



The Universities
AT SHADY GROVE

USG Campus Operations Framework and Guidelines for Returning to Campus (RTC)

Summer/Fall 2021

Updated May 2021

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USG CAMPUS OPERATIONS FRAMEWORK & GUIDELINES FOR RETURNING TO CAMPUS (RTC) - SUMMER/FALL 2021

Executive Summary

This document was created to establish guidelines for returning to campus for the entire Universities at Shady Grove campus community, to include all USG staff and all partner institution faculty, staff and students. While we have remained open for business during the COVID-19 pandemic, the majority of activities have been operating remotely since mid-March 2020, with limited instructional and on-campus, in-person activities. The following guidelines will assist the USG community with gradually returning to campus, in addition to ultimately expanding regular on-campus activities up to 100%. As on-campus, in-person activities resume to normal operations and in-person campus activities increase for faculty, staff and students, USG service centers will be open for both online and in-person services.

Our goal and commitment is to ensure that we have the appropriate access to campus and appropriate staffing available to support all on-campus, in-person activities as demand increases throughout the summer and fall semesters. This document presents guidelines for establishing return to campus plans that are equitable for all staff in each of the USG service centers and for partner institution faculty, staff and students. As service levels increase, we will adjust our plans accordingly.

This document will begin to address many of your questions and concerns about returning to campus, what this might look like and how it may impact you. While we are continuing to plan for a safe return to campus, below you will find key information that will assist with this during both the summer and fall semesters.

Returning to campus means the following:

- We are planning to be open as much as possible, with the intention of transitioning back to regular campus operations over the summer.
- We are approaching the transition back to campus in a phased approach.
- We are planning for 100% of services to be offered either face to face, remotely, or hybrid (combination of face to face and remote).
- We are anticipating accommodating all in-person classroom/instruction requests and will work with programs individually to address any specific issues or challenges that may arise in implementation.

Guiding Principles

As we have highlighted in our previous return to campus plans, our planning and decisions are guided by the following principles:

- Protect the health, safety and well-being of students, faculty, staff and public visitors in each planning scenario and be mindful of the impact our decisions have on the surrounding community.

- Be true to the mission of USG: “To support and expand pathways to affordable, high quality public higher education that meet the distinctive needs of the region and are designed to support workforce and economic development in the state.”
- Ensure that all students have access to academic, technology and other critical services and activities to support learning and advance their educational and career goals.
- Ensure healthy working conditions for USG staff, allowing maximum flexibility in how work responsibilities can be fulfilled and services can be provided.
- Support our university partners, their faculty, staff and students, guided by health and safety protocols, and financial and staffing resource considerations, with access to services and campus facilities that are needed for instruction and student learning.
- Be guided by USM, the U.S. Centers for Disease Control and Prevention (CDC), State and County health directives to ensure, to the best of our ability, the health and safety of USG staff, partner staff, and faculty and students, once campus facilities are open for use.
- Be guided by an ongoing assessment of financial resources and staffing requirements, with a determination of what can be achieved given the availability of these resources to move forward as the plans evolve.

Planning Assumptions

We continue to support our nine partner institutions, as well as adhering to guidance from the UMD campus for all USG employees. USG guidance is based on the following planning assumptions:

- COVID cases will continue to decrease and remain low.
- On the other hand, if there is a marked increase in COVID cases, we may need to adjust our plans to reduce campus density, accordingly.
- USG employees, partner institution faculty, staff and students are strongly encouraged to have vaccinations prior to the start of Phase 1 on July 6 and will be required for Phase 2, per the USM [announcement](#).
- State of Maryland and Montgomery County will have reopened all facilities as a result of the COVID-19 vaccine distribution plan.
- For the fall semester (Phase 2), campus facilities will be set up to accommodate 4-feet physical distancing, wherever possible.
- Faculty, staff, and students will not be allowed on campus if they have tested positive for COVID-19 within the past 14 days.
- The remote work expectation by the state of Maryland has been lifted with the understanding that UMD will allow continued flexibility with implementing the telework program. (Employee telework days may decrease as regular on campus activities resume.)
- Ability to resume pre-COVID teleworking agreements with adjustments to be made based on individual service center needs.
- USG service centers will create return to campus plans that reflect Phase 1 with up to 50% normal campus activity and Phase 2 with up to 100% normal on campus activities. Each of these are to be approved by the Executive Director.

