FACILITIES STARTUP

Guide to operating safely in campus facilities | December 2020
Facilities Start-Up Guide
WE’VE GOT YOU COVERED

Campus has undergone tremendous change throughout the COVID-19 pandemic. Facilities Planning & Management has prepared this guide to help you resume activities with consideration for the health and safety of all students, faculty, staff, and visitors to the UW-Madison campus. The following guidance is subject to change on evolving circumstances. The most up-to-date information can always be found online at covidresponse.wisc.edu and Returning to Campus Safely.

Health & safety
Know your role and find helpful resources for a safe return.
- Public Health Guidance
- Face Coverings
- Physical Distancing
- Hygiene
- Self-Monitoring

Interior campus spaces
Find guidance, tools, and resources to support building and space modifications for health and safety.
- Campus Flow
- Common Space Guidelines and Space Modifications
- Cleaning and Disinfection in Buildings

Transportation
Plan your commute with new options for parking and modified bus schedules.
- Parking
- Getting To, From, and Around Campus

Campus operations
A number of modifications in campus operations ensure critical workforce protection measures are in place.
- Building Access
- Campus Mail
- Groundskeeping & Snow Removal
- Custodial & Waste Removal Services
- HVAC and Water Systems

Classrooms & instructional spaces
Physical distancing, wearing a face covering, hygiene, and cleaning and disinfection help limit the spread of COVID-19 and allow the university to continue providing some in-person instruction.
- Space Modifications for Physical Distancing
- Face Coverings in Classrooms
- Cleaning and Disinfection in Classrooms
- Supplies for Cleaning, Disinfection, and Hygiene

Communications
Know where to go for assistance, questions, and quick guides to get you up and running.
- FP&M Contacts
- Signage
- Campus Collaborators
- Additional Public Health Resources
HEALTH & SAFETY

Public Health Guidance

Face coverings

Physical distancing

Hygiene

Self-monitoring
Know your role
Help keep campus healthy and safe

The best way to prevent illness is to avoid being exposed to COVID-19. Campus is establishing these minimal universal standards for certain critical health protocols; adherence to at least these minimal standards is mandatory. However, their application in our complex and distributed environment will require local expertise and judgment. Accordingly, the implementation of these protocols will generally be managed within individual campus units. Campus units may choose to adopt and implement stricter standards after consulting with Environment, Health and Safety.

Universal Standards

**PHYSICAL DISTANCING**

Increasing the physical distance between individuals reduces the risk of airborne transmission of COVID-19; a minimum of 6 ft is recommended.

**FACE COVERINGS**

Face coverings must be worn by employees on campus at all times and in all places (both outside and inside), except when alone in a private, unshared lab or office; when traveling alone in a private vehicle; and when exercising outside in a way that maintains 6 feet of distance from other people. Face coverings must be worn when traveling outside with other people.

**HYGIENE**

Frequent handwashing and sanitizing is a simple but effective way to reduce the risk of viral transmission.

For more information: refer to the full [Campus Public Health Protocols](#)
FACE COVERINGS

Campus requires anyone on campus to wear either a reusable cloth face covering or single-use disposable mask, with limited exceptions for accommodations.

Using face coverings

FACE COVERINGS

- Must be worn on campus at all times and in all places (both outside and inside)
- Are a supplement to physical distancing and good hygiene practices
- Are required in all campus buildings and vehicles
- Are required in all outdoor campus spaces
- Differ from personal protective equipment (PPE) like N95 and surgical masks
- Do not make it acceptable for employees to come to work if they are experiencing symptoms
- Are available to designated staff in every campus unit. See the PPE Procurement Guidelines for more information

Resources to support use of face coverings

- Face coverings guidance
- Single-use disposable masks are available to campus units: PPE Procurement Guidelines
- Information for employees needing accommodations
- Managing N-95 Respirator Use During Limited Availability
- Face Coverings for General Instructional Use

For more information: refer to the full Campus Face Covering Guidance
FACE COVERING GUIDANCE

Getting the right fit

Knowing what type of face covering you need and that works best for you will help increase safety and comfort. Review this quick guide on types and best uses.

