CU Denver

RETURNING TO CAMPUS IN FALL 2020:

A Guide to Reopening for CU Denver Units and Offices

Safe Return Team

June 30, 2020

Contents

Introduction

In March 2020, we faced unprecedented challenges as COVID-19 swept through the world. Higher education institutions across the country, including CU Denver, took operations remote as states began issuing stay-at-home orders to protect people from the virus and attempt to flatten the curve so that our health systems would not be overwhelmed. Our classes and offices went remote and our labs effectively shut down. In the middle of the uncertainty and disruption, we completed the spring semester and recognized our graduating students in a virtual ceremony.

In April 2020, CU Denver started exploring options for a limited return to campus in fall 2020. A Safe Return Planning Team, made up of nearly 90 CU Denver faculty, staff, administrators, and students, submitted recommendations to the chancellor.

The university began implementing these ideas in May. A Safe Return Team, again consisting of membership from CU Denver faculty, staff, students, and administrators, is coordinating this work. Early stages of implementation focused on developing safety protocols, returning high-priority research and creative work to campus, and planning for the delivery of fall courses in a variety of formats. With that work underway, the focus is now turning to preparing for the limited return of students and staff in the fall. For an overview of the work of the Safe Return Team, visit the university's Safe Return to Campus website at **https://www.ucdenver.edu/safe-return-to-campus-fall-2020.**

This guide is intended to support CU Denver's staff in planning for fall, whether you are part of a school or college, a student support unit, an administrative unit, or an auxiliary operation. Because every unit has different missions and services, each unit will need to develop its own plan to take into account the needs of the constituents it serves for on-campus services, the capacity of its space/s to safely deliver those services, and the health and logistical needs of its staff. This is likely to require a number of conversations among unit leaders, supervisors, teams, and individual employees. In this guide you will find assistance in structuring these conversations and developing your plan.

The decisions that you make will be reflected in a Unit Safe Return Plan that you will submit to unit leadership and the Campus Safety Team for approval. A template for the plan can be found in Appendix A, and when you are ready you can fill out the Formstack for the Unit Safe Return Plan at **https://ucdenverdata.formstack.com/forms/unit_safe_return_plan**. Every unit is required to have an approved Safe Return Plan before resuming on-campus operations.

Some general principles to keep in mind as you start this work with the members of your team:

- Maintaining and following public health guidelines is paramount. Familiarize yourself with the most **up-to-date campus safety protocols.** (Note that these may be adjusted as the COVID-19 situation evolves.)
- Our priority during this unique time is to maintain the high standard of an unparalleled student experience in all aspects of our delivery, whether in-person or virtual.
- The staff in each of the units are in the best position to define the in-person services each unit needs to provide, for students and faculty, to meet their needs and ensure a high-quality teaching and learning experience.

- We are not planning for our staff presence to be at full capacity. Many staff will remain working remotely. The percentage of staff returning for your unit will depend on the outcomes of this planning process.
- Staff unit return dates to campus will vary by unit because preparation time requirements for fall semester will vary by unit. However, late July is the earliest we currently anticipate any unit would need to return to campus to prepare.
- Central units that support both the Denver and Anschutz campuses are advised that guidance will differ for the Anschutz campus and each unit should plan accordingly with their leadership team.
- Employees who are required to deliver essential services in-person yet have **health considerations** preventing them from returning to campus may contact their supervisor to discuss the situation or they may contact Human Resources for a confidential conversation.
- Units will need to plan to be flexible in case public health circumstances change and the campus needs to resume operating primarily remotely.
- The Safe Return Team and its various committees are here to serve as a resource for you during this time. Please do not hesitate to reach out with questions!

Important links:

Safe Return Plan: **https://www.ucdenver.edu/docs/default-source/safereturntocampus/cudenver-fall2020-safereturnplanreport-final.pdf**

Safe Return website: **https://www.ucdenver.edu/safe-return-to-campus-fall-2020**

COVID-19 website: **https://www.ucdenver.edu/coronavirus**

Who Needs a Unit Safe Return Plan?

For purposes of this guide and the Unit Safe Return Plans, we are defining a "unit" loosely. The unit may be the entity that is reflected on organizational charts, or some subset. For example, it may be best for your office to have separate plans for staff housed in different spaces, or for teams within your unit who work together in particular functional areas. Leadership in charge of your area should determine what units, teams, or offices will need to submit a separate safe return plan, and are also responsible for ensuring that all plans within their area are coordinated and integrated to provide consistently safe and high quality service delivery.

✓ Have leadership in your area determine what groups will be required to submit Safe Return Plans

Identifying a Safe Return Coordinator

You will want to identify one or more specific people who will spearhead your return within your unit. This person, your unit's **Safe Return Coordinator**, will serve as a main point of contact in coordinating return decisions with the rest of the university and will ensure that all required safety measures are followed by your team. It is important that this person is organized, very familiar with the operations of your unit, commands the respect of faculty, staff, and students, and is able to quickly coordinate decisions with unit leadership and communicate those decisions. Your Safe Return Coordinator will also take the lead in preparing your unit's Safe Return Plan.

Have your Safe Return Coordinator reach out to the Safety committee of the Campus Safe Return Team, to ensure that they receive the latest information about safety. The co-chairs of that committee are David Tracer and Cary Weatherford. You can reach them at **David.tracer@ucdenver.edu** and **cary.weatherford@ucdenver.edu.**

If your unit serves students, you will also want to identify a **Student Return Coordinator**. Depending on the size of your unit, this may be the same person as your Safe Return Coordinator. The Student Return Coordinator should connect with the Student Return committee of the Safe Return Team to keep apprised of plans for student return in the fall. The co-chairs of that committee are Margaret Wood and Genia Herndon, and you can reach them at **Margaret.wood@ucdenver.edu** and **genia.herndon@ucdenver.edu.**

✓ Identify a Safe Return Coordinator and connect them to the campus Safety Team
✓ If needed, identify a Student Return Coordinator and connect them to the campus Student Return Team

Clarifying Your Unit's Priorities for On-Campus Operations

As the health situation in Colorado has improved, public health guidelines have eased somewhat. This summer, researchers began returning to campus on a limited basis, and we are planning for a limited student return in the fall. While many courses will be held remotely or online, the university has prioritized certain types of classes for on-campus instruction. We are also planning to open Lynx Crossing with some room occupancy limits in place. If current public health conditions prevail, we will have a fairly limited return; if restrictions are eased, we estimate that faculty, staff, and students will be on campus this fall with a presence at about 25–40 percent of normal.

Campus leadership is now requesting that units define the services they intend to provide on campus in the fall and plan their return accordingly, with appropriate safety protocols. Your unit will need to decide what services must be delivered on campus this fall, what services might best be delivered on campus if possible, and which should stay remote.

We recommend that unit leadership guide these conversations and involve all staff who are part of the unit. Important questions include:

What is our mission? What is our unit charged with accomplishing? What is our essential purpose?

Who are the constituents we serve, and what do they need? How are our constituents most comfortable communicating and interacting with us? Will our constituents expect or substantially benefit from some level of in-person presence from our office? How much guidance and personal help do our constituents need? How well could our constituents adjust to other service modalities?

What kinds of services and activities do we typically provide on-campus? What does our unit typically do to accomplish its mission? What kinds of activities, trainings, events, meetings, advising, consulting, etc. does our office typically engage in? What activities do we consider essential? To what extent are in-person on-campus communications and relationship-building central to these activities? To what extent do our services depend on locations, experiences, or equipment that are only available on campus?

What are our alternatives to on-campus services? Could some services that we typically deliver on campus be delivered just as effectively using other modalities? Could some activities be placed on hold for a period of time without compromising customer service? Do we have ideas for new activities that could happen remotely, or new ways of providing information and services to our constituents that would not involve or would cut down in-person contact?

