

Phase 1 is a limited expansion of research at UW-Madison. Except for approved research activities, campus remains largely closed. During this time, campus units will be responsible for implementing and following a series of public health protocols that aim to protect the safety, health, and well-being of employees working on-site. These protocols are designed to reduce the risk of COVID-19 transmission and are founded on best practices and guidance from the CDC, UW-Madison health and safety experts, and other subject matter experts. The complete OVCRGE research guidance is available: <https://research.wisc.edu/ovcrge-research-phase-1-guide/>

Access to campus buildings will remain restricted and buildings will continue to be locked. People who need keycard or key access to a particular building will work with their supervisor, building/facility manager, or the facilities staff of their school, college, or division to secure access.

Do not return to your building until your chair, center director or associate dean for research has notified you that your building/floor is ready to go. As you return to campus, you must follow campus guidelines to minimize the impacts of the COVID-19 pandemic. These protocols currently include the following areas:

- Physical distancing practices
- Reconfiguration of work spaces to support physical distancing
- Hygiene
- Face coverings
- Other personal protective equipment (PPE)
- Cleaning and disinfection of work spaces, tools, and equipment
- Monitoring and testing
- Training

Campus units will be responsible for ensuring they have the PPE, cleaning supplies, and other materials to support these protocols. Most supplies, including face coverings, other personal protective equipment, hand sanitizer, cleaning supplies, and thermometers can be requested from Shop@UW here: <https://shopuw.wisc.edu/eoc-ppe-request-form/>. As many of these supplies remain in short supply, campus units are encouraged to establish internal controls to ensure supplies remain adequate.

As research activity increases, Facilities Planning & Management custodians will focus on the routine cleaning of common areas and restrooms, as well as the frequent cleaning of high-touch areas in public spaces. Custodians will also remove trash and recycling from common areas.

Campus units will be responsible for the cleaning and disinfection of their own spaces, tools, and equipment. They will also be responsible for the removal trash and recycling from their spaces to a location accessible to custodians. Contact your building manager for your building's trash/recycling drop-off points.

This division of labor between custodians and campus units helps support physical distancing between all employees working on campus. It also allows custodians, all of whom are participating in the campus Work-Share program, to focus their limited working time on the high priority areas used by all building occupants, such as restrooms and other common areas. Cleaning needs in campus buildings will be continually monitored and evaluated as activity on campus increases.

If you take a bus or require parking on campus, you should review the Transportation Services COVID-19 web page (<https://transportation.wisc.edu/2020/03/12/operational-response-to-covid-19/> .) This site includes information on parking options, enforcement, Metro bus service, etc.

Each person returning to on-site work will be required to complete a mandatory online training course. This training module will include basic information about COVID-19, physical distancing and hygiene, cleaning and disinfection, the use of personal protective equipment, and other best practices for reducing exposure risks. The course should take about 10 minutes and is available, is on-line and can be found at <https://go.wisc.edu/jf993f>

More information, including detailed health and safety protocols, can be found here: <https://facilities.fpm.wisc.edu/returning-to-campus-safely/>.