**Campus Facility Reopening Protocol**

**[***PLEASE LIST YOUR ORGANIZATION COVERED BY THIS PROTOCOL***]**

The University of Colorado Colorado Springs Recovery Team, in concert with input and advice from experts at the El Paso County Public Health Department and UCCS Recreation and Wellness Center have carefully crafted the following minimum standards to be observed when considering reopening operations across campus in accordance with local and state public health orders. The following protocols should be viewed as a *minimum set of standards* to apply prior to any re-opening and department heads and directors are encouraged to add additional precautions based on facility and user needs. Note this is an overview document. Departments may develop more detailed supplemental documents that go into more specifics for certain applications (I.e. checklists for cleaning, specific event protocols, etc.) for their specific needs and objectives.

The goals behind the development of these plans is to:

* Ensure that UCCS is providing a safe environment for students, staff, faculty, volunteers and the community.
* Provide consistency, to the extent possible, across campus organizations.
* Comply with Colorado Department for Public Health and the Environment, Colorado Department of Higher Education and El Paso County Public Health requirements.

To achieve the goals listed above:

* Plans will be developed by each department – i.e. each space/group that is not direct instruction (i.e. dean’s offices, department offices, student-facing points-of-service, etc.).
* If you share a building with other departments, coordinate with the plan developers from those departments to coordinate plans for shared building areas (e.g. restrooms, stairwells, lobbies, entry/exit, etc.)
* Plans will be submitted to a both the organizations senior leadership (I.e. executive director, AVC, etc.) and to Environmental Health and Safety. EHS will coordinate a review of the plans for compliance with the guidelines and consistency across the campus. EHS will provide feedback.
* If you have questions on completing this form, please contact Cindy Norton at cnorton@uccs.edu or 719.255.3212

# Customer service area safety minimum standards:

Any employee directly serving students/guests/patrons/customers in a front-facing capacity must observe the following minimum safety precautions:

1. Plexi-glass “sneeze shields” should be installed at each customer service station. Facility Services is constructing and/or obtaining these for the campus. If you requested one in the survey earlier in June, you should be being contacted by Facility Services. If you did not request one or did not receive the survey, please email rdougher@uccs.edu to request one. If by July 17, you have been contacted by Facility Services, you can email them to check on your status.
	* Note: An alternative for when encounters need to take place closer than six feet and the physical barrier is not practical (I.e. tutoring) - the service provider can wear a face covering and a faceshield or for areas where these encounters take place on an infrequent basis and it is not financially practical to install physical barriers (I.e. student employment supervisor office for private conversation). You should attempt to keep these conversations to less than 15 minutes to minimize potential exposures.
2. Latex or nitrile gloves are required when handling cash. You can check with Facility Services via the workorder system if gloves are available through them or your department can purchase them through CUMarketplace. Note: Nitrile is preferred since many people have latex allergies.
3. Campus operations are encouraged to shift as many transactions as possible to electronic payment options which enable patrons to swipe/insert cards or use methods such as Apple Pay or Samsung Pay via phone themselves or make payments via myUCCS student portal. If your organizations does not currently have these options, please work with the Controller’s Office in setting these up.
4. Electronic payment equipment and high-contact areas which require customers to touch the machine or surrounding surface should immediately be wiped down/sterilized after each transaction.
5. If possible, keep a log of who visits I.e. appointment logs or ID card swipes.

# Check-in/Entry Process for students/guests/patrons/customers in areas across campus:

1. Face coverings are **required** at all times.
2. We have created “Protect the Pride” themed signage that can be printed by anyone <https://covid19.uccs.edu/campus-access/signage>. Stickers can be requested via email to mailto:cnorton@uccs.edu.
3. Social distancing guidelines of six feet between each person must be observed through every facility and in areas designated for customers/patrons to wait in lines for entry. Tape or other signage options marking acceptable distance on floors is encouraged.
4. One-way entrance and one-way exit paths are encouraged.
5. Patrons will be asked if they have completed the daily health assessment today. If not, they will be provided with directions for completing the assessment.
6. Patrons will be instructed that they cannot be served until they have completed the assessment.
7. You should have a plan for employees to follow if a patron becomes disruptive. More specific guidance on this will be forthcoming by the end of July.

