



UNIVERSITY OF GEORGIA

Griffin Campus

Phase 1 Re-Opening: Guidelines and Suggested Practices for Faculty and Staff

The Archnews release sent to you on June 4th provided a link to the University's "Return to Campus Guidelines for Faculty and Staff." The comprehensive document outlines safe practices during the current pandemic and covers all aspects of campus life. It can be viewed here:

<https://www.uga.edu/coronavirus/GuideToReturnToCampus.pdf>

The following guidelines are recommended best practices at the UGA Griffin campus as we move into Phases 1 and 2 of the campus reopening. These practices will help ensure the work environment is compliant with USG and UGA guidelines pertaining to a safe and healthy workplace. Please understand that UGA's knowledge about the COVID-19 illness and the best practices to respond to the pandemic continue to evolve. For this reason, guidance, plans, and policies related to the return to campus operations at UGA will also evolve. Supervisors should strongly encourage their team to adhere to CDC recommended preventative measures (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>).

The University return to campus will have 3 phases. Phase 1 begins June 15th, Phase 2 begins in mid-July, and Phase 3 coincides with the start of the Fall semester. Phase 3 represents full restoration of teaching, research and service activities where all faculty and staff return to campus for the Fall 2020 semester. Individuals in those populations defined as being at high risk for COVID-19 (per CDC guidelines), who have applied with appropriate documentation for accommodation and have been approved for such, should remain in a teleworking/rotational schedule or other accommodation as approved by the University's workplace accommodation process. Please contact your unit HR liaison or the Office of Faculty and Staff Relations in University Human Resources if you have any questions regarding COVID-19 workplace accommodation requests or visit the [UGA ADA accommodations website](#) for more information (see Archnews sent earlier today, June 16th).

While we continue to navigate this uncertain time, the Office of Instruction is exploring the recommendations as outlined in the [Plans for a Phased Return to Operations](#) report and will have more information in the coming weeks. Current plans call for Instruction in the fall semester to resume following the Contingency Plan 1. However, faculty must be prepared to switch to online instruction at any time, if it becomes necessary. Classroom spaces will be reduced per CDC and USG guidelines and students will need to be 6' apart in classrooms. The reduction in classroom capacity will require instructors to develop alternative instruction plans. The Center for Teaching and Learning has developed a training program called "Preparing to Pivot (PtP)" which will help faculty with these changes. A self-paced version of this program can be accessed through eLC. To enroll in a paced version of this program, please register here: https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_4ZnvbYslmAp7Wnj.

Extension and Outreach

Employees must request exemptions or modifications for Extension or outreach activities, events and programs. This would include any activity that is not research or instruction, even if it is carried out by a non-Extension employee. Anyone from CAES would either select “CAES – non-Extension or Cooperative Extension” at the top of the form. All requests will route first through Laura Perry Johnson, CAES-Associate Dean for Extension, then will route to Jennifer Frum, Vice President for Public Service and Outreach and she will forward along to the Provost’s office for approval. A Qualtrics based form as been developed and the email trail will serve as the approval documentation. The form is located here: https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_3vEiOLjevKnZYH3.

Guidelines and Suggested Practices

The health and safety of the UGA Griffin Campus community is a shared responsibility that will require the cooperation of all faculty, staff, and students. We all play a critical role as we begin a phased, gradual reopening of the campus. You should use this document to implement and comply with mitigation strategies to maintain a healthy, safe and effective workplace, with particular emphasis on these important areas: cleanliness, disinfection, and social distancing. **However, these guidelines and procedures are subject to change and revision based on new directives from UGA administration.**

Work schedules

- a. Supervisors should return to work on Monday, June 15th and develop a schedule for their employees based on needs. Some units, such as office personnel, may continue to telework and only come to campus on a rotational basis or occasionally. Other units may need to have employees return to work full-time in order to complete essential duties under Phases 1 and 2.
- b. Supervisors must complete the training modules available in the UGA Human Resources Professional Education Portal (PEP) by June 30th.
<https://uga.csod.com/ui/lms-learning-details/app/course/74840c4e-aa51-4b27-830f-1e5fbff92fce>

Protect UGA: COVID Training for Supervisors

- c. Staff also will need to complete training modules in PEP as they become available.
- d. If you are not required to work on campus during Phases 1 and 2, you can continue to telework during this period.

Symptoms Monitoring and Temperature

- a. The UGA return to work document states that the University of Georgia will not conduct daily temperature checks of faculty and staff at work locations. Campus personnel should self-monitor temperature daily before reporting to campus.
- b. Latest information is that UGA will mail every employee a digital thermometer.
- c. It is very important that employees with COVID-19 symptoms **stay home**.
- d. Employees must disclose to her/his supervisor any possible COVID-19 symptoms and follow the CDC guidelines accordingly.

