Administrative Offices Reopening Plan – Phase 2

On Tuesday, June 30th, a meeting was held with the following individuals to discuss a planned reopening of all administrative offices on both campuses, other than Old Main and University Hall, which were previously reopened in Phase 1. The individuals who attended this meeting were as follows:

1. Fred Cratty, Chief Human Resources Officer
2. Rebecca Woodward, Chief Innovation Officer / President, WCSU-SUOAF
3. John Murphy, Director of Event & Conference Management / Vice-President, WCSU-SUOAF (O’Neill Center)
4. Merisa Williams, Secretary 2 / Vice President, AFSCME Clerical Union (Science Building)
5. Rob Pote, Director of Pre-Collegiate & Access Programs (Berkshire Hall)
6. David Serino, Director of Environmental Health & Safety (Boiler House)
7. Jennifer O’Brien, Librarian (Haas Library)
8. Veronica Kenuasis, Associate Dean of Library Services & Academic Success Programs (Haas Library)
9. Dawn Lipke, Administrative Assistant (Health Services)
10. Michelle Brown, Dean of the Macricostas School of Arts & Sciences (Higgins Hall)
11. Ron Mason, Director of Housing & Residence Life (Newbury Hall)
12. Lori Mazza, Director of Athletics & Recreation (O’Neill Center)
13. Oni Figueroa, Administrative Assistant (Midtown Student Center)
14. Ree Gunter, Director of the Counseling Center (Midtown Student Center)
15. Brian Vernon, Dean of Visual & Performing Arts (Visual & Performing Arts Center)
16. Carol O’Connor, Secretary 2 (Warner Hall)
17. David Martin, Dean of the Business School (Westside Classroom Building)
18. Ellen Myhill, Assistant Director of Publications & Design (Westside Classroom Building)
19. Elisabeth Morel, Director of AccessAbility Services (White Hall)
20. Beth Koschel, Administrative Assistant (White Hall)
21. Debra Manente, Associate Director of the Career Success Center (Westside Campus Center)

The meeting lasted for approximately two (2) hours and the consensus at its conclusion was that we felt that we could safely reopen the remaining administrative offices on campus effective Monday, July 13th, or shortly thereafter based on the following parameters:

1. Follow the guidelines recommended by the Centers for Disease Control (CDC) and the Reopen Connecticut Plan, specifically for business offices.

2. Personal Protective Equipment (PPE):
   - Face masks
     - Individuals will always be required to wear them in the buildings when in public areas. When individuals are within their personal offices or are alone in shared spaces, their masks can be removed. However, they must
always have their face masks on their persons in case they encounter someone.
• Per the Governor’s Executive Order, individuals with medical issues are not required to wear a face mask and no documentation is required of the individual.
• Roger confirmed that a law enforcement piece is in place if necessary. However, he does not suggest that this be handled as a police enforcement issue, but more of a Human Resources issue. Fred stated that this will need to be handled on a case by case basis via Human Resources.
• The group stated that if individuals would be required to wear them all day, that this can be a difficult thing for many to do.
  o Gloves
    • Gloves will be provided by the University should individuals wish to wear them. The Health & Safety Office can demonstrate the proper use and removal of gloves for all employees returning.
    • Gloves should not be worn all day as doing so will contribute to spreading germs to everything the individual touches.
  o Hand sanitizer
    • The University will provide hand sanitizers for each office. Also, the Health & Safety Office can refill personal bottles if needed.

3. The buildings should continue to be closed to the public until there is a need for us to be open in the Fall. The basis for this is that since classes for the Summer are being held on-line, then we should only handle in-person issue from the public only when needed and by appointment only.

4. Daily Health Check - Ask employees resuming on-premise work to confirm they have not experienced COVID-19 CDC-defined symptoms and to monitor their own symptoms, including cough, shortness of breath, or any two of the following symptoms:
  o Fever or chills
  o Cough
  o Shortness of breath or difficulty breathing
  o Fatigue
  o Muscle or body aches
  o Headache
  o New loss of taste or smell
  o Sore throat
  o Congestion or runny nose
  o Nausea or vomiting
  o Diarrhea

5. Report via the University website tool if an individual is diagnosed with COVID-19

6. Testing & contact tracing
  o Need to identify if this will be required and how this will work.
7. Common area appliances (e.g., refrigerators & microwave ovens)
   - These common areas will be provided with the proper sanitizing products to cleaning these appliances before and after each use. The expectation will be for the user to wipe down touched areas, such as handles and buttons.
   - The requirement is for individuals to wash their hands for at least 20 seconds following their use of appliances and wiping down of them.

