

Resumption Guidance Plan: Anthropology

Department Information

Department: Anthropology
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Department Main Office Location: 308 Condon Hall

In-Person Priority Functions

Table of Functions:

Function	Full Time or Part Time	# of Staff Required	Can achieve Physical Distancing Guidelines? (Y/N)	Date In-Person functions should resume	Notes:
EXAMPLE FOR DEPARTMENT REMAINING REMOTE; LIMITED HOURS ON-CAMPUS, AS NEEDED.					
<i>Faculty/Student support</i>	<i>Full Time</i>	<i>2</i>	<i>Yes</i>	<i>07/15/2020</i>	<i>Manager and UGS will continue working remotely in the full capacity of departments regular needs. May periodically need to access campus for materials kept in offices.</i>
EXAMPLE FOR DEPARTMENT RETURNING SOME FUNCTION IN PERSON					
<i>Faculty/ Office staff support (Student Workers)</i>	<i>Part Time</i>	<i>2</i>	<i>Y</i>	<i>07/15/2020</i>	<i>Scanning, summer projects - inventories, organization, moving and space prep, most importantly ordering and receiving packages (this is a large part of the summer work that is required to prepare for upcoming year). Unusual projects only done in summer.</i>

1. Entering Departmental Space

Condon 308 Anthropology Administration Office door will be open during business hours M-F 10-3 daily with a sign to stop entry into the office. At the stop sign will be a sanitation station with masks and gloves (add hand sanitizer to this station if possible). A staff occupied workstation will be at the back of the office and the staff person will be able to talk to visitors at the doorway without coming in close proximity.

Recommendation: A face shield may be more beneficial for this staff member for better communication with physical distance in place between visitor and workstation.

Only one visitor at a time will be allowed into room 308. This information will be provided on the OHA Occupancy sign which will be located at the entry door.

Recommendation: If possible, please encourage reservations or appointments in lieu of drop in visits.

The second entry door at back of Condon 308 will also have OHA occupancy sign limiting access to one person at a time in mail area portion of Condon 308. Sanitation supplies and use instructions will be available in this area. All occupants will be required to clean area after each use.

2. Front Desk/Counters

Office will be staffed part time during Summer and Fall terms in order to complete summer jobs and tasks, and to support student and faculty during the Fall term. Any visitors, faculty or staff entering Administration Office (Condon 308) will be six feet from where the staff sit and the floor will be marked with distance indicators.

3. Lounges/Breakrooms/Kitchens

Condon 309 breakroom will remain closed until there is a full reopening of campus.

4. Shared Office Space

Two student workers with alternating schedules will be in the Anthropology Administration Office (Condon 308). Only one student worker will be in at a time. Primary staff will stay remote until asked to return. Student workers will be required to wear masks at all times. Cleaning supplies with use instructions, will be provided at entry door.

CON 365 Graduate Offices will have a signup sheet that students can check to see when others have requested to be there and can sign up to go in when others are not there. Occupancy will be limited to 10 graduate students at any one time - eight behind shut doors in private offices at end of the suite (rooms 365A, 365B, 365C, 365D, 366A, 366B, 366C and 266D), two in main cubical area accessed through room 365 (room 366). Occupant workstations will be spaced a minimum of six feet apart and adjacent to operable windows in main cubicle area. Only when in private offices with door closed, can graduate students remove masks. Graduate students working in cubicle area are required to wear masks at all times and will be directed to open windows, when weather permits. An OHA approved occupancy sign will be placed on entry door.

5. Single Occupancy Offices

Faculty will be trained and provided OHA materials on use of approved disinfectants before starting to return to building via zooms meeting and by mailing instructions and handouts.

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.

Request has been submitted with Cathy Soutar to have Condon, rooms 368 and 204 evaluated for Anthropology use as teaching labs and to house discussion sections. This assessment is not complete yet will be completed prior to use of space in Fall term.

7. Department Member Education

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

Communications with Anthropology faculty, staff and students will be handled by email, Teams and Faculty Zoom meetings, Department Zoom meetings, signs and flyers.

- 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.

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.

APPROVED: 07/17/2020