Safe Return Planning Team
Teaching and Learning Collaborative Report
May 13, 2020

Executive Summary

Purpose

The purpose of the Teaching and Learning Working Group was to develop recommendations for continuing the teaching and learning mission of CU Denver in Fall Semester 2020. Given that the health and safety of the entire campus community including students, staff and faculty must be prioritized, the working group explored innovative solutions to optimize the delivery of courses while remaining cognizant of the need to keep the density of persons on campus low and maintain prevailing recommendations for social distancing. In order to accomplish this balance, the working group was divided into three working groups:

1) *Course Format and Flexibility.* This group's purpose was to make specific recommendations concerning the types of course formats best suited to provide an excellent learning experience as well as prioritize the kinds of courses and student groups who would most benefit from on-campus course delivery.

2) *Hands-On Studio/Lab Teaching & Learning Environments.* This group's purpose was to develop recommendations for the safe return of faculty and students in courses that require hands-on teaching and learning.

3) *Safety Measures.* This group's purpose was to develop recommendations for safety in both conventional classroom and hands-on learning environments as well as during circulation within buildings and around the Auraria campus more broadly.

Scope

The significance of planning a safe return of the teaching and learning endeavor for fall 2020 is best described by considering fall 2020 course data. There are 4,595 classes currently scheduled for fall 2020. Of the total classes offered, 20 classes are First Year Seminar, 556 classes are hands-on studio/lab/practicum/individual instruction/internships. This data will be useful in assessing the scope of course offerings prioritized to return to campus. While it is difficult to project headcount, student credit hours and enrollment for fall 2020, in light of the unprecedented pandemic situation, fall 2019 census data provides insights into relevant course and student data.

Fall 2020 Course Offerings

- 4,595 Total Courses Listed
    - 506 Currently Listed as Online
    - 1,655 Individually Structured Courses Not Roomed (Independent Study, Directed Research, etc.)
    - 556 Hands-on Course Listed
    - 1,878 Lecture-Based Courses Listed

Fall 2020 First Year Seminar Courses Scheduled

- 20 Courses Listed

Fall 2020 Hands-on Lab/Studio Courses Scheduled

- 556 Total
- 149 Classified as Studio
- 70 Classified as Lab
- 149 Classified as Main Lab Section
- 15 Classified as Practicum
- 145 Classified as Private Instruction
- 5 Classified as Internships

Course Enrollment Tracking Comparison

- 756 Headcount as of 5/4/2020
- 746 Headcount as of 5/6/2019

Fall 2019 Census Data for Comparison Purposes

- 14,947 Headcount
- 56,429 Course Enrollments
- 158,780 Student Credit Hours

Objectives

- Develop proposals and scenario plans for continuing the teaching and learning mission for Fall 2020
- Identify a range of course formats that deliver high-quality instruction and offer the greatest safety, flexibility, accessibility, and adaptability
- Identify the kinds of courses and groups of students that should be prioritized for on-campus experience in the fall
- Develop safety plans and approaches to classes of different sizes and purposes.
- Recommend strategies and approaches for the safe return of courses that require specialized hands-on teaching and learning environments and equipment (Labs, Studios, Practicum) while ensuring the highest possible level of academic quality.

Highest Level Recommendations (Additional Recommendations in Sub Group Reports)

Recommendation #1: Establish a full suite of **health protocols** intended to facilitate health promotion and impede disease transmission. These include requiring daily health screenings for all students, faculty and staff entering campus, modifying classroom, studio, and laboratory occupancy to allow for proper social distancing, and establishing new protocols to control and guide circulation patterns within buildings and around campus more generally.

Recommendation #2: **Courses should be prioritized** to be offered in the Hybrid Classroom or Hyflex formats that include some real-time components occurring in an on-campus classroom setting. Certain kinds of courses cannot be effectively delivered virtually, and an on-campus experience has a greater influence on certain groups of students. The top two priorities are courses with hands-on elements (labs, studios, clinics) that cannot be duplicated virtually and first year experience courses for new students.

Recommendation #3: Fall 2020 courses should be taught in one of **five course formats**: Online; Virtual Live; Hybrid Virtual; Hybrid On-Campus; and Hyflex. These formats provide opportunities for students to join on-campus course sessions where possible or complete the same course virtually. They offer the greatest safety, flexibility, accessibility for faculty and students and are highly adaptable should campus need to shift quickly in response to changing conditions.

Recommendation #4: The beginning of August, prior to the first day of classes, should be used for a **phased restart period**. During this period select groups of students, faculty and staff should be invited to campus to experience newly instituted campus protocols including health screening, building entries and exits, walking routes and signage, see modified classrooms, and go to designated Q & A areas to receive assistance and guidance. In addition, a phased weekly re-entry of the in-person component of on-campus classes should be explored to facilitate a strategically scaled and managed approach. A phased restart in August of both new protocols and in-person courses for the fall semester will allow students, staff and faculty to acclimate to being back on campus prior to the start of classes and also allow the University to evaluate the efficiency and effectiveness of safety protocols and make needed adjustments.

Recommendation #5: Develop a **Safe Return Plan process** by which academic programs can request authorization to conduct an in-person and/or hands-on course, lab, studio, practicum, internship. Utilize the process and approach developed by Anschutz with modifications that support the unique nature of the Denver campus. (see appendix document titled *CU Denver Safe Return Approach and Process*)

Recommendation #6: **Survey Students and Faculty**. Upon confirmation of the Teaching and Learning Working Group Report and Recommendations, constitute a small group of participants to prepare a survey designed to capture relevant information from students and faculty designed to help prepare for, and position, a safe return of courses, students and faculty in the fall of 2020.

Process

The three co-chairs of the Teaching and Learning Collaborative (TLC) organized a meeting of the entire team on May 1, 2020 to review the larger charge to the Safe Return Planning Team and identify the particular work of this subgroup. TLC divided into three working groups described above. Each group agreed to meet daily during the week of May 4 and provide a final report on May 8. The co-chairs reviewed and edited each of the three reports and synthesized high level recommendations in an Executive Summary.

Participation

Careful consideration was given to membership of the larger TLC and each of its working groups. Many faculty and staff were named in the original charge. Other members were sought and added in consultation with different offices and deans to ensure breadth of representation from across colleges, schools and offices and sufficient depth of expertise in each group. A full list of participants is included at the beginning of each of the three working group reports.

Document Organization

Sub Group Report: Course Format and Flexibility

Purpose

The purpose of the Course Format Flexibility Group of the Teaching and Learning Collaborative is to develop recommendations that ensure that CU Denver is able to offer high-quality learning experiences for students in Fall 2020. We make specific recommendations around the types of course formats that are best suited to provide an excellent learning experience in this time of uncertainty as well as prioritize the kinds of courses and groups of students who would most benefit from an on-campus experience if this is possible.

Objectives

- To identify a range of course formats that deliver high-quality instruction and that communicate to students that CU Denver is prepared to support their educational goals in Fall 2020
- To prioritize the kinds of courses that most require access to the campus in the fall
- To prioritize the student groups that would most benefit from an on-campus experience in the fall
- To identify the conditions that would support successful implementation of these recommendations

Participants

- Gabriel Castano, Assistant Vice Chancellor - Enrollment Management
- Dennis DeBay, Faculty - SEHD, Vice President – UCDALI, ThinqStudio
- Lucy Dwight, Faculty Assembly, Faculty - SPA
- Lindsey Hamilton, CFF CoLead, Director - CETL
- Brad Hinson, Assistant Dean – SEHD, ThinqStudio
- Carrie John, Associate Vice Chancellor, Student Enrollment Operations and University Registrar
- Alana Jones, Associate Vice Chancellor of the Office of International Affairs
- Elizabeth Pugliano, Faculty – CAM, UCDALI
- Ron Ramirez, Associate Dean - Business
- Barbara Seidl, SRPT, TLC Co-Chair, Associate Dean - SEHD
- Jamie Sutliff, President (Outgoing) - Student Government Association
- Margaret Wood, CFF CoLead, Associate Vice Chancellor - Student Success

Assumptions

The recommendations in this report are meant to apply to all courses scheduled for Fall 2020 and assume the following:

- There are 4,595 courses scheduled for fall. Of these, 2,434 courses are scheduled for some on-campus component. 1878 are lecture-based courses and 556 have some hands-on component (labs, studios, clinical, etc.).
- Courses should be designed to maximize flexibility and accessibility to accommodate student and instructor needs, including safety and health needs.
- Courses should be designed to maximize adaptability to accommodate to changing circumstances related to COVID 19.
- Courses, regardless of format, should be designed to: *promote interactive and constructive dialogue* between students, classmates, and instructors; *support community*, both inside and outside of the classroom; *exemplify rigor and intellectual challenge* in a supportive environment; provide *content that is relevant to students' lives;* and support *students as drivers of their own learning.*
- On-campus experiences should be provided to the greatest degree possible within recommended health and safety measures.

Recommendations

We have developed recommendations that recognize the necessity of assuring students that they can continue to pursue their educational goals and that we are prepared to support them to do so. Toward these ends, our recommendations focus on:

1. Creating a variety of course formats that maximize flexibility, accessibility and adaptability.
2. Identifying types of courses and groups of students who should receive priority in an on-campus experience if that is possible.
3. Creating increased clarity for instructors and students around course delivery and expectations for participation.
4. Identifying resources that need to be in place to ensure that faculty and students are ready for Fall 2020.

Recommendation #1: Fall 2020 courses will be taught in one of five course formats that offer the greatest safety, flexibility, accessibility, and adaptability.

Why: The need to provide access to courses for all students, even those who may not be able to come to campus, eliminates the possibility of the traditional, On-Campus[1] course format that requires in-person meetings on campus. Similarly, many faculty may not be able to provide on-campus instruction. Given this, we recommend the use of five course formats that provide a range of flexibility and accessibility for instructors and students. Though the move to clearly define and offer a wider range of course formats comes in response to COVID 19, we believe that this innovation might be a permanent hallmark of CU Denver where the future is defined by increased flexibility and accessibility to higher education.

Course Formats

- **Online:** A course that engages students primarily on a flexible-schedule (asynchronously) in an online setting. (flexible-schedule/online)
- **Virtual live:** A course that engages students on a fixed-schedule with real-time, live interactions that take place virtually (e.g., Zoom). (fixed-schedule/virtual meetings)
- **Hybrid Virtual:** A course that engages students with a mix of real-time interactions and flexible-schedule learning with real time components occurring virtually. (fixed *and* flexible schedule/online *and* virtual meeting [e.g., Zoom])
- **Hybrid On-Campus:**[2] A course that engages students in a mix of real-time interactions and flexible-schedule learning with some real-time components occurring in a classroom setting. (fixed *and* flexible schedule/online *and* on-campus)
- **Hyflex:**[3] A course that engages students in a mix of real-time interactions (on-campus and virtual) and fixed and flexible learning and maximizes student choice as to when, where and how to participate in the course. (flexible *or* fixed/online *or* on-campus)

[1] Typically, the bulk of the courses offered on the CU Denver campus are On-Campus courses that meet face-to-face. We define the On-Campus course format as courses that engage students on a fixed-schedule with real-time interactions in an on-campus setting. (fixed-schedule/on-campus)

[2] Hybrid On-Campus formats offer considerable flexibility to students. They allow for in-person, classroom-based instruction alongside varying levels of virtual course delivery to accommodate both university safety protocols and student comfort. On-campus sessions might include the full class or a (rotating) sub-set of the enrolled students.

[3] HyFlex is a course design model that presents the components of hybrid learning (which combines face-to-face with online learning) in a flexible course structure that gives students the option of attending sessions in the classroom, participating through a virtual platform (e.g., Zoom), or reviewing a recording of the session online. Students can change their mode of attendance weekly or by topic, according to need or preference.

Comparison of Course Formats

Type	Schedule (Fixed or Flexible)	Meeting Pattern	Meeting Location	Flexibility & Accessibility to Meet Student Needs	Adaptability (Campus Closes)
On-Campus	Fixed schedule	Established meeting days/times	Campus	Low	Low
Online	Flexible	No established meeting days/times	Online	High	High
Virtual Live	Fixed	Established meeting days/times	Virtual Meeting Tool (e.g. Zoom)	Medium	High
Hybrid Virtual	Fixed *and* Flexible	Some established meeting days/times	Virtual Meeting Tool (e.g. Zoom)	Medium	High
Hybrid On-Campus	Fixed *and* Flexible	Some established meeting days/times	On-campus or Virtual Meeting Tool (e.g. Zoom)	Medium	High
Hyflex	Fixed *or* Flexible Student choice	Established meeting times with options for students to join in-person, virtual platform (e.g. Zoom) or view recording online.	On-campus or virtual or recording	High	High

Operationalizing This Recommendation

- Move quickly to identify room capacity for different classrooms/labs/studios in order to identify what the campus can bear in regards to bringing students from the prioritized list into an on-campus experience.
- Deans and Chairs will be responsible for working with their faculty to determine course format appropriate for different courses.
- Course format decisions should be finalized in early June (or as soon as possible) so that faculty can design their fall courses and students can make informed decisions when they enroll.

Please see Recommendation #4 for a more detailed explanation of key components of these modalities.

Recommendation #2: Courses with enrollment caps of 50 or more students will be taught in an Online, Virtual Live, or Hybrid Virtual format.

Why: There are limited classrooms on campus larger enough to hold courses of 50 or more given social-distancing metrics and the larger the number of people in any space, the more difficult it is to manage the space effectively and safely.

Operationalizing This Recommendation

- Deans and Chairs will be responsible for working with their faculty to determine course format for courses with 50 or more students.
- Course format decisions for courses of 50 or more should be finalized in early June (or as soon as possible) so that faculty can design their fall courses and students can make informed decisions when they enroll.

Recommendation #3: Courses will be prioritized to be offered in the Hybrid Classroom or Hyflex formats that include some real-time components occurring in a an on-campus classroom setting.

Why: Certain kinds of courses cannot be effectively delivered virtually, and an on-campus experience has a greater influence on certain groups of students. Specific reasons for prioritizing each type of course or group of students is provided below.

Prioritized Courses Listed in Suggested Order of Priority

- Experiential learning, labs, studios
  - Critical hands-on learning that is best conducted in the classroom.
  - Student feedback indicates many would rather take a semester off vs taking labs online.
- First-Year Experience Courses (FYE, UNIV, FY Seminars, School/College based courses designed for first-year student cohorts and first-year transfer students)
  - The first semester is a critical time period to build connection to the University.
  - These small courses are designed to promote the academic and social integration of students and build a sense of belonging.
- Senior seminars and capstones
  - These courses encourage students to complete their degrees and allow them to continue learning in community with their senior cohort.
  - Typically, these courses have smaller enrollments.
- International student cohorts
  - Priority is for international students to be immersed in the unique culture of higher education in the U.S.
- High (over 20%) DFW rate courses as calculated by course title
  - Students benefit from increased attention and structure in these gateway courses.
  - Student feedback indicates many would prefer taking these challenging courses in a classroom setting.
- English core (Composition 1 & 2) and Math core (Math for Liberal Arts, Statistics, College Algebra, Trigonometry, Precalculus, and Calculus)
  - Students benefit from increased attention and structure in these gateway courses.
- University Honors and Leadership cohorts
  - UHL program is designed around a student cohort model. A limited number of students (40) take courses together emphasizing group learning, community, and retention.
- First-Year graduate program courses - Masters and Doctoral Programs
  - First semester is a critical time period to build connection and belonging to the University and build community with peers.
- Multi-section courses
  - Courses with multiple sections could offer Hybrid On-Campus section(s).
  - This would provide opportunities for students to take at least one course partially on campus if they choose to do so.

Operationalizing This Recommendation

- Decisions to offer courses on campus for different course types and groups of students should be made using data on available rooms, room capacity, and overall university capacity for hosting students on campus.
- Pilot a return to campus prior to fall start to test process and safety protocols so that we are ready to scale up in the fall if possible.
- Create detailed plans for how students and instructors access campus, building, and classrooms and provide instruction to instructors and students on these protocols.

Recommendation #4: To ensure high quality instruction and clarity around instruction, we recommend that faculty include key features of the different course formats.

Why: Identifying and carefully defining different course formats is intended to increase clarity for students and instructors. In order to ensure this goal, it is important that different formats contain consistent defining elements.

Key Features of Different Course Formats

Online

- Course content may be paced by the instructor based on a structured schedule which might include assignments, exams, or other assessments.
- While movement through course content is scheduled, students have flexibility regarding when they complete their work.

Virtual Live

- Days and time of course meetings are fixed and published in the course schedule.
- All course meetings take place in a virtual setting during the times published in the course schedule (synchronously).

Hybrid Virtual

- Days and time of course meetings are fixed and published in the course schedule.
- Some course content and interaction will be delivered through live, virtual meetings (e.g., Zoom).
- Students will encounter other course content in the Canvas shell or other online formats.
- The number of live interactions in a Hybrid Virtual class will be fewer than those in a Virtual Live class because significant course content will be delivered in other ways.

Hybrid On-Campus

- Days and times of course meetings are fixed and published in the course schedule.
- Some course content and interaction will be delivered through scheduled in-person meetings on campus.[3]
    - Students will have the option of physically attending in-person meetings or attending virtually.
    - Student attendance of in-person meetings may rotate to preserve distancing requirements.
- Students will encounter other course content in the Canvas shell or other online formats.

Hyflex[4]

- Days and times of course meetings are fixed and published in the course schedule
    - Students have the choice of attending on-campus course meetings, attending virtually (e.g., Zoom) or viewing a recording of the course meeting.
    - Student choice on how to access course meetings can vary from session to session or week to week.
- Students will encounter other course content in the Canvas shell or other online platforms.

Whichever format is being used, courses should have an organized structure with clear expectations, opportunities for dialogue and interaction, provide varied learning materials, and include regular communication with students.

[3] Amounts of in-person, classroom-based course activity will vary by class based on enrollment, room size, and safety recommendations.
[4] Amounts of in-person, classroom-based course activity will vary by class based on enrollment, room size, and safety recommendations

Recommendation #5: Survey students to identify, among other things, their intentions to return in fall, preference for course formats, desire to participate in experiences on-campus, and likelihood of participating in an expanded schedule of course offerings.

Why: Data on student needs and preferences should be used to make decisions for designing the fall experience.

Operationalizing This Recommendation

- Enlist IR and Schools/Colleges to design a survey that includes general information around student needs and preferences as well as college/school and program specific information.

Recommendation #6: Deans and Chairs work with faculty to assure that all courses have at least a basic set of elements housed in Canvas.

Why: Students are encountering an increased level of complexity and demand as they navigate courses where more content is delivered online and virtually, and external social conditions also contribute a high degree of confusion and uncertainty. Clear, predictable and easy access to course information and materials will reduce complexity and provide efficiencies and will support a higher quality instructional experience for students.

Minimum Canvas Elements

- Orienting Message, including
  - Welcome
  - Course description
  - Class schedule (if applicable)
  - Contact and communication information.
- Syllabus (uploaded to the *Syllabus* area, either as a file (.docx, .pdf) or as text within the course)
- Grade book used to assign and update grades (FERPA protected)

Faculty utilizing other teaching and learning platforms[5] are asked to link or communicate access to students from within the Canvas shell as a launchpad.

Recommendation #7: Establish a communication plan and educational campaign regarding course formats.

Why: Central to these recommendations are varied course formats which provide increased flexibility and accessibility for students and deliver high quality instruction. In order to maximize the potential of this approach, students and faculty will need a clear understanding of each format.

Elements of a Communication and Educational Campaign

- Informational sessions and resources to help faculty identify the appropriate format for different courses. (The Center for Excellence in Teaching and Learning)
- Informational sessions for students to help them understand the different course formats.
- Multiple methods for communicating new formats to students who are already registered for classes or who have yet to choose courses for fall.

[5] All systems should be vetted through OIT and Risk and Compliance.

Recommendation #8: Provide spaces on campus for students who need access to supportive learning environments and technology.

Why: Not all students have access to supportive learning spaces and technology, making it hard to learn, study and take advantage of courses that require a higher level of online and virtual participation.

Operationalizing This Recommendation

- Identify students for whom access to campus resources are important to their success.
- Identify computer labs, library spaces, study rooms, alternative spaces (CU South?) etc. for students enrolled in online, virtual live, or hybrid virtual formats.
- Continue to provide hot spots and computers for students who need them.

Recommendation #9: Identify Needed Resources to Support New Teaching Formats and Opportunities for Faculty Development

Why: Faculty members are key to students' learning journeys. Faculty need support, resources, and ongoing opportunities for development to help them provide the best educational experiences**.** Additionally, an on-campus experience must also provide an opportunity for students to Zoom into the class. If this is to be a quality experience for students, this will require a quality audio system in the classroom/studio/lab.

Operationalizing This Recommendation

- Assess available resources to support faculty in moving to new course formats and identify gaps.
- Coordinate current opportunities for faculty development (CDFA, CETL, ODE, ThinqStudio, etc.).
- Identify needed technology resources (audio equipment to enhance virtual experience) and human resources (e.g., faculty fellows or Tech TAs for supporting faculty in new formats).
- Identify staffing needs (e.g., CETL).
- Identify capacity of on-campus classrooms/studios/labs to support virtual learning (e.g., audio, video quality) and build capacity where needed.
- Create plans at the school/college/department/program level to scale up capacity (technology and faculty capacity) to deliver instruction in these new formats.

Recommendation #10: Increase Flexibility in Course Scheduling

Why: A great deal of uncertainty exists around conditions for fall. Students face ever changing schedules and demands on their time. Expanding the times and days for course offerings not only provide more options for students, but also increased the capacity for on-campus experiences.

Operationalizing This Recommendation

- Consider offering courses on days and during times that have been traditionally underutilized to reduce overall campus occupant load. This could include holding more classes on Friday and including Saturday and Sunday. Running courses primarily Monday through Thursday equates to using classrooms only 4 out of 7 days per week or 57% of available time.

- Consider starting classes earlier at 7:00 am. This will increase the number of hours in a day classes can be held, which may be needed to offset the smaller number of students that can attend class in person and offset lost classroom room time due to cleaning that must be done between classes.

- Consider adding new courses during the second 8 weeks of the semester. This may attract students who are reticent about beginning the semester as well as support International Students who might not be able to return to campus in time for the Fall start.

- Consider late-start courses that begin several weeks into the semester. Traditionally, students who enroll in courses that are not a good fit are forced with either transferring into a class that has already met several times or withdrawing and waiting for the next semester. Late-start classes provide an option for students to find the right fit without starting at a disadvantage.

Sub Group Report: Hands-on Studio/Lab Teaching & Learning

Purpose

The purpose of the Hands-on Studio/Lab Teaching & Learning Sub Group was to develop recommendations for the safe return (in-person, gradual, virtual) of faculty and students in courses that require hands-on teaching and learning while ensuring the highest possible level of academic quality.

Participants included seventeen faculty and staff, OIT and the Office of Experiential Learning - the majority of schools and colleges on the Denver Campus were represented. The group began working together on Monday, May 4th and met every day over the course of 5 days, completing our work on Friday, May 8th. We utilized Outlook TEAMS to communicate, collaborate, share resources and submit plans.

Assumptions

- Hand-on studio/lab environments require special attention in relationship to safety protocols and the significant majority of hands-on learning components that cannot be reproduced due to the specialized environments and equipment needed to facilitate learning, experimentation, production, iteration.
- Hands-on courses should be designed and delivered to include virtual modalities that accommodate in-person and virtual live adaptability due to the changing circumstances related to COVID 19.
- All hands-on courses must be designed to accommodate vulnerable faculty and students that cannot participate in in-person experiences.

Participants

- Richard Ashmore – Lecturer, College of Liberal Arts & Sciences
- Hannah Anchrodoquy - Instructor, College of Liberal Arts & Sciences
- Christy Briles – Assistant Professor, College of Liberal Arts & Sciences
- Joann Brennan - Interim AVC Faculty Affairs, TLC Co-Chair, S/LTLE Co-Lead
- Betty Charles -Technology Support Services Director, Office of Information Technology
- Franci Crepeau-Hobson – Associate Professor, School of Education and Human Development
- Leo Darnell - Assistant Dean, College of Architecture and Planning
- Allison Diekhoff, Associate Registrar, Registrar's Office
- Troyan Gentile – Assistant Professor Clinical Track, School of Education and Human Development
- Cinthya Ippoliti - Director Auraria Library
- Tom Kerlee – IT Director, Business School
- Karen Ludington – Assistant Dean, CAM, S/LTLE Co-Lead
- Vivian Shyu –Associate Professor Clinical Track, College of Liberal Arts & Sciences
- Douglas Sicker- Associate Dean, College of Engineering Design and Computing
- Tony Smith – Director, Experiential Learning Center
- Richard Strasser - MEIS Department Chair, CAM
- Amy Wachholtz – Associate Professor, Director Clinical Health Psychology PhD Program, College of Liberal Arts and Sciences
- Inge Wefes - Associate Dean Graduate School

Objectives

(Part 1)

- Develop a comprehensive report that includes recommendations in the following:
    - **Establish a safety plan** for labs/studio in class sizes that include; <10, <50, and >50
    - **Develop pedagogy strategies/models** for in-person, virtual-live, online, and high flex delivery modalities to accommodate ability to move swiftly in response to the Coronavirus pandemic
    - **Identify tools/kits/materials** needed for fully online delivery
    - Recommend approaches to **ensure the safety of vulnerable faculty and students**

Objectives

(Part 2)

NOTE: As the group began working together it became clear that recommending a comprehensive approach and recommendations would not be possible due to the wide variety of studio/lab environments, class sizes, pedagogy utilized, functionality and flow of students within the spaces, size of spaces, nature of individualized or collaborative work and work stations, whether or not the studio/lab was shared by all three campus institutions, and the types of equipment and materials used by students and faculty. The group focused instead on discussing examples of specific lab/studio environments. A sampling approach approached emerged with members of the group developing draft plans at either a lab/studio level or program level. The objectives of our work changed into the following

1. **Elevate cross-cutting themes, ideas and recommendations** that emerge from the sampling process and plans submitted by sub group members
2. **Define** the scope and types of studio/lab course environments, how students and faculty utilize /collaborate and interact these spaces
3. **Identify** studio/lab courses that can be delivered online or virtual live and those that cannot and why
4. **Anticipate** impacts and solutions for in-person physical distancing requirements on class-sizes, timing, and scheduling
5. **Develop Pedagogy** recommendations for flexible course delivery strategies and approaches that ensure the safety of vulnerable faculty and students
6. **Create Template Framework** for sampling lab/program level studio/lab safe return plans representing the members of the hands-on sub group. (Plans Submitted Included in Addendum)

1. Cross-cutting Themes, Ideas and Recommendations

Elevate cross-cutting themes, ideas and recommendations that emerge from the sampling process and plans submitted by sub group members

- Studio/Lab environments prioritized to return to campus as first classroom groups due to the fact that hands-on experiences cannot be duplicated online and are critical to student success in our degree programs
- Develop a more refined class coding system for our studio /lab environments to facilitate safe flexing, and data and information gathering in a timely manner as needed
- Create a process by which each unit can develop and submit a cohesive plan for safe return that is reviewed and approved in context to the overall return of the campus. Due to the fact that our lab/studio environments are highly unique and specialized, engagement in the plan creation process must include faculty experts teaching in these environments, lab staff experts, safety experts, curriculum and cohort mapping experts such as advisors, department chairs and school/college leaders