What is the best combination of in-person and remote operations for our unit this fall? Your conversations so far may have revealed that most or all of your operations could continue remotely without any decline in customer service or your ability to fulfill your mission. Many units, however, have probably identified at least some services that will require or may benefit from some level of on-campus presence.

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Are there other units or programs with a similar mission and/or in close proximity to us that we could consider partnering with in delivering on-campus services? It is especially important under current conditions that we not duplicate on-campus services and activities if possible. This may also help in thinking about staffing and scheduling needs, discussed later.

If subsequent conditions require a greater level of restrictions, how would we think about "phasing down" on-campus operations? As you are planning for any campus operations this fall, it is a good idea to consider what you would do if the public health situation worsened during the semester. Is there a priority list you would follow if your unit was required to reduce or eliminate its on-campus presence?

For more guidance on the complex issues facing student support/resources units, please see Appendix D. For guidance on the types of in-person events that will be permitted this fall, please see Appendix F.

> ✓ Decide what services are best delivered on-campus this fall, and what combination of in-person and remote operations will work best for your unit this fall
> ✓ Consider how you will "phase down" on-campus operations if needed

Understanding Basic Safety Requirements for Physical Spaces

The next step in planning for fall involves understanding how your on-campus operations will be affected by safety requirements. Safety protocols in place to minimize the spread of COVID-19 will limit the amount of useable space in your offices. Researchers believe that the greatest danger of COVID-19 spread occurs in enclosed spaces that involve sustained conversation over substantial periods of time – in other words, offices! We will all need to rethink how we use our office spaces.

The biggest constraint involves the requirement of physical distancing: **every person must be able to maintain a six-foot distance from others at all times**. This means that the normal occupancy limits of your spaces will be reduced significantly to accommodate a 120 square-foot bubble for each person. Other safety protocols that may affect your office operations include:

- Limits on elevator occupancy (current recommendation is two people per elevator car, depending on size)
- Recommended limits on entry and exits and "stay to the right" traffic patterns in hallways and stairwells
- The need for plastic shields or other barriers in reception areas or other spaces where close 1:1 interaction cannot be avoided, in addition to face coverings
- The need to clean/disinfect spaces and equipment between use

Appendices A-C (the Unit Safe Return Plan template, Building and Space Protocols, and Building Cleaning Schedules), will help you think through on a preliminary basis the changes that you will need to make in your physical space in order to conduct the activities you have determined to be essential for your unit to perform on-campus. Once your unit's Safe Return Plan has been reviewed and approved, the Office of Institutional Planning and the Safety Committee will work with you on a more detailed space plan. The space plan will include a floor plan of your space that includes formal room occupancy limits, workstations, plans for social distancing, location of signage and hand sanitizing stations, use of stairwells, hallway traffic patterns, and other space modifications and closures.

In thinking about how to use your space, you should consider how best to avoid the "3 C's" that have been linked to COVID-19 transmission: closed spaces, crowded places, and close-contact settings. Some adjustments will be relatively easy – staff meetings should be held via Zoom rather than in your small conference room. Others will be more challenging. How will you accommodate student walk-in questions about financial aid, for example? How will students use your computer lab safely? What will employees do if the kitchen is no longer available for lunchtime congregation? How will confidential conversations be conducted?

You will find that the six-foot distancing requirement will mean that not everyone can be in the office at the same time. In fact, current state guidelines prohibit more than 50 percent office occupancy, and your office will likely hold far fewer people than that due to social distancing measures. Consider how this will affect your ability to deliver the on-campus services you have deemed important. Will you have

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activities that will need to be held in different spaces? Are there activities that will need to be modified, or held in stages?

These issues will likely be particularly complicated for student support/resources units. For more guidance on how to think about services and activities involving students, please see Appendix D.

If you find you need assistance in thinking through your space during this initial phase, please contact Cary Weatherford (**cary.weatherford@ucdenver.edu**), Jay Campbell (**jay.campbell@ucdenver.edu**), or David Tracer (**david.tracer@ucdenver.edu**).

✓ Evaluate how your space can be used for your priority activities while following safety requirements
✓ Make adjustments as needed to your priority activities

Scheduling and Staffing Your Unit's Operations

Now that your unit has identified the right mix of on-campus and remote operations and has a general handle on the constraints of your physical space, you will need to develop a schedule and staffing plan that allows you to deliver services effectively while prioritizing safety.

First, consider the schedule needed to effectively deliver services on campus. Does your unit need an on-campus presence at all times during normal business hours (or beyond normal business hours)? Or would your constituents be served equally well if you designated limited "office hours" during which they could make an on-campus appointment with you? Or do unit staff really only need to be on campus for pre-scheduled events and activities? Conversely, will staff need to be available during extended hours, such as evenings and weekends, to accommodate expanded class schedules or the need for smaller, more frequent events/activities?

Once you have determined your unit's schedule, consider how many staff are required to be on site during that scheduled time. For example, if your advising office is planning to conduct most advising via Zoom but wants to have someone available for the occasional walk-in, you could devise a rotation schedule for staffing walk-ins. Alternatively, if your staff will be conducting campus tours in smaller groups to maintain safety protocols, you may need to have more staff available to conduct tours, over a more expanded period of time.

Consider also whether you could work in tandem with another unit. For example, a small academic department or service unit might consider sharing office hours with nearby or related units, thereby cutting back on the total number of staff required to be on campus at any one time. This could also be a good solution for units who may have limited staff available due to individual circumstances. Keep in mind that this type of collaboration will require good communication to ensure that each unit's goals are met.

Now that you have an idea of your unit's schedule and on-campus staffing needs, you are ready to consider how to staff your on-campus presence.

Talking with Staff about Returning to Campus

Acknowledge the nimble presence your staff maintained to quickly transition to entirely remote work this past spring. It was no small feat! Discuss what worked well during the remote work period and what may have been more challenging. Identifying the practices and operations that were effective in a remote environment will help your unit transition successfully for a hybrid return.

Staff members may have different reactions to returning to campus. Some are eager to get back to the structure and convenience of working in an office. Others are concerned about possible exposure to COVID-19, and what that might mean for themselves or family members. Many staff members may have logistical challenges in returning to campus, such as limited public transportation options or heavier childcare responsibilities due to changed school schedules. For example, some metro area school districts are considering schedules where students are physically in school for only part of the week. This obviously impacts employees who are parents.

Supervisors and staff members should have individual conversations about the staff member's ability to return to work on campus. Staff who need to continue to work at home for health reasons must be permitted to continue to work remotely if at all possible. If a staff member believes that he or she falls into this category, put the employee in touch with Human Resources for a conversation about possible ADA accommodations (**https://www1.ucdenver.edu/offices/human-resources/employee-relations-performance/ada-compliance**) or FMLA leave. Do not reveal information about an employee's health condition to others.

A fear of contracting COVID-19 is not sufficient on its own to justify a refusal to return to work on campus. However, take the time to listen and be sensitive to employee concerns. Make sure that employees are aware of the safety precautions being taken by the university and by the unit upon return to campus.

Logistical challenges such as childcare and transportation issues are also not legally sufficient to justify a refusal to return to campus. However, many employees are likely to be facing such issues for at least some time into the future. Given the likelihood of reduced on-campus staffing needs, units should strive to be empathetic and creative in matching the needs of the unit to the needs and preferences of individual employees for balancing on-campus and remote work.

Open communication will be a critical component to successful return. Once supervisors are able to assess each individual employee's on campus presence requirements, we recommend discussing your unit's service delivery as a team. Use this unique opportunity to innovate as a team and make the service to our students and our campus more efficient and effective. Remember to create opportunities for frequent dialogue to address individual and unit concerns as they arise during the semester.

