

Building Preparedness and Operations

General and Miscellaneous Spaces and Operations Guidance Checklist

1. Overall Measures:

As campus resumes mostly normal operations, density within campus facilities will need to increase. Prior 6-foot social distancing requirements have been lifted to serve students and campus stakeholders in a face-to-face capacity. UWM's Crisis Management Team will continue to monitor the local health situation to determine social distancing requirements.

- Access to hand sanitizer provided in central locations in hallways that are not immediately adjacent to entry and egress locations.
- Cleaning and disinfection efforts by Environmental Services/Custodial continue to be focused on high-touch surfaces (door handles, elevator buttons, drinking fountains, etc.) and other focused cleaning.
- Social distancing encouraged in arrangement of furniture and equipment, where possible.

2. Entry & Egress Points:

- All entry and egress ways are bi-directional.

3. Elevators:

- Elevator signage designates recommended (not required) occupancy.

4. Hallways/Corridors/Stairwells:

- Hallways, corridors and stairwells are identified as bi-directional with people encouraged to stay to the right.

5. Drinking Fountains and Bottle-Filling Stations:

- No plastic/paper cups provided; continue with standard usage.
- Signage about sanitation and using fountains and stations at "own risk," noting the concern for transfer is buttons, not the water spigot. Signage encourages bottle filling.

6. Computer Labs:

- Re-evaluate the total number of machines to accommodate increased student demands consistent with normal student levels. Social distancing encouraged, where space allows.
- Provide sanitizing wipes for patrons to self-clean.
- Use electrostatic machines to disinfect computer areas when they're closed (either late second or early first shift).

7. Restrooms:

- Focus on cleaning, not restricting the capacity of the restrooms.
- Doors that can be left open are identified to limit touchpoints.

8. Shower Facilities:

- Focus on cleaning single-use and group showers.

9. Informal Gathering Spaces (Pocket Lounges):

- Seating capacities are returned to regular, pre-pandemic conditions.

10. Common Break Areas:

- Building has general/building-wide break rooms open to all building users and has available resources to maintain cleanliness/sanitation.

11. Vending Areas:

- Snack and beverage machines have cashless options.

12. Lactation Rooms:

- Lactation rooms kept active and equipped with sanitation items.
- Signage about sanitation and “use at own risk” installed.

13. Building Ventilation

- UWM is not planning on any significant modifications to ventilation systems, which is consistent with other UW institutions, including Madison. Facilities Services staff continue to coordinate and monitor building occupancy and HVAC system performance. Preventive maintenance has been ongoing to ensure proper operation, including regularly scheduled filter replacement. If there are specific problematic areas that employees are concerned about, please contact the building chair or submit a service request to Facility Services Help Desk so the area can be assessed.

14. Additional or Alternative Measures- General Miscellaneous Spaces and Operations

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