- In order to reduce exposure and density in labs, classrooms and on campus, all studio/lab classes must use a Canvas shell and move all non-hands-on activities to virtual delivery such as; group discussions, group critiques, student presentations, tests/quizzes, etc.
- Use Hyflex modality category or build one section of all lab courses that occurs in a virtual environment only to accommodate vulnerable faculty and students that cannot be in-person
- Consider a team teaching approach – an able faculty member demonstrating and utilizing the appropriate lab equipment in a virtual-live and prerecorded approach while a co-teacher leads all canvas related aspects of the course
- Spread course offering across every day of the week (Monday – Sunday). Density reduction in labs will have significant impacts to our ability to deliver hands-on lab and studio classes to all students enrolled in these classes. Example – the photography lab is a shared facility with CCD and Metro. As the darkroom is an enclosed highly specialized tight environment, in theory each institution can only offer one class at a time in the facility. Currently, there are often 2-4 classes offered in same time period at the same time
- Strategic Cohort – Develop an approach designed to reduce lab/studio use by only one class at a time in a given period of time with the idea that students complete all lab work within that time period. Example 5 sections of a studio/lab class in 1 16 week semester – COHORT 1 (first 2 weeks) - cohort 1A (section 1) uses the lab facility for weeks 1 and 2 consecutively between the hours of 8 and 12, clean lab, cohort 1B (section 2) uses the facility 1-4, clean 4-5, cohort 1C uses the lab for 2 weeks from 6-9. COHORT 2 (Second 2 weeks). COHORT 3 (Third 2 weeks). COHORT 4 (Fourth 2 weeks). COHORT 5 (Fifth 2 weeks). COHORT 6 (Six 2 weeks).
- Provide portable microphones and cameras for each studio/lab environment to facilitate the filming of hands-on working which can be utilized in Hyflex modality as critical for students that cannot participate in person
- Additional resources may be needed to increase the number of sections offered, equipment purchases, increased staff hours to support studio/lab environments, as examples
- Across the campus, for all classes, especially for lab/studios, adjust the in-person course start and end times to accommodate the sanitizing and cleaning that will be required to increase the safety or our faculty and students. Note – labs/studios may require more time to sanitize and clean in between courses
- Utilize reservation system to provide students access to labs/studios, and for equipment and project drop -off and pick-up as a strategy to manage density and safety protocols
- Identify course materials that will not be shared and those that students should supply on a regular bases as a means of reducing exposure due to contamination
- Consider the option of assigning a staff member to handle specialized equipment with students directing and guiding the production which minimizes contamination due to multiple students using the equipment during a given class time

2. Define

Scope and types of studio/lab course environments that we have across the campus, describe how students and faculty utilize /collaborate in these spaces, describe how they interact with specialized equipment in these spaces

Data Summary:

- 4,595 Total Courses Listed
    - 506 Currently Listed as Online
    - 1,655 Individually Structured Courses Not Roomed (Independent Study, Directed Research, etc.)
    - 556 Hands-on Course Listed
    - 1,878 Lecture-Based Courses Listed

Fall 2020 First Year Seminar Courses Scheduled

- 20 Courses Listed

Fall 2020 Hands-on Lab/Studio Courses Scheduled

- 556 Total
- 149 Classified as Studio
- 70 Classified as Lab
- 149 Classified as Main Lab Section
- 15 Classified as Practicum
- 145 Classified as Private Instruction
- 5 Classified as Internships

Fall 2020 Course Components Table

Of the 2,064 courses offered fall 2020, 536 are hands-on course offerings

Fall 2020 Course Components			
Component Type	**Hybrid**	**In-person**	**Total**
Dissertation	-	36	36
Field Studies	-	1	1
Independent Study	-	2	2
Internships	-	5	5
Labs	-	70	70
Lecture	123	1,140	1,263
Main Lab Section	-	171	171
Practicum	4	11	15
Private Instruction	-	145	145
Recitation	-	34	34
Seminar	19	130	149
Studio	-	149	149
Thesis	1	1	2

Workshop	2	20	22
	149	**1,915**	**2,064**
Studio/Lab Courses	4	552	556

Sample Hands-On Studio/Lab Course Attributes						
Course Type	**School/College**	**Function**	**Equipment/Materials**	**Usage Approach**	**Examples**	**Approximate Number of course environments**
Studios	CAP, CAM, CEDCS	Spaces designed to facilitate the making, fabrication, and production of physical objects	Includes specialized equipment and materials needed to porotype and produce physical objects such as welders, 3-D printers, chop saw, spay booth, pianos, virtual reality headsets, plasma cutters, recording studios, inventory of objects used to facilitate a still-life painting assignment. Equipment is shared and includes fixed location/stationary or mobile /handheld moved throughout the space. A supply of materials for production are often provided to students.	Collaboration and high movement environments vs a fixed work station environment. Equipment in fixed locations or stations, mobile and smaller pieces of equipment that can be moved throughout the space, a supply of materials accessible .	CAM wood shop, recording studios, painting and drawing studios, darkrooms, CAP Furniture - making shop, production studio, InWorks,	CAP 12, CAM 64, CEDCS
Computer Labs	CAP, CAM, CEDCS, CLAS	Designed to facilitate the production of objects created through digital means, CAD, 2D, 3D	Computers, specialized printers (3-D and 2-D), CAD programs, peripherals such as scanners, plotters, lazer printers, data projection systems, sound mixing and recording systems, motion capture systems, etc.	Mix of single use and collaborative engagement. Includes primarily single work station environments and shared pieces of specialized equipment often used in collaborative ways designed for interaction of multiple individuals.	CAM 3-D Computer Animation Labs and Motion Capture System, CAP	CAP - 2,Bschool - 7, SEHD Counseling-3. CAM, CEDCS - 1

Scientific Laboratories	CLAS	Spaces designed to facilitate scientific experimentation across a wide variety of disciplines including; chemistry, biology, physics, geography, etc.		Mix of single use and collaborative engagement. Includes primarily single work station environments and shared pieces of specialized equipment often used in collaborative ways are designed for interaction of multiple individuals.		CLAS 34
Counseling Environments	SEHD & CLAS	Psychology Training Clinic- Providing supervised Assessments and Clinical Health Psychotherapy to the CU and Denver communities; Counseling Center - Designed to facilitate in-person supervised training and counseling sessions, group therapy environments.	Assessment Library, Observation room. Waiting room, office and seating area furniture, group			SEHD 9
Internships/Experiential Learning	Internship Office	Internships provide off-campus work experience that directly relates to a student's major field of study.	All equipment and facilities are provided by the employer	NA	NA	Wide range specific to internship type and employer

3. Identify

Identify studio/lab courses that can be delivered online or virtual live and those that cannot and why

- Safe Return Plans eventually submitted from all units/programs for studio/lab environments will include a list of classes that can and cannot be delivered virtually.
- Examples from Safe Return Plan Sampling:

- Supervised field experiences and practica in counseling programs – must include in-person experiences that can occur with structured limited access with safety protocols deployed if needed
- Physics, Chemistry, and Biology, Geography and Environmental Science, and the Clinical Health Psychology laboratories – cannot achieve learning objectives and degree requirements in an online environment as specialized equipment and hands-on learning are critical
- CAP and CAM - Making and producing define the expertise and experiences students need to become skilled, knowledgeable and creative practitioners and professionals, therefore, studio and labs must be delivered in-person to achieve degree requirements. While virtual hybrid approaches can be deployed, fully online will only be utilized as an approach to manage the exposure of vulnerable faculty and students. Strategies to manage this complexity include moving all non-studio/lab environments to online in order to prioritize and focus resources on the delivery and facilitation of a safe return to studio/lab courses

4. Anticipate

Anticipate impacts and solutions for in-person physical distancing requirements on class-sizes, timing, and scheduling

- Safe Return Plans eventually submitted from all units/programs for studio/lab environments will identify strategies designed to address class sizes, sections, timing, scheduling
- Room capacity based on distancing limits will impact the number of students that can be working in hands-on courses at any given time. As our lab and studio environments are unique in relationship to their square footage, functionality, equipment, and approach to equipment use by faculty and students, assess and planning for this must take place at the unit/program level
- The need to clean these complex high-touch environments in between classes scheduled might necessitate adjustments to the start and end time of courses

5. Develop Pedagogy

Develop pedagogy recommendations for flexible course delivery strategies that ensure the safety of vulnerable faculty and students

- Safe Return Plans eventually submitted from all units/programs for studio/lab environments will further refine flexible pedagogy and course delivery strategies
- Examples from Safe Return Plan Sampling:
  - CAP studio midterm and final reviews will be video remote. Faculty will have the opportunity to invite colleagues and industry professional from other geographical areas to participate in the student review process. This increases the potential quality of the review and may increase visibility and reputation of the college beyond the region
  - CAP Laser cutting, CNC routing and 3d printing will be available immediately. Students must submit jobs in advance to Lab staff via an online system, finished parts will be placed in bins. Students will be notified when parts are ready to be picked-up
  - Provide a camera and mobile headset for all lab environments so classroom activities, demonstrations, usage of equipment and productions in progress can be streamed live in virtual live environments and captured as recording to be utilized to support Hyflex course formats
  - Studio/lab course faculty recommended to select course formats that create the best match and greatest flexibility of both virtual and in-person delivery options
  - Counseling and practica experiences to include virtual live observations to manage physical distancing requirements and density reduction in small spaces
  - Create a material and assignment drop-off and pick-up are and scheduling process
  - Reduce density in physical spaces by leveraging the scheduled meeting times of two times a week - rotate students between in-person experiences and virtual learning (Class cohort A –

in the studio on Monday and virtual on Wednesday, Class cohort B-virtual on Monday, in the studio on Wednesday
- In a 2 semester (fall/spring) sequence of courses with significant hands-on experiences consider adjusting more hands-on experiences to the spring semester
- Where possible, assign students to workstations for the duration of the semester

6. Create Template Framework

Create Template Framework for sampling lab/program level studio/lab safe return plans representing the members of the hands-on sub group. (Completed Plans Submitted Included in Addendum)

- A template was developed using the Anschutz COVID-19 Reconstitution Plan document
- Template is included in addendum and titled - *CU Denver Hands on Course Safe Return Template*
- Members of this group utilized the template to develop draft safe return plans as sampling opportunities. (See addendum for templates developed. Document titles included below)
  - *CU Denver Hands on Course Safe Return Template*
  - *College of Architecture and Planning Hands-on Learning and Teaching Draft Return Plan*
  - *Draft CLAS COVID-19 Reconstitution Plan Draft*
- Members of this group submitted draft safe return documents and other points of information as sampling opportunities. (See Appendix A for templates developed. Document titles included below)
  - *SEHD Reconstitution Plan Hands on Teaching and Learning*
  - *College of Engineering Design and Computer Science*
  - *CAM Hands on Learning*
  - *Lynx Connect COVID Re Entry Plan*
  - *Business School Fall 2020 Computer Lab and Classroom Distancing Guidelines*

Sub Group Report: Safety Measures

A. Purpose

The purpose of the Safety Measures Task Force (SMTF) of the Teaching and Learning Working Group is to develop recommendations to resume in-person instruction, in whole or, more likely, in part, at CU Denver during the Fall 2020 semester. Our charge is to develop recommendations for safety in both conventional classroom and hands-on learning environments, such as laboratories and studios, however because travel to and between classrooms entails circulation around the Auraria campus and within buildings, the SMTF sought to consider and recommend safety measures applicable to the campus environment more broadly. Although safety recommendations have been issued by various agencies and institutions including the CU Anschutz Medical Campus (AMC), the Colorado Department of Public Health and Environment (CDPHE), and the Colorado Governor's Office, and The City and County of Denver, the SMTF has endeavored to bring these together in one place as well as to consider their application to the unique circumstances that characterize CU Denver. CU Denver shares a tri-institutional campus that is governed by its own policies as well as those of the Auraria Higher Education Center (AHEC). Moreover, different buildings are owned by these entities and responsibility for activities including parking, policing, custodial functions and maintenance, functioning of the Auraria Health Center and more are divided among them. As such, the SMTF included members of both CU Denver and AHEC working in collaboration to develop proposals that are particularly suited to the challenges, opportunities and unique circumstances of our campus.

B. Objectives

- To develop recommendations for the restart of CU Denver teaching and learning *that prioritize the health and safety of the entire campus community* including students, staff and faculty.
- To bring together in one document state of the science safety recommendations from various state and local agencies as well as novel interventions developed by the task force and apply them to the unique circumstances of the Auraria campus and CU Denver.
- To identify and prioritize those safety measures that the task force deems both essential and feasible.

C. Participants

- Jay Campbell- (SRPT), Executive Director-Facilities Management (CU Denver)
- Daniel Casillas- Student Government Association, President-Elect (CU Denver)
- Buddy Gregory-Facilities Manager- Business School (CU Denver)
- Cinthya Ippoliti- (SRPT), Director- Auraria Library (CU Denver)
- David Lowry- (Co-Leader), Director of PSA- Office of Information Technology (CU Denver)
- Garrey Martinez- Building Operations Coordinator-Auraria Library (CU Denver)
- Carl Meese- (SRPT), Director of Campus Planning (AHEC)
- Jim Nelson- (Co-Leader), Assistant Director- Facilities Management (CU Denver)
- David Tracer- (SRPT,TLC Co-Chair), Associate Dean, CLAS and Professor- Health and Behavioral Sciences (CU Denver)
- Tara Weachter- Director-Facilities Management (AHEC)
- Cary Weatherford- (Co-Leader), Director of Institutional Planning (CU Denver)
- Bryon Weber- Assistant Campus Planner (AHEC)

D. Assumptions

The recommendations in this report are meant to apply to all buildings occupied and used by CU Denver students, staff and faculty. They are intended to be consonant with the recommendations of the Auraria Higher Education Center. The term "campus" in this report is defined as the area bordered by Auraria Parkway, Speer Boulevard, Kalamath Street, and Colfax Avenue and within the property boundaries of the Business School (1475 Lawrence Street), the CU Denver Building (1250 14th Street), the Lawrence Street Center (1380 Lawrence Street), and Lynx Crossing (318 Walnut Street).

The recommendations contained in this report assume the following:

1) That *safety* is and will continue to be the guiding force behind these recommendations now and as they undergo various iterations.
2) That daily on-site health screening will be conducted on all students, staff and faculty returning to the campus,
3) That CDC-recommended distancing standards will direct on-going management and decision making for all campus spaces, functions and services until otherwise advised by campus leadership.
4) The decisions about which spaces (indoor and outdoor) to close to campus visitors or modify with respect to their original intended function will be based on the desire to maintain social distancing, the functional need for the spaces, and the desire to divert cleaning resources to where they are most needed and effective.
5) That historically popular campus commuting methods (bus, light rail) can be used without significant risk exposure or that students, staff and faculty have other means to commute to campus (personal vehicle, walking, biking).
6) That adequate parking is available to support the number of students, staff and faculty that would be expected to return to the campus. It is anticipated that more people will elect to drive due to the potential risks inherent in using public transportation.
7) That students, staff and faculty will be provided with training and relevant campus, building and other necessary information prior to arriving on campus.
8) That electronic access to buildings will remain in "holiday" mode; meaning all campus facilities will be locked and entry is controlled by a card access system. Faculty, Students and Staff approved for access will have "always" access for the approved areas
9) That the campus will transition to requiring card access badges for all students, staff and faculty who are on the campus. Badges shall always be visible and either attached to a lanyard or clip attached to a piece of clothing.
10) That the badging offices at the Auraria Higher Education Center and CU Denver are available to provide badges and access as needed to support the transition to campus-wide badging prior to campus restart.
11) That PPE will be required to be worn by students, staff and faculty anywhere within the boundaries of the campus both indoors and outdoors.
12) That the University will be supplying PPE to those returning to campus and that an adequate supply of PPE can be acquired to support the expected demand.
13) That gatherings of >10 people have been approved by the authority having jurisdiction over the campus.
14) That there are enough **Health Screeners**, **Entry Checkers** and **Ambassadors** available for the screening protocol being recommended in this document. (The University will need to define these roles more fully and decide who will staff these positions. Students, particularly but not limited to those in pre-health fields, should be considered as an option with the possibility of attaining internship credit for the activity.)
15) That the University is able to provide gear or some form of very visible identification to **Health Screeners, Entry Checkers, and Ambassadors** that distinguishes them from others.
16) That a contract tracing system will be established. We recommend that students, particularly but not limited to those in pre-health fields, be considered for this task with the possibility of attaining

internship credit for the activity. A 2 x 45 min module-based training is already available for this activity (https://learn.astho.org/products/making-contact-a-training-for-covid-19-contact-tracers.)

17) That the University has an adequate supply of items needed for Health Screening Areas, Screening Check areas, Sanitation Stations, and sanitation supplies for doors, elevators, and other areas that would require wipes, trash cans, etc.
18) That **Building Plans** (which would contain recommendations on building entry points, circulation, restrooms, and occupancy) will be reviewed by a code official for compliance with building code, reviewed for ADA regulations and be reviewed by the Risk Management office.

E. Recommendations and Considerations

1) Before Coming to Campus

The working groups recommends that the following occur prior to students, staff and faculty arrive on campus.

a) That if possible, a portion of the screening protocol (such as answering health questions) occur off campus using a mobile device.
b) All students, staff and faculty should be required to take "Return to Campus Training" (CU Anschutz currently uses Skillsoft training CU: COVID-19 Return to Campus) prior to returning to campus. Faculty, Students and Staff will save the certificate of completion to their phones to show at the Health Screening Area.
c) The University should prepare and all students, staff and faculty should review overarching policies and procedures related to on-campus activity that apply to all students, staff and faculty. This should also relay information related to expected health screening and building entry times so students, staff and faculty can plan accordingly.
d) All students, staff and faculty be instructed to visit the CU Denver COVID website for the latest campus and building information, the location of Health Screening Stations on campus, areas that are available for gathering (indoor and outdoor), parking information and to review building entry and circulation plans for buildings that they intend to visit.
e) The university should allow adequate time prior to resumption of official campus activities for one of more of the following:
    i) A building "pilot" project to test the Health Screening, Screening Check, and other aspects of the restart protocol before it goes "live".
    ii) A "soft" opening week where all students, faculty and staff are invited to return to campus to retrieve any items they need, experience the protocol measures (building entries and exits, walking routes, signage, health screening, etc), see modified classrooms, and go to designated Q & A areas to received assistance. This event would provide two benefits. The first is to allow students, staff and faculty to acclimate to being back on campus prior to the start of academic activities. The second is that it would allow the University to evaluate the effectiveness of the safety protocols and make any adjustments.
f) All students, staff and faculty should be permitted to opt-out of returning to campus based upon their risk tolerance and vulnerability.

2) Getting to Campus

The working groups recommends that the university do the following to assist students, staff and faculty in arriving safely to campus.

a) Provide recommendations on safe ways to commute to campus. This could involving linking with RTD and other providers, but ideally would provide one location for campus visitor to get this information along with other aspects of their campus visit.
b) Provide accurate parking information, including which parking lots and garages are open, and any protocol for circulating through parking garages
c) Determine and communicate the availability of transportation services such as night-rider and handi-van.

3) Overall Campus Framework

The working groups recommends that the following be taken in account when assessing the campus and building for restart.

a) Each building should be evaluated to determine the difficulty in establishing safe protocols for restart. Any restart plans should prioritize use of the buildings that are found to be more conducive to establishing safe protocols. (If Health Screening Stations are determined to be more effective indoors, buildings should also be evaluated for their potential use as a Health Screening Station location). Some buildings may serve concurrent purposes.)
b) Use of ground floors rooms and amenities should be prioritized to minimize elevator and stairwell usage/conflicts.
c) Use of surface lots versus multi-level free-standing parking garages should be prioritized to minimize elevator and stairwell usage.
d) Each building that is identified for occupancy should have a **Building Plan** that shows points of entry and exit, gathering spaces (indoors and outdoors) that are available for occupancy, rooms/ open areas that are open or closed to the public, rooms/open area whose use has been altered from the original intended purpose, **Screening Check Areas**, mandated interior circulation (if applicable) and any other recommendations and protocols adopted from this documents that apply to that building. NOTE: Common area spaces or spaces accessible to the entire campus population should be addressed in the **Building Plan**. Proprietary spaces should be addressed in the **Unit Plan**. **Building Plans** should be available on the University's COVID website.
e) Before a unit can return to campus, they must submit a **Unit Plan**. The **Unit Plan** is intended to address areas of building not covered in Building Plans and to record the names of unit members that would be returning to campus, where they would be working, and what activities they would be engaged in. The University should review the CU Anschutz document Final Draft Academic Plan and modify that document to suite this purpose. **Unit plans** should account for **Building Plans**. *The Auraria Library and the Lola and Rob Salazar Student Wellness Center can be defined as both buildings and units and will need to create plans that balance both areas. Additionally, they are very public buildings that see a high number of visitors. For these reasons, these units should be afforded ample time to create plans before re-opening.*
f) Multiple locations on campus should be identified for **Health Screening Stations.** These stations will be recording temperature, administering questionnaires, providing PPE (if needed) and distributing approved daily identifiers (e.g., wrist bands with daily color codes) to those who pass the screening protocol so they can gain building entry. Screeners and Ambassadors would be located at the **Health Screening Stations**. The university should determine staffing levels that would be needed for the **Health Screening Stations,** and explore partnerships with AHEC, the Health Center at Auraria, and others.
g) If possible, scheduling classrooms and instructional labs back to back should be avoided so time can be set aside for cleaning and to avoid entering and exiting students passing in close proximity.
h) Investigate the possibility of staggering course start times to limit entry and exit conflicts and overall building load, particularly in buildings that were determined to be less ideal for establishing safe entry and exit protocols. Any adjustment should still allow adequate passing time for faculty and students to get from building to building if necessary.

i) For buildings such as the Auraria Library and Lola and Rob Salazar Student Wellness Center, considerations should be given to "one in", one out" policies tied to maximum occupancies or having patrons sign up for specific time slots.
j) Investigate the possibility of offering courses on days and during times that have been traditionally underutilized to reduce overall campus occupant load. This could include holding more classes on Friday and Saturday, and Sunday. Currently, holding classes on M, T, W, TH equates to using classrooms only 4 out of 7 days per week or 57% of available time. Consider starting classes at 7:00 am. This will increase the number of hours in a day classes can be held, which may be needed to offset the smaller number of students that can attend class in person and offset lost room time due to cleaning that must be done between classes. Expanding classroom hours would have to take into account the staffing needed to perform health and screening checks and the interest and availability of faculty and students in traveling to campus for these courses.

4) Point(s) of entry to and egress from buildings

The working group recommends that points of building ingress and egress should contain the following:

a) Each building exterior door (or set of doors comprising a point of entry or exit) should be identified and marked as either an "Entrance" door or an "Exit" door. The directional designations should be identified on the **Building Plan** and on or near each door or set of doors.
b) Staffing levels and expected building visitation should drive whether each building is set up with a single point of entry or multiple points of entry.
c) Tissues/ wipes, hand sanitizer (entry side) and trash cans (exit side) should be provided for door knob operation near doors that don't have activators.
d) Graphics or signage should be placed around entrances and exits to discourage bottlenecks and encourage social distancing. These can be positioned with or near "Entrance" and "Exit" signage.
e) **Ambassadors** should be positioned at each entry and exit point to guide/point people to the right direction/location.
f) All buildings should have a minimum of one **Screening Check** entry, where visitors are checked for an identifier (e.g., wristband) noting that they have passed the daily health screening protocol administered at a **Health Screening Station**. This area should be staffed with an **Entry Checker** and an **Ambassador** (if available). The Screening Check area should be indoors and provide adequate room for queuing.

5) Process for entry to and egress from buildings

The working group recommends that the university consider the following process and protocols for entering and exiting buildings:

a) After arriving on campus, visitors will go to a Health Screening Station, participate in the required daily health screening and if cleared with receive a band or some other form of identification noting that they are cleared to enter campus buildings on that day.
b) Visitors will enter through the door or doors designated and marked as "entrance" only.
c) If there are multiple points of entry for a building, some mechanism should be used to ensure that a majority of traffic doesn't occur at one entry point. One possibility would to split users by the first letter of their last name (A-N= Entrance 1, O-Z= Entrance 2).
d) Upon entering, all visitors will have their **Daily Campus Identifier** checked at a **Screening Check Point** by an **Entry Checker**. If lines are anticipated, prompts and signage should direct visitors where to stand and how to queue to maintain proper social distancing.
e) Once through the Daily Campus Identifier check line, visitors may proceed to their destination.
f) Visitors will exit the building through doors designated and marked as "Exit" only. In some cases, there will be only one door or set of doors designated as "Exit" for the building. If heavy traffic is

expected at exit points, prompts or signage should be provided that communicate exit protocol that allows those exiting to maintain adequate social distance.

g) *Underground Parking Garages* Those entering a building through a connected, underground parking garage, should be encouraged to do to the following:
   i) Wear PPE. Once you enter the garage, you are now on campus.
   ii) Look for others exiting vehicles and maintain social distancing while proceeding to the elevators.
   iii) Once in the elevator lobby or waiting area, follow signs and prompts on where to queue while waiting for the elevator to arrive.
   iv) Follow elevator protocol. (See 6d(ii) for recommendations)

6) Inside the Building

The working group recommends that the university consider the following process and protocols for within buildings:

a) **Building Plans** and **Units Plans** should consider areas within building that might require intervention to maintain social distancing and minimize exposure risk. These interventions should be included in the **Building Plans** and **Units Plans** and should be communicated on-site with signage and prompts. This could include directing visitors to follow a specific path of travel through a space (clockwise, counterclockwise) or separating visitor traffic by direction of travel in areas that self-observance of social distancing is difficult or not possible.
b) Indoor and Outdoor areas/rooms that remain open should be noted on the **Building Plan** (rooms accessible to the larger campus) or the **Unit Plan** (proprietary rooms that are used by one or a few units but not generally accessible to the larger campus) and identified on-site with signage.
c) Indoor and Outdoor areas that are closed or are operating in a different capacity (examples include computer labs that are now quick print only, break rooms that are food prep only) should be included on the **Building Plan** (rooms accessible to the larger campus) or the **Unit Plan** (proprietary rooms that are used by one or a few units but not generally accessible to the larger campus) and should incorporate one or more of the following tactics to convey this: signage, removing furniture from the room/area, or locking the area off (if enclosed).
d) Vertical Circulation
   i) Stairwells- If multiple, separated stairwells exist, each should be identified and marked as either an "Up" staircase or a "Down" staircase. The directional designations should be identified on the **Building Plan** and on or near each stairwell. The preferred method (in buildings where separate stairwell designation is not possible or where adequate social distancing can be maintained) is to direct visitors to stay all the way to the right when ascending or descending the stairs. With either method, building Plans and on-site signage should communicate how stairwells can and will be used in the case of an emergency.
   ii) Elevators- Signage and prompts should be posted near elevators that provide guidance on elevator protocol and where to queue for the elevator. The University should consider a single rider elevator policy or in elevators of adequate size a maximum number of riders policy accompanied by floor prompts showing riders where to stand.

e) Restrooms -All restrooms should function as single occupancy restrooms. For restrooms currently set up to accommodate multiple users, signage and prompts should direct users how to queue for the restroom, how to enter and exit and provide some means for the restroom to be indicated as "in use" or "available". As a secondary measure, some of the fixtures should be covered and doors locked or removed to allow for distancing if users do not follow the single occupant protocol. For restrooms currently set up for single use, signage and prompts should direct users how to queue for the restroom. All restrooms should include signage encouraging hand-washing.
f) Drinking Fountains- drinking fountains and bottle fillers should remain operational in observance of building code but building occupants should be made aware of the risk associated with using

these and be encouraged to bring safe water from home daily. However, drinking fountains with inadequate stream height should be taken out of service.

