Academic Affairs

Office Sunrise Plan

(all the offices can open after August 3, 2020
but are not required to do so)

Name/Location/Function of Office?

CLA Advising and Academic Services, Montague 120 Suites

Rationale (When does the office propose to open? Why does the office need to open? How will the office be staffed?)

- This plan is subject to change and evolve depending on the university, state, and local virus recommendations.
- All scheduling and advisor availability will be communicated to students (as well as CLA faculty and staff) via regular emails, social media and signage on the office door.

Advising Offices will continue to offer all appointments virtually until further notice. We will re-evaluate our plan on Monday, September 7 and every 3 to 4 weeks following this date. Due to the abrupt shutdown with the COVID-19 crisis in March 2020, practices have been developed that allow advisors to have effective meetings and communications with students via Zoom without risk of contamination. Such meetings have become a routine and expected way of operating during these uncertain times.

Outdoor student programming at a safe distance and with proper PPE may be planned for the start of school to help students make personal connections during these novel times.

Some regular in-office staffing may occur on or around Monday, August 17 depending upon availability and completion of our move.

What are the staffing plans for the office/unit? (Do employees have to be in the office at the same time? What are the staffing demands/needs? Can employees work from home? Can the office allow for appropriate physical distancing?)
For the safety and health of all students and staff and to limit spread of illness, all appointments with students, faculty and staff will be held virtually via Zoom or Google Meet until further notice. All staff meetings will also be attended virtually.

Some staff may choose to work from home or in the office due to a variety of issues such as wifi access and work space. Currently all staff are available for virtual appointments Monday through Friday from 8 AM until 4:30 PM. We do not see these hours changing, but will provide structured “virtual drop-in” hours for students for greater student accessibility. A concise communication plan will be shared with students and constituents about staff availability.

When staff are using the office workspace, it is recommended that there are two people in the office suites for safety purposes. Proper PPE protocol and distancing will be maintained at all times.

It is likely that the Advising Director and the Curriculum Manager will maintain regular on-campus office hours beginning on or around Monday, August 17 to communicate a community presence. Because our move is still underway, this date is tentative.

Should there be a rare need for a face-to-face meeting, Pam Spencer or Stacy Crawford will make arrangements and an email will be sent to confirm the appointment that details proper PPE protocol.

*How will the office environment serve the needs of its constituency and/or UMD community? Will it be fully remote? Will there be walk in traffic? Will such traffic be by appointment only?*

At this time, appointments and contact will be fully remote. As the virus dissipates, plans to gradually open our offices will be unveiled. The plan will be revisited on Monday, September 7.

Any face-to-face appointments or guest to the office suites will be documented on a contact log and proper PPE must be in place (including: face masks, barriers, and 6 feet distancing).

*In addition to normal Facilities Management cleaning, how will the office maintain safety and cleanliness (i.e. use of hand sanitizer, cleaning services, restricting access, etc.)*

Cleaning of personal office space and surfaces will occur daily. If an in person meeting occurs, all surfaces will be sanitized after the visit and staff will sanitize hands as well.
Contingency Planning

What happens if a staff member becomes ill or a member of their family has COVID-19 or has been directly exposed to it?

- The Dean’s wing leadership will be notified.
- Any staff members who had direct contact with the individual will be notified and a 14 day isolation will be strongly suggested.
- If UMD is participating in contact tracing, that entity will be notified. If not, every effort will be made to notify any student or guest who had direct contact with the individual.
- As is typical for AAS sick time, every effort will be made to cover already booked appointments. Students will be asked to reschedule only if no other staff member can take that appointment.

Workplace Resources
https://www.uhs.umn.edu/uhs-covid-19-response-resources

Safe Campus Sunrise Information
https://safe-campus.umn.edu/sunrise-plan-faqs

Covid Training Video (will be required of all people in accordance with the Sunrise Plan)
https://training.umn.edu/courses/18321/course_sections/31001