Types and use cases

**CLOTH**

*Who Should Wear*
Community members including staff and students

*When to Wear*
Face coverings must be worn on campus *at all times and in all places* (both outside and inside) including when traveling outside with other people. Exceptions noted in Campus Face Covering Guidance.

*Use Guidance*
Choose a mask that fits snugly around chin and nose, but easy to breathe through. Wash between uses.

**DISPOSABLE**

*Who Should Wear*
Employees who find disposable masks easier to breathe through and those working in labs or environments where PPE is discarded after exiting

*When to Wear*
Face coverings must be worn on campus *at all times and in all places* (both outside and inside) including when traveling outside with other people. Exceptions noted in Campus Face Covering Guidance.

*Use Guidance*
Handle by ear loops or straps. Store to avoid contaminating workplace. Not for full day use

**RESPIRATOR**

*Who Should Wear*
Employees with hazardous substance exposure and/or working in close proximity to patients or materials with COVID-19

*Use Guidance*
Must be fit-tested and trained. Can be reused in some conditions. Work unit must have a written respirator program

For more information: refer to the full Campus Face Covering Guidance
PHYSICAL DISTANCING

Physical distancing is a primary health protocol due to the airborne nature of COVID-19. As you resume campus activities, plan for reduced density to avoid consistent close contact with others.

Principles of physical distancing

- Limit the number and density of people in any building space at one time to 25 percent maximum capacity or less
- Stay at least 6 feet (1.8m) apart whenever possible
- Limit the number of in-person meetings
- Limit number of meeting attendees to 10 people or fewer
- Stagger work schedules to limit density at peak times
- Continue remote work where possible
- Reconfigure work spaces to support physical distancing
- Discontinue use of shared equipment
- Communicate and enforce these requirements

Resources to support physical distancing

- Work units are responsible for reconfiguring work spaces to promote physical distancing. FP&M has created the following resources to help guide your space planning:
  - Sample Office Layouts
  - Procurement of Plexiglas Materials (Guidance for Physical Barriers)
  - Signage to support space modifications

For more information please see Public Health Protocols
HYGIENE

Simple actions like frequent hand washing and cleaning of workspaces will help reduce the risk of viral transmission. Campus units are responsible for making plans to encourage good hygiene practices in their workspaces.

Using good hygiene practices

• Ensure workspaces have handwashing facilities and/or sanitizing products available.

• Provide sanitizing products as needed, especially in high-touch areas and busy common areas.

• Encourage frequent handwashing through communication and signage.

Resources to support hygiene practices

• FP&M has purchased and placed over 500 free-standing sanitizing stations around high-traffic areas on campus.

• FP&M is supplying cleansing wipes in all campus classrooms.

• Single-use disposable masks are available to designated staff in every campus unit. See the PPE Procurement Guidelines for more information.

• Order signage bundles to support communications

For more information please see Public Health Protocols
SELF-MONITORING

People working on campus are expected to monitor for COVID-19 symptoms daily before coming to work.

Know the symptoms

- Fever (100.4 F/38 C) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea (multiple episodes of loose or watery stools)

What to do if you have symptoms

- Contact your healthcare provider for medical guidance
- Contact your supervisor or HR office to tell them you are not reporting to work
- Get tested. COVID-19 testing is established on campus at various facilities

Support for symptom monitoring

- A symptom monitoring tool is available in six languages
- Testing is available on campus
- Contact tracing is being conducted by Public Health Madison Dane County (PHMDC) and supported by University Health Services
- Temperature monitoring may be implemented with approval and training from Environment Health & Safety and University Health Services

For more information please see COVID-19 Test Reporting
TRANSPORTATION

Parking

Getting to, from, and around campus
PARKING

Transportation Services has prepared new and adjusted its existing campus parking options to create choices that help meet the needs of your changing schedule. See the summary below and view parking pass and permit options on the Transportation Services Hub.

NEW: Multi-day parking pass

Transportation Services is piloting a new “multi-day parking pass” to assist employees without a parking permit who need to park occasionally and want a guaranteed space.

