

DRAFT 06/12 - Warhawk Ready Plan

EMERGENCY OPERATIONS CENTER/RESOURCE RESPONSE TEAM

Table of Contents

Document Introduction.....3
Warhawk Ready Spreadsheet Introduction.....4
Warhawk Ready Spreadsheet.....5
Warhawk Ready Planning Templates Introduction.....11
Warhawk Ready Planning Template Examples.....12
Warhawk Ready Department/Division Plans-	
Financial Services, Procurement, Printing Services, and Budget Office14
Facilities, Planning and Maintenance.....16
University Center.....18
Dining Service.....20
University Marketing and Communications.....23
Police Department and Parking Services.....25
Risk Management and Safety.....27
Temperature Check Stations Implementation.....29
Academic Affairs.....30
University Health and Counseling.....33
Human Resources and Diversity.....36
University Housing.....38
Office of Global Experiences.....41
ICIT – Instruction and Learning.....43
ICIT – Help Desk.....47
ICIT – General Access Labs.....49
ICIT – Learning Technology Center.....51
Enrollment and Retention Divisional Summary.....54
Center for Students with Disabilities.....56
Dean of Students Office.....59
Athletics.....61
Andersen and Lenox Libraries.....63
Grad Studies and Continuing Education (including Camps).....68
Recreational Sports.....71
Office of Philanthropy and Alumni Engagement/UW-W Foundation.....73
Career and Leadership Development.....75
Center for Inclusive Transition, Education and Employment.....79
04/29/2020 - COVID-19 Summary of Financial Impact.....82
06/10/2020 - Basic Wisconsin COVID-19 Cases Statistics.....83
Detailed Incident Action Plans (Area Specific) –	
CoBE Tech Media Studio.....84
Children Center Use Plan.....93
CEC Testing Center Use Plan.....115
Safety Plan for IPMBA Training.....122

Attachment 1 – Basic EOC/RST Workflow Chart

Attachment 2 – Wisconsin Statewide Intelligence Center COVID-19 Situation Report

Attachment 3 – Federal Guidelines for Opening America Again

Attachment 4 – Rock County Re-Opening Phased Plan
Attachment 5 – Personal Protective Equipment Supplies
Attachment 6 – Basic Pandemic Plan
Attachment 7 - COVID-19 Appendix
Attachment 8 – Contact Risk Assessment Flowchart
Attachment 9 – Back to Work Healthy Signage Examples

The UW-Whitewater Emergency Operations Center/Resource Response Team (EOC/RST) was charged with creating a draft plan for the re-opening of University operations. The plan is designed as a working document from which to facilitate the creation of more detailed, focused, and specific implementation strategies in designated areas, departments, or divisions. While the plan is intentionally not all-encompassing, it does provide solid baseline information to draw from.

The plan was developed as a collaborative effort. The initial Warhawk Ready spreadsheet was developed by a subcommittee of the EOC/RST and is based upon both Federal and State level Phase Opening plans. The concept was to continue to use common language and intents to alleviate confusion and maintain a simplicity of implementation. The various area-specific planning documents were developed by EOC/RST members within their expertise and in cooperation with areas of crossover.

The College of Business and Economics Media Studio Operations Plan (CoBE Plan), Appendix A is included in the document. It is an example of the detailed planning facilitated by the overarching EOC/RST plan. The CoBE Plan was a joint project between CoBE and the University Police, primarily involving Asst. Dean Sara Deschner and Lt. Jason Burt. The plan was suggested, developed, and implemented within about a week of the initial discussions taking place. This demonstrates the capacities available to our institution to advance appropriate procedures in a reasonable amount of time to ensure safe, effective, and efficient operations can take place.

I would like to personally thank the members of the EOC/RST for their diligence, commitment, and unwavering support of our campus needs, goals, and future. This has been an unprecedented time, with unprecedented efforts. The members are:

Terry Tumbarello, Director of Residence Life
Julie Martindale, Director of Health Service
Lance Fredrick, Director Risk Management and Safety
Connie Putland, Assistant Chief Human Resource Officer
Matt Kiederlen, Chief of Police
Matt Schwartz, Assistant Chief University Police
SueAnn Farnsworth, Assistant to the Chief of Police
Jason Burt, Lieutenant, Emergency Manager University Police
Taryn Carothers, Assistant Vice-Chancellor Administrative Affairs
Janelle Crowley, Chief Human Resource Officer
Eric Radkowsky, Director of Buildings and Grounds
Jeff Angileri, Director of University Marketing and Communications
Angela Meldonian, Interim Executive Director of the University Center
Trisha Barber, Assistant Controller
Patricia Clasen, Interim Dean, College of Integrated Studies/Rock County Campus
Brian Zobel, Director of Plant Management
Frank Bartlett, Director of University Housing
Kristin Plessel, Interim Associate Vice-Chancellor Academic Affairs
Chief Aaron Raap, City of Whitewater Police
Brad Marquardt, City of Whitewater
Steve Hillmer, Intercollegiate Athletics

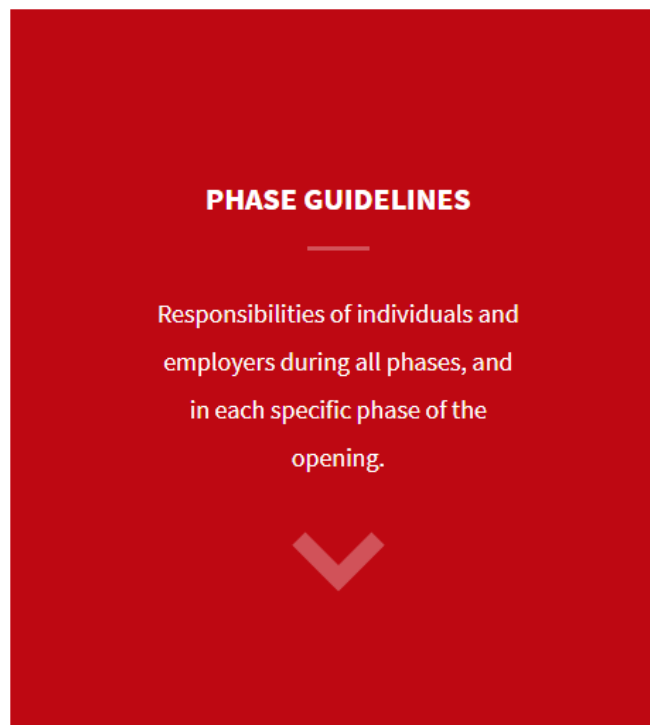
Respectfully submitted,

Chief Matt Kiederlen
University Police
EOC/RST Incident Command

The Warhawk Ready spreadsheet was aimed to continue the basic design of the Federal and State level phased opening plans. The spreadsheet's design allowed for the simplicity of development and flexibility in a redesign. A snapshot of the Badger Bounce Back Plan of the State of Wisconsin is below for reference.

Action	Safer At Home	PHASE ONE When all Gating Criteria and Core Responsibilities are met	PHASE TWO Based on re-evaluation of Criteria and Core Responsibilities	PHASE THREE Based on re-evaluation of Criteria and Core Responsibilities
Wash hands often	Yes	Yes	Yes	Yes
Cover coughs	Yes	Yes	Yes	Yes
Don't go out if ill	Yes	Yes	Yes	Yes
Face mask if ill person goes out	Yes	Yes	Yes	Yes
Surface and object cleaning	Yes	Yes	Yes	Yes
Isolation of positive cases	Yes	Yes	Yes	Yes
Quarantine of contacts of positive cases	Yes	Yes	Yes	Yes
Physical distancing to 6 feet when possible	Yes	Yes	Yes	No
Stop unnecessary visits to nursing homes, congregate facilities, and hospitals	Yes	Yes	Yes	Yes (until a vaccine is available)
Allow gatherings including religious (above 10, 50 people)	No, but allow religious gatherings below 10.	Yes—10 people maximum	Yes—50 people maximum	Yes—no maximum

The Wisconsin Badger Bounce Back Plan is designed in a comparable way to the Federal Government reopening plan guidelines which can be found as Attachment 2 at the end of this document.



Warhawk Ready

Action	Safer At Home	PHASE ONE When all Gating Criteria and Core Responsibilities are met	PHASE TWO Based on re-evaluation of Criteria and Core Responsibilities	PHASE THREE Based on re-evaluation of Criteria and Core Responsibilities
Safety Messaging/Posters (Wash Hands Often, Cover coughs, Don't go out if ill, Face mask if ill person goes out)	Yes	Yes - Plans in place for Campus to continue messaging and have posters placed in public areas and outdoor rec areas	Yes-Continue with messaging and posters to include plans for messaging on safety for students and staff returning to campus	Yes-Continue with messaging and posters to include plans for messaging on staying safe with limited restrictions.
Surface and object cleaning	Yes	Yes - Plans in place for structured schedule of cleaning public areas with limited private areas as needed (such as positive case)- FPM/Housing/Dining	Yes-Re-evaluate plans for higher occupancy rates to include plans for increasing staff for higher occupancy rates	Yes-Re-evaluate plans to include plans for increasing or re-assigning staff as the university moves back to "normal" operations.
Isolation of Positive Cases	Yes	Plans in place and location(s) designated for students living on campus to quarantine if positive; commuters/faculty/staff to stay at home if positive	Yes-Plan for re-evaluating higher occurrence rates and higher demand for quarantine.	Yes-Plan for re-evaluating higher occurrence rates and higher demand for quarantine as restrictions are removed.
Quarantine of contacts of positive cases	Yes	Plans in place and location(s) designated for students living on campus to quarantine contacts; commuters/faculty/staff to stay at home if positive	Yes-Plan for tracking and tracing contacts, classes, etc.	Yes-Plan to re-evaluate tracking and tracing contacts, classes, etc. as restrictions are removed.

Warhawk Ready

Action	Safer At Home	PHASE ONE When all Gating Criteria and Core Responsibilities are met	PHASE TWO Based on re-evaluation of Criteria and Core Responsibilities	PHASE THREE Based on re-evaluation of Criteria and Core Responsibilities
Physical distancing to 6 feet when possible	Yes	Plans in place for meetings and activities to maintain 6 feet distancing to possibly re-arrange meeting rooms, training rooms, etc. Continue with online meetings when possible.	Yes-Plans in place for classrooms to re-open while still maintaining 6 feet social distancing requirements to include plans for large lecture hall classes that would exceed 50 people. Also re-evaluate other activities that can accommodate 50 person gatherings to maintain social distancing.	Yes-Plans in place for all classrooms to re-open without maintaining 6 feet social distancing requirements to include plans for large lecture hall classes that would exceed 50 people. Plans for all classes being available for virtual learning (poss. re-occurrence, those quarantined, etc.)Evaluate the possibility of mass gatherings to take place such as concerts, sporting events, etc.
Stop unnecessary visits to UHCS, nursing homes, Winther Counseling Lab	Yes	No walk in appointments, people must call in to be screened before entering. Plans for handling what can be done online, including counseling. No sponsored trips to hospitals, nursing homes, etc.	Plans for allowing limited in-person appointments, increasing staffing levels. Continue with no sponsored trips to at risk areas (i.e. hospitals, nursing homes, etc.)	Plans to resume some normal operations. Restrictions will remain in place for high risk populations (nursing home visits) until vaccine is available.

Warhawk Ready

Action	Safer At Home	PHASE ONE When all Gating Criteria and Core Responsibilities are met	PHASE TWO Based on re-evaluation of Criteria and Core Responsibilities	PHASE THREE Based on re-evaluation of Criteria and Core Responsibilities
Allow gatherings including religious above 10, 50 people	No, allow religious gathering below 10.	Gatherings can be only 10 people, so no classes. Plans to allow some recreational activities, but limited to 10 people. Still must maintain 6 feet distancing. Could be gyms and outdoor recreation spaces. Plans for disseminating information and capacity/distancing requirements.	Plans in place for gatherings of up to 50 persons, maintaining social distancing. Plans in place to staff, clean, monitor, etc. additional operations that can "open" (i.e. fieldhouse, weight rooms, music/recital halls, etc.).	Yes, plans in place to allow gathering without restrictions on maximum.
Open University Dining	No, carry out only	Yes, Plans for limited in person meals maintaining 10 people and 6 foot distancing rules. No salad or self-serve bars. Plans for serving, seating, etc.	Yes. Plans in place to increase seating capacities, with social distancing. Maintain no salad or self-serve bars.	Yes, plans in place to allow full opening of dining services to include salad bars and self-serve bars.

Warhawk Ready

Action	Safer At Home	PHASE ONE When all Gating Criteria and Core Responsibilities are met	PHASE TWO Based on re-evaluation of Criteria and Core Responsibilities	PHASE THREE Based on re-evaluation of Criteria and Core Responsibilities
Essential businesses	Yes, with restrictions.	Yes, Plans in place for limited staff contact following 6 foot distancing and PPE requirements per DHS recommendations. Plans in place for increased staffing for move to Phase Two.	Yes. Plans in place to increase staffing at most all levels of operation, maintaining social distancing requirements, self-cleaning of work areas, scheduling/stagger work hours, etc.	Yes-Plans in place to monitor staffing, scheduling, and operations of essential businesses to include cleaning.
Open Non-Essential businesses	Minimal basic operations only	Yes, Plans in place for Library, Bookstore, Work Out Facilities and administrative offices re-opening with cleaning schedule, 6 foot distancing and 10 people limit. Plans in place to re-arrange facilities or limit number of people inside.	Yes. Plans in place to open most all operations, maintaining social distancing requirements, staffing levels, occupancy restrictions, etc.	Yes-Plans in place to monitor staffing, scheduling, and operations of businesses to include cleaning.

Warhawk Ready

Action	Safer At Home	PHASE ONE When all Gating Criteria and Core Responsibilities are met	PHASE TWO Based on re-evaluation of Criteria and Core Responsibilities	PHASE THREE Based on re-evaluation of Criteria and Core Responsibilities
In-person classes	No	No	Yes. Plans in place for classes that may "open" with no more than 50, maintaining social distancing requirements, class room layout, cleaning schedules, etc.	Yes-Plans in place to allow all classes to resume as normal, with virtual learning availability, to include cleaning of spaces.
Open K-12, Summer Camps	No	Plans in place for camps to include dining schedule, and housing with an evaluation of camp to include if they could keep 6 foot distancing and 10 people rule. No contact sport camps. Possibility of virtual camps (i.e. Chess).	Re-Evaluate plans for increase to 50 persons, maintaining social distancing requirements. Re-evaluate contact sport camps.	Re-Evaluate plans for increase to unlimited persons, without requirements. Contact sport camps are allowed to occur.
Open Daycares	Yes, but limited capacity.	Yes, Plans to evaluate cleaning schedule, PPE supplies, and contracts in place to ensure availability of supplies.	Yes, Plans to be re-evaluated to include cleaning schedule, PPE supplies, and contracts in place to ensure availability of supplies.	Yes, Plans to be re-evaluated to include cleaning schedule, PPE supplies, and contracts in place to ensure availability of supplies.
Voluntary quarantine of travelers from high-prevalence areas	Yes	Yes, Plans in place to restrict campus travel for study abroad, field trips, etc.	Yes. Re-evaluate plans to possibly allow intra-State travel, training, business, etc.	Yes-Re-evaluate plans to allow inter-state and international travel, training, business, etc.

Warhawk Ready

Action	Safer At Home	PHASE ONE When all Gating Criteria and Core Responsibilities are met	PHASE TWO Based on re-evaluation of Criteria and Core Responsibilities	PHASE THREE Based on re-evaluation of Criteria and Core Responsibilities
Necessary PPE Supplies	Yes	Plans in place to ensure contracts and availability of supplies. Plans to look at dispersing supplies, location(s) of supplies, training on use, and inventory controls/measures.	Re-evaluate plans to ensure contracts and availability of supplies. Re-evaluate plans to look at dispersing supplies, location(s) of supplies, training on use, and inventory controls/measures.	Re-evaluate plans to ensure contracts and availability of supplies. Re-evaluate plans to look at dispersing supplies, location(s) of supplies, training on use, and inventory controls/measures.
Necessary temperature check stations	None in place at this time	Plans to look at feasibility of purchasing, placing, maintaining temperature readers around campus. Possible locations for placement include, but are not limited too, UHCS, UC, CA, WC, Goodhue, Library and dining halls.	If temperature check stations purchased, re-evaluate locations, additional needs, etc.	If temperature check stations purchased, re-evaluate locations, additional needs, potential replacement or phasing out schedule.

The following pages are the template for Departments/Divisions to use as basic planning documents. These are not intended to be detailed planning sheets. Instead, they are designed to provide an overview of issues, tasks, and objectives. From these documents, as specific challenges arise, more detailed, direct, and precise planning can quickly be facilitated.

The terms “Item”, “Assumptions” and “Overall”, and their associated wording, are meant to assist in the thought process as ideas, concepts, and potential considerations. An example of this is “Overall financial impact”. The financial impact is being tracked formally through the University Financial Office and wouldn’t be outlined within the individual plans, but planners must consider the financial impact as part of the development process.

After these two templates, the currently designed basic plans of a number of areas are attached.

Warhawk Ready Department/Division Specific Plans

ADD YOUR DEPARTMENT/DIVISION HERE

Phase One:

- Item One
- Item two

Phase Two:

- Item one
- Item two

Phase Three:

- Item one
- Item two

Department/Division Guidelines for Three Possible Fall 2020 University Openings

ADD YOUR DEPARTMENT/DIVISION HERE

What if we have no on-campus students for the Fall 2020 Semester?

Add in your department/division information here

Assumptions on—

- Overall financial impact

- Overall employee impact, how many will be retained/laid off

- Overall operational sustainability

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

Add in your department/division information here

Assumptions on—

- Equipment needs

- Agreements/testing/other

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

Add in your department/division information

Assumptions on—

- Controls needed

- Equipment needed

- Class/meeting changes

Warhawk Ready Department/Division Specific Plans

Financial Services, Procurement, Printing Services, Budget Office

Phase One:

- No change in remote environment currently in place

Phase Two:

- Utilize TouchNet online payments and avoid all cash handling
- Install shields on student account windows to protect students and staff for walk ups
- Utilize and require use of drop box for department deposits to limit contact
- Utilize internal mail for all other deliveries to limit contact for office staff
- Utilize virtual one-on-one for financial literacy sessions (no in person until phase three)
- Deliver all training via webex or through video (no in person until phase three)

Phase Three:

- Open up cashier's window and resume taking cash payments
- Open up drop offs of department deposits
- Open up drop off of various documents and access to the department for outside areas
- Resume one-on-one financial literacy sessions
- Consider continuation of webex and video training to be more on demand

Department/Division Guidelines for Three Possible Fall 2020 University Openings

Financial Services, Procurement, Printing Services, Budget Office

What if we have no on-campus students for the Fall 2020 Semester?

- Potential loss of \$6.6M in non-resident fees if other UWS schools promote no non-resident fees due to the online environment
- Increase in write-offs of accounts in the long term (could cost an additional \$200,000 annually)
- Based on some national statistics, there would be an expected decline in overall enrollment in the 10-20% range costing nearly \$3-6M
- We would have as much workload as now given our support role (more collections calls due to financial unrest of students and parents)
- We would enact the plan to reduce one AP clerk permanently (this plan is for January 2021), we would also enact a plan to reduce one student account position
- We can continue providing support as we are currently doing in this environment

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- Four shields for cashier's and student accounts window

What controls does your area need if campus is open with students, but we have a scaled-back opening with only groups of 10-25-50 allowed?

- We would need to disperse in separate areas for primary financial services

Warhawk Ready Department/Division Specific Plans

Facilities, Planning and Management

Phase One:

- Maintain operations as-is
- Limit in-person contact. Stagger shifts
- Monitor PPE and cleaning supply inventory
- Sanitize high-touch surfaces multiple times per day
- Sanitize shared tools and equipment
- Deep-Clean and secure unused rooms on campus (i.e. classrooms)

Phase Two:

- Return to traditional schedule
- Recall any on Furlough
- Evaluate staffing for higher occupancy
- Develop plans to further sanitize high-touch surfaces and common areas as often as possible
- Calculate the number of personnel returning to campus and obtain semester quantity of PPE
- Develop plans for delivery/dispersal of PPE and training for usage
- Continue to work with 25LIVE and Registrar to better identify schedules of high occupancy and events

Phase Three:

- Return to normal operations (“New Normal”)

Department/Division Guidelines for Three Possible Fall 2020 University Openings

Facilities, Planning and Management

What if we have no on-campus students for the Fall 2020 Semester?

Facilities, Planning and Management

- FPM would continue to operate as we currently are
- Reduce expenses where infrastructure is not impacted long-term
- Maintain cleaning schedule, PPE Inventory and cleaning supply inventory
- Work with Parking to redevelop Snow Plan and staff accordingly

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

Facilities, Planning and Management

- Maintain adequate PPE, and cleaning supplies and cleaning schedules

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

Facilities, Planning and Management

- Maintain current cleaning practices and PPE inventory

Warhawk Ready Department/Division Specific Plans

University Center

Phase One:

- University Center remains closed with electronic access for approved staff
- All services offered remotely with the exception of the HawkCard Office.
 - The HawkCard Office is open by appointment only.

Phase Two:

- University Center could open with limited services and hours of operation
- Office spaces would be evaluated and staffing schedules would be created to maintain proper social distancing within the office space
- Install shields at all front desk areas to protect staff and guests
- Meetings rooms may be available based on social distancing and capacity requirements
 - The capacity per meeting room would be a maximum of 50 people and based on appropriate social distancing. Each meeting room would have signage indicating the maximum number of people in each space.
 - Additional time between meetings will be required for proper cleaning of spaces
 - Standard sets of each meeting room
 - Highly encourage virtual meetings when possible
 - Meeting spaces may need to be used for additional seating to accommodate for the decreased dining capacity in the common areas.
 - Meeting spaces may need to be taken off line for additional storage of furniture.
- Common Spaces
 - Furniture set to accommodate appropriate social distancing best practices
 - Floor markings for social distancing standards
 - Water Stations would be available for bottle refill only
- Access Points
 - Entry/Exit signage and taped floor guides for crowd control
 - All exits would still be available for emergency
- Signage
 - Signage related to best practices and guidelines as determined by the University
 - Increased sanitation stations as well options for self-sanitizing surfaces
- Elevator
 - Floor marking and signage based on best practices provided by the CDC
- Custodial staff will be trained on high touch point areas and best practices. Additional cleaning schedules will be determined and modified as needed.
- Will follow all guidelines outlined by the University

Phase Three:

- University Center would open with additional in person services and reduced restrictions

- Install shields at all front desk areas to protect staff and guests
- More meetings rooms would come available
 - Additional time between meetings will be required for proper cleaning of room spaces
 - Highly encourage virtual meetings when possible
- Common Spaces
 - Bring back seating capacity as allowed
- Custodial staff will be trained on high touch point areas and best practices. Additional cleaning schedules will be determined and modified as needed.
- Will follow all guidelines outlined by the University

Department/Division Guidelines for Three Possible Fall 2020 University Openings

University Center

What if we have no on-campus students for the Fall 2020 Semester?

- Overall financial impact would be a loss of revenue resulting in reduced services offered to students, staff, faculty, and the community
- Overall employee impact would be a need for additional furloughs or potential layoffs for staff and student employees. A major concern for staff and student retention.

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- University Center would open and offer adjusted services. Hours of operations would be adjusted accordingly.
- Meeting rooms and common areas would be limited seating and capacity based on appropriate social distancing
- Additional PPE would be needed to maintain a high level of sanitation on a frequent schedule.
- All front desks would be equipped with Plexiglas shields
- Additional signage throughout the building with guidelines and best practices
- Office space and staffing schedules to be adjusted to accommodate social distancing

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

- University Center would open and offer adjusted services. Hours of operations would be adjusted accordingly.
- Meeting rooms and common areas would be limited seating and capacity based on appropriate social distancing
- Additional PPE would be needed to maintain a high level of sanitation on a frequent schedule.
- All front desks would be equipped with Plexiglas shields
- Additional signage throughout the building with guidelines and best practices
- Office space and staffing schedules to be adjusted to accommodate social distancing
- Programming and staff training to be adjusted accordingly and offered virtual when possible

Warhawk Ready Department/Division Specific Plans

UW-W Dining Services

Phase One:

- Prairie Street Market (Esker Dining Hall) only available campus dining option.
 - Open convenience store with a limit of 10 customers at a time.
 - Grab and go only.
- Drumlin closed. Access to the Warhawk Pantry by appointment only
- No self-serve options.
- Install acrylic shields as needed
- Adjust locations/hours of service as way of minimizing congestion if needed
- Sanitation standards at rigid level
- Will follow guidelines as outlined by the University

Phase Two:

- Open dining facilities as needed based on campus population and needs
- Continue location controls of social distancing practice to include:
 - Hours of service
 - Line control
 - Seating capacity
 - Menu options – expanded grab and go selection
- Continue serving all products, no self-serve option
- Continue with shields as appropriate and required
- Implement mobile ordering (order ahead) where possible
- High level of sanitation continues
- Work with University Housing to provide food for students in isolation or quarantine
- Additional equipment may be needed to eliminate self-service.
- Will follow guidelines as outlined by the University

Phase Three:

- Decision to remain served dining options or return to self-served - TBD
- Potential to increase seating capacity
- Menu options broadened as appropriate
- Expand locations of service if possible
- Hours of service adjusted if needed
- Work with University Housing to provide food for students in isolation or quarantine
- Will follow guidelines as outlined by the University

Department/Division Guidelines for Three Possible Fall 2020 University Openings

UW-W Dining Services

What if we have no on-campus students for the fall 2020 Semester?

- Overall financial impact would deplete the dining reserves as we need to continue payment for debt service obligations and continue with equipment and maintenance needs in the dining halls
- Overall employee impact would be a need for additional furloughs or potential layoffs for staff and student employees. A major concern for staff and student retention
- Would have one location open on campus with limited hours and options

What if all students are on campus for the fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- UW-W Dining Services would open and offer adjusted services. Hours of operation would adjusted accordingly.
- Levels of service would include:
 - Served only. No self-serve options
 - Mobile ordering – students/faculty/staff could order ahead and pick up in certain locations
 - Delivery service for isolated and quarantined students
 - Expanded menu of grab and go options
 - Catering - updated menu options for more grab and go
 - Meals could be served. Buffet option would be eliminated
- Additional equipment needs including:
 - Plexiglas shields as needed
 - Signage for continued social distancing for crowd/occupancy control
 - Increased number of sanitation stations and options for self-sanitizing surfaces
 - Increase of PPE needs
- Will follow all guidelines as outlined by the University

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

- Potential need to control number of students at a time in each dining hall location

Warhawk Ready Department/Division Specific Plans

UNIVERSITY MARKETING AND COMMUNICATIONS

Phase One:

- UMC would coordinate with university leadership to distribute safety messaging as appropriate, including but not limited to, electronic communications and printed materials (hand-washing posters, social distancing reminders, etc).
- Signage across campus will be a necessary part of the reopening. If printed materials are required, funding would need to be allocated to account for printing costs.
- UMC would follow university/state/CDC guidelines on social distancing in its operations and support, through signage, etc., the social distancing of others while on campus.

Phase Two:

- UMC would coordinate with university leadership to distribute safety messaging as appropriate, including but not limited to, electronic communications and printed materials (hand-washing posters, social distancing reminders, etc).
- If printed materials are required, funding would need to be allocated to account for printing costs.
- UMC would follow university/state/CDC guidelines on social distancing in its operations and support, through signage, etc., the social distancing of others while on campus.

Phase Three:

- For all phases, UMC would coordinate with university leadership to distribute safety messaging as appropriate, including but not limited to, electronic communications and printed materials (hand-washing posters, social distancing reminders, etc).
- If printed materials are required, funding would need to be allocated to account for printing costs.
- For all phases, UMC would follow university/state/CDC guidelines on social distancing in its operations and support, through signage, etc., the social distancing of others while on campus.

Department/Division Guidelines for Three Possible Fall 2020 University Openings

UNIVERSITY MARKETING AND COMMUNICATIONS

What if we have no on-campus students for the Fall 2020 Semester?

- Financial impact may be that there is less available funds for printing projects. UMC's budget currently covers only the basics of the department's needs. Any paid marketing efforts have been supported by institutional funds.
- Expectation that current level of staffing would continue. Other options include looking to consolidate marketing and communication efforts across campus to create efficiency in a time when layoffs may be necessary.
- The biggest challenge posed by having no on-campus students would be generating new high-quality photography and videography that help tell the story of the university to support enrollment and retention. During Safer-At-Home, UMC has relied on archival photos and videos and submitted photos. We would continue to look for creative ways to use graphics, archived media and submitted photos when appropriate to market the institution.

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- UMC needs to be equipped with sanitizing and disinfectant materials to keep the office safe.
- UMC would follow university/state/CDC guidelines in its operations.

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

- UMC needs to be equipped with sanitizing and disinfectant materials to keep the office safe.
- In general, UMC meetings of over 25 are rare, but a 10-or-smaller rule would prompt operational changes to use Webex meetings or other remote meeting methods to meet social gathering requirements.