7) Classroom and Instructional Lab/Studio Occupancy

The working group recommends that the university consider the following when assessing classroom occupancies. These recommendations are based on CDC guidance on social distancing:

a) It is recommended that the occupancy recommendations described below be applied uniformly to all spaces regardless of room type, seating style, class size etc.

b) An **Adjusted Maximum Occupancy** should be determined for classrooms and instructional labs using the following formulas:
   i) For Classrooms, divide the overall room area (in square feet) by 48 square feet per person. (See personal space diagram in the appendix for information about how this metric was calculated). This occupancy number includes the instructor and teaching assistants. *Example for a 1200 SF Room (1200/48= Occupancy of 25 including instructor and TAs.)*.
   ii) For Instructional Labs and Studios, divide the overall room area (in square feet) by 48 square feet per person, then multiply that number by .55. This occupancy number includes the instructor. *Example for a 1200 SF Room (1200/48) *(.55)= Occupancy of 14 students including instructor).*

c) It is recommended that classrooms and instructional labs with a single point of egress (i.e. one door) be used for courses of 12 students or less. Courses of 13-50 students should be held in classrooms and instructional labs with multiple points of egress to allow for more structured circulation patterns. It is recommended that courses of 51 or more students be delivered online, in hybrid format, or broken into multiple smaller sections. (After calculating the adjusted maximum occupancy, there a very few classrooms on the campus capable of hosting courses of this size).

d) The **Adjusted Maximum Occupancy** derived from room area (square feet per person) is intended as a broad guideline for use in overall occupancy planning for classrooms and instructional labs. To account for the wide variety of conditions occurring in classrooms that could affect occupancy and circulation, the working group recommends a process to determine the **Functional Capacity** of each classroom. Determination of **Functional Capacity** is influenced by numerous factors, not limited to: room dimensions, furniture type, equipment, A/V orientation, accessibility and egress requirements, etc. The process of determining the **Functional Capacity** should include creating a furniture layout plan (in situ or graphically). Two examples of **Functional Capacity** layout are provided in the appendix. Once the layout has been determined, a graphic representation or image of the layout should be posted in each classroom. Once the functional capacities have been established, they should updated in the EMS system so that course scheduling accounts for the modified occupancies.

8) Within Classrooms and Instructional Labs/Studios

The working group recommends that the university consider the following process and protocols for within classrooms and instructional labs:

a) Maximum classrooms and instructional lab occupancies should be posted outside every classroom.
b) At a minimum, a modified seating plan should be posted outside of every classroom and instructional lab. Ideally, there would be a clear and direct indicator in the classroom or instructional lab of where students should and should not sit. The working group recommends that

all chairs, tablet desks remain in the room but those that should not be used to allow for social distancing be bagged.

c) Classrooms and instructional labs that have more than one point of entry and exit should have a designated "entrance" and "exit", these should be indicated with signage.
d) Classrooms and Instructional lab doors should be unlocked in the morning before classes begin in accordance with standard protocol.
e) Tissues/wipes (entry side) and trash cans (exit side) should be placed by both "entrance" and "exit" doors.
f) The working group recommends that the university explore some mix of the following to allow for orderly and safe entry into classrooms and instructional labs.
    i) Floor prompts and signage that communicate where students should queue to enter the classroom.
    ii) Enlist a student or students from the class to guide their classmates through the process of entering the classroom or instructional lab one by one
g) It may be unavoidable that students pass within six feet of one another while entering and exiting the classroom or instructional lab, similar to what you might experience at the grocery store. However, the University might consider the following recommendations for entering and exiting that could minimize that risk.
    i) Student should enter one at a time and be seated beginning with the row furthest from the entry door and ending with the row closest to the entry door. This will maintain social distancing and allow late arriving students to be seated without passing other students.
    ii) Class should be dismissed in the reverse fashion with students exiting from the rows closest to the exit door first, followed row by row until the last students exit from the row furthest from the exit. This will maintain social distancing standards.

h) Late entry into the classroom or instructional lab should not be allowed or at the very least strongly discouraged.
i) The entry door should be left open during the class to allow students to enter without having to touch the doors and to minimize disruption.
j) The entry and exit plans may have to be adapted to fit the particular room, as some classrooms (seminar rooms) or instructional labs do not have rows. The exit sequence should be noted on the seating plan.
k) Students should not be prohibited from exiting the classrooms during class, but should indicate that they need to do so in case it is necessary to temporarily relocate students to accommodate that.

9) Office Plans and Protocol

Understanding that a resumption of on-campus academic activities likely means the return of some staff and faculty units, the working group offers the following recommendations on office plans and protocol:

a) Units that are proposing or have been invited to return to campus should submit a **Unit Plan** for approval**.** More information on **Unit Plans** is provided in section 3e.
b) The working group recommends a metric of 120SF per person when computing modified occupancy of private office and open office. This metric is intended to be a broad guideline for use in overall occupancy planning. All office spaces are different, and applying that metric will not work for all office areas. Therefore, the **Unit Plan** should contain an office layout demonstrating that social distancing is being properly observed. It should also include the names of the occupants for each office and open office station. If a staggered work schedule is being proposed, provide an occupancy plan for each shift.
c) The **Unit Plan** (and office layout) should identify any spaces that will be closed off to students, staff and faculty or which will operate in a manner that is different than previously intended (break room that is now only for food prep). For workstations and conference rooms that are closed, units

should employ the same approach being used in classrooms to identify seats/desks that are not available.

d) The working group recommends applying the same metric (48 SF per person) and guidance (gatherings of 12 or fewer only in rooms with a single point of egress) to departmental conference rooms as suggested in section 8b for classrooms. A seating layout for each departmental conference room should be included in the **Unit Plan**.
e) The **Unit Plan** layout should also identify location for signage communicating area/room closures, office circulation, and any other pertinent information.
f) The working group recommends that faculty meetings and office hours continue to be held virtually (e.g., via Zoom) during Fall Semester 2020.
g) Clean work surfaces (free of clutter) allow for much more consistent and effective sanitation. The University should encourage students, staff and faculty to keep their work surfaces free of clutter, or leave them free of clutter at the end of the work day so they can be effectively cleaned.

10) Cleaning

The working group thought it best not to address specific cleaning protocols in this document, but rather to provide a few broad recommendations followed by some items that came up in our discussions to consider.

a) Any cleaning plans or protocols that are adopted to mitigate COVID-19 risk should clearly distinguish the responsibility of the University and the custodial vendor from the units or individuals as it relates to providing cleaning supplies.
b) Similarly, plans and protocols should clearly distinguish the responsibility of the University and the custodial vendor from units or individuals as it relates to specific cleaning activities and the cleaning of specific areas.
c) The following items came up in the working group discussions around cleaning:
    i) Should cleaning supplies be provided to clean touch point areas before and/or after using the restroom or will contamination from touch points be better managed with effective hand washing?
    ii) Consider where cleaning products will be provided by the University or custodial vendor including the following types of spaces: conference rooms, study rooms, library, and open areas.
    iii) Consider where the transition occurs from University responsibility to unit responsibility for products and cleaning. Does it occur at the departmental suite?
    iv) Enhance restroom cleaning should to meet CDC guidance.
    v) Consider displaying cleaning schedules with signatures in spaces for accountability and transparency.
    vi) Consider providing sanitation stations in each classroom, and empowering classroom users to clean their spaces after using. (This would be in addition to the normal daily classroom cleaning).
    vii) Consider who will be responsible for cleaning conference rooms before and after each use.
    viii) Adopt a protocol where drinking fountains and bottle fillers are disinfected frequently.
    ix) Communicate what cleaning protocols are in place for each area or space type- this will allow people to determine based on their own level of concern whether they choose to provide their own additional cleaning.
    x) For cleaning: What types, what areas and at what level is needed for the buildings to be deemed ready to open.
    xi) Disinfect restrooms, common areas, (all frequently touched areas) with EPA approved disinfectant.
    xii) Disinfect all handrails, doors knobs, door components and other frequently touched surfaces

xiii) Consider how often floors be swept/mopped?
xiv) Consider wiping down or spraying all tables and chairs (consideration for soft surface furniture) in functioning classrooms, offices, restrooms, and other high voluminous areas.
xv) Consider what the protocol will be for contaminated areas.
(1) How long is that area shut down?
(2) If it occurs in an open area, does the building get shut down?
xvi) Consider ways that we can collectively manage the added load of cleaning and disinfecting Faculty/Staff could be responsible for cleaning their own break room/conference room/office/workspaces and bringing their trash and recycle to centralized areas within their Administrative areas

11) Communication

The working group recognizes that communication will be a critical part of implementing and maintaining effective safety measures, and offer the following recommendations,

a) Communication:
i) Central Administration should provide widespread central messaging concerning return to campus expectations, process and feedback gathering. This communication would allow individual Schools, Colleges and administrative units to modify the communication before submitting it to their populations. Communications should direct people to campus the COVID-19 response website to assist users with additional information, and resources. Central Administration should also be responsible for providing concise communications regarding restart processes, and provide a mechanism to answer questions from business units and building coordinators. Additionally, they should be responsible for providing communication and signage templates with consistent messaging and branding and provide guidance around signage guidelines (consistent with University policies).
ii) Building administrators or Facilities Staff should be responsible for signage in common areas and areas that are accessible to the broader campus. This includes posting signage and identification, reporting when areas are lacking materials (cones, caution ribbons, placards, floor marks, etc.) and providing a mechanism to receive and respond to questions from building visitors / entrants, and coordinating the responses with Central Administration. The **Building Plans** will be useful in identifying where signage is needed and should provide specific locations for signage.
iii) Units are responsible for signage in the areas that are proprietary to the unit. Some examples are office, open office, departmental conference rooms, break rooms, etc. This includes posting signage and identification, reporting when areas are lacking materials (cones, caution ribbons, placards, floor marks, etc.) and providing a mechanism to receive and respond to questions from visitors / entrants, and coordinating the responses with Central Administration. The **Unit Plans** will be useful in identifying where signage is needed and should provide specific locations for signage.
iv) Individuals are responsible for reading campus communications, **Building Plans** and **Unit Plans** thoroughly and following posted notices and signage.

b) Signage Strategy- Signage will play a critical role in communicating to students, staff and faculty that the University is prepared and will provide critical guidance on behaviors that will mitigate risk. The working group suggests that the University use the CU Denver signage committee complimented by OIT expertise in digital signage, and approved signage vendors to assist with a signage plan that features consistent branding and taglines and is easily recognizable. Homemade signs should be discouraged.

c) Types of Signage- The following types of signage will likely be needed:
    (1) Floor Markings – one way pathing / stop stops / wait here
    (2) Signage Stands
    (3) Attached signage to surfaces (glass, elevator walls, walls, doors, floors, etc.)
    (4) Digital Signage updates - (OIT – TSS)
    (5) Cones / Marking (ie caution) Ribbon
d) Suggested Areas for Signage
    i) Outside Building entry point and other points of entry to direct to entry points
    ii) Queuing (areas and prompts)
    iii) Wellness Check Station
    iv) Sanitation Station
    v) Bathrooms / Elevators
    vi) Entrance / Exit points
    vii) Resources:
        (1) Communication: University Communications
        (2) Signage: Signage Committee, CU Facilities Management in coordination with approved state vendors.
e) Funding: Signage and supporting materials should be charged to the COVID related Speedtype

12) Innovations Identified

a) Delivery- investigate the broader use of lockers for package delivery on campus to mitigate exposure risks
b) Explore more employee lockers to reduce clutter in the workplace, allow for adequate cleaning, and promote more flexible office arrangements (hoteling or hot-desking)
c) Building Health and Design- Partner with International Well Building Institute, FitWell, or similar organization to review building health campus-wide and provide regular building health reporting to occupants.
d) Enhance building and space information tracking: classroom technology, building and room closure, auto-openers, card readers.
e) Cleaning Updates/Communications- provide real-time cleaning information.
f) Install Door handles/kick plates that minimize touch, foot activated doors
g) Voice-activated (no touch) technology for elevators And other touch points
h) Remove unnecessary doors
i) Produce an app for students, staff and faculty to manage their campus experience. Include cleaning information, closures, protocol changes, etc.
j) More robust digital signage on campus so messages can be broadcast consistently and in real-time as soon as updates are available.
k) Building Ventilation- Explore operable windows as a design standard

13) Resources:

a) Personal Spacing Diagram (.pdf), AHEC Campus Planning
b) DRAFT- Seating Layouts for 6 Foot Distancing (pdf), AHEC Campus Planning
c) ASTHO Contract Training Outline (docx), ASHTO
d) Hensel-Phelps Entry Point Layout (pptx), Hensel Phelps
e) Building Entry Check-In Kit Contents (docx), CU Denver | Anschutz Medical Campus
f) Building Entry Check-In Procedures, CU Denver | Anschutz Medical Campus
g) Recovery Readiness How to Guide for Reopening Your Workplace (.pdf), Cushman & Wakefield
h) Getting Back to Social Version 1.0 (.pdf), Stantec
i) The Safe Six Checklist (.pdf), Cushman & Wakefield
j) Room Occupancy Calculations from IACLEA Connections (.pdf), International Association of Law Enforcement Administrators
k) EPA Guide to Cleaning and Disinfecting (https://www.epa.gov/newsreleases/epa-cdc-release-guidance-cleaning-and-disinfecting-spaces-where-americans-live-work-and), EPA

l) NIH Disinfectant Spray Versus Wipe (https://www.ncbi.nlm.nih.gov/pubmed/?term=27590110), NIH
m) Cleaning and Disinfecting Your Facility (https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html), CDC
n) Cleaning and Disinfecting Environmental Surfaces (https://www.cdc.gov/oralhealth/infectioncontrol/faqs/cleaning-disinfecting-environmental-surfaces.html), CDC
o) Contact Tracing Online Training Modules (https://learn.astho.org/products/making-contact-a-training-for-covid-19-contact-tracers

Appendix A

1. *CU Denver Hands on Course Safe Return Template*
2. *DRAFT College of Architecture and Planning – Hands-on Learning and Teaching Courses/Activities COVID-19 Reconstitution Plan*
3. *CLAS COVID-19 Reconstitution Plan Draft*
4. *SEHD Reconstitution Plan Hands on Teaching and Learning*
5. *College of Engineering Design and Computing COVID-19 Reconstitution Plan Draft*
6. *CAM Hands on Teaching and Learning*
7. *Lynx Connect COVID Re Entry Plan*
8. *Business School Fall 2020 Computer Lab and Classroom Distancing Guidelines*

#1 *CU Denver Hands on Course Safe Return Template*

University of Colorado Denver
Denver Campus
Hands-On Studio/Lab Teaching & Learning
Safe Return Plan
INSERT UNIT NAME

Purpose This document guides the actions of the INSERT UNIT NAME as it re-starts in-person hands-on Studio/Lab Teaching and learning operations on campus during the COVID-19 pandemic.

Justification INSERT JUSTIFICATION FOR IN-PERSON COURSE ON CAMPUS

Scope This document applies to the INSERT UNIT NAME on the CU Anschutz Medical Campus. The INSERT UNIT NAME will conduct operations in the following locations:

INSERT BUILDING NAME (COPY TABLE IF MULTIPLE BUILDINGS)		
INSERT ROOM #/NAME	INSERT ROOM #/NAME	INSERT ROOM #/NAME
INSERT ROOM #/NAME	INSERT ROOM #/NAME	INSERT ROOM #/NAME
INSERT ROOM #/NAME	INSERT ROOM #/NAME	INSERT ROOM #/NAME
INSERT ROOM #/NAME	INSERT ROOM #/NAME	INSERT ROOM #/NAME

The INSERT UNIT NAME will invite a total of INSERT# of students, faculty, and staff will be invited to campus. The invited population consists of the following:

Students	INSERT#
Faculty	INSERT#
Staff	INSERT#

ADD ROWS TO TABLE IF OTHER GROUPS INCLUDED

As operations expand or contract these numbers may fluctuate with INSERT APPROVAL AUTHORITY approval.

INSERT UNIT NAME will share the roster of students that will be invited to return to campus with the Office of Student Services

Objectives

The INSERT UNIT NAME's objectives during academic reconstitution are:

- Ensure teaching operations are conducted in as safe a manner as possible to ensure the health and wellbeing of students, faculty, and staff.
- INSERT OBJECTIVES

Assumptions

The following assumptions informed this document:

- Holiday building access controls remain in place. All badge activity will continue to be monitored 24 hours a day, seven days a week.
- All work that can be done remotely, (e.g. administrative functions, fiscal functions, lecturing, grading, writing, reviewing, etc.) will continue to be done remotely until further notice
- INSERT UNIT NAME fiscal unit will track all COVID-19 specific related expenses
- INSERT UNIT NAME faculty and staff involved INSERT SPECIFIC PROGRAM IF APPLICABLE are designated as critical personnel
- The INSERT UNIT NAME (CHOOSE) will/will not provide disposable or reusable facemasks to all personnel
- Face masks are meant to protect the larger population by reducing the amount of potentially infectious respiratory droplets in the air from asymptomatic people who may be carrying the virus. They are not intended to specifically protect the individuals wearing them from becoming ill, nor are they intended to protect students, faculty, or staff from hazardous materials.
- Students, faculty, and staff will be **invited** to return to work by the INSERT UNIT NAME leadership
- Students, faculty, and staff concerned about returning to campus will contact their advisor, supervisor, and/or the INSERT UNIT NAME leadership
- Any students, residents, faculty or staff needing any special accommodations need to request such from the INSERT UNIT NAME leadership, who in turn will contact the Office of Academic Support Services.
- Any students, residents, faculty or staff with concerns about be able to return to campus should contact the INSERT UNIT NAME via this link: https://ucdenverdata.formstack.com/forms/sodm_in_person_learning__data_collection

INSERT UNIT NAME Reconstitution Group

The INSERT UNIT NAME Reconstitution Group is composed of representatives of University administration, and leadership, faculty, and staff of the INSERT UNIT NAME. This group will coordinate planning efforts with Facilities, the Office of Information Technology, Environmental Health and Safety, the Police Department, Student Services and INSERT UNIT NAME Finance and University Finance to ensure support services are in place for restart activities.

COVID-19 Coordinator

A COVID-19 official will be designated by the INSERT UNIT NAME to ensure the combined activities in their areas do not violate the social distancing and safety requirements listed below. The COVID-19 official may appoint one or more COVID-19 coordinators to assist them with implementation of their responsibilities. The COVID-19 official will determine if break rooms, conference rooms etc. will be available for use and if so the number of people permitted in each large space. The COVID-19 official will submit these space designations as part of this plan. Upon approval, the COVID-19 official will create and post appropriate signage for each space noting its status and the maximum number of people allowed to use the space, and enforce adherence to the posted limitations.

INSERT UNIT NAME will determine shift lengths and schedules of its students, faculty, and staff with the goal of minimizing the number of people in any one room/ area at a time. Schools and departments are encouraged to stagger staffing and take other steps needed to have as few people in the building/area/room as possible.

If this activity requires individuals to work in close proximity, INSERT UNIT NAME will develop occupancy maps of their rooms/areas that detail how many people can occupy each room or work area based on the assumption that each person requires 120 square feet of active working space to maintain social distancing protocols. These schedules and maps will be reviewed and approved by their designated COVID-19 official and research administration prior to implementation.

Return to Campus Requirements

- Students, faculty, and staff will be contacted by leadership from the INSERT UNIT NAME and **invited** to return to campus
- Before returning to campus students, faculty and staff must complete the online training entitled "Return to Campus" which can be accessed via Skillsoft in the University portal

Building Entry Requirements

The INSERT UNIT NAME will coordinate the entry process and social distancing requirements

Student Building Entry

- Students will have prescribed times to enter the building beginning at INSERT TIME at INSERT -minute intervals.
- Students will enter the building through the INSERT entrance.
- Social distancing of 6 feet will be enforced while students wait to enter the building (marked spots along INSERT FEATURES (e.g. patio/stairs/handicap ramp).
- Screening of students using CDC recommended questions will be conducted and temperatures taken each day prior to students entering the building.
- Screenings and temperature checks will be conducted outside of the building weather permitting or in the INSERT LOCATION.
- Students will be required to wear face coverings around campus and throughout the building (See below for face mask requirements).
- Administrative staff and/or faculty from the INSERT UNIT NAME will be assigned to enforce screening, monitoring of social distancing, and appropriate use of Personal Protective Equipment (PPE) and other infection control behaviors.

Faculty and Staff Entry

- Faculty and staff will enter the building through the INSERT entrance.
- Social distancing of 6 feet will be enforced while faculty and staff wait to enter the building (marked spots along INSERT FEATURES (e.g. patio/stairs/handicap ramp).
- Screening of faculty and staff using CDC recommended questions will be conducted and temperatures taken each day prior to entering the building.
- Screenings and temperature checks will be conducted outside of the building weather permitting or in the INSERT LOCATION.
- Faculty and staff will be required to wear face coverings around campus and throughout the building (See below for face mask requirements).
- Administrative staff and/or faculty from the INSERT UNIT NAME will be assigned to enforce screening, monitoring of social distancing, and appropriate use of PPE and infection control behaviors.

Face Mask Requirements

- Students, faculty, and staff on campus will wear a face mask at all times EDIT THIS BULLET TO REFLECT WHETHER MASKS PROVIDED BU UNIT OR STUDENT HAVE TO PROVIDE
- If INSERT UNIT NAME provided masks are not immediately available, students, residents, faculty, and staff may utilize improvised face masks constructed in accordance with CDC guidance

- Any decorations on the materials used to make the face masks will comply with the dress code standards regarding logos and appropriate work content established for other forms of dress and/or uniform standards

Note: Instructions for assembling an improvised face mask can be found at: https://www.youtube.com/watch?v=tPx1yqvJgf4 or https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

- The INSERT UNIT NAME will provide PPE to students, faculty, and staff for procedures for which these PPE items have historically been used in past practice.
- Students, faculty, and staff will maintain their face masks as instructed
- Cloth face masks will only be removed when manufactured PPE is required to be worn in its place for specific operational requirements
- If students, faculty, or staff discover a conflict between this requirement and operational requirements, they will not begin, or will cease that operation and contact their Instructor and/or Supervisor. The Instructor/Supervisor will consult with Environmental Health and Safety for alternative measures before resuming that operation. (Industrial.Hygiene@ucdenver.edu)

Social Distancing / Safety Requirements

Unless otherwise described within this document, all students, faculty, and staff working on campus shall, at a minimum, engage in the social distancing and safety measures listed below. The INSERT UNIT NAME will determine the best ways to educate their students, faculty, and staff about these requirements **in addition to** the return to campus training. Students, faculty, or staff who do not follow these requirements will be referred to their COVID-19 official for remedial training and reinforcement of these requirements. Those who consistently violate social distancing/safety requirements may be subject to disciplinary measures.

- **All work that can be done remotely is required to be done remotely until further notice**
- Work space population calculations will be based on 120 square feet per person for people actively working in an area.
- Maintain at least 6 feet between themselves and other individuals unless wearing appropriate PPE
- Do not loiter or congregate in public areas, hallways, work areas, etc.
- Wash hands frequently in accordance with CDC recommendations
- Follow posted building specific elevator occupancy limitations
- Administrative staff and/or faculty from the INSERT UNIT NAME will be assigned as Infection Control Monitors to ensure students, faculty, and staff adhere to infection control guidelines while in the building. Anyone (students, faculty, and staff breaking infection control protocols will be asked to leave the building immediately.

Cleaning Requirements

- Cleaning supplies will be provided by the INSERT UNIT NAME
- Students will disinfect their work space using COVID-19 infection control protocols prior to beginning activities in the morning and again after re-entering after a break in activities.
- Students will disinfect their work space using COVID-19 infection control protocols while they are exiting their unit for breaks in activities and at the end of the day.
- INSERT UNIT NAME will coordinate the cleaning of common areas with Facilities and/or EHS as appropriate

Lunch Hours

- Students are encouraged to return to their residences if they live near campus or eat in their cars alone if they commute to campus.
- If eating on campus, students, faculty and staff must observe social distancing protocols. If possible, the area where they are eating should be cleaned before and after their meal.
- No gatherings in the lobbies/reception areas will be allowed.

- Temperatures of students will be taken prior to re-entering the building.

Personnel Movement Discipline

In an effort to limit areas needing sanitization should someone become ill with COVID-19, all students, faculty, and staff should limit their movement in the INSERT UNIT OR BUILDING NAME in the following ways:

- Follow building specific signs, posters etc. that direct movement to entry and exit points to minimize interpersonal contact
- Take the most direct route from the point of entry to their work location
- Stay within their assigned work location as much as possible
- Utilize the restroom facility closest to their work location whenever feasible
- When retrieving supplies or equipment, students, faculty, and staff will make every possible effort to minimize trips while safely transporting needed supplies using dollies, carts, etc. Immediately clean transportation aids once they are finished using them.

Note: Guidance for cleaning of laboratory spaces and equipment can be found at: https://www.cuanschutz.edu/coronavirus/research-guidance

Exiting the Building

- INSERT EXITING INSTRUCTIONS IF APPLICABLE. IF N/A DELETE THIS ROW

After Hours Use

- INSERT ANY SPECIFIC INSTRUCTIONS PERTAINING TO AFTER HOURS USE. IF AFTER HOURS USE IS NOT PERMITTED NEEDS TO STATE THIS.

Schedule of Activities

- INSERT THE SCHEDULE OF ACTIVITIES. INCLUDE WHICH ROOMS WILL BE USED, THE NUMBER OF STUDENTS, INSTRUCTORS, ETC. ALLOWED IN EACH SPACE, AND THE NECESSARY PROXIMITY OF INDIVIDUALS TO MEET PROGRAM REQUIREMENTS.

Space Diagram(s)

INSERT DIAGRAMS OF EDUCATIONAL SPACES THAT WILL BE USED, DENOTING STUDENT ACTIVITY LOCATIONS.

IF NOT APPLICABLE DELETE THESE ROWS

Illness Reporting

If a student, resident, faculty, or staff member becomes ill, they will take the following steps:

1. Report their symptoms/illness to their instructor/supervisor
2. After notifying their instructor/supervisor seek medical care by telephone or by calling 911 if a medical emergency
3. Do **NOT** come to campus under any circumstances
4. Report their illness to their instructor/supervisor
5. Submit a self-report to Human Resources using the online questionnaire: (https://ucdenverdata.formstack.com/forms/covid_form_copy)
6. If the student, resident, faculty, or staff member tests positive for COVID-19, they shall report this to their instructor/supervisor and complete a second on-line questionnaire form to update their status: (https://ucdenverdata.formstack.com/forms/covid_form_copy)
7. Do **NOT** return to work until cleared to do so by a medical provide or occupational health

If a student, resident, faculty, or staff member develops any of the following symptoms while on campus they will leave campus immediately and notify their instructor/supervisor:

- Fever
- Cough

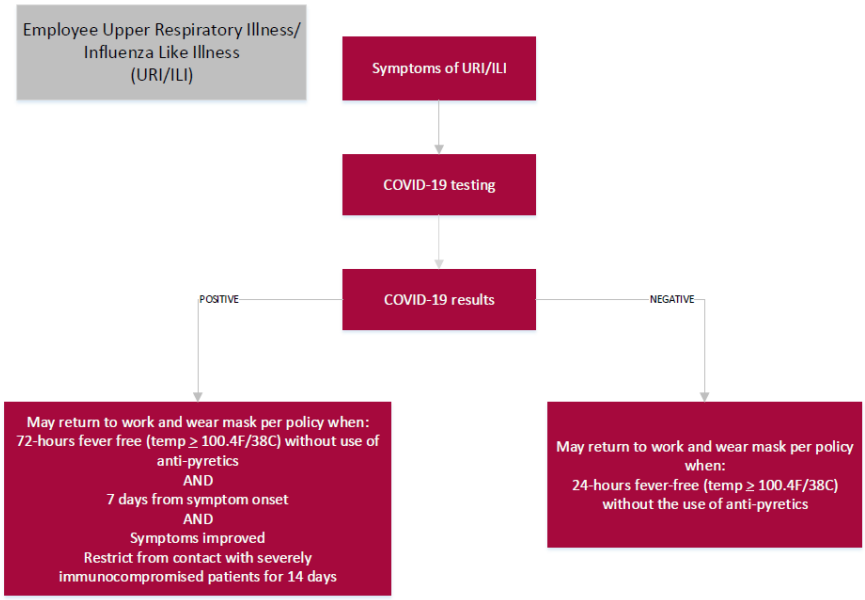
- Shortness of breath
- Sore throat
- Headache
- Gastrointestinal upset
- Muscle aches

The student, resident, faculty, or staff member's instructor/supervisor will take the following steps upon being notified of the employee's illness:

1. Instruct the student, resident, faculty, or staff member to seek medical care by telephone or by calling 911 if a medical emergency
2. Confirm with the student, resident, faculty, or staff member areas in the building beyond their work area they may have frequented within the last 48 hours
3. Emphasize that the student, resident, faculty, or staff member is not to come to campus until they are cleared to do so
4. Contact occupational health (cody.coburn@cuanschutz.edu) to notify them of the illness and the locations in the building frequented by the student, resident, faculty, or staff member
5. If the student, resident, faculty, or staff member reports a positive COVID-19 test result, immediately report this information to Occupational Health.

