



CCIE Safe Return to Campus Office Guidelines and Protocols

Preamble

As the faculty and staff of the University of Central Florida (UCF) plan their return to campus, it is essential to establish college guidelines and protocols for our new way of work, including office meetings and assemblages. With a focus on the health and well-being of all members of the UCF community, first and foremost, we must note that protection from COVID-19 is both a professional and personal responsibility. Everyone who works for UCF and returns to campus to interact with others in the campus community has a personal and professional obligation to practice physical distancing, refrain from engaging in behavior that has a reasonable expectation of contracting the virus, and wear face coverings when interacting with others. Only when members of the UCF community adhere to these guidelines will we protect ourselves, staff, faculty, and students as we would our own family.

Office Protocols and Policies

UCF and its faculty and staff members are committed to protecting members of its community from the adverse health effects of COVID-19. Therefore, it is necessary to reflect on how we conduct business while on campus. The past practices of doing business in a university environment are no longer safe. This document aligns with [UCF's COVID-19 Return to Campus Emergency Policy](#) and communicates the College of Community Innovation and Education (CCIE) revisions to college protocols during the COVID-19 pandemic.

Physical Distancing. The importance of physical distancing has been established to protect individuals from spreading and contracting COVID-19 worldwide. The specified minimum of six feet of separation must always be maintained between individuals to keep people safe and healthy. This is the case whether individuals are in meetings, walking down the street, sitting in a classroom, riding in an elevator, queued in a line, or at their workstations.

Official College, Department/Program Meetings, and Informal Gatherings. All official college meetings and informal gatherings scheduled on campus are governed by the same policies. When there are "in-person" gatherings of two or more people, face coverings and other personal protective equipment (PPE) must be used and/or worn by participants. This includes formal meetings called by supervisors and informal gatherings (i.e., in-office conversations between peers).

Responsibility for Acquisition of PPE Materials. Having PPE gear (including face coverings and gloves) is the employee's responsibility, much as when the employee interacts with others outside of the work environment (e.g., trips to the pharmacy or grocery store). UCF is providing all employees with one reusable, washable face covering upon return to campus. UCF face coverings (or a face covering of some kind) must be worn inside all shared indoor spaces and outdoors in areas where physical distancing is not possible. It is incumbent on each employee to dress and protect themselves appropriately.

Virtual Participation in Meetings. UCF and CCIE recognize that PPE may not entirely protect employees from COVID-19 and other viruses. An individual's personal medical history or situation may place them at increased risk of adverse outcomes from contraction. Hence, CCIE is highly recommending that all meetings be made available to faculty and staff members virtually through Zoom, Skype for Business, Microsoft Teams, or other virtual platforms. The availability of virtual participation should be offered to all employees.

When a face-to-face meeting needs to be conducted on campus, they must be planned with health measures in mind. Not only shall each participant wear PPEs, but the meeting organizer must select an appropriate location to adhere to physical distancing requirements, have hand sanitizer available, and make provisions to disinfect surfaces participants touched. Surfaces such as desks, chairs, podiums, microphones, keyboards, and mice must be wiped down with disinfectant wipes. Thus, the possession and use of cleaning and disinfectant materials are preconditions of any face-to-face meeting or assemblage; otherwise, the meeting should be held virtually.

Meetings with Members outside of the University Community. The same policies, procedures, and protocols of meetings with faculty and staff apply to members of the outside community on university property. However, visitors to our campus may not be aware of our policies. Thus, university hosts shall provide campus guests with the university policy in advance of the face-to-face meeting. Campus guests are expected to provide their own facial covering. The college will have a limited supply of disposable masks. For those visitors who arrive at campus without a face covering, it is highly recommended that meeting hosts or designees meet campus guests outside and provide them with disposable masks to ensure they enter university buildings with appropriate PPE. All individuals must wear face coverings in common areas and in places where more than two people gather. UCF has purchased a supply of 250,000 disposable surgical masks for distribution to campus visitors.

Meeting with Students and Advising Offices. The advising component on university campuses across the country is an essential and integral responsibility of universities. Student advisement is a shared responsibility of student affairs staff, academic units, and faculty members. Offices where students typically visit to acquire information to support their academic progress are designated as areas of potential infection. Student-facing offices will provide services to students using virtual tools as much as possible. Those student-facing offices will display ample signage communicating advising protocol, including contact information, appointment procedures, and virtual advising options. Depending on the size of the office, it is recommended that at least one advisor per academic unit will be available to students virtually. Should students need to be seen face-to-face by a CCIE staff or faculty member, advising sessions should be held in a location where proper physical distancing can be achieved. The same protocols for face-to-face meetings, including proper cleaning procedures, must be followed.

