposable masks on hand if needed for visitors, or staff or students who forget a mask. If you are having difficulty acquiring a cloth mask, contact bits@sohe.wisc.edu and we will try to assist you. **If a lab, or department, is in need of additional masks, please contact Jane Rolfsmeyer in the Business Office for assistance in ordering through Shop@UW.**

Employees are not required to wear a reusable cloth face covering or a single-use disposable mask while on outdoor university spaces at this time unless it is not possible to maintain proper physical distancing. However, masks may be worn outside if preferred.

Reusable cloth face coverings and single-use disposable masks differ from personal protective equipment (PPE) such as N-95 respirators and surgical masks. The university will continue to provide PPE to employees who may face potential exposure to COVID-19 or other hazardous substances related to their work. These types of PPE will be reserved for this purpose and they will not be used in lieu of face coverings.

The use of a reusable cloth face covering or a single-use disposable mask is meant to supplement, not replace, physical distancing, good hygiene and self-monitoring for COVID-19 symptoms which remain the most effective measures to reduce the spread of the virus in the workplace. The use of a reusable cloth face covering or a single-use disposable mask does not make it acceptable for employees to come to work if they are having symptoms. Doing so increases the chances of spreading illness in the workplace.
Cleaning and Disinfection

Each campus unit is responsible for the regular cleaning and disinfection of its work areas, tools, and equipment. With reduced staffing levels and lower building occupancies FP&M will focus custodial cleaning efforts on building common areas and restrooms. Changes to these practices will be communicated to the best extent practicable.

- **Common Areas.** Custodians will continue with routine cleaning as well as additional cleaning of high-touch areas in common areas including restrooms. Custodians will also continue to remove trash and recycling from common areas, bathrooms, breakrooms, and kitchenettes.
- **Workspaces.** Each person working in Nancy Nicholas Hall is responsible for the cleaning and disinfection of offices, laboratories, conference rooms, workstations, and other spaces which they use, or for which they have been assigned responsibility. Each person is also responsible for the removal of trash and recycling from their work space(s). Trash and recycling may be emptied in the hallway containers found near the restrooms. All faculty, staff, and volunteers are expected to keep their workspaces clean. Where available from building managers or supervisors, employees should use disinfectant spray and/or cleaning wipes on hard surfaces in their work areas where cleaning and disinfection is necessary and appropriate. Employees should ask their supervisor or divisional human resources office for more information or if they have concerns about cleaning or disinfecting in their work area.
- **When a person diagnosed with COVID-19 is known to have been in the on-site workplace, the specific locations where the person spent time will be evaluated by University Health Services (UHS) in partnership with local staff to determine what cleaning and disinfection is required in accordance with CDC guidance. UHS and Environment Health and Safety (EHS) will coordinate to close spaces as needed in advance of required cleaning.**

Please note that certain cleaning supplies, particularly hand sanitizer and cleaning wipes, remain in short supply. Please contact BITS if you are in need of cleaning and disinfecting supplies.

**Cleaning Procedures**

- **Campus Custodial Services or BITS will provide appropriate disinfectants and instruction on which products are appropriate for non-porous surfaces or electronics.**
- **Check that the label on the disinfectant, and use as directed. In general, surfaces should be sprayed from 6 – 8 inches away for full effectiveness and the surface needs to remain wet for one minute. After a minute, the surface can be wiped dry, rinsed or allowed to air dry.**
- **Gloves or other PPE are not required for cleaning products supplied by BITS, but users should wash their hands after use.**
- **Be sure surfaces are visibly clean**
• Before applying a disinfectant, surfaces that are visibly soiled must be cleaned with a mild detergent first. Make sure surfaces are thoroughly rinsed before applying disinfectants.
• Focus on high contact surfaces. Examples of items to target for cleaning include:
  • Shared tables
  • Doorknobs
  • Light switches
  • Countertops
  • Handles
  • Desks
  • Phones
  • Keyboards
  • Touch screens
  • Shared instrumentation

Upholstered materials will be more difficult to disinfect; however, unless they have frequent contact with hands or face, they likely do not represent a high risk of transmission.