Offices

- a. Offices should have only 1 person per office at one time. Door should be closed at all times.

- b. No person-to-person meeting should take place in individual offices (only exception is in cases of members of the same household).
- c. If you need to talk to any of the administrative staff, please call, zoom, or email.

Campus Meetings and Campus Conference Rooms

- a. Continue using zoom as much as possible.
- b. Limit in-person meetings and conversations in hallways.
- c. If you think that it is important to hold a small group meeting in person, you may schedule the use of the campus conference rooms. Meeting participants should arrange themselves to ensure 6-ft distancing at all times.
- d. See the section on Custodian Sanitation plan for details about sanitation of conference rooms.

Travel

All employees must submit the standard travel authority (TA) through OneSource for any proposed travel including in-state travel. The TA must be used to request permission to attend meetings, conferences and programs that cannot be done virtually. In-state travel authorization is not required under the following circumstances: the traveler moves within the same county as their work home base or within a county which borders their home-work base. Please see your supervisor for more information.

Face Masks/Coverings

- a. Two (2) cloth face masks/coverings will be provided by the University. Each department unit has ordered the 2 free cloth face masks for their employees. Several other units and the Director's office have ordered cloth face masks (black) for all non-departmental employees. The masks with the decorative G are on back order and not yet available.
- b. Whenever you are in public areas where you may encounter other people such as in hallways, stairs, or any other common area **always** wear the university-provided face covering, your own face covering or disposable face masks.
- c. FMD will provide disposable face masks in certain situations.
- d. Use of face masks inside offices is encouraged but if you are alone in an office, use is voluntary.

Hand Sanitizers

- a. FMD has a limited number of hand sanitizer dispenser units that will be placed in the main entrances of the larger buildings. Additional units are on back order and will be set up when they become available.
- b. Individuals will need to provide their own sanitizer in their work area.

Stairways and Elevators

- a. Limit occupancy to a maximum of 2 people per elevator with face masks/covering or 1 person without face covering.
- b. Most stairways will not be designated one direction. You should yield to a person in a stairway and let them pass before entering the stairway.
- c. Selected stairways, such as the central staircase in the SLC, will be marked as unidirectional. Signs will mark the direction.

Restrooms

- a. Only one person at a time. When you enter turn the sign to “OCCUPIED” (or similar) and when you exit turn it to “AVAILABLE.” Only enter if “AVAILABLE.” This a good method to limit the number of people in the restrooms and will be done campus wide at multi-stall restrooms.
- b. Wash your hands for 20 seconds before exiting the restroom.

Building Locks and Campus Gates

- a. Until it is known how often buildings will be occupied during the workday, buildings will remain locked under Phase 1 and accessible by access card or mechanical key only.
- b. Campus mechanical gates will remain locked under Phase 1 and possibly Phase 2. The electronic gates will be open following typical summer schedule of M-F at 7:00AM to 5:30PM but closed at other times.

Common Work Areas and Custodian Sanitation Plans

- a. **Building entrances & common hallways** – FMD custodial crew will wipe down and sanitize frequently touched items such as door handles, panic devices, common hallway light switches, stair handrails, elevator call buttons, etc. daily. Additionally, FMD will clean hallway floors and stairs as warranted.
- b. **Offices and Labs** – FMD custodial crews will not enter people’s offices or labs in order to minimize exposure. For those employees who need their trash can emptied during Phases 1 and 2, they should place it outside their office or lab in the hallway for the custodial crew to empty. For the time being we will not be vacuuming offices unless specific requests and arrangements are made.
- c. **Conference rooms and break rooms** – these rooms will receive a daily sanitizing wipe down of common surfaces, including chair arm rests and counter & table tops. Floors will be cleaned as warranted.
- d. **Classrooms** – FMD custodial crew will wipe and sanitize common touch points if tape has been removed from the doors during this first phase and gear up to clean all classrooms daily prior to Phase 3. Phase 3 cleaning to include wiping down and sanitizing chair arm rests and table tops daily. FMD will also try to obtain enough sanitizing stations and wipes to have available in each classroom for occupants to use during Phase 3. These procedures are subject to change as new procedures and directives are issued by Athens.
- e. **Restrooms** – FMD custodial crew will clean restrooms daily and as needed during the day, including mopping the floor with disposable mop heads, wiping down and disinfecting countertops, handicap grab bars, door handles, toilet partitions and faucet handles.
- f. **Common use equipment / computer stations / AV gear**, etc. – FMD will provide sanitizing wipes for use by people using the common use equipment so that they can be wiped down before and after use or as necessary. SLC computers, Stuckey Library computers, Recreation Center, SLC classroom AV equipment are some examples. Should supplies of sanitizing wipes become limited, FMD will provide alternative materials and methods for sanitizing these areas.
- g. **Water fountains** - FMD will turn off water to water fountains in an effort to minimize the spread potential as they are both high in contact intensity and high in number of contacts.

