Resumption Guidance Plan: CAS Psychology

Please review the information below to help you complete the questions and fields in the Resumption Guidance Plan response areas. Submit plans to your Divisional Dean and to Cathy Soutar, Director of Planning, Design and Facilities.

Plan approval is needed before resumption activities can begin. Once your plan is approved, the current access request process for staff in your department will sunset. You can refine plans and add additional functions and physical distancing components over the course of the summer. This is meant to be an iterative process.

Department Information

Department: CAS Psychology
Department Planning Contact Name: Sheila Keen
Department Planning Contact Email: shkeen@uoregon.edu
Department Planning Contact Phone: (541) 346-4852
Department Main Office Location: Straub Hall Room 133

Guiding Principles

Please note the following guiding principles as you review the guidance.

- Functions that can effectively be accomplished remotely should remain remote over summer and potentially into the fall term.
- Functions that are more effective in person can be staffed by assessing the physical distancing and cleaning measures necessary to reduce the likelihood of spreading the illness
- Departments should NOT plan a return of their entire staff at one time but should plan to bring functions and staff back slowly in waves over the course of summer and fall.

In-Person Priority Functions

As stated in the principles above, departments may choose to maintain existing remote functions for the remainder of the summer term.

Departments resuming some in-person work over the summer should prioritize functions that are critical to operations and that rely on in-person interactions to be most effective. When determining whether or not these functions should return to in-person mode, consider the following:

- Which functions can be effectively done remotely, and which functions are most effective in person?
  - If a function can be effectively done remotely, continue to provide that service remotely. Consider whether or not additional communication is needed to ensure that students know how to connect to your services remotely.
  - If a function is most effectively performed in person, consider the following:
    - Does this function need to be available in person full time, or could it be made available in person at certain times?
    - How many people are necessary for this function to be effectively performed in person? Note: Human Resources is providing information about staff availability to help determine which staff are available to return to work on campus. This information will be updated regularly.
* Can the function be performed in a way that minimizes the potential spread of illness? (See Physical Distancing Guidelines below)

- Complete the following table for the critical functions that must be delivered in person. Add additional rows if necessary.

Table of Functions:

<table>
<thead>
<tr>
<th>Function</th>
<th>Full Time or Part Time</th>
<th># of Personnel Required</th>
<th>Can achieve Physical Distancing Guidelines? (Y/N)</th>
<th>Date In-Person functions should resume</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Support</td>
<td>Full Time</td>
<td>2</td>
<td>Y</td>
<td>09/15/2020</td>
<td>Students will need help with registration questions, advising, etc. which can be completed remotely. If in-person assistance is needed, will offer scheduled appointments.</td>
</tr>
<tr>
<td>Mail and package pickup and distribution</td>
<td>(see above)</td>
<td>Y</td>
<td>08/01/2020</td>
<td></td>
<td>Mail and packages are being picked up from the main mail office two days per week and distributed at Straub and LISB. Department Manager or Graduate Coordinator will maintain twice per week schedule for UPS/FedEx package deliveries or Science Stores drop-off and pick-up.</td>
</tr>
<tr>
<td>Preparation for new students and orientation</td>
<td>(see above)</td>
<td>Y</td>
<td>08/15/2020</td>
<td></td>
<td>Preparation of materials for new majors and graduate students. Get GE office space ready for occupation and supplies ordered. Associate dept head will work remotely and will contact GE’s to determine who will be requiring office space Fall term.</td>
</tr>
<tr>
<td>Business Operations: Distribute mail, prepare offices for occupant departure, prepare spaces for reopening</td>
<td>(see above)</td>
<td>Y</td>
<td>Current</td>
<td>Department Manager will provide services that cannot be done remotely and make sure safety protocols are in place for return to work. Currently, the dept manager physically hands over the PCard and DD cards to dept users. This will continue using proper PPE, sanitizing practices, and social distancing.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>PSY-IT Operations</td>
<td>Part Time</td>
<td>1</td>
<td>Y</td>
<td>Current</td>
<td>Two IT staff will continue to work remotely as much as possible, helping faculty/GEs with computer issues online. One IT staff member will handle any on-campus issues using proper PPE, sanitizing practices, and social distancing.</td>
</tr>
<tr>
<td>Grants Office - Participants Incentive Payments and Reconciliations</td>
<td>Part Time</td>
<td>1, plus Department Manager (see above)</td>
<td>Y</td>
<td>08/01/2020</td>
<td>Lab managers will be allowed to bring in study participants’ reconciliation sheets and extra monies which they can deposit in a slot in the department safe. These deposits will be counted separately by the grants technician and department manager. Communication between labs and office staff will be conducted via email as much as possible.</td>
</tr>
</tbody>
</table>

