



## CAMPUS REOPENING PLAN REVISED July 28, 2020

### Executive Summary

Throughout the COVID-19 pandemic, Alaska Pacific University has prioritized the health and safety of our community members. We recognize that our actions, both as an institution and as individuals, impact the wellbeing of families and communities beyond our campus. As we have made plans for the Fall semester, we have worked with students, faculty, staff, community members, and public health partners to understand the impact of the pandemic on learning, teaching, and overall wellbeing. We are following the guidance of the Centers for Disease Control and Prevention (CDC) and state and local authorities as well.

Alaska has experienced a surge in COVID-19 cases over the past month, and this has placed a strain on community resources. The State of Alaska and the Municipality of Anchorage have both increased measures to mitigate the spread of the virus. These trends have prompted a review of the Campus Reopening Plan, and we have determined that it is in the best interest of APU and our community partners to revise our plans for the Fall semester.

**With the exception of a few classes that require on-campus or field-based instruction, APU will move all courses, including intensives, to distance delivery for the Fall semester.** Computer labs on campus and at the library will be available to facilitate online learning. Fall courses that are offered on campus will move to distance delivery after the Thanksgiving break, and we will continue to review plans for Spring semester. There will be no change to the academic calendar.

**Housing and dining services will still be available to students,** and we will set aside rooms to quarantine residential students who test positive or need to self-isolate. Both new and returning students will move onto campus by scheduled appointments in the week leading up to the start of classes. We will reduce the number of students living on campus by reducing the density of our residential halls. We aim for every student to occupy a single room, with double rooms available upon request. First-year students will not be required to live on campus this year but may request to do so.

**Campus offices will continue to function through a mix of distance-delivered services and on-campus staffing.** We will facilitate telecommuting for employees, and employees will return to campus in stages while workspaces are configured to allow social distancing. Access to campus buildings will require an APU ID badge, and we will require prior reservations or appointments for public access to campus facilities.

**Students, employees, and visitors participating in any on-campus activities will be required to follow protocols to prevent spread of the COVID-19 virus, including wearing masks in indoor spaces, maintaining distance from others, and following cleaning instructions.** We encourage all students and employees to be tested before returning to campus. Those who test positive will quarantine at home or in designated residence hall facilities on campus. Contact tracing of those

testing positive will be done by the Alaska Department of Health and Social Services (DHSS). APU will implement a number of protocols to facilitate contact tracing, including tracking conference and class attendance, using ID badges to enter campus buildings, and limiting public access to campus facilities.

In order to mitigate the risk of COVID-19 transmission among communities, **travel related to APU business or academic programs will be limited.** Out-of-state travel is suspended. Residential students will be allowed to apply for a winter break housing contract.

We must all commit to maintain the health and safety of the APU community, our families, and our neighbors. We are excited to begin the Fall semester and recognize our shared responsibility to follow public health protocols to maintain a viable and vibrant learning community. We will continue to update APU faculty, staff, students and their families, and our community partners as the academic year progresses.

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# A Healthy Campus Environment

## Risk Mitigation: PPE, Cleaning/Disinfecting, Space Modification, Shared Responsibility Training

### Outcome:

APU will operate as a community with shared responsibility that mitigates health risks according to Department of Health and Social Services (DHSS) and Centers for Disease Control and Prevention (CDC) guidelines, including the use of face coverings and hand sanitizers, social distance-compliant spaces, and increased cleaning and disinfecting of all University facilities. We will focus on the health of all community members and educate all members in this initiative through campus-wide training.

Leadership: President, Provost, CFO, Compliance and Risk Officer, HR, Dean of Students, Director of Facilities

### To achieve this outcome, we will:

- Require all employees and students to use face masks while indoors and in public settings where other social distancing measures are difficult to maintain (common workspaces, meeting rooms, classrooms, etc.). When an employee is alone in a room and when a student is in a residence hall room or apartment, masks/face coverings are not required.
- Work to develop an inventory of personal protective equipment (PPE).
- Identify viable suppliers for bulk purchases of PPE.
- Distribute PPE and hand sanitizer to employees and students taking courses on campus.
- Retrofit or reconfigure spaces to accommodate and reinforce social distancing and determine new capacities for classrooms, labs, studios, and group areas.
- Implement new furniture layouts for learning spaces that address social distancing.
- Develop cleaning and disinfecting protocols for all facilities and provide shielding at face-to-face reception areas and service counters, as needed.
- Follow all CDC guidelines in cleaning and disinfecting spaces.
- Contract with custodial vendors to provide critical emergency response to areas exposed to infected occupants.
- Clarify individual office cleaning procedures that encourage employees to take responsibility and participate in enhanced cleaning protocols.
- Verify all employees have been properly trained to implement this plan.
- Monitor, evaluate, and adapt protocols, as necessary.

