

June 5, 2020

Subject: HSC Reopening Details

HSC Colleagues,

This is a lengthy email with important details about reopening our building to faculty and staff. *Please read it carefully.*

Gundersen, Western and UWL are each using similar, but slightly different protocols to promote safe operations during the coronavirus pandemic. A COVID-19 sub-committee of the HSC Management Group reviewed these protocols and developed a set that is specific to the HSC and that you will be required to adhere to when you are in the building. These follow below.

Phased Return Overview

The HSC will reopen in phases. Entry during **Phase 1 (June – July 19)** will be limited to staff and faculty whose primary workplace is the HSC. Each institution will notify its employees as their physical presence in the building is required in order to resume on-campus operations. Look to your organization's leadership for that communication and timeline.

Phase 2 (tentatively beginning July 20) will introduce students to the HSC. This increase of bodies will concurrently increase the chance for virus transmission. Since this is a more complex scenario than Phase 1, the COVID sub-committee will continue its work through the month of June and will share further guidance as it becomes available.

Phase 1 Return – Individual Practices

Once you have been given permission to return to the HSC by your organization (full-time or on an as-needed basis), please adhere to these individual practices:

- Complete a symptom survey prior to entering the building each day. (Information on this process will be sent in a separate message.)
- Wear a face covering (e.g., cloth mask, bandana, procedure mask, etc.) in corridors or any other public area where you may encounter another person.
- A face covering does not need to be worn when working alone in an office or lab.
- Maintain social distancing of 6 feet.
- Consider taking the stairs instead of the elevator, if possible.
- No more than two people in an elevator at one time. Also, please limit conversation in order to decrease aerosols in an enclosed space.
- Wash your hands throughout the workday and use hand sanitizer when that is not possible.
- Refrain from touching your nose, mouth, or eyes.
- For those returning to the HSC on an as-needed basis:
 - Limit occupancy time
 - Limit conversations with others

Phase 1 Return – HSC Practices

In addition to the individual practices listed above and the deploying of custodial staff to clean high-touch points throughout the day, the HSC is also instituting some structural changes to decrease the transmission of the novel coronavirus during Phase 1:

- **Swipe access only.** Exterior doors will remain locked to eliminate transient traffic. Building residents will access the HSC using their swipe card. Please note that each individual must swipe in personally, even if you are entering with another HSC colleague. This will assist with contact tracing, should we have a positive case at the HSC.
- **Open Doorways.** If not in violation of the fire code, doors with high flow-through will be propped open to eliminate the need to touch them.
- **4th Floor Copy Machines.** Plastic wrap will cover control panels so that they can be cleaned frequently. A more durable solution is also being explored. Consider carrying a stylus to use with the touchpad.
- **Designated Restrooms.** To decrease custodian workload so they can focus more time on cleaning high-touch areas, only the restrooms on the lower level, and the fourth and fifth floors will be available for use. Please plan accordingly. 😊
- **4th Floor Breakroom.** During Phase 1 the refrigerator, microwaves, and coffee pot will not be available for use in the common break area. 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 will be allowed until further notice. Please also refrain from bringing bounty from your garden.
- **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.
- **Conference Rooms.** The number of chairs in each conference room will be 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 or administrative assistant to avoid a conflict with another group.
- **Rooms 4004 and 4006 (Small conference rooms/study areas).** Due to these rooms being small enclosed spaces, we are limiting access to two people at a time, with the door left open. All other chairs will be removed.
- **Mailroom.** To reduce the volume of traffic through this area, each organization will designate one person to deliver mail to private offices on a daily basis. If you have mail to send out, please accumulate it during the day and drop it off as you exit the building.
- **Water Fountains.** The “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.** Although 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.

We recognize that some of the protocols listed above may be inconvenient. We are using Phase 1 as a pilot and will make changes as needed and appropriate when moving to Phase 2. Please share your feedback with your respective COVID sub-committee representative. In the interim, here are some things you may wish to consider in order to make your time at the HSC more comfortable:

- Bring your water bottle or cup
- Bring your food in a cooler
- Bring food that does not need to be heated

Thank you in advance for doing your part in helping us stay safe. We'll get through this together!

GHS: Paraic Kenny

LMHSC: Joanne Sandvick

UWL: Patrick Grabowski, John Greany

Western: Darlene Campo