

August 24, 2020

Subject: Fall Semester Updates

HSC Colleagues,

This summarizes important details about the Health Science Center (HSC) as students begin to return.

*Please read it carefully.*

Gundersen, Western and UWL are each using similar, but slightly different protocols, to promote safe operations during the coronavirus pandemic on their main campuses. Therefore, the HSC has **protocols specifically related to the HSC**, that may vary slightly from respective main campuses.

#### **Individual Practices - Expected**

---

- If any COVID 19 symptoms, stay home and inform your supervisor.
- Complete a [symptom survey](#) prior to entering the building each day.
  - A contactless thermometer is available inside the HSC entry doors
- Wear a face covering (e.g., cloth mask, bandana, procedure mask, etc.) at all times.
  - Faculty will be expected to enforce as part of classroom management/class guidelines.
  - A face covering does not need to be worn when working alone in a lab or office.
- Maintain physical distancing of 6 feet.
- No more than two people in an elevator at one time. Also, please limit conversation in order to decrease aerosols in an enclosed space.

#### **Individual Practices - Encouraged**

---

- Consider taking the stairs instead of the elevator, if possible.
- Wash your hands throughout the day and use hand sanitizer when that is not possible.
- Refrain from touching your nose, mouth, or eyes.
- Limit close contacts when outside of lab instruction.

**In addition to the individual practices listed above, the following building practices are being implemented:**

---

- **High touch areas:** Cleaned once a day.
- **Classrooms, etc.:** Cleaned once a day.
- **Badger St. Entrance:** This entrance will be for Student Health Center (SHC) access only. The SHC will be testing up to 300 students per weekday (along with another location on campus). This is the only way they can provide some physical distancing prior to entering the SHC.
- **4th floor breakroom:** The refrigerator and microwaves will be available for use in the common break area. Please use the cleaning supplies provided after use. Two chairs will remain at the table at a designated distance to allow staff a place away from their desks to eat lunch. No potlucks, birthday cakes, or other shared food items (garden surplus) will be allowed.

- **4th floor copy machines:** Consider carrying a stylus to use with the touchpad. If supplies are available, hand sanitizer will be available for personal use. (not to be used on the touchpad)
- **4th floor atrium:** One chair will be available at each table. Please do not move the chairs. If you need to meet with others, please use a conference room or other designated spaces. Program assistants have a list of available options.
- **Conference rooms:** The number of chairs has been decreased in order to maintain 6 feet of distance between participants. Since we anticipate that there will be a higher-than-normal demand for these rooms, please remember to reserve them through your program assistant to avoid a conflict with another group. Rooms should be locked after usage.
- **Rooms 1022/4004/4006/5096** (Small conference rooms/study areas): Due to these rooms being small enclosed spaces, we are limiting access to two people at a time. While meeting, please keep the door left open for ventilation purposes. All other chairs have been removed. Rooms should be locked after usage.
- **Mailroom:** Please try to limit your visits to the mailroom and follow physical distancing.
- **Water Fountains:** The touch-free “fill your own bottle” fountains on the second and fourth floors will remain available. The drinking spigot will be covered on these, as well as those on all other water fountains in the building.
- **Hand Sanitizer:** If supplies are available, the HSC plans to locate some hand sanitizer dispensers at a few strategic places within the building. Individuals are strongly encouraged to acquire their own personal hand sanitizer supply which you can keep with you or in your office for use when hand washing is not practical.
- **Classrooms:** If supplies are available, there will be hand sanitizer in each shared classroom on the 2<sup>nd</sup> floor. Classrooms will be cleaned once a day, in the evening.
- **Labs:** Each department/program is responsible for purchasing all cleaning supplies as part of their lab due diligence.
- **Student Study Areas:** The previous areas allowed for students to study will not be available. This includes all conference rooms along with rooms 4004/4006/5096.
- **Program labs:** Any areas that provide a refrigerator or microwave for a specific department/student area, needs to be removed from the area. It is up to each program to enforce this in any exclusive spaces. This is to ensure equity for all students since the lower level microwave and refrigerator that were available previously to all, is not available during this time.
- **Atrium areas:** Chairs in atrium areas will be very limited. *Please note: If chairs are moved closer together, the chairs will be completely removed from the atrium areas.*

- **Food delivery:** If necessary to order food via delivery, one must meet with vendor outside of the building. Vendors are not allowed inside the HSC.
- **Catering:** Due to physical distancing and large groups, foods should not be catered into the building. Exceptions are appropriate for small groups such as site visitors, etc.
- **Classroom/lab face covering enforcement:** As of August 1 state wide mandate, face covering must be worn at all times unless working alone in your office. Even if individual are 6 ft apart, masks must still be worn.
- **Student Eating Options:** 1) Limited chairs in the atrium areas, 2) benches on the 3rd and 4th floor (north side) and 3) outside tables (in warmer weather) and 4) classrooms that are “open” and available for studying. (refer to schedule outside classroom doors)
- **HSC conference phone:** Due to virtual options the HSC conference phone will not be available for use.
- **Scantron:** This will be still be available, but encourage other methods for testing.

**To make your time at the HSC more comfortable please consider:**

---

- Bringing your water bottle or cup for touch-free water fountains on 2<sup>nd</sup> and 4<sup>th</sup> floors
- Bringing your food in a cooler or thermos
- Bringing food that does not need to be heated
- Personal supply of face masks
- Personal hand sanitizer

We recognize that some of the protocols listed above may be inconvenient. These are practices that are being implemented across all sectors in the community to decrease the virus spread.

We ask all of you to please take personal responsibility, not just when visiting the HSC, but also when interacting in the community as a whole.

Thank you in advance for doing your part in helping us all stay safe.