## Returning Employees to Campus

### Outcome:

Campus offices will continue to function through a mix of distance-delivered services and on-campus staffing. We will facilitate telecommuting for employees, and employees will return to campus in stages while workspaces are configured to allow social distancing.

Leadership: CFO, HR, Provost, Dean of Students

### To achieve this outcome, we will:

- Develop, disseminate, and continuously evaluate Campus Reopening employee guidelines.
- Notify vendors of APU campus protocols, as needed, to align with this reopening plan.
- Monitor, evaluate, and adapt protocols, as necessary.

## Developing a Caring Campus Community & Social Norming

### Outcome:

APU will implement a communication plan. Discussions among community members will seek to reduce fear, increase confidence and compliance, and promote social norming of our healthy campus initiatives.

Leadership: Dean of Students, Director of Marketing & Communications

To achieve this outcome, we will:

- Develop the communication plan by identifying issues that need to be resolved, modifying procedures, and offering relevant information sessions.
- Provide remote and in-person training to Student Affairs paraprofessional staff, Resident Assistants, Orientation Leaders, and campus programming staff.
- Develop orientation and educational programs based on CDC guidelines and other resources to promote safe behavior on campus, to inform students of the rationale for policy changes, and to initiate a social norming campaign to enhance compliance.
- Launch a communication campaign with Marketing and Communications.
- Offer co-curricular and extracurricular events that focus on remote, individual, and small group outdoor activities.
- Promote new policies that will stipulate that members of the campus community are to refrain from engaging in high-risk activities and follow the directives of posted safety instructions.
- Monitor, evaluate, and adapt protocols, as necessary.

## Campus Life

### Outcome:

APU will promote safety and responsibility within residence halls and dining services.

Leadership: Dean of Students, Director of Campus Life, Director of Dining Services

To achieve this outcome, we will:

- Develop housing protocols to reduce housing density, limit gathering spaces, and maintain security.
- Establish move-in dates for the Fall semester that will mitigate risk by staggering student arrival times over several days.
- Allow residential students to apply for winter break housing contracts to minimize risks associated with travel.
- Follow CDC guidelines when cleaning residence hall units.
- Space dining tables more broadly and add additional tables outdoors (as weather allows).
- Implement food service protocols that will include daily health screening and masks/gloves for employees. The protocols will also include installing shields for cashier stations, sanitizing utensils and stations every 30 minutes, placing floor markers and signage to indicate proper social distancing, providing hand sanitizing stations and signage at every entry point, and limiting capacity to allow for social distancing.
- Ensure all food service staff receive training on safe working habits and procedures to maximize guest safety.
- Monitor, evaluate, and adapt protocols, as necessary.

## Emergency Preparedness

Outcome:

APU will have appropriate protocols ready to address preparation for and response to all severe weather incidents in light of the COVID-19 pandemic.

Leadership: Compliance and Risk Officer, CFO

To achieve this outcome, we will:

- Review the current APU Emergency Management Plan in light of new COVID-19 guidelines.
- Evaluate the viability of any proposed modifications to the current sheltering plan for students and current emergency operations center.
- Determine the best alternative on-campus location for students who cannot be evacuated, and staff members needed to support these students.
- Engage with state and local partners to assess the capacity to respond to the modified emergency management plan.
- Communicate the modified Emergency Management Plan to the campus community.
- Monitor, evaluate, and adapt protocols, as necessary.

## A Healthy Community Environment

### Shared Responsibility: Following CDC, State, and Municipal Guidelines

Outcome:

**Students, employees, and visitors participating in any on-campus activities will be required to follow protocols to prevent spread of the COVID-19 virus, including wearing masks in indoor spaces, maintaining distance from others, and following cleaning instructions.** APU community members will exercise shared responsibility and assist others with an accurate base of knowledge that reflects Alaska Department of Health and Social Services, CDC, and other Alaska State and Municipal guidelines for prevention of infectious diseases.

