



College of General Studies

UWM College of General Studies Campus Reopening Information

Table of Contents

General Information

[Introduction](#)

[August 2020 Campus Reopening Details](#)

[Guiding Principles](#)

[PPE Resources Provided by the University](#)

[Staff, Student, and Visitor Responsibilities on Campus](#)

[Testing, Tracking, Case Management](#)

[Academic Calendar](#)

[Campus Experience](#)

[Course Preparations](#)

[Classroom Protocols](#)

[Meeting Protocols](#)

[Staff Mailrooms and Staff Common Areas](#)

[TRiO & Tutoring Centers](#)

[Diversity Centers](#)

[Bookstores](#)

[Continuing Education](#)

[Resources and Information](#)

Washington County Campus

[Washington County Facilities Access](#)

[Elevators & Stairs](#)

[Student Life at Washington County](#)

[Washington County Solution Center](#)

[Washington County Library](#)

[Area Closures](#)

Waukesha Campus

[Waukesha Facilities Access](#)

[Elevators & Stairs](#)

[Student Life at Waukesha](#)

[Waukesha Solution Center](#)

[Waukesha Library](#)

[Area Closures](#)

I. Introduction

This document provides UWM College of General Studies faculty, staff, and students with campus reopening information for the two branch campuses in Washington and Waukesha counties.

The information in this document is intended to complement [UW–Milwaukee’s Emergency Operations Center Report](#). Public health guidelines and directives from the respective cities and counties also are considered factors in branch campus reopening and continuing operations.

The information provided in this document is subject to change. As best practices, health guidance, and local circumstances evolve, updates will be provided. Visit [UWM College of General Studies coronavirus information webpage](#) for the most recent updates, information, and news for the branch campuses.

Both campuses will reopen for limited administrative services on August 3, 2020 (see details below).

II. Campuses Limited Reopening in August

Both CGS campuses will reopen for limited administrative services on August 3, 2020. Limited staffing and services will apply until the start of the semester.

Soft Reopening Hours and Staffing starting 8/3:

- Campus and Bookstore hours are: Monday – Thursday, 9am to 2pm; Friday, 9am to 1pm. Some areas closures apply (see below).
- Waukesha Dean’s office will have staffing 3 days a week.
- IT service and maintenance staff will be on duty.
- Library staff will be available at both campuses.
- Solution Center staff will be available for remote appointments. The Solution Center will reopen for face-to-face traffic in August—exact timing to be communicated at a later date.
- Limited in-person services will be available in other areas.

Academic Year hours and staffing will change with details to follow later in August.

III. Guiding Principles

The UWM College of General Studies (CGS) priority is the safety of staff, students, and the community in the pursuit of its mission to provide students a quality education and college experience. The guiding principles are:

- Follow CDC, state, county, and UWM public health guidance.
- Communicate and implement safety protocols for all members of the CGS community, including the evaluation and implementation of protective measures in facilities.
- Encourage flexibility in accommodating at-risk staff and students in fulfilling the CGS mission.
- Monitor and respond to changes in infection rates on campuses and within the communities.
- Maintain flexibility in preparations to address new situations and needs.
- Recognize that maintaining a safe environment requires that each employee, student, and community member acts in a safe and responsible manner, both on and off campus. Self-monitoring is a fundamental expectation of staff and students.

IV. PPE Resources Provided by the University

CGS is committed to creating a safe environment on its campuses. Each employee, student, and community member has an important role to play in maintaining a safe environment.