Occupational Health will follow-up with employees who test positive, provide appropriate guidance, and investigate to determine others who may be at risk. Multiple cases in a single location will be investigated to determine systemic issues.

Once a student, faculty, or staff member meets the following criteria they may return to work (masks will be provided by the University):



References

Colorado Department of Public Health and Environment, Fourth Updated Public Health Order 20-24

Colorado Executive Order D 2020 39 "Ordering Workers in Critical Businesses and Critical Government Functions to Wear Non-Medical Face Coverings"

Colorado's "Safer at Home" Guidelines

#2 College of Architecture and Planning Hands-on Learning and Teaching Draft Return Plan

DRAFT College of Architecture and Planning – Hands-on Learning and Teaching Courses/Activities COVID-19 Reconstitution Plan DRAFT

Purpose

This document guides the actions of the College of Architecture and Planning as it re-starts in-person hands-on learning and teaching operations on campus during the COVID-19 pandemic.

Justification

For the undergraduate and graduate architecture, landscape architecture, and urban planning programs in CAP, drawing and making are at the center of our educational model. It is vitally important that we provide students with the spaces, resources, and technologies they will need to cultivate their abilities to "think visually." For this reason, it is essential that, in the context of this global pandemic where we are social distancing and working remotely, we do everything we possibly can to provide on-site design studio experiences for all of our CAP students. Studio is the cornerstone of any design education. It is the class in which students spend the vast majority of their time and it is the class where hands-on learning is the primary focus.

It is in this context that we have developed the following plan for a staged return of our architecture, landscape architecture, and urban planning students to on-site studio courses in the CU Building. We have carefully strived to maintain principles of social distancing through evenly distributing studios, in terms of both time and space, throughout the week and building. To do this, our plan includes strategies to keep non-studio courses remote for the fall. This provides more space for studios in what are typically non-studio lecture rooms.

Scope

This document applies to the College of Architecture and Planning on the CU Denver Campus the College of Architecture and Planning will conduct operations in the following locations:

CU Building at 1250 14th Street, Denver, Colorado 80202		
CU 2001 - Studio	CU 2001 A, B, C – converted into additional studio space	CU 450 - Fabrication
CU 450 C, E, H Fabrication	CU 460 – Computer Lab	CU 410 – Research Lab
CU 525 – Planning Studio	CU 518/524 – Studio / Research Lab	CU 500 – Computer Lab
CU 6000, 6100, 6200, 6300 – All Open Studios – 6th Floor	CU 7000, 7100, 7200, 7300 – All Open Studios 7th Floor	CU 1400 - Annex 1st Floor - Fabrication
CU 470 – Classroom converted into additional computer lab space	CU 505 – Classroom converted into additional computer lab space	

The College of Architecture and Planning will invite a total of 580 (estimate, depending on enrollments) of students, faculty, and staff will be invited to campus. The invited population consists of the following:

Students	550
Faculty	24
Staff	6

As operations expand or contract these numbers may fluctuate with INSERT APPROVAL AUTHORITY approval.

College of Architecture and Planning will share the roster of students that will be invited to return to campus with the Office of Student Services

Objectives

The College of Architecture and Planning objectives during academic reconstitution are:

- Ensure teaching operations are conducted in as safe a manner as possible to ensure the health and wellbeing of students, faculty, and staff.
- Provide on-site design studio experiences for CAP students.
- Provide on-site fabrication experiences for CAP students.
- Provide on-site making experiences for CAP students.

Hands-on Activities

Individual work to include drafting, drawing, model building, rendering, and presenting projects. Analog and digital fabrication tools will be used in CAP fabrication labs. Computer labs will be used by students to access subject specific programs not available to students outside of the CAP computer labs.

Considerations

CAP recognizes that some faculty and students will not be able to return to campus to attend hands-on learning courses. Different types of course delivery will be deployed to accommodate students and faculty. The teaching modalities can include in-person only, a combination of in-person and remote (hybrid, team teaching), and remote/online. HyFlex course design will be considered.

Innovations / Value Add

CAP studio midterm and final reviews will be video remote. Faculty will have the opportunity to invite colleagues and industry professional from other geographical areas to participate in the student review process. This increases the potential quality of the review and may increase visibility and reputation of the college beyond the region.

Assumptions

The following assumptions informed this document:

- Most CU Denver fall 2020 courses will remain remote.
- Holiday building access controls remain in place. All badge activity will continue to be monitored 24 hours a day, seven days a week.
- All work that can be done remotely, (e.g. administrative functions, fiscal functions, lecturing, grading, writing, reviewing, etc.) will continue to be done remotely until further notice.

- College of Architecture and planning fiscal unit will track all COVID-19 specific related expenses.
- College of Architecture faculty and staff involved Architecture, Landscape Architecture, Urban Design and Urban and Regional Planning programs are designated as critical personnel. (list to be provided of CAP faculty and staff)
- The College of Architecture and Planning will provide disposable or reusable facemasks to all personnel.
- Face masks are meant to protect the larger population by reducing the amount of potentially infectious respiratory droplets in the air from asymptomatic people who may be carrying the virus. They are not intended to specifically protect the individuals wearing them from becoming ill, nor are they intended to protect students, faculty, or staff from hazardous materials.
- Students, faculty, and staff will be **invited** to return to work by the College of Architecture and Planning leadership.
- Students, faculty, and staff concerned about returning to campus will contact their advisor, supervisor, and/or the College of Architecture and Planning leadership.
- Any students, residents, faculty or staff needing any special accommodations need to request such from the College of Architecture and Planning leadership, who in turn will contact the Office of Academic Support Services.
- Any students, residents, faculty or staff with concerns about be able to return to campus should contact the College of Architecture and Planning via this link: https://ucdenver_TBD

College of Architecture and Planning Reconstitution Group

The College of Architecture and Planning Reconstitution Group is composed of representatives of University administration, and leadership, faculty, and staff of the College of Architecture and Planning. This group will coordinate planning efforts with Facilities, the Office of Information Technology, Environmental Health and Safety, the Police Department, Student Services and College of Architecture and Planning Finance and University Finance to ensure support services are in place for restart activities.

COVID-19 Coordinator

A COVID-19 official will be designated by the College of Architecture and Planning to ensure the combined activities in their areas do not violate the social distancing and safety requirements listed below. The COVID-19 official may appoint one or more COVID-19 coordinators to assist them with implementation of their responsibilities. The COVID-19 official will determine if break rooms, conference rooms etc. will be available for use and if so the number of people permitted in each large space. The COVID-19 official will submit these space designations as part of this plan. Upon approval, the COVID-19 official will create and post appropriate signage for each space noting its status and the maximum number of people allowed to use the space, and enforce adherence to the posted limitations.

College of Architecture and Planning will determine shift lengths and schedules of its students, faculty, and staff with the goal of minimizing the number of people in any one room/ area at a time. Schools and departments are encouraged to stagger staffing and take other steps needed to have as few people in the building/area/room as possible.

If this activity requires individuals to work in close proximity, College of Architecture and Planning will develop occupancy maps of their rooms/areas that detail how many people can occupy each room or work area based on the assumption that each person requires 120 square feet of active working space to maintain social distancing protocols. These schedules and maps will be reviewed and approved by their designated COVID-19 official and research administration prior to implementation.

Return to Campus Requirements

- Students, faculty, and staff will be contacted by leadership from the College of Architecture and Planning and **invited** to return to campus
- Before returning to campus students, faculty and staff must complete the online training entitled “Return to Campus” which can be accessed via Skillsoft in the University portal

The College of Architecture and Planning will coordinate the entry process and social distancing requirements

Student Building Entry

- Access to CAP spaces in the CU Building will be limited to Mondays through Fridays from 7:00am to 8:00pm.
- Students will have prescribed times to enter the building beginning at INSERT TIME at INSERT -minute intervals.
- Students will enter the building through the 14th St entrance.
- Social distancing of 6 feet will be enforced while students wait to enter the building (marked spots along outside covered entrance, extended patio in front of building).
- Screening of students using CDC recommended questions will be conducted and temperatures taken each day prior to students entering the building.
- Screenings and temperature checks will be conducted outside of the building weather permitting or in the main first floor lobby space.
- Students will be required to wear face coverings around campus and throughout the building (See below for face mask requirements).
- Administrative staff and/or faculty from the College of Architecture and Planning in partnership with other academic units residing in the building that have been given reconstitution permission will be assigned to enforce screening, monitoring of social distancing, and appropriate use of Personal Protective Equipment (PPE) and other infection control behaviors.
- Studios times and dates will be staggered throughout the week to reduce density in the studio spaces. (schedule, room layout and pedestrian traffic flow provided)
- Students will be allowed to come in to the building up to 2 hours prior to the start of their studio and stay 2 hours afterwards to allow for other courses (remote) that may occur prior to the beginning of studio or immediately following. They will also be able to use the time before and after studio to work on studio projects
- Students will be allowed to work in studio during non-class times by reservation only. A reservation system will be set up for all studio sections - there will be no more than half of the number of students from a studio section in the studio space at any one time.
- Students will only be allowed to access their studio spaces. There will not be group work or homework sessions taking place in studio spaces.
- In-person building tours not offered through the Fall 20 semester.

Faculty and Staff Entry

- Faculty and staff will enter the building through the underground parking lot and 14th St entrances.
- Social distancing of 6 feet will be enforced while faculty and staff wait to enter the building (marked spots along outside covered entrance, extended patio in front of building, and 1st floor lobby).
- Screening of faculty and staff using CDC recommended questions will be conducted and temperatures taken each day prior to entering the building.
- Screenings and temperature checks will be conducted outside of the building weather permitting or in the main 1st floor lobby.
- Faculty and staff will be required to wear face coverings around campus and throughout the building (See below for face mask requirements).
- Administrative staff and/or faculty from the College of Architecture and Planning in partnership with other academic units residing in the building that have been given reconstitution permission will be assigned to enforce screening, monitoring of social distancing, and appropriate use of PPE and infection control behaviors.

Building ID Requirements

Faculty, Student and Staff Badging Requirements

- Each day, dated, color-coded stickers (daily identifier) will be given to all faculty, students and staff after health check screenings to display on their IDs. This will help faculty and staff identify those that have or have not been screened each day.
- Students will be required to display Student IDs while in the building.
- Faculty and staff will be required to display their employee IDs while in the building.

Face Mask Requirements

- Students, faculty, and staff on campus will wear a face mask at all times. CAP students will provide their own masks.
- If College of Architecture and Planning provided masks are not immediately available, students, residents, faculty, and staff may utilize improvised face masks constructed in accordance with CDC guidance.
- Any decorations on the materials used to make the face masks will comply with the dress code standards regarding logos and appropriate work content established for other forms of dress and/or uniform standards

Note: Instructions for assembling an improvised face mask can be found at: https://www.youtube.com/watch?v=tPx1yqvJgf4 or https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

- The College of Architecture and Planning will provide PPE to students, faculty, and staff for procedures for which these PPE items have historically been used in past practice.
- Students, faculty, and staff will maintain their face masks as instructed
- Cloth face masks will only be removed when manufactured PPE is required to be worn in its place for specific operational requirements
- If students, faculty, or staff discover a conflict between this requirement and operational requirements, they will not begin, or will cease that operation and contact their Instructor and/or Supervisor. The Instructor/Supervisor will consult with Environmental Health and Safety for alternative measures before resuming that operation. (Industrial.Hygiene@ucdenver.edu)

Social Distancing / Safety Requirements

Unless otherwise described within this document, all students, faculty, and staff working on campus shall, at a minimum, engage in the social distancing and safety measures listed below. The College of Architecture and Planning will determine the best ways to educate their students, faculty, and staff about these requirements **in addition to** the return to campus training. Students, faculty, or staff who do not follow these requirements will be referred to their COVID-19 official for remedial training and reinforcement of these requirements. Those who consistently violate social distancing/safety requirements may be subject to disciplinary measures.

- **All work that can be done remotely is required to be done remotely until further notice**
- Work space population calculations will be based on 120 square feet per person for people actively working in an area.
- Maintain at least 6 feet between themselves and other individuals unless wearing appropriate PPE
- Do not loiter or congregate in public areas, hallways, work areas, etc.
- Wash hands frequently in accordance with CDC recommendations
- Follow posted building specific elevator occupancy limitations
- Additional sanitation stations will be set up in the studio and CAP lab spaces.
- Administrative staff and/or faculty from the College of Architecture and Planning will be assigned as Infection Control Monitors to ensure students, faculty, and staff adhere to

infection control guidelines while in the building. Anyone (students, faculty, and staff breaking infection control protocols will be asked to leave the building immediately.

Cleaning Requirements

- Cleaning supplies will be provided by the College of Architecture and Planning
- Students will disinfect their work space using COVID-19 infection control protocols prior to beginning activities in the morning and again after re-entering after a break in activities.
- Students will disinfect their work space using COVID-19 infection control protocols while they are exiting their unit for breaks in activities and at the end of the day.
- College of Architecture and Planning will coordinate the cleaning of common areas with Facilities and/or EHS as appropriate

Lunch Hours

- Students are encouraged to return to their residences if they live near campus or eat in their cars alone if they commute to campus.
- If eating on campus, students, faculty and staff must observe social distancing protocols. If possible, the area where they are eating should be cleaned before and after their meal.
- No gatherings in the lobbies/reception areas will be allowed.
- Food will not be stored in the building.
- Temperatures of students will be taken prior to re-entering the building.

Lab Use and Equipment Handling

CAP Fabrication Labs

- *Laser cutting, CNC routing and 3d printing* will be available immediately. Students must submit jobs in advance to Lab staff via an online system, finished parts will be placed in bins. Students will be notified when parts are ready to be picked-up.
- *Spray Booth, Woodshop, and Metal shop* will be by appointment only.
- *Woodshop*: No more than 8 people at a time including supervisors. No more than one hour when students are waiting. Duplicate tools such as table saws, band saws, drill presses, etc. will be reduced to maintain social distancing.
- *Metal shop:* No more than 8 people at a time including supervisors. No more than one hour when students are waiting. The Annex will be reworked and setup as a "Fast Lab" with some of the spare tools from the woodshop. Annex tools will be stationed with social distancing guidelines.
- *Lab Training* for new students is capped at 5 people per trainer with no more than 2 trainers in a lab at a time to stay consistent with social distancing.

CAP Computer Labs

- Students will have remote access to CAP computer labs computers allowing them to use specialized programs for architecture, landscape architecture and planning programs.
- All computers will be spaced 6 feet apart, some computers moved to room 470 for fall 20.
- Walkways to computer will be widened to maintain 6 foot distancing. This will be achieved by reconfiguring the lab furnishings and printers.
- Printers spread out in current computing lab and only accessed by lab staff.
- Workstations will be cleaned after each use. A thorough cleaning of all services will be done twice daily.
- To maintain reduced density in the labs, students will be allowed to work in CAP computer labs by reservation only. A reservation system will be set up for the 4th floor and 5th floor labs.

CAP Visual Resource Center

Photo Rooms:

- Will be by appointment only (no different than previously run).
- One person allowed in each photo room at a time
- Contactless check-in for photo rooms
- Disinfection wipe down of all equipment immediately upon return
- All training and orientations for photo rooms will be conducted online

Equipment Checkout:

- Contactless checkout of 2nd floor equipment via cubby or locked room.
- Disinfection wipe down of all equipment immediately upon return

Drone Services:

- All consultations and delivery to be conducted online
- No Visual Observers for drone missions, Remote Pilot in Command only.

Photography and Video Services

- All photography and video services will be suspended unless:
  - The shoot can be accomplished with the photographer remaining 6 feet or further from all subjects
  - AND the photographer is wearing a facemask
  - OR the photographer is the only person present at the shoot (e.g. shoots of inanimate objects)
- All equipment wiped down/disinfected between each use

All CAP Labs will close at noon daily for 45 minutes in order to clean machinery, repair items that need attention and for lab staff to meet to discuss procedures and adapt as necessary. CAP staff will be on site monitoring studios and CAP labs at all times when student are in the building. This plan will be assessed weekly and adjustments made as needed and required.

Materials Handling

Model building material will not be shared. Each student will be required to bring their own materials. Materials such as sheet lumber and steel will be stored at the students' individually assigned desks. Larger fabrication materials will be stored in fabrication storage areas.

Personnel Movement Discipline

In an effort to limit areas needing sanitization should someone become ill with COVID-19, all students, faculty, and staff should limit their movement in the CU Building in the following ways:

- Follow building specific signs, posters etc. that direct movement to entry and exit points to minimize interpersonal contact
- Take the most direct route from the point of entry to their work location
- Stay within their assigned work location as much as possible
- Utilize the restroom facility closest to their work location whenever feasible
- When retrieving supplies or equipment, students, faculty, and staff will make every possible effort to minimize trips while safely transporting needed supplies using dollies, carts, etc. Immediately clean transportation aids once they are finished using them.

Note: Guidance for cleaning of laboratory spaces and equipment can be found at: https://www.cuanschutz.edu/coronavirus/research-guidance

Exiting the Building

- INSERT EXITING INSTRUCTIONS IF APPLICABLE. IF N/A DELETE THIS ROW

After Hours Use

- INSERT ANY SPECIFIC INSTRUCTIONS PERTAINING TO AFTER HOURS USE. IF AFTER HOURS USE IS NOT PERMITTED NEEDS TO STATE THIS.

Schedule of Activities

- INSERT THE SCHEDULE OF ACTIVITIES. INCLUDE WHICH ROOMS WILL BE USED, THE NUMBER OF STUDENTS, INSTRUCTORS, ETC. ALLOWED IN EACH SPACE, AND THE NECESSARY PROXIMITY OF INDIVIDUALS TO MEET PROGRAM REQUIREMENTS.

Space Diagram(s)

INSERT DIAGRAMS OF EDUCATIONAL SPACES THAT WILL BE USED, DENOTING STUDENT ACTIVITY LOCATIONS.

IF NOT APPLICABLE DELETE THESE ROWS

Illness Reporting

If a student, resident, faculty, or staff member becomes ill, they will take the following steps:

8. Report their symptoms/illness to their instructor/supervisor
9. After notifying their instructor/supervisor seek medical care by telephone or by calling 911 if a medical emergency
10. Do **NOT** come to campus under any circumstances
11. Report their illness to their instructor/supervisor
12. Submit a self-report to Human Resources using the online questionnaire: (https://ucdenverdata.formstack.com/forms/covid_form_copy)
13. If the student, resident, faculty, or staff member tests positive for COVID-19, they shall report this to their instructor/supervisor and complete a second on-line questionnaire form to update their status: (https://ucdenverdata.formstack.com/forms/covid_form_copy)
14. Do **NOT** return to work until cleared to do so by a medical provide or occupational health

If a student, resident, faculty, or staff member develops any of the following symptoms while on campus they will leave campus immediately and notify their instructor/supervisor:

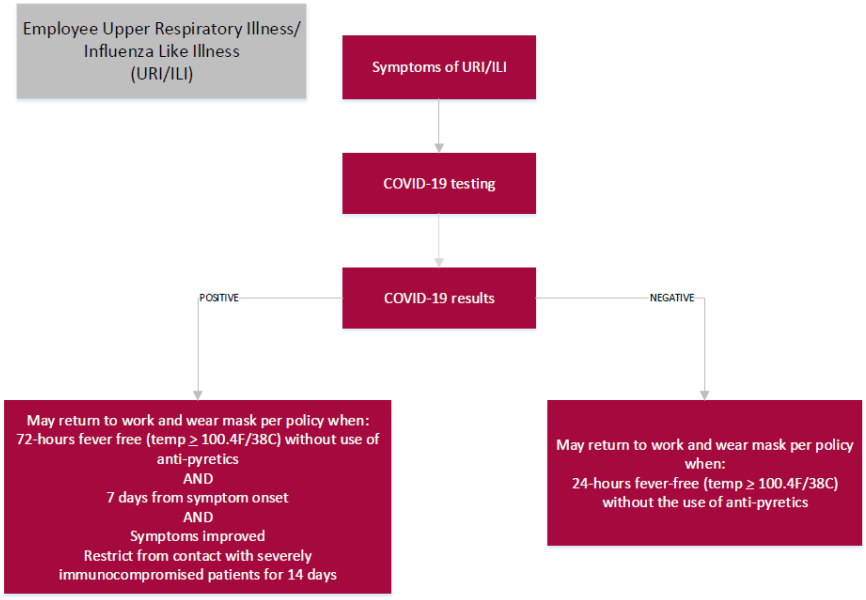
- Fever
- Cough
- Shortness of breath
- Sore throat
- Headache
- Gastrointestinal upset
- Muscle aches

The student, resident, faculty, or staff member's instructor/supervisor will take the following steps upon being notified of the employee's illness:

6. Instruct the student, resident, faculty, or staff member to seek medical care by telephone or by calling 911 if a medical emergency
7. Confirm with the student, resident, faculty, or staff member areas in the building beyond their work area they may have frequented within the last 48 hours
8. Emphasize that the student, resident, faculty, or staff member is not to come to campus until they are cleared to do so
9. Contact occupational health (cody.coburn@cuanschutz.edu) to notify them of the illness and the locations in the building frequented by the student, resident, faculty, or staff member
10. If the student, resident, faculty, or staff member reports a positive COVID-19 test result, immediately report this information to Occupational Health.

Occupational Health will follow-up with employees who test positive, provide appropriate guidance, and investigate to determine others who may be at risk. Multiple cases in a single location will be investigated to determine systemic issues.

Once a student, faculty, or staff member meets the following criteria they may return to work (masks will be provided by the University):



References

Colorado Department of Public Health and Environment, Fourth Updated Public Health Order 20-24

Colorado Executive Order D 2020 39 "Ordering Workers in Critical Businesses and Critical Government Functions to Wear Non-Medical Face Coverings"

Colorado's "Safer at Home" Guidelines

#3 CLAS COVID-19 Reconstitution Plan Draft

DRAFT CLAS COVID-19 Reconstitution Plan DRAFT

Purpose

This document guides the actions of CLAS as it re-starts in-person teaching and learning operations on campus during the COVID-19 pandemic.

Justification

Many of the courses taught in the College of Liberal Arts and Sciences (CLAS) require hands-on, in-person presence on campus to achieve the intended learning. In Physics, Chemistry, and Biology, Geography and Environmental Science, and the Clinical Health Psychology PhD program it is impossible for students to learn how to use equipment; to pipette, to measure phenomena, to dissect, complete cognitive, and neuropsychological assessments, observe physical phenomena, engage in psychophysiological assessments and treatment without being able to do so in-person. A video of a dissection does not enable students to learn the feel of different tissues or the pressure to apply to a scalpel to penetrate the skin, just as watching someone decant reagents, pipette solutions, or wire an instrument does not enable them to develop the skills necessary to successfully apply for a job, or apply for graduate school. The clinical skills developed during direct contact with clients and patients is irreplaceable, and in many cases, the patients with whom students interact are not available in an online or remote format. Further many clinical cognitive assessments are invalid if the patient is in a non-controlled environment or using non-standardized equipment. Similarly, in Geography and

Environmental Science, field activities (both on and off campus) expose physical science students to instrumentation and techniques they need to measure the environment. For these and many other reasons, for the students enrolled in many of the graduate and undergraduate classes in CLAS, meeting the learning objectives of the courses in which they're enrolled require hands-on on-campus courses. Further, in several of the programs within CLAS, graduation requirements mandate students complete lab-based courses, of which many components cannot be addressed remotely, as the equipment and facilities required for the activity are not available except in a university setting (fume hoods, chemical waste disposal, ventilation for cadaver storage and manipulation). Additionally, many graduate programs to which students of CLAS apply require that students have successfully completed components of their coursework in courses with laboratory components.

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Scope

This document applies to the College of Liberal Arts and Sciences (CLAS) on the Downtown, Auraria Campus. CLAS will conduct hands-on teaching operations in the following locations:

North Classroom		
NC 3617 – ENVS	NC 3404 – ANTH	NC3603 – PHYS
NC 3015 – GEOG	NC 5033 – GEOG	NC 3405 – PHYS
NC 3523 – GEOL	NC 3610 – PHYS	NC 3407 – PHYS
NC 3204 – PHYS	NC 3206 – PHYS	NC 3606 - PHYS
NC 3408 - ANTH	NC 3111 - PHYS	NC 5004 – PSYC
NC 4036 – PSYC	NC 4029 – PSYC	NC 4031 – PSYC
Science Building		
SI 2095 - Biology	SI 2104 - Biology	SI 2123 – Biology
SI 2099 - Biology	SI 2107 - Biology	SI 3101 - Chemistry
SI 2101 - Biology	SI 2115 - Biology	SI 3103 - Chemistry
SI 2103 - Biology	SI 2117 - Biology	SI 3109 - Chemistry
SI 3113 – Chemistry	SI 3117 – Chemistry	
SI 3115 - Chemistry	SI 3099 - Chemistry	

The CLAS will invite a total of approximately 1000 to 3000 students, faculty, and staff to campus. Exact numbers are extremely difficult to obtain, because many of the same students take multiple labs (for example, chemistry, physics, and biology labs the same semester), so basing number estimates on total enrollment limits for the scheduled labs for the fall likely vastly overestimates the number of students. The invited population consists of the following:

Students	About 1000 to 2000

Faculty	About 100 to 200
Staff	About 50

As operations expand or contract these numbers may fluctuate with INSERT APPROVAL AUTHORITY approval.

INSERT UNIT NAME will share the roster of students that will be invited to return to campus with the Office of Student Services.

Objectives

CLAS's objectives during academic reconstitution are:

- Ensure hands-on learning and teaching can occur in a way that minimizes the risk of Covid-19 infection for students, faculty, and staff
- Maximize the ability of students to participate in hands-on learning activities and experiences that enable them to learn the content necessary for completion of their major course of study.
- Ensure that the learning associated with required and elective courses that involve a lab, field, or clinical component is hands-on, so that technical skills can be developed.
- Ensure students have access to the hands-on learning experiences, in practicums and laboratories, which enable them to successfully apply to graduate and continuing education opportunities.
- Ensure students graduating from UCDenver have the hands-on skills necessary to be competitive for jobs and post-secondary education programs.
- Ensure that students intending to pursue further health careers opportunities (medical school, PA school, Nursing school, Dentistry, etc…),licensure in a health career, or enter into the environmental workforce (consulting, government jobs, industry) have the ability to take the courses at UCDenver that these programs REQUIRE to have a true laboratory, field and clinical component.

Assumptions

The following assumptions informed this document:

- Holiday building access controls remain in place. All badge and/or key activity will continue to be monitored 24 hours a day, seven days a week.
- All work that can be done remotely, (e.g. administrative functions, fiscal functions, online education, lecturing, virtual classroom instruction, grading, writing, reviewing, etc.) will continue to be done remotely until further notice
- CLAS fiscal unit will track all COVID-19 specific related expenses
- CLAS faculty and staff involved in lab, clinical, and practicum instruction are designated as critical personnel
- The individual departments will/will not provide disposable or reusable facemasks to all personnel in the laboratory and clinical teaching spaces
- Face masks are meant to protect the larger population by reducing the amount of potentially infectious respiratory droplets in the air from asymptomatic people who may be carrying the virus. They are not intended to specifically protect the individuals wearing them from becoming ill, nor are they intended to protect students, faculty, or staff from hazardous materials.
- Students, faculty, and staff will be **invited** to return to work by the INSERT UNIT NAME leadership???
- Students, faculty, and staff concerned about returning to campus will contact their advisor, supervisor, and/or the CLAS leadership

- Any students, faculty or staff with concerns about being able to return to campus safely should contact the INSERT UNIT NAME via this link: https://ucdenverdata.formstack.com/forms/sodm_in_person_learning__data_collection
- Processes to review and respond to cases of individuals with concerns about returning to campus will be developed and published.
- Any students, faculty or staff needing any special accommodations need to request such from the CLAS leadership, who in turn will contact the Office of Academic Support Services.