The COVID-19 virus does not survive on most surfaces beyond 72 hours (3 days). **SoHE recommends cleaning offices and work spaces any time another person has been in the space in the previous 72 hours.** If seven days have passed since a room or item has been used, additional disinfection is not necessary.

If faculty, staff, and/or volunteers have allergies or chemical sensitivities to cleaning supplies and/or the use of cleaning supplies in their work area, please consult Nancy Andrews, SoHE HR Manager.

**Cleaning after a Symptomatic or Infectious case**

If a person diagnosed with COVID-19 enters an area on campus, the area should be isolated for a minimum of 48 hours and UW-Madison Environmental Health & Safety (EHS) should be notified. SoHE faculty and staff should contact John Hilgers, Director of Building and Instructional Technology Services, and contact EHS. EHS will work with University Health Services to determine appropriate cleaning practices and coordinate with the John Hilgers and departments on implementation.

**E. Infectious Disease Preparedness & Response Plan**

Effective testing and contact tracing are needed to help slow the spread of COVID-19 by identifying positive cases for isolation and treatment.

**Self-Monitoring Requirements**

Faculty, staff and volunteers working in the on-site workplace are expected to self-monitor for COVID-19 symptoms each day before reporting to work and they are not to report to work if they have any symptoms commonly associated with COVID-19. If an employee has one or more symptoms, they should follow their normal absence notification procedures, which typically includes notifying their supervisor or divisional HR that they will not be reporting to the on-site workplace. These symptoms include: Cough (new onset or worsening of chronic cough)

• Shortness of breath or difficulty breathing
• Fever (greater than 100.4 degrees Fahrenheit or 38 degrees Celsius)
• Chills
• Repeated shaking with chills
• Muscle or body aches
• Headache
• Sore throat
• New loss of taste or smell
• Runny nose
• Fatigue
• Congestion
• Nausea or vomiting
• Diarrhea

If an employee develops symptoms while at work, they should leave the workplace and follow their normal absence notification procedures, which typically includes notifying their supervisor or divisional HR they are leaving. Individuals with these symptoms or combinations of symptoms may have COVID-19 and they are strongly encouraged to contact their healthcare provider for medical guidance regarding care and testing. Individuals with symptoms may not return to the workplace until the following conditions are met:

- The employee has had no fever for at least 24 hours (that is, no fever without the use of medicine that reduces fevers)
- AND
- Symptoms, including any respiratory symptoms, have improved (for example cough or shortness of breath have improved)
- AND
- at least 10 days have passed since their symptoms first appeared

Any changes to these requirements must be reviewed/approved by Environmental & Occupational Health (EOH) and UHS before they are implemented to ensure that appropriate public health practices are followed.

To be clear, faculty, staff, and other community members are not to report to the workplace with any of the above identified symptoms. The university has developed guidance to support supervisors and HR managers who become aware of employees who may be exhibiting one or more symptoms of COVID-19.

Individuals who have been determined by public health officials at PHMDC/UHS as having had close contact with someone who has COVID-19 must:

- Stay away from the workplace
- Notify their supervisor they are not reporting to work because they were exposed or in close contact with someone who has COVID-19.
- Contact their local HR department with questions about leave or other options if they need to quarantine.
• Follow all appropriate procedures, including testing, if they develop symptoms.
• Contact Nancy Andrews, SoHE HR Manager, with any questions about protected medical leave.
• Strongly encouraged to consult with their personal healthcare provider for medical advice and guidance around care, testing, and quarantine information. The Wisconsin DHS offers detailed and specific advice.

Individuals may not return to work until the criteria established by federal and state agencies to quarantine are met.

**8/27 - Positive COVID-19 Test Results**
If you test positive for COVID-19, you must:

- Stay away from the workplace until
  o You have been fever-free for 24 hours
  o Your other symptoms are improving, and
  o It has been at least 10 days since your symptom started; or
  o If you had no symptoms, you may return 10 days after you were tested

- Notify your supervisor that you are unable to report to work. If you need to share any specific medical or health information, contact your Divisional Disability Representative.
- Consult with your supervisor and/or the human resources department in your school, college or division about your leave or remote work options.