> ***Ideas for creative staffing:***
>
> - Rotating teams: Team A in the office Monday and Wednesday, alternating Fridays; Team B in the office Tuesday and Thursday, alternating Fridays
> - Staggered arrivals and departures throughout the day
> - Staff rotate responsibility for staffing reception area/walk-in needs so that each staff member is in the office once per week
> - Customize flex-time schedules based on the needs of individual employees
> - Partner with one or more other units to spread out the need for staff to be on campus
> - Allow schedule swapping as needed to handle short-term needs

In most cases, your unit should be able to work out a staffing plan that is fair for everyone, or at least equitable on a temporary basis given people's differing circumstances. If your unit is struggling to reach agreement, you may want to request the services of staff from Human Resources to facilitate a discussion. Some may encounter a mismatch between what employees want to do and what the unit needs them to do, and it is ultimately the responsibility of the unit leader to determine how the unit will perform its functions, but the goal should be to accommodate employee circumstances and preferences whenever possible.

The university will be surveying staff in the next few weeks to better understand the general challenges and concerns they are facing and consider what steps can be taken at the campus level to alleviate challenges whenever possible.

If you are planning to employ work-study students, please note that students who wish to receive a work-study award for the fall 2020 and spring 2021 semesters must be able to perform their assigned job duties on campus, on a work site, or remotely during the periods of campus/work site reopening. Time submission must be based on actual hours worked.

> ✓ Hold individual conversations about staff readiness to return to campus
> ✓ Consider innovative staffing schedules if needed

Submitting the Unit Safe Return Plan

If you have used this guide and the Unit Safe Return Plan template (Appendix A) to have the conversations described above, you are well on your way to being ready to submit your Safe Return Plan. You can access the Formstack at
https://ucdenverdata.formstack.com/forms/unit_safe_return_plan.

Once you have submitted your plan, it will be reviewed for approval by the senior leadership in charge of your area (or your dean, if your unit is a school or college) and by the Campus Safety Committee. The Office of Institutional Planning and the Campus Safety Committee will then work with you to finalize a detailed space plan that reflects important safety decisions. You may be asked to modify some parts of your plan for purposes of safety or to better align with other units.

Procurement for all COVID-19-related supplies is occurring centrally, through a COVID Supplies Request process in Marketplace. The university has placed orders for the following supplies:

- Disposable masks
- Clear masks (for hearing impaired)
- N95 masks
- Gloves
- Cleaner (general purpose disinfectant)
- Wipes
- Hand sanitizer dispensers
- Stands/wall mounts for dispensers
- Empty spray bottles
- Infrared thermometers
- Face shields
- Reusable masks (an order has been placed for all faculty and staff)
- Wristbands
- Plexiglass
- Signage

Keep in mind that your unit may be responsible for the costs of some of these items, in particular cleaning and disinfecting supplies. Contact PPEPurchaseRequest@ucdenver.edu with questions.

> ✓ Complete and submit your plan! Be available to make modifications if requested.
> ✓ Work with OIP to finalize your floor plan.

Prepare Your Staff and the Office for Return

Once your plan has been approved, you can start preparing for on-campus operations. Let your staff know the protocols for returning to the office. These protocols can be found on the Safe Return to Campus website and are covered in your Unit Safe Return Plan, but we'll provide an overview in this section. Keep in mind that protocols are subject to change as the health situation changes.

Employees should be informed that they must be approved to return (as part of your Unit Safe Return Plan), and that prior to their return, they must complete an online training on COVID-19, available on the Safe Return to Campus website. Supervisors will receive confirmation that their employees returning to campus have completed the training. Let your employees know that they are expected to comply with all safety protocols in the office and on campus, and give employees strategies for effectively handling non-compliance by others.

All employees returning to campus are required to wear their ID badges in a visible place and must use their badges to access the workplace. Badge access needs to be coded into the ID. Refer employees who need their badges to be coded for appropriate access to Facilities Management.

Upon arriving on campus, all employees will be required to undergo a daily health screening at a designated screening site. This process is being piloted and may be subject to change, but at present includes a temperature check and an attestation as to symptoms that may be completed via app, online form, or hard copy at the screening station. Employees who successfully complete the screening will be issued some form of identifier (such as a wristband) that allows them campus access for the rest of the day. These protocols may be revised over the course of the summer, so have your employees check the Safe Return to Campus website for any changes. They should also be aware that they probably will need to allow for additional time for the daily health screening.

Employees will be required to wear face coverings on campus and are encouraged to bring their own, although the university will also provide face coverings. Both cloth masks and plastic face shields are acceptable.

The university will provide signs for you to place in the unit. Make sure the signs are conspicuously posted and easy to read. Signage for units will focus on general protocol messages regarding hand-washing, PPE, and social distancing in commons areas, near entrances, near restrooms and other high traffic areas.

Regular cleaning and disinfecting are important parts of COVID-19 safety. The university's cleaning service will clean and disinfect building entrances and exits, building common areas and lounges, elevators and stairwells, corridors, and restrooms. Your unit is responsible for cleaning and disinfecting within the unit, including reception areas, individual offices, conference rooms, kitchen spaces, and copy/mailrooms. Pay special attention to high-touch items such as doorknobs, copy machines, and computers. Make sure that your employees are supplied with cleaning and disinfecting supplies for their offices and decide how and by whom communal spaces will be cleaned and disinfected. Maintain a cleaning/disinfecting log to keep track.

Finally, if your staff will be providing information and services virtually, make sure that they have access to the training they need to deliver these services professionally. This is an investment that will pay off into the future as CU Denver continues to evolve as a leader in serving students through multiple modalities.

<table>
<tr><td></td><td>✓ Let your employees know what is required for them to return to campus
✓ Post signage throughout the unit
✓ Set up your cleaning and disinfecting supplies and protocols
✓ Arrange for any necessary training on virtual service delivery</td></tr>
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Conclusion

We believe that the challenging work that CU Denver is doing now will position us well into the future, and we thank you for leading your unit during this time. If you have any suggestions for resources that would be useful to you or others, and any time you have questions, please do not hesitate to contact us!

Alana Jones – **alana.jones@ucdenver.edu**
Paul Teske – **Paul.teske@ucdenver.edu**
Kelly Hupfeld – **Kelly.hupfeld@ucdenver.edu**

Appendices

Appendix A – Unit Safe Return Plan Template

CU Denver Campus Unit Safe Return Plan

Available at **https://ucdenverdata.formstack.com/forms/unit_safe_return_plan**

PLEASE NOTE: This Unit Safe Return Plan must be approved before your unit will be allowed to return to campus.

By submitting this and receiving approval, all personnel in the unit who return to work on campus at any time agree to follow the COVID-19 safety protocols and procedures in effect. Supervisors and unit leaders agree to educate their employees about the protocols and their importance. Safety protocols and procedures that must be followed under current conditions include:

Online Training. COVID-19: Return to Campus must be completed by all personnel prior to returning to campus.

Badges. Returning personnel will be required to have CU Denver badges to access buildings and must wear badges on-campus.

Health Screening. All returning personnel will be required to undergo a daily health screening prior to returning to campus.

Masks. Returning personnel must wear masks or other face coverings while on campus, whether inside or outside. See CDPHE Guidance - **https://covid19.colorado.gov/mask-guidance.**

Distancing. All on-site personnel must maintain six-foot distance from all other individuals on-campus except as expressly required and approved as part of a security plan. This distancing must be observed during building travel and in all common spaces. It is recommended that meeting functions take place remotely where possible even if participants are on campus.

Entry and Exit. To the extent possible, units should designate separate entry and exit locations for their spaces.

Circulation. All personnel must stay to the right in the direction of travel when circulating within unit spaces.

Sanitation. All units are responsible for cleaning and disinfecting their assigned spaces as needed after use, including receptions areas, conference rooms, proprietary instructional spaces, copy/mail rooms, kitchenettes, and offices. Units should provide occupants with disinfecting materials for their individual spaces and keep a log of cleaning frequency for communal areas such as conference and copy rooms.

