



WISCONSIN

UNIVERSITY OF WISCONSIN-MADISON

MEMORANDUM

To: Executive Committee
Deans Council
Leadership Council
Administrative Council

From: Karl Scholz, Provost and Vice Chancellor for Academic Affairs
Laurent Heller, Vice Chancellor for Finance and Administration

Subject: School, College, Division Smart Restart Planning

Date: July 24, 2020

Please carefully review the document below, which gives guidance from central campus on Smart Restart opening procedures.

Please share this information with your local school, college and unit leadership, as this message is being distributed to deans, vice chancellors, directors, and associate deans for administration. An additional message will be sent to all employees early next week. We will share an advance copy of that message for your awareness.

The most complete and up-to-date set of communications, guidelines, policies, and supporting materials are available at [Department & Units](#) resources page on the [Smart Restart](#) website.

Please contact reopening@vc.wisc.edu with questions or respond to this message.

Executive Summary

The [Chancellor's message on June 17th](#) details the broad strokes of the campus plan for operating in a hybrid, remote and in-person format for the fall semester. Campus units are already deeply engaged in planning for the upcoming semester, with significant efforts on the research enterprise organized through the Office of the Vice Chancellor for Research and Graduate Education, and on instructional activity organized through the Provost's Office. This document focuses on the other administrative aspects of our planning efforts by providing resources to assist in ongoing unit planning. Given the dynamic nature of this issue, visit the [Department & Units](#) page on the [Smart Restart](#) website for most up to date guidance.

Reopening Planning

Each school, college, and division (hereafter referred to as *unit*) should utilize campus guidance to create a reopening plan that details its efforts to best mitigate health risks while continuing to support our teaching, research, and public service missions. Those units that have already created plans should review the new guidance and update their plans accordingly. These plans will be living documents, subject to modification as conditions evolve, and as we learn what is working well and what can be improved. When possible, units are encouraged to share plans widely so that other parts of our organization can quickly adopt effective strategies and practices.

Plans should address the common topics listed below, as well as the specific needs of the respective area. Vice Chancellors, Deans, and Directors are authorized to approve plans for their unit. Critical elements of any plan should include:

- Health and safety protocols and their implementation in local environments
- Changes to key service and support provisions such as hours of availability, what is being provided in-person vs. remote, and service reduction or expansion
- HR planning, employee support, workforce communications, and on-site versus remote work determinations for administrative functions
- Physical space modifications.

In terms of resuming on-site activities, all campus units are being asked to:

- Assess what additional on-site work is necessary to support the return of students to campus and develop an appropriate staffing model. These decisions will vary from unit to unit, with some areas needing many employees to return to campus while others may be able to allow employees to continue working in a remote capacity.
- When possible, maintain a decreased density of employees working on-site. Employees currently working remotely, whose responsibilities do not meaningfully change as we transition into fall, would be expected to continue to remain remote. For functions that benefit from an in-person presence, units should consider modifying on-site work schedules to reduce the number of employees in a given place at one time. This is particularly important for areas with a high number of shared space environments.
- By the end of the first week of August, units will need to be in contact with all employees and clarify who is expected to return to on-site work for the fall and who should continue

to work remotely. Essential topics include their assignment, location, schedule, employee requirements for working on-site, and resources for employees.

- For your employees who do need to return on-site, plan on having them return between August 10 and Sept 2 unless local circumstances dictate a different date. The goal is to avoid overwhelming campus services by employees returning too early or too close to the start of the semester. That said, the best return date will depend upon an employee's responsibilities and the overall function of the work unit. The suggested return window will allow time to educate employees, address changes associated with returning to the workplace, and be ready for students moving into University Housing the week of August 24 and the first day of instruction on September 2.

eResources to Support Campus Planning

Many essential resources (Appendix A) designed to aid fall semester unit-level planning have been created by the [Smart Restart Project Teams](#). The most complete and up-to-date set of communications, guidelines, policies, and supporting materials are available at [Department & Units](#) resources page on the [Smart Restart](#) website.

Where to Go for Help

While there are some campus-wide requirements related to the reopening process, local interpretation and implementation may vary from unit to unit. Accordingly, it is best to direct most questions and requests for assistance to the unit's established group of subject matter experts, managers, and local leadership.

If questions remain after referring to the [resource website](#) mentioned above, additional campus guidance is available to support your leadership teams. Listed below are key contacts for specific topics.

