WCSU Reopening of Administrative Offices - Phase 1

WCSU plans a phased approach to re-opening administrative offices. We will begin with two buildings, University Hall (President’s Office, Provost’s Office, Fiscal Affairs, Human Resources, Chief Diversity Officer, and Institutional Advancement) and Old Main (Enrollment Services, Registrar, Financial Aid, Cashier, VP of Student Affairs, Dean of Students, Academic Advising, WestConnect).

Our planning for this reopening was inclusive of all personnel involved, union leadership, and those returning to campus will do so on a volunteer basis. Our goal is to assess our COVID-19 prevention strategies, gather feedback from personnel on campus, and revise anything that emerges to help us phase in the rest of the buildings.

Upon review of the effectiveness of this plan, we will expand to other areas of the campus following the same inclusive process.

1. **Timeline for each office/service to be opened:**
   Old Main and University Hall will open on Wednesday, July 1st.

2. **Daily schedule for each office on campus/Total number of staff to be on campus each day:**
   Schedules for these areas will follow our normal hours of operations (variations between 8:00-5:00). No office will have more than 50% of personnel on site at a time. Supervisors will develop the schedule plan for their area, allowing staff to alternate between on-campus and telecommuting as is appropriate. Supervisors will submit those occupancy plans to HR before staff return to campus.

3. **Plan to maintain masking and 6 feet of social distance in offices and other common areas:**
   All personnel have instruction regarding maintaining physical distancing (6 feet) at all times. Where appropriate, markers of those distances have been installed, and furniture has been moved.

   In addition, personnel have been instructed to avoid gathering in break areas, how to wipe down things like refrigerator handles, as needed, and to wipe down their areas and keyboards daily. Signs regarding handwashing are posted everywhere and especially in campus bathrooms.

   Masks are also required indoors, except where a minimum of 10 feet of separation can be achieved. Masks are also required outdoors if people are within 6 feet of each other. Masks will be provided to those who need them. Hand sanitizer dispensers have been installed throughout these buildings and staff are welcome to refill personal bottles as needed.

4. **Plan to provide additional safety measures for student facing staff when social distance cannot be maintained (Plexiglas shields, remote services, appointments, etc.):**

   Most services will continue to be supported remotely. Work on campus will support those services, and complete projects that are best completed with access to materials and technologies available in offices. Buildings will remain closed to the public through July (notices are posted on all buildings). In areas where direct, in-person services are likely to resume (reception areas, cashiers, registrars, etc.), clear plastic barriers have been installed. Floors are also marked with appropriate distances, wherever lines may occur.
5. **Plan for cleaning regime in accordance with relevant State and CDC guidelines**

All buildings will be cleaned daily and custodians have been provided with appropriate sanitizers and PPE.

6. **Plan for communication to staff, students and community on the hours of on ground and remote operations**

In addition to signs on all buildings, WCSU has a series of pages devoted to COVID-19, where updates about hours of operations and building access will be posted. This website is currently transitioning from an emergency closure site, to a site focused on re-opening. There is a COVID-19 Communication Group devoted to developing clear and consistent language about all expectations for campus activity and online support. A series of posters and videos are in production and will be distributed throughout the campus.

Staff have been asked to report concerns to HR as they occur. Weekly meetings with union leadership have been scheduled to encourage that feedback process.

7. **Health Checks and COVID-19 Reporting Protocol**

All personnel have been instructed in the CDC Guidelines regarding daily health checks, before coming to work. In addition, we have emphasized the resources and rights of personnel who need to self-quarantine. All members of our community have been asked to report infections via our COVID-19 portal. When a confirmed case is reported, those working in close proximity to that person will be asked to self-quarantine.

We anticipate using these same steps and strategies for all academic buildings, libraries, and student centers. With new buildings phased in weekly, as appropriate. These first two, allow us to test our practices for any potential gaps in planning. Then we can make adjustments as the next building opens.

*Also on this web page is a more detailed breakdown of the parameters and protocols that will be followed in these buildings.*