**Employees (staff, faculty, student employees):**

1. Ensure that all staff, faculty and student employees have completed the Skillsoft “CU: COVID-19 Return to Campus-UCCS" training.
2. Face coverings are required at all times.
3. Employees will self-attest to health questions prior to arrival for every shift.
4. Must maintain six feet social distance with co-workers.
5. Employees are encouraged to thoroughly wash their hands once per hour. Require frequent handwashing upon arrival, departure and throughout the day, and have hand sanitizer available in public areas.
6. *No more than 50% of employees in a unit should be in person at any time*
7. *If reasonable and the position allows, permit employees to work from home*
8. *Create cohorts of employees who rotate work schedules together (this means if part of your team has to isolate, you don’t lose your whole team)*

**Maintaining your facility:**

Facility Services will be cleaning the bathrooms and other public spaces at least daily; however, we are asking departments to assist with more frequent cleaning of high touch point areas within their spaces. Each person should be responsible for frequently cleaning high touch point areas in their individual offices/work stations. Additional guidance, information on obtaining cleaning supplies, etc. is available at <https://ehs.uccs.edu/environmental/covid-19-ehs-resources>

1. Frequently sanitize all high-contact areas.
2. Gloves are recommended when continually cleaning equipment.
3. Procedures for line formation to include line formation, signage, etc.
4. Departments should coordinate submit a work order to obtain basic disinfecting supplies. These will not be charged to your department, although you may have to enter your speedtype to submit the work order.

# YOUR PLAN (you may delete everything prior to this as you prepare your plan)

# To be completed by the unit director or manager

# Hours of Operation:

*[PLEASE CLEARLY LIST FACILITY HOURS]*

# Areas Open:

*[PLEASE CLEARLY ARTICULATE WHICH AREAS OF YOUR FACILITY WILL BE OPEN AND WHICH AREAS MAY BE CLOSED TO ENABLE EFFICIENT USE BY USERS ]*

# Capacity:

*[PLEASE CLEARLY ARTICULATE MODIFIED CAPACITY OF OPEN AREAS IN ACCORDANCE WITH HEALTH DEPARTMENT RESTRICTIONS/CAPACITY REQUIREMENTS. If you need assistance in determining maximum capacities for spaces (I.e. conference rooms, break rooms, etc.) reach out to Cindy Norton at* *cnorton@uccs.edu**]*

**Staff:**

*[PLEASE CLEARLY ARTICULATE (INCLUDING NUMBER OF STAFF) YOUR PLAN FOR STAFFING IN ORDER TO MEET SOCIAL DISTANCING REQUIREMENTS AND OCCUPANCY REQUIREMENTS:*

*Some ideas might include:*

* *ALTERNATING IN PERSON WORKDAYS FOR STAFF*
* *ALTERED SCHEDULES FOR STAFF (HALF-DAYS, REMOTE WORK, ETC.)*

**PatronInterface and Movement:**

[PLEASE CLEARLY ARTICULATE YOUR PLANS FOR CUSTOMER INTERFACE, THESE MAY INCLUDE:

* OFFERING ONLINE INTERACTIONS/MEETINGS
* INTERACTIONS BY APPOINTMENT ONLY TO KEEP OCCUPANCY LOW
* PLANS FOR LINES, ENTRY/EXIT, SIGNAGE, BARRIERS, ETC.

**Facilities:**

[PLEASE CLEARLY ARTICULATE YOUR PLANS WITH RESPECT TO FACILITY LAYOUT, CLEANING, ETC.]

* Signage
* Entrance/exits
* Points of Service (Counters, etc.)
* Office cleaning (individuals should sanitize their own workspace at least once per day or when contamination is suspected; shared workstation should not be used by more than one individual unless they have been sanitized between users)
* Common space cleaning (be sure to coordinate with other departments/organizations that utilize these areas)
* Kitchens and Break areas (no shared coffee makers, etc. avoid communal meals). No gathering in in the breakrooms.
* Hallways
* Shared office spaces (configure so that employees can maintain 6’ physical distancing or provide a physical barrier that extends above the person’s head; or you can alternate work schedules)
* Shared equipment

**Website Updates- Information:**

[PLEASE CLEARLY ARTICULATE YOUR PLANS WITH RESPECT TO UPDATES TO YOUR WEBSITE – INSTRUCTIONS, ETC. YOU DON’T NEED TO LIST ALL YOUR CHANGES – JUST THAT GENERAL CONCEPTS.]

**Other:**

**Committee Review and Feedback:**