Workstation Protocols and Sanitizing Procedures. Employees spend most of their time in their workstations and offices. For the health and well-being of all in the UCF community, those areas must be appropriately cleaned and sanitized regularly. To promote a safe work environment for everyone, it is suggested that frequent, thorough cleaning of work surfaces and office door handles occur before the workday begins, after lunch, and before the employee leaves for the day. After each cleaning, the employee is responsible for appropriately discarding used wipes, gloves, paper, or any other cleaning supplies in a lined disposal bin.

Common Workspaces and Door Handles. Just as employees' workstations are important to be kept clean and sanitized, so are common workspaces and door handles. Therefore, it is suggested that the occupants of the suite — those scheduled to work on a given day — discuss how to keep the high-touch areas in shared spaces clean, such as suite door handles, copier keypads, light switches, refrigerator handles, etc. The wiping and sanitizing of public door handles should occur at a minimum of three times a day (beginning of the workday, mid-day, and before leaving the office for the day). The responsibility for wiping and sanitizing door handles for private offices shall reside with the office holder. The cleaning expectations and intervals of specific attention shall be the same as conference rooms and waiting areas.

Expectations of Faculty and Staff Members Behavior within their Workspaces. Faculty and staff members within the confines of their workstations are not required to wear a face covering or other PPE while performing their official duties, so long as their workstation is confined by at least three barriers or walls and they can maintain six feet of distance from others. However, they are required to wear appropriate PPE when they walk around to talk to others or use the restroom. Employees who sit in open reception areas where physical distancing is not possible are required to wear face coverings for the duration of their work schedule.

Hand Sanitizer. Frequently washing your hands with soap and water is an effective method to protect yourself from COVID-19, but if that is not available, an alcohol-based hand sanitizer with at least 60 percent alcohol is recommended. Each academic and administrative unit within CCIE shall possess and display a minimum of one hand sanitizer for public use. The public-use hand sanitizer bottle shall be located within sight of those entering and leaving the office by the main door. Employees also are expected to sanitize their hands upon entering and before leaving the suite. Employees with offices in common areas are expected to have available bottles of hand sanitizer (which may be refilled by college stockpiles) and should sanitize their hands upon returning or leaving to their workstation. The possession of a bottle of hand sanitizer in their workstation is a precondition of their return to campus. Per UCF Facilities, departments shall not store any type of hand sanitizer solution in more than 5-gallon containers.

Office Capacity. The office capacity of any individual college unit or suite is typically determined by the fire marshal. However, during the period when COVID-19 is active and still a threat to UCF faculty, staff, and students, these guidelines have been revised. The office capacity shall be determined by several factors, including but not limited to square footage; office layout; and the number of transients that move in, through, or out of an office space. There is no way any policy can fully account for all of these factors and provide hard-and-fast rules, but at this time, suite occupancy must not exceed 30% capacity. The suite occupancy includes individuals working in personal offices, reception desks, cubicles, meeting spaces and waiting areas. Supervisors or their designees should maintain a schedule to ensure that a suite does not exceed 30% occupancy on a given day. Employees are responsible for maintaining the capacity limit. No two individuals shall occupy workstations less than six feet apart from the focal center of the desk or main keyboard location (unless separated by three physical barriers). A plexiglass barrier should be installed to protect employees who occupy workstations in common areas where visitors may congregate and it would be challenging to adhere to appropriate physical distancing measures.

Should a faculty or staff member not be able to fit within the confines of the suggested work environment, accommodations shall be made by the employee's supervisor to establish alternative work plans. These alternative work plans may call for the employee to work at an alternative location

or alternative schedule may be deemed fair and equitable to the individual while providing a safe work environment. The Dean or her designee must approve all alternative work plans.

The CCIE policies and protocols for the return of faculty and staff members to their office are meant as temporary measures to protect the faculty, staff, and students of CCIE. It is expected that each member of the CCIE community will follow these protocols as preventative and precautionary measures to protect not only themselves, but also others who may have underlying conditions that may make them more susceptible to the adverse health outcomes posed by COVID-19 and the flu.

Due to the dynamic nature of the coronavirus, these protocols may be updated. These CCIE policies and protocols are meant to stay in place until COVID-1

Approved by:

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