Return to Campus - Phased Approach

Phase 0

Phase 0 is now through July 5. During Phase 0, most employees, with the exception of essential personnel will continue to work remotely until July 5. With approval, a limited number of faculty, staff and students will be authorized to return to campus. During this phase, all visitors on campus must be reviewed and approved by the Chief Operating Officer.

Phase 1

Phase 1 begins July 6 and continues through July 31. During Phase 1, up to 50% of normal campus activities will be authorized on campus. Phase 1 limits capacity to 50% occupancy at any given time.

Phase 2

Phase 2 begins August 1 and continues through December 31. During Phase 2, up to 100% of normal campus activities will be authorized on campus. In Phase 2, we are working towards full campus operations and activities on or before December 31.

Health and Safety

It is our shared responsibility to keep all members of our community safe. Therefore, all individuals coming to campus must meet all health and safety protocols that includes but are not limited to the following. All employees must:

- Comply with USM mandatory COVID-19 vaccination requirements.
- Obtain required COVID-19 negative testing prior to returning to campus.
- Complete daily screening and symptom monitoring.
- Wear a face mask on campus at all times, except when in a private office
- Practice physical distancing.
- Frequently wash/sanitize their hands.
- Complete staff training for health and safety protocols.

We are closely monitoring the State of Maryland, Montgomery County, and CDC advice and guidelines. We will adjust campus operations and plans if COVID-19 case rates in the county or state increase to 'high risk transmission' levels or other public health factors necessitate restrictions. Any changes will be communicated, but we also encourage you to visit our USG Onward website for campus updates and further information.

Compliance with Health and Safety Measures

Students, faculty, and staff will work together to hold each other accountable for achieving the goal of successfully complying with all health and safety requirements. All USG community members must take responsibility for their own health and safety, and act in a manner that demonstrates respect and consideration for those around them.

While we expect each USG community member to assume personal responsibility, we understand that mistakes and oversights with compliance will likely occur. Generally, issues with compliance will be addressed with care, understanding, and information sharing. The overarching goal with compliance will be to de-escalate rather than intensify a situation, while at the same time ensuring campus safety.

Campus Operations and Building Hours

General campus operating hours will be limited to access between 9:00 a.m. – 7:00 p.m., Monday – Friday. There will be no building entry before or after campus operating hours except for pre-authorized essential faculty and staff.

All buildings will remain closed on weekends, with the exception of the Priddy Library.

Campus Staffing

There will be a gradual transition of staff back on campus beginning July 6, with the continuing use of teleworking to support the transition period until we have fully resumed normal operations at 100% on or before December 31. While we are very supportive of a hybrid work environment, we expect that all staff that were hired to physically be on campus will be returning to campus.

As we prepare to return to campus, many employees have expressed their concerns about the risk of returning during the COVID-19 pandemic. While we certainly understand that many have been very successful at completing their work remotely, we recognize that some functions are deemed necessary to return to campus. It is imperative that we work collaboratively to return these very important functions to campus and that we establish a framework and process for returning faculty, staff and students safely.

We will continue to monitor and assess staffing as on-campus, in-person activities expand to ensure we are tracking the potential spread of the virus to expeditiously tighten restrictions and reduce staffing levels, as needed.

USG Staff

During the COVID-19 pandemic, the USG staff has successfully operated remotely, with the exception of staff that have been identified as essential for on-campus operations. These individuals have been working on campus throughout the past year. Consistent with the past year, most staff will continue to operate remotely through July 5, with exceptions being made on a case-by-case basis. Effective July 6, we anticipate staffing levels to reach up to 50% of USG staff on campus. Beginning August 1, we anticipate the campus to be as open as possible, with up to 100% of USG staff on campus.