CGS will provide the following resources:

- Basic PPE and supplies, including but not limited to: hand sanitizer, soap and disinfectants, and masks for individuals unable to supply their own.
- Disinfectant spray bottles will be available for each staff member's office. Instructors can take these bottles with them to classrooms, if they wish to disinfect their classroom instructional space.
- Each classroom at both campuses will have disinfectant wipes available for students and/or instructors to disinfect their spaces.
- As appropriate, plexiglass will be installed in certain locations, prioritized first by service areas, transactional spaces, reception desks, and other high-traffic areas with person-to-person contact. Plexiglas in classroom instructional spaces has secondary priority.
- Facilities will be cleaned on an increased schedule with focus on high-touch areas.
- Cleaning supplies and hand sanitizer will be provided in numerous locations on each campus.
- Signage and communications focusing on safe practices and personal responsibility.
- Guidance for leadership and managers on telework, leave, and maintaining safe campus environment.
- Each student will receive one cloth mask, free of charge. Disposable masks will be available to those who arrive without a mask. Disposable masks will be available in Solution Centers, Libraries, and Administration Offices.

V. Staff, Student, and Visitor Responsibilities on Campus

Maintaining a safe environment on campuses is the responsibility of all who enter school buildings and grounds. Staff and students will be required to complete safe-return-to-campus training and will commit to a pledge to abide by safe practices. More information about staff training is forthcoming.

- Staff and Students will monitor their health daily and not enter campus grounds if sick. Staff and students should check for Covid-19 symptoms daily. A forthcoming UWM Covid Symptom checker will be online soon. In addition, policy regarding required training, attestation, and symptom monitoring will be published soon. Monitoring of staff compliance will occur.
- Staff and Students will wear face coverings/masks while indoors in commons areas. Face coverings/masks must cover both the nose and mouth. Some exceptions to this face mask rule exist.
- Staff and Students will maintain six-foot physical distance, space allowing.
- Staff and Students will clean and disinfect their personal and shared space both before and after use.
- Staff and Students will report symptoms identified with COVID-19 to their respective representative (protocols and contact info is under development and will be in place by semester start).
- Staff and Students are expected to follow safety guidelines on CGS campuses. Those who fail to comply may be reported, with progressive disciplinary actions ensuing. The updated UWM Student Code of Conduct details possible actions for noncompliance. The Dean of Students Office will emphasize education first, with repeat offenders possibly facing disciplinary action.

VI. Testing, Tracking, Case Management

At this time, UWM and CGS will not implement scheduled testing of staff and students. Individuals displaying [Covid-like symptoms](#) should consult a health professional for Covid-19 testing. Individuals who suspect they may be infected should not come to campus.

- UWM will provide information on a Covid-19 Symptom Checker. Staff and students are expected to self-monitor for infection daily using the UWM Symptom Checker.
- Names of infected individuals who are associated with UWM will not be disclosed to the public.
- Supervisors who are informed by their employees of COVID like symptoms or that an employee has tested positive are to keep this information confidential.
- Processes for notifying UWM and CGS of staff and students who become infected is under development and will be communicated prior to the semester start.

VII. Campus Experience

Staff and Student experiences on campus will change significantly this year.

- Classroom capacities are being changed to limit occupancy to allow for six-foot physical distancing. Seating will be marked to indicate safe seating patterns. Instructor spaces will be marked on classroom floors to provide visual clues to safe distancing.
- Common areas (e.g., library, Diversity Center, hallways, etc.) will require physical distancing with limitations on group size. Furniture will be sparse to facilitate social distancing.
- Recommended traffic patterns will be visible on floors or in signage in certain common areas. Please follow the traffic patterns indicated by signage, including ingress/egress from buildings and classrooms.
- Events on campuses will have limited group size and appropriate social distancing. Protocols for holding events are under development and will be shared with event sponsors and student leaders.
- Enhanced cleaning of high-traffic, high-touch areas will be implemented.
- Each individual is responsible for cleaning one's space before and after use.

VIII. Academic Calendar

UWM's academic calendar will not change. Classes will begin September 2, 2020, and end on December 23, 2020.

- It is highly recommended that instructors teaching face-to-face courses with experiential learning components (e.g., labs, performance, studio arts, etc.) front-load the experiential components as much as possible in order to meet course learning outcomes earlier in the semester in the event public health conditions warrant closing one or more campuses.
- A recommended target date for completing a course's experiential learning components is Thanksgiving break, which starts November 25, 2020.
- Lectures may continue face-to-face or online after the completion of the experiential component.