8. Bathrooms
   - Make sure that individuals do not use them for cleaning food containers or for brushing teeth. They should only be used for going to the bathroom and for washing hands.
   - They will be cleaned daily in accordance with the CDC guidelines.
   - Proper cleaning products will be left in each bathroom for individuals to use upon their entrance and exit.
   - The requirement is for individuals to wash their hands for at least 20 seconds prior to exiting the bathroom.
   - Individuals are always required to wear their facemasks when using the bathroom.

9. Rotation of staff
   - Have a mixture of employees working in the office and teleworking, whatever works best for the department. The office capacity will be limited to no more than 50% of its total staff at any time.
   - IT&I said that they will have challenges with the number of employees that have university issued laptops or access to personal devices at home. Some employees brought home desktop computers, which is not a practical solution when they are splitting their time between the office and teleworking. Also, using personal devices is not good due to not having proper virus protection etc. The overall goal is to provide a laptop for each individual so they can have the flexibility to work in the office or remotely. However, it is a matter of adequate funding available to support this initiative.
   - IT&I will provide laptops on a first come first served basis for employees that volunteer to return to working in a building.

10. Returning to the office at this time will be strictly voluntary.

11. Continue to hold meetings via Teams or WebEx, even with individuals who are in the same building.

12. Provide protective physical barriers at reception desk areas.

13. Need to have a drop box at the front of the office suite where individuals can leave items instead of handing them directly to staff in the office. Also, there was a suggestion to have scanners in the office where individuals can use to scan and email their items directly to the staff.
   o Individuals who share computers and areas need to clean the keyboard, mouse,
     etc. before they leave for the day. IT&I is looking for purchasing keyboard
     covers that will be issued to individuals that they will take with them at the end of
     each workday.

15. Six (6) Feet Social Distancing
   o Put markers on the floor in certain areas (e.g., outside the windows for offices
     such as the Registrar, Cashiers, Financial Aid & Student Employment).
   o Designate hallways as one-way traffic. Mark this with signage and arrows.

16. Rearranging Office Furniture
   o This may not be necessary at this time as by limiting the number of staff in the
     office to 50% at one time, this should not be an issue.

17. Ventilation in the buildings
   o Adjust the HVAC systems to take further precautions for individuals.
   o Determine how to handle areas where individuals do not have ventilation in areas
     where they work

18. Control access to office suites
   o Always keep the office suite door locked and have a phone number posted on the
     door for individuals to call before being able to gain access.

19. All elevators in the buildings will be restricted to a maximum capacity of two (2)
    individuals at a time. Individuals will be required to wear a face mask when in the
    elevator and signs will be posted outside of the elevator listing these requirements.

20. For individuals who will need to wear a face mask for a good portion of their day due to
    not having a private office, they are encouraged to take breaks outside when needed in
    order to get some relief and fresh air.

21. The Academic Deans, via their Adminstrative Assistants, will coordinate the scheduling
    of the reoccupying of faculty offices in conjunction with the department secretaries, in
    order to make sure that the 50% office suite occupancy requirements are adhered to.

22. Employees with underlying health conditions or who are 65 and older are encouraged not
    to return to working in the buildings at this time. However, if someone in either of these
    categories voluntarily wants to return, they should be permitted to do so if they are aware
    of the risks and follow the prescribed protocols.

23. Childcare issues due to schools/camps/daycares being closed. Employees have access to
    the following:
       o Public Act 5-248a (14 calendar days of paid leave)
       o Families First Coronavirus Response Act (FFCRA)
24. Student Employees
   - Some of the offices heavily rely on the student employees for their departments. The feeling is that we should rotate student employees in the offices as we will do with full-time employees. However, we should only do this when the student employee’s work cannot be performed via telework.

25. Report any issues/concerns to the department head/Human Resources immediately so we can address the issues. Do not wait or complain about issues to others who are not able to address them appropriately.

26. Meet with the directors of each department to review protocols and address any issues/concerns prior to meeting with the department staffs.

27. Hold informational sessions via WebEx with all offices prior to returning in order to review protocols and answer any questions and to address concerns.