- This prepaid pass costs $40 and is good for 5 uses from Sept. 1, 2020 through Aug. 31, 2021.
- Valid in any of the following public visitor parking facilities: Lot 6, 7, 17, 20, 29, 36, 46, 76, 80 and 83.
- Purchasable starting August 1 in the eBusiness purchasing portal. Availability will be limited and may be subject to change.

Flex permits

The Flex parking program is a “pay as you go” system designed to complement alternatives to driving alone, such as telecommuting, biking, walking, carpooling, vanpooling and taking public transit.

- Only pay for when you park
- No up-front or monthly permit cost
- Can become more expensive than purchasing a base lot permit depending on the frequency and length of time parked
- Application required for Flex permit offer consideration

See more information on the Flex parking program.
Base lot permits

Base lot permits are the best permit option for employees who drive to work multiple times a week for weekday day shift or a mix of day and afternoon/evening shifts.

MORE FLEXIBILITY THROUGHOUT THE YEAR

Permit offers are made on a rolling basis, approximately every two weeks during the academic year. You can submit a base lot parking application if your schedule changes to require you to drive to campus multiple times a week.

View offer dates and Permit Availability.
GETTING TO, FROM, AND AROUND CAMPUS

Assure safe and convenient travel to, from, and around the UW-Madison campus with updated routes, schedules, and services.

Madison Metro bus service

Madison Metro Transit is adjusting routes and schedules to meet the needs of campus while bus service and capacity are reduced. Madison Metro is also increasing bus cleaning schedules to improve overall rider safety. Find up-to-date service details on the Metro website.

Campus bus

Campus bus service (Routes 80, 81, 82, 84) is run through a partnership with Madison Metro Transit. All campus bus routes are fare-free.

Full campus bus service resumes for the fall semester on August 23, 2020.

Campus Accessible Shuttle

The accessible circulator shuttle service will resume on September 2, 2020.

The shuttle provides supplemental service to the campus bus for those with specific mobility needs and operates Monday-Friday, 7:30 a.m.-7:30 p.m. during fall and spring UW class sessions and exam periods. Service includes campus buildings only.

For more information on the accessible circulator shuttle, see Transportation Services Accessible Circulator Shuttle
Cycling

Biking continues to be an excellent commuting option! There are over 15,000 campus bike parking stalls and many BCycle (bike-share) stations to allow for easier transport to--and around--campus.

See more information on Biking on Campus.

Pedestrians/walking

Walking or other pedestrian movement is one of the most common ways to travel to and from campus.

Physical distancing of at least six feet (1.8 meters) is recommended wherever possible.

Employees are required to wear a face covering while outside in campus spaces.

SAFEwalk

SAFEwalk—a free nighttime walking companion service has resumed.

See more information about SAFEwalk.
CLASSROOMS

Classrooms & instructional spaces

Space modifications for physical distancing

Face coverings in classrooms

Cleaning and disinfection of instructional spaces

Supplies for cleaning, disinfection, and hygiene
Classrooms and instructional spaces

Physical distancing, hygiene, and cleaning and disinfection—in addition to wearing a face covering—in classrooms and other instructional spaces help the University limit the spread of COVID-19 while continuing to provide some in-person instruction.

Space modifications for physical distancing

Classrooms and instructional spaces have been modified to promote physical distancing. These modifications take two forms, depending on the type of furniture in the space.

FIXED SEATS AND FURNITURE

In spaces with fixed seats and other furniture, available seats have been clearly marked with a Sit Here sign.

Seats without signs should be left empty.
MOVABLE SEATS AND FURNITURE

In spaces with movable furniture, chairs and other furniture have been removed or rearranged to keep each seat at least 6 feet (1.8m) from every other seat in the space.

Face coverings in classrooms and instructional spaces

A face covering or mask is required to be worn at all times inside campus buildings, classrooms, and other instructional spaces.

See guidance: Face Coverings for General Instructional Use
Cleaning & disinfection of classrooms and instructional spaces

Keeping instructional spaces clean and disinfected requires a collective effort from both custodial services and the students and instructors that use those spaces. Working together will keep these spaces clean and safe for everyone that uses them.