Warhawk Ready Department/Division Specific Plans

UW-Whitewater Police Department & Parking Services

Phase One:

- Operations as is – utilize substations, interim scheduling, beginning/end shift cleaning
- Monitor PPE and cleaning supplies
- Limiting in-person contacts – reporting/meetings/training/programming via phone, virtual, etc.
- Parking Services drive-up window only – lobby closed
- Maintain standing EOC staffing
- Return to normal parking procedures as of May 28 using police personnel

Phase Two:

- Transition to traditional scheduling
- Increase in-person contacts –reporting/meetings/training/programming
- Additional staff brought back (Furloughed and student)
- Cleaning schedules re-evaluated and formalized
- Monitor PPE supplies and use per CDC guideline
- Maintain on-call EOC staffing
- Enforce any standing State or Federal contact orders
- Parking Services full operations – maintain barriers at face-to-face counters
- Collaborate with appropriate units to facilitate personal and public safety education related to continued concerns

Phase Three:

- Close EOC
- Return to normal operations – Police and Parking

Department/Division Guidelines for Three Possible Fall 2020 University Openings

UW-Whitewater Police Department & Parking Services

What if we have no on-campus students for the Fall 2020 Semester?

- Police would continue to operate as we currently are
- Parking would be losing an estimated million dollars due to reduced permit sales
- Lose of full time and student positions for both departments
- All deferred maintenance projects for parking suspended
- Reduce to on-call EOC staffing

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- Formalized cleaning schedule and PPE use
- All full time and student staff brought back
- Evaluate scheduling and utilization of reporting locations to start and end shift
- Maintain standing EOC
- Collaboration with appropriate units to ensure transport, housing, and medical strategies are in place to assist individuals

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

- Additional staff brought back (Furloughed and student)
- Monitor PPE supplies and use per CDC guideline
- Maintain on-call EOC staffing
- Enforce any standing State or Federal contact orders
- Parking Services full operations – maintain barriers at face-to-face counters
- Collaborate with appropriate units to facilitate personal and public safety education related to continued concerns

Warhawk Ready Department/Division Specific Plans

RISK MANAGEMENT AND SAFETY

Phase One:

- Limit in-person contacts (Meetings/Trainings/Office)
- Require requests to be online/phone
- Require the use of drop box for any paper requests
- Limit training to online only
- Require internal mail for all deliveries to limit contact

Phase Two:

- Resume in-person contacts in small groups
- Resume in-person office visits
- Continue to utilize the use of drop box for any paper requests
- Resume in-person training for small groups
- Continue to utilize internal mail for all deliveries to limit contact

Phase Three:

- Resume all in person contacts
- Fully open office
- Continue to utilize the use of drop box for any paper requests
- Resume all in-person trainings
- Continue to utilize internal mail for all deliveries to limit contact

Department/Division Guidelines for Three Possible Fall 2020 University Openings

RISK MANAGEMENT AND SAFETY

What if we have no on-campus students for the Fall 2020 Semester?

- Risk Management and Safety would continue to operate
- Maintain cleaning per schedule
- Continue with EOC
- Loss of student positions
- Try to further reduce expenses
- Assist to meet any State/Federal/UW-System Requirements

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- Risk Management and Safety would continue to operate
- Maintain cleaning per schedule
- Continue with EOC
- Investigate the need for student employees
- Assist to meet any State/Federal/UW-System Requirements

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

- Risk Management and Safety would continue to operate
- Maintain cleaning per schedule
- Continue with EOC
- Investigate the need for student employees
- Assist to meet any State/Federal/UW-System Requirements

Warhawk Ready Department/Division Specific Plans

UW-Whitewater Police Department

Temperature Check Stations

Phase One:

- Explore Costs and Feasibility of Temperature Check Stations
- Possible locations for placement of Temperature Check Stations
- Delivery timeframe
- Confidentiality of results
- Cleaning schedule
- Tracking results
- Other options - i.e. thermometer for everyone (~\$1.00/person)

Phase Two:

- Complete implementation
- Need for additional units or relocating of existing units
- Re-evaluate requirements based on CDC guidance

Phase Three:

- Maintenance and upkeep
- Replacement schedule
- Need for additional units or relocating of existing units
- Re-evaluate requirements based on CDC guidance

Warhawk Ready Department/Division Specific Plans

Academic Affairs

Phase One:

- Same as Safer-at-Home, Badger Bounce Back does not allow post-secondary education institutions to open in phase one
- The only item that is contrary to that in academic affairs would be Summer Camps: working with dining and housing, a camp can be offered if 6-ft distancing and under 10 people. It is unlikely the camps will be in the black in this situation.

Phase Two:

- Physical Distancing when Possible:
 - Reorganization of classroom layout (and meeting)
 - Determine new capacities of rooms (Facilities)
 - Hallway/restroom foot traffic control between classes
 - Campus tours allowed would be limited with more offerings,
 - Alternate/Limited attendance for Preview Days, Warhawk Ready, Warhawk Welcome, Family Day, Homecoming, Commencement, Young Auditorium events, large meetings (Faculty Senate, WSG)
- In-person classes
 - Classes larger than 50 would need to be remote learning, or broken into additional sections (large increased cost involved)
 - Social distancing options need to be activated for classes less than 50. (see below)
 - All of this may not be feasible (space, financial, etc) and we may need to be all remote learning.
- Summer Camps
 - Camps up to 50 persons allowed, following social distancing

Phase Three:

- Physical Distancing when possible/In-person classes:
 - Guidance for instructors to be keep courses accessible to those quarantined
 - Plan for possible re-occurrence and moving back to a phase 2 or phase 1.

Academic Affairs Guidelines for Three Possible Fall 2020 University Openings

Academic Affairs

What if we have no on-campus students for the Fall 2020 Semester?

- Academic Affairs could continue to operate as under Safer at Home. Courses would be offered as either online (asynchronous) or remote learning (synchronous)
- Following on the assumption that enrollment would be down, courses/sections would need to be cancelled if under-enrolled (with assistance provided to students in that course to find another course they can take)
- Need training for instructors on online/remote teaching.
- Admissions/Retention activities, including tutoring, will need to be online/alternate.

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- In these answers, a focus was kept what we would need to do to control a potential outbreak.
- Either stringent testing and tracking throughout campus, or social distancing in all classes to protect instructors and staff, as well as students (see controls in scaled back opening question below).
- Wearing masks in the classrooms?
- Appropriate cleaning of classrooms, studios, labs, practice rooms, microphones
- Guidance for faculty if they have students who is out on a 14 day+ quarantine
- If individuals 60+ or compromised are encouraged to work from home, their classes may have to be online. A process would need to be developed to generate this list in a timely way.
- Cleaning of shared equipment, instruments, tools, machines

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

- Some classes would need to be remote learning (if over 50 individuals, including the instructor, in past years this has been 80-115 sections offered in the Fall).
- Room assignment for classes under that limit would need to be redone to maintain space for social distancing. Either desks/chairs would need to be removed or blocked off to help facilitate social distancing as needed.
- UC ballrooms/Timmerman repurposed for classrooms
 - And/or Some programs could be hybrid/Flex (distance ed format)
 - And/or have a split online/F2F curriculum
 - Enrollment in labs/music ensembles/dance/physical activity courses may need to be lowered or creative alternatives found as suited to the content and space.
 - Clear cleaning schedules would need to be made between classes (guidance needed)

- Foot traffic control in the hallways between classes would need to consider in this plan or controlled. (through room reassignments or timing of classes if possible).
- Considering all the above, it may be prudent to have 100% online next fall.
- Many meetings would still be able to be held, but if larger than the group size, individuals could join from home or their office rather than in conference rooms.
- Campus tours allowed would be limited with more offerings,
- Alternate/Limited attendance for Preview Days, Warhawk Ready, Warhawk Welcome, Family Day, Homecoming, Commencement, Young Auditorium events

Warhawk Ready Department/Division Specific Plans

University Health & Counseling Services

Phase One:

- Counseling Services would continue mostly by phone –
 - Tele-mental health visits
 - Available for walk-in emergency visits (anxiety attack, suicidal) after clearance of COVID questions
 - Limited telehealth group therapy
- Health Clinic would continue services as described below:
 - All web-booking of appointments canceled
 - No well appointments or walk-ins
 - Ask COVID questions before every visit
 - All dispensary/medication pick-ups require an appointment
 - All patients with respiratory symptoms are evaluated via phone by provider before coming to UHCS to determine if COVID; if so, will be referred to outside ED; If able to be seen, staff will wear full PPE
 - International student orientation needs to go virtual
 - Plan was to provide services on UWW at Rock County campus – will need to evaluate how services would be rendered
 - Determine who/where is COVID testing in area definitely
 - Monitor PPE
 - Identify one exam room designated for student with respiratory illness

Phase Two:

- Counseling
 - Evaluate spaces where groups are held – can 6foot space be allocated; or else limit number to group
 - Continue tele-mental health visits for those that may be sick; Well students could have 1:1 appointments but in larger spaces, not small offices; evaluate need for wearing of masks during visits
 - Front desk shields
 - Evaluate waiting area for distance between students and numbers allowed – wait in Health waiting area?
 - Determine cleaning between clients (students seen in counselors private offices)
- Health Clinic
 - Front desk shields
 - Begin to see well visits again
 - Evaluate walk-in processes – limit numbers in waiting room/ clinic?
 - Redesign care delivery to be well visits in morn and sick visits in afternoon OR different entrance/exit for well vs sick

- Evaluate check-in function happening inside of exam room
- Determine acceptance for students own face covering while in clinic, ie is bandana ok
- Evaluate cleaning between patients as well as deep cleaning overnight
- Explore alternative methods for care delivery to well population – STI screening, TB testing, travel visits, flu vaccine
- Push flu vaccine heavily to help decrease impact that joint flu and COVID may have in 2020 fall/winter/spring
- House
 - Work through plan for basement classroom with OESH

Phase Three:

- Counseling
 - Group therapy begins regularly again
 - Face-to-face visits occur again but still may have a number of tele-mental health
- Health Clinic
 - Face-to-face visits occur again but still may use telehealth visits
 - Evaluate need to continue redesign of care delivery to be well visits in morn and sick visits in afternoon OR different entrance/exit for well vs sick
 - Evaluate continued use of PPE for sick patients
 - Begin to explore mandated immunization guidelines for registering for college classes – MMR, meningitis, new vaccine for COVID (start discussing now!)

Department/Division Guidelines for Three Possible Fall 2020 University Openings

University Health & Counseling Services

What if we have no on-campus students for the Fall 2020 Semester?

- Further decreased revenue from sales (medications, labs, procedures, supplies)
- Further decreased reimbursement from paying sources – FPOS (BadgerCare), International student insurance
- Further furloughs/lay-offs related to professional, licensed staff (approx. 6) and nonlicensed staff (approx. 3)
- Inability to retain contracted psychiatrist
- Students with decreased access to counseling and health services
- Decreased reserves in order to maintain minimal operations
- Decreased well services due to focus on acute care with minimal staff

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- Plan for sick vs well care visits
- Plan for face-to-face visits in-house
- Evaluate traffic flow in and out of building; Evaluate walk-in's versus appointments
- Written plan for reaction to + COVID student or faculty/staff
- Space in waiting rooms; Decreased wait time at check-in desk
- Potential healthcare staff testing
- Work with Public health to obtain feedback on plan

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

Same as above

Warhawk Ready Department/Division Specific Plans

Human Resources and Diversity

Phase One:

- No change in remote environment currently in place

Phase Two:

- Establish staggering in-office work schedules to have limited staff in the office at any one time
- Install shields at the front desk to protect students and staff for walk in encounters
- Create on-line options for the delivery of documents to limit in person contact
- Continue to limit in person meetings and training sessions and utilize on-line options

Phase Three:

- Return to normal office hours for all staff
- Allow for documents to be delivered to office
- Leave shields in place for front desk drop off of documents
- Continue to use on-line options for group meetings and trainings

Department/Division Guidelines for Three Possible Fall 2020 University Openings

Human Resources and Diversity

What if we have no on-campus students for the Fall 2020 Semester?

- HR&D would have similar workload in the payroll area
- Workloads in the HR area will shift from hiring to assisting in the processing of reduction in staff
- Workload in Benefits area will increase due to increase in reduction of workforce

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- Regular schedule of disinfecting work and common areas
- Staggering office hours to limit the number of employees in the office at one time
- Place shields at the front desk area

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

- Hold meetings and training via webex or skype
- Limit on site office hours to limit number of employees in the office at one time

Warhawk Ready Department/Division Specific Plans

University Housing

Phase One:

- House students who are homeless, can't go home (international) or indicate they don't have access to adequate internet.
- We would estimate this to being approximately 100-200 residents.
- These students would be housed in one residence hall and would have their own bedroom and share a bathroom with only one other student.
- Common areas in the building would be set up to allow for appropriate social distancing.

Phase Two:

- The residence halls will be open with a combination of double and single room options.
- We will only house one camp per building. In the case of Wells Hall if more than one camp is used we will have multiple floors between camps open and assign each camp one of the two elevators.
- Buildings utilized for camps will not have any other activity in the building while a camp is occupying that building.
- Plan to house students in single room bedrooms only. We would be able to house up to 2600 students.
- Common areas in the building would be set up to allow for appropriate social distancing.
- We would identify space to be used for quarantined housing.
- Install shields at all front desk areas to protect students and staff.
- Install shields at some administrative areas in Goodhue and Wells office
- Custodial staff will be trained on which areas of buildings will need additional cleaning and which cleaning techniques should be utilized. Common area bathroom cleaning schedules will be reviewed and modified as needed.
- University Housing will either provide or recommend to students who clean their own bathrooms the appropriate cleaning supplies.
- Signage will be placed on Water bottle stations/drinking fountains in the residence halls requesting that they only be used as water bottle fill stations only.
- All trainings would be limited to either gatherings of less than ten people or online.
- Staff meetings that are more than ten people will be conducted online.
- Staff will receive additional training on how to engage their residents while social distancing
- All current academic support services that residence life provides will continue but will be modified to accommodate social distancing and the academic model the university will be utilizing.
- Social, educational, academic and social justice programming would be limited to either gatherings of less than ten people or online.

Phase Three:

- We would be able to house approximately 3600-4300 students.
- Common areas in the building would be set up to allow for whichever, if any, appropriate social distancing is recommended at that time.
- We would identify space to be used for quarantined housing.
- Install shields at all front desk areas to protect students and staff.

- Install shields at some administrative areas in Goodhue and Wells office
- Custodial staff will be trained on which areas of buildings will need additional cleaning and which cleaning techniques should be utilized. Common area bathroom cleaning schedules will be reviewed and modified as needed.
- University Housing will either provide or recommend to students who clean their own bathrooms the appropriate cleaning supplies.
- Signage will be placed on Water bottle stations/drinking fountains in the residence halls requesting that they only be used as water bottle fill stations only.

Department/Division Guidelines for Three Possible Fall 2020 University Openings

University Housing

What if we have no on-campus students for the Fall 2020 Semester?

- Overall financial impact – Fall Housing only, potential loss up to \$9,522,283
- Overall employee impact, how many will be retained/laid off – One residence hall open and Goodhue minimally staffed, skeleton support staff, limited student workers. This could impact 75% plus of our staff being furloughed.
- Overall operational sustainability –The loss including summer would be \$10 million. It is impossible to fiscally manage unless there are Debt Service delays, suspended campus and UW System support/charges, or a long term, low interest loan from the federal government.

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- Equipment needs – two masks for every student and staff person, 90 supply of disinfectant, hand soap, hand sanitizer & basic supplies (toilet paper/paper towels, etc), with stock updated every month to keep that 90 day supply
- Expanded Isolation/Quarantine locations (currently one two bedroom apartment and other spaces as available [Clem/4th Goodhue or off campus])

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

- Equipment needed: 90 supply of disinfectant (additional dispensers for each bathroom availability), hand soap, hand sanitizer & basic supplies (toilet paper/paper towels, etc), with stock updated every month to keep that 90 day supply. ? two masks (branded UWW?) for every student and staff person?
- Move in process over a week with times assigned to all students.
- Look at different meeting options depending on the situation (1st floor meeting, socials, etc)
- Programs limited to 10-25-50 individuals – expanded length or repetition to allow participation

Warhawk Ready Department/Division Specific Plans

Office of Global Experiences

Phase One:

- Lysol, masks, hand sanitizer used regularly by all staff and guests
- Advising in our presentation room where 6' social distance can be maintained
- Online info sessions and pre-departure meetings

Phase Two:

- Lysol, masks, hand sanitizer used regularly by staff
- Advising in our presentation room where 6' social distance can be maintained
- Online info sessions and pre-departure meetings
- Possible professional development at USA-based conferences based on budget consideration and perceived safety practices

Phase Three:

- Lysol, masks, hand sanitizer available and encouraged
- Regular advising and public info sessions, non-contact
- Resume student international travel for study abroad, internships, travel study and non-credit travel, following safe travel guidelines
- Resume staff international travel for professional and program development

Department/Division Guidelines for Three Possible Fall 2020 University Openings

Office of Global Experiences

What if we have no on-campus students for the Fall 2020 Semester?

- Overall financial impact – this would depend on study abroad being cancelled or not; cancellation would eliminate the stream that funds many of our operations and part of one staff salary. Operating costs would also be less, however.
- Overall employee impact, how many will be retained/laid off – We plan to have 4 student workers putting in 10 hrs/wk; that would be reduced. I believe the 2.5 staff positions can be retained.
- Overall operational sustainability this would depend on study abroad being cancelled or not, as well as whether study abroad would be cancelled Spring 2021.

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- Equipment needs: Hand sanitizers, masks, disinfectant spray. Space to advise that would allow 6' social distancing. Thermometer for employee self-checks.
- Agreements/testing/other: Leaving documents “quarantined” when received from off campus. Most documentation and form-signing is already done online.

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

- Controls needed Same as above
- Equipment needed Same as above
- Class/meeting changes Only pre-departure orientation and re-entry dinner events are currently 10 or more people. Orientations could be broken into smaller groups. Re-entry could be combined with a Spring 2021 dinner. Our fall Study Abroad Fair would have to be cancelled, with marketing and information done online or in small groups.

Warhawk Ready Department/Division Specific Plans

ICIT – Instruction and Learning

Phase One:

- In alignment with Academic Affairs plan, LTC, in collaboration with LEARN, will submit a **funding proposal** to the Provost's Office for instructional professional development opportunities to prepare instructors for the unknown fall teaching modality. These opportunities will focus on enabling key course design and facilitation concepts across course modalities with specific examples and practices for the main modalities (i.e., face-to-face, hybrid, online, and remote).
- As a part of the funding proposal, LTC, in collaboration with LEARN, will begin building instructional development opportunities in May with launch dates over the summer 2020 to support the continuous improvement efforts of instructors to enhance their courses and prepare for the fall semester. After the teaching mode decision is made the LTC will work to provide specialized workshops that focus on preparing instructors specifically for the fall semester. LTC, in collaboration with LEARN, will also offer a deeper investigation into challenging areas (i.e., labs and hands-on arts) to move remotely or online.

Phase Two:

- **Classroom Instruction:**
- Allow for a possibility that synchronous learning would be conducted with some students in the classroom, and some remote. To accomplish that, a certain number of classrooms would need to be video-enabled and instructors would need to participate in instructional development opportunities from LTC and LEARN to prepare to design and facilitate class sessions with students participating in different ways. Student employees, with additional training, can act as moderators to facilitate the appropriate level of in-classroom/remote student engagement.
- Consider eliminating as many classroom instructor computers as possible and encourage instructors to use their laptops to minimize the need to sanitize shared classroom computers and the spread of infection. Provide instructors with whiteboard markers, rather than using shared markers.
- Provide disinfecting wipes at instructor desks/podiums.
- Provide supply of disinfecting wipes to students to disinfect seats/tables.
- Enable instructors over 60 years old to conduct a class by a videoconference from their office or a remote location.
- Encourage Deans and Dept. Chairs to consider which courses could be high quality fully online and transition them over the summer.
- **Academic Labs**
- Virtualize academic software to enable students to do as much work remotely as possible.
- Reduce the capacity by 50% to provide for appropriate distancing
- Provide supply of disinfecting wipes at every compute to enable students to disinfect seats/tables, computer keyboard and mice.
- Place signs on the door and around the labs encouraging distancing.
- Place marks on the floor around the printer areas to maintain distance while waiting for printouts.

- Place wipes and a garbage can by the printer with a sign asking students to wipe screens and printer after use.
- Clean/disinfect computers and furniture throughout the day.

Phase Three:

- Continue practices from Phase 2 as needed.

Department/Division Guidelines for Three Possible Fall 2020 University Openings

ICIT – Instruction and Learning

What if we have no on-campus students for the Fall 2020 Semester?

- Instructors will conduct classes from their offices or remote locations. Instructors will be better prepared for this eventuality after a comprehensive professional development efforts over the summer.
- Students will be able to perform their work using virtualized academic software.
- Additional funding will be required to provide comprehensive professional development opportunities to instructors.

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- Reduce the number of classroom computers. Assure that as many instructors as possible bring laptops to class to minimize the need to sanitize shared classroom computers. ICIT will develop a proposal to acquire a sufficient number of laptops to accommodate this need.
- Additional funding will be required to purchase laptops either to distribute to instructors or to make them available for check-out
- Deliver whiteboard markers to instructors to eliminate the need to share markers.
- Provide disinfecting wipes at instructor desks/podiums.
- Provide supply of disinfecting wipes to students to disinfect seats/tables.
- Enable instructors over 60 years old to conduct a class by videoconference from their office or a remote location.
- **Academic Labs**
- Reduce the capacity by 50% to provide for appropriate distancing.
- Provide supply of disinfecting wipes at every compute to enable students to disinfect seats/tables, computer keyboard and mice.

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

- Enable 1- or 2-way live video capabilities in a number of classrooms to allow synchronous learning with some students present in the classroom, and some joining remote. Identify solutions to ease the burden of teaching students synchronously face-to-face and virtually (e.g., design and facilitation instructional development opportunities, student employees as moderators for large numbers of students in the virtual synchronous space).

- Additional funding will be required to acquire and install video equipment and to compensate student moderators.
- Instructional development opportunities would need to be promoted and/or incentivized, as well as student moderators would need to be trained.

Warhawk Ready Department/Division Specific Plans

ICIT - Help Desk

Phase One:

- Only Full-time Help Desk staff working onsite (student employees are still working remotely)
- Appointment required for walk-up service
- Marks will be placed in Help Desk area to maintain distance
- Remove chairs from Help Desk waiting area into hallway
- Walk-up area will be cleaned/disinfected after each customer
- PPE will be available for all Help Desk staff
- Table outside Help Desk door will be available to wipe down equipment brought into Help Desk for support, provide either wall mounted or floor stand wipes
- Include plastic workstation dividers between student workstations and plastic sheet guards as needed
- Computer equipment held for repair or new equipment will be disinfected and bagged prior to delivery
- Computer equipment serviced on location will be disinfected after service.
- Dispatched staff will use PPE.

Phase Two:

- Remaining Help Desk student technicians return to onsite work
- Walk-Up service available without an appointment
- One customer allowed in walk-up area at a time
- Marks on floor in walk-up area and hallway to maintain distance
- Walk-up area will be cleaned/disinfected after each customer
- PPE will be available for all Help Desk staff, including student employees
- Equipment brought for troubleshooting will be wiped down outside the Help Desk door
- Continue to use plastic workstation dividers between student workstations and plastic sheet guards as needed
- Computer equipment will be disinfected and bagged prior to delivery to customers
- Computer equipment serviced on location will be disinfected after service.
- Dispatched staff will use PPE.

Phase Three:

- Marks on floor in walk-up area and hallway to maintain distance
- Help Desk walk-up closed for midday cleaning
- PPE will be available for all Help Desk staff
- Equipment brought for troubleshooting will be wiped down outside the Help Desk door
- Continue to use plastic workstation dividers between student workstations and plastic sheet guards as needed
- Computer equipment will be disinfected and bagged prior to delivery to customers
- Computer equipment serviced on location will be disinfected after service.
- Dispatched staff will use PPE.

Department/Division Guidelines for Three Possible Fall 2020 University Openings

ICIT - Help Desk

What if we have no on-campus students for the Fall 2020 Semester?

- Service will be negatively impacted if student workers are not available on site and all other campus staff are on campus

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- Formalize cleaning protocols
- Social distancing markers and potential walk-up by appointment only
- Plastic workstation dividers and PPE

What controls does your area need if campus is open with students, but we have a scaled-back opening with only groups of 10-25-50 allowed?

- Formalize cleaning protocols
- Social distancing markers and potential walk-up by appointment only
- Plastic workstation dividers and PPE

Warhawk Ready Department/Division Specific Plans

ICIT - General Access Labs

Phase One:

- Only Andersen Lab will be open (McGraw lab will be closed).
- Limit the number of individuals in the Lab to less than 10
- PPE available for all lab staff
- A sign will be placed on every other computer to encourage social distancing
- Media Lab will be available by appointment, mark will be placed on the floor to maintain distance from the attendant's desk, and a sign-out form on the table near the desk to control number of students in the lab
- Media equipment will be wiped/disinfected prior to checkout and upon return
- Signs will be placed on the door and around the lab encouraging distancing
- Printer will have marks on the floor to maintain distance while waiting for printouts
- Wipes and garbage can will be placed by printer with a sign asking users to wipe screens and printer after use
- Student workers will clean/disinfect computers after each user leaves the lab.
- Student workers will clean different areas around the lab throughout the day.
- Wipes at lab entrance for students to wipe computer before use

Phase Two:

- Both Andersen and McGraw labs will be open.
- Limit the number of individuals in the Labs to under 50.
- PPE available for all lab staff
- A sign will be placed on every other computer to encourage social distancing
- Media Lab will be available by appointment, mark will be placed on the floor to maintain distance from the attendant's desk, and a sign-out form on the table near the desk to control number of students in the lab
- Signs will be placed on the door and around the lab encouraging distancing
- Printer will have marks on the floor to maintain distance while waiting for printouts
- Wipes and garbage can will be placed by printer with a sign asking users to wipe screens and printer after use
- Student workers will clean/disinfect computers after each user leaves the lab.
- Student workers will clean different areas around the lab throughout the day.

Phase Three:

- Continue distancing and providing PPE for lab staff
- Continue cleaning protocols
- Media Lab available without appointment, but maintain distance markings

Department/Division Guidelines for Three Possible Fall 2020 University Openings

ICIT - General Access Labs

What if we have no on-campus students for the Fall 2020 Semester?

- Andersen and McGraw labs will be closed
- Service will be affected for Teledesk calls (main line for campus information and transfers) as well as Media Lab equipment checkout

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- Formalize cleaning protocols
- PPE for lab staff
- Ability to maintain 6ft distancing through floor marks, computer signs, wall signs

What controls does your area need if campus is open with students, but we have a scaled-back opening with only groups of 10-25-50 allowed?

- Formalize cleaning protocols
- PPE for lab staff
- Ability to maintain 6ft distancing through floor marks, computer signs, wall signs
- Limit the number of individuals in the lab based on guideline
- While these plans and guidelines cover ICIT Andersen and McGraw Labs we recommend these procedures for all campus computer labs.

Warhawk Ready Department/Division Specific Plans

ICIT-Learning Technology Center

Phase One:

- LTC Staff continue to work remotely to support instructional and non-instructional staff in their teaching and work.
- The Media Studio will remain closed until Phase Two or the LTC can identify processes to keep staff and instructors safe during recordings.

Phase Two:

- LTC staff will continue to work with the needs of instructional and non-instructional staff with respect to social distancing and will continue to offer remote consultations via phone, email, and Webex.
- LTC will open to limited in-person foot traffic from staff (by appointment), as well as instructional and non-instructional staff needing support. To do this, the Assistant Director will work with staff to stagger in-office days to make it easier to maintain distancing, in-person meetings/training sessions, and available meeting spaces. Cleaning measures will be in place to disinfect surfaces between appointments. PPE (e.g., face masks) will also be needed for staff.
- Limited meeting spaces available (i.e., not using McGraw 1).
- Training sessions and smaller meetings (2-10 people) will take place in McGraw 19A, with ample space for social distancing, with options to connect to the training virtually. Training sessions will specifically focus on current instructional (e.g., multimodal teaching and learning) and non-instructional needs.
- Consultations will be scheduled by appointment and will take place in McGraw 112 (not individual staff member offices) to allow for proper distancing and cleaning between appointments. LTC staff will use the shared calendar to schedule meetings, leaving at least 15 minutes between appointments for the staff member to sanitize it for the next consultation. In addition, the LTC will need to explore a process with our janitorial services to deep clean the room between the close and beginning of the next day.
- The Media Studio and A/V Checkouts will begin limited operations due to needs for proper distancing and cleaning procedures. Recording sessions and equipment pick-up/return will be facilitated by appointment only. Processes will be in place to clean spaces and equipment between appointments. Social distancing and PPE requirements/preferences will be in place to reduce potential spread.

Phase Three:

- LTC staff will return to traditional scheduling, as well as in-person and virtual activities.
- LTC will encourage appointments to support distancing and cleaning measures that can assist with decreasing potential for further spread.
- LTC will support and prepare for the possibilities of re-occurrence, supporting teaching, learning, and work efforts.

Department/Division Guidelines for Three Possible Fall 2020 University Openings

ICIT-Learning Technology Center

What if we have no on-campus students for the Fall 2020 Semester?