Leadership: President, Provost, CFO, Compliance and Risk Officer, Dean of Students

To achieve this outcome, we will:

- Publicize guidelines consistent with all relevant national, state, and University policies to everyone on campus through signage, posters, and webpages.
- Through the efforts of Human Resources and Student Affairs, ensure all supervisors and students/community leaders are knowledgeable about current policies and standards.
- Utilize social norming to reduce non-compliance with community standards.
- Stay abreast of any outbreaks of other infectious diseases, such as influenza, that may worsen or are similar to COVID-19.
- Monitor, evaluate, and adapt protocols, as necessary.

## Travel

### Outcome:

APU will minimize the risk of transmission to the campus and to other communities by limiting or restricting inter- and intrastate travel related to APU business, research, or academic programs and following state and local guidelines for safe travel. APU will respect Tribal or other local restrictions on travel to communities.

Leadership: President, Provost

### To achieve this outcome, we will:

- Suspend out-of-state APU-related travel, unless approved in advance by the president.
- Limit intrastate travel beyond the Municipality of Anchorage or the Matanuska-Susitna Borough, unless approved in advance by the president or provost.
- Revise off-campus risk management protocols to explicitly address public health guidelines related to COVID-19 and related risk management strategies.
- Plan field work, off-campus academic and research activities, and related travel according to CDC, state, and local guidelines for COVID-19 mitigation.

## COVID-19 Testing Plan

### Outcome:

APU will work with community partners to facilitate testing of employees and students prior to campus arrival and periodically during the semester and will immediately isolate anyone with symptoms.

Leadership: Compliance and Risk Officer, HR, Dean of Students

### To achieve this outcome, we will:

- Encourage employees to get tested before returning to work.
- Require staff, faculty, and students to inform the University of a positive test.
- Isolate and facilitate testing of any residential students who report or show COVID-19 symptoms as soon as possible.
- Require employees and students to follow CDC guidance related to travel to/from CDC-designated areas.
- Require symptomatic employees to remain off campus until they receive a negative COVID-19 test or have finished the CDC guidelines for self-isolation.
- Monitor, evaluate, and adapt protocols, as necessary.

## Contact Tracing and Isolation

### Outcome:

APU will coordinate with the Alaska Department of Health and Social Services and local municipal health departments in contact-tracing efforts for individuals testing positive. APU will monitor the health environment of the campus and quickly respond to significant increases in infection rates.

Leadership: Compliance and Risk Officer

To achieve this outcome, we will:

- Identify and provide information to public health departments that will be of use in tracing community members. Such information would include visitor logs, class schedules, rosters, and residence hall addresses.
- Maintain visitor logs with names, phone numbers, and email contact information for conferences and meetings involving non-APU visitors.
- Consider checking temperatures for conferencing and other gatherings.
- Consider alternative mitigation efforts as we monitor the health environment of the campus.
- Respond through Human Resources, Provost, and/or Dean of Students, as appropriate, to communicate trouble spots to the campus community and identify quarantine and response.

## Isolate Infected Individuals

Outcome:

APU will isolate and make resources available to provide care, counseling, and other services for infected residential students in suitable on- or off-campus housing until they are no longer infectious.

Leadership: Dean of Students, Director of Campus Life

To achieve this outcome, we will:

- Identify, furnish, and reserve housing spaces to provide isolated rooms for up to 12 residential students who test positive for COVID-19.
- Implement pre- and post-use cleaning protocols.
- Identify resources to provide care, counseling, and other services to isolated individuals, including food service delivery systems.
- Monitor, evaluate, and adapt protocols, as necessary.

## Continue the Education of Isolated Individuals

Outcome:

APU students who are isolated due to infection or exposure will continue their education with minimal disruption, as they are able.

Leadership: Provost, Dean of Students

To achieve this outcome, we will:

- Develop our capacity and provide ongoing support to allow students in isolation to participate in classes remotely.
- Establish effective collaboration between Campus Life and Academic Affairs to support students in isolation.
- Identify, purchase, install, and support classroom technology to support remote learning.
- Monitor, evaluate, and adapt protocols, as necessary.