CUSTODIAL SERVICES

Campus custodians will clean inside and outside classrooms each night. They will focus on cleaning high-touch surfaces in addition to normal cleaning and trash removal.

Daily Cleaning and Disinfection

STUDENTS AND INSTRUCTORS

Students and instructors are responsible for cleaning their immediate area (desk, seat, lectern, etc.) when they arrive in a classroom, using the provided cleaning and disinfection supplies.

Guidance for Cleaning Classrooms

Supplies for cleaning, disinfection, and hygiene

Each instructional space will be stocked with a supply of cleaning supplies so that students and instructors can clean their individual areas upon arrival and before departure.

More than 500 hand-sanitizer stations have been installed in campus buildings, including outside classrooms. Students and instructors are encouraged to use these supplies to frequently sanitize their hands.
INTERIOR CAMPUS SPACES

Campus flow

Keep it moving

Common space guidelines

Space modifications

Cleaning and disinfection
INTERIOR CAMPUS SPACES

Through a careful collaboration between Environment, Health & Safety, Space Management, and Physical Plant, we are pleased to put forth general guidance to help you move through campus safely and incorporate physical distancing into everyday life on campus.

This includes spreading out, moving as efficiently and directly as possible, and adapting to or modifying the space around you.
CAMPUS FLOW

KEEP IT MOVING to keep everyone safe...

- move efficiently and directly
- spread out
- avoid congregating & unneeded trips
- keep the distance

Keep it moving

Be mindful of your movement.

Move as efficiently and directly to your destination as possible. This mindfulness must include all movement, whether moving across the room, through buildings, or across campus.

Spread out

Maintain an awareness of your physical space and that of your immediate surroundings. Keep a physical distance of 6 feet (1.8 meters) minimum between yourself and others at all times.

Avoid congregating

While many are glad to return to campus and connect with the UW community, please be mindful of how you socialize on campus and in public spaces. Avoid congregating in groups and making unneeded trips. Maintain physical distancing and encourage others to do the same to keep us all safer from the spread of COVID-19.
Common space guidelines

A TEAM EFFORT

As we look at our campus spaces, we understand that each area is unique both in configuration and use. This guidance is intended to help you set up spaces that fit your needs and ensure health and safety are priorities.

• There are a number of basic guidelines for promoting physical distancing and hygiene when in common spaces within campus buildings. Each person on campus is responsible for following these guidelines to help prevent the spread of COVID-19.

• Many building common spaces will be posted with signage with information about the wearing of required face coverings, physical distancing, and hygiene, as well as specific information about the particular space and how it may be used.

FACE COVERINGS

Face coverings must be worn on campus at all times and in all places (both outside and inside), except by students in their assigned residence hall rooms; by employees when alone in a private, unshared lab or office; when traveling alone in a private vehicle; and when exercising outside in a way that maintains 6 feet of distance from other people. Face coverings must be worn when traveling outside with other people. This policy includes individuals who have recovered from COVID-19. Exceptions will be determined on an individualized basis, considering reasonable accommodations due to a documented medical condition.

TIPS ON MOVING THROUGH CAMPUS BUILDINGS

• Use the stairs instead of an elevator whenever possible.

• Elevator capacities will be marked

• Keep right in stairways and corridors to promote physical distancing and minimize contact.
• Keep doorways and corridors clear to reduce congestion.

• Avoid congregating in lobbies, corridors, and in front of elevators and doorways.

• Wash or sanitize your hands after touching handrails, door knobs, and elevator buttons. Hand sanitizer stations will be installed in many building common spaces.

• Consider using personal touchless tools to open doors and press buttons.

**USING RESTROOMS AND WATER FOUNTAINS**

• Use every other sink and urinal fixture to maintain physical distance from others.

• Keep restroom doors closed. Do not prop open doors, as this compromises ventilation and code compliance.

• Use a personal touchless tools to open restroom doors whenever possible.

• Use water fountains and bottle-fillers to fill bottles or cups only (direct drinking is not recommended).

**Space modifications**

• [Sample Room Layouts](#) for space modifications are available for different types of campus spaces, including classrooms, offices, laboratories, break rooms, reception areas, and other common areas.