Safe Return Planning Team

The Safe Return Planning Team is composed of representatives of University administration, and leadership, faculty, and staff of the various colleges and schools within the University of Colorado, Denver. This group will coordinate planning efforts with Facilities, the Office of Information Technology, Environmental Health and Safety, the Police Department, Student Services and UCDenver Finance and University Finance to ensure support services are in place for restart activities.

From the Safety Measures Subgroup!

A COVID-19 official will be designated by the INSERT UNIT NAME to ensure the combined activities in their areas do not violate the social distancing and safety requirements listed below. The COVID-19 official may appoint one or more COVID-19 coordinators to assist them with implementation of their responsibilities. The COVID-19 official will determine if break rooms, conference rooms etc. will be available for use and if so the number of people permitted in each large space. The COVID-19 official will submit these space designations as part of this plan. Upon approval, the COVID-19 official will create and post appropriate signage for each space noting its status and the maximum number of people allowed to use the space, and enforce adherence to the posted limitations. [$]

INSERT UNIT NAME will determine shift lengths and schedules of its students, faculty, and staff with the goal of minimizing the number of people in any one room/ area at a time. Schools and departments are encouraged to stagger staffing and take other steps needed to have as few people in the building/area/room as possible.

If this activity requires individuals to work in close proximity, INSERT UNIT NAME will develop occupancy maps of their rooms/areas that detail how many people can occupy each room or work area based on the assumption that each person requires 120 square feet of active working space to maintain social distancing protocols. These schedules and maps will be reviewed and approved by their designated COVID-19 official and research administration prior to implementation.

Return to Campus Requirements

From the Safety Measures Subgroup!

- Students, faculty, and staff will be contacted by leadership from the INSERT UNIT NAME and **invited** to return to campus
- Before returning to campus students, faculty and staff must complete the online training entitled “Return To Campus” which can be accessed via Skillsoft in the University portal
- Instructors of Record will complete an Application for Return to Campus by [DATE]. This application will specify justification for on-campus instruction, plans for safe numbers of students and faculty/staff in attendance simultaneously, plans for room layout to minimize and control movement patterns, plans for sanitizing of equipment between users, and plans for safe ingress and egress to learning space.
- The review and response to each Application for Return to Campus will be conducted by the [GROUP that will handle these decisions, TBD], and applicants will be notified of these decisions by [DATE].

Building Entry Requirements

The INSERT UNIT NAME will coordinate the entry process and social distancing requirements

Student Building Entry

From the Safety Measures Subgroup!

- Students will have prescribed times to enter the building beginning at INSERT TIME at INSERT -minute intervals.
- Students will enter the building through the INSERT entrance.
- No touch hand-sanitizers will be in place at all entrances, along with signage to require their appropriate use by all entrants. $
- Social distancing of 6 feet will be enforced while students wait to enter the building (marked spots along INSERT FEATURES (e.g. patio/stairs/handicap ramp).
- Screening of students using CDC recommended questions will be conducted and temperatures taken each day prior to students entering the building.
- Screenings and temperature checks will be conducted outside of the building weather permitting or in the INSERT LOCATION.
- Students will be required to wear face coverings around campus and throughout the building (See below for face mask requirements).
- Administrative staff and/or faculty from the INSERT UNIT NAME will be assigned to enforce screening, monitoring of social distancing, and appropriate use of Personal Protective Equipment (PPE) and other infection control behaviors. $$

Faculty and Staff Entry

- Faculty and staff will enter the building through the INSERT entrance.
- Social distancing of 6 feet will be enforced while faculty and staff wait to enter the building (marked spots along INSERT FEATURES (e.g. patio/stairs/handicap ramp).
- Screening of faculty and staff using CDC recommended questions will be conducted and temperatures taken each day prior to entering the building.
- Screenings and temperature checks will be conducted outside of the building weather permitting or in the INSERT LOCATION.
- Faculty and staff will be required to wear face coverings around campus and throughout the building (See below for face mask requirements).
- Administrative staff and/or faculty from the INSERT UNIT NAME will be assigned to enforce screening, monitoring of social distancing, and appropriate use of PPE and infection control behaviors.

Face Mask Requirements

From Safety Measures Subgroup

- Students, faculty, and staff on campus will wear a face mask at all times [$]
- If individual department provided masks are not immediately available, students, faculty, and staff may utilize improvised face masks constructed in accordance with CDC guidance
- Any decorations on the materials used to make the face masks will comply with the dress code standards regarding logos and appropriate work content established for other forms of dress and/or uniform standards

Note: Instructions for assembling an improvised face mask can be found at: https://www.youtube.com/watch?v=tPx1yqvJgf4 or https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

- Each department will provide PPE to students, faculty, and staff for procedures for which these PPE items have historically been used in past practice. [$]
- Students, faculty, and staff will maintain their face masks as instructed
- Cloth face masks will only be removed when manufactured PPE is required to be worn in its place for specific operational requirements

- If students, faculty, or staff discover a conflict between this requirement and operational requirements, they will not begin, or will cease that operation and contact their Instructor and/or Supervisor. The Instructor/Supervisor will consult with Environmental Health and Safety for alternative measures before resuming that operation. (Industrial.Hygiene@ucdenver.edu)

Social Distancing / Safety Requirements

From Safety Measures Subgroup

Unless otherwise described within this document, all students, faculty, and staff working on campus shall, at a minimum, engage in the social distancing and safety measures listed below. Each department/primary unit??? will determine the best ways to educate their students, faculty, and staff about these requirements **in addition to** the return to campus training. Students, faculty, or staff who do not follow these requirements will be referred to their COVID-19 official for remedial training and reinforcement of these requirements. Those who consistently violate social distancing/safety requirements may be subject to disciplinary measures.

- **All work that can be done remotely is required to be done remotely until further notice**
- Workspace population calculations assume 120 sq ft per person who is actively moving, 48 sq ft per stationary person, and for lab-type environments, 74.4 sq ft/person ((48 x 0.55) + 48 = 74.4)
- Maintain at least 6 feet between themselves and other individuals unless wearing appropriate PPE
- Do not loiter or congregate in public areas, hallways, work areas, etc.
- Wash hands frequently in accordance with CDC recommendations
- Follow posted building specific elevator occupancy limitations
- Administrative staff and/or faculty from the INSERT UNIT NAME will be assigned as Infection Control Monitors to ensure students, faculty, and staff adhere to infection control guidelines while in the building. Anyone (students, faculty, and staff breaking infection control protocols will be asked to leave the building immediately. Safety Measures Subgroup? [$]

Cleaning Requirements

- Cleaning supplies will be provided by the INSERT UNIT NAME?? AHEC? Individual Departments? [$]
- Instructors, AHEC personnel, or individual department lab prep staff (work study students) will disinfect the work spaces using COVID-19 infection control protocols prior to beginning activities in the morning and between lab sections.
- Department lab managers will coordinate the cleaning of common areas with AHEC
- Where needed to ensure safe sanitization of laboratory equipment between users, a Lab Preparatory Staff will be put in place. These staff positions could be filled by work studies or adjunct Lecturer faculty, depending on level of training and expertise required. [$]

Lunch Hours

- Students are encouraged to return to their residences if they live near campus or eat in their cars alone if they commute to campus.
- If eating on campus, students, faculty and staff must observe social distancing protocols. If possible, the area where they are eating should be cleaned before and after their meal.

- No gatherings in the lobbies/reception areas will be allowed.
- Temperatures of students will be taken prior to re-entering the building. TBD BY THE SAFETY COMMITTEE SUCH AS THE BADGING OPTION WHERE PEOPLE GET "CLEARED" for the day with a sticker on their badge

Personnel Movement Discipline

In an effort to limit areas needing sanitization should someone become ill with COVID-19, all students, faculty, and staff should limit their movement in the Science and North Classroom buildings in the following ways:

- Follow building specific signs, posters etc. that direct movement to entry and exit points to minimize interpersonal contact
- Take the most direct route from the point of entry to their work location
- Stay within their assigned work location as much as possible
- Ingress and egress as prescribed (i.e. enter only through designated door, and exit only through designated door)
- Utilize the restroom facility closest to their work location whenever feasible
- When retrieving supplies or equipment, students, faculty, and staff will make every possible effort to minimize trips while safely transporting needed supplies using dollies, carts, etc. Immediately clean transportation aids once they are finished using them.

Note: Guidance for cleaning of laboratory spaces and equipment can be found at: https://www.cuanschutz.edu/coronavirus/research-guidance

After Hours Use

- After hours use by students is not permitted in the Science building.
- Access for weekend or evening hours after 8pm are not anticipated for North Classroom

Schedule of Activities, Space, and Scheduling Considerations

As of May 4th, 1801 students were enrolled in undergraduate and graduate CLAS labs and hands-on learning experiences. If all the labs and practicums currently scheduled in CLAS this fall fill to capacity, 4399 student lab experiences are scheduled (this over-represents the number of students enrolled, however, because many students take more than one lab course per semester). There are 3 major areas in the CLAS plan below that are addressed:

1) Chemistry/Biology/Physics

2) Clinical Health Psychology PhD program

3) Geography and Environmental Sciences

- 1) In CLAS, between Chemistry, Biology, and Physics, 156 lab courses are scheduled for this fall semester, 2020. Many labs are capped at 24 students per section, though some upper division labs have lower enrollments: 10 to 18 students per section. Because of the variety of environments and requirements for the lab activities in Biology, Chemistry, and Physics, different approaches are necessary to enable meaningful hands-on learning while maintaining student, faculty, and staff safety.
    - Each department will develop and submit for review a specific, detailed plan outlining cleaning protocols, oversight mechanisms, seating charts and movement patterns in each lab space in which hands-on learning occurs.

- The sq ft/person allocation as outlined above enables the following numbers of students in the lab spaces used by Biology, Chemistry, and Physics:

Biology	Chemistry	Physics
SI 2095 – 16 people	SI 3113 – 15 people	NC 3405 – 10 people
SI 2099 – 16 people	SI 3115 – 15 people	NC 3407 – 10 people
SI 2101 – 16 people	SI 3117 – 16 people	NC 3111 – 9 people
SI 2103 – 15 people	SI 3099 – 12 people	NC 3204 – 2 people
SI 2104 – 15 people	SI 3101 – 11 people	NC 3206 – 1 person
SI 2107 – 15 people	SI 3103 – 15 people	NC 3603
SI 2115 – 15 people	SI 3109 – 15 people	NC3606 – 10 people
SI 2117 – 12 people		NC3610
SI 2123 – 15 people		

- In general, the laboratory activities necessary to enable hands-on learning in Biology and Physics can safely and within social distancing guidelines occur by splitting lab sections in half (maximum enrollments for lab courses in Biology and Physics are 24 students per lab, with many upper division labs running with maximum enrollments of 12 to 18 students) with the exceptions for physics listed below. By admitting only half the section, a maximum of 12 students and one instructor would occupy a lab space ensuring the number of individuals per space is below the limit to enable adequate social distancing (see table above). While in the lab space, students would perform experiments and collect the data crucial to a laboratory experience. While some movement would occur as students utilized equipment, movement pattern monitoring and enforcement will ensure maintenance of a minimum of 6 ft of separation between individuals. Recitation, assessment, and data analysis can take place remotely, enabling the critical components of the lab to be completed in half the allotted time so that all 24 enrolled students can obtain the same experience.
  - In Physics, NC 3405 houses PHYS 2321. With appropriate separation, this space houses 10 individuals. To accommodate the labs on the record for this fall, additional sections would need to be scheduled on weekends, requiring additional instructional support. $$
  - NC 3407 houses PHYS 2341. With appropriate separation, this space houses 10 individuals. With the sections on record for fall, additional sections would need to be added on weekends, requiring additional instructional support. However, the enrollment caps for this course could also be lowered, so that without adding sections, split labs could run with a maximum population of 10, including the instructor. $$

        - NC 3204 and NC 3206 – these spaces house laser and ionizing radiation labs. Access can be carefully controlled to one student at a time.
        - NC 3603, 3606, and 3610 – Access to these spaces can be controlled and staggered.
    - In Chemistry, the early portion of fall semester can be taught remotely, utilizing that time to cover theory and background. As the probability for the ability to return to public spaces increases throughout the fall, later activities will transition to in-person, hands-on teaching and learning, with the understanding that flexibility in timing will be critical, especially as social distancing requirements remain in effect.
    - In the Biology department, if 50% of the normal lab duration could take place in person with 12-students labs, no formal schedule revision through the registrar's would be necessary; the current scheduled labs could accommodate the students needing to enroll in laboratory courses. However, if stricter social-distancing requirements mandate fewer than 12 students and 1 instructor per lab space, additional lab sections would be needed to accommodate student enrollment. In Chemistry, labs already run on Saturdays, limiting their ability to offer additional sections. Physics and Biology would be able to expand the number of lab sections offered into the weekends to accommodate requirements for fewer students per section, but would incur significant financial burden to staff the additional sections. $$
    - In Physics, Chemistry, and Biology, the time between lab sections is very tight, so cleaning and sanitizing may be challenging. Additional funding would be necessary for staff to conduct these efforts, or lab or teaching staff would need to be trained to correctly sanitize. Additional time between lab sections might need to be built into the lab schedule to enable this activity, depending on how long it takes. $$
    - In the biology lab spaces, plexiglas dividers provided on the lab benches and enforced seating and movement patterns ensure that students sitting across from each other (the benches are 6 feet across so they would still maintain minimum required distancing) would have a physical barrier in addition to a face mask, since they sit facing each other. [$]
    - The addition of foot pedals on the sink faucets would mitigate one common area of shared contact, though installation would incur significant expense for each department. [$]
    - While these arrangements are SUBOPTIMAL and negatively impact the depth and breadth of student hands-on learning, it still enables students to engage in a minimum of hands-on laboratory work, ensuring an opportunity to learn the skills necessary for meeting graduation requirements.
    - Although flexibility in scheduling to accommodate social distancing and regulatory requirements is possible in the hands-on learning environments in physics, chemistry, and biology, **the earliest possible decisions regarding these requirements is critically important** for the ability of lab coordinators to develop and acquire replacement and substitution materials, AND for easing the financial burden on students. It is exceedingly difficult and expensive to replace a learning resource such as a human cadaver with an equally meaningful

resource on short notice. Similarly, when textbook and learning resource needs change last-minute, in many cases it requires that students purchase different, more expensive resources.
    - For many pre-health careers undergraduate students, courses such as biochemistry, physiology, general physics and anatomy must include a laboratory component to qualify for graduate school application. The inability to offer a legitimate, hands-on laboratory experience to students on the pre-health careers track would have significant negative consequences for their ability to successfully apply to graduate school.

- 2) Clinical Health Psychology PhD Program,
    - Opening the Psychological Training Clinic safely and allowing for the hands-on training required for assessment and early psychotherapy trainees is a critical priority to serve both our students' training needs and our community.
    - In the Psychology Training Clinic (NC 4036 suite), there are 2 offices, one front desk located behind a full plexiglass panel with a pass-through and a waiting room. In the clinical space, there are 5 clinic rooms for individual assessments/therapy and 2 large groups rooms will be used for individual therapy/assessment/training only. There will be no in person group therapy offered.
    - Clinical skills classes are capped at 6 students, but are most commonly completed through a series of small group experiences of hands-on training of less than 3. Therefore, the clinic group rooms (4036J & K) are sufficient to address space needs under social distancing. The clinic space also has a two way mirrors between rooms that expand a single faculty member's ability to simultaneously provide hands-on training with the clinic assessment kits while still maintaining social distancing.
    - Basic clinical skills and applied clinical skills courses would be taught in a Hybrid Classroom modality
    - Any patient not wearing a mask will be provide one upon entering the clinic
    - Staff, faculty & student therapists will be expected to wear a mask at all times while in the clinic. Any mask designs would be required to match our dress code policy. This policy is similar to the Anschutz policy for medical/dental/nursing students.
    - Hand sanitizer will be available in the waiting room and clinic spaces
    - In person appointments will be limited to those for whom tele-health is not an option due to clinical, or technical reasons. Any inperson appointments will be staggered to allow for social distancing in the waiting room
    - Payment for services is almost 100% via online credit card at the present, but if any patients need to pay via cash/check, the front desk staff will have access to gloves for handling
    - Front desk staff already are protected by a full length plexiglass wall with pass throughs
    - Supervision of any in person therapy or assessment sessions will be via one way mirror (separate room) or encrypted webcams
    - Face-to-face trainings will be minimized and limited to hands-on learning of assessment kit materials or therapy techniques that cannot be taught via zoom

or telehealth platforms. Remaining training and supervision will occur via zoom/telehealth.
    - Trainees and faculty will clean the materials and room after use
    - Assessments to include masks on both parties/assessor will wear gloves/plexiglass table shields hand sanitizer will be available & cleaning of all assessment equipment between uses. Plexiglass table shields will be similar to those found at this link: https://safetysourcellc.com/safety-supplies/facility-maintenance/miscellaneous/dgs-p1711-portable-freestanding-sneeze-guard-desk-countertops-acrylic-w-base-24x24h/ [$]
    - Clinic computer room use will be extremely limited with social distancing signs posted and only computer stations that 6 foot apart will be available for use (other stations will be marked off/closed). Use of the computer room will be limited to those scoring assessment materials since other clinic note taking/reporting tasks can be accomplished at home within the clinic's HIPPA-compliant telehealth system
    - Any students who are scheduled to participate in classes that have in-person clinic components that do not feel comfortable doing so will be worked with individually to identify a solution. Advanced students may be able to do all of their therapy work via telehealth based on the needs of their current caseload. For earlier students who have not taken the basic clinical skills classes, potential solutions may include shifting to a greater load of non-clinical/didactic-focused classes, or focusing on thesis/dissertation credits that will allow them to continue to make progress on their graduate degree and stay a full-time student while delaying their clinic work until the class is reoffered next year/semester. Alternatively, students with need to delay face to face clinical classes due to medical, or family issues would be able to take a leave of absence from the program with a welcome open invitation to rejoin the next semester/year.
    - Psychology Graduate Statistics sequence will be taught didactically online but students will have access to the graduate statistics lab in staggered appointments in order to access statistic programs that are prohibitively expensive or computing power heavy to provide to individual students. Students both taking our graduate statistics sequence and/or completing research that requires one of the programs in the lab will be able to sign up online for appointment slots in the lab. Based on social distancing requirements, provided by the physical plant, 3 students or 2 students and 1 faculty member could be in the Psych Stats computer lab at any time (NC 4029).
- 3) Geography and Environmental Science (GES) trains students in both field and laboratory techniques to measure the environment. Like the disciplines mentioned above, hands-on experiences (i.e. field and lab work) are necessary for proper instrument execution and skill development and these skills are very important in students acquiring environmental jobs. For the MS in Environmental Science there is a requirement that students take at least one field/lab-based course during their program. Courses offered in the department that fulfil this requirement include **Fluvial Geomorphology (F), Environmental Hydrology (SP),** Mountain Biogeography (F), **Beeography (SU, F), Geography of Soils (F), Biogeochemistry (SP)** and outside GES, Flora of Colorado (Biology, F).

- The GES courses bolded above can run next year with social distancing measures in place (Beeography is new starting Maymester 2020 and is being designed with social distancing and safety in mind; i.e. self-guided fieldwork). Mountain Biogeography would only be able to run if the course were concentrated into a week from 8-5pm due to the intensive daily lab and field work required. The rest of the bolded courses could concentrate their field/lab work to one or two days.
- In GES, there is also a required graduate-level practicum course (both for our MA and MSES programs) where students work in groups with an outside client to complete an environmental project. All MSES students take the practicum in their final spring semester of the program. About half of the practicum projects in the MSES comprise either or both field and laboratory work. It is possible for the instructor of the course to scope projects in the fall to allow all approved social distance and safety measures to occur and/or limit the group field/lab aspect of the projects. Any lab work will take place in NC 3617 and/or 3523 and be limited to 7 people equally spaced through the room, which would allow at least 120 sq ft of space per student/faculty.
- $ Fieldwork (on campus, near campus, along the CO Front Range or mountains) will also maintain a minimum of 120 sq ft space per student/faculty. Masks and gloves will be worn for the duration of the field/lab activities, hand sanitizer provided, and any field/lab instrumentation used will be cleaned between uses by the instructor. Overnight stays will involve camping (no hotel stays) in large campsites of a minimum of 250 sq ft apart and hand washing/sanitizing stations provided. For long distance field work outside of Denver (optional), students will drive their own vehicles to assure social distancing and safety is maintained. $

Space Diagram(s) –There are over 30 lab, clinical and practicum spaces between North Classroom and Science building. Individual units will need to take the rooms into account when proposing hand-on learning activities.

INSERT DIAGRAMS OF EDUCATIONAL SPACES THAT WILL BE USED, DENOTING STUDENT ACTIVITY LOCATIONS.

Illness Reporting

If a student, resident, faculty, or staff member becomes ill, they will take the following steps:

15. Report their symptoms/illness to their instructor/supervisor
16. After notifying their instructor/supervisor seek medical care by telephone or by calling 911 if a medical emergency
17. Do **NOT** come to campus under any circumstances
18. Report their illness to their instructor/supervisor
19. Submit a self-report to Human Resources using the online questionnaire: (https://ucdenverdata.formstack.com/forms/covid_form_copy)
20. If the student, resident, faculty, or staff member tests positive for COVID-19, they shall report this to their instructor/supervisor and complete a second on-line questionnaire form to update their status: (https://ucdenverdata.formstack.com/forms/covid_form_copy)

21. Do **NOT** return to work until cleared to do so by a medical provide or occupational health

If a student, resident, faculty, or staff member develops any of the following symptoms while on campus they will leave campus immediately and notify their instructor/supervisor:

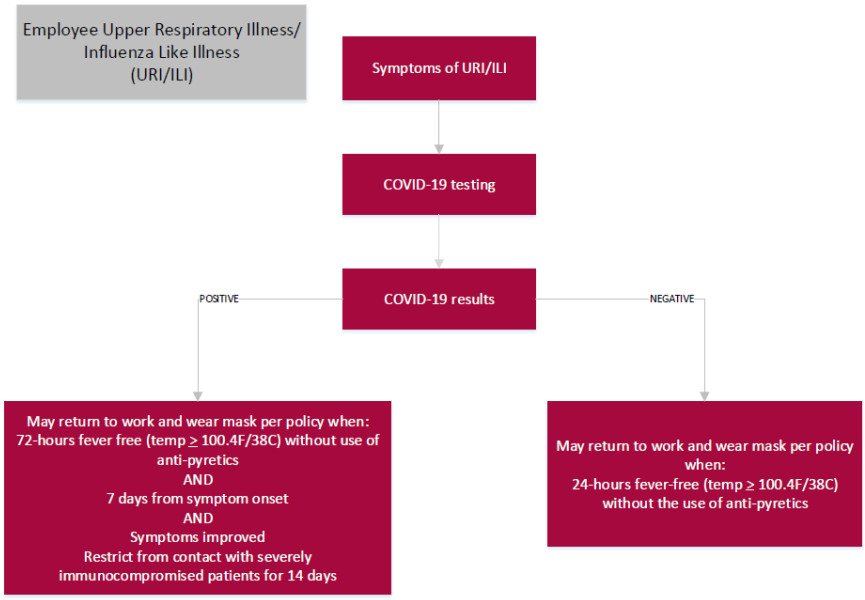
- Fever
- Cough
- Shortness of breath
- Sore throat
- Headache
- Gastrointestinal upset
- Muscle aches

The student, resident, faculty, or staff member's instructor/supervisor will take the following steps upon being notified of the employee's illness:

11. Instruct the student, resident, faculty, or staff member to seek medical care by telephone or by calling 911 if a medical emergency
12. Confirm with the student, resident, faculty, or staff member areas in the building beyond their work area they may have frequented within the last 48 hours
13. Emphasize that the student, resident, faculty, or staff member is not to come to campus until they are cleared to do so
14. Contact occupational health (cody.coburn@cuanschutz.edu) to notify them of the illness and the locations in the building frequented by the student, resident, faculty, or staff member
15. If the student, resident, faculty, or staff member reports a positive COVID-19 test result, immediately report this information to Occupational Health.

Occupational Health will follow-up with employees who test positive, provide appropriate guidance, and investigate to determine others who may be at risk. Multiple cases in a single location will be investigated to determine systemic issues.

Once a student, faculty, or staff member meets the following criteria they may return to work (masks will be provided by the University):



References Colorado Department of Public Health and Environment, Fourth Updated Public Health Order 20-24

Colorado Executive Order D 2020 39 "Ordering Workers in Critical Businesses and Critical Government Functions to Wear Non-Medical Face Coverings"

Colorado's "Safer at Home" Guidelines

#4 SEHD Reconstitution Plan Hands on Teaching and Learning

Safe Return Protocols Proposal / Limited Return
School of Education and Human Development.

The vast majority of SEHD courses can be delivered online and/or via distance learning formats. However, SEHD's Counseling and School Psychology programs rely on both Counseling Center and Lawrence St. Center access, as well as in-person supervised clinical training components. We project a limited on-campus return for these students with structured, limited access to the SEHD Assessment Library and clients in the Counseling Center. Supervised, in-person counseling and psychological evaluations provided by students will follow safety protocols currently recommended by professional associations in counseling and psychology. The Counseling Center and SEHD Assessment Library are vital to our programs. We propose additional protocols for limited access to tests and other assessment materials for students and faculty for classes and practica.

I) HYBRID CLASS PROPOSAL – INTRODUCTORY ASSESSMENT COURSE

In order to safely train SEHD students in psychoeducational assessment, the SEHD proposes a hybrid class model for SPSY 6150.

- The students shall rotate from onsite to asynchronous, online learning every other class session or every other week. As such, half of the students (i.e., no more than 10) will attend class on campus on alternating weeks.
- Tables and chairs in the classroom will be configured to ensure at 6' spacing to allow for social distancing.
- Students will be allowed to access the SEHD Assessment Library on an individual basis (see below).

II) IN-PERSON PROPOSAL – SUPERVISED FIELD EXPERIENCES/ PRACTICA in the CU DENVER COUNSELING CENTER

A) COUN 5910:

- Clients will be seen for counseling services in the Counseling Center on Campus, during business hours (i.e., 9:00-5:00) and after hours until 8pm.
- Scheduling of clients will be such as to minimize crowding in the waiting room and in the Center itself.
- Live supervision space can accommodate 2 supervisors, which limits the number clients can be seen at one time.
- Furniture in therapy rooms will be moved and/or removed in order to follow social distance guidelines.
- Disposable masks and gloves will be available for clients to put on upon arrival at the Center and
- Disposable masks and gloves will also be provided to student clinicians who will change out masks and gloves between sessions.
- Hand sanitizer will be available for workspaces where students complete case notes (hard to do notes with gloves on)
- Therapy and observation rooms will be disinfected between sessions.

- SPSY 6917:
- Clients will be seen for psychological evaluations in the Counseling Center on Campus, during business hours (i.e., 9:00-5:00).
- Scheduling of clients will be such as to minimize crowding in the waiting room and in the Center itself.
- Sessions will be observed remotely from the supervisor's office into eh Lawrence St. Center.
- Furniture in therapy rooms will be moved and/or removed in order to follow social distance guidelines.
- Disposable masks and gloves will be available for clients to put on upon arrival at the Center and
- Disposable masks and gloves will also be provided to student clinicians who will change out masks and gloves between sessions.
- Hand sanitizer will be available in the testing rooms for cleaning hands after administering test items that are not amenable to wearing gloves, as well as for note taking and recording responses by hand
- Testing rooms and all tests/assessment materials will be disinfected between sessions.