All USG service centers must have an approved return to campus plan prior to returning to campus. Staffing options during this time might include any combination of the following:

- Tele/Remote Working: Within USG/UMD Telework guidelines, to be reviewed and approved by staff member's immediate supervisor.
- Alternating Days: Within USG/UMD guidelines, employees may schedule partial staffing on alternating days to allow for physical distancing as needed.
- Staggered Work Schedule: Within USG/USG guidelines, employees may adjust beginning and end of work day to allow staggered reporting and departure times to allow physical distancing as needed.

Partner Institution Staffing

During the COVID-19 pandemic, partner institution faculty and staff operated remotely, with the exception of staff that were identified as essential for on-campus operations and, as such, have been working on campus over the past year. Most university partner faculty and staff will continue to operate remotely through July 5, with exceptions being made on a case-by-case basis. Effective July 6, staffing levels are permitted to reach up to 50% of partner institution faculty and staff on campus. Beginning August 1, the campus will be as open as much as possible, with up to 100% of partner faculty and staff on campus.

Campus Facilities

Cleanliness and Sanitation

Housekeeping protocols will continue to be revised to reflect standards as recommended by the CDC. Cleaning stations will be located inside of every classroom or lab with a scheduled class and near external doors and elevators. Services will be performed daily to include overnight deep cleaning of restrooms and high touch surfaces. Faculty, staff and students will have access to antiviral wipes to sanitize all workstations and high-use areas. All common and shared spaces must be cleaned by user after each use. This includes but is not limited to:

- Front desk, service work stations and counters
- Conference rooms tables, chairs, and equipment
- General office equipment and supplies (printers, copier, stapler and office machines)
- Computers, tablets, laptops, and keyboard
- Kitchenettes sinks, microwaves, refrigerators, door handles, drawers and cabinet handles

Personal Protective Equipment (PPE)

As service centers reopen and faculty, staff and students begin to return to campus, additional PPE will be provided, as needed. In addition, signage, plexiglass and hand cleaning stations will be placed throughout the building.

Physical Distancing

USG will adhere to Montgomery County's requirements for physical distancing. [Montgomery County's](#) requirement is:

"Require strict adherence to social distancing pursuant to the U.S. Centers for Disease Control and Prevention (CDC) and the Maryland Department of Health (MDH) guidance, **whichever is stricter.**"

The current requirement is 6 feet for physical distancing (Phase 0).

In planning for Phase 1, 6 feet of physical distancing will be used. As noted above, the space requirements may change based on Montgomery County requirements.

We are planning for 4 feet of physical distancing for the fall semester (Phase 2) in anticipation of a change in national and Montgomery County mandates. During this phase, faculty, staff and students will be required to stay at least 4 feet from each other at all times. All groups must adhere to physical distancing requirements on campus. This includes, but is not limited to, gatherings in:

- Restrooms
- Classrooms
- Hallways
- Labs
- Elevators
- Breakout Rooms & Group Study Rooms
- Meeting Rooms
- Conference Rooms
- Offices
- Outside Furniture
- Library

Mechanical Systems

The mechanical systems will be controlled based on building operating hours. During Phase 0 and Phase 1, mechanical systems will be turned off on evenings and weekends. During Phase 2, mechanical systems will be adjusted to operate based on the buildings' use. Air handling systems will be checked and upgraded, where necessary, to ensure adequate air movement in offices.

Offices, Classrooms, Labs, Meetings and Conference Room

Physical distancing must be maintained in all offices, classrooms, labs, meeting rooms and conference rooms at all times.

Office Planning

All office and desk assignments must be reviewed to ensure appropriate distancing and separation between individual workstations.

For shared offices, we ask that employees be temporarily reassigned or that alternative scheduling be used to ensure that there is no more than one person working in the office at a time.

Meetings

Meetings are recommended to be held virtually, utilizing the range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, RingCentral, telephone etc.). If possible, we encourage outdoor meetings, as well. If virtual meetings are not feasible, we ask that in-person meetings are limited to room capacity allowing for physical distancing. In-person meetings will be limited to current restrictions of Montgomery County, USM, and CDC.