• [Temporary screens and barriers](#) may be used when physical distancing is not possible using other space reconfigurations.

• Signage to support communications for new office expectations can be found on the [COVID-19 Signage](#) ordering page

**Workplace considerations**

To create a detailed plan for your workplace, refer to this [Facilities Start-Up](#), which includes a number of considerations, workplace controls, and a step-by-step view into getting back into your work space.
Cleansing & Disinfection in Campus Buildings

Public health guidance advises enhanced cleaning and disinfection of work spaces to minimize the spread of COVID-19.

A Shared Responsibility

Facilities Planning & Management

Campus custodians are increasing cleaning and disinfection of the following spaces:

- Classrooms
- High-touch surfaces
- Restrooms, elevators, and shared common spaces
- Specialized cleaning as needed

Occupant responsibility

Each campus unit is responsible for development and implementation of a cleaning and disinfection plan for their area.

- Be sure surfaces are visibly clean before applying disinfectant.
- Focus on high-contact surfaces and shared equipment.
- Select a suitable disinfectant for SARS-CoV-2.
- Review the Safety Data Sheet for the selected product.
- Follow the appropriate contact time.
- Use bleach carefully and safely.
- Follow recommendations for handwashing and hand sanitizing.

For more information, please see Cleaning and Disinfection Guidance
CAMPUS OPERATIONS

Building access
Custodial & waste removal services
Campus mail
Groundskeeping & snow removal
HVAC systems
Water systems
Construction projects & detours, contractors and vendors
OPERATIONAL STATUS

Facilities Planning & Management continues to provide services to the UW-Madison campus, both through remote work and on-campus work. Some services have been curtailed or suspended. Service levels are modified to stay in alignment with campus operations as the university gradually reopens during the Smart Restart. We have made a number of modifications in campus operations to ensure that critical workforce protection measures are in place. See the Current FP&M Operational Status.

Building access

Access to campus buildings will vary during the Fall 2020 semester, depending on the needs of campus units. Building managers should work with UWPD to make changes to building access restrictions.

If you need access to a locked building, please talk to your supervisor or contact your building manager.

Custodial & waste removal services

Keeping campus spaces clean and disinfected is a key aspect of our strategy for limiting the spread of COVID-19. Cleaning and disinfecting protocols have been adapted to follow CDC recommendations.

FP&M’s cleaning and custodial staff have increased the frequency of cleaning and disinfection with a focus on building common areas, restrooms, classrooms, and high-touch surfaces in these areas. Campus units are responsible for cleaning and disinfection of their own workspaces and for removing waste and recycling to central pick-up.
points in their building. Campus waste removal will be modified to align with activity levels as campus gradually reopens.

Campus mail

Mail and package delivery is operating at normal service. Contact Campus Services at uwcampusmail@fpm.wisc.edu with questions.

Groundskeeping & snow removal

Keeping campus well-groomed and beautiful supports the well-being of students, faculty, and staff during these extraordinary times. Groundskeeping services such as planting, mowing, and tree-pruning have returned to normal operational levels.

HVAC systems

Indoor air quality plays a key role in maintaining a healthy environment in campus buildings, which in turn supports the health and safety of building occupants.

Physical Plant continues to operate each building’s HVAC system to manage ventilation, vapor pressure, temperature, and relative humidity. Careful management is necessary to maintain building environments and prevent excessive moisture, continuous temperature fluctuations, condensation, and microbial/mold growth. As part of this management plan, we have extended run times and increased outdoor airflow to further improve air quality.

Note: Building occupants should not modify or disable HVAC systems (including window air-conditioning units). Contact Physical Plant Customer Service with questions and concerns about air quality issues.

For more information, please see Guidance for Heating, Ventilation, and Air Conditioning (HVAC) Systems During the COVID-19 Pandemic
Water systems

Campus buildings have been kept in operational status and Physical Plant has instituted procedures based on CDC and industry guidance, including the flushing of building water systems during periods of lower occupancy.

DRINKING FOUNTAINS AND SINKS

- During or after periods of low occupancy, it is best to let water run for a few minutes from drinking fountains, bottle fillers, or sink taps before using it for consumption.
- To ensure safety, use of water fountains should be reserved for filling bottles and cups. Do not drink directly from the water fountain.
- Report concerns about water quality issues to Physical Plant Customer Service.