B) OTHER SEHD COURSES REQUIRING ACCESS TO ASSESSMENT LIBRARY IN THE Lawrence St. Center

- Students will pick up and drop off tests/assessment materials by appointment only
- Hand sanitizer and disinfecting supplies will be available in the Assessment Library
- All returned materials will be sanitized by the Assessment Library Grad Assistant

III) CLASSROOMS / LABS / STUDIOS / COMMON AREAS

Access to all on-campus areas will follow protocols established by CU and SEHD. We will be adopting many of the protocols proposed by CAP:

Buildings, Classrooms, Counseling Center (Waiting area/lobby and Therapy/ Testing Rooms) Preparation and Reconfiguration:

- Clean, repair and ready the LSC classrooms and Counseling Center for student use.

- Prepare common spaces for implementing social distancing protocols.
- Develop, print and install signage for building use.
- Develop messaging to be sent out to all Counseling and School Psychology program students, faculty and staff about classroom and Counseling Center use, building hours, cleaning and sanitizing, and general COVID-19 safety protocols.
- Reconfigure Counseling Center waiting room and therapy/testing rooms and LSC classrooms to allow for social distancing.
- Configure Counseling observation room to allow for minimum of 6' spacing to allow for social distancing.
- Extend classes in the LSC into 'breakout rooms' for assessment.
- Remove spare furniture to ensure socially distancing procedures are followed.
- Daily cleaning protocols established for classroom and Counseling Center spaces.
- Work with CU Denver facilities staff and other building users to establish comprehensive building access and usages protocols.

Active Classroom and Counseling Center Use:

- Access to all LSC classrooms and the Assessment Library a will be limited to students enrolled in SPSY courses and those that require the use of Assessment Library materials (e.g., RSEM 5110 Introduction to Measurement)
- Facemasks will be required at all times when students, faculty, staff, and clients are in the buildings.
- Food and drink will not be allowed in any LSC spaces or transition areas. Only individual bottles of water will be allowed for clients and student clinicians in the Counseling Center.
- All students will be assigned to a specific desk, and or therapy room or workstation for the entire semester
- Client sessions in the Counseling center will be staggered throughout the day and week to reduce density in the waiting room and Center in general.
- Students will be allowed to work in in the Counseling Center during non-class times by reservation only.
- Students will be required to clean desks, tables, and chairs prior to and following each use.
- Supervisors will be required to clean space used in the observation room prior to and following each use.
- Faculty will be permitted access to classrooms and the Counseling Center only on days they are teaching.
- Facemasks will be required at all times when students, faculty and staff are in the building.
- Tivoli and LSC door, stairwell, and elevator safety protocols shall be established in coordination with the ELC, SEHD, and CU.

Computers (Counseling Center Student Workspace)

- Configure Counseling Center student workspace to allow for minimum of 6' spacing for social distancing.
- Computers will be sanitized and maintained according to SEHD/CU Denver IT protocols
- Students may have remote access to Counseling Center computers, Titanium, and software if this can be arranged through SEHD/CU Denver IT.
- Computers can be used outside of reserved class times by reservation only. A reservation system will be set up for this purpose.

IV) SEHD ASSESSMENT LIBRARY PROTOCOLS

- Only one faculty or staff member and one student will be allowed in LSW 1123 (the SEHD Assessment Library) at any time.
    - Faculty and staff must wear masks and gloves.
- Outgoing and incoming assessment library materials will be placed in a tub that will be accessed by the individual checking the materials in or out to allow for touchless transfer. The tub will be sanitized by the Assessment Library GA after each transaction.
- Incoming Assessment Library materials will be sanitized by the Assessment Library Grad Assistant prior to be returned to its designated space in the Assessment Library.
    - Sanitization of materials will follow strict guidelines and procedures.

- LSC door, stairwell, and elevator safety protocols shall be established in coordination with the SEHD and CU.
- Only the person who has checked out the materials is allowed to use them and check them back in.

#5. College of Engineering Design and Computing COVID-19 Reconstitution Plan Draft

COLLEGE OF ENGINEERING, DESIGN AND COMPUTING COVID-19 Reconstitution Plan DRAFT[6]

Purpose

This document guides the actions of the COLLEGE OF ENGINEERING, DESIGN AND COMPUTING as it re-starts in-person teaching and learning operations on campus during the COVID-19 pandemic.

Justification

Labs are a cornerstone of an engineering degree (BS, MS or Ph.D.); they are the places where students get the hands-on experience that defines the applied nature of being an engineer and connects the theoretical concepts practical application. This applies to teaching and research labs alike.

Many of the labs will be challenging if not impossible to carry out in a remote or online setting, so it is imperative to figure out a path to safely return students to the labs.

CEDC is gathering data to determine which courses can or cannot readily be taught in a remote or online manner and what resources/training might be required to improve our ability to offer a course in the fall. Part of this effort includes determining which labs aren't able to be converted into an online model and, more importantly, why they can't. CEDC still needs to determine the "choreography" of how students conduct each lab exercise for each course, how much this involves common/shared equipment, and then from this estimate the number of students that could safely coexist in a given space for a given lab exercise.

Scope

This document applies to the COLLEGE OF ENGINEERING, DESIGN AND COMPUTING on the CU Denver and CU Anschutz Medical Campuses. The COLLEGE OF ENGINEERING, DESIGN AND COMPUTING will conduct operations in the following locations:

North Classroom, 1200 Larimer Street, Denver, Colorado 80204		
NC 2205 MECH 4 / 1/ 0	NC 2207 MECH 13 / 2 / 1	NC 2405 MECH 3 / 1 / 0
NC 2407 MECH 2 / 1 / 0	NC 2608 – Comp Lab CEDC 75 / 0 / 0	NC 2612 – Comp Lab CEDC 0 / 0 / 4

[6] Much of the Plan has been copied or based on the CAP and the CLAS Reconstitution Plan. CEDC will revisit this document over the summer to revise each section and add additional materials.

NC 2013 – Computer Lab CEDC 22 / 1 / 0	NC 2413 – Computer Lab CEDC 40 / 1 / 0	NC 2409 – Computer Lab CEDC 30 / 1 / 0
NC 2610 – Computer Lab CEDC 40 / 2 / 0	NC 2205A MECH 1 / 1 / 0	NC 2613 – Energy Conversion Lab ELEC 16 / 1 / 0
NC 2408 – Logic Lab ELEC 34 / 1 / 0	NC 2609 Electronics Lab ELEC 25 / 1 / 0	NC1807 – Shop CVEN 10 / 1 / 0

5th Street Hub, 1224 5th Street Hub, Denver, Colorado 80204		
FS 111 MECH 24 / 1 / 1	FS 113 - Lab MECH 4/0/2	FS 113 Senior Design Machining 12/2/2
FS 113 MISC Research MECH MISC 1/1 /2	FS 114B - Metrology Lab MECH 2/ 1 /2	FS 112 – Classroom/Lab MECH 30 / 1 / 0

St. Cajetan's, 101 Lawrence Way, Denver, CO 80204		
SCJ 101 UNIT NAME # OF STU / FAC / STAFF	ROOM # UNIT NAME # OF STU / FAC / STAFF	ROOM # UNIT NAME # OF STU / FAC / STAFF

Lawrence Street Center, 1380 Lawrence Street, Denver, Colorado 80204		
LW 844	LW 840	LW 836

CSCI 40 / 1/ 0	CSCI 40 / 1/ 1	CSCI 38 / 2 / 0

Tivoli, 900 Auraria Parkway, Denver, Colorado 80204		
TIV 139 CMTC 18 / 2 / 3	ROOM # UNIT NAME # OF STU / FAC / STAFF	ROOM # UNIT NAME # OF STU / FAC / STAFF

CU Building, 1250 14th Street, Denver, Colorado 80202		
CU 1300 - Lab/Classroom IWKS 40 / 3 / 8	ROOM # UNIT NAME # OF STU / FAC / STAFF	ROOM # UNIT NAME # OF STU / FAC / STAFF

Boulder Creek, 900 10th Street Plaza, Denver, Colorado 80204		
BC 128 MECH 10 / 1 / 1	BC 128A MECH 3 / 0 / 1	BC 101 ELEC 5 / 2 / 0

Bioscience 2, 12705 E. Montview Boulevard, Aurora, Colorado 80045		
ROOM #Y18-1008 - Classroom BIOE 60 / 1 / 0	ROOM #1200 - Biomaterials Characterization Lab BIOE 15 STU / 1 / 0	ROOM #1206 - Biomechanics and Bioinstrumentation Lab BIOE 12 / 1 / 1
ROOM #Y18-1306 - CIDE Teaching Room CEDC 15 / 2 / 1	ROOM #Y18-1005 – Conf. Room 2 CEDC 15 / 1 / 0	ROOM # Y18-1205 - Biodesign Lab CEDC 15 / 1 / 0

CU Strauss HSC, 12950 E. Montview Boulevard, Aurora, CO 80045

SHSC 2100 – Lab/Office IWKS 12 / 1 / 6	SHSC 2101 IWKS 12 / 1 / 6	ROOM # UNIT NAME # OF STU / FAC / STAFF

Students	1200
Faculty	115
Staff	48

As operations expand or contract these numbers may fluctuate with the Dean's approval.

The COLLEGE OF ENGINEERING, DESIGN AND COMPUTING will share the roster of students that will be invited to return to campus with the Office of Student Services

Objectives

The COLLEGE OF ENGINEERING, DESIGN AND COMPUTING's objectives during academic reconstitution are:

- Ensure teaching operations are conducted in as safe a manner as possible to ensure the health and wellbeing of students, faculty, and staff.
- Other objectives TBD

Assumptions

The following assumptions informed this document:

- Holiday building access controls remain in place. All badge activity will continue to be monitored 24 hours a day, seven days a week.
- All work that can be done remotely, (e.g. administrative functions, fiscal functions, lecturing, grading, writing, reviewing, etc.) will continue to be done remotely until further notice
- COLLEGE OF ENGINEERING, DESIGN AND COMPUTING's fiscal unit will track all COVID-19 specific related expenses
- The COLLEGE OF ENGINEERING, DESIGN AND COMPUTING faculty and staff involved in Bioengineering, Civil Engineering, Mechanical Engineering, Computer Science and Engineering, Electrical Engineering, Inworks, Comcast Media and Technology Center, and the Center for Inclusive Design and Engineering are designated as critical personnel
- The COLLEGE OF ENGINEERING, DESIGN AND COMPUTING will provide disposable or reusable facemasks to all personnel
- Face masks are meant to protect the larger population by reducing the amount of potentially infectious respiratory droplets in the air from asymptomatic people who may be carrying the virus. They are not intended to specifically protect the individuals wearing them from becoming ill, nor are they intended to protect students, faculty, or staff from hazardous materials.
- Students, faculty, and staff will be **invited** to return to work by the COLLEGE OF ENGINEERING, DESIGN AND COMPUTING leadership
- Students, faculty, and staff concerned about returning to campus will contact their advisor, supervisor, and/or the COLLEGE OF ENGINEERING, DESIGN AND COMPUTING leadership

- Any students, residents, faculty or staff needing any special accommodations need to request such from the COLLEGE OF ENGINEERING, DESIGN AND COMPUTING leadership, who in turn will contact the Office of Academic Support Services.
- Any students, residents, faculty or staff with concerns about be able to return to campus should contact the COLLEGE OF ENGINEERING, DESIGN AND COMPUTING via this link:
- TBD modification of the following link: https://ucdenverdata.formstack.com/forms/sodm_in_person_learning__data_collection

COLLEGE OF ENGINEERING, DESIGN AND COMPUTING Reconstitution Group

The COLLEGE OF ENGINEERING, DESIGN AND COMPUTING Reconstitution Group will be composed of representatives of College administration, leadership, faculty, and staff of the COLLEGE OF ENGINEERING, DESIGN AND COMPUTING. This group will coordinate planning efforts with Facilities, the Office of Information Technology, Environmental Health and Safety, the Police Department, Student Services and COLLEGE OF ENGINEERING, DESIGN AND COMPUTING Finance and University Finance to ensure support services are in place for restart activities.

COVID-19 Coordinator

A COVID-19 official will be designated by the COLLEGE OF ENGINEERING, DESIGN AND COMPUTING to ensure the combined activities in their areas do not violate the social distancing and safety requirements listed below. The COVID-19 official may appoint one or more COVID-19 coordinators to assist them with implementation of their responsibilities. The COVID-19 official will determine if break rooms, conference rooms etc. will be available for use and if so the number of people permitted in each large space. The COVID-19 official will submit these space designations as part of this plan. Upon approval, the COVID-19 official will create and post appropriate signage for each space noting its status and the maximum number of people allowed to use the space, and enforce adherence to the posted limitations.

COLLEGE OF ENGINEERING, DESIGN AND COMPUTING will determine shift lengths and schedules of its students, faculty, and staff with the goal of minimizing the number of people in any one room/ area at a time. Schools and departments are encouraged to stagger staffing and take other steps needed to have as few people in the building/area/room as possible.

If this activity requires individuals to work in close proximity, COLLEGE OF ENGINEERING, DESIGN AND COMPUTING will develop occupancy maps of their rooms/areas that detail how many people can occupy each room or work area based on the assumption that each person requires 120 square feet of active working space to maintain social distancing protocols. These schedules and maps will be reviewed and approved by their designated COVID-19 official and research administration prior to implementation.

Return to Campus Requirements

- Students, faculty, and staff will be contacted by leadership from the COLLEGE OF ENGINEERING, DESIGN AND COMPUTING and **invited** to return to campus
- Before returning to campus students, faculty and staff must complete the online training entitled “Return To Campus” which can be accessed via Skillsoft in the University portal

Building Entry Requirements

The COLLEGE OF ENGINEERING, DESIGN AND COMPUTING will coordinate the entry process and social distancing requirements

Student Building Entry

- Students will have prescribed times to enter the building beginning at 7:00 am at 30-minute intervals.
- Students will enter the building through the designated entrance.
- Social distancing of 6 feet will be enforced while students wait to enter the building (marked spots along the outside entrances, as well as outside of classrooms.
- Screening of students using CDC recommended questions will be conducted and temperatures taken each day prior to students entering the building.
- Screenings and temperature checks will be conducted outside of the building weather permitting or in the interior hallway.
- Students will be required to wear face coverings around campus and throughout the building (See below for face mask requirements).
- Administrative staff and/or faculty from the COLLEGE OF ENGINEERING, DESIGN AND COMPUTING will be assigned to enforce screening, monitoring of social distancing, and appropriate use of Personal Protective Equipment (PPE) and other infection control behaviors.

Faculty and Staff Entry

- Faculty and staff will enter the building through the designated entrance.
- Social distancing of 6 feet will be enforced while faculty and staff wait to enter the building (marked spots along outside door and inside hallway.
- Screening of faculty and staff using CDC recommended questions will be conducted and temperatures taken each day prior to entering the building.
- Screenings and temperature checks will be conducted outside of the building weather permitting or in the inside hallway.
- Faculty and staff will be required to wear face coverings around campus and throughout the building (See below for face mask requirements).
- Administrative staff and/or faculty from the COLLEGE OF ENGINEERING, DESIGN AND COMPUTING will be assigned to enforce screening, monitoring of social distancing, and appropriate use of PPE and infection control behaviors.

Face Mask Requirements

- Students, faculty, and staff on campus will wear a face mask at all times and will be provided by the COLLEGE OF ENGINEERING, DESIGN AND COMPUTING if the individuals do not have one available.
- If COLLEGE OF ENGINEERING, DESIGN AND COMPUTING provided masks are not immediately available, students, residents, faculty, and staff may utilize improvised face masks constructed in accordance with CDC guidance
- Any decorations on the materials used to make the face masks will comply with the dress code standards regarding logos and appropriate work content established for other forms of dress and/or uniform standards

Note: Instructions for assembling an improvised face mask can be found at: https://www.youtube.com/watch?v=tPx1yqvJgf4 or https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

- The COLLEGE OF ENGINEERING, DESIGN AND COMPUTING will provide PPE to students, faculty, and staff for procedures for which these PPE items have historically been used in past practice.
- Students, faculty, and staff will maintain their face masks as instructed

- Cloth face masks will only be removed when manufactured PPE is required to be worn in its place for specific operational requirements
- If students, faculty, or staff discover a conflict between this requirement and operational requirements, they will not begin, or will cease that operation and contact their Instructor and/or Supervisor. The Instructor/Supervisor will consult with Environmental Health and Safety for alternative measures before resuming that operation. (Industrial.Hygiene@ucdenver.edu)

Social Distancing / Safety Requirements

Unless otherwise described within this document, all students, faculty, and staff working on campus shall, at a minimum, engage in the social distancing and safety measures listed below. The COLLEGE OF ENGINEERING, DESIGN AND COMPUTING will determine the best ways to educate their students, faculty, and staff about these requirements **in addition to** the return to campus training. Students, faculty, or staff who do not follow these requirements will be referred to their COVID-19 official for remedial training and reinforcement of these requirements. Those who consistently violate social distancing/safety requirements may be subject to disciplinary measures.

- **All work that can be done remotely is required to be done remotely until further notice**
- Work space population calculations will be based on 120 square feet per person for people actively working in an area.
- Maintain at least 6 feet between themselves and other individuals unless wearing appropriate PPE
- Do not loiter or congregate in public areas, hallways, work areas, etc.
- Wash hands frequently in accordance with CDC recommendations
- Follow posted building specific elevator occupancy limitations
- Administrative staff and/or faculty from the COLLEGE OF ENGINEERING, DESIGN AND COMPUTING will be assigned as Infection Control Monitors to ensure students, faculty, and staff adhere to infection control guidelines while in the building. Anyone (students, faculty, and staff breaking infection control protocols will be asked to leave the building immediately.

Cleaning Requirements

- Cleaning supplies will be provided by the COLLEGE OF ENGINEERING, DESIGN AND COMPUTING
- Students will disinfect their work space using COVID-19 infection control protocols prior to beginning activities in the morning and again after re-entering after a break in activities.
- Students will disinfect their work space using COVID-19 infection control protocols while they are exiting their unit for breaks in activities and at the end of the day.
- COLLEGE OF ENGINEERING, DESIGN AND COMPUTING will coordinate the cleaning of common areas with Facilities and/or EHS as appropriate

Lunch Hours

- Students are encouraged to return to their residences if they live near campus or eat in their cars alone if they commute to campus.
- If eating on campus, students, faculty and staff must observe social distancing protocols. If possible, the area where they are eating should be cleaned before and after their meal.
- No gatherings in the lobbies/reception areas will be allowed.

- Temperatures of students will be taken prior to re-entering the building.

Personnel Movement Discipline

In an effort to limit areas needing sanitization should someone become ill with COVID-19, all students, faculty, and staff should limit their movement in the COLLEGE OF ENGINEERING, DESIGN AND COMPUTING in the following ways:

- Follow building specific signs, posters etc. that direct movement to entry and exit points to minimize interpersonal contact
- Take the most direct route from the point of entry to their work location
- Stay within their assigned work location as much as possible
- Utilize the restroom facility closest to their work location whenever feasible
- When retrieving supplies or equipment, students, faculty, and staff will make every possible effort to minimize trips while safely transporting needed supplies using dollies, carts, etc. Immediately clean transportation aids once they are finished using them.

Note: Guidance for cleaning of laboratory spaces and equipment can be found at: https://www.cuanschutz.edu/coronavirus/research-guidance

Exiting the Building

- Students, Faculty and Staff should exit the building through the same door that they entered the building.

After Hours Use

- After hours will only be permitted by special permission from the Dean.

Schedule of Activities

- TBD: INSERT THE SCHEDULE OF ACTIVITIES. INCLUDE WHICH ROOMS WILL BE USED, THE NUMBER OF STUDENTS, INSTRUCTORS, ETC. ALLOWED IN EACH SPACE, AND THE NECESSARY PROXIMITY OF INDIVIDUALS TO MEET PROGRAM REQUIREMENTS.

Space Diagram(s)

TBD: INSERT DIAGRAMS OF EDUCATIONAL SPACES THAT WILL BE USED, DENOTING STUDENT ACTIVITY LOCATIONS.

Illness Reporting

If a student, resident, faculty, or staff member becomes ill, they will take the following steps:

22. Report their symptoms/illness to their instructor/supervisor
23. After notifying their instructor/supervisor seek medical care by telephone or by calling 911 if a medical emergency
24. Do **NOT** come to campus under any circumstances
25. Report their illness to their instructor/supervisor
26. Submit a self-report to Human Resources using the online questionnaire: (https://ucdenverdata.formstack.com/forms/covid_form_copy)
27. If the student, resident, faculty, or staff member tests positive for COVID-19, they shall report this to their instructor/supervisor and complete a second on-line questionnaire form to update their status: (https://ucdenverdata.formstack.com/forms/covid_form_copy)
28. Do **NOT** return to work until cleared to do so by a medical provide or occupational health

If a student, resident, faculty, or staff member develops any of the following symptoms while on campus they will leave campus immediately and notify their instructor/supervisor:

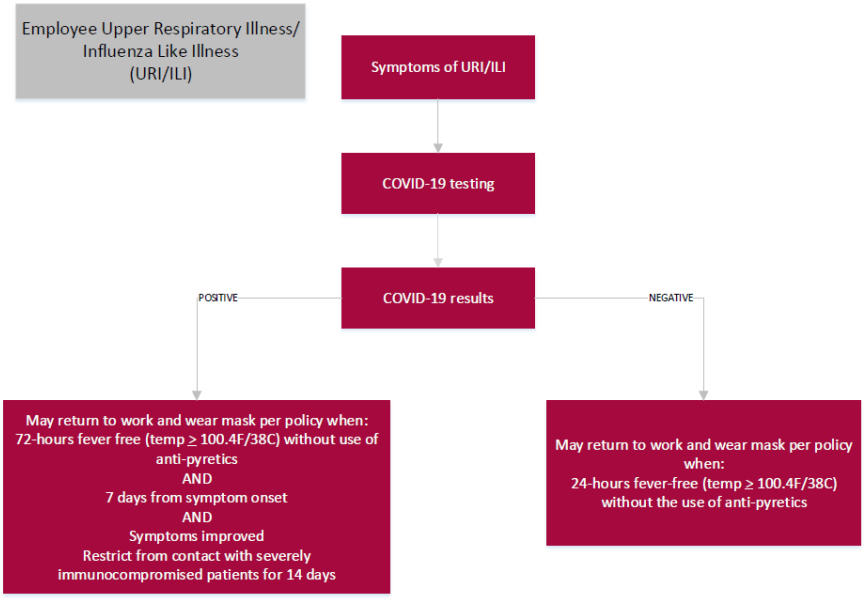
- Fever
- Cough
- Shortness of breath
- Sore throat
- Headache
- Gastrointestinal upset
- Muscle aches

The student, resident, faculty, or staff member's instructor/supervisor will take the following steps upon being notified of the employee's illness:

16. Instruct the student, resident, faculty, or staff member to seek medical care by telephone or by calling 911 if a medical emergency
17. Confirm with the student, resident, faculty, or staff member areas in the building beyond their work area they may have frequented within the last 48 hours
18. Emphasize that the student, resident, faculty, or staff member is not to come to campus until they are cleared to do so
19. Contact occupational health (cody.coburn@cuanschutz.edu) to notify them of the illness and the locations in the building frequented by the student, resident, faculty, or staff member
20. If the student, resident, faculty, or staff member reports a positive COVID-19 test result, immediately report this information to Occupational Health.

Occupational Health will follow-up with employees who test positive, provide appropriate guidance, and investigate to determine others who may be at risk. Multiple cases in a single location will be investigated to determine systemic issues.

Once a student, faculty, or staff member meets the following criteria they may return to work (masks will be provided by the University):



References Colorado Department of Public Health and Environment, Fourth Updated Public Health Order 20-24

Colorado Executive Order D 2020 39 "Ordering Workers in Critical Businesses and Critical Government Functions to Wear Non-Medical Face Coverings"

Colorado's "Safer at Home" Guidelines

#6. CAM Hands on Teaching and Learning

CAM Hands on Teaching and Learning

CAM's three departments are heavily invested in hands on teaching as a requisite to students successful completion of their degree programs. Each department has its own unique challenges and needs moving forward. VA has a high percentage of its classes defined as a studio, while The Music and Entertainment Industry Studies (MEIS) and Film and TV (FITV) have numerous courses designated as hands on, but also a higher proportion of lectures. Each department has courses that require specific equipment and locations that cannot be duplicated in thought the university. Students require access to specialized labs including the computer labs, darkrooms, piano lab, the recording core and media labs. Other courses require the adequate space to enforce the social distancing required in the fall semester.

General issues that affect the college spaces that hands on learning inhabit include:

· Masks -- On-campus research participants must bring masks to campus and wear them at all times. – exceptions are allowed once single researchers are in lab spaces but must be in place outside of the lab.) CDPHE Guidance- https://covid19.colorado.gov/mask-guidance

· Distancing – All on-site personnel must maintain 6 foot distance from all other individuals on-site. Laboratory workspace with more than one person must have clearly marked 6 foot work areas. 6 foot distancing must be observed during building travel and in all common spaces.

· Illness reporting and exit – research participants must not come to campus if experiencing illness and must report it to their supervisor & submit a self-report: https://ucdenverdata.formstack.com/forms/covid_form_copy Cleaning and potential closure will follow per facilities procedures and notification from COVID-19 officer.

· Hygiene and sanitation procedures must be posted in all labs

· Time in labs and common areas must be limited.

· Meeting functions must take place remotely even if on campus.

All CAM spaces will be required to engage in social distancing and safety measures, including:

· Work space population calculations will be based on 120 square feet per person for people actively working in an area.

· Maintain at least 6 feet between themselves and other individuals unless wearing appropriate PPE

· Do not loiter or congregate in public areas, hallways, work areas, etc.

· Wash hands frequently in accordance with CDC recommendations

· Follow posted building specific elevator occupancy limitations

MEIS Hands-on Teaching and Learning

CLASSROOMS / LABS / STUDIOS/COMMON AREAS

MEIS spaces will adhere to protocols established by CU and CAM. We will be adopting many of the protocols proposed by CAP:

Labs and Studios Preparation and Reconfiguration:

- Increase the number of sections for courses that need to be reduced to meet social distancing protocols.
- Offer courses at earlier and later times as well as possibly Saturday
- Develop hybrid courses that are amenable to this model. (see below)
- Clean, repair and ready studio spaces and labs for student use. This includes Arts 195 piano lab, Arts 281 computer lab (in cooperation with CAM IT), all teaching studios in the Arts building, the Recording core and Arts 278 (in cooperation with FITV)
- Prepare common spaces for implementing social distancing protocols
- Reconfigure computer stations and keyboard stations in Arts 195 to allow for social distancing (in cooperation with CAM IT)
- Reconfigure piano lab stations to allow for minimum of 6' spacing allowing for social distancing
- Repurpose rooms in the practice rooms for applied lessons and time teaching in Arts 283 teaching suites
- Utilization of spaces (concert hall, recital hall in the King Center) for ensembles that have traditionally large numbers. These spaces will follow protocol regarding social distancing.
- Hard surface partitions can be installed between lab stations if necessary
- Spare furniture gets removed to ensure socially distancing procedures are followed
- Daily cleaning protocols established for lab and studio spaces
- Work with CU Denver facilities staff and other building users to establish comprehensive building access and usages protocols
- Require appropriate facemasks for access to labs and spaces

Studio and Studio Space

- Lab and Studio use will be staggered throughout the week in reduce density in the studio spaces.
- Students will be allowed to work in labs and studios during non-class times by reservation only. Students requiring access to the recording core will be on a need basis with the recording core staff monitoring access (one student per time period) and cleaning equipment prior to the next student gaining access.
- Students will be required to clean desks and chairs prior to and following each use.
- Faculty will be permitted to access classroom, lab and studio spaces only on days they are teaching
- Facemasks will be required at all times when students, faculty and staff are in the building

Computers

- Computers will be sanitized and maintained according to CAM IT protocols
- Computers can be used outside of reserved class times by reservation only. A reservation system will be set up for all computer labs

MEIS HYBRID CLASS PROPOSAL

In order to retain larger class caps, MEIS could adopt a hybrid class model for as many classes as possible:

- Students shall rotate from onsite to live remote (Zoom) every other class session or every other week.
    - Synchronous class sessions will be established via Zoom inside the classroom.
- Two-semester Production classes may follow an amended curriculum, with most or all in-person components delayed until Spring 2020.
    - One-semester Production classes may follow an amended structure to delay in-person components as well.

