PUBLIC HEALTH PROTOCOLS

Initial Guidance for Reopening

SEPTEMBER 28, 2020

EXECUTIVE SUMMARY

This document provides a high-level overview of campus public health protocols designed by our Environment, Health and Safety (EHS) team to support the resumption of UW-Madison research activities and other approved UW-Madison activities under the first phase of the reopening process. Unless explicitly authorized to return to campus as part of the reopening process, all employees currently working from home should continue to work remotely.

This risk mitigation framework includes a number of layered protocols, each of which supports the overall goal of protecting employee safety, health, and well-being when returning to campus. Together, they are designed to reduce the risk of COVID-19 transmission and are founded on best practices and guidance from the CDC, UW-Madison health and safety experts, and other subject matter experts.

Campus is establishing these minimal universal standards for certain critical health protocols; adherence to at least these minimal standards is mandatory. However,
their application in our complex and distributed environment will require local expertise and judgement. Accordingly, the implementation of these protocols will generally be managed within individual campus units. Campus units may choose to adopt and implement stricter standards after consulting with EHS.

Finally, each person approved to return to campus by the appropriate dean or vice chancellor will be required to complete a mandatory online training course.

These protocols will be reevaluated and revised as appropriate, as additional activities are approved to return to campus later this summer under subsequent phases and as students return to campus for the fall semester.
Physical Distancing

The best way to prevent illness is to avoid being exposed to the virus. Increasing the physical distance between individuals reduces the risk of airborne transmission of COVID-19, which is considered to be the primary route of exposure. Units with people approved to return to campus will be required to follow these guidelines:

- Limit the number and density of people in any building space at one time to 25 percent of maximum capacity or less. (This percentage applies to first phase of our return to campus. It will be reviewed and revised as appropriate for subsequent phases.)
- Stay at least 6 feet (1.8m) apart whenever possible.
- Limit the number of in-person meetings.
- Limit the number of attendees at in-person meetings to 10 people or less.
- Stagger work schedules—including arrival times, departure times, and breaks—where possible to further limit density.
- Continue to work remotely when the tasks allow even if authorized to work on campus; only visit campus to perform tasks that cannot be done remotely.
- Reconfigure workspaces—including offices, laboratories, classrooms, breakrooms, kitchenettes, and other common areas—to support physical distancing.
- Discontinue the use of shared kitchen equipment, dishes, and utensils.
- Develop methods for physical distancing in common pinch points such as hallways, stairwells, and elevators.
- Communicate and enforce these requirements and physical distancing methods in each unit with individuals authorized to work on campus. Public health protocol signage is available to order at no cost via the Smart Restart Toolkit at https://smartrestart.wisc.edu/toolkit/. Refer to guidelines for signage placement available at https://go.wisc.edu/signage-guidance-smartrestart.
RECONFIGURING SPACE TO SUPPORT PHYSICAL DISTANCING

Each unit on campus is responsible for reconfiguring their workspaces to support physical distancing between people working in that space. Modifications to the arrangement and layout of existing spaces should be done in such a manner that they are temporary, reversible, and do not cause damage to the existing physical infrastructure.

Facilities Planning & Management has also provided [Space Modifications: Sample Room Layouts](https://go.wisc.edu/sample-room-layouts-smartrestart) to show examples of how spaces might be reconfigured in these ways. This information is available at [https://go.wisc.edu/sample-room-layouts-smartrestart](https://go.wisc.edu/sample-room-layouts-smartrestart). FP&M has also implemented a process for requesting space evaluations and more permanent and extensive modifications and renovations.

In addition, FP&M has also implemented a process to help with procurement and installation of temporary screens, barriers, and other equipment for those instances when it is not possible to achieve physical distancing through other space reconfigurations. Please see [Guidance for the use of Physical Barriers and Best Practices](https://d1cjb8q1w2lzm7.cloudfront.net/wp-content/uploads/sites/22/2020/06/Physical-Barrier-Guidance-v5.pdf) for guidance on temporary barriers and information requesting assessments at [https://d1cjb8q1w2lzm7.cloudfront.net/wp-content/uploads/sites/22/2020/06/Physical-Barrier-Guidance-v5.pdf](https://d1cjb8q1w2lzm7.cloudfront.net/wp-content/uploads/sites/22/2020/06/Physical-Barrier-Guidance-v5.pdf).
Hygiene

Frequent handwashing and sanitizing is a simple but effective way to reduce the risk of viral transmission. Each unit with people working on campus will be required to do the following:

• Review all work areas to confirm that sufficient handwashing facilities and/or sanitizing products are available.

• Provide sanitizing products as needed when handwashing facilities are not available, especially in high-traffic, high-touch areas (e.g., outside elevators and stairwells, in work areas with no sinks, etc.).

• Encourage the frequent use of handwashing facilities and sanitizing products in the unit.

• Designated staff in each school, college, or division are able to order COVID-related handwashing and sanitizing supplies from Shop@UW. Check with your school, college, or division to determine who orders and distributes these supplies for your unit. For more information, consult the PPE Procurement Guidance at https://smartrestart.wisc.edu/content/uploads/2020/07/PPE_Procurement.pdf.