- LTC could continue to support remote work, teaching, and learning virtually. If asked to return to campus and guidelines (or staff safety preference) dictate, protective gear (e.g., masks, hand sanitizer, additional handwashing stations, cleaning supplies, etc.), additional process (e.g., additional cleaning), and alternate accommodations/case-by-case flexibility may be necessary to meet the needs of staff with different circumstances (e.g., limited childcare available).
- LTC would review the need for in-person services (i.e., A/V Checkouts and the Media Studio), based on the situation and needs.
- LTC would offer Summer 2020 and Fall 2020 programming to support instructors teaching remotely.
- As the LTC supports remote work, teaching, and learning through training, best practice integration, technology tool support, and troubleshooting, it would not be feasible to reduce LTC staff members.

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- Staff who have safety concerns (e.g., immunocompromised or children who are immunocompromised) would need additional processes consistent with the Academic Affairs section of the Ready Draft (p. 41).
- Guidance for student workers out on a 14+ quarantine.

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

- LTC would need to develop additional supports for instructors teaching in a number of technology-enhanced mediums such as, but not limited to: remote teaching, blended, and multi-modal teaching. This may necessitate additional purchases, as the situation warrants. For example, if the campus decides that multi-modal (i.e., when some students are f2f and others are streaming class from home) is an appropriate measure not all classrooms are able to do this. Thus, we would need to purchase kits (with webcams and microphones that cost around \$250 each) to be used in conjunction with Webex to offer a streaming experience to students not in the classroom. However, this is just the technical aspect. Instructors would also need professional development to assist in designing courses and activities for this modality, as well as how to facilitate the session (e.g., juggling, integrating both groups for questions and partnered/small group activities).

- Depending on the fall modality selection, additional plans and LTC personnel may be needed to support ways of teaching the campus may not be familiar with.
- Protective gear (e.g., masks, hand sanitizer, additional handwashing stations, etc.), additional process (e.g., additional cleaning), and alternate accommodations/case-by-case flexibility may be necessary to meet the needs of staff with different circumstances (e.g., limited childcare available).

Warhawk Ready Department/Division Specific Plans

Enrollment and Retention Divisional Summary

Departments: AAEC=Academic Advising and Exploration Center; Admissions, ASO=Adult Student Outreach, CTS=Campus Tutorial Services, FA=Financial Aid, FYE=First Year Experience, ISSS=International Student and Scholar Services, Registrar

Phase One:

- Follow state Safer-at-Home, Badger Bounce Back plan, and Health Department guidance
- All staff continue working remotely

Phase Two:

- Limited staffing in all offices by considering alternate work in-office schedule
 - One group works M/W, the other T/Th-Fr (rotate week to week)
- Plexiglass shields for all front counters (AAEC, Admissions, CTS, FA, FYE, Registrar)
- Mark all front desk area and hallway for social distancing regulations
- All meetings larger than 10 (i.e. staff meetings) occur in alternative format
- All appointments, including tutoring, take place in alternative delivery (webex, phone, email); in-person meetings by appointment only (made with staff member) for extenuating circumstances
- Physical walk-in traffic/requests kept to a minimum in all departments. Develop procedure for walk-ins and post on all websites.
- Some larger group events (AAEC: Jumpstart, Pathway; Admission: Preview; ASO events; CTS: SI, FA: FAFSA completion, FYE: SOAR, Welcome) held virtually
- Some larger group events (Admissions: daily tours, ASD, Wheels;) held in-person with required registrations (max 50); bags of material contain hand sanitizer and mask (additional cost for smaller tours, sanitizer/masks)
- Work with Housing/UHCS if there is arrival quarantine for international students

Phase Three:

- Limited staffing in all offices by considering alternate work in-office schedule
- Fully staffed with student assistants and GA(s) return
- Resume all operations on campus keeping social distancing at core of interactions with plexiglass shields for all front counters (AAEC, Admissions, CTS, FA, FYE, Registrar)
- All meetings larger than 10 (i.e. staff meetings) occur in alternative format
- Encourage appointments take place in alternative delivery (webex, phone, email); in-person meetings by appointment only
- Larger group events (Admissions: daily tours, ASD, Preview; FYE: SOAR) held in-person with smaller groups through a registration process; bags of material contain hand sanitizer and mask (additional cost for smaller tours, sanitizer/masks)
- Portions of some events (FYE: Welcome) held virtually or in multiple venues
- Work with Housing/UHCS if there is arrival quarantine for international students
- Some international students may not be allowed to enter or return to the US

Department/Division Guidelines for Three Possible Fall 2020 University Openings

Enrollment and Retention Divisional Summary

Departments: AAEC=Academic Advising and Exploration Center; Admissions, ASO=Adult Student Outreach, CTS=Campus Tutorial Services, FA=Financial Aid, FYE=First Year Experience, ISSS=International Student and Scholar Services, Registrar

What if we have no on-campus students for the Fall 2020 Semester?

- All staff continue working remotely
- Determine if physical presence needed in office – does staff return on rotational basis with cleaning procedures done between shifts? Do all remain working remotely?
- K-12 will determine the format of HS and college fair visits
- Warhawk Welcome virtual (move RU Purple to April/May 2021; Family Fest to Spring)

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- Purchase plexiglass shields for front counter/ADA area, set distancing markings in hall/front desk area and attain appropriate face coverings, hand sanitizer/cleaning supplies to maintain safe work environment. Facemasks would be required.
- Assume all appointments will take place in alternative delivery (webex, phone, email)
- Hand sanitizer and masks for all visitors (tours, etc)

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

- Limited staffing in all offices by considering alternate work in-office schedule
 - One group works M/W, T/Th-Fr (rotate week to week)
- Determine if appropriate to have student staff and GAs in the office
- Some smaller group events (AAEC: Jumpstart; ASO events; CTS: SI) held in-person, if appropriate
- Some group events (Admissions: daily tours) held in-person with required registrations; bags of material contain hand sanitizer and mask (additional cost for smaller tours, hand sanitizer and masks)
- Large group events (Admissions: ASD, Preview; FYE: SOAR, Welcome) held virtually; portions of some events could/should still be held virtually or in multiple venues
- Move Family Fest (October) to Spring

Warhawk Ready Department/Division Specific Plans

Center for Students with Disabilities

Phase One:

- Maintain operations as is: Continue working remotely. Staff come to office as needed for essential work, but these visits are coordinated and facilities management is informed for cleaning purposes.

Phase Two:

- General:
 - Office operation shift to staggered in-office work – especially in cubicles where social distancing cannot be as easily maintained.
 - Evaluate need to wear masks during any meetings
 - Regular cleaning and disinfecting of surfaces throughout the day by all staff
 - Staff using shared spaces (front desk, cubicles) will need to evaluate space layout and shifts to maintain proper social distancing
- Fall Orientation:
 - Schedule will be adjusted so that sessions can be held in smaller groups
- Front Desk:
 - Placement of shield at front desk
 - Lobby: reduce number of chairs, mark floors with tape to denote 6 feet space
- Student Meetings with DSCs and other Staff:
 - WebEx and Tele-meetings can be continued
 - 1:1 meetings can occur in larger offices, where social distancing can be maintained. Staff can utilize group spaces (e.g. conference room) if needed
- Testing:
 - Reduce number of available carrels/testing appointments to maintain 6 feet distance. No more than 10 students in testing room at once.
 - May need to request alternative spaces throughout year to use. Or encourage instructors to continue testing via Canvas/online when possible
 - Private rooms single use only (no reader/scribes – they would be moved to larger office/conference room)
- Project ASSIST:
 - Tutoring can continue remotely as needed/requested by tutor or student
 - Tutors and students meeting in person need to find a space where they can work together safely, maintaining social distancing
 - Drop-In Lab: Only certain work stations/seats available to maintain distancing. Limit number of students in lab at one time.
 - Utilize WebEx personal room virtual drop in
- Employment Connections:
 - Shift meetings to CEC when possible

- Student meetings, client meetings, job shadows, etc.
- In- and Out-of-Class Aiding:
 - Social distancing not always possible with aiding. Aides should wear facemasks and gloves when working. Students as well – if can given own health/ventilation needs.
- Transportation:
 - Limit number of drivers/dispatchers in cubicle at one time (2)
 - Discuss alternatives regarding dispatch options (GA dispatch/self-dispatch) as possible to reduce number of staff working at one time, while optimizing ride availability
 - Drivers wear masks and gloves
 - Clean surfaces after each ride or shift
- Alternative Media and Assistive Technology:
 - Assistive Technology trainings virtual when possible
 - In-person trainings and installations require staff to wear mask and gloves
 - Alternative Media: Upstairs work space can maintain 6 ft restrictions; AT: stagger worker hours to limit one individual to cubicle at a time

Phase Three:

- Operations return to face-to-face with continued option of WebEx and/or Tele-meetings
- Maintain social distancing and cleaning procedures where possible

Department/Division Guidelines for Three Possible Fall 2020 University Openings

Center for Students with Disabilities

What if we have no on-campus students for the Fall 2020 Semester?

- Decreased revenue from fee-based services (adaptive transportation, out-of-class aiding)
- Increased accommodation and case management for students in alternative instruction
- Increased need for Assistive Technology support
- Increased software needs to support students remotely
- Reduction of Student Help needs

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- Regular schedule of disinfecting work and common areas
- Need for additional space to allow for distanced face-to-face meetings, testing services, tutoring services
- Possibly more need for single room accommodations in housing
- Plan for staff members who are immune-compromised or otherwise need to limit exposure
- Alternative instruction options for students as an accommodation
- Alternative work options for staff; occasional remote work allowed

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

- Same as above

Warhawk Ready Department/Division Specific Plans

Dean of Students Office

Phase One:

- Offices remain locked with electronic access only
- Staffed and open for emergency appointments
- WebEx appointments/meetings
- Require internal mail for all deliveries

Phase Two:

- Return to traditional on-campus work schedules
- Resume in-person office visits - staggered scheduling as much as possible
- Meetings/reporting/training to be held in conference rooms
- Conference rooms can be configured to social distance 4-6 individuals
- Meetings of 7 or more individuals to be held by Webex or other remote meeting methods
- Sanitize waiting area/conference rooms after use
- Front desk student workers return
- Reconfiguring of waiting area seating to provide social distancing
- Install shield at front desk to protect students and staff
- Continue to utilize internal mail for all deliveries to limit contact

Phase Three:

- Return to normal operations

Department/Division Guidelines for Three Possible Fall 2020 University Openings

Student Affairs and Dean of Students Office

What if we have no on-campus students for the Fall 2020 Semester?

Student Affairs and Dean of Students Office

- 90 day furloughed employee to return
- Student employment reduced to one Gradstudent and no front desk student workers
- Otherwise continue to operate as we currently are

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

Student Affairs and Dean of Students Office

- One shield to be installed at front desk
- Return front desk students workers during limited specified times (ex. 10:00a - 2:00p)
- Maintain cleaning practices and PPE/cleaning supply inventory
- Signage related to wellness/COVID best practices

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

Student Affairs and Dean of Students Office

- Conference rooms can be configured to social distance 4-6 individuals
- Meetings of 7 or more individuals to be held by Webex or other remote meeting methods
- Same response as question above to be included

Warhawk Ready Department/Division Specific Plans

Athletics

Phase One:

- Training room limited operation, primarily telehealth
- Virtual meetings when group over 10
- Weight room not open, provide student athletes (SA) with remote strength and conditioning
- Certain sports will be allowed to function within this phase like golf and cross country. Others would have to maintain social distancing with a maximum of 10 people. (each sport will have their own guidelines that will be vetted by Athletic Director and Head Athletic Trainer)
- No events would take place
- All personnel would be required to wear PPE
- *All of athletics would adhere to the University's policy on students and staff

Phase Two:

- Training room would be open while maintaining social distancing and using PPE
- Weight room would have a max of 50 people.
- Certain competitions could take place (golf, cross country) while others would have to wait until phase three
- Events that could take place have no fans.
- Administrative operations would stay the same, but emphasizing the importance of personal hygiene

Phase Three:

- Maintain signage for hygiene and best practices throughout our athletic facilities.
- Restrictions would be lifted and practices and competitions would be a go.

Department/Division Guidelines for Three Possible Fall 2020 University Openings

Athletics

What if we have no on-campus students for the Fall 2020 Semester?

- Athletics would be pushed back to the spring
- Possibly additional furloughs
- Maintain seg fees, but if all sports are canceled then refunds would in discussion
- Athletic training and strength and conditioning would be done remotely.

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- Athletics will follow CDC guidelines
 - o Sports teams practices and competitions
 - o Athletic training and strength and conditioning
- PPE needed for all staff (coaches, support staff, admin)
- Signage in all of our athletic areas regarding personal hygiene and best practices
- Athletics will follow campus protocol with requiring staff to check in each morning
- Trainers will work with coaches on evaluating each SA as they come to practice
- Potential equipment replacement for some locations
- Methods for continued social distancing for crowd/occupancy control done by each sport
- Increased sanitation stations as well options for self-sanitizing surfaces
- Maintain adequate staffing to ensure facilities are clean and sanitary

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

(Same as response as question above)

Warhawk Ready Department/Division Specific Plans

Andersen / Lenox Libraries

Phase One:

- Service Desks
 - Plexiglass shields at Circulation Desks on both campuses; shield at Andersen Reference Desk; Archives Reading Room by appointment only
 - Marked spacing on floor for distancing and traffic flow around desks
 - Hawkcards scanned through plexiglass or included with materials to check out
 - Removal of shared writing utensils, scratch paper, staplers, etc; single use items provided to patrons upon request; Electric staplers used
 - Gloves and face mask worn by staff at desks
- Circulating Materials
 - Checkout procedures as regular; gloves worn during shift; clean keyboard, mouse, and handles used at the end of shift
 - Materials accessible on open floors (2nd floor Andersen, 1st and 2nd Lenox) retrieved by patron
 - Materials on Andersen 1st and 3rd floors require patron request and staff retrieval, closed stacks
 - During non-public open library hours pick-up service remains operational and available
 - Pick-up service not available during open library hours
 - Materials returned will be quarantined for 48 hours or cleaned when possible
 - Items reshelfed or available for checkout after cleaning or quarantine process is completed
- UW Resource Sharing/Inter-Library Loan
 - Service continues as items and libraries are available
 - Checkout and return procedures same as with Circulating Materials
- Computer/Printer Access
 - Computers disabled and/or removed to create 6 feet of separation
 - Keyboard and mouse checkout required for computer use
 - Cleaning schedule for computer equipment and printer surfaces during open hours
- Hours of Operation
 - Reduced open library hours to provide staffing required for plan
 - 2:00 pm to 6:00 pm are initial public M-F hours for Andersen
 - 10:00 am to 2:00 pm are initial public M-F hours for Lenox
- Building Access
 - Chairs removed to limit seating to 6 feet of separation
 - Tables moved to create appropriate seating separation
 - Traffic flow suggestions marked on floor
 - Stairwells closed to public to prevent access to 3rd and 1st floors
 - Alcove closed, restricted printer and computer access
 - Instruction lab at both libraries closed to public, reserved for librarian instruction
 - Access to 2nd floor limited to reduce required cleaning
 - Elevator / bathroom hallway closed to public
 - Elevator usage restricted to staff due to closed 1st and 3rd floors; limited to one person at a time

- Signage throughout space on guidelines, best practices, and expectations
- Occupancy count and check at doorway
- Curricular Instruction
 - Instructional support remains online and remote through WebEx, Canvas, modules and tutorials, chat reference and other services
 - Coordination with faculty for course support and materials continues
 - Collection development resources continues
- Library systems and technical services
 - Full service and support continues, as staffing allows
- Programming
 - Promotional materials and events remain virtual

Phase Two:

- Service Desks
 - Plexiglass shields at Circulation Desks on both campuses; shield at Andersen Reference Desk; Archives Reading Room by appointment only
 - Marked spacing on floor for distancing and traffic flow around desks
 - Hawkcards scanned through plexiglass or included with materials to check out
 - Removal of shared writing utensils, scratch paper, staplers, etc; single use items provided to patrons upon request; Electric staplers used
 - Gloves and face mask worn by staff at desks
- Circulating Materials
 - Checkout procedures as regular; gloves worn during shift; clean keyboard, mouse, and handles used at the end of shift
 - Materials accessible on open floors (2nd floor Andersen, 1st and 2nd Lenox) retrieved by patron
 - Materials on Andersen 1st and 3rd floors require patron request and staff retrieval, closed stacks
 - During non-public open library hours pick-up service remains operational and available
 - Pick-up service not available during open library hours
 - Materials returned will be quarantined for 48 hours or cleaned when possible
 - Items reshelfed or available for checkout after cleaning or quarantine process is completed
- UW Resource Sharing/Inter-Library Loan
 - Service continues as items and libraries are available
 - Checkout and return procedures same as with Circulating Materials
- Computer/Printer Access
 - Computers disabled and/or removed to create 6 feet of separation
 - Cleaning schedule for computer equipment and printer surfaces during open hours
- Hours of Operation
 - Reduced open library hours to provide staffing required for plan
 - 2:00 pm to 6:00 pm are summer public M-F hours for Andersen
 - 10:00 am to 2:00 pm are summer public M-F hours for Lenox
- Building Access
 - Chairs removed to limit seating to 6 feet of separation

- Tables moved to create appropriate seating separation
- Traffic flow suggestions marked on floor
- Stairwells closed to public to prevent access to 3rd and 1st floors
- Instruction lab at both libraries closed to public, reserved for librarian instruction
- Access to 2nd floor limited to reduce required cleaning
- Elevator / bathroom hallway closed to public
- Elevator usage restricted to staff due to closed 1st and 3rd floors; limited to one person at a time
- Signage throughout space on guidelines, best practices, and expectations
- Occupancy count and check at doorway
- Curricular Instruction
 - Instructional support remains online and remote through WebEx, Canvas, modules and tutorials, chat reference and other services
 - Coordination with faculty for course support and materials continues
 - Collection development resources continues
- Library systems and technical services
 - Full service and support continues, as staffing allows
- Programming
 - Promotional materials and events remain virtual

Phase Three:

- Service Desks
 - Plexiglass shields at Circulation Desks on both campuses; shield at Andersen Reference Desk; Archives Reading Room by appointment only
 - Marked spacing on floor for distancing and traffic flow around desks
 - Hawkcards scanned through plexiglass or included with materials to check out
 - Removal of shared writing utensils, scratch paper, staplers, etc; single use items provided to patrons upon request; Electric staplers used
 - Gloves and face mask worn by staff at desks
- Circulating Materials
 - Checkout procedures as regular; gloves worn during shift; clean keyboard, mouse, and handles used at the end of shift
 - Materials accessible on all floors
 - Library pick-up service is no longer provided
 - Materials returned will be quarantined for 48 hours or cleaned when possible
 - Items reshelfed or available for checkout after cleaning or quarantine process is completed
- UW Resource Sharing/Inter-Library Loan
 - Service continues as items and libraries are available
 - Checkout and return procedures same as with Circulating Materials
- Computer/Printer Access
 - Cleaning schedule for computer equipment and printer surfaces during open hours
- Hours of Operation
 - Traditional summer and semester hours resume for Andersen and Lenox libraries

- Building Access
 - Library spaces fully available, all floors at Andersen and Lenox
 - Group study rooms available for reservation; planned cleaning schedule
 - Signage throughout space on guidelines, best practices, and expectations
 - Potential temperature check at Andersen lobby
- Curricular Instruction
 - Instructional support supports both face to face, online, and remote learning
 - Coordination with faculty for course support and materials continues
 - Collection development resources continues
- Library systems and technical services
 - Full service and support continues, as staffing allows
- Programming
 - Promotional materials and events resume for Andersen and Lenox

Department/Division Guidelines for Three Possible Fall 2020 University Openings

Andersen / Lenox Libraries

What if we have no on-campus students for the Fall 2020 Semester?

- Library instructional support is provided through online instruction, tutorial modules, communication in Canvas, and a centralized chat help feature.
- Library resources of 250 databases, 700,000 ebooks, and 40,000 streaming videos titles remain accessible to all student online
- Library physical resources, local holdings and equipment, are accessible through the Curbside pick-up service
- Library resource sharing and inter-library loan continue online and digital, physical item accessibility based on delivery service availability; onsite staff and student workers required to maintain service
- Library buildings will be closed, which would reduce and reallocate student employment needs and positions
- Ability to remotely distribute materials and technology to students out of region
- Negative budget impact would result in reductions to library online resources and additional furloughs and/or layoffs, which will impact sustainability of services
- Andersen Library currently has four vacant positions and the Lenox Library has one vacancy, not filling these positions will result in increased and shared workloads among remaining staff in departments; staff vacancies will need to be strategically filled to maintain operational sustainability

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- Cleaning supplies to keep library spaces cleaned, potential self-sanitizing supplies
- Sufficient library and custodial staff to clean areas and circulating materials
- Continued use of distancing, managing traffic flow, Plexiglas shields, and masks
- Ability to limit library hours and building access when safe and sanitary conditions cannot be achieved

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

- Libraries would implement steps in Phase planning according to best practices and guidelines, including limitations on building access and hours
- Cleaning supplies and staff to sustain building, equipment, and material procedures

Warhawk Ready Department/Division Specific Plans

Grad Studies and Continuing Education (including Camps)

Phase One:

- Grad Studies C.E. academic programs:
 - Follow academic program restrictions regarding social distancing requirements, rescheduling of courses, and environmental cleaning requirements.
 - Internships will be closely coordinated with hosting business or group to ensure personal safety of UWW students and staff
 - Maintain work-at-home policy as the default approach but we may require more frequent staff in the office as needed to support programming
- Camps, Conferences, and Enrichment programming:
 - Allow for private lessons or Individual training sessions. Small group (less than 5-6 participants plus instructors or coaches) acceptable if social distancing allows and is financially sustainable.
 - Utilize PPE and physical barriers for check-in processes and during events as required
 - Staff will receive additional training as needed
 - Families/participants will be notified of restrictions and requirements prior to arrival to campus.
 - No use of dining or housing facilities
 - Maintain work-at-home policy as the default approach but we may require more frequent staff in the office as needed to support programming

Phase Two:

- Grad Studies C.E. academic programs:
 - Follow academic program restrictions regarding social distancing requirements, rescheduling of courses, and environmental cleaning requirements.
 - Internships will be closely coordinated with hosting business or group to ensure personal safety of UWW students and staff
- Camps, Conferences, and Enrichment programming:
 - Allow small group events (camps, conferences, clinics) for overnight and one-day programming. Close coordination with all campus units (UC, housing, dining, police, FP&M) required.
 - Utilize PPE and physical barriers for check-in processes and during events as required
 - Staff will receive additional training as needed
 - Families/participants will be notified of restrictions and requirements prior to arrival to campus.
 - Evaluate financial feasibility and public interest of <50 people while maintaining personal protection (PPE) and quality of programming.
 - Online programming will still be preferred method of outreach when possible.

Phase Three:

- Grad Studies C.E. academic programs:
 - Follow academic program restrictions regarding social distancing requirements, rescheduling of courses, and environmental cleaning requirements.

- Camps, Conferences, and Enrichment programming:
 - Begin and support development and support of large-group programs and events.
 - Utilize PPE and physical barriers during check-in procedures as recommended
 - Follow CDC or state guidelines for social distancing and contact activities.
 - Continue to work with other campus units to ensure proper facilities use is followed and safety of staff and participants can be maximized

Department/Division Guidelines for Three Possible Fall 2020 University Openings

Grad Studies and Continuing Education (including Camps)

What if we have no on-campus students for the Fall 2020 Semester?

- The cancelation of summer activities will result in a loss of roughly \$2,500,000. Fall activities generate revenue of roughly \$750,000 - \$800,000 in revenue through camps, clinics, and conferences. Most of the fall events occur in October and early November so the possibility to recoup some revenue exists if campus opens at some time.
- Most GS/CE staff will be retained to allow for the development of additional remote or online programming, conferences, or other events as well as the continued support of academic programs. There could be potential staff reductions of 0.5 – 1.5 FTE, depending on success in developing and implementing online programs.
- If there is no on-campus programming allowed in Fall 2020, we anticipate a reduction in revenue, # of participants, and ability to bring visitors to campus. We anticipate that CE/GS operations should be maintained at current levels unless a significant reduction in enrollments is realized across the University.

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- Extensive PPE and cleaning supplies for events and when interacting with the public. Additional physical barriers will be required for event check-in process. Additional signage and information sheets required to notify event participants of restrictions.
- Temperature testing of attendees would be ideal if campus can supply equipment. Agreements with 3rd party groups will need to be updated to allow more flexible cancellation policies for the campus and the external group. Additional policies for addressing attendees who show signs or symptoms of Covid illness will need to be developed.

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

- Additional signage and/or pedestrian traffic flow barriers needed to allow social distancing guidelines to be followed.
- Extensive PPE and cleaning supplies for events and when interacting with the public. Additional physical barriers will be required for event check-in process. Additional signage and information sheets required to notify event participants of restrictions.

We would likely try to push as many events to an online format as is reasonable. Additional ICIT support may be required to support this initiative. Courses will be rescheduled as needed to follow University requirements for Academic Programs.

Warhawk Ready Department/Division Specific Plans

Office of Recreation Sports & Facilities

Phase One:

- No change in remote environment currently in place.
- Physical distancing is being practiced.
- All facilities remain closed.
- Access to students, faculty, and staff by appointment only to retrieve items from their lockers.
- Sourcing personal protective equipment and cleaning supply inventory.

Phase Two:

- Williams Center open with limited hours and services.
- Conduct meetings virtually when able.
- Create a daily cleaning schedule for office and other facilities (Weight Room & Equipment Room).
- Employ physical distancing measures throughout the facilities
- Create signage encouraging COVID-19 best practices (face masks, physical distancing, washing hands, using water fountain as a water bottle filling station only, and covering your mouth when coughing/sneezing).
- Personal protective equipment provided for all student and professional staff.
- Look at spacing of equipment in Weight Room and Cardio Center.
- Provide sanitation stations throughout facility.
- Limit the number of participants based on square footage of facility.
- Potentially continue to offer virtual programming.
- No touch thermometers will be used in screening student employees and participants upon arrival.
- No check-out of equipment. Participants must provide their own.
- Potentially adding a protective shield for office front desk.

Phase Three:

- Increase the number of participants based on what is recommended per the state guidelines/CDC guidelines.
- Maintain sanitation stations throughout facility and daily cleaning schedules.
- Allow check-out of equipment.
- Maintain COVID-19 signage and physical distancing requirements.
- Evaluate hours of operation and services.

Department/Division Guidelines for Three Possible Fall 2020 University Openings

Office of Recreation Sports & Facilities

What if we have no on-campus students for the Fall 2020 Semester?

- Williams Center would have reduced hours and services.
- Enormous loss of revenue from Fitness Memberships (\$200,000), Facility Rentals (\$15,000), and Intramural Fees (\$10,000).
- Reduced student staff and possibly reduced professional staff.
- Concern that furloughs will create an exodus of staff for other jobs leaving an employee shortfall for Spring Semester.
- Club Sport participation and competitions would be limited or non-existent.
- Intramural Sports would be limited or possibly only virtual/Esports.
- Limited equipment check-out available.

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- Personal protective equipment for all student and professional staff.
- Reduced hours and services to decrease personal contact.
- More sanitation stations throughout facility.
- Supply of disinfectant/cleaning agents/gym wipes to maintain a daily cleaning schedule of all public areas, offices, classrooms, and other facilities.
- Additional no touch thermometers needed.
- Policy on number of participants allowed in an area/facility/meeting and signage that outlines the policy.
- Policy on travel for Club Sports and Spirit Program.

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

(Same response as question above with appropriate restrictions identified for max # of participants)

Warhawk Ready Department/Division Specific Plans

Office of Philanthropy and Alumni Engagement/UW-Whitewater Foundation

Phase One:

- No change in remote environment currently in place.
- For all phases, PAE/FDN would follow university/state/CDC guidelines on social distancing in its operations and support, through signage, etc., the social distancing of others while on campus.

Phase Two:

- Establish staggering in-office work schedules to have limited staff in the office at any one time Install shields at the front desk to protect students and staff for walk in encounters
- Create on-line options for the delivery of documents to limit in person contact
- Continue to limit in person meetings and training sessions and utilize on-line options

Phase Three:

- Return to normal office hours for all staff
- Allow for documents to be delivered to office
- Leave shields in place for front desk drop off of documents
- Continue to use on-line options for group meetings and trainings

Department/Division Guidelines for Three Possible Fall 2020 University Openings

Office of Philanthropy and Alumni Engagement/UW-Whitewater Foundation

What if we have no on-campus students for the Fall 2020 Semester?

- Financial impact may be a decrease in available funds for fundraising, alumni engagement, donor stewardship, special events and Foundation operations.
- Expectation that current level of staffing would continue, but allowing for some staff vacancies to remain.

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- PAE/FDN needs to be equipped with sanitizing and disinfectant materials to keep the office safe.
- PAE/FDN would follow university/state/CDC guidelines in its operations.