Now that you have identified critical functions in your unit, review the number of people who could repopulate your workspace according to the function chart above. Using these numbers, please refer to the guidance below to implement physical distancing in your workspace. It is important to note that as phases of resumption fluctuate on campus and in our community, our plans for resumption will also
shift. This plan will serve as a starting point; and we recognize that plans will be reevaluated as updates are received. Evolving guidance will be posted on the Resumption website.

Mitigation Strategy Guidelines

There are a number of strategies that can help limit the spread of illness. The following is a summary of the steps the University is taking based on Oregon Health Authority and CDC guidance.

- Enhanced cleaning – Custodial crews are completing daily wipe downs of commonly touched surfaces (e.g. handrails, elevators, door handles). This practice will continue over summer and into fall term.
- Restroom upgrades – Over the coming months CPFM will be upgrading restrooms to include hands free faucets and paper towel dispensers to help limit the number of touched surfaces in restrooms.
- Increased air handling – Where possible, air handling systems are being increased to maximize the circulation of air within buildings.
- Face Covering requirement – As of June 15th, UO is implementing a face covering requirement that will help limit the spread of illness especially in pedestrian areas and locations where maintaining a strict 6 feet physical distance isn’t possible.
- Signage – Branded signage for: hand washing, staying home if ill, maintaining 6 feet of distance, face covering requirements, floor stickers to mark distancing where lines form, and Covid-related room occupancy will be available.
- Physical Distancing – It is important that individuals maintain 6 feet of distance. Classrooms will be set up and/or marked so that seating meets the physical distancing guidelines. Events and other official gatherings must also comply with physical distancing guidelines.
- Elevators – It is recommended that no more than 2 people use elevators at one time.
- Hallways and Stairways – It is recommended that individuals act like vehicles and always stay to the right when moving around in buildings.

In addition to these mitigation strategies, departments must develop resumption plans that address physical distancing in the spaces in which they operate.

Restrict non-essential meetings and conduct meetings virtually as much as possible. If in-person meetings are necessary, follow physical distancing requirements and designate remaining seating capacity in meeting areas as off-limits. Conduct staff meetings using remote technology (Zoom/Teams).

Instructions: Review the categories of physical distancing options below; then select the mitigation strategy that best fits your space, and respond to any related questions provided. If a category does not apply to your department, enter N/A.

1. Entering Departmental Space
   a. If your department only has one entrance/exit:
      o Prop entrance door open Please note that fire doors cannot be propped.
      Contact the UO Fire Marshal’s office if unsure of whether a door is a fire door - uofm@uoregon.edu
   b. If your department has multiple entrances/exits:
o Prop entrance door open. Please note that fire doors cannot be propped. Contact the UO Fire Marshal’s office if unsure of whether a door is a fire door - uofm@uoregon.edu
o Use floor markings to designate a one-way flow of pedestrian traffic for people to go into and out of your space. Inform faculty and staff of designated flows.

c. Describe your department’s plan for physical distancing in the entrances to departmental spaces: Either explain that you’ll establish a one-way flow with separate entrance and exit, or explain that you will use tape and signage to instruct visitors on maintaining 6-foot physical distance at the entrance to departmental space or give some other mechanism for ensuring distancing at entrances.

STRAUB

Straub 139 Psychology Main Administration Office
- The department office will be closed until the week of September 15.
- Staff will establish a one-way flow with separate entrance and exit using tape and signage to direct students with scheduled appointments / on how to enter and exit the main office. 📣
- Will limit the number of people allowed in the office to one visitor and one staff person. OHA Occupancy sign at entrance with maximum occupancy of two at one time will be provided. 📣
- Access to office by non-staff will be with appointment only.

Straub 135 Psychology Work Room
- Department faculty and staff housed in Straub can access the main office work and mail areas with their ID card.
- OHA Occupancy sign at entrance opening with maximum occupancy of one person at any one time will be provided.
- Room will be posted with UO-approved signage reminding faculty, GE’s and staff to masks are required, 6’-0” social distancing is to be maintained, and to sanitize all surfaces after touching/use. 🎈
- UO-approved and ordered sanitizing products and use instructions will be provided on counter at entry of area. These will be available for all Psychology faculty, staff and GE’s.