Motor Pool Vehicles

- a. Carpool vehicles will not be available for use until Phase 2.
- b. Carpool vehicles are limited to two simultaneous occupants. If two occupants are in a vehicle, then both are strongly encouraged to wear a face covering or mask.
- c. FMD will furnish motor pool vehicles with sanitizing and disinfecting supplies in order for the vehicle's users to wipe down the vehicle before and after use. A sign will be posted reminding the occupants to wipe down the common touch points in the vehicle such as the steering wheel, arm rests, control dials and levers and turn signals and transmission shifters.

Signage

- a. Signs will be placed around campus to encourage CDC restrictions such as social distancing, hand washing, etc.
- b. Signs may be placed in rooms stating the maximum number of people allowed in a room at one time based on sq. footage restrictions in phase 1 and 2.
- c. Additional signs will be placed concerning specific topics.
- d. Additional signage may be requested by labs and departmental units as needed.

Field Services and the Farms

Work at the campus turf area, Garden, and farms should follow approved research resumption plans from the faculty. The project leader should provide appropriate PPE to staff and students and strongly encourage social distancing and wearing masks, if needed. Please contact the lead FRS person assigned to the area ahead of time to coordinate activities. If you are conducting work at the CAES Research and Education Centers you must follow the REC safe practices while there and notify the REC superintendent more than 24 hours before your planned arrival and activities.

Visitors

Non-essential visits are strongly discouraged on campus during Phases 1 and 2. Mission-critical visitors should follow UGA's social distancing guidelines.

Visitor Housing

Visitor Housing will resume taking new occupants in Phase 3.

Recreation Center

The Recreation Center will resume operations during Phase 3 (see Appendix A for plan).

Library

The library has been closed and the librarian, John Cruickshank, has been teleworking. He is available via email. This arrangement will continue under Phase 1.

Mail and Receiving Services

Mail delivery will remain the same during Phases 1 and 2 - packages and shipments will be received centrally through FMD.

Engineered Controls

In areas of high intensity and number of contacts, FMD personnel will install Plexiglas barriers. Currently, the areas include the Business Office administrative desk (Flynt 201), Student Affairs

reception desk (SLC 105), and at order and transaction spaces at the Dundee Café. FMD can add additional barriers on an as needed basis where deemed effective and necessary.

Appendix A. UGA Griffin Campus Recreational Center—Reopening Plan

Phase	Brief statement of justification	# days per week to be Open	Hours	Other notes
Phase 1 June 15th	During Phase 1, Rec Center will remain CLOSED.	Not open during this phase.	N/A	-Closure due to COVID-19; very low number of students, faculty, staff on campus due to campus restrictions.
Phase 2— Mid July 2020	During Phase 2, Rec Center will remain CLOSED.	Not open during this phase.	NA	-Closure due to COVID-19; low number of students, faculty, staff on campus due to campus restrictions.
Phase 3— August 2020 (tentatively, 8/10-17/2020)	During Phase 3, Rec Center will plan to REOPEN, with limited hours of 8am-5pm, to ensure staff can support additional maintenance of space.	Open Monday-Friday	8am-5pm	-Rec Center’s plans will be contingent on campus plans of reopening -Patrons must follow posted cleaning measures after use of equipment/facility. -Non-fitness (carpeted) area to remain CLOSED for Fall Semester 2020.
<p>Increased Measures for Safety:</p> <ul style="list-style-type: none"> • Continue daily cleaning of space, <i>add wipe down of equipment</i> by Facilities Management (<i>additional supplies can be secured by Student Affairs</i>). • Continue weekly walk through of Recreational Center maintained by Student Worker. <ul style="list-style-type: none"> ○ Walk through to increase to 3 times/week (Mon, Wed, & Fridays). • Weekly Cleaning and Maintenance checklist conducted by Student Worker, now via Qualtrics. <ul style="list-style-type: none"> ○ Checklist conducted 3 times/week Mon, Wed, & Fridays. ○ Reviewed for potential needs/concerns by Assistant Director of Student Affairs. • Secure Contract with UGA vetted company for safety checks and upkeep of equipment. 				