Illness Reporting and Exit. Employees must not come to campus if experiencing illness and must report to their supervisor and submit a self-report:
https://ucdenverdata.formstack.com/forms/covid_form_copy. Cleaning and potential room closure will follow per facilities procedures and notification from COVID-19 officer.

Signage. The unit agrees to post the signage provided by the university in prominent places throughout the unit.

Visitors. The unit agrees to require non-campus visitors to follow safety protocols for visitors.

Events. Unit personnel will not host events or other on-campus programming or activities without prior approval in accordance with campus guidance. Gatherings of more than 50 people are prohibited at this time.

- Unit Name
- Unit Location: Building/s, floor/s, and room/s (contact Megan Crawford or Cary Weatherford if you need assistance with this at **megan.crawford@ucdenver.edu** or **cary.weatherford@ucdenver.edu**)
- Is this facility shared with another unit or institution?
- Requester Name
- Requester Title
- Requester Cell Phone and Email
- Requester Supervisor Name
- Supervisor Cell Phone and Email

What campus leadership position oversees this unit?

- Chancellor
- Provost
- Senior Vice-Chancellor for Administration and Finance
- Vice-Provost and Senior Vice-Chancellor for Student Success
- School or College Dean

What best describes the primary function of this unit?

- School/college/academic department or program
- Central administrative services
- Student services/student support
- External relations/resource development
- Recruiting/enrollment management
- Housing/dining/wellness
- Facilities planning and maintenance
- Other

What types of on-campus functions and activities has your unit determined are important for your mission-critical operations this fall? Check all that apply.

- Reception area/s
- In-person transactions
- 1:1 interactions involving confidential information
- Other 1:1 interactions
- Individual work in enclosed offices
- Individual work in cubicles or open spaces
- Small group (less than 10) interactions and events
- Medium-sized group (10-50) interactions and events
- Other – please describe

What types of functions and activities has your unit determined will continue via remote operations this fall?

During what hours will your unit be open for operations on campus?

What personnel in your unit are expected to be on campus at any point during the summer and/or fall semesters? Please list names and titles.

Estimate the maximum number of personnel you are planning to permit in your space at any one time. Please note that state guidelines limit business office occupancy to 50 percent of capacity and maintaining six feet of social distancing per person will likely further limit occupancy.

What is your unit's plan for staffing important on-campus operations with a limited on-campus presence? Please describe in general terms any staff rotation schedules or other changes to staffing and scheduling operations, including plans to collaborate with other units.

Does your unit plan to hire student workers? Please describe how these student workers fit into your staffing plan.

If your unit will be serving walk-in students, what is your plan for managing the number of students in your space in order to observe room capacity and social distancing requirements?

What is your plan for maintaining social distancing and observing other safety protocols in common areas such as reception areas, lounges, libraries, and kitchens?

Do you plan to allow students in areas such as computer labs? What is your plan for safety in those areas?

Are there any unique services that your unit provides, such as student advising or counseling, that will require any additional precautions not previously described?

What is your unit's plan for regular cleaning and disinfecting of the spaces for which you are responsible? Please note that your unit is responsible for providing cleaning and disinfecting supplies to your personnel.

What COVID-19-related supplies will your unit need to obtain through central procurement? Check all that apply:

- Disposable masks
- Clear masks (for hearing impaired)
- N95 masks
- Gloves
- Cleaner (general purpose disinfectant)
- Wipes
- Hand sanitizer dispensers
- Stands/wall mounts for dispensers
- Empty spray bottles
- Infrared thermometers
- Face shields
- Reusable masks (an order has been placed for all faculty and staff)
- Wristbands
- Plexiglass
- Signage

How does your unit plan to monitor employee compliance with on-campus safety protocols and the terms of your Safe Return Plan? What will employees do if students are not complying with protocols?

If your unit was to be required to "phase down" on-campus activities in whole or in part, how would you proceed?

To alleviate crowding, we are hoping to return units in several phases. Please let us know what week your unit would like to begin its return:

July 20-24

July 27-31

August 3-7

August 10-14

Anticipated approval process:

Unit leadership

Senior leadership responsible for unit/dean

Safety Team

Appendix B – Safe Return: Building and Space Protocols

Safe Return: Building and Space Protocols

General Notes:

These protocols apply to all buildings occupied and used by CU Denver students, staff and faculty. They are intended to be consonant with the protocols outlined in the report issued by the Facilities and Operations Sub-Committee of the Safer Return to Auraria Planning Committee in June of 2020. The term "campus" in this report for CU Denver is defined as the area bordered by Auraria Parkway, Speer Boulevard, Kalamath Street, and Colfax Avenue and within the property boundaries of the Business School (1475 Lawrence Street), the CU Denver Building (1250 14th Street), the Lawrence Street Center (1380 Lawrence Street), and Lynx Crossing (318 Walnut Street).

The Building Plan is comprised of three nested plans.

1. **Campus Plan**- The Campus Plan is used to identify dedicated building entrances and exits, health check or health screening areas, parking information and other relevant campus safe return information. The Campus Plan can be found on the Safe Return to Campus website.
2. **Building Plan**- A Building Plan will be made available for each building on the campus prior to the opening of that building. Building plans specify safety standards and protocols applicable to a specific to a specific building such as traffic flow, stairwell guidance, and areas that are closed, open or modified from their original intended use. Buildings Plans can also be found on the Safe Return to Campus website. Building plans for auxiliaries such as the Lola and Rob Salazar Student Wellness Center and Lynx Crossing, because if the unique functions they serve, may differ from building plans for general fund buildings. Building plans may vary slightly between CU Denver-owned buildings and Auraria Shared buildings, including the Auraria Library.
3. **Room Plans**- Room plans are prepared for classrooms and instructional labs (as part of the Teaching and Learning application process), research and creative activities rooms (as part of the RCA application process) and office suites as part of a Unit Plan. Room plans are distributed to the Office of the Registrar, and staff and faculty as needed to support their Teaching and Learning and RCA applications and Unit Plans.

Together, these plans provide guidance on where students, staff and faculty should go, what they can expect, and how they can move throughout the campus safely. These plans will be adjusted as guidance changes.

As they are presently constituted, the nested plans are based on the following assumptions:

- The restriction on gatherings of greater than ten persons has been rescinded.
- That CU Denver will transition to mandatory badging. Beginning in the fall 2020, Students, staff and faculty will be required to obtain (and carry with them on campus) CU Denver identification.
- Safe-distancing guidelines remain in effect.
- Building access, until further notice, will remain in Holiday mode; meaning all campus facilities will be locked and entry is controlled by a card access system.
- Campus and Building Plans will be made available online for students, staff and faculty to review prior to coming to campus.
- Face masks are required to be worn in all campus buildings and outside on campus.
- Daily identifier (wristband) should be clearly displayed at all times when inside the building.

Building Protocols

Building Entry

- Each building will have one entrance and exit. These have been identified on the campus plan and will also be identified on site with signage. Note: Some buildings do not have multiple points of entry or exit. In these instances, individual doors will be identified as entrance or exit doors.

- Upon entering the building, please follow any prompts (visual or verbal) on where to queue while waiting to be approved for entry.

- You will be asked to present a valid campus ID for entry, and prove of successful completion of any applicable health screening protocols.

- Once you have been cleared, you may continue to your destination.

Elevators (Including Parking Garages)

- Due occupancy restrictions, elevator lines are anticipated. Use the stairs if feasible and you are able to, or ride the elevator up only, and walk down between floors or to exit the building.
- Follow posted protocols about where to queue and how many passengers are allowed in the elevator at one time. Unless the Building Plan or on-site signage indicates otherwise, maximum elevator occupancy is two persons. Maintain social distancing while waiting for the elevator.

CU Denver

Stairwells (Including Parking Garages)

- Stay to the right when ascending or descending the stairwell, and maintain 6 feet of separation between those in front of and behind you.