IX. Course Preparations

Instructors teaching face-to-face courses should be prepared to transition courses to online or remote learning opportunities – in case of retreat to online due to virus reemergence, or in case students are not able to attend campus due to quarantine, sickness, or family emergencies.

- It is understood that some courses, especially those with experiential components, may not be able to provide online alternatives. If this is the case, these expectations should be communicated in the syllabus and verbally to students at the very beginning of the semester.
- Otherwise, instructors of courses with in-person components (hybrids and face-to-face) must be prepared to provide students not able to attend the in-person class sessions

with learning opportunities that allow for students' successful completion of the course and learning outcomes.

- Instructors are required to load course content, grade books, and other course essentials into Canvas prior to or soon after the semester start.
- A back-up instructor will be assigned to each course and given access to the Canvas course.
- Additional guidance to instructors will be communicated through departments, Dean's Office, and Provost's Office. The Provost's Office will provide standardized syllabus information for all instructors to include in their syllabi.

X. Classroom Protocols

Classroom capacities are being changed to limit occupancy to allow for six-foot physical distancing.

- Seating will be marked to indicate safe seating patterns. Instructor spaces will be marked on classroom floors to provide visual clues to safe distancing.
- Classroom ingress/egress protocols may be implemented depending on enrollments and the space characteristics.
 - For classrooms with doors in the back, students should fill seats at the front of the classroom first from the center of the row to aisle, then fill seats toward the back of the classroom.
 - The opposite applies to rooms with doors at the front of the room.
- Rooms with two doors may have Entrance Only/Exit Only signage.
- Students will be expected to maintain physical distancing when queuing for class and during ingress/egress.
- Each individual is responsible for cleaning one's space before and after use.

XI. Meeting Protocols

To maintain a safe environment, most meetings should be conducted virtually.

- Meetings of fewer than five individuals can be in person if conducted in a space allowing for suitable social distancing. Masks must be worn.
- To the extent possible, instructor office hours and student conferences should be conducted in a virtual environment.
- Instructors and students with experiential components should follow the appropriate protocol established for those courses, labs, and spaces.

XII. Staff Mailrooms and Staff Common Areas

Staff mailrooms and common areas (e.g., break rooms) will remain accessible.

- Appropriate physical distancing and group-size guidelines apply. It is highly recommended that the mailroom and break room occupancy be limited to one person at a time. Signs stating occupancy limits will be posted at entry points. Doors to these rooms will remain open to minimize contact with surfaces.

- Each individual is responsible for cleaning one's space before and after use.
 - Pick up of mail and packages will be available from 108 at WSH & A118 at WAK or Southview mail room
 - Some furniture will be removed/relocated to facilitate social distancing.

XIII. TRiO & Academic Success Centers

TRiO and both Academic Success Centers (ASC) will serve students face-to-face and virtually. TRiO and ASC will have limited staff and hours.

- Math and Writing tutoring at Waukesha and Washington County:
 - Campus math tutoring will be held in-person in the WAK ASC and the WSH ASC.
 - Campus writing tutoring will take place virtually. Face-to-face writing tutoring will be available by appointment.
- TRiO Student Support Services:
 - TRiO math tutoring will be offered in-person in the ASC at WAK and in the TRiO Center at WSH. Online TRiO math tutoring will be available by appointment.
 - TRiO advising, writing tutoring, and academic coaching at both Waukesha and Washington County will continue online until it is safe for all students and staff to return to campus.

XIV. Diversity Centers: Waukesha & Washington County

Diversity Centers will be open and staffed by students up to four hours per day, coinciding with when most campus-based classes will be held. Each Center will have occupancy limits, based on the respective space.

- We do not plan to offer programming in the Diversity & Pre-College Center at Waukesha.
- The staffed time would likely be limited and focused to M-Th (2-3 days).
- At the Waukesha campus, Millie Wenzel will continue Pre-College programming virtually through 2020.

