# Reopening Guidelines and Checklist
## for
## Administrative and Office Areas

**Guiding Principle:**

To create office environments that will reduce the risk of virus transmission through the use of social distancing and other mitigation strategies by changing the physical space and modifying human behaviors within the space.

**High Level Guidelines:**

1) Office environments should be set up to force social distancing (6 ft spacing between people) in as many ways as possible.
2) When onsite, faculty and staff should wear face coverings at all times except when an individual is in their private office. Masks should be worn in all open office/cubicle environments, shared offices, reception areas, work rooms, small conference rooms and breakrooms/kitchenettes.
3) Reducing the density of occupancy or an office suite/floor/building at any given time is a desirable outcome. This may be accomplished by, where appropriate for the staff member's role and productivity, allowing continued remote work all or part of the time. An additional strategy for reducing density could be to utilize split shifts/flex time (this could also be done in combination with remote work flexibility.)
4) Staff will be asked to contribute to cleaning and sanitation of their own work spaces and common areas by daily cleaning of their own work stations, removing their own trash/recycling to designated receptacles, and cleaning high touch surfaces in shared spaces such as breakrooms/kitchenettes, conference rooms, reception areas. Environmental Services staff will follow regularly scheduled cleaning – once weekly for suites/common areas, once monthly for private offices.
5) Most private offices (any office less than 200 square feet) are not appropriate for more than single occupancy at any time.
6) Staff should continue to use Microsoft Teams for meetings as much as possible – 1 on 1s, group or department meetings – to minimize the time staff are sharing space.
7) Plexiglass barriers should be installed at reception desks and other locations of face to face service. Note – limits on the availability of plexiglass and other hardware mean that plexiglass barrier installation beyond these priority spaces (points of service, reception desks) may not be possible.

# Office Reopening Checklist

o Assess the office environment – what types of spaces exist? (Follow EOC report guidelines for each space type – see below)
- Private offices
- Shared offices
- Open concept/cubicle environments
- Reception/waiting areas, transaction/check-in points of service
- Copy/workrooms
- Kitchenette/breakrooms
- Small Conference Rooms

o For open concept/cubicle environments, assess if work stations can be separated for social distancing
- Request assistance from Facility Services as needed to move/relocate work stations as space allows
- Discourage use of standup desks in open concept/cubicle spaces
- Consider continued levels of remote work and/or scheduling alternate onsite shifts for staff to decrease density at any one time in open concept/cubicle spaces

o Order appropriate PPE (hand sanitizer, disinfecting supplies, face coverings/masks) for public areas, shared spaces and private offices – order at uwm.edu/ppe

o Order plexiglass shields for reception/check-in desks and transaction counters. Also order floor decals to mark social distance spacing for queuing areas. Place orders with: dlhardy@uwm.edu

o Consider if entry door to your office area can be left/propped open to reduce the need for additional door handle touches.

o Visit the UWM COVID-19 Sign Library to select and print pre-designed signs or use the available template to design and print custom signs for your environment. When complete, the Sign Library will be available at this site: uwm.edu/coronavirus-signage

o Develop a plan to communicate new procedures/"rules of the road" to internal staff and those you serve. (ie. Self-cleaning/sanitation expectations, social distance and queuing standards)

**UWM Emergency Operations Center COVID-19 Operations Planning Report**

**Administrative and Office Spaces Section**

**1. General Guidelines:**
- Reduce office/administrative space density where needed.
- Consider allowing staff to work remotely or adopt alternative work schedules, if responsibilities allow.
- Provide basic cleaning and sanitation supplies to each office space.
- Phasing of office space returns will be assessed.
- Encourage internal meetings to be held virtually.

**2. Cleaning/Sanitation:**
- Due to the need to deploy custodians in student and public areas, occupants will be responsible for cleaning their own work area within private offices.
- Occupants will be responsible for removal of garbage/recycling to designated common receptacles.
- Cleaning and disinfecting by custodial staff will focus on high touch surfaces (door handles, elevator buttons, drinking fountains, bathrooms, etc.) and other focus cleaning.
- Hand sanitizer stations will be installed at the entry point to office area.

**3. Open Offices/Cubicles:**
- Workstations will be spaced at least 6 feet apart.
- Cubicle workstations will be assessed to determine if furniture can be reset to have staff sharing a cubicle wall facing away from each other. If not possible or there are low partitions, plexiglass shield should be considered.
- Use of standup desks within a cubical environment will be discouraged.
- Occupants should be responsible for cleaning/sanitation of their own workstation and garbage removal to a designated area.

**4. Single/Private Offices:**
- Single or private offices should be used for one person only, with no in-person meetings.
- Due to the higher-priority cleaning needs elsewhere, the occupant of a private office will be responsible for their own cleaning and removal of garbage to centrally designated area.
- Open/closed door policies should be made at the department level.
- Traffic to and from these spaces should be defined to maintain social distance where possible.

**5. Shared Office Spaces:**
- These are enclosed offices used by more than one person, often featuring multiple desks/workstations, or which are used in a "hoteling" style.
- These spaces should be used by one person at a time if 200 square feet or less, upon determining a mutually agreeable schedule for use.
- More than one person may occupy spaces larger than 200 square feet as long as there is 6 feet of spacing between desks/workstations that face away from each other.
- Occupants will be responsible for cleaning their own workstations and shared surfaces upon arrival to work and prior to departing. Due to the higher-priority cleaning needs elsewhere, occupants will be responsible for removal of garbage to centrally designated area or by setting garbage outside door.