# Academic Program Delivery

## Teaching & Learning

Outcome:

For the Fall semester, APU will provide an engaging, effective educational experience to students via distance learning, with a limited number of on-campus or field courses.

Leadership: Provost, IT

To achieve this outcome, we will:

- Redesign courses for online or other distance delivery or, for on-campus and field-based courses, with appropriate protocols to limit risk of virus transmission.
- Explore methods for offering synchronous and asynchronous distance delivery for on-campus courses, as needed and feasible.
- Work with faculty to identify courses that need to continue on campus.
- Ensure field-based courses incorporate appropriate strategies in risk-management protocols to limit risk of virus transmission.
- Provide instructional design and basic and intermediate Blackboard workshops.
- Evaluate options to enable video conference delivery of instruction from classrooms to students participating remotely, and provide technology as needed (Blackboard add-ons, conferencing services, streaming devices, internet access, cameras/microphones).
- Monitor, evaluate, and adapt protocols, as necessary.

## Educational Space

Outcome:

For those courses continuing to meet on campus, APU will provide classroom, lab, studio, and shared learning spaces that facilitate social distancing, mitigate risk, and promote student learning.

Leadership: Provost, Registrar, Director of Facilities

To achieve this outcome, we will:

- Determine social distancing-capacity of all shared learning spaces (classrooms, labs, studios, study rooms).
- Identify options for additional learning spaces, including outdoor spaces.
- Implement guidelines for social distancing and risk mitigation in each shared learning space.
- Assign classrooms to classes based on capacity and technology needs.
- Monitor, evaluate, and adapt protocols, as necessary.

## Academic Calendar and Class Schedules

### Outcome:

APU will follow the planned academic calendar and publish current class schedules for both online and on-campus courses.

Leadership: Provost, Registrar

To achieve this outcome, we will:

- Revise the Fall course schedule to accommodate capacity limits for classrooms and labs for courses meeting on campus.
- Modify instructional delivery to minimize travel during breaks that may bring COVID-19 back to campus.
- End all in-person Fall-semester instruction by Thanksgiving break. Final exams, projects, and senior project presentations will be completed remotely.
- Monitor, evaluate, and adapt protocols, as necessary including planning for Spring semester.

## Library

### Outcome:

To mitigate risk when reopening for the Fall semester, the UAA/APU Consortium Library has shifted usage hours and/or spaces while continuing to meet the needs of APU and UAA community members.

Leadership: Provost, Consortium Library Dean

To achieve this we will:

- Prepare the library for social distancing and develop protocols and cleaning/handling procedures to mitigate risk.
- Promote the use of electronic resources and procedures for basic library services, such as how to return materials and interact with patrons.
- Monitor, evaluate, and adapt protocols, as necessary.

## FOLLOW UP AND ACKNOWLEDGEMENTS

Various components of this plan were developed by three university-wide working groups: Academics/Instruction/Instructional Technology, Campus Life and Operations, and Employee Support. Each working group was charged with evaluating scenarios for delivery of academic and community programs and identifying policies, procedures, and resources necessary to return to campus. Faculty and Staff Assemblies also polled their members for input. As we learn more and refine our response to the pandemic, elements of this plan will be revised. We will continue to engage the working groups and other stakeholders as this plan evolves.

We have benefitted from the collaboration of public health and risk management experts from the Alaska Native Tribal Health Consortium. Their assistance with evaluation of our facilities and resources and shared planning documents have enabled us to make timely and informed planning decisions throughout the pandemic. We also thank our EcoLeague partner, New College of Florida, for sharing the "Return to Campus" planning document which informed our discussions and decision-making.

## FALL 2020 PLANNING - Committee Members

### Senior Team

Valerie Nurr'araaluk Davidson, President  
Hilton Hallock, Provost  
Stephanie Harrod, Compliance and Risk Officer  
Ben Hahn, Dean of Students  
Sheila King, Chief Financial Officer