- Business Services - admin@bussvc.wisc.edu or 608-262-4766
- Communications - smartrestart@vc.wisc.edu
- Facilities Planning & Management – <https://facilities.fpm.wisc.edu/returning-to-campus-safely/>
- Health and Safety
 - Environment, Health & Safety – EHSWebAdmin@fpm.wisc.edu or 608-265-5000
 - Student Health, Campus Testing and Contact Tracing Processes – uhs@uhs.wisc.edu
- Human Resources
 - Employee Disability Accommodation – employee.disabilities@cdo.wisc.edu
 - General Questions – smartrestartHR@ohr.wisc.edu
- Instruction and Curricular – instructionalcontinuity@provost.wisc.edu
- Information Technology – help@doit.wisc.edu
- Physical Plant – [web request form](#) or 608-263-3333
- Procurement - purch@bussvc.wisc.edu
- Research – vcrg@research.wisc.edu
- Student Support – vcsa@studentaffairs.wisc.edu
- Transportation and Parking - customerservice@fpm.wisc.edu or 608-263-6666
- Other Questions or General Information – reopening@vc.wisc.edu

The Path Forward

We thank you for your creativity, determination, and hard work during this challenging time. Please share the information contained in this document with your local leadership as this being sent only to Vice Chancellors, Deans, and Directors.

While there is no one-size-fits-all model for reopening, we do recommend taking the time to assign responsibilities for tasks such as ordering signage, rearranging work spaces, etc. This is particularly true for smaller units who may not have dedicated staff to regularly handle these duties. Careful planning will be critical to ensure we can continue to fulfill UW-Madison's world-class teaching, research, and service while mitigating risks to our campus community.

That said, the situation will likely remain highly fluid in the weeks and months ahead. The best way to stay aware of new communications and developments is to monitor the [Smart Restart](#) website and new resources at that site's [Department and Unit](#) page. Please watch for a new Smart Restart section in the weekly [Working at UW-Madison](#) e-newsletter that will summarize recent developments and new information. Additionally, new decisions and policy updates will be shared on a regular basis with deans, directors and other campus leadership.

Appendix A

Campus Reopening Planning Resources

The following is a list of the resources available at the [Smart Restart](#) website's [Department and Unit](#) resources page. Check this page regularly as new content is still be added. If you are can not find specific content or have questions please refer back to the contacts in the Where to Go for Help section of this memo or contact reopening@vc.wisc.edu.

- Business Services
 - [PPE procurement guidelines](#)
- Communication and Marketing Resources
 - [Smart Restart communications toolkit including the DoIT self-service signage store](#)
- Facilities Resources
 - [Facilities start-up overview](#)
 - [Returning to campus safely website](#)
 - [Parking and transportation](#)
 - Cleaning and disinfection
 - [Overview of cleaning and disinfection](#)
 - [Guidance for daily cleaning and disinfection](#)
 - [Cleaning and disinfecting protocols for work units](#)
 - [Guidance for cleaning and disinfecting classrooms](#)
 - [Guidance for cleaning and disinfecting vehicles](#)
 - [Incident cleaning in areas where a known or potentially contagious employee was present](#)
 - Interior space guidelines
 - [Space modification sample layouts](#)
 - [Physical barriers in workspaces](#)
 - [FP&M operational status](#)
- Health and Safety Resources
 - [Public health protocols](#)
 - [Campus guidance on face coverings](#)
 - [Infectious disease preparedness plan sample](#)
 - [Campus testing plan](#)
 - [COVID-19 daily self-assessment tool](#)
 - [Positive case reporting guidelines \(coming soon\)](#)
- Human Resources
 - [COVID-19 Workplace Safety Policy](#)
 - [COVID-19 Training for On-Site Workers](#)
 - [Employee resources](#)
 - [Resources on health and safety](#)
 - [Resources on reasonable accommodation, workplace flexibilities, and leave options](#)
 - [Return to On-Site Work Checklist for Employees](#)
 - [COVID-19 Case Reporting: Quick Reference Guide for Employees \(coming soon\)](#)
 - [Employee FAQs](#)
 - [Supervisor resources](#)
 - [Resources on health and safety](#)
 - [Resources on reasonable accommodation, workplace flexibilities, and leave options](#)
 - [Return to On-Site Work Checklist for Supervisors](#)

- [COVID-19 Case Reporting: Quick Reference Guide for Supervisors \(coming soon\)](#)
- [Meeting toolkit and letter templates](#)
- [Supervisor FAQs](#)