To: Phase 1 Researchers and Employees Returning to College of Engineering Buildings

Dear CoE Colleagues,

In order to return safely to limited research operations, the following controls are in place to reduce density of people in our buildings, enhance physical distancing and limit opportunity for spread of COVID-19 virus:

- Telecommuting should continue for all research activities (e.g., computational, data and theoretical programs, individual and group meetings, data analysis, preparation of manuscripts, thesis, etc.) that can be performed off-site.
- Only those on-site research activities that have been reviewed and approved by your department and the CoE should be conducted. Your physical distancing plans must be adhered to for the safety of all. Please post the number of individuals approved to be in the lab at one time on the outside of the door to the lab. A pdf template is available for this at CoE Safety.
- All CoE employees and researchers need to complete an online COVID training that has been created by EHS before starting on-site work. Please enter your NetID into the Canvas training site for proper documentation.

Researchers returning to the lab should review the CoE Guidance for Laboratory Start-up to help you bring labs up to speed safely.

There will be a single point of access at each building:

- Access to buildings will be at marked ADA-accessible main entrances as noted on the map below and on the CoE Safety webpage.
- Each individual entering the building must swipe their WISCard ID to gain entry except at WSEL.
- Even if multiple people enter at the same time, each one must swipe their ID for tracking and safety purposes.
- All exits are available, although we are asking people to avoid exiting at the main entrance if possible.
- Elevators are marked for two occupants maximum.

Masks are required in all College of Engineering buildings during phase 1. With everyone wearing masks, opportunity for viral transmission drops and we are all safer. If use of a mask presents a safety hazard during your research, please contact Jesse Decker, Director for Safety to discuss options.

- Disposable masks (up to 5 per week) are available to be picked up in the atrium of the Mechanical Engineering Building. A nametag will be on each set of masks. You should wear your own mask into the building for pick up. Contact CoE Safety Specialist Tom Kohn @ 608.264.2200 if your set of masks is not found and you have been approved for return to research activities.
- You can find guidance on how to handle your masks on the CoE Safety webpage.
- You can use the disposable mask for a full day, donning and doffing as needed.
- The mask should be disposed of after leaving at the end of the day. A new mask should be worn each day when entering CoE buildings.
• An "ear saver" for your masks will be provided with your first pickup of masks.

If you remain on the CoE campus while dining, consider seating options carefully.

• Seating in CoE common spaces will be limited; some tables will have sanitizer spray and paper towels available. Outside seating will be available; no sanitizer will be available at those.
• Most tables will be limited to a single seat.
• Sections of seating may be unavailable throughout the buildings.
• It is never appropriate to eat in the lab.

Please remain cognizant of [health and safety guidance] from Campus and Dane County and be conscientious of those around you in our buildings. Regular disinfection of lab equipment, shared work surfaces, and commonly touched items before and after use needs to be a priority. Hand sanitizer and disinfectant wipes remain in short supply, so regular hand washing is a primary method of mitigating virus spread by touch. 70% isopropanol or ethanol, soapy water, and 2.5% bleach solutions are effective disinfecting agents for equipment and benchtops.

Custodial Services will not be cleaning or removing trash/recycling from offices or labs. Take non-hazardous lab trash to hallway receptacles.

The university’s custodial cleaning program follows the CDC’s cleaning and disinfection guidance to clean high touch-points such as door handles, banisters, elevator buttons, public areas, and restrooms. Cleaning and custodial staff have increased the frequency of cleaning and disinfection activities across campus as an additional preventive measure.

Campus spaces may occasionally receive a more stringent cleaning out of an abundance of caution. In these cases, you may see workers wearing additional personal protective equipment (PPE), including Tyvek suits and masks. This activity does not indicate the presence of a known case of illness; it is a precautionary measure to ensure the health and safety of our workers and the campus community.

Your plans have undergone extensive review to ensure that on-site work can be done in a way that addressed physical distancing and lab safety considerations. We now require the full cooperation of you and your teams to ensure the plans are abided by. Lapses increase the risk to all of us. With that in mind, we will be regularly monitoring labs for compliance with physical distancing and safety measures. Individuals or labs found in non-compliance with their plans are at risk of losing access privileges for themselves and others in the building. Recognize these measures are needed to protect the health and safety of everyone in our buildings.

Stay safe Badgers

Ian Robertson - Dean
Darryl Thelen - Associate Dean for Research
Jesse Decker - Director for Safety
May 29, 2020

Building Access Points

Single designated ADA access point at each building:
- All other points are available for exit use only
- People are encouraged to avoid main entrance when exiting the buildings
- Two occupants maximum per elevator
- Masks must be worn while in College of Engineering Buildings

Additional information can be found on CoE Safety Webpage