### Committee Members

Christina Borge, Special Assistant to the CFO and CRO  
Sydney Deusenberry, Assistant Director of Campus Life for Campus Safety  
Kris Gills, Director of Information Technology  
Rachel Grumblis, Payroll and Benefits Coordinator; Chair, Staff Assembly  
Becky Hannaman, Online Learning IT Specialist  
Manda Hill, Director of Campus Life  
Lydia Johnson, Campus Store and Mailroom Manager  
Mandy King, Associate Professor and Chair, Faculty Assembly  
Alex Lee, Assistant Professor of Philosophy; Vice-Chair of Faculty Assembly  
Jan Littlebear, Assistant Professor of Education and Director, CO-OP Program (Faculty Assembly Executive Committee)  
Tania Marsh, Executive Assistant to the Provost  
Kaili Martin, Assistant to the Dean of Student and Disability Support Services Coordinator; MES student  
Brian McDermott, Director of Auxiliary Services  
Rachael Miller, Associate Professor of Business and Kellogg Campus Director  
Kathy Mincks, Facilities Manager  
Stephanie Morgan, Associate Professor of Psychology and Director of the Institute of Health and Wellness  
Raina Panarese, Outdoor Programs Coordinator  
Marc Phillips, Director of Recreational Programs  
Elias Rojas, Director of Marketing and Communications  
Debbie Roll, Executive Assistant to the President  
Steve Rubinstein, Associate Professor of Outdoor Studies and Director, MSOEE Program  
Grace Schultz, President, ASAPU  
Chandler Stroup, Assistant Director of Campus Life  
Yaso Thiru, Professor of Business and Director of the Institute of Business and Public Policy  
Katie Thornquest, Assistant Professor of Nursing (Faculty Assembly Executive Committee)  
Paul Twardock, Professor of Outdoors Studies and Co-Director of the Institute of Culture and Environment (Faculty Assembly Executive Committee)  
Michelle Wheeler, Registrar  
Kathleen Wyrick, Director of Human Resources

# APPENDIX A

STAGED APPROACH - STAFFING			
Return Stages	Stage 1	Stage 2	Stage 3 Normal Business
<b>Timing</b>	<b>Current</b>	<b>TBD</b>	<b>TBD</b>
<b>Criteria to Implement</b>	<ul style="list-style-type: none"> <li>APU Leadership and Muni and State Direction</li> </ul>	<ul style="list-style-type: none"> <li>APU Leadership and Muni and State Direction</li> </ul>	<ul style="list-style-type: none"> <li>APU Leadership and Muni and State Direction</li> </ul>
<b>Maximum employees permitted to return to campus</b>	<ul style="list-style-type: none"> <li>Minimum compliment of senior staff and other staff as needed for business continuation</li> </ul>	<ul style="list-style-type: none"> <li>Expand the minimum compliment of senior staff and others as needed to support expanded operations</li> <li>Expand the minimum staff support positions required to fully, efficiently, and effectively support operations</li> <li>Positions may be returned on a staggered part-time work-from-home basis</li> <li>Senior management must approve employees/teams to return to onsite work based on their role, ability, operational needs, student needs, or other</li> </ul>	<ul style="list-style-type: none"> <li>All employees permitted to return to onsite work</li> </ul>
STAGED APPROACH - PHYSICAL WORKSPACE			
Return Stages	Stage 1	Stage 2	Stage 3 Normal Business
<b>Timing</b>	<b>Current</b>	<b>TBD</b>	<b>TBD</b>
<b>Criteria to Implement</b>	<ul style="list-style-type: none"> <li>APU Leadership and Muni and State Direction</li> </ul>	<ul style="list-style-type: none"> <li>APU Leadership and Muni and State Direction</li> </ul>	<ul style="list-style-type: none"> <li>APU Leadership and Muni and State Direction</li> </ul>
<b>Physical Workspace</b>	<ul style="list-style-type: none"> <li>Limited access to all facilities</li> <li>Virtual meetings required</li> <li>Conference rooms unavailable</li> </ul>	<ul style="list-style-type: none"> <li>Department occupancy limited as physical distancing requirements allow</li> <li>Conference rooms accessible for small meetings (less than 10 people as social distancing allows). Virtual meetings encouraged</li> </ul>	<ul style="list-style-type: none"> <li>Amenity spaces fully restored to full operation</li> </ul>
STAGED APPROACH - WORK TRAVEL PROTOCOL			
Return Stages	Stage 1	Stage 2	Stage 3 Normal Business
<b>Timing</b>	<b>Current</b>	<b>TBD</b>	<b>TBD</b>
<b>Criteria to Implement</b>	<ul style="list-style-type: none"> <li>APU Leadership and Muni and State Direction</li> </ul>	<ul style="list-style-type: none"> <li>APU Leadership and Muni and State Direction</li> </ul>	<ul style="list-style-type: none"> <li>APU Leadership and Muni and State Direction</li> </ul>
<b>Work Travel Protocol</b>	<ul style="list-style-type: none"> <li>All in-state business by President approval</li> <li>Out-of-state business travel suspended but may be lifted by the President</li> </ul>	<ul style="list-style-type: none"> <li>All in-state business by President or Provost approval</li> <li>Out-of-state business travel suspended but may be lifted by the President</li> </ul>	<ul style="list-style-type: none"> <li>Normal travel procedures apply</li> </ul>