LEWIS INTEGRATIVE SCIENCE COMPLEX
- Psychology laboratory spaces in the Lewis Integrative Science Building are locked and only accessible with a prox number or key.
- Faculty with offices in LISB are addressed below.
- Specific resumption plans for each lab will be submitted through the OVPRI.
- LISB 324 Shared Copier/Work Area
  o Area will be stocked with the recommended disinfectant wipes, with use instructions.
  o Staff will be instructed to wipe down all touched surfaces after each use.
Only one faculty, staff or GE member at a time will be allowed to use copier/work area

- OHA Occupancy sign will be posted with maximum of one-person Occupancy in this area.

2. Front Desk/Counters
   
a. Modify operations so that face-to-face interactions are minimized. Can questions be handled via email, phone, text, or Teams/Zoom? Can paperwork be managed electronically?

b. Place university provided signage to remind visitors to maintain physical distance. Each department will receive a pack of posters to start. Additional posters can be downloaded and printed: https://communications.uoregon.edu/covid-19-campus-safety-awareness-toolkit

c. Add floor markings to designate where people should line up.
   - Additionally, providing counter/reception staff with face shields is a cost-effective strategy to assist physical distancing measures. UO has the ability to produce face shields (see item 7: Supply Ordering).

d. Managing daily, high-volume transactions may benefit from the installation of barriers or movement of furniture to help maintain distance. Please note that materials for physical barriers may be difficult to locate, and installation plans must consider applicable building and fire codes. A centralized program is being developed to assist departments in assessing whether a barrier is appropriate. This should only be considered if the options above are not applicable.
   - Departments should complete this planning process before submitting a barrier request through Design & Construction.
   - Additionally, providing counter/reception staff with face shields is a cost-effective strategy to assist physical distancing measures. UO has the ability to produce face shields.

e. If you have front desks/counters, describe your department’s plan for managing front desks and counters. This plan should include signage directing traffic and markings to remind visitors to maintain physical distancing.

**Straub 139 Psychology Main Administration Office**

- Office will be open limited hours (to be determined).
- Doors to front desk will be signed with OHA Occupancy Sign limiting entry to one person at a time. (Total occupancy limit two. One staff and one visiting person.)
- Floor tape designating the 6ft. distancing limits will be provided.
- No papers will be accepted from students, instead they will be directed to submit all papers via email (faculty returning to campus will be provided instructions outlining how to inform students how to turn in homework).
- PPE supplies will be provided, including masks and face shields (one for each individual helping man the desk) to use at the front desk while helping students with scheduled appointments.
• Users will be instructed to clean PPE and front desk surfaces after each usage with disinfecting supplies.
• UO-approved signage will be posted at front desk requiring face masks and reminding visitors to maintain proper distancing.

LEWIS INTEGRATIVE SCIENCE COMPLEX
• N.A.

3. Lounges/Breakrooms/Kitchens
   a. Physical Distancing
      o Option 1: Only allow 1 person to be in these spaces at a time
      o Option 2: Allow multiple occupants but encourage distancing:
         1. Look at furniture arrangements to encourage physical distancing. The following are two options to address this:
            a. Tape or mark chairs that should not be used.
            b. Remove chairs that should not be used. (Note: if storage within the department is not available and assistance is needed, please contact Chuck Triplett – clt@uoregon.edu)
   b. Disinfecting
      o CPFM has identified a single use disinfecting wipe that meets current CDC guidelines. Please do not order other types of cleaning supplies directly. A central process will be put in place. To order these call CPFM Work Control at 541-346-2319.
      o Develop a list of commonly touched surfaces in your department and communicate the expectation that faculty, staff and students wipe down the items they use in shared spaces. These may include:
         • Copy machines
         • Refrigerators
         • Microwaves
         • Light switches in common spaces
         • Shared equipment/office supplies
         • Coffee pots
      o Consider restricting shared use of some commonly touched items.
      o Prop open doors in these spaces to limit touching of doorknobs.
   c. Describe your department’s plan for managing lounges, breakrooms, kitchens. This plan should include disinfecting the list of commonly touched surfaces in your space with the CPFM supplied disinfecting wipes, restricting or marking off as inaccessible commonly touched surfaces and equipment when appropriate, and propping open doors as appropriate (though not fire doors).