Circulation

- Stay to the right in hallways when moving horizontally through the building and maintain 6 feet of separation between those in front of and behind you.

Restrooms

- Follow any posted protocol related to queueing and consider seeking out less crowded restroom facilities to maintain social distancing.
- In some multi-occupant restrooms, fixtures will be taken out of service to maintain proper social distancing.
- Please refer to the Building Cleaning Schedule for cleaning responsibilities and protocol for restrooms.

Common Areas

- Common areas, as defined in this document include open gathering areas, publicly accessible food prep and microwave areas, circulation areas with seating, atriums, etc.
- Building occupants must follow protocols for these areas as communicated on-site through signage and noted in the Building Plan, including not entered closed areas and not using seating that has been marked off to allow for social distancing.
- Common area space, due to distancing protocols, is likely to be limited on the campus. Students, faculty and staff are encouraged to limit time on campus as much as possible and refrain from gathering in groups outside of the classroom environment.
- There will be areas within buildings designated for wifi access, individual study, and computer access. These areas will be identified onsite and will be available on the CU Denver Safe Return website.
- Common area seating that is close to building entrances and exits will be removed to eliminate conflicts with ID check queueing and general building traffic.
- Please refer to the Building Cleaning Schedule for cleaning responsibilities and protocol for common areas.

Vendors and Retail/Food Services

- CU Denver and AHEC will work with individual vendors to invite them back onto the campus as allowed by the City of Denver and in accordance with CDC and CDPHE guidance.
- Vendors will be required to follow any restrictions imposed by the City of Denver and to follow campus protocols related to health screening and PPE.

- Food options may be limited- students, staff and faculty are encouraged to their own food to campus.

Signage

- The University is responsible for providing and posting signage in common areas of the building and within classrooms and instructional labs as needed.
- The University is responsible for providing, and Units are responsible for posting signage in office suites and research and creative activities spaces.
- Signage will call out the following in and around buildings:
  - Entrances and exits
  - Health screening areas
  - Building ID check points
  - Floor prompts for queueing in any location where lines are anticipated
  - Circulation protocol
  - General protocol messages regarding hand-washing, PPE, and social distancing in commons areas, near entrances, near restrooms and other high traffic areas

Hand Sanitizer

Hand sanitizer will be provided in common areas within the building, prioritizing high traffic, high touch areas such and entrances and exits, elevator lobbies, and restrooms.

Guest Access

Campus guests and members of the general public will need to arrange access to campus buildings before coming to campus.

- Guest visits to campus should be minimized.
- Guests should be pre-arranged by the respective unit and will be subject to the same access protocols as students, faculty and staff. Accommodations for members of the general public wishing to access buildings (such as prospective students) will be accommodated through an appointment system.
- Repeat visitors should apply for credentials that allow them campus access for a broader range of time

Drinking Fountains and Bottle Fillers

- Drinking fountains will remain operable as required by code.
- Bottle fillers will also remain operable.
- To mitigate risk from surface contact, building occupants are encouraged to bring their own water to campus.

Room Type Protocols

Classrooms and Instructional Labs

- **Capacity**: Classrooms and instructional lab capacities have been adjusted to allow for proper social distancing using the three-step process below.
  - *Adjusted Maximum Occupancy*- This number is calculated using a separate square footage metric for classrooms of a varying types (fixed seating, moveable seating, tiered, etc.) as well as for instructional labs. The adjusted maximum occupancy number is useful for broad analysis but should not be used for scheduling purposes.
  - *Functional Capacity*- The functional capacity for classrooms and instructional labs is derived from graphically modifying the room layout using a 48 square foot bubble that allows for 6 feet of distancing between the torsos of two individuals. This number is accurate enough to be used for scheduling purposes.
  - *Verified Functional Capacity*- This calculation provides another layer of specificity, or an option for rooms without readily available furniture plans. It involves live verification of room conditions and creating a modified floor plan or amending the functional capacity based on those conditions.

Modified capacity layouts will be posted outside of classrooms and instructional labs and will be made available to faculty who will be teaching in those rooms. Inside the room, chairs and table will either be removed or marked to note what seating positions are available.

- **Entrances and Exits:** Classrooms and instructional labs with more than one point of entry will have designated entrance and exit to maintain distancing and avoid passing time conflicts. Entrance and Exit information will be posted on-site.
- **Entering and Leaving the Room:** Follow floor prompts (if applicable) that provide guidance on where to queue while waiting to enter the room. If there are none, maintain social distancing while waiting to enter the room. The following guidance on entering and exiting the room is provided for faculty consideration. When loading the classroom, have students proceed first to the area furthest from the entrance and load toward the entrance. When dismissing, begin with the area closest to the exit and work toward the area furthest from the exit.
- Please refer to the Building Cleaning Schedule for cleaning responsibilities and protocol for classrooms and instructional labs.

Office Suites

- Office suites are defined as areas that are not publicly accessible and are assigned to a particular unit for their exclusive use or scheduling oversight. They encompass non-academic uses such as

- offices, open office areas, waiting rooms, conference rooms, copy rooms, break rooms, and storage rooms.
- Units are required to submit a Unit Plan and to gain approval for that unit plan prior to returning to campus.
- The Unit Plan will include a room plan or plans that graphically depict maximum occupancies in offices/open office areas and conference rooms and communicate any room closures or modifications (ex. break room available for food prep only).
- Members of the unit must comply with the room plans.
- Please refer to the Building Cleaning Schedule for cleaning responsibilities and protocol for office suites.

Research and Creative Activities Spaces

- Research and Creative Activities spaces (research labs, faculty studios, etc.) will also be reviewed for potential modifications to account for adequate social distancing. This review will occur as part the RCA application process, and will look at entrances and exits, traffic flow within and near the room, and occupancy restrictions.
- Follow all protocols as specified in the modified room plan.
- Please refer to the Building Cleaning Schedule for cleaning responsibilities and protocol for research labs, studio and other faculty research and creative activities spaces.

Appendix C – Building Cleaning Schedules

Building Cleaning Schedule

General Notes

CU Denver Owned Buildings and Auraria Shared Buildings

For the purposes of this document, buildings have been grouped into two categories- CU Denver-owned and Shared.

- **CU Denver-Owned:** The CU Denver-Owned buildings with cleaning services provided by CU Denver's contracted cleaning company, Kleen-Tech Services, LLC., are Student Commons, CU Denver Building, Business   School and Lawrence Street Center.

- **CU Denver-Owned** (with other custodial service providers): Lola and Rob Salazar Wellness Center – self serviced, North Classroom – AHEC Custodial Operations, and Lynx Crossing – Sodexo Inc.

- **CU Shared:** In Shared buildings, cleaning services are provided by AHEC Custodial Operations. All buildings not contained in the CU Denver-Owned category fall into the Shared category, including all on-campus parking garages.

(NOTE: AHEC Custodial Operations provides cleaning services to the areas outside of the buildings on the entire Auraria Campus, including CU Denver-Owned buildings. CU Denver's Facilities Management Department provides cleaning services to the areas outside of the CU Denver Owned buildings east of Speer Boulevard: CU Denver Building, Lawrence Street Center, and Business School.)

- **Cleaning versus Disinfecting: It is important to recognize the distinction between Cleaning and Disinfecting. Both terms are used in this document. Cleaning refers to typical custodial practices such as floor cleaning and trash removal. Disinfecting refers to cleaning activities undertaken specifically in response to COVID-19 with the intent to mitigate the risk if transmission**. Disinfecting activities represent an additional layer over normal cleaning protocols.

- **High-Touch Points –** High touch points are surfaces that building occupants frequently touch. These are generally recognized by the Centers for Disease Control and Prevention (CDC) to include tables, doorknobs or handles, light switches, elevator buttons, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

- **Staff PPE:** All AHEC and CU Denver custodial services providers will be required to wear personal protective equipment (PPE), specifically masks and gloves.