Construction projects and detours

Facilities Planning & Management continues to plan, manage, and conduct construction and renovation projects across campus, and has done so throughout the pandemic response.

CONSTRUCTION AND RENOVATION PROJECTS

Physical Plant has resumed department-funded construction and renovation projects on campus, after a brief hiatus. Contracted construction work has been mostly unaffected and has continued through the spring and summer.

For the latest updates, see the Operations Report.

MAJOR CAPITAL CONSTRUCTION PROJECTS

Major capital construction projects have continued and planning and design for future projects is ongoing. For the latest updates, see Project Delivery.
DETOURS AND CLOSURES

Construction projects often affect campus roads, sidewalks, and parking lots.

For more information about detours and closures, consult the Campus Closures and Detours Map.

Contractors and vendors

FP&M has been working closely with our partners at the State of Wisconsin and UW System to make sure that contractors and vendors working on campus follow the public health protocols designed to support the health and safety of everyone on campus.

Contractors and vendors working on campus are required to follow the same public health guidelines and requirements as anyone else on campus. In particular, they are required to wear either a reusable cloth face covering or a single-use disposable mask while present in any area within campus buildings. Face coverings are also required in outdoor spaces.

These requirements apply to all contractors and vendors visiting and working on the UW-Madison campus.

Contractors and vendors are also required to report positive cases of COVID-19 to the contracting authority (which varies based on contract type) in order to protect the safety of everyone working on campus.

Please contact avc@fpm.wisc.edu with any questions or concerns
COMMUNICATIONS

FP&M contacts

Signage

Campus collaborators

Additional public health resources
Contact us

HEALTH & SAFETY
For assistance with risk assessment, safeguards, or hazardous materials management, contact Environmental Health & Safety at 608.265.5000.

TRANSPORTATION & PARKING
For up-to-date transportation information visit Transportation Services or contact Customer Service.

FACILITIES ISSUES
Contact Physical Plant via web request or phone at 608-263-3333.

BUILDING ACCESS
If you need a keycard or key access to a locked building, please talk to your supervisor or contact your building manager or facilities staff of your school, college, or division.

OTHER FACILITIES QUESTIONS
General questions may also be addressed to avc@fpm.wisc.edu. This account is monitored during business hours, Monday-Friday.

Other helpful resources

FP&M Returning to Campus Safely

Madison Metro Bus Service

Campus Services for Mail Delivery

Dolt Publishing & Printing for signage

Campus Public Health Protocols

Campus Face Covering Guidance

Cleaning and Disinfection Guidance

Sample Room Layouts

Testing Sites: for Faculty and Staff, for Students, for the Community

Facility and Building Managers will be updated frequently and can serve as a first point of contact for questions surrounding your workplace setup.

Facilities Planning & Management
UNIVERSITY OF WISCONSIN–MADISON
Signage

A SHARED RESPONSIBILITY

To consistently apply new operational signage throughout campus, the following is a blended model of responsibility.

- Facilities Planning & Management Physical Plant
  - Exterior building protocols
  - Elevator guidelines and capacities

To support the education and awareness of our new campus guidelines, campus is providing new operational signage for your building and work units. This applies only to the interior building spaces.

- Facilities & Building Managers
  - Apply signage throughout each building, with the exception of the above
- Individual Units
  - May choose to supplement signage installation, depending on the scope of the facility and building managers

ACCESS RESOURCES

- COVID-19 Signage: for ordering health & safety signs
- Sample Room Layouts for space modifications and signage placement
- Signage Guidance for signage installation instructions
Campus collaborators

FP&M appreciates the collaboration across campus to create a Smart Restart. We have worked closely with the following areas to create a comprehensive plan that supports the health and safety of our campus community.

University Health Services

Office of Human Resources

UW’s COVID-19 Response

Additional public health resources

FP&M continues to consult public health guidance for the latest recommendations.

Public Health Madison & Dane County

Centers for Disease Control and Prevention

World Health Organization