STRAUB:
Lounges
• All lounge spaces will remain closed and locked. A Closed sign will be put at entries.

Breakrooms/Kitchens 341 and 441
• All kitchen’s will be stocked with the recommended disinfectant wipes, with use instructions.
• Staff will be instructed to wipe down all handles and appliances after each use
• Only one faculty, staff or GE member will be allowed to use kitchen area/room at one time.
• OHA Occupancy sign on door/at doorway allowing no more than one person at any one time
• Lounge area furniture will be taped off. Lounge function will be closed.

Conference Rooms
• We will continue to conduct all meetings via Zoom or other online portal. Doors to all department directed conference rooms will kept locked and posted with a notice that informs department members that they are not allowed to conduct in-person meetings at this time.

LEWIS INTEGRATIVE SCIENCE COMPLEX
Lounges
• All lounge spaces will remain closed and locked. A Closed sign will be put at entries.

Breakrooms/Kitchens H106D, H235B, H344A
• All kitchen’s will be stocked with the recommended disinfectant wipes, with use instructions.
• Staff will be instructed to wipe down all handles and appliances after each use
• Only one faculty, staff or GE member will be allowed to use kitchen area/room at one time.
• OHA Occupancy sign on door/at doorway allowing no more than one person at any one time
• Lounge area furniture will be taped off. Lounge function will be closed.

Conference Rooms
• We will continue to conduct all meetings via Zoom or other online portal. Doors to all department directed conference rooms will kept locked and posted with a notice that informs department members that they are not allowed to conduct in-person meetings at this time.

4. Shared Office Space
   a. The use of shared office space should be avoided if possible.
   b. Consider ways to minimize office occupancy to maintain physical distancing. Consider 35 square feet per person as a guide to determine appropriate occupancy in shared spaces. Options may include:
      o Continue remote telework for non-essential activities.
c. Describe your department’s plan for managing office occupancy. This should include steps to maintain physical distance if more than one person is in an office at a time, or plans to schedule use of shared offices so that only one user is present at a time.

- Faculty and GEs will be contacted by the Associate Dept. Head to determine needed office space for Fall term. Office spaces will be assigned to account for distancing between work spaces. Conference rooms or study areas may be converted to office space if needed to allow the appropriate physical distancing. If office space is still limited it may be decided to limit offers of office space to first year GEs who may not need to meet with UG students or hold in-office hours (TBD).
- Workstations will be adjusted, as needed, to meet 6’ physical distancing requirement.
- Occupants will be instructed to clean work surfaces regularly. If using a shared desk or table disinfectant supplies will be provided and GE’s should clean before and after use.
- Those working in open workstations will be required to wear masks at all times, and, if weather permits, to open operable windows to increase access to outside air.
- Shared office schedules will be staggered to limit number of people in shared office and in building at any one time.

5. Single Occupancy Offices

a. Single occupancy offices typically provide the physical distancing recommended in state guidelines.

b. Physical distancing will be difficult to maintain for one-on-one activities such as faculty office hours and advising. The current recommendation is for those activities to remain remote. Faculty or advisors may be in their offices to participate, but students should remain remote.

c. Please indicate that users of single occupancy offices will be instructed not to have visitors in their offices unless everyone is masked and can maintain 6-foot distancing. Also indicate that user will be instructed to maintain six-foot distancing when outside of their offices and to minimize contact with surfaces outside their offices.

- Staff in a single occupancy office will be instructed to close office door prior to removing mask and if weather permits, to open operable windows to increase access to outside air.
- Outside of office, personnel will be required to wear a mask and follow the six-foot social distancing and circulation direction rules. Will emphasize goal of limiting touching surfaces.
- No visitors will be allowed in private staff offices. Co-workers can enter offices that have 6’-0” social distancing floor markers and when it has been verified that occupant is wearing a mask.
• If there is a need for a rare in-person meeting, encourage reservations or appointments to better control space occupancy. Prepare office before and after visitor (eg, cleaning, social distancing floor markers.) If possible, limit access to office and have exchange with visitor at doorway.
• Continue to encourage Zoom meetings as much as possible, even if meeting participants are working in the same office.
• Instruct private office occupants to also regularly sanitize their work spaces.

