I. Overview
   a. 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 Women’s Center while providing the services to students, faculty, staff, and guests given the following considerations:
      i. A maximum of ten visitors, faculty, staff, student staff will be in the Women’s Center
      ii. The space design, which encompasses the Director’s office, the Program Assistant and Student Employee work area, the library hall, TV/PS4 area, back room, and computer lab
      iii. Essential need for masks may hinder the services provided
      iv. The expense for campus and the Women’s Center to purchase masks, disinfectant, and office modifications
      v. Staff with high risk conditions or who cohabitate with others who are at high risk and/or have caregiving responsibilities
      vi. The significant level of cleaning that will be required to maintain the Women’s Center for any in person activities.

II. Applicability:
   This procedure is for all faculty, staff, students, student staff, interns and visitors who enter the Women’s Center.

III. Procedure: Moderate Alert Protections in Place

   A. Procedure/Process
      1. The Women’s Center will be open to a maximum capacity of 10 people to include Women’s Center staff and interns and campus or community visitors. For the different areas, there will be a maximum of three people by the TV/PS4, one person at the round table in the front area, one person in the lactation space, three people in the staff desk area (inclusive of the Director’s office), three people at the computer lab, and four people in the back room. While it is feasible that there could be more than 10 people in the space, the capacity will remain at 10 since it is an indoor, enclosed space.

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i. The Women’s Center “team” for Fall 2020 will consist of the Director, Program Assistant, 5-6 interns, and 1-2 student employees. A staffing rotation will be established to limit the number of staff in the Women’s Center and allow more visitors to utilize the space. Hours that the Women’s Center will be open remain to be determined.

ii. The entry door will remain unlocked until capacity is reached. There will be a dry erase board facing the exterior that will indicate the current available capacity of the Women’s Center. Once capacity is reached, the door will be locked, and a sign will be put on the door indicating that the Women’s Center is currently at capacity. Once capacity becomes available, the door will be unlocked, and the dry erase board will be put back in place. The same staff member will be responsible for updating the capacity on the dry erase board and changing signage for blocks of time. Before passing the task onto another staff member, the responsible staff member will disinfect the marker, dry erase board, and signage.

2. All visitors and staff will maintain social distancing when in the Women’s Center.

3. Professional and student staff and interns will work remotely while serving constituents (students and employees) when they are not in rotation to staff the Women’s Center.

4. Appointments with any of the staff should be scheduled in advance whenever possible. These appointments will be held virtually unless an on-site appointment best serves the constituent.

   i. Any scheduling of onsite appointments will need to include a 30-minute buffer to allow for proper disinfection.

   ii. Any onsite appointments will be held at the table in the back room to allow for proper physical distancing.

   iii. Face coverings will be required in any on-site appointments.

5. Physical barrier needs will be assessed by Risk and Safety.

6. Programs will be conducted virtually and not hosted in the Women’s Center.

7. Visitors will still sign-in so Center-use records can be maintained. All visitors will also be asked to sign-out so we have a clear record of who has been in the center at specific times for purposes of contact tracing. If the visitor does not have their own pen to use for signing in, a staff member will sign them in.

8. Student computer numbers will be reduced to from 7 to 3 to ensure physical distancing is possible.

   i. Visitors may use the computers if they first agree to the stipulation that they must disinfect the computer keyboard and mouse after they use it. Staff will remind visitors who use Center computers to do so.

   ii. Disinfectant will be provided. Users will be taught to spray the disinfectant on a rag or towel, not directly on the keyboard to disinfect the keyboard and mouse.

9. The water fountains will be blocked so that they are not used.

10. Complimentary beverage (coffee, tea, and hot chocolate) service will be suspended until a low alert level has been achieved.

11. The Center’s microwave will be used only by staff and must be cleaned and disinfected after each use.
12. Only one person will be able to be in the library hall at a time. A sign will indicate that they cannot touch a book and will need a staff member’s assistance. Staff members will wear gloves while handling books and put them in a plastic bag for the patron. The patron will return the book(s) in the bag. A staff member will remove the books with gloves and disinfect them before returning them to the shelf.
   i. Gloves and bags will be provided.
13. Campus will be notified of how to reach and access the services of the Women’s Center via website, voicemail, and email communication.

B. Face Covering Requirements
1. Anyone entering the Women’s Center will be required to wear a mask. When the Director is alone in her office and either the door is closed or there is no other person in the Center, she will be allowed to remove her mask. When the Program Assistant is in their workstation and there is no other person in the Center, they 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.
3. If a student, faculty, or staff visit the Women’s Center without a mask, they will be told to leave and return once they are wearing a mask.
4. If a guest from the community visits the Women’s Center without a mask, a staff member will give them a mask provided by the Center.

C. Physical Distancing Parameters
1. Physical distancing is required while in the Women’s Center. Tape will be used to mark six feet apart where appropriate and tables, computers and chairs will be arranged to include physical distancing of at least six feet or removed.
   i. Physical touching as in handshakes are strongly discouraged.

D. Hygiene
1. Covering coughs or sneezes
   i. Cover your mouth and nose with a facial tissue
      1. If facial tissue isn’t available, cough or sneeze into the inside of your elbow, not your hands.
      ii. Immediately place used tissues in a garbage.
      iii. Wash your hands as soon as possible, use hand sanitizer if soap and water is not immediately available.
2. Hand sanitizer will be available in multiple locations throughout the Women’s Center to include each “station” (see above) people will be able to utilize.
3. All staff, including student staff and interns, will either wash their hands or use hand sanitizer between any interaction with a guest and/or other staff members
   i. Refer to university wide hygiene SOP (PND-20-01)

E. Disinfection
1. EPA approved Disinfection supplies will be available in the Women’s Center.
2. Custodial will be responsible for cleaning the Women’s Center, including the two restrooms, daily.
3. 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.

4. The Director and the Program Assistant will be responsible for disinfecting their own areas each morning and then after any appointment or meeting using EPA approved disinfectant wipes or spray.

5. The first staff member in the Center will disinfect the common area using EPA approved disinfectant wipes or spray when they arrive. Staff will oversee the cleaning of chairs and computer keyboards and mice when each visitor is ready to leave. The last staff member in the Center will disinfect the common area using EPA approved disinfectant wipes or spray when they leave.

IV. Procedure Modifications: Very High Alert
1. The Women’s Center is CLOSED to all faculty, staff, students, and visitors. Staff will work remotely to provide services.

V. Procedure Modifications: High Alert
1. The Women’s Center is CLOSED to all students and visitors. Staff will only be allowed in the Center 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.

VI. Procedure Modifications: Low Alert
1. The Women’s Center will be OPEN to all Center staff; all University faculty, staff, and students; and guests.
2. All staff will be working on-site.
3. The Women’s Center capacity restrictions will be removed.
4. Safety precautions will still be in place as follows:
   a. Face coverings are advised per University policy.
   b. Physical distancing is encouraged when possible per University policy.
   c. Personal hygiene and disinfection practices will continue.

VII. Guidance Documents/Policy Links:
- https://www.wisconsin.edu/uw-policies/coronavirus-covid-19-policy-resources/
- https://uwosh.sharepoint.com/sites/
VIII. Templates/Forms:

IX. Definitions
   a. Center: refers to the Women’s Center

X. Revision History:
   Created: July 27, 2020
   Revised/Reviewed: