

## UConn Hartford

### COVID Re-Opening Updates for Faculty and Staff Plans

As of 8/26/2020

While we are opening for classes on Monday August 31<sup>st</sup>, students, faculty and staff are being encouraged to stay home as much as possible to help de-densify the campus.

While on campus we will be asking everyone to practice safe/state mandated guidelines: wear your mask, maintain 6 feet physical distancing, wash your hands/use hand sanitizer, and please do not move seating around (we have worked hard to ensure 6 feet physical distancing in our classrooms and public spaces).

### Campus Safety Plan

This Safety plan describes the operating procedures for UConn Hartford through December 31, 2020.

- a. Employees must first complete [Re-Entry Training](#) from the Division of Public Safety before requesting permission to come to campus.
  - b. Everyone who comes to campus for a period of any length in the fall (from 8/31 on) will need to be tested. Academic Departments have confirmed with HR their staff and faculty contact information and their work modality plan for the fall. If your department has approved you to be on campus you will hear about the procedures and mechanisms for testing.
  - c. Employees will be required to sign in and sign out every time they enter and leave their office suite. We will have a paper log in each office suite for this purpose. This information will only be used for the purpose of facilitating contact tracing, if necessary.
- Employees returning to the Hartford campus will be required to wear masks at all times unless they are in a private office by themselves. UConn will be providing 2 reusable masks for each faculty and staff member.
  - The HTB Faculty Lounge is closed. All food should be eaten in private offices or outside the building.
  - Employees will be cognizant of all touch points and avoid them if possible. Frequent hand washing is required. Masks are required while on campus. Employees will be responsible for disinfecting their own workspaces and equipment before and after each use. Cleaning supplies will be supplied by Facilities to each office suite and copy/mail room.

- Employees using the printer/copier should wipe down any surfaces they touch before/ afterwards (cleaning supplies will be available next to the machine).
- Water fountains on campus will solely be usable for the purposes of filling water bottles. Drinking directly from water fountains is not permitted, and labels will be attached to the wall to indicate this.
- Employees will not enter any University building if they feel unwell. Personnel and supervisors will follow guidelines issued by UConn HR regarding illness, suspected illness, suspected contact with a COVID+ person, and reporting.
- Non-essential visitors are not permitted entrance to campus.

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❖ **ACCESS:** UConn ID and a facial mask are required to enter campus. Masks must be worn while in any campus building at all times. Guests and visitors (including children) are not allowed on campus this semester.

❖ **TESTING:** if a student or employee is coming to our campuses because they *have* to be there, they should be tested. This includes faculty, staff and commuter students on every campus, both graduate and undergraduate. There is not a “once-size-fits all” approach to accomplishing this, so the university will utilize different avenues and strategies.

For testing reentry to campus and employee test results, see this link: <https://hr.uconn.edu/wp-content/uploads/sites/1421/2020/07/fall-reentry-testing-FAQs.pdf>

❖ **CAMPUS HOURS:** The campus will be open Monday, August 31<sup>st</sup> through Friday November 20<sup>th</sup> for in person classes.

The Hartford Times Building will be open Monday – Thursday, 7:30am – 9pm; Fridays, 7:30am – 4pm and Saturdays, 7:30am – 6pm (times may vary on Saturdays).

The HSSW will be closed for the fall semester.

The UConn Hartford Library at the Hartford Public Library will have study space available on the Ground floor, Monday – Thursday, 10am – 4pm. Computers are also available.

❖ **CLEANING:** Enhanced cleaning protocols are in place on campus for high-risk/high-touch areas (e.g., door handles, light switches, handrails, interior doors, door push plates, common spaces, flat surfaces such as tables, elevator buttons). These areas will be clean multiple times a day by BME. Classrooms will continue to be cleaned one time a day prior to the first class scheduled in each room. Increased cleaning will be performed in restrooms in common areas – at least 2 x day.

Disinfection supplies (wipes and/ or spray bottle and paper towels) will be supplied for common areas and classrooms. Students, faculty and staff will be responsible for cleaning the area before using it.