- **Community Cleaning:** Due to the high demands on the cleaning staff supporting AHEC and CU Denver, elements of community cleaning may need to be explored. For example, employees may be asked to take their trash cans to a more central location for pickup.

- **Disinfectants:** There are areas of buildings identified in this document where departments or individuals will be responsible for providing disinfecting supplies. Only disinfectants that meet the EPA guidelines for use against COVID-19 should be used.

Exterior Building Appurtenance Disinfecting (includes all areas associated with the building)

CU Denver-Owned (East of Speer Boulevard: CU Denver Building, Business School, and Lawrence Street Center)

A. Policy Timeframe

The disinfecting protocols below are proposed for the first 30 days after faculty, students and   staff return to campus. Disinfecting protocols will then be re-evaluated based health data from the previous 30 days,   along with the most recent guidance provided by the CDC and CDPHE.

B. Exterior Building Components

- Responsibility for Disinfecting: CU Denver custodial vendor.
- Responsibility for Providing Disinfecting Products: CU Denver custodial vendor
- Frequency: Disinfected multiple times per day based on use.
- Includes: handrails; hard surface furnishings including tables, chairs, and bike racks; parking meters; and pay-stations.

Shared Buildings (Including CU Denver-Owned Buildings West of Speer Boulevard)

CU Denver

A. Policy Timeframe

The disinfecting protocols below are proposed for the first 30 days after faculty, students and staff return to campus. Disinfecting protocols will then be re-evaluated based on health data from the previous 30 days, along with the most recent guidance provided by the CDC and CDPHE.

B. Exterior Building Components

- Responsibility for Disinfecting: AHEC Custodial Operations.

- Responsibility for Providing Disinfecting Products: AHEC Custodial Operations

- Frequency: Disinfected multiple times per day based on use.

- Includes: handrails; hard surface furnishings including tables, chairs and bike racks; parking meters; and pay-stations.

-

Building Interior Cleaning and Disinfecting:

CU Denver-Owned

A. Policy Timeframe

The disinfecting protocols below are proposed for the first 30 days after faculty, students and staff return to campus. Disinfecting protocols will then be re-evaluated based on health data from the previous 30 days, along with the most recent guidance provided by the CDC and CDPHE.

B. Requests for Supplemental Cleaning or Disinfecting

If supplemental cleaning or disinfecting is desired for individual spaces, requests should be made to **DC_Facilities_Dispatch@ucdenver.edu** to discuss needs on a case-by-case basis.

C. Entrances and Exits

- Responsibility for Disinfecting: CU Denver custodial vendor.

- Responsibility for Providing Disinfecting Products: CU Denver custodial vendor

- Frequency: Disinfected multiple times per day.

- Includes: Push plates, door handles/pulls, handrails, ADA door actuators.

D. Restrooms

- Responsibility for Disinfecting: CU Denver custodial vendor.

- Responsibility for Providing Disinfecting Products: CU Denver custodial vendor

- Frequency: Disinfected multiple times per day.

- Includes: Push plates, door handles/pulls, hand sinks, partitions, toilets, toilet paper dispensers, paper towel/hand dryers.

E. **Circulation Areas – Elevators/Stairwells/Corridors**

- Responsibility for Disinfecting: CU Denver custodial vendor.

- Responsibility for Providing Disinfecting Products: CU Denver custodial vendor

- Frequency: Disinfected multiple times per day.

- Includes: Exterior and interior elevator buttons, elevator cab interior, handrails, trash and recycle bins, any open area furniture that students would sit in or lean on.

F. **Common Areas – Lounges/Seating Areas/Public Microwaves & Vending**

- Responsibility for Disinfecting: CU Denver custodial vendor

- Responsibility for Providing Disinfecting Products: CU Denver custodial vendor

- Frequency: Disinfected multiple times per day

- Includes: Push plates/door handles, push buttons, and hard-surface furnishings.

G. **Classrooms/Computer Labs/Instructional Labs**

- Responsibility for Disinfecting: Individual users and occupants

- Responsibility for Providing Disinfecting Products: CU Denver custodial vendor and Facilities Management

- Frequency: It is recommended that users disinfect touch points after each use

- Includes: all personal interface items including desks, chairs, computer and personal lab equipment, etc.

H. **Offices**

- Responsibility: Individual users and occupants.

- Responsibility for Providing Disinfecting Products: Individual users and occupants

- Frequency: as needed after use.

- Includes: reception area, conference rooms, copy/mail rooms, kitchenettes, and offices.

- **Note**: It is recommended that departments provide occupants with disinfecting materials for their individual spaces and keep a log of cleaning frequency for communal areas such as conference and copy rooms.

I. **Research and Creative Activities Spaces**

Cleaning and disinfection of Research and Creative spaces will need to be addressed by the users and lab coordinators. For more guidance, please review the CU Denver *Research and Creative Activities Safety Plan* document.

Shared Buildings

Note regarding AHEC Custodial Operations' Cleaning of Shared Buildings:

The disinfecting protocols outlined below are in-addition to the daily cleaning services offered by AHEC Custodial Operations during normal operations. These protocols are proposed for occupied buildings only, and assume   access restrictions are in place for campus buildings.

A. Policy Timeframe

The disinfecting protocols below are proposed for the first 30 days after faculty, students and staff return to campus. Disinfection protocols will then be re-evaluated based on health data from the previous 30 days, along with the most recent guidance provided by the CDC and CDPHE.

B. Requests for Supplement Cleaning

If supplemental cleaning is desired for individual spaces, requests should be made to Rob Byers (**robert.byers@ahec.edu**) or Tara Weachter (**tara.weachter@ahec.edu**) at AHEC to discuss needs on a case-by-case basis.

C. Entrances and Exits

- Responsibility for Disinfecting: AHEC Custodial Operations.

- Responsibility for Providing Disinfecting Products: AHEC Custodial Operations

- Frequency: Disinfected multiple times per day.

- Includes: Push plates, door handles/pulls, handrails, ADA door actuators.

D. Restrooms

- Responsibility for Disinfecting: AHEC Custodial Operations.

- Responsibility for Providing Disinfecting Products: AHEC Custodial Operations

- Frequency: Disinfected multiple times per day.

- Includes: Push plates, door handles/pulls, hand sinks, partitions, toilets, toilet paper dispensers, paper   towel/hand dryers.

E. Circulation Areas – Elevators/Stairwells/Corridors

- Responsibility for Disinfecting: AHEC Custodial Operations

- Responsibility for Providing Disinfecting Products: AHEC Custodial Operations

- Frequency: Disinfected multiple times per day.

- Includes: Exterior and interior elevator buttons, elevator cab interior, handrails, trash and recycle bins, and any furniture within circulation areas that someone would sit in or lean on.

F. Common Areas – Lounges/Seating Areas/Public Microwaves & Vending

- Responsibility for Disinfecting: AHEC Custodial Operations.

- Responsibility for Providing Disinfecting Products: AHEC Custodial Operations

- Frequency: Disinfected multiple times per day.

- Includes: Push plates/door handles, push buttons, and hard-surface furnishings.

G. Classrooms/Computer Labs/Instructional Labs

- Responsibility for Disinfecting: Individual users and occupants.

- Responsibility for Providing Disinfecting Products: To be provided by AHEC Custodial Operations for users of spaces within Shared buildings, along with relevant instructions and a contact for resupply if needed.

- Frequency: It is recommended that users disinfect touch points after each use.

- Includes: all personal interface items including desks, chairs, computer and personal lab equipment, etc.).

H. Offices

- Responsibility: Individual users and occupants.

- Responsibility for Providing Disinfecting Products: Individual users and occupants

- Frequency: as-needed after use.

- Includes: reception area, conference rooms, copy/mail rooms, kitchenettes, and offices.