If you receive a COVID-19 positive test result from a public health agency or health care provider outside of Dane County, you should report your positive test results to University Health Services. For specific instructions, see the next FAQ or go to uhs.wisc.edu/medical/testing/#test-results.

You are also strongly encouraged to consult your healthcare provider for medical advice and guidance about care and isolation information.

**Reporting Positive COVID-19 Test Results**
University Health Services (UHS) will automatically receive all results for tests conducted by UW–Madison or reported to Public Health Madison & Dane County. There is no need to report these results. However, all employees who receive a test from public health agencies or health care providers outside of Dane County are expected to report their positive test results to UHS.

To report your test results using the online form, log in to your MyUHS account and click on Messages, select New Message, and then choose COVID-19 Outside Result Reporting. Those who are unable to access the online form can send a secure email to covidresults@wisc.edu or call (608) 890-0000. UHS will follow up on every confirmed positive COVID-19 test report. For additional details, go to uhs.wisc.edu/medical/testing/#test-results.
For additional information on positive COVID-19 testing, please visit the FAQ section of the campus [Smart Restart](https://uwrestart.wisc.edu) website.

Contact Tracing: All COVID-19 positive cases are reported to public health officials. UHS is working to support officials at Public Health Madison & Dane County to conduct case interviews and contact tracing. An employee who has been directed by a public health official to isolate should stay away from the workplace for the duration of the isolation period and follow the advice and guidance of their healthcare provider.

### F. Campus Resources

- [UW-Madison Response to COVID-19 Website](https://www2公关.umn.edu/coronavirus-response)
- [UW-Madison Smart Restart Website](https://uwrestart.wisc.edu)
- [Environmental Health & Safety Returning to Campus Safely Website](https://ehs.wisc.edu/campus-return)
- [Office of Human Resources COVID-19 Information for Employees](https://humansourceservices.wisc.edu/coronavirus)
- [COVID-19 Training for Onsite Workers](https://learningcenter.wisc.edu)

### G. SoHE Contacts

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<tr>
<th>Requests</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Requests to work onsite</td>
<td>Associate Dean Natalie Feggestad</td>
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<tr>
<td>(other than instruction &amp; research)</td>
<td>608-265-2931</td>
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<td></td>
<td><a href="mailto:feggestad@wisc.edu">feggestad@wisc.edu</a></td>
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<td>Requests to resume onsite research activities</td>
<td>Sarah Marcotte</td>
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<tr>
<td>(includes non-University field locations or leased spaces)</td>
<td>608-263-4294</td>
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<td></td>
<td><a href="mailto:sarah.marcotte@wisc.edu">sarah.marcotte@wisc.edu</a></td>
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<tr>
<td>Requests for sanitizer and cleaning supplies</td>
<td><a href="mailto:bits@sohe.wisc.edu">bits@sohe.wisc.edu</a></td>
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<tr>
<td>Requests to reserve a conference room for non-recurring meetings</td>
<td>608-265-0534</td>
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<tr>
<td>Workforce relations, accommodations, reporting a positive COVID-19 test (employees)</td>
<td>SoHE HR Manager Nancy Andrews</td>
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<tr>
<td></td>
<td>608-262-4227</td>
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<td><a href="mailto:nancy.andrews@wisc.edu">nancy.andrews@wisc.edu</a></td>
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<td>Student concerns, accommodations, reporting a positive COVID-19 test (students)</td>
<td>Associate Dean Annette McDaniel</td>
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<td></td>
<td>608-262-4935</td>
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<td><a href="mailto:amdaniel@wisc.edu">amdaniel@wisc.edu</a></td>
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<td>Graduate student questions</td>
<td>Associate Professor Sigan Hartley</td>
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<td></td>
<td>608-265-5424</td>
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<td><a href="mailto:slhartley@wisc.edu">slhartley@wisc.edu</a></td>
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