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

- PAE/FDN needs to be equipped with sanitizing and disinfectant materials to keep the office safe.
- In general, PAE/FDN meetings of over 25 are rare, but a 10-or-smaller rule would prompt operational changes to use Webex meetings or other remote meeting methods to meet social gathering requirements.

Warhawk Ready Department/Division Specific Plans

CAREER & LEADERSHIP DEVELOPMENT/STUDENT AFFAIRS

Phase One:

- **STAFFING** - Remote delivery of services would continue via email, WebEx, Connect, Handshake and phone. Staff will continue to track contacts and type of work via reporting form.
 - Greek Community services are limited until furloughed staff return.
 - No staff work related travel or purchasing permitted.
- **PHYSICAL SPACE** Career & Leadership Development, Warhawk Connection Center, Pride Center, Bailey Interview Center and Student Involvement Office would remain closed except for occasional logged visits by staff for mail pick up, etc.
- **PROGRAMMING** – All departmental programming is being offered virtually via WebEx, zoom or web based hosting modalities. ULEAD, Homecoming and other events will be modified and offered virtually. Warhawk Success Closet will have increased controls.

Phase Two:

- **STAFFING** – Dependent on campus direction, CLD will stay 100% remote and then transition to CLD Remote/In office staggered delivery of services. Office staff will be split into 2 teams that are each made up of University Staff, Career Staff, Programming staff and Student Employees. Staff will not be able to switch teams. On days they are not scheduled to be in office, they will work remotely or be on some type of leave of their choice, pending approval. Face covering will be expected of staff and encouraged to all those visiting or required if University directive. Anyone wanting an in person appointment will be required to wear a face covering. If they are unwilling to wear one they will be provided services virtually.s Remote work would continue via email, WebEx, Connect and phone. Staff will continue to track contacts and type of work via department form. Full Staff meetings will occur via Zoom/WebEx. No staff work related travel will be allowed. Those personally traveling will be asked to work remotely for 7 days and return to their team rotation after.
- **PHYSICAL SPACE** - CLD will open as able due to University Center hours. Areas below will require mask, hand sanitizer self-stations and cleaning supplies be available. Other changes would include Additional changes will include:
 - 14 free standing plexiglass partitions for individual office desks as and front desk areas
 - Maximum number allowed in offices, conference rooms and shared spaces
 - Remove all educational materials, magazines, shared and re-used materials (blankets, books, art supplies, etc) and replaced with tear off, QR code or URL signage
 - Hallways & common areas will have 6ft distance reminders on carpet added.
 - CLD Staff will be required to clean shared work spaces before and after shift and mark as cleaned.
 - Remove and arrange furniture to insure distancing recommendations
 - Free standing plexiglass for GA office or re configure furniture
 - Free materials, condom and button dispersal will be changed or temporarily discontinued
 - CLD Staff will be required to clean shared work space before and after shift and mark as cleaned.
 - No events or reservations will be scheduled or hosted in the space.
 - A log of those visiting the spaces will be maintained
 - No onsite programming or reservations will be allowed in the space
 - Computer Lab and Non Trad Spaces practices reviewed with area os supervision.

- **PROGRAMMING** – Departmental programming will continue to be done virtually via WebEx, zoom or web based hosting modalities. No reservations will be allowed in WCC/Pride areas. ULEAD, Homecoming and other events will be modified and offered virtually.

Per Dr Cross Directives 4/29/2020

Testing - All staff will be directed to refer anyone they come into contact with that isn't feeling well to seek testing as directed by the University. Additionally, all staff will be asked to check temperature before coming to work each day.

Tracking – All CLD staff meeting in person with others will confirm that those they are meeting with are entered on their Outlook calendar either by Front Desk or individual staff. Additionally, staff will note on their calendar when they are in office for the day or if working remotely .

Selecting - Staff and student employees would be asked to share personal information, as they choose, to allow support of leadership to advocate and mitigate risk with them. Signage would remind folks of expected behavior and masking expectation of those in the physical space.

Isolate – Other than supporting with our remote services to those in isolation, there are not additional plans.

Protect – Staff and visitors to all areas will need access to masks and hand sanitizer. Additionally, additional cleaning supplies and educational signage to University expectations and standards.

Phase Three:

- **STAFFING** – CLD Staff will continue Remote/In office staggered delivery of services until staff determines changes necessary. Face covering will be encouraged but not expected of staff and those visiting. Full Staff meetings will occur via Zoom/WebEx or in a larger meeting room in the University Center.
- **PHYSICAL SPACE** - CLD will be open as able due to University Center increased hours of access. University and CDC guidelines for safe work environments will be followed. Each of the areas will still have mask, hand sanitizer self-stations and cleaning supplies available
Changes from Phase 2 may include:
 - Access point limitations lifted
 - Those in a room will be raised
 - In office staffing model will increase per staff recommendation
 - Reservation of spaces will be considered and reviewed by staff
- **PROGRAMMING** – Departmental programming will continue to be done virtually via WebEx, zoom or web based hosting modalities. Additionally, per CDC/University guidelines small discussion type of programs will be offered. Reservations will be considered in WCC. ULEAD, Homecoming and other events will be modified and offered in some possibly hybrid manner.

Department/Division Guidelines for Three Possible Fall 2020 University Openings

CAREER & LEADERSHIP DEVELOPMENT/STUDENT AFFAIRS

What if we have no on-campus students for the Fall 2020 Semester?

Overall Financial Impact:

1. The Leadership non-allocable fee would not need to be revisited due to the level of service and contribution to the university and it's students being minimally being impacted. Student leadership confirmed with this recommendation to Chancellor on 5/12/2020.
2. The revenue generated by the career fairs coordinated by the department will be significantly impacted. Projected loss is approximately \$50,000 for Fall Fairs with an additional reduction in participation in Spring due to possible economic down turn of an additional \$10,000. Total loss revenue projected \$60,000.

Staffing

1. Reduced student employment hires will be implemented due to physical spaces not being open, staffed and programs.
2. No additional furloughs would be needed by the department due to virtual work unless dictated by University budgetary needs.

Costs

1. Depending on CDC and state health requirements, additional equipment and sanitation materials may be needed to be purchased in preparation of full re-opening in spring semester. Current estimate of that cost is slated at \$31,500.

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

Equipment needs for CLD

- PPE & sanitation supplies for the public using the physical space as well as employees.
- Plexiglas shields for staff workstations
- Increased sanitation station and self-cleaning supplies for shared equipment and work stations
- Supplies to indicated proper physical distancing, proximity and occupancy control
- Signage related to best practices and testing resources

Agreements/testing/other

- Adequate staffing of University Center to provide adequate cleaning of physical spaces
- Storage location in UC or campus for furniture that needs to be removed for physical distancing
- Institutional behavior expectations communications and signage
- UHCS/DPH signage for resource and health information dissemination
- Training of staff for safe and proper cleaning of personal and shared spaces

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

Controls – We would restrict number of people in shared office paces, conference rooms. Record via Outlook calendar all those having a physical visit to department to meet with staff. Curtail the use of entrance/exits to insure those visiting are recorded for tracing information. Utilize rsvp software for events offered and limit number per approved scale and take “attendance” at entrance of event.

Equipment Needed 12 stanchions for WCC to visually/physically block off program or shared workspaces, self-standing portable desk top Plexiglas (16), Materials to mark carpet, self-sanitation stations (8), cleaning supplies, and signage.

Meeting Changes - Conference room in are would have max limit enforced. Staff meetings would still happen virtually or in significantly larger room if available in UC.

Warhawk Ready Department/Division Specific Plans

CENTER FOR INCLUSIVE TRANSITION, EDUCATION & EMPLOYMENT -STUDENT AFFAIRS

Phase One:

- Maintain operations. CITEE team is half remote pre-COVID-19. No changes to remote work for all CITEE employees, including student employees
- Virtual internal and external meetings
- Occasional visits to office for essential work, which are coordinated with CEC/FP&M for notice and cleaning.

Phase Two

General CITEE office suite at CEC:

- Maintain remote operations for employees and student employees.
- Increase to limited office-based work for employees and student employees for essential work (printing, copying, mail exchange, meeting with customers, etc.) with no more than 5 total employees working in the space at once. Staggered schedules/days as necessary.
- Maintain social distancing at 6' minimum, using individual offices as much as possible, as well as large conference room space for meetings of more than two people.
- Student employees working on campus will use designated spaces vs. "hotel" spaces and will use offices and conference room rather than shared "hotel" space to promote social distancing
- Continue virtual meetings with team members, even when on campus, with campus colleagues and with funders and other partners
- All CITEE employees will wear facemasks when in potential contact with others and when in shared spaces (bathroom, supply room, break room, etc.)
- Signage promoting and explaining team and UW-W practices, including sanitizing and hygiene practices
- Employees in offices will disinfect high-touch surfaces after use – handles, switches, copier, etc.
- Deliveries and mail - drop boxes and internal mail delivery to avoid in person exchanges
- Remote e-signatures and acknowledgements
- Trainings for employees, including student employees, on UW-W and CITEE practices, including checklists for cleaning and safety checks

Questions about CEC Safety:

How is CEC community/shared space being kept clean and limit exposure? What is the traffic flow through CEC and office space, including general access, tours, etc.? What is status for open doors to building, office space, etc.?

- Employment Connections (EC) Program (DVR Consumers with Disabilities):
- General EC Operations:
 - Meetings may occur with EC student employees.

- Facemasks will be worn at all times.
- Regular cleaning and disinfecting of surfaces will occur before and after use.
- Proper social distancing can occur utilizing unoccupied spaces.
- Community Based Clients:
 - Meetings may occur in groups no larger than three, at the CEC, in the large open area adhering to proper social distancing.
 - Facemasks will be worn at all times and provided if needed. Gloves will be worn if necessary.
 - Regular cleaning and disinfecting of surfaces will occur before and after space use by EC employees.
- Community Employers:
 - Job coaching, at the employer's establishment may occur in groups no larger than three for training purposes.
 - EC will comply with the higher healthy and safety standards employer or UW-Whitewater.
 - Facemasks will be worn at all times by EC employees and provided if needed. Gloves will be worn if necessary. Additional PPE will be provided if requested.
 - Facemasks will be encouraged for community-based clients.
 - Proper social distancing will occur when possible.

Phase Three:

- Resume regular in-person work at CEC for campus-based employees, including student employees, with use of offices and other spaces to promote social distancing
- Continued remote work option to all employees, including team meetings
- Maintain cleaning and hygiene procedures, facemasks encouraged
- Encourage employees and student employees to stay home when sick, especially when fever or symptoms of COVID/flu-like symptoms - encourage sick leave for employees and when they have sick household members

WIOA Career Interviews (DVR grant with vulnerable population)

- Employees will wear protective smocks and facemasks, utilize individual pens, hand sanitizer, and disinfectant wipes between interview sessions
- Groups of up to 3 other people (if space large enough) may include employees or supports
- Pens left with employees to avoid cross-contamination across employees and sites
- Employees will comply with the higher healthy and safety standards employer or UW-Whitewater.

Department/Division Guidelines for Three Possible Fall 2020 University Openings

CITEE – Student Affairs

What if we have no on-campus students for the Fall 2020 Semester?

- As long as we can complete deliverables for grants and contracts with student employees working remotely, no concerns. If we cannot identify sufficient student employees due to lack of local students, we may have contract challenges.

What if all students are on campus for the Fall of 2020, what needs to be in place to control a potential COVID-19 outbreak?

- Regular schedule of disinfecting work and common areas

What controls does your area need if campus is open with students, but we have a scaled back opening with only groups of 10-25-50 allowed?

- Same as above

COVID-19 Summary of Financial Impact

Updated 4/29/2020

Revenue Loss Total	\$10,210,668.29
Expense Total	431,088.78
	<hr/>
Total Loss	10,641,757.07
Expense Savings	2,897,917.64
	<hr/>
Net Loss	<u><u>\$7,743,839.43</u></u>

As of April 29, 2020, the total impact to date is \$10,641,757.07

Of that amount, through contract negotiation and other tactics, we have saved \$2,897,917.64. We are mitigating our losses.

Included in the total amount is the anticipated loss of approximately \$2,200,000, should we cancel our camps and conferences programs over the summer.

Included in the total amount is the anticipated loss of approximately \$73,000, to housing and dining revenue over the summer.

Not included is the expected loss of State Funding. Due to COVID's impact on the State's finances, our campuses' funding is expected to be cut by \$2,158,200

Percent of confirmed COVID-19 cases by age group

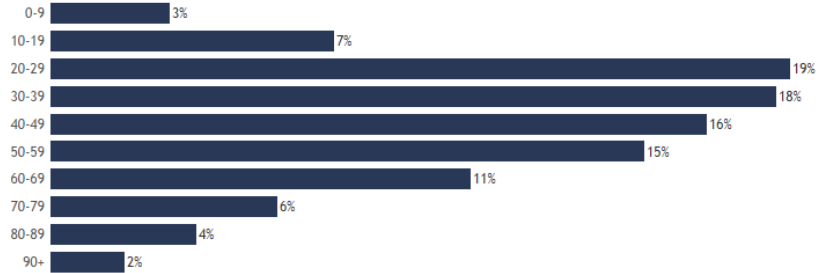
Updated: 6/10/2020 (Total: 21,593)

View cases by:

- ☒ Age group (years)
☐ Gender
☐ Race
☐ Ethnicity
☐ Region

Select case confirmation status:

- ☒ Confirmed
☐ Probable
☐ Confirmed and probable

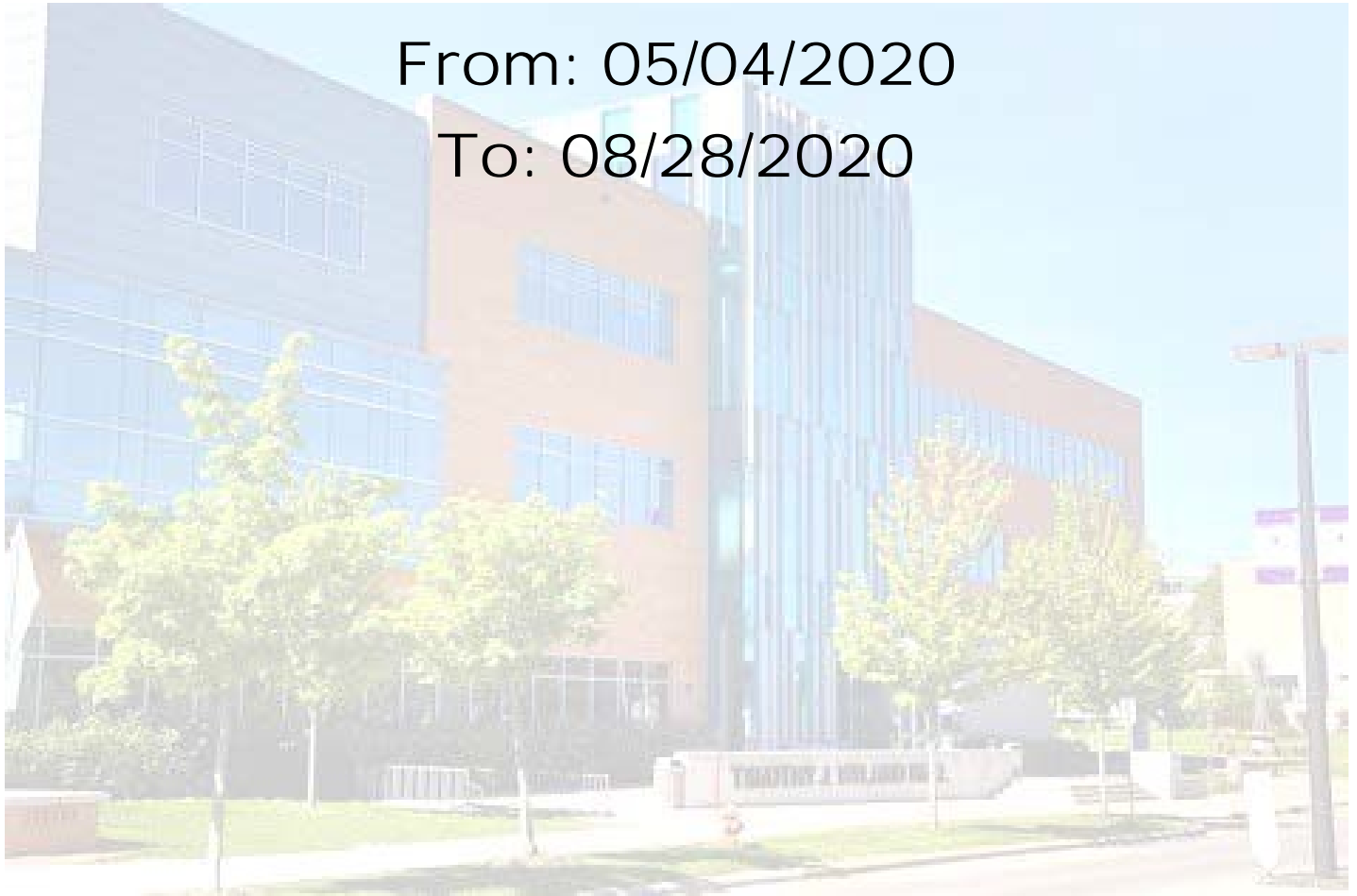


Case counts		Case percentages		
Age Group (Years)	Cases as of 6/10/2020	Ever hospitalized as of 6/10/2020	Any Intensive Care as of 6/10/2020	Deaths as of 6/10/2020
<10	643	18	2	0
10-19	1,539	40	3	0
20-29	4,008	149	20	6
30-39	3,930	225	34	8
40-49	3,559	351	80	21
50-59	3,217	510	118	54
60-69	2,274	625	180	112
70-79	1,227	533	127	175
80-89	793	353	62	168
90+	403	139	28	127
Total	21,593	2,943	654	671

Case counts		Case percentages		
Age Group (Years)	Cases as of 6/10/2020	Ever hospitalized as of 6/10/2020	Any Intensive Care as of 6/10/2020	Deaths as of 6/10/2020
<10	3%	3%	0%	0%
10-19	7%	3%	0%	0%
20-29	19%	4%	0%	0%
30-39	18%	6%	1%	0%
40-49	16%	10%	2%	1%
50-59	15%	16%	4%	2%
60-69	11%	27%	8%	5%
70-79	6%	43%	10%	14%
80-89	4%	45%	8%	21%
90+	2%	34%	7%	32%
Total	100%	14%	3%	3%

University of Wisconsin - Whitewater CoBE Tech Media Studio Use Plan For
COVID-19

From: 05/04/2020
To: 08/28/2020



1. Incident Name: 2020 COBE Tech Media Studio Staffing		2. Operational Period: Date From: 05/04/2020 Date To: 08/28/2020 Time From: Time To:			3. Branch: Division: Group: Staging Area:
4. Operations <u>Name</u> <u>Contact Number(s)</u> Personnel: Operations Section Chief: Branch Director: Division/Group Supervisor Sara Deschner 262-325-7909 (cell) or 262-472-1993 (Office)					
5. Resources Assigned:		Contact (e.g., phone, Reporting Location, # of Persons pager, radio, Special Equipment and frequency, etc.) Supplies, Remarks, Notes,			
Resource Identifier	Leader				
Morning Session	9:00am to 12:00pm	1			Instructor will wait in hallway until told it is okay to enter room
Cleaning	12:00pm to 1:00pm				Room will be down for cleaning
Afternoon Session	1:00pm to 4:00pm	1			Instructor will wait in hallway until it is okay to enter room.
Night Cleaning	Overnight Hours	1			FP&M Custodian will clean room

6. Work Assignments:

Media Tech (1 per shift) to handle studio recording. This tech will be located in the Media Room of CoBE Tech (3203) where the recording equipment is located. They will wear a face mask the entire time and will put on gloves before cleaning any item in the room the instructor is located.

Instructor recording (1 per shift) The instructor will be in the media studio. In some cases, the media tech may need to assist the instructor with setup, but they will be able to accomplish this with social distancing. The tech will place new gloves on before touching any items that have already been cleaned. The instructor will be allowed to remove a face mask if they wish while filming in the room.

Full-time employee supervising (1 per shift). This individual will be working in his/her office and will be responsible for making sure the cleaning of the studio (3001D) occurs between sessions. They may need to assist FP&M Custodial Staff in cleaning equipment the custodian is not able to clean. Whenever this person enters the room they will place on a mask and gloves if they are going to clean or move equipment.

Media Tech to edit. (1 per shift) This tech may perform some editing at home. If the media tech is comfortable, they will be allowed to work in the editing booth – which is located at the very front of the CoBE Tech office (Room 3001). This would not be a shared space and is a separate cubicle.

7. Special Instructions:

All staff working in the area should use good hygiene. They will clean their assigned work area for the shift before the start of their shift and at the end of the day. They will wear a proper face mask while cleaning or whenever social distance (6 feet) cannot be maintained. They will also wear a fresh pair of gloves and use proper sanitization wipes or bleach.

8. Communications (radio and/or phone contact numbers needed for this assignment):

Name/Function Primary Contact: indicate cell, pager, or radio (frequency/system/channel)

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9. Prepared by:

Name: Jason Burt

Lieutenant

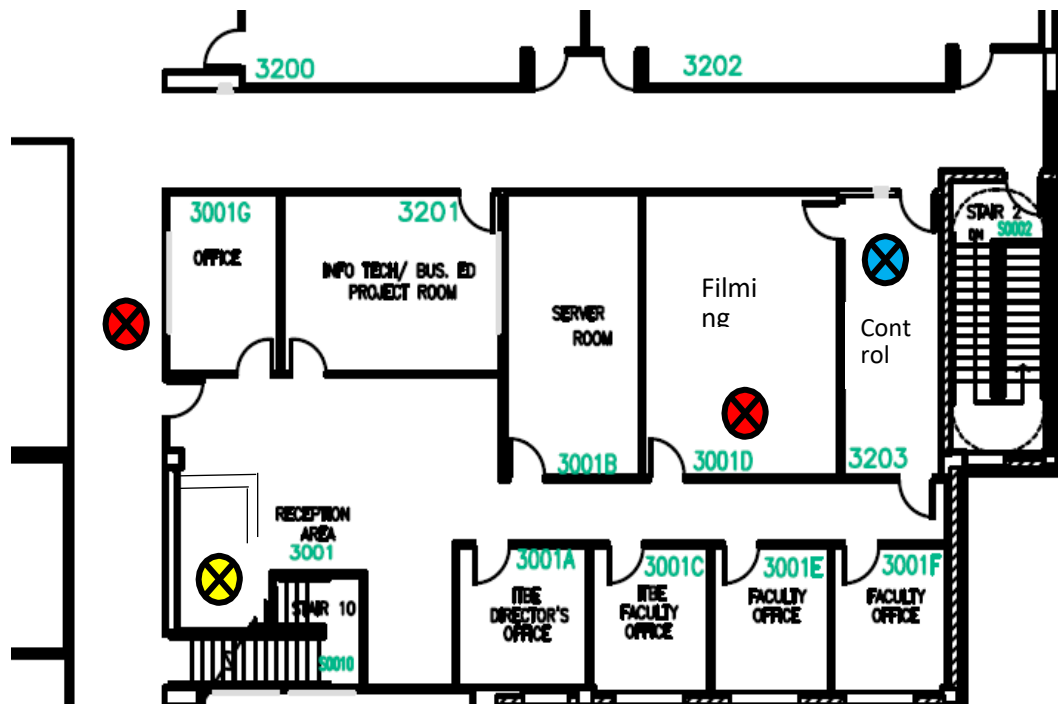
Position/Title:

Date/Time: 04/28/2020 14:08:25

Location of CoBE Tech Media Studio



Staff Locations During Filming






Key	
	Instructor waits outside Office 3001 until Media Tech allows entry (figure 1). Instructor then proceeds to the Filming Studio and stands in the green-boxed area (figure 2).
	Work station for Media Tech if editing on campus.
	Media Tech during recording (figure 3).

Figure 1



Instructor waits outside Office 3001 until Media-Tech allows entry.

Figure 2



Instructor will remain in marked green lines while in the Filming Studio.

Figure 3



Media Tech to remain in the Control Room.
If the Media-Tech enters the Filming Studio, they will wear a mask and gloves.

1. Incident Name: COBE Specific Information	2. Operational Period: Date From: 05/04/2020 Date To: 08/28/2020 Time From: Time To:
3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan: General UW-Whitewater Safety Message Plan: <ul style="list-style-type: none"> •The best thing that you can do to keep yourself and others healthy are to regularly wash your hands with soap and water for a minimum of 20 seconds. <ul style="list-style-type: none"> •If water isn't available, then use hand sanitizer. Hand sanitizer needs to contain at least 60 percent alcohol to be effective. <ul style="list-style-type: none"> •Refrain from shaking hands. •If you cough or sneeze, do so into your elbow or a tissue. <ul style="list-style-type: none"> •Get plenty of sleep. •If you have a fever or fell ill, please stay home. •Social distancing: By maintaining a distance of six feet from others when possible, people may limit the spread of the virus. <p>All Staff working on campus must complete the COVID-19 Survey before coming to campus and should wear a mask when outside of their office while on campus.</p> <p>In Addition to the General ICS 208-Safety Message Plan for UW-Whitewater the Following is in Place:</p> <ol style="list-style-type: none"> 1. The instructor will be asked to complete the short online survey and in addition to marking Hyland Hall, will mark COBE Tech on the form to document who was in the studio each day. 	
4. Site Safety Plan Required? Yes No Approved Site Safety Plan(s) Located At:	
5. Prepared by: Name: Jason Burt Position/Title: Lieutenant Date/Time: 04/28/2020 14:37:44	

University of Wisconsin - Whitewater Children Center Use Plan For COVID-19

From: 05/26/2020

To: 08/28/2020



1. Incident Name: UWWCC Summer 2020		2. Operational Period: Date From: 05/26/2020 Date To: 08/31/2020 Time From: 08:00:00 Time To: 16:00:00		3. Branch: Division: Group: Staging Area:	
4. Operations Personnel: Operations Section Chief: Branch Director: Erica Schepp Division/Group Supervisor 1768		Name Contact Number(s) Office: 262-472-1767 Main Office: 262-472-			
5. Resources Assigned:		Reporting Location, Contact (e.g., phone, # of Persons pager, radio, frequency, etc.) Notes,			Special Equipment and Supplies, Remarks, Information
Resource Identifier	Leader				
Peggy Lean	Operations Program Assoc.	1	262-472-1768	Main Office - RS1006	
Robin Rm. Class (Toddler)	Danjela Vuckovic	1	262-472-1894 (main)	262-903-3202 (cell)	
Mallard Rm. Class (2-3 y.o.)	Jennalee Johnson	1	262.472.1898 (main)	262.903.3206 (cell)	
Crane Rm. Class (4K)	Chelsea Newman	1	262.472.1896 (main)	262.903.3208 (cell)	

6. Work Assignments:

HOURS OF OPERATION are 8:00am – 4:00pm. Staff will be using extra time before and after hours to do extra cleaning and sanitizing. The shortened operating hours also allow compliance with the restrictions of the number of staff allowed to have on site according to the temporary rules from the Wisconsin Department of Children and Families (10 at a time).

Traffic in office is to be limited. Please try to send an email or call rather than coming directly into the office if needing to speak with Erica or Peggy.

Children's Center Office 262.472.1768

Robin Room Classroom 262.472.1894

Robin Room Cell Phone 262.903.3203

Mallard Room Classroom 262.472.1898

Mallard Room Cell Phone 262.903.3206

Crane Room Classroom 262.472.1896

Crane Room Classroom 262.903.3208

**** DO NOT LEAVE MESSAGES / VOICEMAILS ON ANY OF THE CLASSROOM PHONES. IF CLASSROOM STAFF DOES NOT ANSWER PHONE, PLEASE CALL THE OFFICE**

7. Special Instructions:

STAFF / EMPLOYEE POLICIES:

ENTERING / EXITING the Roseman Building – please see the attached map which show the designated entrances for all staff and families. We ask that you ONLY use these doors.

Other Staff working in the building is asked to maintain social distancing and limit time in the Children Center Area. Should working on the second floor should use Entrance #9 and then go upstairs using the closet stairwell.

Health Screening - All Staff (Lead Teachers and TA's) will complete a health screening including taking their temperature upon arrival at the Center each day. These logs will be kept in each classroom.

Staff members should not come to work if they or anyone living in their household are exhibiting the following symptoms:

- *Fever over 100
- *Persistent cough
- *Runny Nose
- *Sore Throat
- *Body aches

If an employee is confirmed to have COVID-19 infection, the employee shall notify their supervisor. The employer will notify all other employees and families of their possible exposure (confidentiality will be maintained at all times). The employer will work with the Walworth County Health Department and the Wisconsin Department of Children and Families to follow appropriate protocol for the entire center

8. Communications (radio and/or phone contact numbers needed for this assignment):

Name/Function

Primary Contact: indicate cell, pager, or radio (frequency/system/channel)

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9. Prepared by: Name: Officer Thompson Position/Title: Academic Affairs Liaison

Date/Time: 05/26/2020 11:51:43

1. Incident Name: UWWCC Summer 2020	2. Operational Period: Date From: 05/26/2020 Time From: 08:00:00	Date To: 08/31/2020 Time To: 16:00:00
3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:		

HOURS OF OPERATION are 8:00am – 4:00pm.