- **Note**: Disinfecting of individual offices is **not** the responsibility of AHEC Custodial Operations as part of the normal daily cleaning procedures. It is suggested that departments provide occupants with disinfectant materials for their individual spaces and keep a log of cleaning frequency for communal areas such as conference and copy rooms.

I. Labs – Research / Science / Health Related

Cleaning and disinfection of specialized lab spaces will need to be addressed by individual lab coordinators. Keeping with normal operating procedures, AHEC Custodial Operations will not enter spaces unless   specifically requested due to unknown uses, presence of chemicals and sensitive equipment and the potential for unintended consequences of cleaning. If needed, supplemental cleaning requests should be   directed by Lab Coordinators to AHEC staff Rob Byers and/or Tara Weachter as outlined above. For more guidance, please review the CU Denver *Research and Creative Activities Safety Plan* document.

Appendix D – Guidance for Student Support/Resource Delivery

The guidance in this appendix was prepared by Genia Herndon, Margaret Woods, and Tony Smith of the Student Return Committee of the Campus Safe Return Team.

Units that support or provide students with resources or services will have additional layers of complexity in determining what services should be provided on campus and how those services can be provided safely and effectively. These units should be prepared to:

- Review services and resources to be offered in the fall and identify those that should be offered at least partially on campus based on student needs
- Analyze the services and resources offered by the unit for confidentiality in counseling and advising to determine if the unit space allows for maintaining confidential conversations under distancing guidelines
- Ready staff and students to understand and adhere to the new safety protocols that will be in place on campus

Student presence on campus this fall will be limited. Following the recommendations of the Safe Return Planning Team, CU Denver will be offering a portfolio of classes in the fall that allow modified in-person instruction for those courses that require it and for courses serving certain student populations. The group also recommended that CU Denver use this opportunity to distinguish itself now and in the future as a university that offers highly flexible classes that meet the needs of all students, and integrate the changes made now into future offerings. While our ability to offer in-person classes is limited this fall, we can build the knowledge base we need to truly shine at online and virtual instruction and to transition into the education of the future, which is likely to be offered simultaneously to both in-person and virtual students.

For units that serve students, this philosophical approach has ramifications for how students are served this fall and into the future. Units must be prepared to serve students who take classes in a wide variety of formats and who are used to accessing information in a variety of quick and convenient ways. Fall 2020 can provide an opportunity for student service and resource units to innovate in the ways that they deliver services.

We do not know the exact number of students who will be returning to campus this fall. Classroom and lab capacity is highly restricted, with new occupancy limits that range between 10--40 percent of normal. The following types of courses are being prioritized for on-campus instruction, although it is not yet clear that all can be accommodated on campus:

- Labs, studios, and other hands-on classes
- First-year experience courses such as FYE, UNIV, First-Year Seminars, and other school/college-based courses designed for first-year student cohorts and first-year transfer students
- Senior seminars and capstones
- Classes serving international student cohorts

- Classes with historically high rates of students receiving Ds, Fs, or Ws, particularly gateway courses
- English Composition I and II and core math classes (Math for Liberal Arts, Statistics, College Algebra, Trigonometry, Precalculus, and Calculus)
- Classes serving University Honors and Leadership cohorts
- First-year graduate program courses in master's and doctoral programs
- Courses with multiple sections, in which the school/college would like to offer at least one section that has in-person instruction

Not all schools and colleges will have equal numbers of on-campus classes, as some schools and colleges have more courses that fit into the priority categories above.

Prioritizing Your On-Campus Student Engagement Activities
Student-facing units, whether in schools and colleges or in Student Success or other units, typically engage in a variety of activities to serve students. Each unit will need to consider which of these activities truly benefit from on-campus interactions vs. remote options. Your Student Return Coordinator will be an important resource for your unit and a connection to other student-facing units across campus.

You may want to think about your engagement activities using the following categories.

Engagement Type	On-Campus Needs	Virtual Needs
Reception/Transactional	Signage, plexiglass barrier, face shield or clear mask.	Technology (Zoom, Teams, etc.), online resources, staff support.
Advising	Space allowing for social distancing or plexiglass barrier, face shield or clear mask.	Technology (Zoom, Teams, etc.), online resources, staff support.
Group Workshop	Adherence to limits on gatherings, must be held in a room large enough for social distancing.	Technology (Zoom, Teams, etc.), online resources, staff support.
One-on-One Counseling	Space allowing for social distancing or plexiglass barrier, face shield or clear mask.	Technology (Zoom, Teams, etc.), online resources, staff support.
Events/Programming	Adherence to limits on gatherings, must be held in a room large enough for social distancing. Approval required.	Technology (Zoom, Teams, etc.), online resources, staff support.

Tutoring	Space allowing for social distancing or plexiglass barrier, face shield or clear mask.	Technology (Zoom, Teams, etc.), online resources, staff support.
Supplemental Instruction	Space allowing for social distancing or plexiglass barrier, face shield or clear mask.	Technology (Zoom, Teams, etc.), online resources, staff support.

It is important that all student service and resource units consider how these engagement offerings will provide support to students and whether all or some of these activities should be provided on campus. Student service and resource units should consider the methods, technology, accessibility, and challenges each of the above engagement formats creates. You are encouraged to consult with other units and Student Return Coordinators to see if others have innovative ideas for delivering services. Feel free to connect with the Student Return Committee to facilitate these conversations. Email Margaret Wood – **margaret.wood@ucdenver.edu**, Genia Herndon – **genia.herndon@ucdenver.edu**

You should also be aware that any events or activities that require reservation of university spaces will need to go through an approval process, as space on campus is limited and will be centrally managed and scheduled in order to prioritize space for classes. See Appendix E for guidance on events held in CU Denver spaces. The AHEC process for space reservation is currently under discussion.

Special Considerations for Counseling and Advising Activities

We are currently recommending that student advising services use Zoom as the primary option for the student advising experience, with requests for in-person advising approved on a limited basis consistent with the needs of individual students. We are making this recommendation based on the following considerations.

Currently, all student advising is being completed remotely. If we ask advisors to return to campus, some considerations need to be made regarding the quality of a socially distanced advising experience. These considerations are:

- Offices/solution rooms are unlikely to provide the proper amount of social distancing space for students to be advised in person. Use of larger rooms (classrooms or conference rooms, etc.) will be needed to provide in-person advising. However:
  - Not all units have additional space(s) and this will limit in-person advising capacity.
  - Advising a student in a conference room in a socially distant manner may not create the quality experience expected or provide the desired welcoming environment for the student.

- Part of a quality advising experience is both the ability to read facial expressions, and have a face fully exposed for students who rely on their ability to read lips if they have a hearing impairment. Use of cloth face masks would hinder these abilities.
  - Clear, plastic face masks would need to be used OR
  - Faceguards would be more appropriate for quality and accessibility of the advising experience.

Due to these considerations and the experience during spring and summer with successful advising using Zoom, it is recommended that we continue providing Zoom as the primary option for the student advising experience.

Managing Students in Your Space

Your Unit Safe Return Plan will ask about your plans to manage any expected student interactions in your space. You may wish to use the table below as a prep worksheet to determine the number of students you expect to serve within each of the work type categories listed, and compare these numbers to your revised room occupancy limits to see if you need to put additional restrictions in place.

Type of Work	On average day # of students
1:1	
Small group	
Drop-in	
Scheduled Meetings	
Other	

Consider ways that you can interact with students on campus while minimizing physical contact. For example, you could create an appointment process that includes the following steps:

- Require students to make appointments via Navigate (or any other online platform used by your unit, such as Acuity or Handshake)
- Ask students to call when they are outside the unit and ready for their appointment so that someone can escort them in
- Set up a "touchless" check-in system

If your space includes areas where students typically gather, such as lounges or other common areas, consider how you may need to rearrange or remove furniture to ensure that social distancing requirements are met. You may even choose to close off lounge areas entirely.