**6. Entry / Reception Areas:**
- Physical Modifications
  - o Plexiglass shields will be installed at reception desks.
  - o Visual cues such as floor markings will be used to indicate queuing locations, traffic flow direction and to maintain social distance spacing.
  - o Furniture in waiting areas will be spaced to promote appropriate social distancing. Excess furniture will be removed.
  - o Signage with symptoms of COVID-19 to be posted in lobbies
  - o Signage regarding social distancing will be placed throughout the building
- Cleaning/Sanitation
  - o Hand sanitizer will be provided at reception area.
  - o Staff will wipe down hard surfaces between each person served.
  - o Catalogs and other hard copy marketing collateral will be removed to avoid the need to sanitize these items.
- When possible, doors will be kept open to minimize the need to touch knobs/handles.

**7. Copy/Workrooms:**
- Cleaning/Sanitation
  - o As a shared space, staff should use disinfectant wipes to clean copiers and other equipment before and after use.
  - o Worktables/counter surfaces, door handles/knobs and tools should be sanitized by users with disinfectant wipes before and after each use. Consideration should be given to assigning tools to specific individuals (no shared tools).
- Physical Modifications
  - o Signage will be posted outlining expectations for occupancy and use.
  - o Assess the need to remove workroom tables.
  - o Bringing in food to be shared will not be permitted.
- As with other spaces types, copy/work rooms of less than 200 square feet should not be occupied by more than one person at a time. This may place limits on teamwork often accomplished in such spaces – staff should seek out larger spaces to bring people together for such work that allows for maintenance of social distancing.

• Some of these spaces are pass-throughs to other offices. When passing through, staff should do their best to maintain social distancing and are strongly encouraged to wear face coverings if entering a space with others in it.

## 8. Conference Rooms
• Small conference spaces for 4-12 people are typically located within office suites. These spaces may be formally or informally scheduled or in some cases used on a firstcome/first-served basis.
• Spaces smaller than 200 square feet should not be used for meetings.
• Spaces larger than 200 square feet should be used only if appropriate social distance spacing can be maintained.
• Users should disinfect table and other high-touch surfaces upon entering and prior to leaving the space.
• Garbage/recycling containers should be emptied into designated common receptacles or set outside the room.

## 9. Break Room/Kitchenette Spaces
• Break room/kitchenette spaces are used by a single department or shared by several departments co-located in an office suite. They often include coffee makers, microwaves and small refrigerators.
• Generally, these are small spaces that should not be occupied by more than one person in order to maintain social distancing. These rooms should not become gathering points or be used for meetings.
• Physical Modifications
    o Signage will be posted outlining expectations for occupancy and use.
    o Assess the need to remove breakroom tables.
    o Bringing in food to be shared will not be permitted.
• Signage should be posted outlining expectations for occupancy and use.
• Cleaning/Sanitation
    o Staff using break room/kitchenettes should be responsible for sanitizing counters and surfaces prior to and after each use of the space.
    o Departments utilizing such spaces should develop a schedule for staff who will do periodic cleaning/disinfecting and trash/garbage removal.
• NOTE: Some buildings have general/building-wide break rooms open to all building users. Consideration should be given to closing/locking these rooms during the pandemic crisis due to the inability to police use and maintain cleanliness/sanitation.

## 10. Transactional Environments and Waiting Rooms
• Transactional environments and waiting rooms are common in many administrative and office spaces. These are the reception desks, check-in counters or places where a specific transaction or task takes place. These spaces also frequently include waiting areas where individuals may que while waiting for the next available staff member or while waiting for an appointment.
• Occupancy should be defined by the size of the space, but any waiting area less than

200 square feet should not be occupied by more than one person at a time. In such cases, consideration should be given to where additional queuing might occur, and appropriate signage or visual cues should indicate the queuing location and encourage maintenance of social distancing.

- Physical modifications
    - o Where possible entry doors to reception/waiting areas should be left open to minimize touches on doorknobs/handles. This may require modification of doors or installation of additional door hardware.
    - o Plexiglass shields should be installed wherever possible at reception desks, check-in counters or locations where transactions or business tasks must be performed in person.
    - o Visual cues such as floor markings or tape should be used to indicate queuing locations, traffic flow direction and to maintain social distance spacing.
    - o Waiting area furniture should be spaced apart or in some cases removed to promote appropriate social distancing.
- Cleaning/Sanitation
    - o Hand sanitizer should be provided at reception, check-in and transactional points of service unless already in place inside the entry door.
    - o Staff should wipe down hard surfaces between each person served.
    - o Magazines/books or other items left out for patrons in waiting areas should be removed to avoid the need to sanitize these items.

Resources:
- PPE, hand sanitizer, and disinfecting supplies requested at https://uwm.edu/ppe
- Floor markers/decals and plexiglass requests go to dlhardy@uwm.edu
- Sign library will be available online at: https://uwm.edu/coronavirus-signage
- Emergency Operations Center Final Report
- Fall 2020 Reopening- Campus Planning  website https://uwm.edu/coronavirus/campus-planning/