XV. Bookstores: Waukesha & Washington County

Bookstores on each campus will have in-person and online operations.

- Each Bookstore will have posted occupancy limits and social distancing signage for in-person shopping.
- Students can order books online and have contactless delivery at the campus or by mail.

XVI. Continuing Education Operations

UWM CGS Continuing Education serves a wide variety of constituencies, including many who have heightened risk factors themselves or within their families. To best protect the ability of

our UWM CGS community to participate in Continuing Education instruction and activities, participants and staff must follow all UWM Covid-19 guidelines which include

- CE in-person events will be developed and conducted so that social distancing and safety guidelines can be maintained.
- CE Offices will be open, but with capacity limits.

WASHINGTON COUNTY CAMPUS

XVII. Washington County Facilities Access

Some exterior doors may be locked to exterior access during business hours.

- Faculty, staff, and students should enter through the Main Entrance.
- Entrances/Exits will have signage indicating entry/exit doors. While some exterior doors will be locked to external entrance, all exterior doors can be used to exit the building, again following signage about which door to use.
- The courtyard will be open during early fall. Furniture will be removed. The courtyard will close during winter months.
- Directional signage will be placed throughout the campus. Please mind the directional signage to aid traffic flow and social distancing.
- All classrooms and commons areas will have signage and occupancy ratings. Some club spaces may be repurposed—any changes will be indicated with signage.

XVIII. Elevators & Stairs

Elevators and stairs will have capacity limits and/or directional signage.

- Elevator occupancy should be limited to one person.
- Elevator usage should be prioritized for those with disabilities.
- In case of emergency, elevator occupancy limits are suspended.
- Individuals using stairs should make every attempt to ascend/descend in single file to the far right side following physical distancing parameters. Some stairwells will be marked in the center to indicate traffic flow.

XIX. Student Life Protocols at Washington County Campus

CGS intends to provide face-to-face opportunities for student life, career advising, and personal counseling to enhance community building. Following safety constraints, student traffic will dictate the ratio between face-to-face and virtual events and programs. Exact constraints will be established and communicated at a later date.

- Student Union will have limited hours and will be open only when staffed by a student who will monitor capacity. The back room of the union will be locked.

- One person at a time would be enforced for meditation and lactation rooms near the library – check-out key at library circulation desk (if available).
- Diversity Center will be open, but will have a capacity limit of two. If the Diversity Center is staffed, then student capacity is limited to one student and one staff member.

XX. Washington County Solution Center Operations & Schedule

The Solution Center will serve students face-to-face and virtually. Solution Centers will have limited hours and will have staff only at the front desk (all appointments continue virtually).

- Hours will correspond to class schedule to provide the most student (e.g. 8-1 pm; 9-1 pm; 9-2 pm).
- Closed Fridays.
- One to two staff will be on-site during business hours (determined by when classes most often meet face-to-face).
- Follow directional signage for ingress/egress.
- Chairs will be removed for seating in the front.
- We will continue to offer academic advising, career advising and mental health counseling virtually until it is safe for all students and staff to return to campus.

XXI. UWM at Washington County Library

The UWM Libraries are preparing to reopen the UWM at Washington County Library in its entirety by the beginning of the fall semester. Onsite services will include circulation and reserves (checkouts and returns) and users will be able to access the print collections by themselves. Reference assistance and more in-depth research consultations will be offered both on-site and online, whereas course-related library instruction will continue to be provided exclusively online.

General Considerations

- Occupancy capacity will be determined by socially distanced seating (50 seats including staff areas); individual zones will be regularly reviewed for capacity limits by library staff.
- Due to an ongoing staffing shortage, library hours will be reduced slightly and aligned with the class schedule as well as possible (TBD).
- Signage will be placed throughout public areas of the Library and furniture will be de-densified to encourage social distancing.
- Spray bottles and towels will be provided in select high-use areas.