## Physical Workplace: Plan Details

### Goals:

The main goal of this plan is to limit the COVID-19 exposure risk to staff, faculty, student workers and independent contractors while establishing a safe work environment that requires minimal adjustments throughout the continued phases of reopening.

### Definitions:

Assume these are typical of the majority of APU workspaces

**Private Office:** An office space, with a door, that is used by only one staff member and has only one workstation set up in the space. Some also have a double function as a small meeting room for groups of 2 to 6 people when the office occupant was involved in the meeting.

**Shared Office:** An enclosed office space, with a door, that is used by more than one staff member at a time and has multiple workstations set up in the space, typically 2 but at times up to 5 workstations.

**Cubicle:** This is a work area defined by typically fabric partitions that range in height from 4'-0" to over 6'-0". There is only one workstation in this space and no physical door to the space.

**Shared Cubicle:** A work area similar to a cubicle but with multiple workstations within the one space. Typically set up to accommodate teams or staff who work closely together.

**Open office space:** A work area where workstations are located close together and often are in a line against the wall with no physical divisions. Typically used in situations where multiple staff will be using a station and will only be sitting at the station for intermittent portions of the day or where a high level of coordination is required by the staff.

### Requirements:

State of Alaska Requirements: Current health mandates office space standards are incorporated into these requirements.

- Social distancing
- All occupied desks, cubicles, or open work spaces must be at least six feet apart

Existing regulations: These still apply and will be considered as measures are evaluated and implemented. These include ADA, OSHA, and Muni regulations (including fire codes).

### Assumptions:

The most stringent of the current State of Alaska physical requirements – social distancing of six feet – will be the primary parameter for the workstation modifications or layouts. This will be defined as a 'visual' distance – enabling the use of cubicle walls, partitions, and other blockages to arrange workstations in an efficient layout in the existing spaces. This will be assessed through a risk assessment process.

### Impact on typical APU Workspaces:

- Private office for one individual – No significant changes necessary. Move or remove excess guest chairs or tables if social distancing cannot be maintained when more than one person is in the office. Note, many private office staff keep the door open. From a social distancing perspective this is not an issue but could have an impact on the amount of air circulating in the office/building.
- Typical single person cubicle – A cubicle wall over four feet tall (exact best practice height is not determined yet by any evidence that could be found) is considered a barrier between workstations. This will be assessed through a risk assessment process.
- Workstations within the cubicle should be faced away from the cubicle opening to maximize the distance from the pathway to the work area.
- Cubicles should be used by only one employee.
- Staff should clean their workspace, high-touch items, and the entry trim of the cubicle daily.
- Shared offices – Shared offices may be large enough to continue to support the multiple staff within, however, workstations might need to be shifted or additional barriers installed.
- Workstations are typically installed in opposite corners or aligned against one wall. For opposite corner setups, no changes are needed. For side-by-side stations, installation of a cubicle wall or other divider will most likely be required.
- Shared cubicles – some areas of the campus have cubicles that are shared by multiple people. These will require redesign and/or other mitigations measures.
- Open office area – this will require redesign and/or other mitigation measures.

### Impact on Additional Support/Common Spaces:

Additional support spaces (employee amenity areas) that will be considered in the overall building/ floor risk assessment include:

- Locker rooms
- Common equipment (phones, copiers, TV remotes, etc.)
- Bathrooms
- Conference Rooms
- Classrooms
- Circulation pathways – hallways, stairs, elevators
- Dorms
- Break rooms
- Vacant areas
- Building entries
- Lobbies
- Workout/recreation facilities

Some physical space modifications may be reduced by behavior requirements (masks, directional travel, reduced occupancy in a building/space).