FITV Safe Return Protocols Proposal / Limited Return

CAM's Film & Television Department relies on both lab access and in-person learning components. We project a limited on-campus return with structured, limited access to labs and equipment. In-person learning and team-based production projects will follow safety protocols currently being developed in the film industry. The FITV Equipment Cage and studio spaces are vital to our program. We are developing additional protocols for limited access to FITV equipment for students and faculty for classes and RaCA projects.

FITV HYBRID CLASS PROPOSAL

In order to retain larger class caps, FITV is proposing a hybrid class model for as many classes as possible:

- Students shall rotate from onsite to live remote (Zoom) every other class session or every other week.
    - Synchronous class sessions will be established via Zoom inside the classroom.
- Two-semester Production classes may follow an amended curriculum, with most or all in-person components delayed until Spring 2020.
    - One-semester Production classes may follow an amended structure to delay in-person components as well.

CLASSROOMS / LABS / STUDIOS / COMMON AREAS

Access to all on-campus areas will follow protocols established by CU and CAM. We will be adopting many of the protocols proposed by CAP:

Buildings, Classrooms, Labs and Studios Preparation and Reconfiguration:

- Clean, repair and ready studio spaces and labs for student use. This includes Tivoli computer labs (in cooperation with CAM IT), all Tivoli classrooms and studio spaces, KC175, KC515 (and all of 5th floor KC, in cooperation with the King Center staff), and Arts 278 (in cooperation with MEIS)
- Prepare common spaces for implementing social distancing protocols
- Develop, print and install signage for building use
- Develop messaging to be sent out to all FITV students, faculty and staff about lab and studio use, building hours, cleaning and sanitizing and general COVID-19 safety protocols
- Reconfigure computer stations in FITV computer labs and other classrooms to allow for social distancing (in cooperation with CAM IT)
- Reconfigure lab stations to allow for minimum of 6' spacing allowing for social distancing

- Hard surface partitions can be installed between lab stations if necessary
- Extend classes into 'breakout rooms' for additional lab station use
- Spare furniture gets removed to ensure socially distancing procedures are followed
- Daily cleaning protocols established for lab and studio spaces
- Work with CU Denver facilities staff and other building users to establish comprehensive building access and usages protocols

Active Classroom, Lab and Studio Use:

- Access to all FITV spaces and transition areas will be limited to students enrolled in classes in those areas
- Facemasks will be required at all times when students, faculty and staff are in the building
- Food and drink will not be allowed in any FITV spaces or transition areas

Studio and Studio Space

- All students will be assigned to a specific lab station for the entire semester
- Lab and Studio use will be staggered throughout the week in reduce density in the studio spaces. This is also part of the FITV 'Hybrid' class proposal
- Students will be allowed to work in labs and studios during non-class times by reservation only. A reservation system will be set up for all sections requiring computer or studio use – capacity will be based on CU / CAM required protocols
- Students will be required to clean desks and chairs prior to and following each use.
- Faculty will be permitted to access classroom, lab and studio spaces only on days they are teaching
- Facemasks will be required at all times when students, faculty and staff are in the building

Computers

- Computers will be sanitized and maintained according to CAM IT protocols
- Students may have remote access to FITV computers and software if this can be arranged through CAM IT
- Computers can be used outside of reserved class times by reservation only. A reservation system will be set up for all computer labs

FITV EQUIPMENT CAGE PROTOCOLS

Students and Faculty must be able to use film equipment as integral to the FITV mission. The FITV Equipment Cage will remain open but will follow a highly structured set of safety protocols.

- Only one staff member allowed in M239A (the main Equipment Cage) at any time. One additional staff member may work in M239B (a separate room). Staff must wear masks and gloves.
- Outgoing gear will be placed on an equipment cart and sent to the Tivoli lobby via the elevator. The receiver of the equipment will unload the equipment and return the cart via the elevator. The cart will be sanitized by the Cage worker upon return.
- Tivoli door and elevator safety protocols shall be established in coordination with the ELC, CAM and CU.
- Incoming gear will be placed in a marked / taped area until it can be sanitized and returned to the Cage.
    - Sanitization of gear will follow strict guidelines and procedures.
- Only the person using the gear is allowed to check out that specific gear. No user is allowed to check out or return gear that is designated for use by another person.

FITV PRODUCTION PROTOCOLS

Film and Video production is an essential aspect of the FITV program. Safety protocols are currently being established by the film industry to begin limited production. FITV will implement those protocols as well as all CU / CAM safety provisions for all production-based classes.

- All production gear may only be handled by the designated user. All gear must be checked out and returned only by the designated user. All users must wear gloves and masks while handling the gear.
- No persons on production sets may stand closer than 6ft from each other. All persons on production sets must wear masks and gloves at all times.
- No craft services on production sets except for catered box lunches.
- All blocking of actors must follow Industry protocols. No actors may be closer than 6 ft. from each other at any time.
    - Actors may only remove masks and gloves during their active filming.
    - No actors closer than 10 ft. from any crew during active filming.
- All actors are required to bring their own costumes and makeup.
- All props must be sanitized prior to and following use.
- No interior or exterior location sets allowed that do not safely allow for proper cast and crew distancing.

VA Safe Return Protocols Proposal / Limited Return

CAM's Visual Arts Department relies heavily on both lab access and in-person learning components. The department will be majorly affected with a limited on-campus return, limited access to labs and access to specialized equipment. The studio spaces are vital to our program, especially Arts Practices, Photography and the DAC.

CLASSROOMS / LABS / STUDIOS / COMMON AREAS

Access to all on-campus areas will follow protocols established by CU and CAM. We will be adopting many of the protocols proposed by CAP:

Buildings, Classrooms, Labs and Studios Preparation and Reconfiguration:

- Clean, repair and ready studio spaces and labs for student use. This includes labs in the CU and Arts buildings and Boulder Creek. Specifically CU Building 805B, 805A, 800R, and 840, Arts 291, 184, 175D, all Tivoli classrooms and studio spaces, KC175, KC515 (and all of 5th floor KC, in cooperation with the King Center staff), Arts 278, 186, 192, 292, 198, 175D and J, and Boulder Creek 125, 184, 127.
- Prepare common spaces for implementing social distancing protocols
- Develop, print and install signage for building use
- Develop messaging to be sent out to all VA students, faculty and staff about lab and studio use, building hours, cleaning and sanitizing and general COVID-19 safety protocols
- Reconfigure computer stations in VA computer labs and other classrooms to allow for social distancing (in cooperation with CAM IT)

- Reconfigure lab stations to allow for minimum of 6' spacing allowing for social distancing
- Hard surface partitions can be installed between lab stations if necessary
- Extend classes into 'breakout rooms' for additional lab station use
- Spare furniture gets removed to ensure socially distancing procedures are followed
- Daily cleaning protocols established for lab and studio spaces
- Work with CU Denver facilities staff and other building users to establish comprehensive building access and usages protocols

Active Classroom, Lab and Studio Use:

- Access to all VA spaces and transition areas will be limited to students enrolled in classes in those areas
- Facemasks will be required at all times when students, faculty and staff are in the building
- Food and drink will not be allowed in any VA spaces or transition areas

Studio and Studio Space

- All students will be assigned to a specific lab station for the entire semester
- Lab and Studio use will be staggered throughout the week in reduce density in the studio spaces.
- Students will be allowed to work in labs and studios during non-class times by reservation only. A reservation system will be set up for all sections requiring computer or studio use – capacity will be based on CU / CAM required protocols
- Students will be required to clean desks and chairs prior to and following each use.
- Faculty will be permitted to access classroom, lab and studio spaces only on days they are teaching
- Facemasks will be required at all times when students, faculty and staff are in the building

Computers

- Computers will be sanitized and maintained according to CAM IT protocols
- Students may have remote access to VA computers and software if this can be arranged through CAM IT
- Computers can be used outside of reserved class times by reservation only. A reservation system will be set up for all computer labs

Specific CAM Courses- Fall 2020 and Spring 2021

Music & Entertainment Industry Studies

Course	Sections	Campus/offered	Req/elect	Size	Challenges	Needs
Audio Production Lab	4	On Campus Fall & Spring	Required	24	Space small, maximum of 25 students, specialized room	Extra sections for smaller classes. Needs to be on campus Possible hybrid learning model
Audio Post Production	3	On Campus Fall	Required	25	Space small, maximum of 25 students, specialized room	Extra sections for smaller classes Specialized equipment limits changing rooms

						Only offered in the fall
Audio Production Seminar	1	On Campus Fall	Required	20	Space small, maximum of 25 students, specialized room	Extra sections for smaller classes Specialized equipment limits changing rooms Only offered in the fall
Piano Class I	8	On Campus Fall & Spring	Required	16	Space small, maximum of 16 students, specialized room Needs to be on-campus	Extra sections for smaller classes Specialized equipment limits changing rooms
Piano Class II	2	On Campus Fall & Spring	Required	16	Space small, maximum of 16 students, specialized room Needs to be on-campus	Extra sections for smaller classes Specialized equipment limits changing rooms
Piano Class III		On Campus Fall & Spring	Required	16	Space small, maximum of 16 students, specialized room Needs to be on-campus	Extra sections for smaller classes Specialized equipment limits changing rooms
Class Guitar	1	On Campus Fall & Spring	Required	20	Can't accommodate class size in current space	Extra session or larger room can accommodate social distancing
Class Guitar II	1	On Campus Fall & Spring	Required	20	Can't accommodate class size in current space	Extra sections for smaller classes
Voice Class I		On Campus Fall	Required	20	Can't accommodate class size in current space	Extra sections for smaller classes
Ear Training & Sight Sing I	7	On Campus Fall & Spring	Required	25	Course needs small classes for pedagogical reasons	Can be placed in larger room or extra sections for smaller classes
Ear Training & Sight Sing II	1	On Campus Fall & Spring	Required	25	Course needs small classes for pedagogical reasons	Can be placed in larger room or extra sections for smaller classes

Ear Training & Sight Sing III	2	On Campus Fall & Spring	Required	25	Course needs small classes for pedagogical reasons	Can be placed in larger room or extra sections for smaller classes
Ensembles	20	On Campus Fall & Spring	Required	10-45	Online not conducive to ensembles (on campus)	Small ensembles (10) can operate within social distancing Larger ensembles need re-rooming or extra sessions
Applied Lessons	40+	On Campus Fall & Spring	Required	1	Social distancing difficult given traditional spaces used Can be taught online	If room large enough social distancing can be maintained
Commercial Piano Styles I	1	On Campus Fall & Spring	Elective	15	Space small, maximum of 16 students, specialized room Needs to be on-campus	Extra sections for smaller classes Specialized equipment limits changing rooms
Commercial Guitar Styles	1	On Campus Fall & Spring	Elective	15	Can't accommodate class size in current space	Extra sections for smaller classes
Commercial Singing I	1	On Campus Fall & Spring	Elective	20	Can't accommodate class size in current space	Extra sections for smaller classes
Commercial Piano Styles I	1	On Campus Fall & Spring	Elective	20	Space small, maximum of 16 students, specialized room Needs to be on-campus	Extra sections for smaller classes Specialized equipment limits changing rooms

Film & Television

Course	Sections	Campus/offered	Req/elect	Size	Challenges	Needs
Introduction to Filmmaking	1	On Campus Fall & Spring	Required	20	Space small, maximum of 20 students	Extra sections for smaller classes. Possible hybrid learning model.

						Specialized equipment needed and shared among students
Lighting, Grip, and Sound Introductory Workshop	5	On Campus Fall	Required	20	Space small, maximum of 20 students	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students
Introduction to Digital Effects	3	On Campus Fall	Required	20	Space small, maximum of 20 students, specialized room	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students
Acting for Film and Television	4	On Campus Fall & Spring	Required	18	Space small, maximum of 18 students, specialized room	Extra sections for smaller classes. Specialized equipment limits changing rooms
Sound for Film and TV	4	On Campus Fall & Spring	Required	20	Space small, maximum of 16 students, specialized room	Extra sections for smaller classes. Specialized equipment limits changing rooms
Junior Project Production	3	On Campus Fall & Spring	Required	20	Space small, maximum of 16 students, specialized room	Extra sections for smaller classes. Specialized equipment limits changing rooms
Directing for Film and Television	3	On Campus Fall & Spring	Required	20	Can't accommodate class size in current space	Extra session or larger room can accommodate social distancing
Advanced Production	1	On Campus Fall & Spring	Required	16	Can't accommodate	Extra sections for smaller

Design for Film and Television					class size in current space	classes. Possible hybrid learning model. Specialized equipment needed and shared among students
Senior Thesis Production	5	On Campus Fall	Required	10	Can't accommodate class size in current space	Extra sections for smaller classes. Specialized equipment needed and shared among students
CAM Film Productions	7	On Campus Fall & Spring	Required	25	Course needs small classes for pedagogical reasons	Can be placed in larger room or extra sections for smaller classes
Advanced Cinematography	1	On Campus Fall & Spring	Required	25	Course needs small classes for pedagogical reasons	Can be placed in larger room or extra sections for smaller classes
Advanced Directing for Film and Television	2	On Campus Fall & Spring	Required	25	Course needs small classes for pedagogical reasons	Can be placed in larger room or extra sections for smaller classes

Visual Arts

Course	Sections	Campus/offered	Req/elect	Size	Challenges	Needs
DAC: Surface Modeling	3	On Campus Fall & Spring	Required	15	Space small, specialized room and equipment	Extra sections for smaller classes. Needs to be on campus Possible hybrid learning model
DAC: Texturing and Shading	3	On Campus Fall	Required	15	Space small, specialized room and equipment	Extra sections for smaller classes. Needs to be on campus Possible hybrid learning model

DAC: Environment Production	1	On Campus Fall	Required	18	Space small, specialized room and equipment	Extra sections for smaller classes. Needs to be on campus Possible hybrid learning model
Character Rigging & Animation	2	On Campus Fall & Spring	Required	18	Space small, specialized room and equipment	Extra sections for smaller classes. Needs to be on campus Possible hybrid learning model
DAC: Dynamic Simulation	2	On Campus Fall & Spring	Required	25	Space small, specialized room and equipment	Extra sections for smaller classes. Needs to be on campus Possible hybrid learning model
DAC: Production I	2	On Campus Fall & Spring	Required	16	Space small, specialized room and equipment	Extra sections for smaller classes. Needs to be on campus Possible hybrid learning model
Drawing I	5	On Campus Fall & Spring	Required	18	Space small, maximum of 20 students	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students
Photographic Fundamentals	3	On Campus Fall	Required	18	Space small, maximum of 20 students	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students
Introduction to Darkroom Photography	2	On Campus Fall & Spring	Required	18	Space small, maximum of 18 students, specialized room	Extra sections for smaller classes Specialized equipment

						limits changing rooms
Two Dimensional Design	2	On Campus Fall & Spring	Required	20	Space small, maximum of 20 students, specialized room	Extra sections for smaller classes Specialized equipment limits changing rooms
Three-Dimensional Design	3	On Campus Fall & Spring	Required	15	Space small, maximum of 15 students, specialized room	Extra sections for smaller classes Specialized equipment limits changing rooms
PREDAC: 3D Foundations	2	On Campus Fall & Spring	Required	15	Can't accommodate class size in current space	Extra session or larger room can accommodate social distancing
PREDAC: Animation Foundations	2	On Campus Fall & Spring	Required	18	Can't accommodate class size in current space	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students
Life Drawing	5	On Campus Fall	Required	10	Can't accommodate class size in current space	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students
Introduction to Digital Photography	6	On Campus Fall & Spring	Required	18	Course needs small classes for pedagogical reasons	Can be placed in larger room or extra sections for smaller classes
Painting I	3	On Campus Fall & Spring	Required	18	Course needs small classes for pedagogical reasons	Can be placed in larger room or extra sections for smaller classes
Introduction to Digital Design	6	On Campus Fall & Spring	Required	18	Course needs small classes	Can be placed in larger room

					for pedagogical reasons	or extra sections for smaller classes
Typography Studio	5	On Campus Fall & Spring	Required	20	Space small, maximum of 20 students, specialized room	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students
Typography Studio	1	On Campus Fall & Spring	Required	15	Space small, maximum of 15 students, specialized room	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students
Illustration II: Digital Media	1	On Campus Fall & Spring	Required	20	Space small, maximum of 20 students, specialized room	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students
Interactive Media	2	On Campus Fall & Spring	Required	18	Space small, maximum of 18 students, specialized room	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students
3D Motion Design	2	On Campus Fall & Spring	Required	18	Space small, maximum of 18 students, specialized room	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students

Motion Design II	2	On Campus Fall & Spring	Required	20	Space small, maximum of 20 students, specialized room	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students
Installation Art	1	On Campus Fall & Spring	Required	15	Space small, maximum of 15 students, specialized room	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students
Concepts in Sculpture	1	On Campus Fall & Spring	Required	15	Space small, maximum of 15 students, specialized room	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students
Concepts in Painting & Drawing	1	On Campus Fall & Spring	Required	18	Space small, maximum of 18 students, specialized room	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students
Storyboarding for Cinema and Game Previsualization	1	On Campus Fall & Spring	Required	15	Space small, maximum of 15 students, specialized room	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students
DAC: Preproduction for Story	1	On Campus Fall & Spring	Required	15	Space small, maximum of 20 students,	Extra sections for smaller classes.

					specialized room	Possible hybrid learning model. Specialized equipment needed and shared among students
Illustration III: Investigative Methods	2	On Campus Fall & Spring	Required	18	Space small, maximum of 18 students, specialized room	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students
Illustration III: Investigative Methods	2	On Campus Fall & Spring	Required	18	Space small, maximum of 18 students, specialized room	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students
Anatomy for the Artist	2	On Campus Fall & Spring	Required	18	Space small, maximum of 18 students, specialized room	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students
Advanced Photography I	1	On Campus Fall & Spring	Required	15	Space small, maximum of 15 students, specialized room	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students
Advanced Art Practices	1	On Campus Fall & Spring	Required	18	Space small, maximum of 18 students, specialized room	Extra sections for smaller classes. Possible hybrid learning model. Specialized

						equipment needed and shared among students
Interactive Media III	1	On Campus Fall & Spring	Required	18	Space small, maximum of 18 students, specialized room	Extra sections for smaller classes. Possible hybrid learning model. Specialized equipment needed and shared among students

#7 Lynx Connect COVID Re Entry Plan

LynxConnect COVID-19 Reconstitution Plan

Purpose This document guides the actions of the LynxConnect as it re-starts in-person connections, coaching, counseling, advising, and learning operations on campus during the COVID-19 pandemic.

Justification LynxConnect's purpose is to create physical and virtual relationship development connections between students/campus and our employer, community, and industry partners. Given the fluid nature of advising, coaching, and counseling provided in LynxConnect, all services and resources will primarily continue to be offered virtually by appointment.

Scope This document applies to LynxConnect on the CU Denver Campus. LynxConnect will conduct operations in the following locations:

Tivoli Student Union – Tivoli Annex		
Room 239	Room 339	Suite 439
Suite 539		

LynxConnect will invite all students, faculty, and staff to use and interact with services and resources. As operations expand or contract these numbers may fluctuate with AVC/Vice Provost approval. Should LynxConnect services and resources begin to move to a more physical or face to face interactions, LynxConnect leadership will propose the details of these needs for approval.

Objectives LynxConnect's objectives during academic reconstitution are:

- Ensure operations are conducted in as safe a manner as possible to ensure the health and wellbeing of students, faculty, employer/community/industry partners, and staff.

- Provide resources, connections, and opportunities related to student, alumni, and donor relations.
- Provide safe, healthy, socially distant, and technologically connected meeting/conference space.

Assumptions The following assumptions informed this document:

- Holiday building access controls remain in place. All badge activity will continue to be monitored 24 hours a day, seven days a week.
- All work that can be done remotely, (e.g. administrative functions, fiscal functions, lecturing, grading, writing, reviewing, etc.) will continue to be done remotely until further notice
- LynxConnect's fiscal unit will track all COVID-19 specific related expenses
- LynxConnect's staff involved are not designated as critical personnel
- LynxConnect (CHOOSE) will/will not provide disposable or reusable facemasks to all personnel
- Face masks are meant to protect the larger population by reducing the amount of potentially infectious respiratory droplets in the air from asymptomatic people who may be carrying the virus. They are not intended to specifically protect the individuals wearing them from becoming ill, nor are they intended to protect students, faculty, or staff from hazardous materials.
- Students, faculty, and staff will be **invited** to use these services and resources by the LynxConnect, Student Community Engagement, Undergraduate Research, and Office of International Affairs leadership.
- Students, faculty, and staff concerned about returning to campus will contact their advisor, supervisor, and/or the LynxConnect leadership
- Any students, residents, faculty or staff needing any special accommodations need to request such from the LynxConnect leadership, who in turn will contact the Office of Academic Support Services.
- Any students, residents, faculty or staff with concerns about be able to return to campus should contact LynxConnect staff, supervisors, or Human Resources.

LynxConnect Reconstitution Group The LynxConnect Reconstitution Group is composed of representatives of leadership, faculty, and staff of LynxConnect. This group will coordinate planning efforts with the Safe Return Planning Team, AHEC Facilities, the Office of Information Technology, Environmental Health and Safety, the Police Department, Student Services and Student and Community Engagement, Finance and University Finance to ensure support services are in place for restart activities.

COVID-19 Coordinator A COVID-19 official will be designated by LynxConnect and other leadership connections to ensure the combined activities in their areas do not violate the social distancing and safety requirements listed below. The COVID-19 official may appoint one or more COVID-19 coordinators to assist them with implementation of their responsibilities. The COVID-19 official will determine if break rooms, conference rooms etc. will be available for use and if so the number of people permitted in each large space. The COVID-19 official will submit these space designations as part of this plan. Upon approval, the COVID-19 official will create and post appropriate signage for each space noting its status and the maximum number of people allowed to use the space, and enforce adherence to the posted limitations.

LynxConnect (in collaboration/communication with resident unit supervisors/leaders) will determine shift lengths and schedules of its students, faculty, and staff with the goal of minimizing the number of people in any one room/area at a time. All LynxConnect units are required to coordinate any adjustments to stagger staffing and take other steps needed to have as few people in the building/area/room as possible.

LynxConnect will develop occupancy maps of their rooms/areas that detail how many people can occupy each room or work area based on the assumption that each person requires 120 square feet of active working space to maintain social distancing protocols. These schedules and maps will be

reviewed and approved by their designated COVID-19 official and research administration prior to implementation.

Return to Campus Requirements

- Students, faculty, staff, and employer/industry partners will be contacted by leadership from the LynxConnect and **invited** to return for in person and virtual services/resources.
- Before returning to campus students, faculty and staff must complete the online training entitled "Return to Campus" which can be accessed via Skillsoft in the University portal

Building Entry Requirements

LynxConnect will coordinate (with AHEC and Comcast Media Center) the entry processes and social distancing requirements.

Student Building Entry

- Students will have prescribed times to enter the building beginning at 8:30am corresponding with their scheduled (or previously communicated) drop in or 1 on 1 appointment time.
- Students will enter the building through the LynxConnect lobby entrance.
- Social distancing of 6 feet will be enforced while students wait to enter the building (marked spots along courtyard entry, lobby floor, and entry stairs).
- Elevator use will be reserved for only those who need its assistance due to need of accommodation or transport of multiple/heavy items.
- Screening of students using CDC recommended questions will be conducted and temperatures taken each day prior to students entering the building.
- Screenings and temperature checks will be conducted outside of the building weather permitting or in LynxConnect Lobby Entrance.
- Students will be required to wear face coverings around campus and throughout the building (See below for face mask requirements).
- Administrative staff from LynxConnect, AHEC, and Comcast Media Center (this may change as we learn more) will be assigned to enforce screening, monitoring of social distancing, and appropriate use of Personal Protective Equipment (PPE) and other infection control behaviors.

Faculty and Staff Entry

- Faculty and staff will enter the building through the LynxConnect lobby entrance.
- Social distancing of 6 feet will be enforced while students wait to enter the building (marked spots along courtyard entry, lobby floor, and entry stairs).
- Elevator use will be reserved for only those who need its assistance due to need of accommodation or transport of multiple/heavy items.
- Screening of faculty and staff using CDC recommended questions will be conducted and temperatures taken each day prior to entering the building.
- Screenings and temperature checks will be conducted outside of the building weather permitting or in the LynxConnect lobby.
- Faculty and staff will be required to wear face coverings around campus and throughout the building (See below for face mask requirements).
- Administrative staff from LynxConnect, AHEC, and Comcast Media Center (this may change as we learn more) will be assigned to enforce screening, monitoring of social distancing, and appropriate use of Personal Protective Equipment (PPE) and other infection control behaviors.

Face Mask Requirements

- Students, faculty, and staff on campus will wear a face mask at all times.
- If LynxConnect provided masks are not immediately available, students, residents, faculty, and staff may utilize improvised face masks constructed in accordance with CDC guidance
- Any decorations on the materials used to make the face masks will comply with the dress code standards regarding logos and appropriate work content established for other forms of dress and/or uniform standards.

Note: Instructions for assembling an improvised face mask can be found at: https://www.youtube.com/watch?v=tPx1yqvJgf4 or https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

- LynxConnect will provide PPE to students, faculty, and staff for procedures for which these PPE items have historically been used in past practice.
- Students, faculty, and staff will maintain their face masks as instructed
- Cloth face masks will only be removed when manufactured PPE is required to be worn in its place for specific operational requirements
- If students, faculty, or staff discover a conflict between this requirement and operational requirements, they will not begin, or will cease that operation and contact their Instructor and/or Supervisor. The Instructor/Supervisor will consult with Environmental Health and Safety for alternative measures before resuming that operation. (Industrial.Hygiene@ucdenver.edu)

Social Distancing / Safety Requirements

Unless otherwise described within this document, all students, faculty, and staff working on campus shall, at a minimum, engage in the social distancing and safety measures listed below. LynxConnect will determine the best ways to educate their students, faculty, and staff about these requirements **in addition to** the return to campus training. Students, faculty, or staff who do not follow these requirements will be referred to their COVID-19 official for remedial training and reinforcement of these requirements. Those who consistently violate social distancing/safety requirements may be subject to disciplinary measures.

- **All work that can be done remotely is required to be done remotely until further notice**
- Work space population calculations will be based on 120 square feet per person for people actively working in an area.
- Maintain at least 6 feet between themselves and other individuals unless wearing appropriate PPE
- Do not loiter or congregate in public areas, hallways, work areas, etc.
- Wash hands frequently in accordance with CDC recommendations
- Follow posted building specific elevator occupancy limitations
- Administrative staff from LynxConnect will be assigned as Infection Control Monitors to ensure students, faculty, and staff adhere to infection control guidelines while in the building. Anyone (students, faculty, and staff breaking infection control protocols will be asked to leave the building immediately.

Cleaning Requirements

- Cleaning supplies will be provided by LynxConnect, AHEC, and Comcast Media Center.
- Students will disinfect their work space using COVID-19 infection control protocols prior to beginning activities in the morning and again after re-entering after a break in activities.
- Students will disinfect their work space using COVID-19 infection control protocols while they are exiting their unit for breaks in activities and at the end of the day.
- LynxConnect will coordinate the cleaning of common areas with AHEC Facilities.