- ❖ **COMPUTER/ STUDY SPACE:** There are 2 open computer labs in the HTB (room 143 and 223) that will be open for student use. Additionally, room 220 will be open for a quiet study/work space, and room 227 will be open for quiet study/work space with additional computers. We are prepared to open more rooms as needed to accommodate student needs on campus.
- ❖ **ELEVATORS:** elevators will be limited to 2 people maximum. Please take the stairs when you can.
- ❖ **EVENT SERVICES:**
  - The University is encouraging virtual meetings to continue. Faculty and staff should make video or teleconference options available for all meetings, including those that only involve employees working on-site.
  - Atrium tabling requests will not be honored during the fall semester as there is no way to maintain 6 feet physically distancing at these locations.
  - We will not accept requests to rent space by external users during the fall semester to limit non-UConn traffic on campus.
  - Groups will not be allowed to serve food at meetings and events during the fall semester.
  - Breakout rooms will be closed for the semester.
  - The Travelers Collaborative will be closed for the fall semester.
- ❖ **FACULTY/ STAFF LOUNGE:** The faculty/staff lounge will be closed for the semester. Per guidance from the University food should be eaten in private offices or outside.
- ❖ **FOOD:** Food and drink are not permitted to be eaten in classrooms. We are encouraging all to eat outside the building when possible and when inside to limit the time spent eating/drinking (masks should be on whenever food/beverage are not being consumed).
- ❖ **HAND SANITIZER:** Stations are setup in all buildings on campus.
- ❖ **MASKS/ FACIAL COVERINGS:** Masks are required to be worn while on campus per University policy and pursuant to CT Executive order. If a mask cannot be worn due to a medical condition, documentation must be presented upon request. Students should contact the Center for Students with Disabilities to discuss possible accommodations.
- ❖ **MAIL:** Anyone visiting the campus mail/copier rooms will be required to wear a face mask/covering. The mailroom in the HTB Office of Student Services will be closed with limited access. Mail will be delivered to mailrooms in the HTB and the HSSW – a UConn ID will be required to access the mail/ copy rooms. An email will be sent notifying you that you have mail or a package. The email will be sent from [hartford.mail@uconn.edu](mailto:hartford.mail@uconn.edu). Any questions regarding mail delivery should be sent to this email as well.

Outgoing mail can be left in the bin at the HTB Security Desk in the Atrium; please provide 2-3 days' notice on any postage requests.

38 Prospect mail be re-routed to 10 Prospect; signage will be put the exterior door and carriers will be notified.

- ❖ **OFFICE SUITES/ADJUNCT SUITES AND COPY/MAIL ROOMS:** All office suites, including adjunct suites, will remain locked for the semester. Faculty and staff will be required to swipe into their office area with their UConn ID. This will help limit traffic in those areas. Additionally copy/ mailrooms will remain locked and accessible with a UConn ID.

**Private offices:**

- If you work in a personal office, no more than one person should be in the office unless the required 6 feet of distance can be consistently maintained.
- If more than one person is in a room, face masks/coverings should be worn at all times.
- Individuals are responsible for cleaning their own private office, this will not be done by BME.

- ❖ **PANTRY/ BREAK ROOMS:** Pantry/break rooms will remain locked for the semester. Faculty and staff will be required to swipe into these rooms and wipe down the space when finished. There should be no more than one person in each of these spaces at a time. Common break room food and beverage items should not be used. Reusable kitchenware (e.g., forks, plates) should not be used and should be replaced with disposable options.
- ❖ **PARKING:** If you are planning on being on campus and are driving to campus, you will need to purchase a parking permit through parking services. Information can be found at <http://park.uconn.edu> .
- ❖ **PERSONAL TEACHING EQUIPMENT (PTE):** CETL is providing Personal Teaching Equipment (PTE) kits to all professors who are teaching a class in a mode that has an in-person component (Hybrid/Split/In Person). The PTE kit includes face shields, microphone covers, and a personal set of dry erase markers and erasers. PTE kits for F/T faculty with private offices in the HTB were placed on their desk. Adjunct faculty can pick up their PTE bag the first week of classes at the Welcome/Help Desk in the HTB Office of Student Services between 9am – 2pm.
- ❖ **SECURITY GUARDS:** There will be security guards stationed in the HTB Atrium. The security guards will be checking UConn IDs and enforcing the mask policy.
- ❖ **SIGNAGE:** New signage and visual markers, have been added throughout campus.
- ❖ **UConn HARTFORD BARNES & NOBLE BOOKSTORE and STARBUCKS:** All patrons visiting the bookstore will be required to wear a face mask/covering. Follow directional signage and stand on decals signifying 6 feet of distance from the person in front and behind while in line. The bookstore/Starbucks is currently open with limited hours during the Fall semester - Monday – Friday, 9am – 3pm.
- ❖ **UConn PROMISE:** The University has created the [UConn Promise](#), which promotes behaviors among our community members to maintain a safe and respectful environment. The UConn Promise includes committing to public health measures such as wearing masks, as well as encouraging Huskies to look out for one another, especially as COVID-19 has been coupled with heightened discrimination for some of our faculty, staff, and students.