UWWCC staff will be using extra time before and after hours to do extra cleaning and sanitizing. The shortened operating hours also allow compliance with the restrictions of the number of staff allowed to have on site according to the temporary rules from the Wisconsin Department of Children and Families (10 at a time).

SEPERATE GROUPS:

Classes will remain separate throughout hours of operation. There will be no combining of groups at any time of the day. In addition, staff will only be assigned to work with one group of children and will not enter the other classrooms within a given day. TA's will only be allowed to work in different classrooms in extreme circumstances.

HEALTH & SAFETY POLICIES:

Children, family members who are bringing children to school and staff should all abide by the following health recommendations:

If a child or anyone in their household are exhibiting any of these symptoms, please DO NOT come to the UW-Whitewater Children's Center:

Fever over 100
Persistent cough
Runny Nose
Sore Throat
Body aches
New loss of taste or smell

Other symptoms of COVID related illness in children are: red eyes, blotchy rash, abdominal pain

Family is asked if they are calling their child in sick for the day, to please report any of these symptoms to help track illnesses.

Families are asked if their child or someone living with the child is confirmed to have COVID-19 infection, the family shall notify the UW-Whitewater Children's Center Director.

The Director will notify all employees and families of their possible exposure (confidentiality will be maintained at all times). The Director will work with the Walworth County Health Department and the Wisconsin Department of Children and Families to follow appropriate protocol for the entire center at that time.

A child who has a confirmed case or has been exposed to someone living in their home who has a confirmed case of COVID-19 can return to attending the UWWCC when:

No fever for at least 72 hours (3 full days without the use of fever reducing medication)
AND...other symptoms have improved (cough, shortness of breath, etc.)
AND...at least 7 days have passed since symptoms first appeared.
OR a written statement from a medical professional clears the child to return to childcare.

If a child gets sick during the day, the child will be brought to the UWWCC office. The family will be notified and will request an immediate pick up. The child should remain home until the symptoms have cleared for at least 24 hours, but depending on the severity of the symptoms, the UWWCC staff reserves the right to ask a family to keep their child home for up to 72 hours symptom free.

PERSONAL BELONGINGS:

All extra items (toys from home, car seats, strollers, etc. should NOT be brought into the center).

ARRIVAL/DEPARTURE:

Please see the UWWCC map for individual classroom's assigned entrance. Traffic flow in / out of the building to reduce the risk of exposure to children, families, and staff will be directed.

- Only one adult at a time per child shall enter the Roseman building to drop off a child
- Maintain 6-foot distance (see tape or chalk markings for guidance)
- Temperature Checks – will be done for all children upon arrival at the Center, please wait for the results.
- Complete the health screening questions.
- Once cleared for entry, UWWCC staff will take children to their classrooms and sign them in for the day.
- All family members should refrain from entering the classrooms. Exit the building using the same entrance entered.
- Only children and assigned staff are permitted in the classrooms.
- Family ID cards will not be activated during this session.

4. Site Safety Plan Required? Yes No

Approved Site Safety Plan(s) Located At:

5. Prepared by:

Name: Officer Thompson

Position/Title: Academic Affairs Liaison

Date/Time: 05/26/2020 13:19:07

INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)

1. Incident Name: UWWCC Summer 2020		2. Incident Number: 20200526	
3. Date/Time Prepared: Date: 05/26/2020 Time: 12:49:49		4. Operational Period: Date From: 05/26/2020 Date To: 08/31/2020 Time From: 08:00:00 Time To: 16:00:00	
5. Incident Area	6. Hazards/Risks	7. Mitigations	
Campus Wide	Exposure to infected people	Masks, glasses, gloves	
Campus Wide	Exposure to infected surfaces	Increased cleaning of areas where exposure is increased	
Campus Wide	General Exposure	Wash hands thoroughly throughout day. Hand Sanitizer as back-up	
Campus Wide	General Exposure	Staff to check in using online survey prior to coming to campus	
Campus Wide	General Exposure	Social distancing as able to	
Campus Wide	General Exposure	Wear a mask when out in public areas	
UWWCC Center	General Exposure	All extra items (toys from home, car seats, strollers, etc. should NOT be brought into the center)	
UWWCC Center	General Exposure	Only one adult at a time per child shall enter the Roseman building to drop off a child	
UWWCC Center	General Exposure	Health Screenings & Temperature Checks – will be done for all children upon arrival at the Center, please wait for the results.	
UWWCC Center	General Exposure	All family members should refrain from entering the classrooms	
UWWCC Center	General Exposure	Classes will remain separate throughout hours of operation	
UWWCC Center	General Exposure	There will be no combining or comingling of groups at any time of the day	
UWWCC Center	General Exposure	Staff will only be assigned to work w/ one group of children & will not enter the other classrooms w/in a given day	
UWWCC Center	General Exposure	TA's will only be allowed to work in different classrooms in extreme circumstances	
8. Prepared by (Safety Officer):		Name: Officer N. Thompson Signature	
Prepared by (Operations Section Chief):		Name: Signature	
ICS 215A		Date/Time: 05/26/2020 13:15:00	



Temporary Handbook for COVID-19 Summer 2020

Hello Families and Staff,

We are happy to be welcoming you back to the Children's Center. We have missed you all. In preparation for re-opening, we have taken careful consideration of our operating procedures and adjusted these in order to provide the safest environment for you child at this time. This handbook outlines changes to policies and procedures, which will be implemented temporarily until it is determined, that these extra measures are no longer needed. Please read this handbook carefully prior to returning.

Changes to Daily Operations:

- ❖ **HOURS OF OPERATION are 8:00am – 4:00pm.** Our staff will be using extra time before and after hours to do extra cleaning and sanitizing. The shortened operating hours also allow us to stay in compliance with the restrictions of the number of staff we are allowed to have on site according to the temporary rules from the Wisconsin Department of Children and Families (10 at a time).

Please limit traffic in the office. If you need to speak with Erica or Peggy, please try to send an email or call rather than coming directly into the office.

- ❖ **Arrival Procedures for the morning 8:00-9:00am:**

- ✓ Please see the attached map for your classroom's assigned entrance. We are carefully directing the traffic flow in / out of the building to reduce the risk of exposure to children, families, and staff.
- ✓ Only one adult at a time per child shall enter the Roseman building to drop off a child
- ✓ If waiting behind another family, maintain 6-foot distance (see tape or chalk markings to guide you)
- ✓ Temperature Checks – will be done for all children upon arrival at the Center, please wait for the results.
- ✓ Complete the health screening questions.
- ✓ Once cleared for entry, UWW-CC staff will take your child to their classroom and sign them in for the day.
- ✓ All family members should refrain from entering the classrooms. We kindly ask you to exit the building using the same entrance you came in. Only children and assigned staff are permitted in the classrooms. Family ID cards will not be activated during this session.
- ✓ This extended drop-off process takes a lot of time, please be patient with us.

- ✓ **Helpful Tip: Explain the drop-off procedures to the child ahead of time.**

- Use the walk/drive to school to as your "goodbye time."
- If you have any drop-off routines/rituals, talk about how those will be different, and ask for suggestions from your child.
- Make sure they understand that you will be staying in the hallway and that a teacher will be taking their temperature and bringing them to their room.
- Say good-bye in a loving and confident way. You can reassure them that you will pick them up after rest and snack time.

❖ **Pick-up Procedures at the end of the day 3:30-4:00pm:**

- ✓ Please call the classroom to let the staff know that you are at the Center and ready to pick up your child. Please wait on the sidewalk outside your assigned building entrance. If there is not answer, please call the office.
- ✓ PHONE NUMBERS:

Children's Center Office	262.472.1768
Robin Room Classroom	262.472.1894
Robin Room Cell Phone	262.903.3203
Mallard Room Classroom	262.472.1898
Mallard Room Cell Phone	262.903.3206
Crane Room Classroom	262.472.1896
Crane Room Classroom	262.903.3208
** DO NOT LEAVE MESSAGES / VOICEMAILS ON ANY OF THE CLASSROOM PHONES. IF CLASSROOM STAFF DOES NOT ANSWER PHONE, PLEASE CALL THE OFFICE	

- ✓ UWW-CC staff will bring your child out to you.
- ✓ Again, this process will take some additional time. We will do our best to keep this an efficient process. We appreciate your patience.
- ❖ No Drop-in Care or additional days will be added to children's schedules this summer beyond our current enrollment. We need to limit the amount of children in each of the groups as much as possible.
- ❖ Separate Groups:
Classes will remain separate throughout our hours of operation. There will be no combining or comingling of groups at any time of the day. In addition, staff will only be assigned to work with one group of children and will not enter the other classrooms within a given day. TA's will only be allowed to work in different classrooms in extreme circumstances.
- ❖ PERSONAL BELONGINGS: All extra items (toys from home, car seats, strollers, etc. should NOT be brought into the center).

Health and Safety Policies:

Children, family members who are bringing children to school and staff should all abide by the following health recommendations:

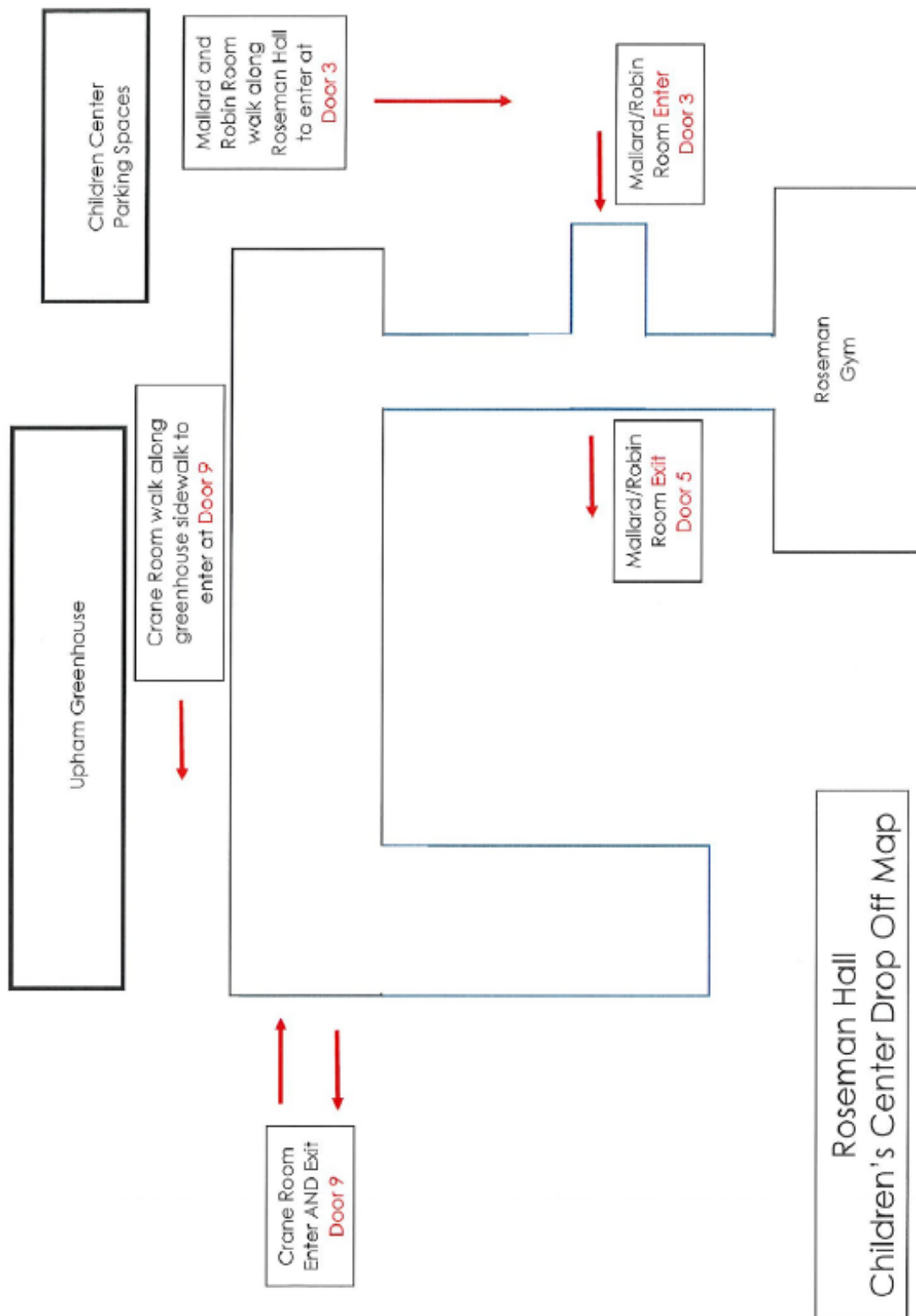
If a child or anyone in their household are exhibiting any of these symptoms, please DO NOT come to the Children's Center:

- Fever over 100
 - Persistent cough
 - Runny Nose
 - Sore Throat
 - Body aches
 - New loss of taste or smell
 - Other symptoms of COVID related illness in children are: red eyes, blotchy rash, abdominal pain
-
- ❖ If you are calling your child in sick for the day, please report any of these symptoms to help us track illnesses.

 - ❖ If your child or someone living with the child is confirmed to have COVID-19 infection, the family shall notify the Director. The Director will notify all employees and families of their possible exposure (confidentiality will be maintained at all times). The Director will work with the Walworth County Health Department and the Wisconsin Department of Children and Families to follow appropriate protocol for the entire center at that time.

 - ❖ A child who has a confirmed case or has been exposed to someone living in their home who has a confirmed case of COVID-19 can return to attending the UWW-CC when:
 - No fever for at least 72 hours (3 full days without the use of fever reducing medication)
 - AND...other symptoms have improved (cough, shortness of breath, etc.)
 - AND...at least 7 days have passed since symptoms first appeared.
 - OR a written statement from a medical professional clears the child to return to childcare.

 - ❖ If a child gets sick during the day, the child will be brought to the UWW-CC office. The family will be notified and we will request an immediate pick up. The child should remain home until the symptoms have cleared for at least 24 hours, but depending on the severity of the symptoms, the UWW-CC staff reserves the right to ask a family to keep their child home for up to 72 hours symptom free.



Staff / Employee Policies:

- ❖ ENTERING / EXITING the Roseman Building – please see the attached map which show the designated entrances for all staff and families. We ask that you ONLY use these doors.
- ❖ Health Screening - All Staff (Lead Teachers and TA's) will complete a health screening including taking their temperature upon arrival at the Center each day. These logs will be kept in each classroom.
- ❖ Staff members should not come to work if they or anyone living in their household are exhibiting the following symptoms:
 - *Fever over 100
 - *Persistent cough
 - *Runny Nose
 - *Sore Throat
 - *Body aches
- ❖ If an employee is confirmed to have COVID-19 infection, the employee shall notify their supervisor. The employer will notify all other employees and families of their possible exposure (confidentiality will be maintained at all times). The employer will work with the Walworth County Health Department and the Wisconsin Department of Children and Families to follow appropriate protocol for the entire center at that time.
- ❖ Employees who have had a confirmation of COVID-19 infection shall remain out of work until:
 - No fever for at least 72 hours (3 full days without the use of fever reducing medication)
 - AND...other symptoms have improved (cough, shortness of breath, etc.)
 - AND...at least 7 days have passes since symptoms first appeared.
 - OR a written statement from a medical professional clears you to return to work.
- ❖ TA's should punch in / out for their shifts on the classroom ipads. Please avoid congregating in the Children's Center office.
- ❖ Lockers - TA's will be assigned an office locker to use for the summer. Please be sure to use disinfecting wipes to wipe down the inside and outside of your locker at the end of each of your shifts.
- ❖ Multiple changes of clothing – we suggest that you have an extra set of clothes (or two that you keep in your locker, so that you can change in the middle of your shift should you have any bodily secretions from children that get on your clothes – especially infant / toddler teachers). You might also want to consider wearing an

oversized button down shirt, apron, scrub shirt, or other kind of “smock” type clothing over your regular clothes that could be easily changed at different times of the day if needed. We recommend these items be laundered and kept at the CC for this specific use.

- ❖ Masks / Face coverings: Disposable masks will be available for staff to wear while working. This is optional while in the classroom. All staff who are interacting with families at drop-off or pick-up times shall wear a mask.
- ❖ Breaks / Break Room – Please limit “gathering” in this small space. 1-2 people may use this space at a time. Please use the oxivir spray to sanitize the area used both BEFORE and AFTER you are done eating.
- ❖ Serving Meals – We will be suspending our family-style dining procedures. One teacher will wear gloves and plate all food for children. Serving containers shall remain on the classroom counters. Classroom serving containers will be prepared in the kitchen by our kitchen staff. Kitchen staff will deliver the serving containers to a table outside of the classroom door.
- ❖ Dishes – One staff member will take the dish carts to the kitchen after breakfast and lunch, so that the kitchen person can sanitize dishes in the machine in the kitchen. Snack dishes will be done either in the classroom or after hours in the kitchen.
- ❖ Cots – All cots will be sprayed with oxivir after rest time, before stacking them in the storage area. Please be sure that children only sit on their own cots. Ideally, cots should be 6 ft. apart during rest times. This may not be possible in all classrooms, so use as much space as possible between cots (2-6 ft.). Another strategy is to make sure children lay “head to toe” on cots that might be in closer proximity.
- ❖ Laundry Procedures – Wear gloves when handling dirty laundry. Do not shake dirty laundry. Clean and disinfect hampers after removing dirty laundry.
- ❖ Core staff shall clean and disinfect their personal office workspace at the beginning and end of every shift.

Healthy Hand Hygiene

- All children, staff, and volunteers should engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - Before and after preparing food or drinks
 - Before and after eating or handling food, or feeding children
 - Before and after administering medication or medical ointment

- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After blowing one's nose, coughing, or sneezing
- Before and after applying sunscreen and / or bug spray to children

- After coming in contact with bodily fluid
 - After handling animals or cleaning up animal waste
 - After playing outdoors or in sand
 - After handling garbage
 - After using shared equipment like toys, computers, ipads, pens, scissors, etc.
- Wash hands with soap and water for at least 20 seconds. Use our handwashing songs and/or the sand timers to support children in washing their hands long enough.
- Infant / toddler teachers should wash their hands, neck, and anywhere touched by a child's secretions.
- Teachers should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Teachers should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

Child Drop-off Screening Form

Child Name: _____ Date: _____ Drop-off Person Name: _____

What time will the child be picked up today? _____ Who will be the pick-up person? _____

Child Health Screening:

Please check off all that apply:

- ☐ This child has not had a fever (temperature of 100.4° or higher) within the past 72 hours.
- ☐ This child has not had potential symptoms of COVID-19, such as shortness of breath or persistent dry cough, within the past 72 hours.
- ☐ This child has not taken any fever reducing medications like acetaminophen or ibuprofen in the past 24 hours.
- ☐ This child is free of symptoms of other communicable illness, and is healthy enough to engage in daily activities including outdoor play.
- ☐ This child or a family member living with this child has traveled outside the state of WI in the past 7 days.

Current Temperature Reading: _____

Anyone with a current temperature of 100.4° or greater will not be admitted to the center. Children must meet all these conditions in order to be admitted to the center.

Dropoff Person Signature: _____

Child Name: _____ Date: _____ Drop-off Person Name: _____

What time will the child be picked up today? _____ Who will be the pick-up person? _____

Child Health Screening:

Please check off all that apply:

- ☐ This child has not had a fever (temperature of 100.4° or higher) within the past 72 hours.
- ☐ This child has not had potential symptoms of COVID-19, such as shortness of breath or persistent dry cough, within the past 72 hours.
- ☐ This child has not taken any fever reducing medications like acetaminophen or ibuprofen in the past 24 hours.
- ☐ This child is free of symptoms of other communicable illness, and is healthy enough to engage in daily activities including outdoor play.
- ☐ This child or a family member living with this child has traveled outside the state of WI in the past 7 days.

Current Temperature Reading: _____

Anyone with a current temperature of 100.4° or greater will not be admitted to the center. Children must meet all these conditions in order to be admitted to the center.

Dropoff Person Signature: _____

DAILY EMPLOYEE HEALTH SCREENING AGREEMENT

AS AN EMPLOYEE OF UW-WHITEWATER CHILDREN'S CENTER, YOUR HEALTH AND SAFETY ARE VERY IMPORTANT TO ALL OF US HERE, INCLUDING THE MANAGEMENT, STAFF, CHILDREN, AND FAMILIES. TO PREVENT THE SPREAD OF COVID-19, PLEASE REVIEW THE BELOW HEALTH SCREENING QUESTIONS EACH DAY UPON ARRIVAL TO THE PROGRAM. THE COMPLETED, SIGNED AND DATED SCREENING SHOULD BE GIVEN TO YOUR DIRECT SUPERVISOR.

_____ I do not currently have, nor have I had a temperature over 100 degrees in the past 48 hours.

_____ I do not currently have any potential symptoms of COVID-19, such as fever, shortness of breath or persistent dry cough.

_____ I have not taken medications to lower my temperature.

_____ There is no one in my household who has COVID-19.

Staff Signature: _____ Date: _____

Office Only:

_____ This staff person has been approved to continue working

_____ This staff person has been asked to return home until they are symptom and fever free for at least 72 hours.

Supervisor Signature: _____ Date: _____

DAILY EMPLOYEE HEALTH SCREENING AGREEMENT

AS AN EMPLOYEE OF UW-WHITEWATER CHILDREN'S CENTER, YOUR HEALTH AND SAFETY ARE VERY IMPORTANT TO ALL OF US HERE, INCLUDING THE MANAGEMENT, STAFF, CHILDREN, AND FAMILIES. TO PREVENT THE SPREAD OF COVID-19, PLEASE REVIEW THE BELOW HEALTH SCREENING QUESTIONS EACH DAY UPON ARRIVAL TO THE PROGRAM. THE COMPLETED, SIGNED AND DATED SCREENING SHOULD BE GIVEN TO YOUR DIRECT SUPERVISOR.

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_____ I do not currently have any potential symptoms of COVID-19, such as fever, shortness of breath or persistent dry cough.

_____ I have not taken medications to lower my temperature.

_____ There is no one in my household who has COVID-19.

Staff Signature: _____ Date: _____

Office Only:

_____ This staff person has been approved to continue working

_____ This staff person has been asked to return home until they are symptom and fever free for at least 72 hours.

Supervisor Signature: _____ Date: _____

Dear UWW-CC Families,

In order to reopen as safely as possible our program has had to establish new policies and procedures. These policies are effective beginning on May 26, 2020 and will be in place until we determine it is safe to discontinue. Understand that while we can take care to limit the potential of your child being exposed to COVID-19 while at The Children's Center, we can not guarantee it. Please read each item below, sign, and return to the Children's Center office on your first day at attendance.

I, _____, parent of _____ wish to have my child begin attending the UW-Whitewater Children's Center on May 26, 2020.

- Drop-off will take place at the designated health screening station in the Roseman Building. You will sign your child in at this station. Please try to bring your own pen for this purpose.
- I will wait for my child to be screened for signs of illness upon arrival daily.
- I will not bring unnecessary personal items into the program. This includes the storing of car seats and strollers in the center.
- I will call upon arrival for picking up my child and will wait outside for the UWW-CC staff to bring my child out to me.
- I will not enter the classrooms, except for preauthorized circumstances as defined by the program Director/Owner.
- I will only bring my child to the UWW-CC when everyone in our home is healthy and symptom free, with no known exposure to COVID19.
- Fever reducers (ibuprofen or acetaminophen) will not be given to my child on any day of attendance.
- If my child shows signs of illness during care, I, or another authorized person, will retrieve my child within 60 minutes of being notified.
- I will wait my turn to enter the program, and practice proper social distancing while on program premises.
- I will wear a mask when interacting with the UWWCC staff at drop-off and pick-up times.
- I will thoroughly wash my and my child's hands before dropping off, prior to picking up, and as soon as we return home.
- Only one adult guardian per family is permitted at drop off at pick up.
- I understand this situation is fluid and subject to change per state, other local authority, and program needs.
- I understand failure to follow these new safety guidelines may result in termination.

Family / Parent/Guardian signature

Date

UNCLASSIFIED, FOR OFFICIAL USE ONLY

University of Wisconsin - Whitewater CEC Testing Center Use Plan For COVID-19

From: 06/01/2020

To: 08/28/2020



1. Incident Name: 2020 CEC Testing Center		2. Operational Period: Date From: 06/01/2020 Date To: 08/28/2020 Time From: Time To:		3. Branch: Division: Group: Staging Area:
4. Operations Personnel: <div>Name: _____ Contact Number(s) _____</div> Operations Section Chief: Branch Director: Division/Group Supervisor Gina Elmore 262-472-1219				
5. Resources Assigned:		Reporting Location, # of Persons frequency, etc.) Information		
Resource Identifier	Leader	Contact (e.g., phone, pager, radio, Supplies, Remarks, Notes,	Special Equipment and	
Testing Center	Gina Elmore	6/Session		1 Session Allowed per day
6. Work Assignments: The Testing Center in the Campus Engagement Center will allow up to six (6) people per day to complete testing. The testing sessions are about four (4) hours but people may complete testing before that. <p>Once the testing is complete the center will be closed for cleaning overnight.</p>				

7. Special Instructions:

People arriving for testing will either wait outside in their cars or will be allowed to stand outside in the parking lot on some marks that will be placed on the ground. An attendant will go outside and bring the people in one at a time. The attendant will check them in and get them signed on the computer before bringing in the next person.

8. Communications (radio and/or phone contact numbers needed for this assignment):

Name/Function

Primary Contact: indicate cell, pager, or radio (frequency/system/channel)

/

/

/

/

9. Prepared by: Name: Jason Burt Position/Title: Lieutenant Date/Time: 05/20/2020 17:16:21

1. Incident Name:		2. Operational Period:	
2020 CEC Testing Center		Date From: 06/01/2020	Date To: 08/28/2020
		Time From:	Time To:

3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:

General UW-Whitewater Safety Message Plan:

- The best thing that you can do to keep yourself and others healthy is to regularly wash your hands with soap and water for a minimum of 20 seconds.
- If water isn't available, then use hand sanitizer. Hand sanitizer needs to contain at least 60 percent alcohol to be effective.
- Refrain from shaking hands.
- If you cough or sneeze, do so into your elbow or a tissue.
- Get plenty of sleep.
- If you have a fever or feel ill, please stay home.
- Social distancing: By maintaining a distance of six feet from others when possible, people may limit the spread of the virus.

All Staff working on campus must complete the COVID-19 Survey before coming to campus and should wear a mask when outside of their office while on campus.

In Addition to the General ICS 208-Safety Message Plan for UW-Whitewater the Following is in Place:

- * Each person arriving for testing will be checked in individually and will wait outside either in their car or social distance apart at marks in the parking lot.
- * They must either have on a face covering or they will be provided one before they are allowed to enter the building.
- * Once inside the building they will be checked in by the attendant, who will be behind a plastic barrier while they check the person in.
- * Once inside of the testing room, there will be two work stations or empty stations between each person to allow for social distancing.
- * The Testing Center will only allow one session per day to allow for cleaning over night.
- *Testing Center staff will wear gloves and masks while cleaning or dealing with customers
- *During testing one staff member must remain at the testing location, the other will stay in a room down the hall unless needed to social distance.
- *CEC Staff will assist with cleaning and disinfecting anything that custodians might not be able to clean, such as headphones.

4. Site Safety Plan Required? Yes No	
Approved Site Safety Plan(s) Located At:	

5. Prepared by:	Name: Jason Burt	Position/Title: Lieutenant	Date/Time: 05/15/2020 13:22:15
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Entrance to the CEC



Entrance to the Testing Center



Testing Center Room



Testing Center Workstation



University of Wisconsin Whitewater

Community Engagement Center

Today's Date:

First Name:

Last Name:

Email:

Phone number:

UW-Whitewater is committed to providing a safe, secure, and supportive environment at all times, but we are all being especially careful during this situation. Please follow appropriate CDC recommendations, washing hands, social distancing, and having a face mask with you at all times.

Please Circle Yes or No:

Yes **No** Have you traveled outside of Wisconsin or your state of residence in the past 21 days? If you have traveled and have not gotten out of your car and/or kept 6 feet of social distancing, such as getting gas or exchanging children, you should answer "No".

Yes **No** Have you had close contact with anyone diagnosed with or shown symptoms for the COVID-19 illness within the last 14 days?

Yes **No** Do you have a fever, greater than 100.4 F or 38.0 C, currently or within the past 10 days?

Yes **No** Do you have any respiratory symptoms, cough, shortness of breath, sore throat, currently or within the past 10 days? If these issues are because of a previously diagnosed issue, such as asthma, you should respond "No".

If you have answered "YES" to any of the questions, please leave the facility for the safety of yourself and others. Please reschedule your exam at a later time.

If you have experienced any of the symptoms listed, it is advisable to contact a medical practitioner

for further evaluation.

Signature

Date

University of Wisconsin - Whitewater Police Department

Safety Plan for International Police Mountain Bike Association Training



2020 Summer Class

Instructors: Cal Servi, Dan Kuehl

Bicycle operations are essential to many public safety agencies, and all public safety personnel should be required to complete training prior to being assigned to bicycle duty. Therefore, each agency should assess the relative risks and merits when deciding how to proceed.

Instructors who do teach classes must adhere to their agency policies and directives as well as any applicable federal, state/provincial, and/or local regulations and restrictions. These include, but are not limited to, restrictions on gathering sizes, stay-at-home mandates, social distancing, and utilizing personal protective equipment (PPE). Instructors must also follow the guidelines of any applicable governmental health organization, ranging from local health departments to federal entities such as the [US Centers for Disease Control](#) (CDC) and the [Public Health Agency of Canada](#).

Even if not required by policy or regulation, instructors are advised to wear personal protective equipment such as masks and gloves, wash their hands and clean/disinfect equipment regularly, use hand sanitizer, and require that their students and aides do the same during all in-person training. Guidance with respect to selection of PPE and implementation of universal safety precautions is available from the [CDC](#).

Instructors are encouraged to be flexible and creative in delivering the course material within the established framework and safety standards. Instructors may use agency-approved videoconferencing platforms to deliver the lecture material remotely if necessary. Lectures may also be conducted outdoors. If lectures take place in person, whether in a classroom or open-air environment, ensure social distance is maintained.

All required skill stations and testing must be completed. Eye protection, surgical/isolation masks, and disposable gloves should be worn and established protocols for use followed during all spotting exercises and hands-on instruction. Close physical contact should be minimized, but all applicable safety guidelines must be followed.

Instructors may wish to seek legal advice about adding exposure to COVID-19 or other infectious diseases into their liability releases (waivers). General information (not legal advice) about COVID and liability can be found [here](#). Instructors who carry insurance independently should also ask their providers if and/or how COVID-19 affects their policies.

The following are specific measures that instructors can implement to enhance course safety with respect to COVID-19.

Class Size:

- Keep class sizes small to enable students to spread out in the classroom and in the field. In addition to helping prevent transmission, this also helps prevent negative perceptions by community members during outdoor exercises.

Training Considerations:

- Use a classroom large enough to enable at least six feet (1.8 meters) between students.
- Clean and disinfect classroom tables, chairs, and instructional aids every day.
- Use an outdoor training area large enough to enable social distancing during skill stations and testing.
- Do not permit more than one person in a cone course at a time, spread out on group rides and during transitioning exercises, and refrain from supplemental activities that may result in close personal contact.
- Do not use role players unless they are in the class or, in an internal class offering, members of the same agency.

Personnel:

- Include a general statement at the beginning of the class advising everyone they are required to report any exposures, temperature, or symptoms.
- Require any instructor, aide, or student who is believed to have been exposed or exhibits any symptoms to withdraw from the class immediately and report to the appropriate person. Detailed information about preventing workplace exposures is available from the [CDC](#).
- Require a COVID screen each day before class starts. All personnel should sign in and answer questions regarding any possible exposures, any cough, respiratory problems / shortness of breath, flu symptoms.
- Do not admit personnel into the training area until the person responsible for screening confirms verbally that no symptoms have been reported and no fever has been detected.
- Remind personnel not to congregate and to maintain social distance during breaks and while waiting their turn during skill stations and skill testing.
- To minimize exposure risk, prohibit personnel from working their regular duties if at all possible. To facilitate this, modify the course hours/schedule as necessary.

Personal Protective Equipment

- Provide appropriate personal protective equipment (PPE) and require its use.
- Require students, instructors, aides, and spotters to wear eye protection, disposable gloves and surgical/isolation masks during spotting exercises and hands-on instruction.

- Wear disposable gloves when handling any tools, cones, and anything else that will be touched by multiple people.

Cleaning and Disinfecting

- Make hand washing a mandatory and frequent part of each day, such as before and after activities, during breaks, and after handling bicycles and other equipment or materials.
- Provide and carry small hand sanitizers or approved sanitizing wipes that kill the Coronavirus for hand hygiene in the field whenever hand washing is not readily available.
- Encourage all personnel to wash their cycling gloves, helmet, and eye protection with soap and warm water following each class each night. Sanitizing wipes and strong disinfectants may damage this equipment. For advice on helmet cleaning, visit the [Bicycle Helmet Safety Institute](#).
- Duty gear should be cleaned and disinfected according to the manufacturer's recommendations.

Bicycles

- Set up a bike wash station and require daily washing.
- If washing with soap and water is not possible, follow these guidelines for spot-cleaning and sanitization.
 - Wipe clean and sanitize the touch points of the bicycle at the start and end of each training session.
 - Grips (because they are porous and have grooves, spray disinfectant directly on the grips and allow it to penetrate for at least 30 seconds).
 - Handlebars
 - Stem
 - Top tube
 - Seat
 - Brake levers
 - Shifters

IPMBA

June 2020

Day 1, please report to the UW-Whitewater CEC (Community Engagement Center) which is located at 1242 W. Main Street in the City of Whitewater. Please park in the north parking lot (outlined in **Red**). It is directly to the north of Fairfield Inn and Suites. Dan or I will direct you to the classroom we will be utilizing for the class. You will have the opportunity to secure your bicycle at this location for the duration of the course.



PAR-Q & YOU

(A Questionnaire for People Aged 15 to 69)

Regular physical activity is fun and healthy, and increasingly more people are starting to become more active every day. Being more active is very safe for most people. However, some people should check with their doctor before they start becoming much more physically active.

If you are planning to become much more physically active than you are now, start by answering the seven questions in the box below. If you are between the ages of 15 and 69, the PAR-Q will tell you if you should check with your doctor before you start. If you are over 69 years of age, and you are not used to being very active, check with your doctor.

Common sense is your best guide when you answer these questions. Please read the questions carefully and answer each one honestly: check YES or NO.

YES	NO	
<input type="radio"/>	<input type="radio"/>	1. Has your doctor ever said that you have a heart condition <u>and</u> that you should only do physical activity recommended by a doctor?
<input type="radio"/>	<input type="radio"/>	2. Do you feel pain in your chest when you do physical activity?
<input type="radio"/>	<input type="radio"/>	3. In the past month, have you had chest pain when you were not doing physical activity?
<input type="radio"/>	<input type="radio"/>	4. Do you lose your balance because of dizziness or do you ever lose consciousness?
<input type="radio"/>	<input type="radio"/>	5. Do you have a bone or joint problem (for example, back, knee or hip) that could be made worse by a change in your physical activity?
<input type="radio"/>	<input type="radio"/>	6. Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?
<input type="radio"/>	<input type="radio"/>	7. Do you know of any other reason why you should not do physical activity?

If
you
answered

YES to one or more questions

Talk with your doctor by phone or in person BEFORE you start becoming much more physically active or BEFORE you have a fitness appraisal. Tell your doctor about the PAR-Q and which questions you answered YES.

- You may be able to do any activity you want — as long as you start slowly and build up gradually. Or, you may need to restrict your activities to those which are safe for you. Talk with your doctor about the kinds of activities you wish to participate in and follow his/her advice.
- Find out which community programs are safe and helpful for you.

NO to all questions

If you answered NO honestly to all PAR-Q questions, you can be reasonably sure that you can:

- start becoming much more physically active — begin slowly and build up gradually. This is the safest and easiest way to go.
- take part in a fitness appraisal — this is an excellent way to determine your basic fitness so that you can plan the best way for you to live actively. It is also highly recommended that you have your blood pressure evaluated. If your reading is over 144/94, talk with your doctor before you start becoming much more physically active.

DELAY BECOMING MUCH MORE ACTIVE:

- if you are not feeling well because of a temporary illness such as a cold or a fever — wait until you feel better; or
- if you are or may be pregnant — talk to your doctor before you start becoming more active.

PLEASE NOTE: If your health changes so that you then answer YES to any of the above questions, tell your fitness or health professional.

Ask whether you should change your physical activity plan.

Informed Use of the PAR-Q: The Canadian Society for Exercise Physiology, Health Canada, and their agents assume no liability for persons who undertake physical activity, and if in doubt after completing this questionnaire, consult your doctor prior to physical activity.

No changes permitted. You are encouraged to photocopy the PAR-Q but only if you use the entire form.

NOTE: If the PAR-Q is being given to a person before he or she participates in a physical activity program or a fitness appraisal, this section may be used for legal or administrative purposes.

"I have read, understood and completed this questionnaire. Any questions I had were answered to my full satisfaction."

NAME


SIGNATURE

DATE

SIGNATURE OF PARENT
or GUARDIAN (for participants under the age of majority)

WITNESS

Note: This physical activity clearance is valid for a maximum of 12 months from the date it is completed and becomes invalid if your condition changes so that you would answer YES to any of the seven questions

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Supported by:  Health Canada  Santé Canada

continued on other side...

PAR-Q & YOU

Physical Activity Readiness Questionnaire - PAR-Q
(revised 2002)

Physical Activity Guide to Healthy Active Living

Physical activity improves health.

Every little bit counts, but more is even better – everyone can do it!

Get active your way – build physical activity into your daily life.



Increase Endurance
Increase Flexibility
Increase Strength
Reduce Sitting for

Choose a variety of activities from these

Endurance

4-7 days a week
Continuous activities for your heart, lungs and circulatory system.

Flexibility

4-7 days a week

Gentle reaching, bending and stretching activities to keep your muscles relaxed and joints mobile.

Strength

Starting slowly is very safe for most people. Not sure? Consult your doctor. For a copy of the

Guide Handbook and more information:

Eating well is also important. Follow Canada's Food Guide to Healthy Eating to

Get Active Your Way, Every Day—For Life!

Scientists say accumulate 60 minutes of physical activity every day to stay healthy or improve your health. As you progress to moderate activities you can cut down to

Time needed depends on effort				
Effort	60 minutes	30-60 minutes	20-30 minutes	Effort
• Strolling	• Light walking • Volleyball • Easy gardening • Stretching	• Brisk walking • Biking • Raking leaves • Swimming • Dancing • Water aerobics	• Aerobics • Jogging • Hockey • Basketball • Fast swimming • Fast dancing	• Sprinting • Racing
Range needed to stay healthy				

You Can Do It – Getting started is easier than you think

Physical activity doesn't have to be very hard. Build physical

- Walk whenever you can – get off the bus early, use the stairs instead of the elevator.
- Reduce inactivity for long periods, like watching TV.
- Get up from the couch and stretch and bend for a few minutes every hour.
- Play actively with your kids.
- Choose to walk, wheel or
- Start with a 10 minute walk – gradually increase the time.
- Find out about walking and cycling paths nearby and use them.
- Observe a physical activity class to see if you want to try it.
- Try one class to start – you don't have to make a long-term commitment.

Benefits of regular activity:	Health risks of inactivity:
<ul style="list-style-type: none"> • better health • improved fitness • better posture and balance • better self-esteem • weight control • stronger muscles and bones • feeling more energetic • relaxation and reduced stress • continued independent living in later life 	<ul style="list-style-type: none"> • premature death • heart disease • obesity • high blood pressure • adult-onset diabetes • osteoporosis • stroke • depression • colon cancer

Source: Canada's Physical Activity Guide to Healthy Active Living, Health Canada, 1998 <http://www.hc-sc.gc.ca/hppb/paguide/pdf/guideEng.pdf>

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FITNESS AND HEALTH PROFESSIONALS MAY BE INTERESTED IN THE INFORMATION BELOW:

The following companion forms are available for doctors' use by contacting the Canadian Society for Exercise Physiology (address below):

The Physical Activity Readiness Medical Examination (PARmed-X) – to be used by doctors with people who answer YES to one or more questions on the PAR-Q.

The Physical Activity Readiness Medical Examination for Pregnancy (PARmed-X for Pregnancy) – to be used by doctors with pregnant patients who wish to become more active.

References:

Arraix, G.A., Wigle, D.T., Mao, Y. (1992). Risk Assessment of Physical Activity and Physical Fitness in the Canada Health Survey Follow-Up Study. *J. Clin. Epidemiol.* 45:4 419-428.

Mottola, M., Wolfe, L.A. (1994). Active Living and Pregnancy, In: A. Quinney, L. Gauvin, T. Wall (eds.), **Toward Active Living: Proceedings of the International Conference on Physical Activity, Fitness and Health**. Champaign, IL: Human Kinetics.

Ottawa, ON K2P 0J2
Tel. 1-877-651-3755 • FAX (613) 234-3565
Online: www.csep.ca



© Canadian Society for Exercise Physiology

The original PAR-Q was developed by the British Columbia Ministry of Health. It has been revised by an Expert Advisory Committee of the Canadian Society for Exercise Physiology chaired by Dr. N. Gledhill (2002).

Disponible en français sous le titre «Questionnaire sur l'aptitude à l'activité physique - Q-AAP (révisé 2002)».

Supported by:



Health Santé
Canada Canada

IPMBA MEDICAL CLEARANCE FORM

If you answered "Yes" to any of the questions on the PAR-Q, you must have this form completed prior to enrolling in the IPMBA Course. If you answered "No" to all of the questions on the PAR-Q, it is not necessary to return this form.

Course Date: _____

Dear Medical Professional:

The person you are now seeing would like to participate in an on-bike training course developed by the International Police Mountain Bike Association (IPMBA) and taught by a certified IPMBA Instructor.

Because this person answered "yes" to one or more questions on the Physical Activity Readiness Questionnaire (PAR-Q), medical clearance is required to participate in the training. Please be aware that IPMBA Courses are physically demanding, requiring an extensive amount of on-bike exercises, in the form of rides (both on- and off-road) and various bike-handing drills. The courses range in duration from three to five days.

Based on this individual's medical history and current medical status, please conduct an appropriate medical screening and indicate below whether in your opinion, he/ she is approved to attend this training:

Patient's Name: _____

☐ Yes, this person has been screened and **is** approved attend the training course.

☐ No, this person has been screened and **is not** approved to attend this training course.

Signature: _____ Date: _____

Name, Printed: _____

Address: _____

Telephone: _____

Please fill out and return immediately to:

Department Name: UW-Whitewater Police Dept. Attention: Det. Cal Servi

Address: 734 W. Starin Road Whitewater, WI

Phone: 262-472-1773 Fax: 262-472-5746 Email: Servic@uww.edu

Please send a copy of this completed form to the individual screened. Any ques- tions should be addressed to the above-listed contact person. Thank you for your assistance.

© 2009 International Police Mountain Bike Association · www.ipmba.org

Reset Form

Submit Form

IPMBA Police cyclist course

SAMPLE REQUIRED EQUIPMENT AND MATERIALS CHECKLIST

Duty Bicycle

- ☐ Reputable manufacturer mountain bike in good working order, properly fitted
- ☐ Street/combination tires (size 26 3 1.5–26 3 2.1)
- ☐ Pedal retention devices (*toe clips or clip-less pedals*)
- ☐ Two water bottle cages and bottles
- ☐ Hydration delivery system (*recommended*)
- ☐ Headlight (*42 lumens measured at 10 ft.*)
- ☐ Steady or flashing red taillight
- ☐ Rear mount kick stand
- ☐ Rear rack with full size rack bag
- ☐ Off-road tires (*optional*)

Tools

- ☐ Patch kit
- ☐ Tire levers
- ☐ Two spare tubes
- ☐ Frame-mounted tire pump
- ☐ Allen wrenches (4, 5, 6, 8mm)
- ☐ Wrenches (8, 10mm)

Safety Equipment

- ☐ Eye protection (*wraparound, clear and tinted*)
- ☐ Bicycle helmet (*ANSI, Snell, or CPSC-approved*)
- ☐ Padded cycling gloves
- ☐ Body armor protective vest

Attire

- ☐ Full duty uniform (*worn daily*)
 - ☐ Shirt
 - ☐ Shorts/Pants
 - ☐ Shoes
- ☐ Rain gear (*jacket, pants*)
- ☐ Off-road cycling clothes (*optional*)

Duty Equipment

- ☐ Firearm (*optional if live-fire exercises are not included*)
- ☐ Magazine
- ☐ Baton
- ☐ Handcuffs
- ☐ Cuff key
- ☐ Flashlight
- ☐ Keepers

Other

- ☐ *The Complete Guide to Public Safety Cycling*
- ☐ Pencil/Pen/Notebook
- ☐ Bug spray
- ☐ Sunscreen skin protection
- ☐ Physical Activity Readiness Questionnaire (PAR-Q) (*required*) and medical clearance sheet (*if indicated by PAR-Q*)
- ☐ IPMBA waiver (*to be signed on-site*)

UNIVERSITY OF WISCONSIN – WHITEWATER UNIVERSITY

POLICE SERVICES



Greetings,

My name is Cal Servi, Dan Kuehl and I are your Instructors for the IPMBA Police Cyclist Course, June 8th – June 11th. The Police Cyclist course will challenge everyone from the first-time cyclist to the experienced rider. Dan and I are strongly committed to ensuring you leave with a greater skill set and are more comfortable and relaxed as a Police Cyclist at the end of that week, which is the purpose of this “heads-up” letter to you.

General preparation

If you are a bit “rusty” get out and ride! Effort is essential, but effort alone will not guarantee success or certification. Familiarization is a key component and cornerstone of Police Cycling. Increase your familiarization right away and get out and ride. At times the Police Cyclist course can be physically demanding, as can many parts of this job. Preparation for this course can make it much more enjoyable. Simply bicycling for 30 minutes a day a few times a week will help prepare and “familiarize” your body for this four day course.

Please take a moment to also familiarize yourself with **the *Complete Guide to Public Safety Cycling***. You must achieve 76% or better on the basic knowledge written test on the final day. We will take class time to review the material and ensure competency.

Please make sure you have a properly sized mountain bike that is in good mechanical condition. Ensure you have tools, pump, and spare tubes. (Refer to the equipment list in the attached document). Dress appropriately. Weather in Wisconsin can vary from warm and balmy to cool and rain, so please plan ahead and dress for the weather. We will conduct the course in most any weather conditions – Please be prepared.

Below are the tentative dates/ times for the class and are subject to change at the Instructor(s) discretion:

*Monday	6/7/20 – 7a-4p	*Tuesday	6/8/20 – 7a-4p
*Wednesday	6/9/20 – 2p-11p (Night ride)	*Thursday	6/10/20 – 9a-4p

We believe this is exciting training and strive to make it a stress-free, enjoyable, and rewarding week for everyone! As Instructors, we look forward to this course all year long with the goal of maximizing our ability to impart knowledge to those who strive to learn.

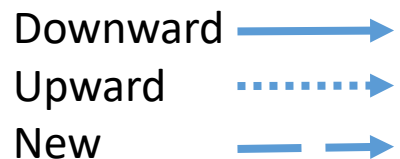
If you have any questions or concerns, please contact us at Servic@uww.edu /262-949-5943 or Kuehld@uww.edu /262-472-4660.

We look forward to meeting and working with you in May!

Sincerely,

Detective Cal Servi
UW-Whitewater Police Department
Department PCI #1305

Officer Dan Kuehl
UW-Whitewater Police
PCI#1708



GUIDELINES

OPENING UP

AMERICA AGAIN





Overview

CRITERIA

The data-driven conditions each region or state should satisfy before proceeding to a phased opening.

PREPAREDNESS

What States should do to meet the challenges ahead.

PHASE GUIDELINES

Responsibilities of individuals and employers during all phases, and in each specific phase of the opening.



Proposed State or Regional Gating Criteria

(Satisfy Before Proceeding to Phased Opening)

SYMPTOMS

Downward trajectory of influenza-like illnesses (ILI) reported within a 14-day period

AND

Downward trajectory of COVID-like syndromic cases reported within a 14-day period

CASES

Downward trajectory of documented cases within a 14-day period

OR

Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)

HOSPITALS

Treat all patients without crisis care

AND

Robust testing program in place for at-risk healthcare workers, including emerging antibody testing

*State and local officials may need to tailor the application of these criteria to local circumstances (e.g., metropolitan areas that have suffered severe COVID outbreaks, rural and suburban areas where outbreaks have not occurred or have been mild). Additionally, where appropriate, Governors should work on a regional basis to satisfy these criteria and to progress through the phases outlined below.



Core State Preparedness Responsibilities

TESTING & CONTACT TRACING

- ✓ Ability to quickly set up safe and efficient screening and testing sites for symptomatic individuals and trace contacts of COVID+ results
- ✓ Ability to test Syndromic/ILI-indicated persons for COVID and trace contacts of COVID+ results
- ✓ Ensure sentinel surveillance sites are screening for asymptomatic cases and contacts for COVID+ results are traced (sites operate at locations that serve older individuals, lower-income Americans, racial minorities, and Native Americans)

HEALTHCARE SYSTEM CAPACITY

- ✓ Ability to quickly and independently supply sufficient Personal Protective Equipment and critical medical equipment to handle dramatic surge in need
- ✓ Ability to surge ICU capacity

PLANS

- ✓ Protect the health and safety of workers in critical industries
- ✓ Protect the health and safety of those living and working in high-risk facilities (e.g., senior care facilities)
- ✓ Protect employees and users of mass transit
- ✓ Advise citizens regarding protocols for social distancing and face coverings
- ✓ Monitor conditions and immediately take steps to limit and mitigate any rebounds or outbreaks by restarting a phase or returning to an earlier phase, depending on severity



OPENING UP AMERICA AGAIN

Proposed Phased Approach

BASED ON **UP-TO-DATE DATA** AND READINESS

MITIGATES RISK OF RESURGENCE

PROTECTS THE MOST VULNERABLE

IMPLEMENTABLE ON **STATEWIDE OR COUNTY-
BY-COUNTY** BASIS AT GOVERNORS' DISCRETION



Guidelines for All Phases: Individuals

CONTINUE TO PRACTICE GOOD HYGIENE

- ✓ Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- ✓ Avoid touching your face.
- ✓ Sneeze or cough into a tissue, or the inside of your elbow.
- ✓ Disinfect frequently used items and surfaces as much as possible.
- ✓ Strongly consider using face coverings while in public, and particularly when using mass transit.

PEOPLE WHO FEEL SICK SHOULD STAY HOME

- ✓ Do not go to work or school.
- ✓ Contact and follow the advice of your medical provider.

Continue to adhere to State and local guidance as well as complementary CDC guidance, particularly with respect to face coverings.



Guidelines for All Phases: Employers

Develop and implement appropriate policies, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding:

- ✓ Social distancing and protective equipment
- ✓ Temperature checks
- ✓ Testing, isolating, and contact tracing
- ✓ Sanitation
- ✓ Use and disinfection of common and high-traffic areas
- ✓ Business travel

Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.

Develop and implement policies and procedures for workforce contact tracing following employee COVID+ test.



OPENING UP AMERICA AGAIN

Phase One

FOR STATES AND REGIONS

THAT SATISFY THE GATING CRITERIA



Phase One

INDIVIDUALS

ALL VULNERABLE INDIVIDUALS* should continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents.

All individuals, **WHEN IN PUBLIC** (e.g., parks, outdoor recreation areas, shopping areas), should maximize physical distance from others. Social settings of more than 10 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed.

Avoid **SOCIALIZING** in groups of more than 10 people in circumstances that do not readily allow for appropriate physical distancing (e.g., receptions, trade shows)

MINIMIZE NON-ESSENTIAL TRAVEL and adhere to CDC guidelines regarding isolation following travel.

*See Appendix 1 for Definition of Vulnerable Individuals



Phase One

EMPLOYERS

Continue to **ENCOURAGE TELEWORK**, whenever possible and feasible with business operations.

If possible, **RETURN TO WORK IN PHASES.**

Close **COMMON AREAS** where personnel are likely to congregate and interact, or enforce strict social distancing protocols.

Minimize **NON-ESSENTIAL TRAVEL** and adhere to CDC guidelines regarding isolation following travel.

Strongly consider **SPECIAL ACCOMMODATIONS** for personnel who are members of a **VULNERABLE POPULATION.**



Phase One

SPECIFIC TYPES OF EMPLOYERS

SCHOOLS AND ORGANIZED YOUTH ACTIVITIES (e.g., daycare, camp) that are currently closed should remain closed.

VISITS TO SENIOR LIVING FACILITIES AND HOSPITALS should be prohibited. Those who do interact with residents and patients must adhere to strict protocols regarding hygiene.

LARGE VENUES (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under strict physical distancing protocols.

ELECTIVE SURGERIES can resume, as clinically appropriate, on an outpatient basis at facilities that adhere to CMS guidelines.

GYMS can open if they adhere to strict physical distancing and sanitation protocols.

BARS should remain closed.



OPENING UP AMERICA AGAIN

Phase Two

FOR STATES AND REGIONS WITH NO EVIDENCE OF
A REBOUND AND THAT SATISFY THE GATING
CRITERIA A SECOND TIME



Phase Two

INDIVIDUALS

ALL VULNERABLE INDIVIDUALS should continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents.

All individuals, **WHEN IN PUBLIC** (e.g., parks, outdoor recreation areas, shopping areas), should maximize physical distance from others. Social settings of more than 50 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed.

NON-ESSENTIAL TRAVEL can resume.



Phase Two

EMPLOYERS

Continue to **ENCOURAGE TELEWORK**, whenever possible and feasible with business operations.

Close **COMMON AREAS** where personnel are likely to congregate and interact, or enforce moderate social distancing protocols.

NON-ESSENTIAL TRAVEL can resume.

Strongly consider **SPECIAL ACCOMMODATIONS** for personnel who are members of a **VULNERABLE POPULATION**.



Phase Two

SPECIFIC TYPES OF EMPLOYERS

SCHOOLS AND ORGANIZED YOUTH ACTIVITIES (e.g., daycare, camp) can reopen.

VISITS TO SENIOR CARE FACILITIES AND HOSPITALS should be prohibited. Those who do interact with residents and patients must adhere to strict protocols regarding hygiene.

LARGE VENUES (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under moderate physical distancing protocols.

ELECTIVE SURGERIES can resume, as clinically appropriate, on an outpatient and in-patient basis at facilities that adhere to CMS guidelines.

GYMS can remain open if they adhere to strict physical distancing and sanitation protocols.

BARs may operate with diminished standing-room occupancy, where applicable and appropriate.



Phase Three

FOR STATES AND REGIONS WITH NO EVIDENCE OF
A REBOUND AND THAT SATISFY THE GATING
CRITERIA A THIRD TIME



Phase Three

INDIVIDUALS

VULNERABLE INDIVIDUALS can resume public interactions, but should practice physical distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed.

LOW-RISK POPULATIONS should consider minimizing time spent in crowded environments.

Phase Three

EMPLOYERS

Resume **UNRESTRICTED STAFFING** of worksites.



Phase Three

SPECIFIC TYPES OF EMPLOYERS

VISITS TO SENIOR CARE FACILITIES AND HOSPITALS can resume. Those who interact with residents and patients must be diligent regarding hygiene.

LARGE VENUES (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under limited physical distancing protocols.

GYMS can remain open if they adhere to standard sanitation protocols.

BARS may operate with increased standing room occupancy, where applicable.

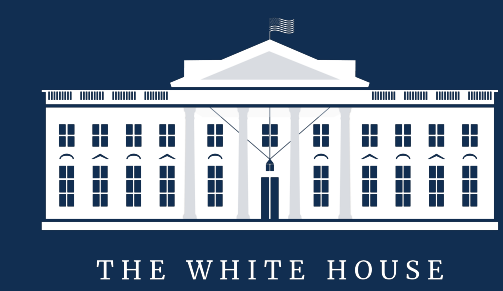


Appendix

Vulnerable Individuals

1. Elderly individuals.

2. Individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.



COVID-19

UW-Whitewater Facilities, Planning and Maintenance

List of Covid-19 related necessary supplies we have in Stores.

We are currently bottling hand sanitizer and expect in the range of 900 8oz. bottles when complete.

*Usage Estimate: 3-6 month supply Replacement Estimate: 2-3 weeks

Various small quantities of all supplies are located in custodial closets across campus. These would be open containers and partial boxes/bottles.

Product Type	Original Inventory on- hand	Inventory ordered (date)	Inventory received (date)	Current inventory (date updated)
Bleach				102 (5/29)
Envy Hospital Grade				1028 cans (5/29)
Disinfectant (not on EPA list)				
Lysol Cans				79 cans (5/29)
Gojo Hand Soap				103 cases (5/29)
Gojo Hand Soap				104 cases (5/29)

Hand Soap 5665		-		12 cases (5/29)
Hand Soap		-		13 cases (5/29)
Purell dispenser bags		20 cases (8 per case) (3/12)	Backordered indefinitely	18 (5/29)
Nitrile Gloves (M)				115 boxes (5/29)
Nitrile Gloves (L)				103 boxes (5/29)
Nitrile Gloves (XL)		-		122 boxes (5/29)
Nitrile Gloves (XXL)				8 boxes (5/29)
Clorox Wipes				0 (5/29)
Purell Wipes			Backordered indefinitely; not available	0 (5/29)
Oxiver TB Wipes				2 tubs (5/29)
Purell Pumps			Backordered indefinitely; not available	10 pumps (5/29)

Isopropyl alcohol	10 cases (3/12)		0 (4/28)
Hand Sanitizer (manufacturer supply)	55 gallons (3/12)		rcvd
Hand Sanitizer (manufacturer supply)	2 x 5 gallons (3/12)		rcvd
Squeeze bottles for bulk hand sanitizer	1000 bottles (3/13)	(future orders BO - August)	600 (4/28) 400 donate Jville
55 gallon hand pump + syringes			Rcvd
Sporcidin disinfectant wipes			107 (5/29)
Sani-Spritz disinfecting spray	60		0 (4/28)
24oz spray bottles			104 (5/29)
N95 respirators			40 (5/29)
KN95 masks			358 (5/29)
Oxiver 5 RTD disinfectant		25 on order	5 cases (5/29)

*Usage estimate is based on current level of use, increased populations will result in faster consumption, replacement time remains stagnant.

