I. **Overview:** This SOP was created in response to the COVID-19 pandemic in compliance with federal, state and/or university guidelines. It is meant to guide and protect the faculty, staff, students, student employees, and visitors to the CCED while providing the student services each of the departments within the Division of Academic Support of Inclusive Excellence who utilize the Center given the following considerations:

- The considerable number of students, faculty, staff, and guests who normally visit the CCED daily
- The building design is unusual, as it used to serve as a church that was divided into multiple offices and common spaces to provide a variety of services
- Office spaces are not designed for proper social distancing
- Conference room, classroom and other common spaces are not set up for proper social distancing without reduced capacities
- Essential need for masks may hinder the services provided
- The need for office space accommodations, especially for those who work in a common area (plexiglass installed for any staff who work in a common area as well as individual offices where advising and or academic coaching takes place)
- The expense for campus and the division to purchase masks, disinfectant, and office modifications
- Staff with high-risk conditions or who cohabitate with others who are at high risk and/or have childcare needs
- The significant level of cleaning that will be required for any in-person appointments

II. **Applicability:** This procedure is for all faculty, staff, students, and visitors who enter the CCED.
III. Procedure: Moderate Alert Protections in Place

A. Procedure/Process

1. The CCED will be open to faculty, staff, students, student employees, and guests with limited staffing
   i. Due to limited staffing the CCED will be locked. Guests will be asked to call for entrance into the building. A sign will be affixed to the door with the proper number to call for entrance into the building.

2. The CCED will have a maximum capacity of 20 people to include staff and anyone visiting the Center at a given time.
   i. Academic Support of Inclusive Excellence has a staff of 21 individuals employed at a given time. A staffing rotation will be established to limit the number of staff in the building at any given time.

3. Staff working on-site will be a blend of people from different departments. Staff will maintain social distancing when in the CCED.

4. Most staff will continue to work remotely while serving students, as remote offices have already been established.

5. On-site appointments must be scheduled in advance. No drop-in services will be provided.
   i. All scheduling of appointments will need to include a 30-minute buffer to allow for proper disinfection.
   ii. Students who do not have the proper technology for virtual advising can request to use an office space in the CCED dedicated for this purpose. The office will be cleaned before and after each use.
   iii. Anyone conducting an on-site appointment will go directly to the CCED Conference Room where their meeting will be conducted. Both the student and staff member will be required to wear a mask.
      1. No one in the CCED will be required to conduct an on-site appointment.
   iv. Physical barrier needs will be assessed by Risk and Safety

6. Large programs will be conducted virtually and not hosted at the CCED.

7. A traffic pattern has been established to mitigate crossing paths and to maintain social distancing standards.
   i. Anyone entering the CCED will enter through the courtyard.
      1. Anyone working or visiting the Associate Vice Chancellor for Inclusive Excellence and Chief Diversity Officer (AVC-CDO) suite, SAS, and/or SSS will go directly up the stairs from the entrance and proceed directly to the office where they have an appointment. When leaving, guests will use the Center staircase and proceed out the door at the north end of the building near SSS on the lower level only.
      2. Anyone working or visiting MCLHI, LGBTQ+ Resource Center, SSS STEM, PreCollege, or the common computer lab will go directly downstairs to the office or area they intend to use. When leaving, guests will exit via the ramp near PreCollege.

8. Student computer numbers will be reduced to include only areas where social distancing is possible.
i. A keyboard and mouse checkout will be put in place to ensure proper disinfection of equipment is completed.

ii. Laptops may be made available for students to check out.

9. The workroom located in CCED 120F will be limited to one staff member at a time as social distancing is not an option.
   i. Copier will be disinfected by every staff member that uses it.
   ii. A schedule will be developed by the AVC-CDO’s assistant for sorting all mail and package deliveries to maintain the one-person rule in the workroom.

10. A water station will be installed to fill water bottles. Social distancing will be required when more than one person is attempting to fill a bottle at a time.

11. Campus will be notified of how to reach and access the services of each department within the CCED with a banner on the ASIE website as well as each department’s voicemail messages and in email communication from each department.

B. Face Covering Requirements

1. Anyone entering the CCED will be required to wear a mask. Only staff who are alone in their offices will be allowed to remove their mask.
   i. Refer to the university-wide face coverings standard operating procedure (SOP PND-20-03) for proper use of face coverings.

2. Masks are required regardless of plexiglass during any meetings with other staff, students, or guests.

C. Physical Distancing Parameters

1. Social distancing is required while in the CCED. Tape will be used to mark six feet apart where appropriate and tables, computers and chairs will be arranged to include social distancing of at least six feet or removed.
   i. It is important to keep in mind that social distancing of at least six feet is not possible in most offices in the CCED.
   ii. Physical touching as in handshakes are strongly discouraged.

D. Hygiene

1. Refer to university wide hygiene SOP (PND-20-01) regarding important practices, such as covering coughs and sneezes with a tissue or elbow, to keep our spaces as sanitary and safe as possible.

2. Hand sanitizer will be available in multiple locations throughout the CCED to include each individual office and common spaces.

E. Disinfection

1. EPA-approved disinfection supplies will be available throughout the CCED.

2. Custodial will be responsible for the large common areas as well as restrooms daily.
   i. Staff will be required to wipe down any conference/classroom area before and after each use.

3. Staff will be responsible for their own office area each morning and then after any appointment or meeting by using EPA-approved disinfectant wipes or spray.

4. All computer keyboards and mice will be cleaned daily by spraying disinfectant into a rag or towel and wiping the keyboards. Do not spray keyboards.

IV. Procedure Modifications: Very High Alert
A. The CCED is CLOSED to all faculty, staff, students, and visitors. Employees will work remotely to provide services.

V. Procedure Modifications: High Alert
A. The CCED is CLOSED to all students and visitors. Faculty and staff will only be allowed in the building with approval from the AVC for Inclusive Excellence and Chief Diversity Officer (AVC-CDO). Written permission submitted to the AVC-CDO and/or through a supervisor is required and permission must be granted to access the Center.
B. Water fountain/bubbler use will be restricted. Staff are encouraged to bring their own water and not refill water bottles.

VI. Procedure Modifications: Low Alert
A. The CCED will be OPEN to all faculty, staff, students, student employees, and guests
B. All staff and student staff will be working on-site
C. The CCED building capacity restrictions and traffic patterns will be removed
D. Safety precautions will still be in place as follows:
   i. Face coverings are advised per University policy
   ii. Physical distancing is encouraged when possible per University policy
   iii. Personal hygiene and disinfection practices will continue

VII. Guidance Documents/Policy Links:
- https://www.wisconsin.edu/uw-policies/coronavirus-covid-19-policy-resources/

VIII. Templates/Forms:

IX. Definitions:
- AVC-CDO: Associate Vice Chancellor for Inclusive Excellence and Chief Diversity Officer
- CCED: Campus Center for Equity and Diversity (physical location)
- MCLHI: Men of Color/Latino/a/Hispanic Initiatives
- SAS: Student Achievement Services
- SSS/SSS STEM: Student Support Services/Student Support Services STEM
- SOP: Standard Operating Procedure
X. Revision History:
Created: 7/7/2020
Revised/Reviewed: 8/18/2020