Lunch Hours

- Students are encouraged to return to their residences if they live near campus or eat in their cars alone if they commute to campus.
- If eating on campus, students, faculty and staff must observe social distancing protocols. If possible, the area where they are eating should be cleaned before and after their meal.
- No gatherings in the lobbies/reception areas will be allowed.
- Temperatures of students will be taken prior to re-entering the building.

Personnel Movement Discipline

In an effort to limit areas needing sanitization should someone become ill with COVID-19, all students, faculty, and staff should limit their movement in the Tivoli Annex and LynxConnect in the following ways:

- Follow building specific signs, posters etc. that direct movement to entry and exit points to minimize interpersonal contact
- Take the most direct route from the point of entry to their work location
- Stay within their assigned work location as much as possible
- Utilize the restroom facility closest to their work location whenever feasible
- When retrieving supplies or equipment, students, faculty, and staff will make every possible effort to minimize trips while safely transporting needed supplies using dollies, carts, etc. Immediately clean transportation aids once they are finished using them.

After Hours Use

- LynxConnect or its units will not support after hours services, resources, or events.

Schedule of Activities

- None at this time

Space Diagram(s) – See Appendix – Space Maps and Use Protocols

Illness Reporting

If a student, resident, faculty, or staff member becomes ill, they will take the following steps:

29. Report their symptoms/illness to their instructor/supervisor
30. After notifying their instructor/supervisor seek medical care by telephone or by calling 911 if a medical emergency
31. Do **NOT** come to campus under any circumstances
32. Report their illness to their instructor/supervisor
33. Submit a self-report to Human Resources using the online questionnaire: (https://ucdenverdata.formstack.com/forms/covid_form_copy)
34. If the student, resident, faculty, or staff member tests positive for COVID-19, they shall report this to their instructor/supervisor and complete a second on-line questionnaire form to update their status: (https://ucdenverdata.formstack.com/forms/covid_form_copy)
35. Do **NOT** return to work until cleared to do so by a medical provide or occupational health

If a student, resident, faculty, or staff member develops any of the following symptoms while on campus they will leave campus immediately and notify their instructor/supervisor:

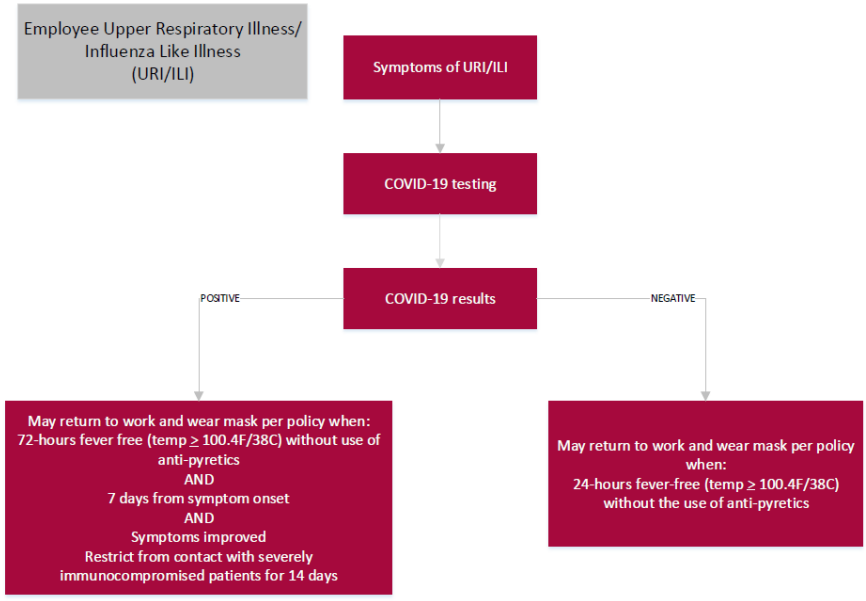
- Fever
- Cough
- Shortness of breath
- Sore throat
- Headache
- Gastrointestinal upset
- Muscle aches

The student, resident, faculty, or staff member's instructor/supervisor will take the following steps upon being notified of the employee's illness:

21. Instruct the student, resident, faculty, or staff member to seek medical care by telephone or by calling 911 if a medical emergency
22. Confirm with the student, resident, faculty, or staff member areas in the building beyond their work area they may have frequented within the last 48 hours
23. Emphasize that the student, resident, faculty, or staff member is not to come to campus until they are cleared to do so
24. Contact occupational health (cody.coburn@cuanschutz.edu) to notify them of the illness and the locations in the building frequented by the student, resident, faculty, or staff member – still unsure of the CU Denver contact at this time.
25. If the student, resident, faculty, or staff member reports a positive COVID-19 test result, immediately report this information to Occupational Health.

Occupational Health will follow-up with employees who test positive, provide appropriate guidance, and investigate to determine others who may be at risk. Multiple cases in a single location will be investigated to determine systemic issues.

Once a student, faculty, or staff member meets the following criteria they may return to work (masks will be provided by the University):



References

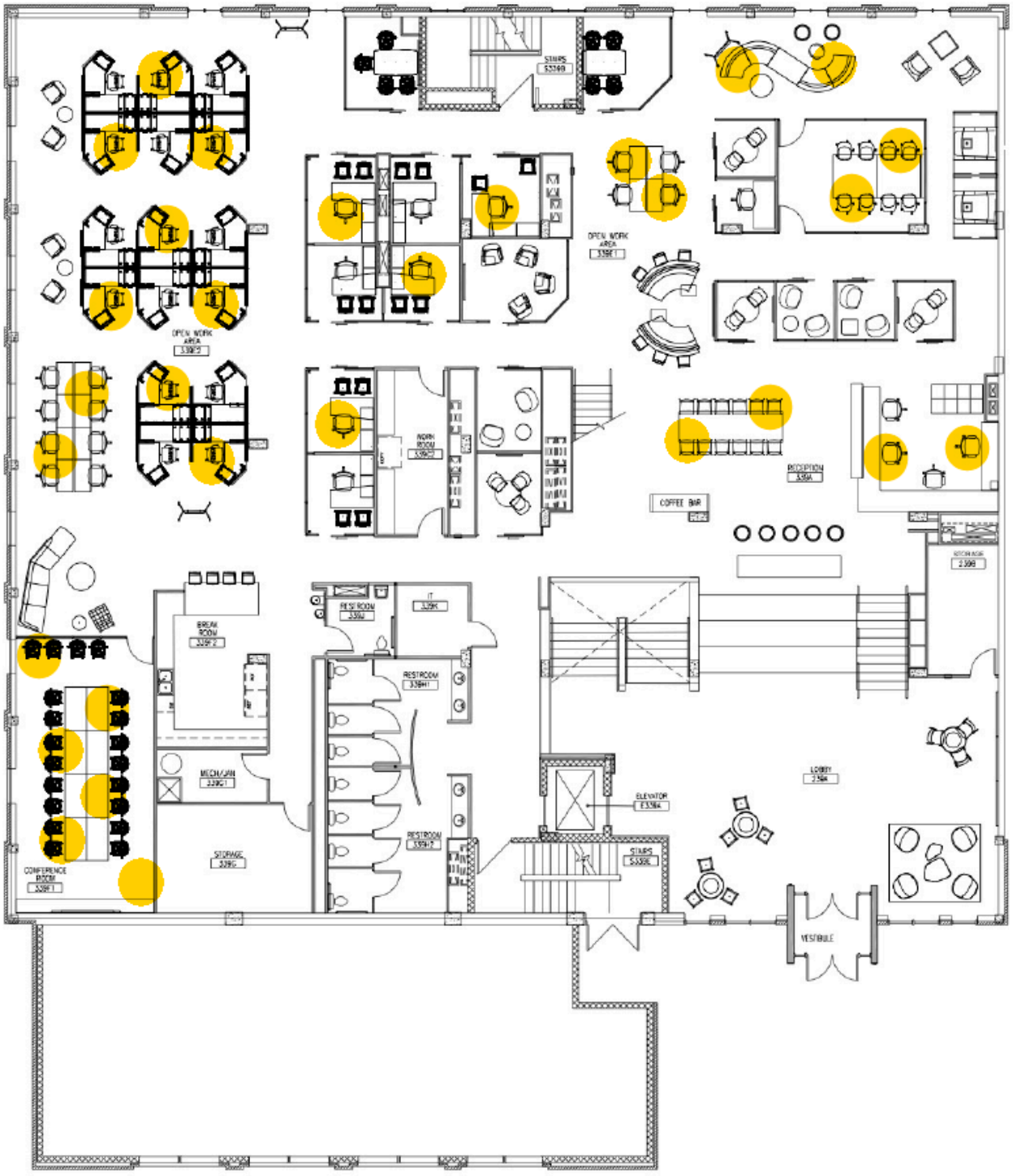
https://covid19.colorado.gov/safer-at-home/safer-at-home-higher-education

Colorado Department of Public Health and Environment, Fourth Updated Public Health Order 20-24

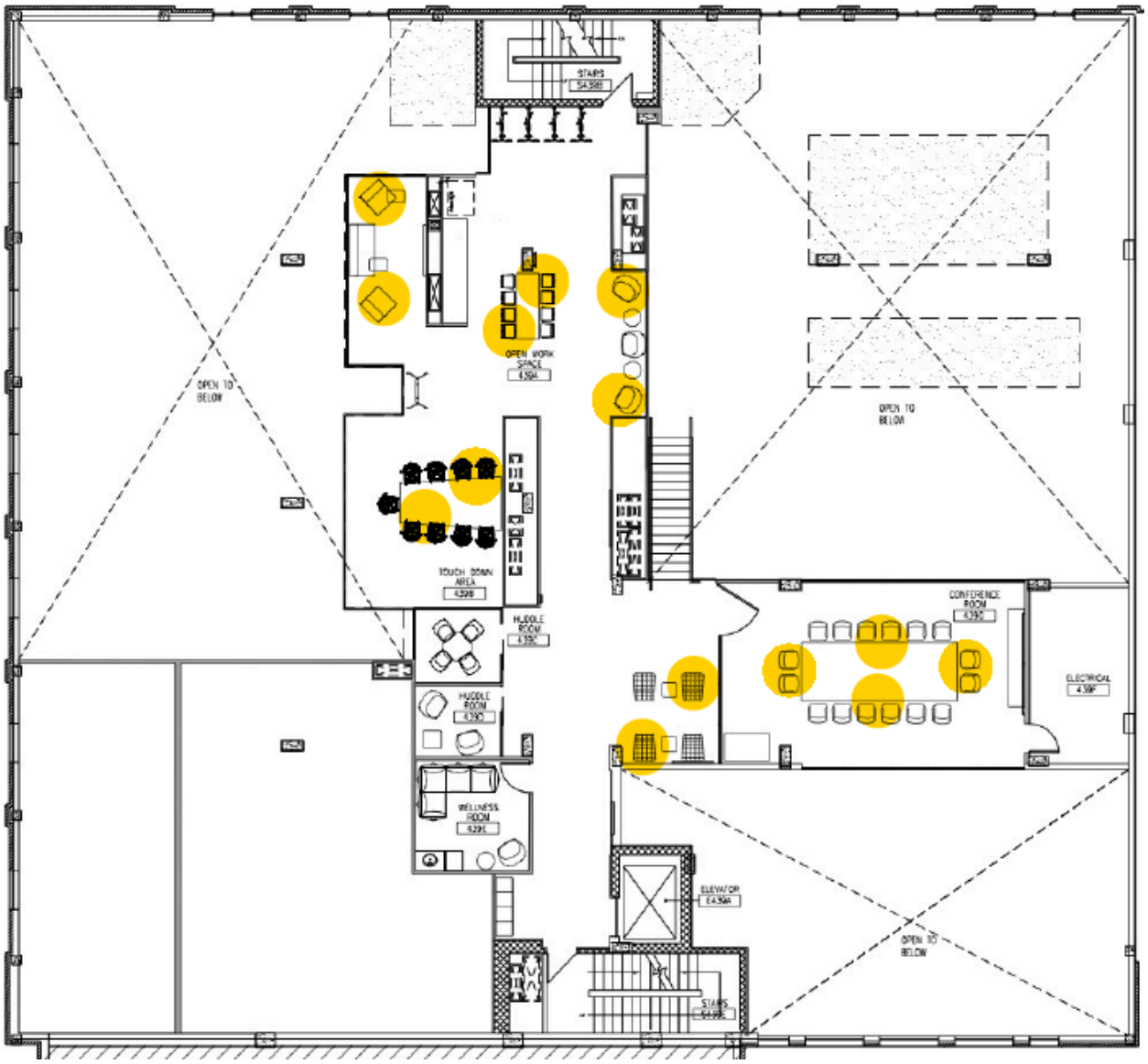
Colorado Executive Order D 2020 39 "Ordering Workers in Critical Businesses and Critical Government Functions to Wear Non-Medical Face Coverings"

Colorado's "Safer at Home" Guidelines

LynxConnect – Lower Level (439)



LynxConnect – Upper Level (539)



Space Use, Entry, and Exit Protocols

Lower Level Spaces

- Tivoli Annex Entrance Vestibule
  - This area will an entry only.
  - Exiting the Tivoli Annex will occur through the emergency/fire stairwells on the east and west ends of the space.
  - Only those using the elevator will be permitted to use this area as an exit and must maintain social distancing requirements.
- LynxConnect Lobby
  - No more than 4 people congregating in this space will be permitted.
  - All must maintain social distancing requirements.
- LynxConnect Entrance Stairs and Platte Workshop Space
  - 6 ft. social distance markings will be place on the stairs and floor of these spaces.

- Front Desk and Waiting Area
    - All visitors must wait until addressed by front reception staff.
    - No physical contact or exchange of materials will be permitted.
    - Social distancing requirements will be maintained.
- Peer Advising Area
    - Only three people will be permitted to meet face to face in this space.
    - Social distancing requirements will be maintained.
- Interview Rooms
    - These spaces will be used only for phone or virtual appointments/interviews. Face to face meetings will not be permitted in this space.
- Curtis Open Workshop Space
    - Only three people will be permitted to meet face to face in this space.
    - Social distancing requirements will be maintained.
- Open Landing Zones
    - Only two people will be permitted to meet face to face in this space.
    - Social distancing requirements will be maintained.
- Private Landing Zone
    - This space will be used only for phone or virtual appointments/interviews. Face to face meetings will not be permitted in this space.
- Blake Conference Room
    - Only two people will be permitted to meet face to face in this space.
    - Social distancing requirements will be maintained.
- Huddle Rooms
    - These spaces will be used only for phone or virtual appointments/interviews. Face to face meetings will not be permitted in this space.
- Tech Rooms
    - These spaces will be used only for phone or virtual appointments/interviews. Face to face meetings will not be permitted in this space.
- Semi-Private Booth
    - This space will be used only for phone or virtual appointments/interviews. Face to face meetings will not be permitted in this space.
- Sofa Area
    - Only two people will be permitted to meet face to face in this space.
    - Social distancing requirements will be maintained.
- City View Seating Area
    - This space will be used only for phone or virtual appointments/interviews. Face to face meetings will not be permitted in this space.
- Private Offices
    - The spaces marked/highlighted in the schematics above will be used on a rotating schedule.
- Open Workstations
    - The spaces marked/highlighted in the schematics above will be used on a rotating schedule.
- Staff Breakroom
    - This area will not be available for use until clear use and disinfection guidelines can be established.
- Speer Conference Room
    - Only 4-6 people will be permitted to meet face to face in this space.
    - Social distancing requirements will be maintained.

Upper Level Spaces

- Skybox Conference Room
    - Only 4 people will be permitted to meet face to face in this space.
    - Social distancing requirements will be maintained.
- Open Workshop Space
    - Only 2 people will be permitted to meet face to face in this space.
    - Social distancing requirements will be maintained.

- High top Collaborative Table
    - Only 2 people will be permitted to meet face to face in this space.
    - Social distancing requirements will be maintained.
- Living Room Meeting Space
    - Only 3 people will be permitted to meet face to face in this space.
    - Social distancing requirements will be maintained.
- Open Seating
    - Only 2 people will be permitted to meet face to face in this space.
    - Social distancing requirements will be maintained.
- Huddle Rooms
    - These spaces will be used only for phone or virtual appointments/interviews. Face to face meetings will not be permitted in this space.
- Wellness Room
    - This area will not be available for use until clear use and disinfection guidelines can be established.

- Under development – pending communication with all units in space.

#8 Business School Fall 2020 Computer Lab and Classroom Distancing Guidelines

Proposal for Business School for Fall 2020 Computer Lab and Classroom Classes with Limited Building Access

This document addresses the physical distancing requirements to be implemented for Fall (and any future) Semester for the following Business School rooms:

BUS-2501, Computer Classroom
BUS-2403 and BUS 3403, Computer Labs
BUS-1200, can be used as a Computer Classroom OR Lab; aka: JP Morgan Chase Commodities Center General provisions and expectations: Student workstations will have to be wiped down/disinfected between each user or class session. Building Manager has assured me that the spray/electrostatic cleaning device will be used on a daily basis in each room within the Business Building to proactively disinfect the environment.

BUS-1200
Every other workstation in every row will have to be blocked off, or disabled on a horizontal basis, and then for the next row, each seat will need to be offset one space from the row in front or behind it. Essentially a crosshatch pattern versus a grid pattern.

Grid pattern: where S equals an occupied seat and x equals a blocked seat.

S	S	S	S	S	S	S	S	
S	S	S	S	S	S	S	S	
S	S	S	S	S	S	S	S	-- etc.

Crosshatch pattern:

S	x	S	x	S	x	S	x	
x	S	x	S	x	S	x	S	
S	x	S	x	S	x	S	x	-- etc.

Since the room only has one access door, entry will need to be controlled and guided by a Student Hourly giving each student patron specific instructions on maintaining proper distancing and contact avoidance requirements.

BUS-2501
Every other workstation in every row will have to be blocked off, or disabled on a horizontal basis, and then for the next row, each seat will need to be offset one space from the row in front or behind it. Essentially a crosshatch pattern versus a grid pattern. See above.

This room has two access doors, entry CAN be permitted via both doors, with specific ingress instructions to fill the room from the back to the front, and egress instructions to empty the room from the front to the back.
These operations MAY need to be controlled and guided by a Student Hourly giving each student patron specific instructions on maintaining proper distancing and contact avoidance requirements. Since the removal of the column of workstations closest to the 'North' wall is not possible, these workstations will have to be disabled and blocked off.

BUS-2403

Every other workstation in every row will have to be blocked off, or disabled on a horizontal basis, and then for the next row, each seat will need to be offset one space from the row in front or behind it. Essentially a crosshatch pattern versus a grid pattern. See above.

Since the room only has one access door, entry will need to be controlled and guided by a Student Hourly giving each student patron specific instructions on maintaining proper distancing and contact avoidance requirements. Student hourlies will have to control patrons gathering around both printers to avoid spacing violations.

BUS-3403

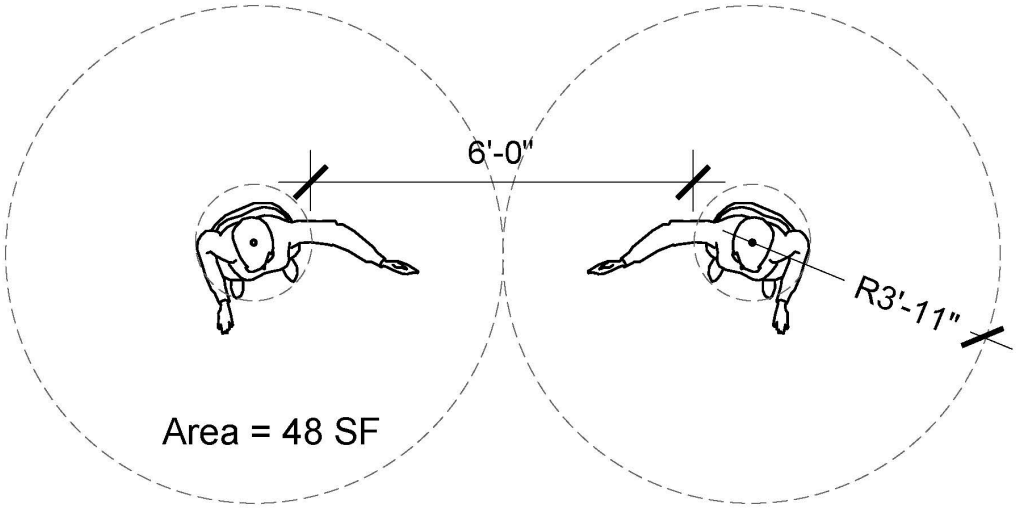
The center pod, as well as the rear row, of workstations, will have to blocked off or disabled, every other workstation in the remaining pods will have to be blocked off, or disabled on a horizontal basis, and then for the next row, each seat will need to be offset one space from the row in front or behind it. Essentially a crosshatch pattern versus a grid pattern. See above.

Since the room only has one access door, entry will need to be controlled and guided by a Student Hourly giving each student patron specific instructions on maintaining proper distancing and contact avoidance requirements. Student hourlies will have to control patrons gathering around both printers to avoid spacing violations.

Appendix B

6' Physical Distancing | COVID-19

CDC guidelines call for 6' minimum physical distance between people.
Simply providing a 3' radius around a person results in a buffer space of 28.26 square feet per person, however doesn't account for the volume of the human body. Taking volume into consideration the buffer radius expands to 3'-11", resulting in a overall space need of 48 SF/person.



Personal Space- 48 SF Area

Note: Layouts shown assume regulations allow for gatherings larger than 10 people.
Specific functional capacities will vary space to space due to unique room variables.

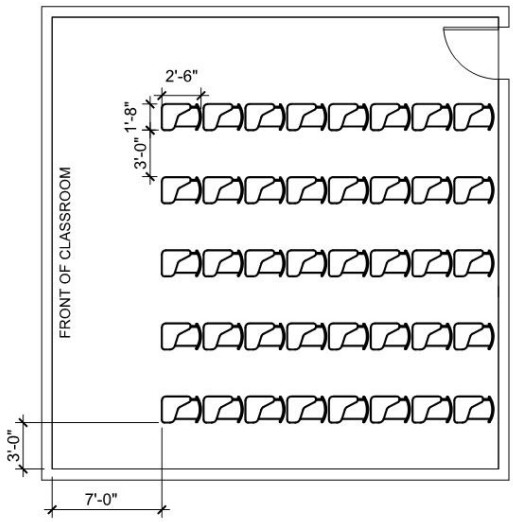
Furniture Spacing | Table Arm Chairs

05/07/20

DRAFT

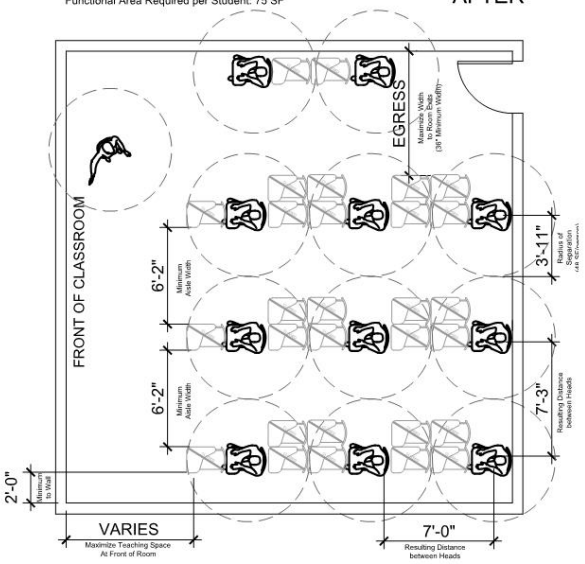
821 SF Room
Maximum Occupancy: 49 people
Functional Capacity: 40 seats + Instructor
Functional Area Required per Student: 21 SF

BEFORE



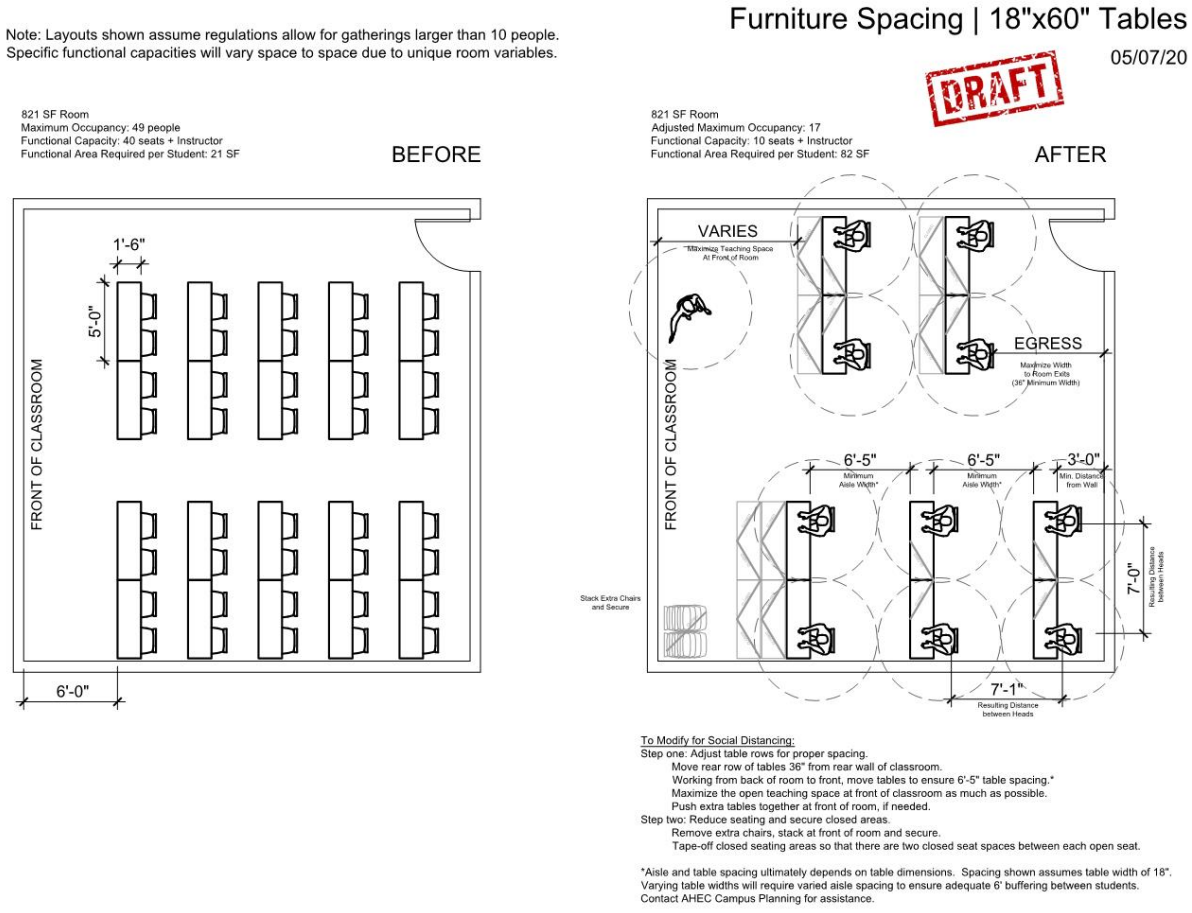
821 SF Room
Adjusted Maximum Occupancy: 17 people
Functional Capacity: 11 seats + Instructor
Functional Area Required per Student: 75 SF

AFTER



To Modify for Social Distancing:
Step one: Adjust chair rows to create 6'-2" wide aisles.
Keep a minimum 36" wide egress path to room exits.
Maximize the open teaching space at front of classroom as much as possible.
Keep tablet armchairs a minimum of 24" from walls to allow access, when applicable.
Step two: Tape-off desks.
Starting with the back row open, work from back of classroom to front so that there are two closed chairs between each open chair.
Step Three: Tape off any extra chairs unable to be used.
Place extra chairs in aisles, directly adjacent to other taped-off chairs.

Functional Capacity Layout- Example 1- Tablet Arm Chairs



Functional Capacity Layout- Example 2- Tables and Chairs