A. Entry/Exit Points

Front door entry area of library (North end of L278) will have directional signage indicating IN and OUT doors. Front doors will be propped open, as usual, to minimize surface transmission. There are two other exit points in the library – primary egress at the back (or South) end of the library which will be used for non-sheltering emergencies. A secondary and less accessible

emergency exit (through the storage room between L279 and L280) can be used if occupancy warrants.

B. Service Desk

The Information Desk provide a variety of services including circulation, reserves, basic information assistance, and alternative testing (in the corridor between L289 and L277/227). The area behind the desk will be limited to a single staff member or student employee. A plexiglass shield will need to be installed around where Information Desk staff will sit. Panther floor decals will extend south from the desk (away from the front doors) to avoid further congestion in this area. Capacity for various areas in the Library will be monitored throughout the day by staff at front desk.

C. Open Study Areas

Open study areas are located throughout L278 and L279 and are comprised of study tables, study carrels, and soft seating. All open study areas will be de-densified to ensure proper social distancing. When possible, soft seating will be reduced in favor of harder surfaces.

D. Book Stacks/Library Carrels

Signage in the stacks will indicate one user at a time per range. Library carrels located at the ends of each row of shelving will be de-densified. Book trucks will be placed in visible areas to encourage users, who pull a book off the shelf but do not check it out, to isolate those materials so they can be quarantined for 72 hours before being re-shelved.

E. Single/Private Offices

The library has two single-occupancy offices: L279 and L281, both 180 SF. Our plan will follow the EOC Report recommendations for such office spaces.

F. Restrooms/Drinking Fountains

The library has two restrooms, which will remain open and follow the EOC Building and Operations Plan for these spaces.

G. Breakroom/Kitchenette Spaces

The library's open kitchenette space will be closed during the fall semester. The microwave will be placed into storage.

H. Workrooms

The library workroom (L289) will remain open, but can accommodate only one staff member at a time. We will temporarily relocate the printer/copier, which is used daily by employees outside the library, into the library conference room (L285) where a single user limit can be better facilitated. Panther ID services will be moved to the Information Desk.

I. Conference/Study Rooms

The library's four conference rooms will be available as single-user quiet study spaces and backup alternative testing spaces, as needed. Capacity signage will be posted on each door.

The fourth conference room (L285) is used for a variety of purposes including large group meetings. We will relocate the staff printer to this space.

J. Computer Lab

The library computer lab (L227) is typically used for library-related class instruction. Since library instruction will be exclusively online for the fall, we will repurpose the space to meet other needs. Pod C will be reserved as a librarian-student consultation space, and the other pods will be de-densified and serve as an open computer lab. Occupancy capacity in this room will be 8.

K. Food Pantry

The library provides space for the campus food pantry (located in corridor outside L280). To eliminate possible congestion in this area, we will close L280 and post signage noting single occupancy in the pantry.

L. Alternative Testing Rooms

At the Washington County campus, the library provides alternative testing (i.e., proctoring) on behalf of the Accessibility Resource Center. Our primary testing room (L276) will accommodate at least 2 (possibly 3) students at a time. Those exams will be monitored remotely and so a staff member will normally not be present with the students. If additional testing space is needed, room 265 (in hallway outside Library entrance) will be used. Additionally, any of the three smaller group study rooms (L281, L282, L283) can be reserved for this purpose. The Kurzweil testing computer currently located in L280 will be moved to room 265.

WAUKESHA CAMPUS

XXII. Waukesha Facilities Access

- Due to the multiple buildings on the UWM at Waukesha campus and the need for access to classrooms, offices, and student services in the various buildings, most external access points will remain open.
- All entries will have signage marked "enter" or "exit" on both outside doors and inside doors. Where entries have more than two doors "entry" and "exit" should have a gap of at least one door between signage.
- Door 55 on the lower level of Southview leading up to the Field House will be locked for the Fall semester.