Clear expectations are particularly important in spaces frequented by students. Make sure that signs are prominently posted so that students understand the proper usage of elevators, hallways, stairwells, etc.

General cleaning and disinfecting protocols may be found in the Building Cleaning Schedule attached to this guide (Appendix C). Units serving students should be especially aware of the need to disinfect spaces before and after student interactions, as well as the need to frequently sanitize common area surfaces such as doorknobs.

If you need to think through any of these complicated issues, please feel free to contact the Student Return Committee: Email Margaret Wood – **margaret.wood@ucdenver.edu**, Genia Herndon – **genia.herndon@ucdenver.edu**

Appendix E – Guidance for Internships and Experiential Learning

Internships
The guidance in this appendix was prepared by Genia Herndon, Margaret Woods, and Tony Smith of the Student Return Committee of the Campus Safe Return Team.

Fall 2020 internships will be offered at different levels of in-person and online interaction.

It is recommended that internships be remote as much as possible. If a student is required to be on-site, but can also perform the work remotely, the following items need to be provided and reviewed prior to internship approval:

- A hybrid work plan developed by the student, employer and internship advisor that outlines when the student will be on-site and when they will be working remotely.
- The employer must provide documentation that they are following proper safety protocols.
- A waiver signed by the student acknowledging they will comply with all site plans, safety instructions, and training, AND "*exposure to or illness resulting from COVID-19 during your internship would not be considered covered by workers' compensation by the internship site nor by the university. You understand that your personal health insurance may be responsible for payment of medical services and any health care needs sustained as a result of exposure or illness due to this disease. You are encouraged to obtain/maintain your personal health insurance at your own expense.*"

If an internship requires a student to be on-site full-time, the following items need to be provided and reviewed prior to internship approval:

- Employer documentation stating that they will follow proper safety protocols.
- Students will be responsible for submitting a plan for the student to work remotely should a second wave come in the fall and shelter-in-place orders are issued by the state. This will be attached to the internship experience form prior to approval.
- A waiver signed by the student acknowledging they will comply with all site plans, safety instructions, and training, AND "*exposure to or illness resulting from COVID-19 during your*

internship would not be considered covered by Workers' Compensation by the internship site nor by the University. You understand that your personal health insurance may be responsible for payment of medical services and any health care needs sustained as a result of exposure or illness due to this disease. You are encouraged to obtain/maintain your personal health insurance at your own expense."

Other Experiential Learning

Many other types of community-based experiential learning typically take place as part of the CU Denver curriculum, including field trips, site visits, traineeships, and residencies. Schools and colleges should discuss with faculty options for delivering the content in these experiences through other means.

Where community-based experiential learning is deemed essential for a course or as part of the curriculum, schools and colleges must establish a procedure for reviewing and approving applications from faculty for these experiences. The application must include, at a minimum:

- A description of the experiential learning and why it is essential
- The dates and locations where the experiential learning will occur
- How the experience will be modified to adhere to social distancing protocols and otherwise comply with practices designed to limit the spread of COVID-19
- If the experience will occur at the site of an employer or organization, documentation that the employer or organization is following proper safety protocols

The faculty application must be reviewed by the school or college's Teaching and Learning Coordinator and Safe Return Coordinator, who will make a recommendation to the dean for approval or denial of the application. In the event the application is approved, the T&L Coordinator and the Safe Return Coordinator will work with the faculty member to develop a safety plan for the experiential learning. All participating faculty and students will be required to sign a waiver acknowledging that they will comply with the safety plan.

Appendix F – PRELIMINARY Guidance for Events and Activities

Please note that the criteria and procedures for approving events on campus are still being finalized and are subject to change. Final guidelines will be provided on or before July 15.

Due to the limited amount of on-campus space and the prioritization of available space for student learning, the scheduling of all space for non-academic purposes on the CU Denver campus will be handled pursuant to the following procedures. These procedures are likely to be in place through both the fall 2020 and spring 2021 semesters, although they will be reviewed in January 2021.

These procedures were developed with the following campus needs in mind:

- Establishing a method of operation that supports limited on-campus events and activities while also mitigating the potential for community spread of COVID-19;
- Determining the highest and best use of limited space at reduced occupancy levels (due to physical distancing and cleaning requirements) and assuring equitable use by all education programs; and
- Establishing a campus-wide operating model that is flexible and could be sustained through a second wave of COVID-19 (or that would be minimally impacted in the event of a second wave and any limitations on person movement or similar activities).

General Principles

- Current public health and safety concerns call for limiting on-campus operations to those determined to be important to the mission of the university and its units and also determined to be best held on campus rather than virtually to meet the needs of constituents.
- Due to the need to prioritize limited spaces for student learning, all CU Denver spaces (including unit classrooms and conference rooms) will be scheduled centrally during the COVID-19 crisis. This includes space in the following buildings:
  - Lawrence Street Center
  - CU Building (including City Center)
  - Business School
  - North Classroom
  - Student Commons Building

These principles apply to all on-campus events and activities, whether during normal business hours or during evenings and weekends, and apply to all spaces whether indoor or outdoor and whether typically roomed through the EMS system or otherwise.

- Classes identified for on-campus instruction will receive first priority for scheduling (and will be scheduled through the Office of the Registrar).
- Other events and activities will be considered for scheduling in the following order:
  - Activities that directly support student enrollment, including prospective student recruitment and retention of current students
  - Activities that support student development and engagement
  - Requests for faculty use of space to engage in activities supporting virtual learning, such as conducting video lectures
  - Requests for other types of events/activities best conducted in person rather than virtually
- All proposed events and activities must describe why the activity is best conducted in person rather than virtually and must demonstrate the ability to meet all applicable safety requirements prior to approval.
- Events/activities that will not be approved for on-campus space include:

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- Events requested by external organizations and affiliates (unless specifically approved by the chancellor)
- Events held by student organizations (these should be held remotely)
- Faculty or staff meetings (these should be held remotely)

Procedures for Requesting Authorization for Events and Activities

All requests for events and activities will be managed centrally until further notice through CU Denver's FORMSTACK site at
https://ucdenverdata.formstack.com/forms/application_for_in_person_activity_denver. Applications may not be submitted until **after July 17**. Applicants should familiarize themselves with the revised capacity limits for on-campus spaces, which can be found on the CU Denver Safe Return to Campus website under "Faculty and Staff Resources." Requests for events and activities that will occur outdoors on campus must also be processed through this procedure to ensure that safety protocols will be followed.

A Campus Activity Committee, consisting of representatives from University Events, Institutional Planning, Environmental Health and Safety, Student Success, Facilities, Registrar, and other key offices, will review and approve requests for on-campus space usage that fall outside the rooming of academic courses (which will continue to be handled by the Office of the Registrar).

University Events staff will be responsible for initial screening of requests. Requests will be reviewed and either scheduled or, whenever possible, a follow-up will be provided to the requesting entity within two working days of receipt. Requests meeting the guidelines will be forwarded to the Campus Activity Committee for approval. Upon approval, University Events staff will work with EMS staff in the Office of the Registrar to secure appropriate space if available.

Space usage decisions will be based on best practices of physical distancing and will adhere to the protocols adopted by the university's Safe Return Team.

All information and resources involved in this process will be posted on the university's Safe Return to Campus website under "Faculty and Staff Resources."

At this time, no CU Denver-sponsored events or activities that are non-academic in nature may be held at off-campus locations unless specifically authorized by the chancellor. Separate guidance has been provided for curriculum-related activities off-campus.

NOTE: All schedules for ALL CU Denver space will be CLEARED from the EMS SYSTEM by July 13, and will be rescheduled per this approved process and managed centrally through the spring 2021 semester. Individuals holding existing reservations will be notified of the new approval process and priorities.