Rock County Reopening Phased Plan

Action	SAFER AT HOME	PHASE ONE 5/21/2020	PHASE TWO	PHASE THREE
Phase progression	Most Restrictive	If major outbreaks occur, enact all measures possible to stay within current phase and consider return to previous phase		
Benchmarks to Meet to Move to Next Phase. Assess at 14 days after implementation of each phase. If criteria are not met after 14 days, assess regularly until criteria are met.	If all benchmarks are at least yellow, move to Phase 1.	If 50% of benchmarks that entered Phase 1 as Yellow improve to Green and there are no Red, move to Phase 2.	If benchmarks are all Green, move to Phase 3.	Continue in this phase until widespread protections are available, i.e. vaccine.
General guidance for all Rock County residents: Physical Distancing and Protective Measures* *Individuals who are at higher risk should consider taking additional precautions; telework & tele-education is encouraged Guidance to follow: WEDC: https://wedc.org/reopen-guidelines/ CDC: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html DHS: https://www.dhs.wisconsin.gov/covid-19/protect.htm				
Wash hands often	Yes	Yes	Yes	Yes
Cover coughs	Yes	Yes	Yes	Yes
Don't go out if ill, contact provider about being tested for COVID-19	Yes	Yes	Yes	Yes
Use of mask or cloth face covering	Yes	Yes	Yes	Yes
Surface and object cleaning	Yes	Yes	Yes	Yes
Isolation of positive cases	Yes	Yes	Yes	Yes
Quarantine of contacts of positive cases	Yes	Yes	Yes	Yes
Voluntary quarantine of travelers from high-risk areas	Yes	Yes	Yes	Yes
Physical distancing to 6 feet	Yes	Yes	Yes	Yes
Limits on Gatherings* *Individuals who are at higher risk should consider taking additional precautions Guidance to follow: CDC: https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html				

Rock County Reopening Phased Plan

Allow mass gatherings in public venues with physical distancing <i>Must also follow other phase guidelines</i>	No	25% capacity with physical distancing and protective measures	50% capacity with physical distancing and protective measures	To be determined based on progress
Private Gatherings	No; outdoor weddings and funerals allowed with physical distancing	Yes, 10 people or less; outdoor weddings and funerals allowed with physical distancing	Yes, 50 people or less; outdoor weddings and funerals allowed with physical distancing	Yes, maximum size of gathering will be determined; outdoor weddings and funerals allowed with physical distancing
Long-Term Congregate Living* <i>*Individuals who are at higher risk should consider taking additional precautions</i> Guidance to follow: CMS: https://www.cms.gov/files/document/4220-covid-19-long-term-care-facility-guidance.pdf DHS: https://www.dhs.wisconsin.gov/covid-19/ltc.htm				
Long term care facilities	No outside visitors, essential services only	No outside visitors, essential services only	Yes, limited number of adult family members based on CMS guidance with screening for signs and symptoms	Increased visits based on CMS guidance
Public and Private Schools, Childcare Centers, Summer Programs, and Institutions of Higher Education* <i>*Individuals who are at higher risk should consider taking additional precautions; telework & tele-education is encouraged</i> Guidance to follow: DPI: https://dpi.wi.gov/sspw/2019-novel-coronavirus DCF: https://dcf.wisconsin.gov/covid-19/childcare/providers DHS: https://www.dhs.wisconsin.gov/covid-19/schools.htm CDC: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html				
K-12 schools	No; virtual classes are allowed	Follow State and DPI guidance	Follow State and DPI guidance	Follow State and DPI guidance
Post-secondary education institutions	No; virtual classes are allowed	No; virtual classes are allowed	Virtual classes still recommended; physical distancing, protective measures, and best business practices if considering reopening	Yes, with physical distancing, protective measures, and best business practices

Rock County Reopening Phased Plan

Regulated childcare centers	Yes, with limit of 50 children and 10 staff	Yes, following current DCF recommendations; physical distancing, protective measures, and best business practices should be followed	Yes, following current DCF recommendations; physical distancing, protective measures, and best business practices should be followed	Yes, following current DCF recommendations; physical distancing, protective measures, and best business practices should be followed
Summer Programs	No	Refer to State and DPI limits and requirements	Refer to State and DPI limits and requirements	Refer to State and DPI limits and requirements
Library	Curbside pickup	Yes, with 25% capacity limits and physical distancing, protective measures, and best business practices	Yes, with 50% capacity limits and physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices

Faith & Spiritual Communities*

*Individuals who are at higher risk should consider taking additional precautions; virtual services are encouraged

Guidance to follow:

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/index.html>

DHS: <https://www.dhs.wisconsin.gov/covid-19/community.htm>

Faith-based services and places of worship (indoor)	Allow religious gatherings below 10 per room.	Yes, with 25% capacity limits and physical distancing, protective measures, and best business practices	Yes, with 50% capacity limits and physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices
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Continuation and Resumption of Businesses and Workplaces*

*Individuals who are at higher risk should consider taking additional precautions; telework is encouraged

Guidance to follow:

WEDC: <https://wedc.org/reopen-guidelines/>

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

Office Settings / Professional Services	Yes, with exemptions	Yes, with 25% capacity limits and physical distancing, protective measures, and best business practices	Yes, with 50% capacity limits and physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices
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Rock County Reopening Phased Plan

Restaurants, bars, food trucks, & retail food dining areas	No, but allow take-out, delivery, and curbside	Yes, with 25% capacity limits, no self-service, and physical distancing, protective measures, and best business practices	Yes, with 50% capacity limits and physical distancing, protective measures, and best business practices	Yes, self-service allowed with physical distancing, protective measures, and best business practices
Food production, transport, and agriculture	Yes	Yes, with physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices
Non-essential retail & service establishments	Yes, mailing, delivery curbside or for stores with outside-facing entrances allowed up to 5 patrons	Yes, with 25% capacity limits and physical distancing, protective measures, and best business practices	Yes, with 50% capacity limits, no self-service, and physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices
Salons, body art facilities, pet groomers, & spas	No	Yes, one client per employee, no walk-ins, and with best business practices	Yes, one client per employee with best business practices	Yes, with best business practices
Lodging (hotels, motels, short-term rentals, campgrounds)	Yes, if comply with other requirements (common areas, pools, gyms, etc.)	Yes, if comply with other requirements	Yes, if comply with other requirements	Yes, if comply with other requirements
Community Centers	No	Yes, with 25% capacity limits and physical distancing, protective measures, and best business practices	Yes, with 50% capacity limits and physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices
Senior Centers	No	No	Yes, with 25% capacity limits and physical distancing, protective measures, best business practices, and screening for signs and symptoms	To be determined based on progress
Car Washes	Yes	Yes, with physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices

Rock County Reopening Phased Plan

Cleaning Services	No, residential; yes, commercial	Yes, with physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices
Exterior Home Work (Aesthetic or Optional)	Yes, if it can be completed by one person	Yes, with physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices
Interior Home Work (Aesthetic or Optional)	No	Yes, with physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices
Photographers	No, indoor; Yes, indoor as part of under 10 funeral or wedding or religious gathering limit; yes, outdoor with social distancing	Indoor, limited to gathering limits; outdoor allowed with physical distancing	Indoor, limited to gathering limits; outdoor allowed with physical distancing	Indoor, limited to gathering limits; outdoor allowed with physical distancing
Indoor Shopping Malls	No, except for stores with outside-facing entrances allowed up to 5 patrons	Yes, with 25% capacity limits and physical distancing, protective measures, and best business practices	Yes, with 50% capacity limits and physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices
Auctions	Yes, state FAQs indicates essential and non-essential	Yes, with 25% capacity limits indoors and physical distancing, protective measures, and best business practices	Yes, with 50% capacity limits indoors and physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices
Recreational Activities* <i>*Individuals who are at higher risk should consider taking additional precautions</i> Guidance to follow: WEDC: https://wedc.org/reopen-guidelines/ CDC: https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/index.html				
Low Risk Recreational Activities (e.g. walking, bike riding, tennis, disc golf, pickle ball, dog parks)	Yes, with physical distancing requirements	Yes, with physical distancing and protective measures	Yes, with physical distancing and protective measures	Yes, with physical distancing and protective measures

Rock County Reopening Phased Plan

High Risk Recreational Activities (e.g. contact and team sports)	No	No	Yes, with limits to be determined	Yes, with limits to be determined
Gym/recreational facilities	No	Yes, with 25% capacity limits and physical distancing, protective measures, and best business practices	Yes, with 50% capacity limits and physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices
Beaches	No	Yes, with physical distancing and protective measures	Yes, with physical distancing and protective measures	Yes, with physical distancing and protective measures
Outdoor playgrounds	No	Yes, 10 people or less, with physical distancing and protective measures	Yes, 50 people or less, with physical distancing and protective measures	Yes, with physical distancing and protective measures
Golf Courses	Yes, with physically distancing requirements	Yes, with physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices
Outdoor recreational rentals	Yes, with safe business practices and physical distancing	Yes, with physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices
Licensed Swimming Pools & Splash Pads	No	Yes, with 25% capacity limits and physical distancing, protective measures, and best business practices	Yes, with 50% capacity limits and physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices
Indoor Places of Public Amusement and Activity (i.e. museums, funplexes, bowling alleys, movie & other theaters, social clubs)	No	Yes, with 25% capacity limits and physical distancing, protective measures, and best business practices	Yes, with 50% capacity limits and physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices

Rock County Reopening Phased Plan

Outdoor places of amusement and activity (i.e. miniature golf, go karts)	No	Yes, with 25% capacity limits and physical distancing, protective measures, and best business practices	Yes, with 50% capacity limits and physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices
Entertainment: Festivals, Carnivals, Fairs, Concerts, Parades	No	No	To be determined based on event	Yes, with limits to be determined and physical distancing, protective measures, and best business practices
Garage Sales, Rummage and Yard sales	No	Yes, 10 people or less, with physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices	Yes, with physical distancing, protective measures, and best business practices

*Individuals who are at higher risk should consider taking additional precautions; telework & tele-education is encouraged

Basic Pandemic Response Plan



Preface

A pandemic situation may create circumstances where public safety and order are disrupted. Restoring order, protecting public health and safety is a vital component of the University's emergency response.

Primary Agency

University Police Department and University Health and Counseling Services

**UW-Whitewater Police Department
Basic Pandemic Response Plan**

Agencies Involved	Plans to Reference
<p>Primary (On Campus) Emergency Operations Center/Resource Support Team University Health and Counseling Services University Police Department University Housing UW-Whitewater Management Response Team UW-Whitewater Center for Global Education and Study Abroad Representative UW-Whitewater Dining Services UW-Whitewater at Rock County Representative UW-Whitewater Risk Management UW-Whitewater Div. of Academic Affairs UW-Whitewater Human Resources</p> <p>Support (Local) Wisconsin Department of Health Services Whitewater 911 Communications Center Whitewater EMS Walworth/Rock/Jefferson County Public Health Departments Walworth/Rock/Jefferson County Emergency Communications American Red Cross</p> <p>Support (Large scale) US Department of Health and Human Services (HHS) Centers for Disease Control and Prevention (CDC)</p>	<p>Primary UHCS – Isolation for a Single Case of Infectious Disease</p> <p>Supporting UHCS – Quarantine Procedure for Ebola</p>

UW-Whitewater Police Department Contact Information	
Lieutenant Jason Burt Office: 262-472-6269	Department Phone: 262-472-4660
Christina Berndt Office: 262-472-7109	Department Email: police@uww.edu

Resources	
Jefferson County Health Department Phone: 920-674-7275 Walworth County Health and Human Services Phone: 262-741-3200 Rock County Health Department North Office: 608-757-5440 South Office: 608-364-2010	Wisconsin Department of Health Services – Phone: 608-266-1865 US Department of Health and Human Services Phone: 877-696-6775 Centers for Disease Control and Prevention Phone: 800-232-4636

Basic Pandemic Response Plan

PURPOSE.

The purpose of the UW-Whitewater Pandemic Response Plan is to provide guidance in preparing for, identifying, and responding to a pandemic that affects the UW-Whitewater or UW-Whitewater at Rock County Campuses. The objectives of this plan are to reduce health impacts and social and economic disruption caused by an outbreak of infectious disease on the students, staff, and faculty of the UW-Whitewater community. This plan provides a framework for pandemic preparedness and response activities and serves as a foundation for further planning, drills, and emergency preparedness activities.

A pandemic will pose challenges that are not common to other disasters. The goal of pandemic preparedness and response is to limit the spread of the virus; to minimize serious illness, hospitalizations, and death; to sustain critical infrastructure; and to minimize social disruption.

The overall objective of this plan is to respond to emergency conditions and manage the process of restoring UW Whitewater academics, research programs, and special services.

GOALS.

1. Limit the number of illnesses and deaths.
2. Preserve continuity of essential functions and services.
3. Minimize social disruption.
4. Minimize economic losses.

SCOPE.

This basic plan is limited to preparedness and response for the UW-Whitewater and UW-Whitewater at Rock County campuses. This Pandemic Response Plan serves to provide the basic structure and guidance to planning and coordinating, monitoring and assessment, prevention and control, University Health and Counseling Services response, communications and public education.

It is important to note that while this plan primarily focuses on coronaviruses and influenza, it is also intended to serve as the template for responding to large-scale outbreaks of other highly infectious respiratory diseases, even if some prevention measures or response tactics may change due to the nature of a particular disease. For this document we will use the term pandemic.

Situation and Assumptions	
Basic Pandemic Response Plan	
<u>Situation</u>	<p>Pandemic is a significant and recurring risk to universities. Although the seasonal flu is not usually fatal, complications can arise. The seasonal flu can cause lost days of school and work.</p> <p>The impact of an actual pandemic cannot be accurately predicted, as it will depend on the virulence of the virus, how rapidly it spreads, availability of vaccines and antivirals, and</p>

	<p>the effectiveness of medical and non-medical containment measures.</p> <p>When a pandemic occurs, many people will become ill from the virus or complications. In addition, animals may be susceptible to viruses and can carry, spread or serve as an intermediate host of viruses.</p>
<u>Assumptions</u>	<ol style="list-style-type: none"> 1. Seasonal influenza vaccination may or may not offer some level of protection against a pandemic influenza strain. 2. It is highly unlikely that a well matched pandemic strain vaccine will be available when a pandemic begins. 3. Once a vaccine is available (which can take six months or more to produce), it may take months to produce an adequate supply of the vaccine. 4. Non-medical containment measures will be the principal means of disease control until adequate supplies of vaccines and/or antiviral medications are available. 5. Multiple waves of illness are likely to occur. 6. Persons who become ill can be contagious previous to the onset of illness, and may be contagious up to five days after the onset of their illness. 7. Systematic application of disease control measures can significantly reduce the disease transmission rates with accompanying reductions in intensity of pandemic influenza. 8. Some individuals may not take the threat posed by a pandemic influenza incident seriously, and may take actions counterproductive to the process to quarantine, control and treat infected people. Health education will be needed on multiple levels to achieve full cooperation. 9. A pandemic may result in long-term and costly emergency response operations. 10. Disseminating timely, consistent, and accurate information to public and private sector stakeholders, the media and the general public is one of the most critical parts of preparedness and response.

Concept of Operations

Basic Pandemic Response Plan

<u>General</u>	<p>UW-Whitewater Police Department conducts emergency response using the National Incident Management System (NIMS) and the Incident Command System (ICS) models. NIMS and ICS provide a consistent nationwide mechanism designed to assist all government, private sector, and nongovernmental organizations in working together during incidents when necessary. More information and education regarding NIMS and ICS can be found at the Federal Emergency Management Association's (FEMA) Emergency Management Institute (EMI) website at http://training.fema.gov/EMI/.</p> <p>University Health and Counseling Services (UHCS) will serve in a health advisory role for the university regarding a pandemic. This role includes interpreting guidance from public health authorities and recommending actions to be taken or implemented at UW-Whitewater. UHCS may review and seek guidance from local, county, state or other health authorities.</p>
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Actions by Phases of Emergency Mangement	
Basic Pandemic Response Plan	
<u>Prevention</u>	<p>Update and maintain the UW-Whitewater Pandemic Response Plan.</p> <p>Collaborate with individual UW-Whitewater Departments to create their own pandemic response plans.</p> <p>Promote seasonal flu vaccines.</p> <p>Promote protective measures like hand-washing and respiratory etiquette during flu season.</p>
<u>Preparedness</u>	<p>Educate students, faculty and staff regarding personal protection or mitigation strategies including seasonal vaccination, respiratory etiquette, and responsible use of antiviral drugs.</p> <p>Utilize pandemic surveillance and testing at UW-Whitewater UHCS. Direct persons with flu-like symptoms to UHCS for point of care testing.</p> <p>Conduct training and awareness campaigns to educate students, staff and faculty on symptom recognition and infection control measures.</p> <p>Develop and disseminate pandemic related public information campaigns for travelers who may have visited potential pandemic affected areas.</p> <p>Ensure a communication system is established and maintained throughout a pandemic response.</p> <p>Conduct tabletop exercises to implement pandemic plans and test response procedures.</p>
<u>Response</u>	<p>Activate the UW-Whitewater Emergency Operations Center (EOC), if necessary.</p> <p>Continue enhanced communication and surveillance activities.</p> <p>As available, distribute antiviral medications, vaccines and medical supplies to address UW-Whitewater needs.</p> <p>Activate law enforcement entities to assist in pandemic control measures and maintenance of social order, as needed.</p> <p>Continue to educate parties on campus about personal protective strategies and population level interventions that may be initiate during a pandemic within our community.</p> <p>Develop and disseminate public service announcements, utilizing University Marketing and Communications (UMC), for release to the media concerning pandemic outbreak.</p> <p>Have the Emergency Operations Center/Resource Support Team (EOC/RST group) meet more often to coordinate response activities and determine recommendations related to the pandemic emergency.</p>

<u>Recovery</u>	<p>Obtain all critical documents, information, and paperwork from all officials regarding emergency and disaster declarations.</p> <p>Prepare and submit documentation for any requests for emergency and disaster assistance to local jurisdiction, State, FEMA or other appropriate entity.</p> <p>Develop an After Action Report (AAR) to evaluate responses and outcomes to initial waves of the pandemic to determine best practices.</p> <p>Prepare a follow-up EOC/RST group meeting to determine strengths and areas of improvement related to the planning, response and recovery.</p> <p>Prepare for additional pandemic waves.</p>
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Organization and Assignment of Responsibilities

Basic Pandemic Response Plan

<u>Organization</u>	<p>UW-Whitewater will refer to Center for Disease Control and Prevention (CDC), State and Local guidance during a public health emergency.</p> <p>UHCS will act as the University's health authority and will work closely with the Management Response Team, EOC/RST group and the UW-Whitewater Police Department to aid in planning and decision making during a pandemic.</p>
<u>Assignment of Responsibilities</u>	<ol style="list-style-type: none"> 1. General: All UW-Whitewater colleges, divisions and departments are responsible for the following: <ol style="list-style-type: none"> a. Ensure continuity plans are developed that ensure essential university functions can continue during a pandemic incident b. Ensure personnel are clear on their roles and responsibilities if pandemic is suspected or confirmed. c. Sharing individual plans with the UWWPD 2. The Chancellor of the University will: <ol style="list-style-type: none"> a. Authorize a cancellation of classes, if necessary. b. Coordinate with UW System if a campus closure is needed. c. Provide overall direction of the response activities of all departments with support from the Management Response Team, Chief of Police, and Emergency Management personnel. 3. The Management Response Team will: <ol style="list-style-type: none"> a. Meet regularly with the EOC/RST group and other members of the UW-Whitewater Police Department in order to determine next steps for planning and/or response functions. b. Help facilitate an effective response by mobilizing needed resources. 4. University Health and Counseling Services will: <ol style="list-style-type: none"> a. Serve in a health advisory role for the University. This role includes interpreting guidance from public health authorities and recommending actions to be taken or implemented at UW-Whitewater. b. Work closely with the EOC/RST group and UW-Whitewater Police Department to develop a plan for a potential pandemic event.

	<ul style="list-style-type: none">c. Appoint a designee to be the Medical Liaison who can report to the Emergency Operations Center if requested.d. Coordinate University recommendations with local and state public health authorities' guidance.e. Conduct point of care testing for influenza strains A and B. Further subtyping will be completed at an outside lab.f. Offer seasonal flu vaccines to UW-Whitewater students, faculty and staff. In the event of a new influenza strain, UHCS will follow guidance provided by local public health authorities regarding priority and vaccine administration.g. Train UHCS staff with an annual review of protocols, policies and procedures.h. Educate UHCS staff regarding infection control measures, UHCS Emergency Plans and UHCS individual Pandemic Influenza Plan.i. Maintain records and document suspected and confirmed cases during a pandemic threat. <p>5. UW-Whitewater Police Department will:</p> <ul style="list-style-type: none">a. Activate the EOC if needed.b. Monitor the status of the current pandemic in conjunction with UHCS.c. Coordinate with University Marketing and Communications and the other members of the Management Response Team in order to keep UW-Whitewater students, faculty and staff informed of the current situation.d. Assist in planning next steps for preparedness and/or response.e. Determine potential actions and/or resources to mitigate the impact from pandemic. <p>6. University Marketing and Communications will:</p> <ul style="list-style-type: none">a. Provide updates to the campus community regarding a pandemic threat and communicate protective measures recommended by local public health authorities.b. Respond to media inquiries.c. Draft updates and any campus closure notices, as needed. <p>7. University Housing will:</p> <ul style="list-style-type: none">a. Work closely with the UW-Whitewater Police Department and UHCS to develop a plan for a potential pandemic event.b. Formulate plans regarding the quarantining and isolation of affected individuals by identifying potential areas to be used for quarantining and isolation.c. Provide information to residential students regarding infection control measures, and best hygiene practices.d. Assist with parent concernse. Report suspected illnesses to internal staff and UHCS. If UHCS advises, direct students to UHCS.f. Activate plans to quarantine and isolate residential students who are affected in conjunction with local health department guidance.g. Train staff on hygiene practices and symptom recognition.h. Identify essential staff.i. If campus is closed, ensure support of individuals remaining on campus including international students. <p>8. UW-Whitewater Dining Services will:</p> <ul style="list-style-type: none">a. Develop internal protocols for segregation of food supply chain from general population.
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	<ul style="list-style-type: none"> b. Consult with the EOC/RST group and other applicable departments to create protocols for processes designed to facilitate a safe and effective means of food distribution for those afflicted. c. Work with UHCS to craft appropriate menus. d. Consult with UW-Whitewater Police Department to provide for provisioning for emergency response teams. <p>9. Center for Students with Disabilities will:</p> <ul style="list-style-type: none"> a. Communicate emergency information regarding a pandemic threat or campus closure to students registered with Center for Students with Disabilities. b. Act as a liaison with University Housing if necessary to assist with individuals who may need assistance with any quarantining or isolation processes. <p>10. Center for Global Education will:</p> <ul style="list-style-type: none"> a. Coordinate with the University in order to relay information to international students concerning the prevention and preparedness measures as well as the University's response related to a pandemic threat. b. Communicate health education information through established International Student channels. c. Consult with UHCS regarding students who become ill and, if advised, direct them to UHCS. d. Assist with visa-related requirements in the event an international student needs to drop one or more classes. <p>11. Study Abroad will:</p> <ul style="list-style-type: none"> a. Consult with UHCS regarding students abroad or returning students who become ill and if advised, direct them to communicate with UHCS. b. Communicate information to students going on learning abroad programs about a potential pandemic threat, if needed. c. Recommend incoming and outgoing exchange students receive a flu shot as a preventive measure. d. Communicate health education information to all exchange students and students going abroad through established channels. In addition, flyers and brochures may also be distributed, if needed.
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Direction and Control

Basic Pandemic Response Plan

<u>General</u>	<p>Direction and Control Procedures will be flexible and adaptable to all pandemic periods and phases defined by the CDC as well as local public health authorities.</p> <p>The Chancellor of UW-Whitewater retains authority for making decisions affecting the University. All decisions made should be based on federal, state and/or local recommendations/ mandates and applicable best practices of other institutions. These decisions may include issuing travel advisories, suspending mass gatherings (including classes), suspending research, suspending normal university operations, and resumption of university operations.</p> <p>UHCS serves as the health authority for the university and is responsible for making recommendations to the University administration.</p>
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	<p>UW-Whitewater Police Department is responsible for supporting departments in implementing their respective all-hazards and pandemic plans as needed. UWWPD will support departments in accessing information and guidance. In addition, they will encourage all departments to maintain open and frequent communication with them to improve coordination related to a pandemic event. UWWPD will coordinate with departments to share situational awareness.</p>
<u>Decision Making</u>	<p>The priorities of decisions may change as the situation evolves.</p> <ol style="list-style-type: none"> 1. Cancellation of Special Events 2. Cancellation of Classes <ol style="list-style-type: none"> a. The decision whether to suspend classes, or when to suspend classes, will be the most difficult and critical decision that the University leadership may make during a pandemic event. These decisions will be made and implemented based on information received from various entities including University departments, county, state and national authorities, and other advisories gathered during the pandemic event. b. The following decision points are only a guide to the decision making process and may not be the only considerations. As the pandemic unfolds, new information may provide alternative choices. <ol style="list-style-type: none"> i. Transmissibility ii. Mortality iii. Geographic spread iv. Proximity of confirmed cases v. Local Health Department recommendations vi. Closing of K-12 public schools vii. Closing of area colleges and universities viii. Rising employee absenteeism ix. Assessment of stakeholder's risk perception 3. Initiation of Telecommuting 4. Suspension of Research 5. Cancellation of University Operations <ol style="list-style-type: none"> a. The decision whether to cancel University Events held on campus will also be a difficult and critical decision that the University leadership may make during a pandemic event. This policy decision will be made and implemented based on information received from various entities including University departments, county, state and national authorities, and other advisories gathered during the pandemic. b. The following decision points are only a guide to the decision making process and may not be the only considerations. As the pandemic unfolds, new information may provide alternative choices. <ol style="list-style-type: none"> i. Transmissibility ii. Mortality iii. Geographic spread iv. Proximity of confirmed cases v. Local Health Department recommendations

	<ul style="list-style-type: none"> vi. Closing of K-12 public schools vii. Closing of area colleges and universities viii. Rising employee absenteeism ix. Assessment of stakeholder's risk perception <p>6. Resumption of Normal Operations</p> <ul style="list-style-type: none"> a. Resumption of normal operations should be predicted on the recommendations of federal, state and/or local health authorities. Other factors for university resumption should be: <ul style="list-style-type: none"> i. Decreased mortality rate ii. Decreased rate/speed of disease spread iii. Other regional school systems resuming operations iv. Transportation systems opening/ increasing interstate travel v. Availability of sufficient faculty and staff to support resumption of classes and research
<u>Coordination with Public Health Authorities</u>	<p>Some local public health authorities for UW-Whitewater are:</p> <ol style="list-style-type: none"> 1. Jefferson County Health Department <ul style="list-style-type: none"> a. Phone: 920-674-7275 b. Staff and Management Hours: 8 am to 4:30 pm Monday-Friday 2. Walworth County Health and Human Services <ul style="list-style-type: none"> a. Phone: 262-741-3200 b. Hours: 7 am to 7 pm Monday-Friday 3. Rock County Public Health <ul style="list-style-type: none"> a. North Office: 608-757-5440 b. South Office: 608-364-2010 4. Wisconsin Department of Health Services – <ul style="list-style-type: none"> a. Phone: 608-266-1865 b. Closest regional office is in Milwaukee 5. US Department of Health and Human Services <ul style="list-style-type: none"> a. Phone: 877-696-6775 b. Located in Washington DC 6. Centers for Disease Control and Prevention <ul style="list-style-type: none"> a. Phone: 800-232-4636 b. For further information, go to https://www.cdc.gov/cdc-info/index.html

Readiness levels

Basic Pandemic Response Plan

<u>Level 1 – Normal Readiness</u>	<p>Maintain daily operations.</p> <p>Develop and maintain emergency plans.</p> <p>Conduct preparedness exercises and drills.</p>
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	Monitor regional flu information from the Wisconsin Department of Health Services through UHCS.
<u>Level 2 – Increased Readiness</u>	<p>Hold preliminary EOC/RST group meetings to discuss possible pandemic situation and recommend potential responses.</p> <p>Coordinate with external public health authorities.</p> <p>Appropriate campus officials and executives of the MRT will be briefed by UHCS on the anticipated risk situations, and expected impacts.</p> <p>Provide information to the campus community on the disease and personal preventative measure practices by utilizing e-mail, messaging systems, etc.</p> <p>Review emergency policies and procedures.</p> <p>Assess and maintain personal protective equipment. Ensure that adequate supplies are available for a possible pandemic event. Any shortages should be filled if at all possible.</p>
<u>Level 3 – High Readiness</u>	<p>Continue to hold EOC/RST meetings to discuss pandemic situation and recommend potential responses.</p> <p>Continue to coordinate and monitor external public health authorities.</p> <p>UHCS will meet and advise campus officials and executives of the MRT in regards to the current pandemic situation, as needed.</p> <p>Consider activating the EOC.</p> <p>Continue to provide information to the campus community on the disease and personal preventative measures practices by utilizing e-mail, messaging systems, etc.</p> <p>Expand emergency public information activities through University Marketing and Communications.</p> <p>Notify personnel who are considered essential.</p> <p>If necessary, commence quarantining procedures in the residence halls.</p> <p>Consider the cancellation of University special events.</p>
<u>Level 4 – Maximum Readiness</u>	<p>Continue monitoring external health authorities.</p> <p>Implement possible isolation and quarantine policies as directed by local public health authorities.</p> <p>Continue quarantine and isolation procedures in residence halls.</p> <p>If necessary, consider cancelling classes or closing campus.</p> <p>Coordinate any and all resource requests through the EOC.</p>