❖ **VISITORS TO CAMPUS:** We will be limiting access to campus to UConn students, faculty and staff who have met testing requirements. We will encourage faculty and staff to continue hosting meetings virtually and discourage visitors. Signage will be placed on the exterior doors and everyone will be asked to have their UConn ID visible upon entry and while on campus. Those without an ID may be asked for identification. Signage would indicate that -- "Access is limited to UConn students, faculty and staff. If you have any questions, please contact the Security Desk at 959-200-3879".

❖ **UConn HARTFORD LIBRARY:**

- UConn Hartford Library will open for the Fall 2020 semester and begin offering limited onsite services on Monday, August 31, 2020.
- UConn Hartford Library will be open Mondays through Thursdays from 10 a.m. to 4 p.m.
- UConn Hartford Library will be closed on Fridays, Saturdays, and Sundays.
- During the Fall 2020 semester, the UConn Hartford Library will operate only on the ground floor level of the Hartford Public Library.
- UConn community members should use the Arch Street entrance to access the UConn Hartford Library.
- UConn Hartford Library will offer study space for valid UConn ID holders on Mondays through Thursdays 10 a.m. to 4 p.m.
- Desktop computer usage will be available in this same window, Mondays through Thursdays 10 a.m. to 4 p.m.
- A librarian will be onsite on Mondays through Thursdays 10 a.m. to 2 p.m.
- A valid UConn ID will be required to access and use the space.
- UConn community members using the space will be required to wear a face mask and practice social distancing, which the space has been set up to facilitate.
- A staff member will be onsite Monday through Thursdays 10 a.m.- 4 p.m. to support culture of care concerns including mask wearing and social distancing.
- UConn Library will continue to build on extensive electronic access to collections through the purchase of electronic books for reserves and other needs when possible, please contact the appropriate subject liaison for the discipline in question
- UConn Hartford Library will begin to offer low contact pickup of physical materials from the UConn Hartford Library print collection beginning on August 31, 2020 on the ground floor of the Hartford Public Library.
- The UConn Hartford Library's ability to open is based on the availability of cleaning supplies, personal and public protective equipment, and staff for onsite work.

❖ **ACADEMIC SUPPORT:** our tutoring centers will be available to provide support to our students throughout the semester virtually.

The Q Center

The Q Center will continue to provide quality support for students in quantitative math, statistics, physics, and chemistry courses. Students will be able to connect with peer tutors online through our website.

Hours: Tentative online hours for the Fall 2020 semester are 10 am-4 pm Monday through Thursday (with possible by appointment-only hours in the works for Friday).

Process: On UConn Hartford's Q Center website ([qcenter.hartford.uconn.edu](http://qcenter.hartford.uconn.edu)), students will find links to WebEx tutoring rooms. Each WebEx room will be hosted by one of our tutors. Next to each WebEx room link, it will specify which tutor hosts the room, when they are available for drop ins, and what subjects they tutor.

*For drop-ins:* Students are encouraged to drop in during our open hours. To drop in, all a student has to do is sign in through Nexus (directions will be on our website) and click on the WebEx link for the tutor they would like to see.

*For appointments:* We are working to finalize the appointment process, and information will be available on our website, <https://qcenter.hartford.uconn.edu> in the upcoming weeks.

For questions or more information about the Q Center, please see the UConn Hartford Q Center Website or contact the Q Center coordinator, Maree Jaramillo at [maree.jaramillo@uconn.edu](mailto:maree.jaramillo@uconn.edu).

### The Writing Center

The Writing Center will be open this fall to offer your insight and advice on whatever writing projects you take on this semester! We start speaking with writers on September 14th and will have daily hours for you to speak virtually with a consultant or to send us your draft for feedback. We want to help you produce the best writing you can, and if you have questions about how it works or what we can help you with, please visit our website at <https://wcenter.hartford.uconn.edu>. Best of luck with the new semester!

### The Biology Center

The Biology Tutoring Center offers free online tutoring for students in biology related courses. Navigate to the BCenter website, <https://bcenter.hartford.uconn.edu/>, book an appointment, or see our schedule for "drop in" tutoring sessions. Our tutors are former students whose hard work helped them excel in these courses, and they can help you do the same.

### Academic Achievement Center

The AAC will be available for virtual support.

- Hours: Monday through Thursday, 11am – 8pm; Friday, 11am - 5pm
- Programs: Academic Coaching, workshops, supplemental instruction, UConn Connects Program
- Website: <https://achieve.uconn.edu>

- ❖ **MENTAL HEALTH SUPPORT FOR STUDENTS:** The Mental Health Resource Center (MHRC) is open for telehealth appointments Monday through Friday between 9am - 4pm. Students can speak to a licensed clinician – confidential and free of charge. Email [tracy.gruber@uconn.edu](mailto:tracy.gruber@uconn.edu) for an appointment.