Conference Rooms

Conference rooms require signage to be posted with maximum occupancy allowed per physical distancing guidelines.

Classrooms and Labs

All classrooms and labs must be set up to allow for maximum occupancy with the recommended physical distancing.

Breakout Rooms and Group Study Rooms

All breakout rooms and group study rooms must be set up to allow for maximum occupancy with physical distancing.

Campus Security

Security will continue to screen access to USG buildings during Phase 1. Security staffing levels will be adjusted based on the occupancy percentage of each building. To better manage campus access, we will continue with limited building access with doors secured at all times. Faculty, staff and students will be permitted to access all buildings, through specific, identified doors, at any time the campus is open for business. After-hours access will be granted on a case-by-case basis. During Phase 2 we will no longer screen access and all traditional building access points will be unlocked during business hours and we will return to normal operations that are more dependent on the hours of operation for each building.

Campus Information Technology

The USG Office of Information Technology will reopen to fully support all campus operations during Phase 1 and Phase 2. OIT will continue to modify or adjust operations to meet USG operational plans. Updates to hours of operations, shared resources and technology self-support services can be found online at <https://shadygrove.umd.edu/campus-resources/office-of-information-technology>.

Campus Auxiliary Operations

Parking/Transportation Services

The USG active parking program will resume in fall; registration will open in July. Parking enforcement will begin in August.

USG Food Services

Green Grove Café and Grover Catering

The Green Grove Café and Grover Café Catering will remain closed during Phase 1. During Phase 2, food services will reopen with Grab N' Go only from Grover Café; offering coffee, tea, a limited selection of salads and sandwiches, cold beverages, and snacks. This will be supplemented with food selections in a few vending machines in each building.

Level one: Carry-out only (Grover Café)

Level two: Packaged meal, limited seating, carry-out (Green Grove Café & Grover Cafe)

Level three: Served by café associate limited seating (All food service locations)

The Green Grove café will open as the campus capacity increases. Catering Services will resume during Phase 2 into fall semester.

Mini-Mart

The mini-mart will reopen when the library re-opens.

Mobile Market

Mobile Market will reopen in July and will continue to run on the 4th Monday of every month.

Copy Center

Copy Center will continue to operate by job request only during phase 1. During Phase 2, the Copy Center will be running on a reduced service capacity with one staff member to run print jobs received online for in-person pick-up or mail room drop-off.

Campus Rec Center

Campus Rec Center will reopen during Phase 2 as follows:

- Will operate the gym room only.
- The gym room will allow four users at a time; users will be spaced out (skipping equipment to maintain physical distancing).
- CRC classes and activities will start off hybrid and adjust accordingly.
- Locker room/showers use will be limited to 2 persons at a time.
- Proposed Hours: Monday – Friday, 8:00 a.m. – 6:00 p.m.

We will check the patron's temperature before entry and limit use to one hour per person if people are waiting outside. Additionally, we will recommend that patrons register/reserve their time online to reduce crowds or long wait times.

Campus Bookstore

We will continue to provide textbook services online.

Campus Events

We will continue with limiting the number of events and gatherings on campus. Limitations will be placed on events that do not directly support our institutional mission. Limitations will be placed on the size of events, in accordance with federal, state and local guidance. We will review requests for events on a case-by-case basis.

Campus Visitors

During Phase 1, we will control all visitor access to assist with decreasing the likelihood of COVID-19 spread on campus. All visitors on campus must be approved in advance by each Chief Divisional Officer if the visit exceeds 15 minutes.

Visitors include, but are not limited to:

- Faculty, staff or student family members
- Academic visitors and colleagues
- Vendors/Contractors

Visitors will be required to complete a COVID-19 daily screening and monitoring document, agreeing to the terms prior to the campus visit.

Operational Continuity

As we work towards full campus operations:

- We will continue to make adjustments based on feedback from the campus community during our transition from remote operations to "normal" campus operations.
- We will continue to adopt health and safety protocols throughout our implementation of campus operations.
- We will expand campus operations as campus density increases.