Basic Pandemic Response Plan	
<u>Plan Development and Maintenance</u>	<p>The UW-Whitewater Police Department is responsible for developing and maintaining this basic plan. Recommended changes to this plan should be forwarded as needs become apparent.</p> <p>This plan will be reviewed and updated annually.</p> <p>Departments with assigned responsibilities in this plan must develop and maintain procedures for their responsibilities, to be added as appendices to this plan.</p> <p>This plan will be updated based on deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities occur. In addition, the plan will also be updated when any changes in laws, regulations, or policies that affect the contents or the significance of the plan are identified.</p> <p>Changes to any appendices must be conveyed to the UW-Whitewater Police Department.</p>
<u>Plan Distribution</u>	<p>The UW-Whitewater Police Department is responsible for distributing this plan. In general, copies of this plan and any appendices should be distributed to those individuals, departments, agencies, and organizations tasked in this document. Copies should also be set aside for the EOC.</p>

Appendix A. Important Contact Information

CONFIDENTIAL

UW-Whitewater Police Department

Phone-Dispatch	911	Non-Emergency: 262-472-4660 Dispatch: 262-473-0551 direct
Director/ Chief Matt Kiederlen	Office: 262-472-4660	
Assistant Chief Matt Schwartz	Office: 262-472-1431	
Lt. Jason Burt	Office: 262-472-6967	

UW-Whitewater Management Response Team and Chancellor's Staff

Chancellor Dwight Watson	Office: 262-472-1918	
Provost and Executive Vice Chancellor for Academic Affairs Greg Cook	Office: 262-472-1672	
Vice Chancellor of Administrative Affairs Grace Crickette	Office: 262-472-1922	
Vice Chancellor for Student Affairs Artanya Wesley	Office: 262-472-1051	
Director of Philanthropy Greg Rutzen	Office: 262-472-3182	
Chief of Staff Kari Heidenreich	Office: 262-472-1921	

University Health and Counseling Services

Phone:	General: 262-472-1300	
Executive Director: Jim Freiburger	Office: 262-472-1305	
Director of Health: Julie Martindale	Office: 262-472-1870	

University Housing and University Dining Services

University Housing	Office: 262-472-4200	
Director: Frank Bartlett	Office: 262-472-5301	
Assistant Director: Terry Tumbarello	Office: 262-472-5275	
University Dining	Office: 262-472-1161	
Student Service Manager Angela Meldonian	Office: 262-472-1656	meldonia@uww.edu
Resident District Manager: Jim Winn	Office: 262-472-4987	
Operations Manager Retail Dining: Aeryn Barry	Office: 262-472-5718	Email: barrya@uww.edu

University Marketing and Communications

Phone:	Office: 262-472-1193	
Director Sara Kuhl	Office: 262-472-1194	
Asst. Director Jeff Angileri	Office: 262-472-1195	

Study Abroad Contacts

Dr. Ozalle Toms	Office: 262-472-4985	tomso@uww.edu
Dan Colleran	Office: 262-472-5757	collerad@uww.edu
Shia Lee	Office: 262-472- 5379	Lees08@uww.edu

Basic Pandemic Response Plan

UW-Whitewater Police
Department

John McGuigan	Office: 262-472-5178	mcguigaj@uww.edu

International Student Contacts

Dr. Matt Aschenbrener	Office: 262-472-6229	aschenbm@uww.edu
Jodi Simek	Office: 262-472-4992	simekj@uww.edu

Other Contacts

Academic Affairs Contact: Kristin Plessel	Office: 262-472-1077	plesselk@uww.edu
Risk Management Contact: Lance Fredrick	Office: 262-472-5723	fredricl@uww.edu

CONFIDENTIAL

Coronavirus (COVID-19)

Appendix



Preface

COVID-19 is creating circumstances where public safety, health and the University's mission is being disrupted. Restoring order, protecting public health and safety is a vital component of the University's emergency response and future success.

COVID-19 Appendix

PURPOSE

The purpose of this plan is to guide decisions made by the UW-Whitewater's Management Response Team and the Emergency Operations Center (EOC)/ Resource Support Team (RST) Team as they make decisions for the campus community. This plan does not take the place of other plans, including the Basic Pandemic Plan, but goes into more detailed information on the COVID-19 Pandemic. The goals are listed below.

GOALS

1. Limit the number of illnesses and deaths.
2. Preserve continuity of essential functions and services.
3. Minimize social disruption.
4. Minimize economic losses.

SCOPE

This basic plan is limited to preparedness and response for the UW-Whitewater and UW-Whitewater at Rock County campuses. This COVID-19 Appendix serves to provide the basic structure and guidance to planning and coordinating, monitoring and assessment, prevention and control, University Health and Counseling Services response, communications and public education. This appendix will not cover each scenario that the University might face, but should be used as a general guideline on our response to the COVID-19 Pandemic. Specific plans will be created for specific situations and areas.

Situation and Assumptions

COVID-19

Situation

Coronavirus disease 2019 (COVID-19) or SARS-CoV-2 is an infectious disease with severe acute respiratory syndrome. It was first identified in Wuhan China in December of 2019 and has spread throughout the world in early 2020.

People with COVID-19 have a range of symptoms; from little to no symptoms to people getting severely ill and dying. Two of the main symptoms are a cough and/or shortness of breath and may include fever, chills, repeated shaking with chills, muscle pain, headache, sore throat and new loss of taste or smell. It has been determined that even people that are asymptomatic, or not showing signs, can spread the disease.

The disease is spread through respiratory droplets that are released when a sick person coughs, sneezes or breathes. These droplets may remain in the air or on surfaces. A person may become ill if they either breathe in these droplets or touch a contaminated surface and then their face; which is similar to the influenza viruses.

<p><u>Assumptions and Facts as of May 2020</u></p>	<ol style="list-style-type: none"> 1. The Seasonal influenza vaccination does not offer any level of protection against COVID-19. 2. Although some human trials are underway, there is currently no vaccine for the COVID-19 Virus. 3. Once a vaccine is available (which can take six months or more to produce), it may take months to produce an adequate supply of the vaccine. There are partnerships between private businesses and government departments working to reduce this timeline, but as of May 2020 it is unknown how long it will take. 4. Non-medical containment measures, i.e. social distancing and barriers, will be the principal means of disease control until adequate supplies of vaccines and/or antiviral medications are available. 5. We should expect multiple waves of illness to occur. At this time it is unknown if it will be less or more severe than the spring 2020 wave. 6. Persons who become ill might be contagious for several days prior to the onset of symptoms, and will be contagious after the onset of the symptoms. 7. Some individuals may not take the threat posed by COVID-19 incident seriously, and may take actions counterproductive to the process to quarantine, control and treat infected people. Health education will be needed on multiple levels to achieve full cooperation. 8. Disseminating timely, consistent, and accurate information to public and private sector stakeholders, the media and the general public is one of the most critical parts of COVID-19 preparedness and response.
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Actions by Phases of Emergency Mangement	
COVID-19 Appendix	
<p><u>Prevention</u> (actions before next wave)</p>	<ul style="list-style-type: none"> • Update and maintain the COVID-19 Appendix with the latest research and recommendations from Center for Disease Control, WI Department of Health Services and others. • Collaborate with individual UW-Whitewater Departments to create or update specific plans on areas of responsibility. • Promote seasonal flu vaccines to <i>not</i> allow seasonal influenza to compound the COVID-19 Pandemic. • Promote protective measures like hand-washing, respiratory etiquette and social distancing.

<u>Preparedness</u> <u>(Actions before</u> <u>Next Wave)</u>	<ul style="list-style-type: none">• Educate students, faculty and staff regarding personal protection or mitigation strategies including seasonal vaccination for influenza, respiratory etiquette, social distancing, and responsible use of antiviral drugs.• Utilize pandemic surveillance and testing at UW-Whitewater UHCS. Direct persons with flu-like symptoms to UHCS for point of care testing.• Conduct training and awareness campaigns to educate students, staff and faculty on symptom recognition and infection control measures for COVID-19.• Develop and disseminate COVID-19 related public information campaigns for travelers who may have visited potential COVID-19 “hot spot” areas.• Ensure a communication system is established and maintained throughout a pandemic response.
<u>Response</u> <u>(during current</u> <u>and next wave)</u>	<ul style="list-style-type: none">• Activate the UW-Whitewater Emergency Operations Center (EOC), if necessary.• Continue enhanced communication and surveillance activities.• As they become available, distribute COVID-19 vaccines, Personal Protection Equipment (PPE) and medical supplies.• UW-Whitewater Police Department, City of Whitewater Police, Dean of Students Office and University Housing entities to assist in control measures and maintenance of social order, as needed.• Continue to educate people on campus about personal protective strategies and population level interventions, such as social distancing.• Develop and disseminate public service announcements, utilizing University Marketing and Communications (UMC) and other campus departments as needed.• Increase the cleaning of high traffic public areas (FP&M, Univ. Housing, Connor UC).• Switch University policies, procedures and common practices to comply with social distancing and other policies as required to meet Governor, Public Health and UW System orders and guidelines on dealing with COVID-19.
<u>Recovery</u> <u>(after current</u> <u>and future</u> <u>waves)</u>	<ul style="list-style-type: none">• Obtain all critical documents, information, and paperwork from all departments on their response.• Prepare and submit documentation for any expenses or budget shortfalls to financial services related to COVID-19.• Develop an After Action Report (AAR) to evaluate responses and outcomes to initial waves of the pandemic to determine best practices.• The EOC/RST will continue to meet periodically until all items on their agenda are closed.

Resources	
COVID-19 Appendix	
<u>Resources</u>	<ol style="list-style-type: none">Centers for Disease Control and Prevention<ol style="list-style-type: none">Phone: 800-232-4636https://www.cdc.gov/cdc-info/index.htmlWisconsin Department of Health Services –<ol style="list-style-type: none">Phone: 608-266-1865Closest regional office is in Milwaukeehttps://www.dhs.wisconsin.gov/Jefferson County Health Department<ol style="list-style-type: none">Phone: 920-674-7275Staff and Management Hours: 8 am to 4:30 pm Monday-Fridayhttps://www.jeffersoncountywi.gov/departments/health/index.phpWalworth County Health and Human Services<ol style="list-style-type: none">Phone: 262-741-3200Hours: 7 am to 7 pm Monday-Fridayhttps://www.co.walworth.wi.us/304/Health-Human-ServicesRock County Public Health<ol style="list-style-type: none">North Office: 608-757-5440South Office: 608-364-2010https://www.co.rock.wi.us/publichealth



Contact Risk Assessment Flowchart

(For community, non-healthcare settings)

All questions below pertain to interactions the case-patient had with potential contacts in a community, non-healthcare setting during their **Infectious Period**. This is the timeframe during which the case-patient is considered most infectious.

- **The infectious period for SYMPTOMATIC case-patients** starts two days before the case-patient first had any symptoms, including even mild symptoms (e.g. headache, sore throat, runny nose, fatigue) and ends the date the case-patient meets the criteria to end isolation (10 days since onset AND 3 days well).
- **The infectious period for ASYMPTOMATIC case-patients** starts 2 days prior to specimen collection date and ends 10 days after specimen collection date.

Are any of the following true of your interaction with the contact during your infectious period?

- ☐ Did you have direct physical contact with the person (e.g., hug, kiss, handshake)?
- ☐ Were you within 6 feet of the person for more than 15 minutes?
- ☐ Could the person have had contact with any of your respiratory secretions (e.g. coughed/sneezed on, contact with dirty tissue, sharing a drinking glass, food or towels or other personal items)
- ☐ Did you stay overnight for at least one night in a household with the person (i.e., household contact)?

Yes

No

Were you wearing a mask or a cloth face covering (e.g., cloth mask, bandana, scarf) during the interaction(s) with the contact?*

Not a Close Contact

Yes

No

Close Contact

WEDSS reminder:

All close contacts, regardless of what jurisdiction they live in, should be entered in WEDSS on the Intervention Tab as contacts of the Disease Incident (DI). Please be sure to select the appropriate Contact Type (e.g., household contact, close contact). A Contact Investigation (CI) should be created for all close contacts that are WI residents, with the appropriate WI jurisdiction assigned in the CI. Please follow the [Interstate Notifications Methods – LTHD alerting DHS](#) for instructions on how to report Non-WI close contacts.

CDC Close Contact Definition:

Data are limited to define close contact and prolonged exposure.

Factors to consider include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), whether the individual has symptoms (e.g., coughing likely increases exposure risk) and whether the individual was wearing a mask (which can efficiently block respiratory secretions from contaminating others and the environment). Recommendations vary on the length of time of exposure but 15 min of close exposure can be used as an operational definition. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important.

*The use of a mask or cloth face covering by an infectious individual in a community, non-healthcare setting most likely reduces the risk of transmission of COVID-19, but it is unknown to what degree. In a community setting, risk assessment and quarantine guidance for a contact is not affected by the case-patient wearing a mask or cloth face covering. Only the use of all recommended PPE in a healthcare setting is sufficient to eliminate the need for quarantine of a close contact of an infectious individual.

**HEALTHY
WORKPLACE
SIGNAGE**



DGI

info@dgi-invisualse.com

WINDOW DECALS



BTW-WD-2A
Don't Have Mask
Size: 8"x10"



BTW-WD-2B
Please Check In
Size: 8"x10"



BTW-WD-2C
New Hours
Size: 8"x10"



BTW-WD-2D
Employee Only
Size: 8"x10"



BTW-WD-2E
Social Distancing
Size: 8"x8"



BTW-WD-2F
Wear Mask Icon
Size: 8"x8"





BTW-RBS-3A
Welcome Back
Size: 31.5"x89.5"



BTW-RBS-3B
Remember Stay Safe
Size: 31.5"x89.5"





BTW-RBS-3C
Please Remember
Size: 31.5"x89.5"



REMEMBER
6 FEET APART
SOCIAL DISTANCING

SAFETY TIPS & PREVENTION



Wash Hands Thoroughly



Avoid Large Crowds



Use Soap or Hand Sanitizer



Do Not Touch Your Face esp. Mouth, Eyes, Nose



Keep Safe Distance from Other People



Do Not Meet Infected or Sick People



Use Face Mask



Do Not Touch The Front Part of a Mask



Stay at Home if Possible



Do Not Travel Unless Necessary

REMEMBER
6 FEET APART
SOCIAL DISTANCING

BTW-FNG-4A
Remember
Size: 56"x72" - each side: 18"x72"



TABLE TENT CARDS & STICKERS

FOLD UNDER



Make sure to wipe down all surfaces when finished



Make sure to wipe down all surfaces when finished

FOLD UNDER

FOLD UNDER



Touch Free Zone
Please use a Siri / Alexa device to enable your Teams call.



Touch Free Zone
Please use a Siri / Alexa device to enable your Teams call.

FOLD UNDER

FOLD UNDER



Please remember to wash hands for 20 seconds with soap and water



Please remember to wash hands for 20 seconds with soap and water

FOLD UNDER

FOLD UNDER



PLEASE WEAR A FACE MASK



PLEASE WEAR A FACE MASK

FOLD UNDER

BTW-TT-5A
Wipe Surface
Size: 5"x19" Finished: 5"x7"

BTW-TT-5B
Touch Free Zone
Size: 5"x19" Finished: 5"x7"

BTW-TT-5C
Wash Hands
Size: 5"x19" Finished: 5"x7"

BTW-TT-5B
Touch Free Zone
Size: 5"x19" Finished: 5"x7"

Please do not sit here.


Practice Social Distancing

BTW-ST-5A
Do Not Sit
Size: 5"x4"

Please leave one seat between you and the next person.

BTW-ST-5B
Please Leave
Size: 5"x4"

ONLY 3 PEOPLE TO A TABLE



BTW-ST-5C
Table Quantity
Size: 5"x4"

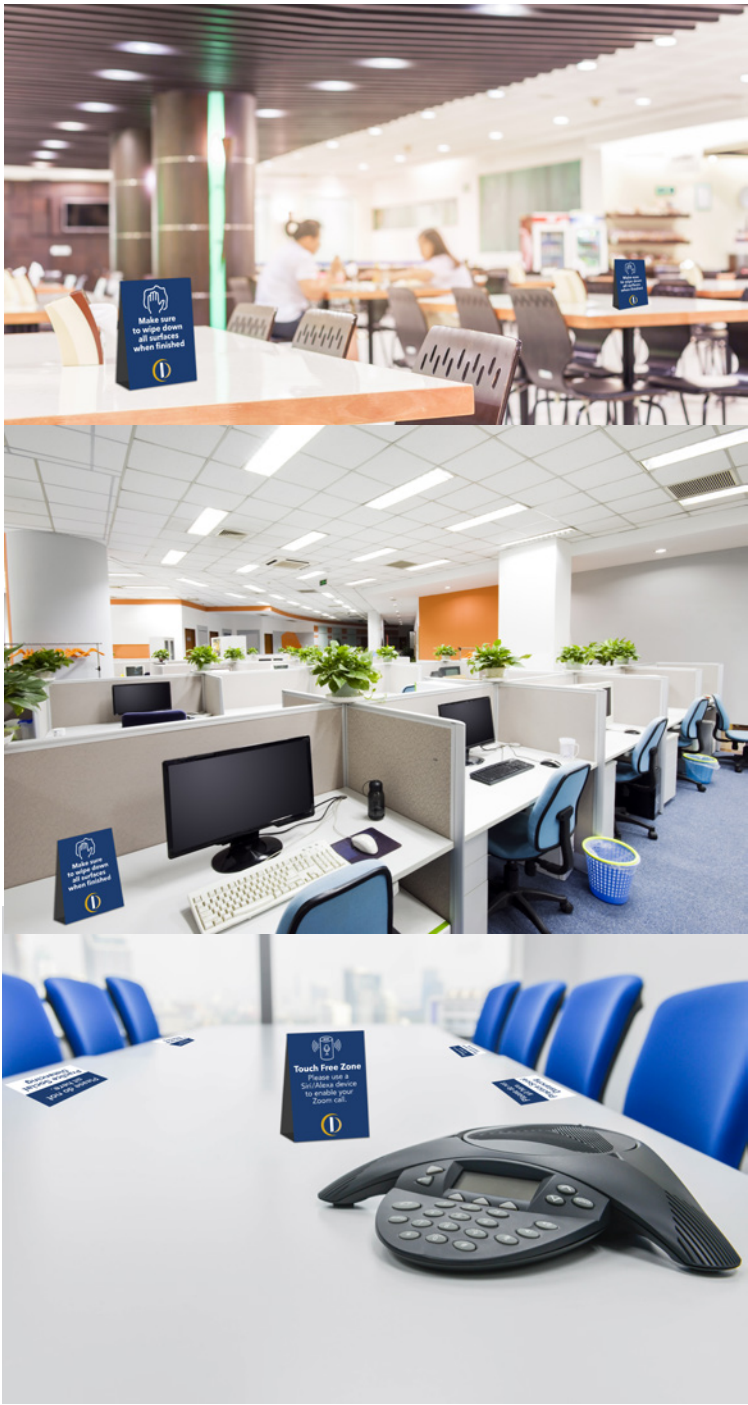


Make sure to wipe down all surfaces when finished





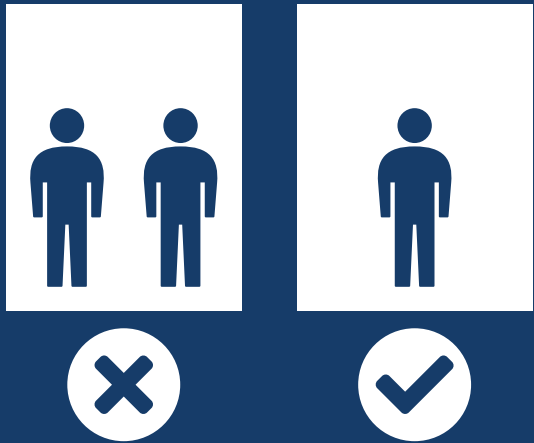
Touch Free Zone
Please use a Siri / Alexa device to enable your Teams call.



ONLY ONE
OCCUPANT
IN THE
ELEVATOR
AT A TIME

BTW-EG-6A
One Occupant
Size: 24"x28"

PLEASE
MAINTAIN SOCIAL DISTANCING
WHILE USING THE ELEVATOR



BTW-EG-6B
Please Maintain
Size: 24"x28"



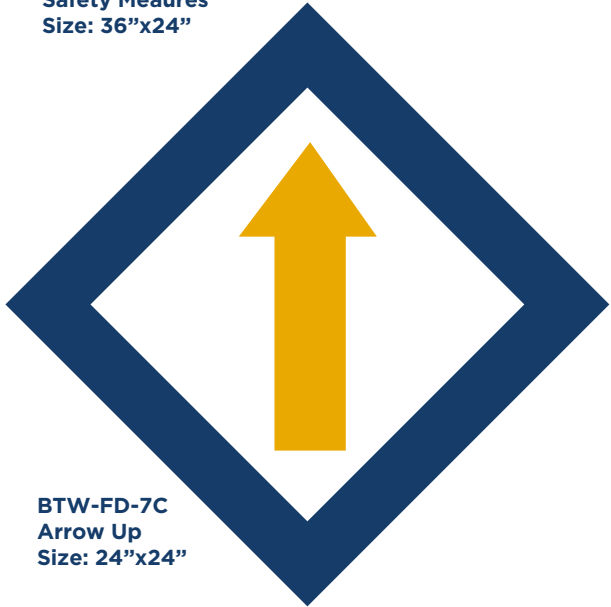
FLOOR DECALS



BTW-FD-7A
Safety Measures
Size: 36"x24"



BTW-FD-7B
Keep Your Distance
Size: 24"x24"



BTW-FD-7C
Arrow Up
Size: 24"x24"



BTW-FD-7D
Keep Safe Distance
Size: 24"x24"



BTW-FD-7E
Stop
Size: 24"x24"



BTW-FD-7F
Do Not Enter
Size: 24"x24"



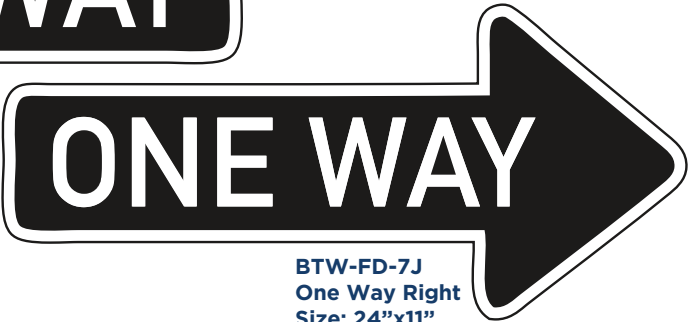
BTW-FD-7G
Please Stand Here
Size: 20"x24.5"



BTW-FD-7H
Please Wait Here
Size: 24"x24"



BTW-FD-7I
One Way Left
Size: 24"x11"



BTW-FD-7J
One Way Right
Size: 24"x11"



ROOM, DOOR & ELEVATOR GRAPHICS



BTW-RDE-8A
Only One
Size: 16"x18"



BTW-RDE-8B
Not in Service
Size: 16"x18"



BTW-RDE-8C
Stand Here
Size: 16"x16"



BTW-RDE-8D
Keep Clean
Size: 16"x16"



BTW-RDE-8E
Closed Further Notice
Size: 16"x18"



BTW-RDE-8F
Room Closed
Size: 16"x18"



BTW-RDE-8G
Please Practice
Size: 16"x18"



BTW-RDE-8H
Don't Share
Size: 16"x18"



BTW-RDE-8I
Sanitizer
Size: 16"x16"



BTW-RDE-8J
Wear Gloves
Size: 12"x20"



BTW-RDE-8K
Wear Mask
Size: 16"x16"



BTW-RDE-8L
Hands Free
Size: 16"x16"





BTW-RS-9A
Plaese Wash Hands
Size: 7"x5"



BTW-RS-9B
Wipe Down Counter
Size: 7"x4"



BTW-RS-9C
Employees Must Wash
Size: 6"x6"



BTW-RS-9D
20 Second
Size: 6"x6"





BTW-CS-10A
Temporarily Closed
Size: 7"x4"



BTW-CS-10B
Limit Table
Size: 7"x4"



BTW-CS-10C
Shared Space
Size: 6"x6"



BTW-CS-10D
Fridge
Size: 6"x6"



BTW-CS-10E
Microwave
Size: 6"x6"



STAIRWAY DIRECTIONAL GRAPHICS



BTW-SDG-11C
Down Left
Size: 20"x16"



BTW-SDG-11D
Up Right
Size: 20"x16"



BTW-SDG-11E
Down Right
Size: 20"x16"



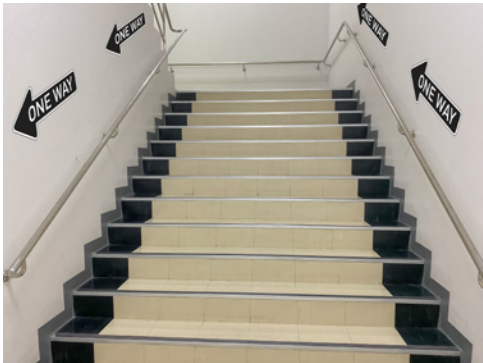
BTW-SDG-11F
Up Left
Size: 20"x16"



BTW-SDG-11G
Up Arrow
Size: Custom to Stairs



BTW-SDG-11H
Down Arrows
Size: Custom to Stairs



BARRIER INDOOR/OUTDOOR DS BANNER STAND SYSTEM

SIDE:1



BTW-BBS-12A
Welcome/This Way
Size: 53.25"x30.5"

SIDE:2



SIDE:1



BTW-BBS-12B
Together/Remember
Size: 53.25"x30.5"

SIDE:2



EXTERIOR FLAG BANNERS



BTW-EFB-13A
We're Open
Size: 31"x133.875"

BTW-EFB-13B
Open
Size: 31"x133.875"

BTW-EFB-13C
Now Hiring
Size: 31"x133.875"

BTW-EFB-13D
Entrance
Size: 31"x133.875"

BTW-EFB-13E
Exit Only
Size: 31"x133.875"





BTW-YSS-14A
Come In
Size: 23"x15"



BTW-YSS-14B
Your Mask
Size: 23"x15"



BTW-YSS-14C
Hiring
Size: 23"x15"



BTW-YSS-14D
Exit Only
Size: 23"x15"



BTW-YSS-14E
Please Maintain
Size: 23"x15"



BTW-YSS-14F
Employee Entrance
Size: 23"x15"



OUTDOOR SIDEWALK SIGNS



BTW-OSS-15A
Please Practice
Size: Graphic 24"x36"



BTW-OSS-15B
Employee Only
Size: Graphic 24"x36"



BTW-OSS-15C
Delivery/Curbside
Size: Graphic 24"x36"



BTW-OSS-15D
Welcome Back
Size: Graphic 23.375"x33.125"



BTW-OSS-15E
Mask
Size: Graphic 23.375"x33.125"



BTW-OSS-15F
Now Open
Size: Graphic 23.375"x33.125"



BTW-OSS-15G
Credit Card Only
Size: Graphic 24"x36"



BTW-OSS-15H
Masks and Gloves
Size: Graphic 24"x36"



BTW-OSS-15I
Dining In
Size: Graphic 24"x36"



BTW-OSS-15J
Temperature
Size: Graphic 23.375"x33.125"



BTW-OSS-15K
One Way
Size: Graphic 23.375"x33.125"



BTW-OSS-15L
Drive Thru
Size: Graphic 23.375"x33.125"



OUTDOOR BANNERS



BTW-OB-16A
Welcome Back
Size: 60"x36"



BTW-OB-16B
We Are Open
Size: 60"x36"



BTW-OB-16C
Delivery and Curbside
Size: 60"x36"



BTW-OB-16D
Good to See
Size: 48"x24"



BTW-OB-16E
Drive Thru
Size: 48"x24"



BTW-OB-16F
Open
Size: 48"x24"



BTW-OB-16G
Dining-IN
Size: 48"x24"



WORKSTATION DIVIDERS

BTW-WD-17A
Safety Shield w/Feet - 47in
Size: 47"x31"

BTW-WD-17B
Safety Shield w/Feet - 32in
Size: 32"x31"

BTW-WD-17C
Safety Shield w/Feet - 23in
Size: 23"x31"