6. **Department Controlled Classrooms**

   **If you are planning to use department managed classrooms for fall courses, a physical distancing plan will need to be developed.** The Mitigation Strategies team has developed a methodology to determine a COVID room occupancy that accounts for physical distancing. Please contact Cathy Soutar for more information. csoutar@uoregon.edu.

   **IMT CRT is determining occupancy counts, reconfiguring furnishings and zip-tying any surplus furniture to accomodate approved occupancy counts and social distancing requirements. This is being done in consultation with the Department Manager.**

   Computer lab classes Straub 006/008 are departmentally-controlled classrooms. These classes have been moved to other buildings that will accommodate social distancing. No classes will be held in these spaces in Fall term.

   **Straub Hall 237 Computer Lab:** wWII mark computers that cannot be used and will zip-tie chairs at those stations to accommodate 6ft of space between computer stations. The lab will be stocked with disinfecting wipes and signage will be posted informing users to clean the computer stations before and after each use. Peer Tutoring room 237A will be closed and locked.

   **Classrooms 257, 331, and 383:** Will be used for class meetings in Fall term. The department will furnish rooms with disinfecting wipes for students to use before and after use of these spaces. Classroom spaces will be taped to account for social distancing and faculty/Instructors/GEs will be asked to enforce social distancing and mask usage during the meeting times. Masks will be required while using these spaces. Staff/work study will disinfect these spaces and wipe down all desks/tables/equipment at the end of each workday. Signage will be posted on all doors instructing attendees to wear masks and practice social distancing while in the classroom. Extra chairs will be zip-tied to encourage social distancing and limit occupancy counts.

7. **Supply Ordering**

   a. Identify supplies (e.g., single-use disinfectant wipes, hand sanitizer, face shields, floor marking tape, etc.) that your unit needs to support safe in-person activities. Purchasing & Contracting Services (PCS) can assist with centralized bulk purchasing for ease of ordering and cost effectiveness. PSC will require confirmation of departmental budget for the items unless the University has determined to cover the cost of that item centrally.
Note: It is critical that you place your order with the PCS Logistics team as soon as possible. There is an average 90-day delivery estimate for certain products and protective equipment in high demand.

Note: Requests for personal protective equipment (PPE) that is NOT required PPE for a job hazard unrelated to COVID-19 should be reviewed by Environmental Health & Safety prior to ordering through Logistics. Examples include but are not limited to gloves, disposable masks, and gowns.

To place an order, please contact UOP2help@uoregon.edu. Please include detailed item specifications and quantities.

Disinfectant wipes are currently available for the few shared spaces that will be open. Additional sanitizing products have been ordered to meet department needs and will be available to those occupying department spaces.

Psychology department has ordered and received supplies.

8. Department Member Education

a. Please indicate how you will be communicating to your department members

Approved Resumption Guidance Plan will be distributed to all personnel returning to campus. Weekly faculty meetings held on Zoom, and Psychology distribution list will be used to inform and remind Faculty and Staff of current protocols.

Psychology have personnel returning to campus review the UO Face Covering Regulation and Self-Health Check Guidance. https://www.uoregon.edu/uo-covid-19-regulations.

- The UO face covering policy: https://safety.uoregon.edu/uo-face-covering-regulations
- The UO Health Check regulation: https://safety.uoregon.edu/health-check-regulations
- That individuals are responsible for cleaning after themselves. This means wiping down common surfaces after touching them.
- The locations(s) where the departmental supply of single use disinfecting wipes will be stored.
- That six-foot distancing is to be maintained except in situations where it has specifically been exempted.
- Encourage those working in offices or spaces with windows to open windows (weather permitting). This will enhance air flow to prevent the spread of Covid-19.

The attached OHA occupancy sign will be used to post capacity for offices, conference rooms, etc.

Department member will be advised of the face covering policy, the health check regulation, that they are responsible for disinfecting any common areas they touch with the university supplied disinfectant wipes, where those wipes will be available, and to maintain 6-foot distancing.
This will be accomplished by email to the department mailing list, with regular reminders as the university revises these policies and at important time boundaries such as the beginning of fall term.

If you have any questions or concerns or would like to share successful physical distancing plans or elements, please contact Krista Dillon – kristam@uoregon.edu.

APPROVED: 07/29/2020