- All doors to the Field House will be locked for the Fall semester. All classes (except Continuing Education classes) have moved out of the Field House classrooms and the weight room, locker rooms, and gym will be closed for the Fall (except for approved events in the Gym).
- All classrooms and commons areas will have signage and occupancy ratings. Some club spaces may be repurposed—any changes will be indicated with signage.

XXIII. Elevators & Stairs

Elevators and stairs will have capacity limits and/or directional signage.

- Elevator occupancy should be limited to one person.
- Elevator usage should be prioritized for those with disabilities.
- In case of emergency, elevator occupancy limits are suspended.
- Individuals using stairs should make every attempt to ascend/descend in single file to the far right side following physical distancing parameters. Some stairwells will be marked in the center to indicate traffic flow.

XXIV. Student Life Protocols at Waukesha Campus

CGS intends to provide face-to-face opportunities for student life, career advising, and personal counseling to enhance community building. Following safety constraints, student traffic will dictate the ratio between face-to-face and virtual events and programs. Exact constraints will be established and communicated at a later date.

Student Development plans to have limited hours and staffing:

- Follow directional signage for entering/leaving the SD area.
- Food pantry and clothing closet will be available to students, following safety protocols.
 - Focused programming efforts on two days/week, most likely T and W.
 - Staff will be on campus on rotating days, probably on T and W.
- Some club office spaces may move to larger spaces. Signage will be posted at the new locations:
 - Moving ACT office to the Clubs Office for a larger space;
 - Relocating of LGBTQIA+ Office to ACT or Veteran's office; and,
 - Veterans Office could remain as-is or be temporarily repurposed for LGBTQIA Office.

XXV. Waukesha Solution Center Operations & Schedule

The Solution Center will serve students face-to-face and virtually. Solution Centers will have limited hours and will have staff only at the front desk (all appointments continue virtually).

- Solution Centers will have limited hours and will only have staff at the front desk (all appts. continue virtually).
 - Hours will correspond to class schedule to provide the most student (e.g. 8-1 pm; 9-1 pm; 9-2 pm)

- Closed Fridays
- One to two staff will be on-site during business hours (determined by when classes most often meet face-to-face).
- Follow directional signage for ingress/egress.
- Chairs will be removed in the front area.
- We will continue to offer academic advising, career advising, and mental health counseling virtually until it is safe for all students and staff to return to campus

XXVI. UWM at Waukesha Library

The UWM Libraries are preparing to reopen the UWM at Waukesha County Library in its entirety by the beginning of the fall semester. Onsite services will include circulation and reserves (checkouts and returns) and users will be able to access the print collections by themselves. Reference assistance and more in-depth research consultations will be offered both on-site and online and course-related library instruction will continue to be provide exclusively online.

General Considerations

- Occupancy capacity will be determined by socially distanced seating (110 seats including staff areas); individual zones will be regularly reviewed for capacity limits by library staff.
- Due to an ongoing staffing shortage, library hours will be reduced slightly and aligned with the class schedule as well as possible (TBD).
- Signage will be placed throughout public areas of the library and furniture will be de-densified to encourage social distancing.
- Spray bottles and towels will be provided in select high-use areas.

A. Entry/Exit Points

Front door entry area will be marked with directional signage. Floor decals will be placed at the front desk extending towards the front doors to avoid potential congestion in the front desk/ staff office areas. Front doors will be propped open to minimize surface transmission. However, if hallway noise prohibits this, there are push-button openers on both in- and out-doors that can be used.

B. Service Desks

The Information Desk is where library staff interact with users to provide a variety of services including circulation, reserves, basic information assistance, and alternative. The CASE Associate is the first point of contact for these student services. Plexiglass shields will be installed in two areas of the main Information Desk. Materials in the stacks will be retrieved by library staff upon request.

Since multiple staff members help provide alternative testing services to the campus, alternative testing services will be moved to the former reference consultation desk. That desk will be repurposed as a service point between Alternative Testing patrons and the LSA who proctors

those exams. Staff will be counseled on how to minimize physical interactions with other staff in this congested work area.