Note: Spray bottles remain in short supply. Please be sure to return empty spray bottles to MDS for reuse.
Face Coverings

Based on current guidance, all employees will be required to wear either a reusable cloth face covering or a single-use disposable mask while present in any area within campus buildings unless working alone in a laboratory or office space. A reusable cloth face covering, or single-use disposable mask is also required when two or more people are riding in a University vehicle or while riding on campus buses.

In addition, employees are also required to wear a mask while outside in campus spaces. Both single-use disposable masks and cloth masks are available to employees through the Smart Restart supply catalog. Employees may also use their own well-fitting cloth face masks.

See Campus Guidance on the Use of Face Coverings at https://go.wisc.edu/fpm-face-coverings.

Designated staff in each school, college, or division are able to order COVID-related PPE and other supplies from Shop@UW. Check with your school, college, or division to determine who orders and distributes these supplies for your unit. For more information, consult the PPE Procurement Guidance.
Other Personal Protective Equipment

Requirements for the use of personal protective equipment (PPE) to mitigate identified job-specific hazards will not change. Campus units are experienced in these areas and must continue to ensure that employees are using the correct PPE for their jobs in addition to PPE used to prevent the spread of COVID-19.

For now, the following items that are currently in short supply will need to be managed centrally to ensure they are available for those individuals whose work requires them or who need such equipment as a reasonable accommodation under the ADA: N-95 respirators, Powered Air Purifying Respirators (PAPR), isolation gowns, face shields, gloves, and disposable lab coats. Free deliveries are available by submitting an online request form at https://shopuwisc.edu/eoc-ppe-request-form/.
Cleaning and Disinfection

Each campus unit will be responsible for the regular cleaning and disinfection of its work areas, tools, and equipment. With reduced staffing levels and lower building occupancies during the initial phase of reopening, Facilities Planning & Management will focus custodial cleaning efforts on building common areas and restrooms.

COMMON AREAS

• Custodians will continue with routine cleaning, as well as additional cleaning of high-touch areas in common areas, including restrooms. Custodians will also continue to remove trash and recycling from common areas, bathrooms, breakrooms, and kitchenettes.

WORKSPACES

• Each unit is responsible for the cleaning and disinfection of offices, laboratories, conference rooms, workstations, and other unit-specific space. Each unit is also responsible for the removal of trash and recycling from unit-specific spaces. FP&M will provide additional guidance to building managers regarding the process for completing these tasks.

VEHICLES

• Units with campus vehicles are responsible for the regular cleaning and disinfection of their own vehicles. Campus buses are cleaned and disinfected by Madison Metro.

For more information about, see the Overview of Cleaning and Disinfection.

Note: When a person diagnosed with COVID-19 is known to have been on campus, the specific locations where the person spent time will be evaluated by University Health Services (UHS) in partnership with local staff to determine what cleaning and disinfection is required in accordance with CDC guidance. UHS and EHS will coordinate to close spaces as needed in advance of required cleaning.
Monitoring and Testing

Effective testing and contact tracing are needed to help slow the spread of COVID-19 by identifying positive cases for quarantine and treatment.

**SELF-MONITORING**

People working on campus will be expected to self-monitor for COVID-19 symptoms each day before reporting to work. Self-monitoring will follow the most recent Wisconsin Department of Health Services (WIDHS) guidance: [https://www.dhs.wisconsin.gov/covid-19/symptoms.htm](https://www.dhs.wisconsin.gov/covid-19/symptoms.htm) and include the symptoms listed below. If an employee develops symptoms, they should self-isolate. Any changes to these requirements must be reviewed/approved by Environmental & Occupational Health (EOH) and UHS before they are implemented to ensure that appropriate public health practices are followed.

- Fever (100.4 F/38 C) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea (multiple episodes of loose or watery stools)

Staff with these symptoms or combinations of symptoms may have COVID-19 and they are strongly encouraged to contact their healthcare provider for medical guidance regarding care and testing. They
should also contact their supervisor or HR office to tell them they are not reporting to work. To be clear, staff are not to report to the workplace with any of the above identified symptoms.

In addition, employees, students, contractors, visitors, and guests on campus may use the COVID-19 Symptom Tracker at https://healthscreen.wisc.edu/.

**TEMPERATURE CHECKS**

- Units with essential operations, or that support critical infrastructure, and have limited numbers of personnel with specialized training may (with prior approval from EHS and UHS) implement temperature monitoring protocols to help screen for employees who may have COVID-19.

Thermometers are currently available in very limited supplies. The campus does have a limited supply of thermometers which can be requested for free delivery online at https://shopuwisc.edu/eoc-ppe-request-form/.

**TESTING**

- Campus provides no-cost testing for UW students, faculty and staff. See updates on testing process and locations here: https://www.uhs.wisc.edu/medical/testing/.

**CONTACT TRACING**

- UW–Madison has developed protocols for what to do when individuals working, living or learning on campus test positive for COVID-19. View the protocols here: https://hrwisc.edu/smart-restart/covid19-case-reporting/
Training

Each person returning to on-site work will be required to complete a mandatory online training course. This training module will include basic information about COVID-19, physical distancing and hygiene, cleaning and disinfection, the use of personal protective equipment, and other best practices for reducing exposure risks.

Each unit with employees working on campus will be required to ensure that their employees have completed this training course before they return to on-site work.

This interactive training course is available in Canvas. The training allows for NetID authentication, tracking, and reporting and can be accessed at https://hr.wisc.edu/covid19/workplace-training/.