

## Building Safety Plan Review and Approval Process

### Building Preparedness and Operations Team

**Purpose:** The Building Safety Plan Review and Approval Process provides direction to administrators that are responsible for developing, implementing, and managing COVID-19 building safety plans of the approval process.

**Responsibilities:**

*Building Preparedness and Operations (BPO) Team Leadership:* Manages the receipt of building safety plans and assigns building reviews to BPO Review Teams.

*Building Preparedness and Operations (BPO) Review Team:* Reviews plans for COVID-19 safety practices, provides guidance, and approves of the plans. There are five (5) BPO Review Teams.

*Building Administrators:* Consist of management from Schools/Colleges/Departments that manage the majority of a building where their operations are housed.

- Develops and submits for approval the COVID-19 building safety plan(s) for their building(s) to BPO Review Team.
- Implements and maintains the building safety plan upon approval.
- Includes Building Chair and other key building staff in planning or informed of planning.

Where multiple Schools/Colleges/Departments are housed in one building,

- Managers from each School/College/Department will develop safety plan(s) for their space to be submitted as one safety plan for the building.
- Managers and/or building chairs will need to collaborate on a COVID-19 building-wide safety plan addressing the general areas of the building.
- A lead manager or group of managers shall be designated as the Building Administrator(s) to work with the BPO Review Team. The Building Administrator(s):
  - o Compiles and submits for approval the COVID-19 building safety plan.
  - o Implements and maintains the building safety plan upon approval.
  - o Includes Building Chair and other key building staff in planning or informed of planning.

*Building Chairs:* Building Chairs are volunteer positions and comprise of staff with a wide variety of duties for departments within the buildings. Building Chairs with department management duties may be considered for the Building Administrator role and will assume the above stated responsibilities either solely for a building or as part of the group for a multi-department building. Those Building Chairs not assuming a Building Administrator role shall be included in the planning process or kept informed of the planning.

**Process:**

1. Onsite Work Plan Template completed by Supervisor or Dept. Chair or equivalent and attached to eForm in UWM Streamline and routed to Building Administrator.
2. Building Administrators develop building safety plan based on information from the Emergency Operations Center Final Report ([https://uwm.edu/coronavirus/wp-content/uploads/sites/515/2020/06/UWM-Emergency-Operations-Center-Report\\_Final.pdf](https://uwm.edu/coronavirus/wp-content/uploads/sites/515/2020/06/UWM-Emergency-Operations-Center-Report_Final.pdf)), checklists, or other guidance provided by BPO Team. Additionally, reference Human Resources' "Guidance for Supervisors in the Consideration of Employees to Work On-site" for further steps that should be taken when considering employee return to campus.
  - a. Building safety plan addresses general areas, classrooms, administrative/office areas, and research areas.

- b. Classrooms and administrative/office areas will require safety plans for maintaining social distancing (6 feet), handwashing or sanitizing, and cleaning and disinfecting of commonly touched surfaces.
    - i. Departments are responsible for evaluating their departmentally held classrooms.
    - ii. General assignment classrooms are being evaluated by a central group.
  - c. Research safety plans are reviewed and approved by the Deans and US&A.
  - d. Space/room diagrams are encouraged as part of the plan that is submitted, where appropriate.
3. Building safety plans are submitted to the BPO Review Team via [building-preparedness-operations@uwm.edu](mailto:building-preparedness-operations@uwm.edu) to BPO Team leadership.
  4. BPO Team leadership assigns building to BPO Review Team, which reviews the safety plan and provides recommendations for improvement.
    - a. Recommendations are returned to Building Administrator(s) for updates to plan or further discussion on recommendations.
    - b. If there is a recommendation that BPO Review Team feels strongly about but Building Administration does not agree (or vice versa), Emergency Operations Center (EOC) Incident Command or Crisis Management Team (CMT) Leadership will make final decision.
  5. BPO Review Team coordinates a building tour with the Building Administrator(s) to review challenges posed in planning, areas with questions, and to view how the plan will be implemented.
    - a. Further recommendations may be made at this time based on conversations during the tour.
    - b. Building chairs and others from the building may be invited to the tour for valued input.
  6. Final revisions made by Building Administrator(s) and safety plan sent to BPO Review Team for Final Approval.
  7. BPO Review Team approves safety plan or works with Building Administrator(s) until plan is approved. Approved safety plan shall be sent to the Building Administrator(s) and Dean/Division Head (or designee) for approval. Other distribution to Building Chair, EOC Incident Commanders, and Facility Services.

## Summary of Building Safety Plan Review and Approval Process