C. Open Study Areas

All open study areas will be de-densified to ensure proper social distancing. When possible, soft seating will be reduced in favor of harder surfaces. Study booths along the south wall will have de-densified.

D. Book Stacks/Library Carrels

Traffic flow through the stacks will be designated as unidirectional. Book trucks will be placed in visible areas to encourage users, who pull a book off the shelf but do not check it out, to isolate those materials so they can be quarantined for 72 hours before being re-shelved.

The study carrel area (in the NW corner will be closed (chairs removed and closed signs placed on tabletop) so that carrels will be appropriately de-densified. The same configuration will be used for library computer carrels, with an extra empty carrel nearest the Wepa printers to maintain adequate social distancing in that space. Chairs (and any associated computers) will be removed to ensure social distancing, and stickers will be placed on all carrel desktops designating which carrels are available for use.

E. Restrooms/Drinking Fountains

Public restrooms are located just inside the library front entrance and we will follow the EOC Building and Operations Plan for these spaces with posted single-user occupancy limits. Drinking fountain use will follow EOC Report recommendations.

F. Conference/Study Room

The library has one group study room and will have occupancy limits to accommodate two people for one-on-one research consultations. The computer table next to the window in L112 can also be used by students who need a Teams consultation workstation, though only one of these activities can occur at a time.

G. Classroom/Computer Lab

The library computer lab with 40 workstations will be de-densified and signage will be posted regarding maximum occupancy. All course-related instruction will be offered online for the fall semester, making this space available as a computer lab for individual use. Disinfecting wipes will be provided for wiping down of keyboards and mice. Total seats/workstations in this room will be 10.

H. Wepa Print Station Area (not accounted for in EOC Plan)

CTS has two Wepa printers and a print kiosk in the library near our computer carrels and directly in front of a staff office. These machines receive high use, which may lead to congestion

in this area. Panther floor decals will indicate appropriate social distancing between people waiting to print or use computers. Associated equipment located nearby – paper cutter, 3-hole punches, staplers, etc. - will be moved to a less trafficked area.

I. Alternative Testing Rooms

At the Waukesha campus, the library provides alternative testing (i.e., proctoring) on behalf of the Accessibility Resource Center. The space consists of one larger testing room and two smaller rooms along the back hallway. The larger room will be de-densified to accommodate 3-4 simultaneous testers. The smaller rooms will each accommodate one tester. All exam takers are proctored remotely so a staff member is generally not present in the room. If more than four students need to take an accommodated exam at one time, our multipurpose study room L112 (capacity of two) will be reserved for this purpose. If additional spaces are needed, we will work with the campus to use an unused classroom nearby. Testing desks and tables will be cleaned after every use by library staff. Similarly, the Kurzweil testing computers will be cleaned after every use as well.

The Panther ID printer currently located in one of the two testing rooms will be moved to the Alternative Testing Service Desk.

XXVII. Area Closures (for both campuses)

Certain areas and spaces on each campus will be closed to the public and campus community.

The current area closure list includes:

- Locker rooms (WAK & WSH)
- Gym (WAK & WSH, except for approved events)
- Weight rooms (WAK & WSH)
- Waukesha Field House (entire building)
- Waukesha Gaming Area
- Washington County Gaming Area (back room of Student Union)
- Emeritus Offices (WAK & WSH)
- Some student club offices and classrooms. Some club spaces may be repurposed—any changes will be indicated with signage. Some rooms are being used for excess furniture storage and will be signed as closed.

XXVIII. Resources and Information

The following resources are available for staff and students:

- [CDC: Symptoms of Coronavirus](#)
- [Waukesha Covid Testing Centers](#)
- [Washington County Testing Centers](#)
- [UWM Emergency Operations Center Covid-19 Operations Report](#)
- [UWM Scenario Planning Work Group](#)
- [UWM Campus Planning & Resources](#)